



# Gaston County

## Board of Commissioners

COURTHOUSE  
325 Dr. Martin Luther King Jr. Way  
Gastonia, NC

**Chairman Tracy L. Philbeck**  
**Vice-Chairman Jack B. Brown**  
**Chad Brown**  
**Allen R. Fraley**  
**Bob Hovis**  
**Tom Keigher**  
**Ronnie Worley**

Tuesday, May 26, 2020

Meeting Agenda

### REVISED - Regular Meeting 6:00 P.M.

#### Meeting Closed to the General Public in Response to the COVID-19 Pandemic

CALL TO ORDER  
INVOCATION  
PLEDGE OF ALLEGIANCE

#### I. BUSINESS AGENDA

##### A. AGENDA REVISION/APPROVAL

1. *REVISED: Section III., Item C. - Fee Schedule Attached*
2. *REVISED: Section III., Item D. - Board Action/Carry Forward List*
3. *REVISED: Section III., Item F. - Budget Change Request Attached*
4. *REVISED: Section III., Item G. - Budget Change Request Attached*
5. *MOVED TO NON-CONSENT: Section III, Item O.*
6. *REVISED: Section III., Item S. - Committee Recommendations Attached*
7. *ADDED: Section III., Item AE. - Board Action/ Resolution*

#### II. CITIZEN RECOGNITION (Citizen Comment Received via Voicemail, Email/Mail; Comments Limited to Three Minutes on Issue of Choice.)

#### III. CONSENT AGENDA

- A.** Commissioner Philbeck - BOC - Memorial Day Proclamation - To Recognize and Honor Those Who Gave All During Their Military Service to the United States of America, and to Express Our Gratitude to the Fallen Members of Our Armed Services.....5-6
- B.** Commissioner Philbeck - BOC - To Approve the Nursing Home (NH) and the Adult Care Home (ACH) Community Advisory Committees By-Laws.....7-11
- C. REVISED/** Commissioner Philbeck - Budget/Purchasing - To Adopt a Fee Schedule Effective July 1, 2020 through June 30, 2021.....**GREEN SHEET PAGES (GSP) 12-12M**
- D. REVISED/** Commissioner Philbeck - Budget/Purchasing - To Approve the Carry Forward of \$38,921,416 (\$5,539,068 in Outside Funding and \$33,382,348 in County Funds) from FY 2019-20 Funds into FY 2020-21.....**GSP 13-18**

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- E. Commissioner Worley - Budget/Purchasing - To Accept and Appropriate Additional Governor's Crime Commission Grant Award Funds for School Safety Equipment for the Sheriff's Office in the Amount of \$34,920 (No County Funds).....19-20
- F. **REVISED/** Commissioner Worley - Budget/Purchasing - To Accept and Appropriate Additional Federal Grant Funds Received from the Coronavirus Emergency Supplemental Funding (CESF) Program (100% Grant Funds - \$40,204).....**GSP 21-21A**
- G. **REVISED/** Commissioner Worley - Budget/Purchasing - To Accept and Appropriate Additional Grant Funds from the NC Housing Finance Agency (NCHFA) for the Single Family Rehabilitation Program (100% Grant Funds - \$90,352).....**GSP 22-22A**
- H. Commissioner Philbeck - County Manager - To Accept Departmental Budget Change Requests as Information.....23-26
- I. Commissioner Chad Brown - DHHS (ACCESS Division) - Approval of the Revised 2020 Gaston County ACCESS System Safety Plan Policy (No Funding Impacted Herein).....27-99
- J. Commissioner Chad Brown - DHHS (Social Services Division) - To Accept and Appropriate the Federal Families First COVID-19 Relief Act Funds for the Nutrition Program in the Amount of \$152,897 (100% Federal Funds).....100-101
- K. Commissioner Chad Brown - DHHS (Social Services Division) - To Accept and Appropriate Federal Funds from the Division of Workforce Solutions for the Workforce Innovation and Opportunity Act (WIOA) Program in the Amount of \$5,000 (100% Federal Funds).....102-104
- L. Commissioner Chad Brown - DHHS (Social Services Division) - Proclamation - To Proclaim the Month of May 2020 as Older Americans Month.....105-106
- M. Commissioner Chad Brown - DHHS (Social Services Division) - Proclamation - To Proclaim the Month of May 2020 as Foster Care Awareness Month.....107-108
- N. Commissioner Chad Brown - DHHS (Social Services Division) - To Approve the Workforce Innovation and Opportunity Act (WIOA) Local and Regional Workforce Development Area Four-Year Plan.....109-161
- O. **MOVED TO NON-CONSENT/** ~~Commissioner Jack Brown - Economic Development Commission - To Approve the Low Bid and Authorize Execution of the Site Development Contract with Neill Grading and Construction for the Apple Creek Corporate Park at a Cost Not to Exceed \$17,913,657.00 (100% County Funds).....162-167~~
- P. Commissioner Keigher - Finance - Appropriation of Accumulated Investment Earnings from December 1, 2019 Through March 31, 2020 (\$237,898).....168-170
- Q. Commissioner Philbeck - Finance - To Accept and Appropriate Additional Revenue and Expenditures in the Self Insurance Fund (\$956,460).....171-173
- R. Commissioner Keigher - Finance - To Accept as Information the Attached Property Tax Refunds Less than \$100. These Tax Refunds Should Be Recorded in the Board's Minutes.(Total NCVTS Refunds - \$6,501.94).....174-175
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- S. REVISED/** Board of Commissioners - Finance - To Approve the Recommendations of the Small Business Emergency Bridge Loan Committee.....**GSP 176-176A**
- T.** Commissioner Fraley - Gaston Emergency Medical Services - Proclamation - To Proclaim the Week of May 17-23, 2020 as Emergency Medical Services Week in Gaston County.....177-178
- U.** Commissioner Philbeck - Parks and Recreation - To Authorize Gaston County Parks and Recreation to Submit a Land Water Conservation Fund Grant (LWCF) Application (Grant Funds - \$160,276; Requires a 50% County Match - Budgeted).....179
- V.** Commissioner Philbeck - Parks and Recreation - To Accept and Appropriate a 2019 North Carolina Parks and Recreation Trust Fund Grant in the Amount of \$250,000 (Required County Match \$250,000 - Budgeted).....180-181
- W.** Commissioner Worley - Police Department - To Accept and Appropriate Additional Discretionary Funds from the North Carolina Department of Public Safety, Adult Corrections and Juvenile Justice in the Amount of \$3,230 to the PORT Program in Gaston County for Court Involved Youth.....182-185
- X.** Commissioner Chad Brown - Police Department - To Approve Axon Enterprise, Inc. as a Sole Source Vendor for the Budgeted Purchase of Tasers (\$99,370.75).....186-189
- Y.** Commissioner Chad Brown - Police Department - To Approve the Temporary Intergovernmental Agreement with the Charlotte-Mecklenburg Police Department for Law Enforcement Services in Preparation for, During, and After the 2020 Republican National Convention.....190-201
- Z.** Commissioner Worley - Police Department/Sheriff's Office - Proclamation - To Proclaim May 10 - 16, 2020 as Law Enforcement Week and May 15, 2020 as Peace Officer's Memorial Day in Gaston County.....202-203
- AA.** Commissioner Chad Brown - Public Works - To Award a Construction Contract to Tarpon Construction, Inc. for Pavement Repairs at the Gaston County DHHS (Social Services Division) at a Cost Not to Exceed \$291,213.45, and Authorize the County Manager to Execute Any Necessary Contract Documents (FY20 Funds).....204-206
- AB.** Commissioner Philbeck - Public Works - To Award a Construction Contract to T.C. Strickland Construction for ADA Improvements at the Dallas Branch Library Not to Exceed \$203,000.00, and Authorize the County Manager to Execute Any Necessary Contract Documents (FY20 Funds).....207-209
- AC.** Commissioner Worley - Sheriff's Office - To Approve Sole Source Purchase of 15 Additional Body-Worn Cameras from Axon Enterprise, Inc. (\$35,804).....210-213
- AD.** Commissioner Fraley - Tax Collections - Pursuant to G.S. 105-381, the Tax Collector Requests that the Listed Tax Refunds be Made. (Releases and Refunds - \$ 0.00; Overpayments - \$3,229.86; VTS Refunds - \$1,491.49; Grand Total - \$4,721.35).....214-215
- AE. ADDED/** Commissioner Philbeck - BOC - To Revise the Gaston County Board of Commissioners' Regular Meeting Schedule for June, 2020 to Cancel the June 9, 2020 BOC Work Session.....**GSP 215A-215B**
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**IV. NON-CONSENT AGENDA ITEMS**

- A. MOVED FROM CONSENT/** Commissioner Jack Brown - Economic Development Commission - To Approve the Low Bid and Authorize Execution of the Site Development Contract with Neill Grading and Construction for the Apple Creek Corporate Park at a Cost Not to Exceed \$17,913,657.00 (100% County Funds)

**V. ITEMS PULLED FROM CONSENT AGENDA****VI. ITEMS ADDED BY MAJORITY VOTE FOR DISCUSSION ONLY****VII. APPOINTMENTS**

- A.** Appointment List - Current Expiring Terms/Vacant Positions.....216-220

**VIII. REPORTS****A. Commissioners Committee Reports****B. County Manager's Report**

- 1.** PRESENTATION OF THE FY2020-2021 GASTON COUNTY BUDGET

**C. County Attorney's Report****IX. OTHER MATTERS****X. ADJOURNMENT**



# Gaston County

Gaston County  
Board of Commissioners  
[www.gastongov.com](http://www.gastongov.com)

## Board of Commissioners

### Board Action

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**File #:** 20-229

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Commissioner Philbeck - BOC - Memorial Day Proclamation - To Recognize and Honor Those Who Gave All During Their Military Service to the United States of America, and to Express Our Gratitude to the Fallen Members of Our Armed Services

#### **STAFF CONTACT**

Donna S. Buff - Clerk to the Board - 704-866-3196

#### **BACKGROUND**

N/A

#### **ATTACHMENTS**

Proclamation



- WHEREAS, Memorial Day was first observed as Decoration Day on May 30, 1868 as an occasion for many Americans to decorate the graves of fallen Civil War Soldiers; and,
- WHEREAS, after World War I, this day was expanded to include fallen members of all of our nation's wars and after World War II, this day officially became known as Memorial Day. In 1971, Congress established Memorial Day as a federal holiday to be observed on the last Monday of May each year; and,
- WHEREAS, we recognize the sacrifices and contributions the men and women of our armed forces have made upholding the principles of democracy and freedom. We extend gratitude to the families of our service members and recognize their sacrifices and unwavering devotion. Without their support, our men and women could not have completed their missions successfully; and,
- WHEREAS, this Memorial Day, we express our deepest appreciation to the men and women who laid down their lives in service to our Nation and we mourn with the families and friends of those lost. It is our duty to preserve the legacy of those brave Americans who died defending our great Country and our "unalienable rights" to "life, liberty and the pursuit of happiness"; and,
- WHEREAS, during this time of reflection, we honor and commend those from Gaston County who have contributed to this great Country. Our County has a long and decorated history of military service and our citizens have made significant contributions locally and worldwide.
- NOW, THEREFORE, BE IT RESOLVED that the Gaston County Board of Commissioners salutes our services members for their outstanding devotion to Duty, Honor, and Country and recognizes

## Memorial Day, Monday, May 25, 2020

as a day to honor and remember our fallen heroes. The Commission further encourages the Citizens of Gaston County to unite in prayer and reflection for the many sacrifices and accomplishments of our fallen soldiers, their families, and our Veterans.

\_\_\_\_\_  
Tracy L. Philbeck, Chairman

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Chad Brown

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Bob Hovis

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Jack B. Brown, Vice-Chairman

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Tom Keigher

\_\_\_\_\_  
Allen R. Fraley

\_\_\_\_\_  
Ronald E. Worley



# Gaston County

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## Commissioners

## Board Action

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**File #:** 18-458

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Commissioner Philbeck - BOC - To Approve the Nursing Home (NH) and the Adult Care Home (ACH) Community Advisory Committees By-Laws

### **STAFF CONTACT**

Donna S. Buff - Clerk to the Board - 704-866-3196

### **BACKGROUND**

The Nursing Home and the Adult Care Home Community Advisory Committees met on January 8, 2019 and approved the revised By-laws. The Committees are submitting the By-laws for approval by the Board of Commissioners.

### **ATTACHMENTS**

Nursing Home and the Adult Care Home Community Advisory Committees By-laws

## **BYLAWS**

### **Nursing Home and Adult Care Home Community Advisory Committee Gaston County, North Carolina**

#### **ARTICLE I      Statement of Purpose**

The Nursing Home Community Advisory Committee of Gaston County hereinafter referred to as the Advisory Committee, was established in accordance with the North Carolina General Statutes, amended G.S. 131D-31, to work to maintain the Bills of Rights for Adult Care Home and Nursing residents, and to promote community involvement and cooperation with Adult Care Homes and nursing homes in meeting the needs of elderly and disabled persons residing in these homes in Gaston County.

#### **ARTICLE II      Objectives The objectives of the Advisory Committee are:**

- 1) To serve all Nursing Homes in Gaston County.
- 2) To make at least one visit to each Nursing Home for the aged quarterly.
- 3) To identify alleged violations of the Nursing Home Resident's Bill of Rights G.S. 131-D-2 (G.S. 131E-117) and to report them to the home administrator and/or person in charge. Violations in Nursing Homes will be reported to the Department of Social Services.
- 4) To promote community education and awareness of the needs of the residents.
- 5) To encourage community involvement within the facilities, to recruit volunteer resources for the enhancement of the quality of life of the residents.
- 6) To make an annual report to the Gaston County Board of Commissioners. This report will include an appraisal of the strengths, weaknesses and problems of nursing facilities and will identify the issues that affect long term residential care. A copy of this report will be sent to the North Carolina Division of Aging through the Regional Ombudsman.

#### **ARTICLE III      Criteria for Membership (U.S. 131c-63)**

##### **Section I      Establishment and Appointment of Advisory Committee**

- (a) All members shall be screened for conflict of interest, attend orientation, be designated by the State Ombudsman Program and then be appointed by the Board of County Commissioners.

- (b) Each member must be a resident of Gaston County.
- (c) No person or immediate family member of a person with a financial interest in a home served by the committee, or employee, or governing board member of a home served by a committee, or immediate family member of a resident in a home served by a committee may be a member of the committee. An "immediate family member" is defined as mother, father, sister, brother, spouse, child, grandmother, grandfather and in-laws for above.
- (d) At least one member of the Advisory Committee shall be a person involved in the area of mental retardation.

**Section II**      Terms of Office

- (a) Each committee member shall serve an initial term of one year. Any person re-appointed to a second or subsequent term in the same county shall serve a three-year term.

**ARTICLE IV**      General Rules

- (a) All Advisory Committee members are expected to attend committee meetings, quarterly visits and training sessions. The Chairperson may request that the State Ombudsman Office remove and de-designate any member who is not active (Not attended 75% of the visits and quarterly meetings).

**Article V**      Officers and Elections

The Advisory Committee shall elect annually a Chairperson or Co-chairpersons, a Vice-Chairperson (unless Co-Chairpersons are elected) and a Secretary.

- (a) **Chairperson or Co-Chairpersons** shall preside at all meetings of the Advisory committee and shall decide all matters of order and procedure, unless a majority calls for a final decision by the Advisory committee. The Chairperson may veto, as an Advisory Committee member, on any issue before the Advisory Committee. The Chairperson or a majority of the Advisory Committee may call special meetings.  
A chairperson shall also refer to committee members all information and guidelines received from the Division of Aging or Department of Human Resources; shall appoint Advisory committee members to investigate any matters before the committee; shall appoint subcommittee Chairperson and shall assign committee members to subcommittees for facility visits.
- (b) **Vice-Chairperson**, unless Co-Chairpersons are elected, a Vice-Chairperson may be elected to assist the Chairperson as requested and shall conduct all meetings in the absence of the Chairperson.

- (c) **Secretary** shall assist the chairperson; shall keep the minutes of the Advisory Committee and keep a record of attendance; shall carry on routine correspondence and shall maintain the files of the Advisory Committee. (A Chairperson may choose to help with the correspondence.) The Ombudsman may assist in these responsibilities.

**ARTICLE VI**     Meetings

**Section I**     Regular Meetings

In addition to the required home visits, regular meetings of the full Advisory Committee shall be held once a quarter, with the date, time, location and notification to be made by the Regional Ombudsman office.

**Section II**     Quorum

A quorum shall consist of a majority of the members.

**Section III**     Vote

Except as otherwise specified herein, the vote of a majority of those members present shall be sufficient to decide matters before the Advisory Committee, provided a quorum is represented.

**Section IV**     Conduct of Meetings

All meetings shall be conducted in accordance with normally accepted parliamentary procedure and shall be open to the public except when confidentiality is required or permitted by law.

**Section V**     Executive Sessions

Executive sessions may be held according to the North Carolina General Statutes.

**ARTICLE VII**     Records

**Section I**     Files

The Secretary shall maintain a file of all studies, plans, reports and recommendations made by the Advisory Committee in the discharge of its duties and responsibilities.

**Section II**     Disclosure of Information

All records of the Advisory Committee shall be public records, except where disclosure of confidential information is prohibited by law, or where confidentiality is permitted by law.

**ARTICLE VIII**     Amendment of Bylaws

A notice of any proposed change in the Bylaws shall be sent to all committee members two weeks prior to the meeting involved, and an amendment to the Bylaws shall be made by a two-thirds majority of all the members present.

Amended 1-8-19 during a quarterly meeting, adjustments made and voted on by the committee.  
Majority agreed to accept the changes as proposed.

1-8-2019  
Date Adopted

Gaston  
County

Shula Merrill  
Chairperson — NHT

Linda Denton  
Co-chairperson — Actt

Cindy Engert - Ombudsman

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Certification

I, Donna S. Buff, Clerk to the Gaston County Board of Commissioners, do hereby certify that the above is a true and accurate copy of the Nursing Home and the Adult Care Home Community Advisory Committees By-laws as adopted by the Board of Commissioners on May 26, 2020.

\_\_\_\_\_  
Donna S. Buff, Clerk



# Gaston County

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Board of Commissioners  
[www.gastongov.com](http://www.gastongov.com)

## Budget and Purchasing Board Action

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**File #:** 20-236

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**REVISED/** Commissioner Philbeck - Budget/Purchasing - To Adopt a Fee Schedule Effective July 1, 2020 through June 30, 2021

### **STAFF CONTACT**

Janet Schafer - Budget & Management Services - 704-866-3029

### **BUDGET IMPACT**

Sets Fee Schedule for FY 2021. No additional appropriation of funds.

### **BUDGET ORDINANCE IMPACT**

### **BACKGROUND**

The County has a set fee structure in place for certain services that are rendered to the public. Most fee adjustments relate to these types of services as well as public record/information. State statutes require that public records be available at the costs associated with their reproduction, not origination. Because of the state requirement, fees are reviewed annually to ensure that these services remain cost neutral. Attached for your review is a listing of current and proposed changes. Staff is recommending that the Board of Commissioners adopt the new fees and associated changes, effective July 1, 2020. These changes to the fee schedule do not have a substantial impact on the County Budget.

### **POLICY IMPACT**

N/A

### **ATTACHMENTS**

**ADDED/** FY 2021 Fee Schedule

| Gaston County FY 2020 - 2021 Fee Schedule | Details | Adopted<br>Fee Schedule<br>FY20 | Recommended<br>Fee Schedule<br>FY21 | Change |
|-------------------------------------------|---------|---------------------------------|-------------------------------------|--------|
|-------------------------------------------|---------|---------------------------------|-------------------------------------|--------|

Animal Care & Enforcement

|                                     |                           |          |          |      |
|-------------------------------------|---------------------------|----------|----------|------|
| Adoption Fees                       |                           |          |          |      |
| Adoption Dog/Puppies                | Adoption Contract         | \$ 90.00 | \$ 90.00 | \$ - |
| Adoption Cat/Kittens                | Adoption Contract         | \$ 75.00 | \$ 75.00 | \$ - |
| Large Farm Animals                  | Auction to Highest Bidder | Bid      | Bid      | \$ - |
| Military/Senior Citizen: Dog/Puppy  | Adoption Contract         | \$ 70.00 | \$ 70.00 | \$ - |
| Military/Senior Citizen: Cat/Kitten | Adoption Contract         | \$ 55.00 | \$ 55.00 | \$ - |

|                 |  |           |           |      |
|-----------------|--|-----------|-----------|------|
| Reclaim Fees    |  |           |           |      |
| 1st Impoundment |  | \$ 25.00  | \$ 25.00  | \$ - |
| 2nd Impoundment |  | \$ 100.00 | \$ 100.00 | \$ - |
| 3rd Impoundment |  | \$ 200.00 | \$ 200.00 | \$ - |

|                              |         |          |          |      |
|------------------------------|---------|----------|----------|------|
| Board Fees                   |         |          |          |      |
| Bite Animals (Dogs/Cats)     | Per Day | \$ 20.00 | \$ 20.00 | \$ - |
| Isolated Animals in Kennels  | Per Day | \$ 20.00 | \$ 20.00 | \$ - |
| Dogs/Puppies Regular Kennels | Per Day | \$ 10.00 | \$ 10.00 | \$ - |
| Cats/Kittens Regular Kennels | Per Day | \$ 10.00 | \$ 10.00 | \$ - |

|                                                                                              |               |             |             |      |
|----------------------------------------------------------------------------------------------|---------------|-------------|-------------|------|
| Miscellaneous Fees (Rabies Vaccination by Veterinarian Only)                                 |               |             |             |      |
| Microchip Fee                                                                                |               | \$ 10.00    | \$ 10.00    | \$ - |
| County License (Unaltered Dog / Cats)                                                        | 1 Year        | \$ 35.00    | \$ 35.00    | \$ - |
| County License (Altered Dog / Cats)                                                          | 1 Year        | \$ 10.00    | \$ 10.00    | \$ - |
|                                                                                              | 3 Year        | \$ 25.00    | \$ 25.00    | \$ - |
| Ferret (Only 1 Year Vaccinations Recognized for Ferrets)                                     | 1 Year        | \$ 10.00    | \$ 10.00    | \$ - |
| Special Licensing Permit                                                                     | 1 Year        | \$ 100.00   | \$ 100.00   | \$ - |
| Duplicate License                                                                            |               | \$ 5.00     | \$ 5.00     | \$ - |
| Late Purchase Fee                                                                            |               | \$ 15.00    | \$ 15.00    | \$ - |
| Animals Declared Dangerous or Potentially Dangerous by Animal Care Enforcement               | 1 Year        | \$ 100.00   | \$ 100.00   | \$ - |
| Breeders: Dogs/Cats Registered to Reputable Association, Proof Owners Sell on Yearly Basis   | 1 Year        | \$ 10.00    | \$ 10.00    | \$ - |
|                                                                                              | 3 Year        | \$ 25.00    | \$ 25.00    | \$ - |
| Show Dogs: Dogs Regularly Competing in Recognized "Dog Shows"                                | 1 Year        | \$ 10.00    | \$ 10.00    | \$ - |
|                                                                                              | 3 Year        | \$ 25.00    | \$ 25.00    | \$ - |
| Medical Dogs/Cats: Trained to Assist Special Needs (Seeing Eye, Hearing Impaired, etc.)      | 1 Year        | \$ 10.00    | \$ 10.00    | \$ - |
|                                                                                              | 3 Year        | \$ 25.00    | \$ 25.00    | \$ - |
| Health Risk: Statement From a Veterinarian that Spaying/Neutering is a Health Risk to Animal | 1 Year        | \$ 10.00    | \$ 10.00    | \$ - |
|                                                                                              | 3 Year        | \$ 25.00    | \$ 25.00    | \$ - |
| Service Dogs: Trained to Assist Soldiers, Police, or Public Organization                     | 1 Year        | \$ -        | \$ -        | \$ - |
|                                                                                              | 3 Year        | \$ -        | \$ -        | \$ - |
| Hunters: Persons with Valid Hunting License and Valid Special Licensing Permit               | 1 Year        | \$ 2.00     | \$ 2.00     | \$ - |
|                                                                                              | 3 Year        | \$ 6.00     | \$ 6.00     | \$ - |
| Owner of 10+ Animals & Valid Special Licensing Permit, Each Animal Must be Spayed/Neutered   | 1 Year        | \$ 2.00     | \$ 2.00     | \$ - |
|                                                                                              | 3 Year        | \$ 6.00     | \$ 6.00     | \$ - |
| Interference with Any Duly Appointed Agent                                                   | 1st Violation | \$ 500.00   | \$ 500.00   | \$ - |
|                                                                                              | 2nd Violation | \$ 1,000.00 | \$ 1,000.00 | \$ - |
|                                                                                              | 3rd Violation | \$ 1,500.00 | \$ 1,500.00 | \$ - |

|                                            |               |             |             |      |
|--------------------------------------------|---------------|-------------|-------------|------|
| Harboring Stray Dogs and Cats              |               |             |             |      |
| Keep Animals Not Belonging to His/her      | 1st Violation | \$ 100.00   | \$ 100.00   | \$ - |
|                                            | 2nd Violation | \$ 200.00   | \$ 200.00   | \$ - |
|                                            | 3rd Violation | \$ 250.00   | \$ 250.00   | \$ - |
| Keep Animals For Fighting Purposes         | 1st Violation | \$ 1,000.00 | \$ 1,000.00 | \$ - |
|                                            | 2nd Violation | \$ 2,500.00 | \$ 2,500.00 | \$ - |
|                                            | 3rd Violation | \$ 5,000.00 | \$ 5,000.00 | \$ - |
| Not Keep Dangerous Animals Confined        | 1st Violation | \$ 500.00   | \$ 500.00   | \$ - |
|                                            | 2nd Violation | \$ 1,000.00 | \$ 1,000.00 | \$ - |
|                                            | 3rd Violation | \$ 1,500.00 | \$ 1,500.00 | \$ - |
| Not Wearing a Current County Privilege Tag | 1st Violation | \$ 30.00    | \$ 30.00    | \$ - |
|                                            | 2nd Violation | \$ 100.00   | \$ 100.00   | \$ - |
|                                            | 3rd Violation | \$ 250.00   | \$ 250.00   | \$ - |

| Gaston County FY 2020 - 2021 Fee Schedule                                               |                             | Details | Adopted<br>Fee Schedule<br>FY20 | Recommended<br>Fee Schedule<br>FY21 | Change |
|-----------------------------------------------------------------------------------------|-----------------------------|---------|---------------------------------|-------------------------------------|--------|
| Not Wearing a Current Rabies Tag                                                        |                             |         | \$ 25.00                        | \$ 25.00                            | \$ -   |
| Interference with Traps (Dog/Cats)                                                      | 1st Violation               |         | \$ 250.00                       | \$ 250.00                           | \$ -   |
|                                                                                         | 2nd Violation               |         | \$ 500.00                       | \$ 500.00                           | \$ -   |
|                                                                                         | 3rd Violation               |         | \$ 1,000.00                     | \$ 1,000.00                         | \$ -   |
| Damage to Dog/Cat Traps                                                                 | 1st Violation               |         | \$ 250.00                       | \$ 250.00                           | \$ -   |
|                                                                                         | 2nd Violation               |         | \$ 500.00                       | \$ 500.00                           | \$ -   |
|                                                                                         | 3rd Violation               |         | \$ 1,000.00                     | \$ 1,000.00                         | \$ -   |
| Board Bill Dog/Cat                                                                      | Per Day                     |         | \$ 10.00                        | \$ 10.00                            | \$ -   |
| Board Bill Separate Cage Dog/Cat                                                        | Per Day                     |         | \$ 20.00                        | \$ 20.00                            | \$ -   |
| Board Bill Livestock                                                                    | Per Day                     |         | \$ 22.00                        | \$ 22.00                            | \$ -   |
| Board Bill Other than Dog/Cat/Livestock                                                 |                             |         | \$ 25.00                        | \$ 25.00                            | \$ -   |
| Processing Fee for Returned Check                                                       |                             |         | \$ 25.00                        | \$ 25.00                            | \$ -   |
| Replace County License                                                                  | For any License Replacement |         | \$ 5.00                         | \$ 5.00                             | \$ -   |
| Violation of Adoption Contract                                                          |                             |         | \$ 60.00                        | \$ 60.00                            | \$ -   |
| Bite Animal Running Loose                                                               | 1st Violation               |         | \$ 1,250.00                     | \$ 1,250.00                         | \$ -   |
|                                                                                         | 2nd Violation               |         | \$ 2,500.00                     | \$ 2,500.00                         | \$ -   |
|                                                                                         | 3rd Violation               |         | \$ 5,000.00                     | \$ 5,000.00                         | \$ -   |
| Dogs Running at Large, Leash Law                                                        | 1st Violation               |         | \$ 25.00                        | \$ 25.00                            | \$ -   |
|                                                                                         | 2nd Violation               |         | \$ 100.00                       | \$ 100.00                           | \$ -   |
|                                                                                         | 3rd Violation               |         | \$ 200.00                       | \$ 200.00                           | \$ -   |
| Female Dogs/Cats in Season                                                              | 1st Violation               |         | \$ 60.00                        | \$ 60.00                            | \$ -   |
|                                                                                         | 2nd Violation               |         | \$ 200.00                       | \$ 200.00                           | \$ -   |
|                                                                                         | 3rd Violation               |         | \$ 250.00                       | \$ 250.00                           | \$ -   |
| Cruelty                                                                                 | 1st Violation               |         | \$ 250.00                       | \$ 250.00                           | \$ -   |
|                                                                                         | 2nd Violation               |         | \$ 1,000.00                     | \$ 1,000.00                         | \$ -   |
|                                                                                         | 3rd Violation               |         | \$ 2,500.00                     | \$ 2,500.00                         | \$ -   |
| County License - Not Currently Listed with Gaston County                                |                             |         | \$ 25.00                        | \$ 25.00                            | \$ -   |
| Rabies Not Current on Rabies Inoculation                                                | 1st Violation               |         | \$ 60.00                        | \$ 60.00                            | \$ -   |
|                                                                                         | 2nd Violation               |         | \$ 500.00                       | \$ 500.00                           | \$ -   |
|                                                                                         | 3rd Violation               |         | \$ 1,000.00                     | \$ 1,000.00                         | \$ -   |
| Registration of Exotic Pets                                                             | 1st Violation               |         | \$ 500.00                       | \$ 500.00                           | \$ -   |
|                                                                                         | 2nd Violation               |         | \$ 750.00                       | \$ 750.00                           | \$ -   |
|                                                                                         | 3rd Violation               |         | \$ 1,000.00                     | \$ 1,000.00                         | \$ -   |
| Animal Nuisance                                                                         | 1st Violation               |         | \$ 100.00                       | \$ 100.00                           | \$ -   |
|                                                                                         | 2nd Violation               |         | \$ 250.00                       | \$ 250.00                           | \$ -   |
|                                                                                         | 3rd Violation               |         | \$ 500.00                       | \$ 500.00                           | \$ -   |
| Owner/Keeper Allows 1+ Attacks, Assaults, Wounds, Bites, Other Injuries to Human        | 1st Violation               |         | \$ 1,000.00                     | \$ 1,000.00                         | \$ -   |
|                                                                                         | Subsequent Violation        |         | \$ 2,500.00                     | \$ 2,500.00                         | \$ -   |
| Owner/Keeper Not Following the Penning Restrictions for Dangerous Animal or Farm Animal | 1st Violation               |         | \$ 500.00                       | \$ 500.00                           | \$ -   |
|                                                                                         | 2nd Violation               |         | \$ 1,000.00                     | \$ 1,000.00                         | \$ -   |
|                                                                                         | Subsequent Violation        |         | \$ 1,500.00                     | \$ 1,500.00                         | \$ -   |
| Owner/Keeper Allows a Dangerous Dog to Kill a Domestic Animal or Farm Animal            | 1st Violation               |         | \$ 500.00                       | \$ 500.00                           | \$ -   |
|                                                                                         | 2nd Violation               |         | \$ 1,000.00                     | \$ 1,000.00                         | \$ -   |
|                                                                                         | Subsequent Violation        |         | \$ 1,500.00                     | \$ 1,500.00                         | \$ -   |

## Building Services

|                                                             |  |  |           |           |      |
|-------------------------------------------------------------|--|--|-----------|-----------|------|
| Zoning Permits                                              |  |  |           |           |      |
| Single Family Residence                                     |  |  | \$ 150.00 | \$ 150.00 | \$ - |
| Multifamily Residence                                       |  |  | \$ 150.00 | \$ 150.00 | \$ - |
| Non Residential                                             |  |  | \$ 150.00 | \$ 150.00 | \$ - |
| Change In Use                                               |  |  | \$ 150.00 | \$ 150.00 | \$ - |
| Residential Accessory Structures                            |  |  | \$ 150.00 | \$ 150.00 | \$ - |
| Sign(s)                                                     |  |  | \$ 150.00 | \$ 150.00 | \$ - |
| Manufactured Home Park Space                                |  |  | \$ 150.00 | \$ 150.00 | \$ - |
| Temporary Use Permits                                       |  |  | \$ 150.00 | \$ 150.00 | \$ - |
| Zoning Verification Letter                                  |  |  | \$ 25.00  | \$ 25.00  | \$ - |
| All Zoning permits for parcels inside conditional districts |  |  | \$ -      | \$ -      | \$ - |

# Gaston County FY 2020 - 2021 Fee Schedule

| Details                                                                                                                                                                 |                                                                                  | Adopted<br>Fee Schedule<br>FY20 | Recommended<br>Fee Schedule<br>FY21 | Change |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------|---------------------------------|-------------------------------------|--------|
| <b>Conditional Use Permits</b>                                                                                                                                          |                                                                                  |                                 |                                     |        |
| Residential                                                                                                                                                             | Initial Permit                                                                   | \$ 565.00                       | \$ 565.00                           | \$ -   |
|                                                                                                                                                                         | Additional Per Unit                                                              | \$ 50.00                        | \$ 50.00                            | \$ -   |
| Non-residential                                                                                                                                                         | Initial Permit                                                                   | \$ 565.00                       | \$ 565.00                           | \$ -   |
|                                                                                                                                                                         | Additional Per Acre                                                              | \$ 40.00                        | \$ 40.00                            | \$ -   |
| <b>Board of Adjustments</b>                                                                                                                                             |                                                                                  |                                 |                                     |        |
| Variances/Special Exceptions                                                                                                                                            |                                                                                  | \$ 565.00                       | \$ 565.00                           | \$ -   |
| Appeals                                                                                                                                                                 |                                                                                  | \$ 150.00                       | \$ 150.00                           | \$ -   |
| <b>Commercial Site Plan Review</b>                                                                                                                                      |                                                                                  |                                 |                                     |        |
| Projects Less Than \$100,000                                                                                                                                            |                                                                                  | \$ 450.00                       | \$ 450.00                           | \$ -   |
| Projects Greater Than \$100,000                                                                                                                                         | \$550 Plus \$75 Per Acre                                                         | \$ 550.00                       | \$ 550.00                           | \$ -   |
| Re-review 1                                                                                                                                                             |                                                                                  | \$ 50.00                        | \$ 50.00                            | \$ -   |
| Re-review 2                                                                                                                                                             |                                                                                  | \$ 100.00                       | \$ 100.00                           | \$ -   |
| Re-review 3+                                                                                                                                                            |                                                                                  | \$ 150.00                       | \$ 150.00                           | \$ -   |
| <b>Building Permits:</b> Minimum Permit Fee for New Residential Homes will be \$660 Regardless of Valuation                                                             |                                                                                  |                                 |                                     |        |
| <b>Valuation of Work:</b> Valuation Determined by the Valuation Tables Per Square Foot Cost Set Forth in Current ICC or the Stated Contract Price, Whichever is Greater |                                                                                  |                                 |                                     |        |
| Gaston County will Calculate Construction Valuation for 1 or 2 Family Dwellings, All Commercial Buildings, and NC Labeled Modular Homes Using ICC Valuations Tables     |                                                                                  |                                 |                                     |        |
| \$1 to \$5,000                                                                                                                                                          | Minimum Fee                                                                      | \$ 60.00                        | \$ 60.00                            | \$ -   |
| \$5001 to \$50,000                                                                                                                                                      | Plus \$6 Per \$1,000 Valuation or Any Part Thereof Over \$5,000                  | \$ 60.00                        | \$ 60.00                            | \$ -   |
| \$50,001 to \$100,000                                                                                                                                                   | Plus \$5 Per \$1,000 Valuation or Any Part Thereof Over \$50,000                 | \$ 320.00                       | \$ 320.00                           | \$ -   |
| \$100,000 to \$250,000                                                                                                                                                  | Plus \$4.50 Per \$1,000 or Any Part Thereof Over \$100,000                       | \$ 570.00                       | \$ 570.00                           | \$ -   |
| \$250,001 to \$500,000                                                                                                                                                  | Plus \$4 Per \$1000 or Any Part Thereof Over \$250,000                           | \$ 1,245.00                     | \$ 1,245.00                         | \$ -   |
| \$500,001 to \$1,000,000                                                                                                                                                | Plus \$3.50 Per \$1000 or Any Part Thereof Over \$500,000                        | \$ 2,245.00                     | \$ 2,245.00                         | \$ -   |
| \$1,000,001 to \$10,000,000                                                                                                                                             | Plus \$2.50 Per \$1,000 or Any Part Thereof Over \$1,000,000                     | \$ 3,995.00                     | \$ 3,995.00                         | \$ -   |
| \$10,000,001 and Above                                                                                                                                                  | Plus \$1.50 Per \$1000 or Any Part Thereof Over \$10,000,000                     | \$ 26,495.00                    | \$ 26,495.00                        | \$ -   |
| Unheated Space, Garages, Porches, and Decks for Residential Construction will use the Per Square Foot Cost Calculation Listed under "Utility/Miscellaneous"             |                                                                                  |                                 |                                     |        |
| <b>Single Trade Permits</b>                                                                                                                                             |                                                                                  |                                 |                                     |        |
| Residential Electrical Permit                                                                                                                                           |                                                                                  | \$ 60.00                        | \$ 60.00                            | \$ -   |
| Residential Mechanical Permit                                                                                                                                           |                                                                                  | \$ 60.00                        | \$ 60.00                            | \$ -   |
| Residential Plumbing Permit                                                                                                                                             |                                                                                  | \$ 60.00                        | \$ 60.00                            | \$ -   |
| Commercial Plumbing, Electrical, Mechanical, Fire Alarm, & Sprinkler Permits That Are Not Part of a Building Permit                                                     | Permit Fee Based on Project Cost When Applied to Gaston County's Valuation Table | Varies                          | Varies                              | \$ -   |
| Water Heater/ HVAC Change Out                                                                                                                                           |                                                                                  | \$ 60.00                        | \$ 60.00                            | \$ -   |
| <b>Commercial/Residential &amp; Fire Plan Review</b>                                                                                                                    |                                                                                  |                                 |                                     |        |
| Commercial Plan Review fee                                                                                                                                              | 20% of Permit Fee for 1st Review                                                 | Varies                          | Varies                              | \$ -   |
| Commercial Plan 1st Re-review for Bldgs 2500 SqFt or Smaller                                                                                                            |                                                                                  | \$ 75.00                        | \$ 75.00                            | \$ -   |
| Commercial Plan 1st Re-review for Bldgs 2501 to 7500 SqFt                                                                                                               |                                                                                  | \$ 150.00                       | \$ 150.00                           | \$ -   |
| Commercial Plan 1st Re-review for Bldgs 7501 to 20,000 SqFt                                                                                                             |                                                                                  | \$ 300.00                       | \$ 300.00                           | \$ -   |
| Commercial Plan 1st Re-review for Bldgs 20,001 to 60,000 SqFt                                                                                                           |                                                                                  | \$ 450.00                       | \$ 450.00                           | \$ -   |
| Commercial Plan 1st Re-review for Bldgs 60,001 SqFt or Larger                                                                                                           |                                                                                  | \$ 600.00                       | \$ 600.00                           | \$ -   |
| Commercial & Fire Plan 2nd Re-review for Bldgs All SqFt                                                                                                                 | 1st Review fee x 2                                                               | Fee x2                          | Fee x2                              | \$ -   |
| Commercial & Fire Plan 3rd+ Re-review for Bldgs All SqFt                                                                                                                | 1st Review fee x 3                                                               | Fee x3                          | Fee x3                              | \$ -   |
| Residential Re-review Fee/ Re-stamp of Lost Plans                                                                                                                       |                                                                                  | \$ 25.00                        | \$ 25.00                            | \$ -   |
| Electronic Plan Review Fee (Blue Beam)                                                                                                                                  |                                                                                  | \$ 100.00                       | \$ 100.00                           | \$ -   |
| <b>Signs</b>                                                                                                                                                            |                                                                                  |                                 |                                     |        |
| Sign Permits Based on Project Cost                                                                                                                                      | Based on Project                                                                 | Varies                          | Varies                              | \$ -   |

| Gaston County FY 2020 - 2021 Fee Schedule                                                                                         |                                       | Details | Adopted<br>Fee Schedule<br>FY20 | Recommended<br>Fee Schedule<br>FY21 | Change |
|-----------------------------------------------------------------------------------------------------------------------------------|---------------------------------------|---------|---------------------------------|-------------------------------------|--------|
| <b>Moved Houses:</b> Any Remodeling or Additions will Need to be Permitted Separately                                             |                                       |         |                                 |                                     |        |
| Includes New Foundation and Basic Utility Reconnections                                                                           | 9 Inspection Trips Included           |         | \$ 540.00                       | \$ 540.00                           | \$ -   |
| <b>Day Care License Inspection</b>                                                                                                |                                       |         |                                 |                                     |        |
| Includes Day Care Licensing Inspections Only- Any Remodeling Would be Extra                                                       |                                       |         | \$ 180.00                       | \$ 180.00                           | \$ -   |
| <b>Certificate of Occupancy:</b> Included with Building Permit                                                                    |                                       |         |                                 |                                     |        |
| For Existing Buildings with no Active Building Permit - 1 Inspection Trip by Electrical/Mechanical Inspector and 1 Inspection     |                                       |         | \$ 180.00                       | \$ 180.00                           | \$ -   |
| <b>ABC Permit</b>                                                                                                                 |                                       |         |                                 |                                     |        |
| For Existing Buildings with no Active Building Permit - 1 Inspection Trip by Electrical/Mechanical Inspector and one 1 Inspection |                                       |         | \$ 180.00                       | \$ 180.00                           | \$ -   |
| <b>Re-Inspection Fee</b>                                                                                                          |                                       |         |                                 |                                     |        |
| For Residential,Commercial and Zoning Permits. A Fee Will be Charged Per Inspection After Previous Failures on the Same           |                                       |         | \$ 60.00                        | \$ 60.00                            | \$ -   |
| Not Ready for Inspection Fee                                                                                                      |                                       |         | \$ 200.00                       | \$ 200.00                           | \$ -   |
| Re-Inspection #2                                                                                                                  |                                       |         | \$ 120.00                       | \$ 120.00                           | \$ -   |
| Re-Inspection #3                                                                                                                  |                                       |         | \$ 180.00                       | \$ 180.00                           | \$ -   |
| <b>Starting Work Without Permit</b>                                                                                               |                                       |         |                                 |                                     |        |
| Whenever Work is Started Without a Permit                                                                                         |                                       |         | Fee x2                          | Fee x2                              | \$ -   |
| <b>On-Time Inspections</b>                                                                                                        |                                       |         |                                 |                                     |        |
| Before or After Normal Work Hours, Must be Scheduled and Approved Ahead of Time.                                                  |                                       |         | \$ 180.00                       | \$ 180.00                           | \$ -   |
| Guaranteed Inspection Times - During Normal Business Hours 8am - 5pm Monday - Friday                                              |                                       |         | \$ 120.00                       | \$ 120.00                           | \$ -   |
| <b>Weekend Inspections (Saturday and Sunday)</b>                                                                                  |                                       |         |                                 |                                     |        |
| Based on Availability and Must be Approved Ahead of Time                                                                          |                                       |         | \$ 360.00                       | \$ 360.00                           | \$ -   |
| Holiday Inspection - Inspection Scheduled on Holiday Observed by Gaston County                                                    |                                       |         | \$ 480.00                       | \$ 480.00                           | \$ -   |
| Scheduled On-Time Inspections Must be Pre-approved by Supervisor and Only When Staffing Levels Allow                              |                                       |         |                                 |                                     |        |
| <b>Manufactured Home permit</b>                                                                                                   |                                       |         |                                 |                                     |        |
| Single Wide HUD Labeled Manufactured Home                                                                                         |                                       |         | \$ 360.00                       | \$ 360.00                           | \$ -   |
| Double Wide/ Triple Wide HUD Labeled Manufactured Home                                                                            |                                       |         | \$ 480.00                       | \$ 480.00                           | \$ -   |
| Additions and Remodels - Per Trip, Based on Scope of Work                                                                         | Per Inspection                        |         | \$ 60.00                        | \$ 60.00                            | \$ -   |
| <b>Demolition Permits</b>                                                                                                         |                                       |         |                                 |                                     |        |
| Residential Demolition Permit                                                                                                     |                                       |         | \$ 60.00                        | \$ 60.00                            | \$ -   |
| Commercial Demolition Permit                                                                                                      |                                       |         | \$ 60.00                        | \$ 60.00                            | \$ -   |
| <b>Swimming Pools</b>                                                                                                             |                                       |         |                                 |                                     |        |
| Above Ground Pool - Includes 1 Trip for Building/Plumbing & 1 Trip for Electrical Inspector                                       |                                       |         | \$ 120.00                       | \$ 120.00                           | \$ -   |
| In Ground Pool - Includes 3 Trips for Building/Plumbing and 3 Inspections for Electrical                                          |                                       |         | \$ 360.00                       | \$ 360.00                           | \$ -   |
| <b>Refunds</b>                                                                                                                    |                                       |         |                                 |                                     |        |
| If No Work Has Begun & No Inspections Performed                                                                                   | Customers May Obtain a 100% Refund    |         | \$ -                            | \$ -                                | \$ -   |
| If Work Has Began & Inspections Performed, or if Permit Expired                                                                   | No Refund Will be Granted             |         | \$ -                            | \$ -                                | \$ -   |
| <b>Central Transportation (ACCESS)</b> Driven by 3rd Party Reimbursement                                                          |                                       |         |                                 |                                     |        |
| NEMT (Medicaid)                                                                                                                   | Per Mile                              |         | \$ 2.07                         | \$ 2.07                             | \$ -   |
| Agency Requests                                                                                                                   | Per Mile                              |         | \$ 1.55                         | \$ 1.55                             | \$ -   |
| EDTAP                                                                                                                             | Clients with Non-Medical Destinations |         | \$ 2.00                         | \$ 2.00                             | \$ -   |
| RGP - In County Only                                                                                                              | Rural to City                         |         | \$ 2.00                         | \$ 2.00                             | \$ -   |
| RGP - In County Only                                                                                                              | Rural to Rural                        |         | \$ 3.00                         | \$ 3.00                             | \$ -   |
| Deviated Fixed Route                                                                                                              | Gaston College                        |         | \$ 1.00                         | \$ 1.00                             | \$ -   |

Gaston County FY 2020 - 2021 Fee Schedule

Details

Adopted  
Fee Schedule  
FY20

Recommended  
Fee Schedule  
FY21

Change

Clerk to the Board

|                    |          |          |          |      |
|--------------------|----------|----------|----------|------|
| Full Agenda Packet | Per Year | \$ 35.00 | \$ 35.00 | \$ - |
|--------------------|----------|----------|----------|------|

Cooperative Extension

Lucile Tatum

|          |            |           |           |      |
|----------|------------|-----------|-----------|------|
| Rent Fee |            | \$ 280.00 | \$ 280.00 | \$ - |
|          | Refundable | \$ 50.00  | \$ 50.00  | \$ - |

Citizens Resource Center

|                              |              |           |           |      |
|------------------------------|--------------|-----------|-----------|------|
| One Conference Area          | 4 Hour Block | \$ 150.00 | \$ 150.00 | \$ - |
| Two Conference Areas         | 4 Hour Block | \$ 250.00 | \$ 250.00 | \$ - |
| Three Conference Areas       | 4 Hour Block | \$ 350.00 | \$ 350.00 | \$ - |
| Entire Conference Center     | 4 Hour Block | \$ 450.00 | \$ 450.00 | \$ - |
| Use of Catering Kitchen      |              | \$ 25.00  | \$ 25.00  | \$ - |
| Refundable Deposit           |              | \$ 100.00 | \$ 100.00 | \$ - |
| Refundable Equipment Deposit |              | \$ 100.00 | \$ 100.00 | \$ - |

4-H

|                                                                                         |                                            |          |          |      |
|-----------------------------------------------------------------------------------------|--------------------------------------------|----------|----------|------|
| One-Time Summer Membership Fee                                                          | Per Person                                 | \$ 12.00 | \$ 12.00 | \$ - |
| Program Fees - Based on Supply Cost, Transportation, Insurance, Instructors, Food, etc. | Varies According to Event and Participants | \$ -     | \$ -     | \$ - |

Elections

|              |  |          |          |      |
|--------------|--|----------|----------|------|
| Flash Drives |  | \$ 25.00 | \$ 25.00 | \$ - |
| Postage      |  | Cost     | Cost     | \$ - |

Emergency Management

Fire Inspections & Code Violations

|                                                           |                |           |           |      |
|-----------------------------------------------------------|----------------|-----------|-----------|------|
| First Re-Inspection                                       |                | \$ -      | \$ -      | \$ - |
| Second Re-Inspection                                      |                | \$ -      | \$ -      | \$ - |
| ABC Permit Inspection                                     |                | \$ 50.00  | \$ 50.00  | \$ - |
| AST / UST Install / Removal Inspection                    | Per Tank       | \$ 50.00  | \$ 50.00  | \$ - |
| Foster Home Inspections (Initial)                         |                | \$ 25.00  | \$ 25.00  | \$ - |
| Foster Home Inspections (Renewals)                        |                | \$ 25.00  | \$ 25.00  | \$ - |
| Fire Code Violation Re-Inspection                         | 2nd Site Visit | \$ 50.00  | \$ 50.00  | \$ - |
| Fire Code Violation - Each Day After 3rd Site Visit       | Per Day        | \$ 100.00 | \$ 100.00 | \$ - |
| Minor Fire Hazards                                        |                | \$ 25.00  | \$ 25.00  | \$ - |
| Moderate Fire Hazards                                     |                | \$ 50.00  | \$ 50.00  | \$ - |
| Severe Fire Hazards                                       |                | \$ 150.00 | \$ 150.00 | \$ - |
| Life Safety Hazards (Requires Correction within 24 hours) |                | \$ 300.00 | \$ 300.00 | \$ - |

Mandatory Operational Permits:

|                                                      |  |           |           |      |
|------------------------------------------------------|--|-----------|-----------|------|
| 105.6.2 Amusement Buildings                          |  | \$ 100.00 | \$ 100.00 | \$ - |
| 105.6.5 Carnivals & Fairs                            |  | \$ 50.00  | \$ 50.00  | \$ - |
| 105.6.7 Combustible Dust-Producing Operations        |  | \$ 100.00 | \$ 100.00 | \$ - |
| 105.6.10 Covered Mall                                |  | \$ 100.00 | \$ 100.00 | \$ - |
| 105.6.14 Exhibits & Trade Shows                      |  | \$ 50.00  | \$ 50.00  | \$ - |
| 105.6.15 Explosives                                  |  | \$ 100.00 | \$ 100.00 | \$ - |
| 105.6.17 Flammable & Combustible Liquids             |  | \$ 25.00  | \$ 25.00  | \$ - |
| 105.6.20 Fumigation and Thermal Insecticidal Fogging |  | \$ 100.00 | \$ 100.00 | \$ - |
| 105.6.27 Liquid or Gas Fueled Vehicles in Assembly   |  | \$ 25.00  | \$ 25.00  | \$ - |
| 105.6.37 Private Fire Hydrants                       |  | \$ 100.00 | \$ 100.00 | \$ - |
| 105.6.38 Pyrotechnic Special Effects Material        |  | \$ 100.00 | \$ 100.00 | \$ - |

| Gaston County FY 2020 - 2021 Fee Schedule |                                       | Details | Adopted<br>Fee Schedule<br>FY20 | Recommended<br>Fee Schedule<br>FY21 | Change |
|-------------------------------------------|---------------------------------------|---------|---------------------------------|-------------------------------------|--------|
| 105.6.43                                  | Spraying or Dipping                   |         | \$ 100.00                       | \$ 100.00                           | \$ -   |
| 105.6.45                                  | Temporary Membrane Structures & Tents |         | \$ 25.00                        | \$ 25.00                            | \$ -   |

Required Construction Permits:

|          |                                                 |  |           |           |      |
|----------|-------------------------------------------------|--|-----------|-----------|------|
| 105.7.1  | Automatic Fire-Extinguishing Systems            |  | \$ 100.00 | \$ 100.00 | \$ - |
| 105.7.2  | Battery Systems                                 |  | \$ 50.00  | \$ 50.00  | \$ - |
| 105.7.3  | Compressed Gases                                |  | \$ 50.00  | \$ 50.00  | \$ - |
| 105.7.4  | Cryogenic Fluids                                |  | \$ 50.00  | \$ 50.00  | \$ - |
| 105.7.6  | Fire Alarm & Detection Systems & Related Equip. |  | \$ 100.00 | \$ 100.00 | \$ - |
| 105.7.7  | Fire Pumps & Related Equipment                  |  | \$ 50.00  | \$ 50.00  | \$ - |
| 105.7.8  | Flammable & Combustible Liquids                 |  | \$ 50.00  | \$ 50.00  | \$ - |
| 105.7.10 | Hazardous Materials                             |  | \$ 50.00  | \$ 50.00  | \$ - |
| 105.7.11 | Industrial Ovens                                |  | \$ 100.00 | \$ 100.00 | \$ - |
| 105.7.13 | Private Fire Hydrants                           |  | \$ 50.00  | \$ 50.00  | \$ - |
| 105.7.16 | Spraying or Dipping                             |  | \$ 50.00  | \$ 50.00  | \$ - |
| 105.7.17 | Standpipe Systems                               |  | \$ 50.00  | \$ 50.00  | \$ - |
| 105.7.18 | Temporary Membrane Structures & Tents           |  | \$ 25.00  | \$ 25.00  | \$ - |

Gaston Emergency Medical Service (GEMS)

|                                                                                 |                 |             |             |      |
|---------------------------------------------------------------------------------|-----------------|-------------|-------------|------|
| BLS Care NE Care and Transportation                                             | A0428           | \$ 600.00   | \$ 600.00   | \$ - |
| BLS Care Emergency Care and Transportation                                      | A0429           | \$ 750.00   | \$ 750.00   | \$ - |
| ALS Care and Transportation                                                     | A0426 and A0427 | \$ 900.00   | \$ 900.00   | \$ - |
| ALS Specialty Care and Transportation                                           | A0433           | \$ 1,200.00 | \$ 1,200.00 | \$ - |
| Critical Care Transport                                                         | A0434           | \$ 1,500.00 | \$ 1,500.00 | \$ - |
| Loaded Patient Mileage                                                          | A0425 and A0888 | \$ 15.00    | \$ 15.00    | \$ - |
| Response/Scene Treatment / No Transport                                         | A0429 and A0998 | \$ 375.00   | \$ 375.00   | \$ - |
| Standby Time                                                                    | Per Hour        | \$ 180.00   | \$ 180.00   | \$ - |
| Body Transport (Morgue or Mortuary)                                             | A0429           | \$ 180.00   | \$ 180.00   | \$ - |
| ALS Disp Supplies                                                               | A0398           | \$ 50.00    | \$ 50.00    | \$ - |
| BLS Disp Supplies                                                               | A0382           | \$ 30.00    | \$ 30.00    | \$ - |
| Defibrillation                                                                  | A0384           | \$ 50.00    | \$ 50.00    | \$ - |
| IV Supplies                                                                     | A0394           | \$ 35.00    | \$ 35.00    | \$ - |
| Intubation                                                                      | A0396           | \$ 45.00    | \$ 45.00    | \$ - |
| Oxygen                                                                          | A0422           | \$ 35.00    | \$ 35.00    | \$ - |
| Annual Subscription - Emergency Only                                            | Individual      | \$ 55.00    | \$ 55.00    | \$ - |
|                                                                                 | Household       | \$ 100.00   | \$ 100.00   | \$ - |
| Annual Subscription - Emergency & Medically Necessary Non-Emergency to Hospital | Individual      | \$ 105.00   | \$ 105.00   | \$ - |
|                                                                                 | Household       | \$ 150.00   | \$ 150.00   | \$ - |

GIS Consolidated Fee Schedule

Custom Mapping & Analysis: Standard Printing and Digital GIS Data Prices Apply to Existing Layers

|                                                              |          |          |          |      |
|--------------------------------------------------------------|----------|----------|----------|------|
| 1 Hr. Minimum Charge for Creation of New Data or >45 Minutes | Per Hour | \$ 40.00 | \$ 40.00 | \$ - |
|--------------------------------------------------------------|----------|----------|----------|------|

GIS Printing Prices (All GIS Prints Not Listed or Over 36" x 65" will be Rounded to the Closest SqFt & Priced Per SqFt)

Photocopies

|              |           |         |         |      |
|--------------|-----------|---------|---------|------|
| 8 1/2" x 11" | Per Sheet | \$ 0.10 | \$ 0.10 | \$ - |
| 11" x 17"    | Per Sheet | \$ 0.20 | \$ 0.20 | \$ - |

Text Documents

|              |           |         |         |      |
|--------------|-----------|---------|---------|------|
| 8 1/2" x 11" | Per Sheet | \$ 0.10 | \$ 0.10 | \$ - |
| 11" x 17"    | Per Sheet | \$ 0.20 | \$ 0.20 | \$ - |

Map from GIS Website

|                       |           |         |         |      |
|-----------------------|-----------|---------|---------|------|
| 8 1/2" x 11" (ANSI A) | Per Sheet | \$ 0.50 | \$ 0.50 | \$ - |
|-----------------------|-----------|---------|---------|------|

# Gaston County FY 2020 - 2021 Fee Schedule

## Details

Adopted  
Fee Schedule  
FY20

Recommended  
Fee Schedule  
FY21

Change

### Map from GIS Website w/ Orthophoto

|                       |           |          |          |      |
|-----------------------|-----------|----------|----------|------|
| 8 1/2" x 11" (ANSI A) | Per Sheet | \$ 1.00  | \$ 1.00  | \$ - |
| Scanned Tax Maps      | Per CD    | \$ 10.00 | \$ 10.00 | \$ - |
|                       | Per Set   | \$ 30.00 | \$ 30.00 | \$ - |

### GIS Map

|                           |           |         |         |      |
|---------------------------|-----------|---------|---------|------|
| 11" x 17" (ANSI B)        | Per Sheet | \$ 2.00 | \$ 2.00 | \$ - |
| 13" x 19" (ANSI Supper B) | Per Sheet | \$ 2.00 | \$ 2.00 | \$ - |

### GIS Map w/ Orthophoto (Aerials)

|                           |           |         |         |      |
|---------------------------|-----------|---------|---------|------|
| 8 1/2" x 11" (ANSI A)     | Per Sheet | \$ 2.00 | \$ 2.00 | \$ - |
| 11" x 17" (ANSI B)        | Per Sheet | \$ 3.00 | \$ 3.00 | \$ - |
| 13" x 19" (ANSI Supper B) | Per Sheet | \$ 3.00 | \$ 3.00 | \$ - |

**Plotter Prints :** Calculations for Pricing Per SqFt: Convert Height and Width from Inches to Decimals, Multiply Height and Width as Decimals, Round Down if <.50, Round up if >.50 or = .50, Multiply by Price Per SqFt

|                    |          |          |          |      |
|--------------------|----------|----------|----------|------|
| Bond Paper         |          | \$ 3.00  | \$ 3.00  | \$ - |
| 17" x 22" (ANSI C) | Per SqFt | \$ 9.00  | \$ 9.00  | \$ - |
| 22" x 34" (ANSI D) | Per SqFt | \$ 15.00 | \$ 15.00 | \$ - |
| 34" x 44" (ANSI E) | Per SqFt | \$ 30.00 | \$ 30.00 | \$ - |
| 28" x 40" (ANSI F) | Per SqFt | \$ 24.00 | \$ 24.00 | \$ - |
| 18" x 36"          | Per SqFt | \$ 15.00 | \$ 15.00 | \$ - |
| 24" x 36"          | Per SqFt | \$ 18.00 | \$ 18.00 | \$ - |
| 36" x 45"          | Per SqFt | \$ 33.00 | \$ 33.00 | \$ - |
| 36" x 65"          | Per SqFt | \$ 48.00 | \$ 48.00 | \$ - |
| Matte Photo Paper  |          | \$ 5.00  | \$ 5.00  | \$ - |
| 17" x 22" (ANSI C) | Per SqFt | \$ 15.00 | \$ 15.00 | \$ - |
| 22" x 34" (ANSI D) | Per SqFt | \$ 25.00 | \$ 25.00 | \$ - |
| 34" x 44" (ANSI E) | Per SqFt | \$ 50.00 | \$ 50.00 | \$ - |
| 28" x 40" (ANSI F) | Per SqFt | \$ 40.00 | \$ 40.00 | \$ - |
| 18" x 36"          | Per SqFt | \$ 25.00 | \$ 25.00 | \$ - |
| 24" x 36"          | Per SqFt | \$ 30.00 | \$ 30.00 | \$ - |
| 36" x 45"          | Per SqFt | \$ 55.00 | \$ 55.00 | \$ - |
| 36" x 65"          | Per SqFt | \$ 80.00 | \$ 80.00 | \$ - |

### Digital GIS Data

#### Whole County

|                                      |  |           |           |      |
|--------------------------------------|--|-----------|-----------|------|
| 2009 Color Orthophoto 6 CD Set / DVD |  | \$ 250.00 | \$ 250.00 | \$ - |
| 2005 Color Orthophoto 6 CD Set / DVD |  | \$ 250.00 | \$ 250.00 | \$ - |
| 2000 Color Orthophoto 5 CD Set / DVD |  | \$ 250.00 | \$ 250.00 | \$ - |
| 1997 B&W Orthophoto CD Set / DVD     |  | \$ 250.00 | \$ 250.00 | \$ - |

#### Individual 5K Tile: Includes Media, Metadata, and NC Grid Index Shape Files

|                                |                               |          |          |      |
|--------------------------------|-------------------------------|----------|----------|------|
| 2005 Color Orthophoto CD / DVD | Free Download from FTP or Web | \$ 25.00 | \$ 25.00 | \$ - |
| 2000 Color Orthophoto CD / DVD | Free Download from FTP or Web | \$ 25.00 | \$ 25.00 | \$ - |
| 1997 B&W Orthophoto CD / DVD   | Free Download from FTP or Web | \$ 25.00 | \$ 25.00 | \$ - |

#### GIS Shape files: Any Polygon, Polyline & Point Layers Approved by Respective Departments, Price Includes Media & Metadata When Available

|                                                         |                          |          |          |      |
|---------------------------------------------------------|--------------------------|----------|----------|------|
| Post All Vector GIS Data Free for Download via FTP Site | Download from FTP or Web | \$ -     | \$ -     | \$ - |
| GIS Shape files on Disk (CD/DVD)                        | Per Disk                 | \$ 40.00 | \$ 40.00 | \$ - |

### Planning GIS Data

|                                             |                                                                           |          |          |      |
|---------------------------------------------|---------------------------------------------------------------------------|----------|----------|------|
| E-911 Roadway Atlas of Gaston County CD/DVD | Free Download at <a href="http://www.GastonGov.com">www.GastonGov.com</a> | \$ 25.00 | \$ 25.00 | \$ - |
| Atlas of Web Maps CD/DVD                    | Free Download at <a href="http://www.GastonGov.com">www.GastonGov.com</a> | \$ 25.00 | \$ 25.00 | \$ - |
| Historic GIS Data                           | Per File                                                                  | \$ 10.00 | \$ 10.00 | \$ - |

### Historical Aerials

|                     |                                           |          |          |      |
|---------------------|-------------------------------------------|----------|----------|------|
| 8 1/2" x 11" Print  | Number of Images will Vary for Given Year | \$ 2.00  | \$ 2.00  | \$ - |
| MrSID Image Per Set | Number of Images will Vary for Given Year | \$ 10.00 | \$ 10.00 | \$ - |

| Gaston County FY 2020 - 2021 Fee Schedule | Details | Adopted<br>Fee Schedule<br>FY20 | Recommended<br>Fee Schedule<br>FY21 | Change |
|-------------------------------------------|---------|---------------------------------|-------------------------------------|--------|
|-------------------------------------------|---------|---------------------------------|-------------------------------------|--------|

Shipping

|                                |                                                |      |      |      |
|--------------------------------|------------------------------------------------|------|------|------|
| Standard Shipping              | Included in Purchase Price of Digital GIS Data | \$ - | \$ - | \$ - |
| Shipping of Hardcopy Data/Maps | via Customer Accounts Only                     | \$ - | \$ - | \$ - |
| Fed Ex, DHL, UPS, Overnight    | via Customer Accounts Only                     | \$ - | \$ - | \$ - |

Landfill

|                                                                         |                                           |          |          |         |
|-------------------------------------------------------------------------|-------------------------------------------|----------|----------|---------|
| Municipal Solid Waste (Fee Increase Effective July 1, 2018)             | Per Ton                                   | \$ 27.00 | \$ 28.00 | \$ 1.00 |
| Commercial Solid Waste                                                  | Per Ton                                   | \$ 38.00 | \$ 38.00 | \$ -    |
| Yard Waste                                                              | Per Ton                                   | \$ 20.00 | \$ 20.00 | \$ -    |
| Wood Pallets                                                            | Per Ton                                   | \$ 45.00 | \$ 45.00 | \$ -    |
| Homogeneous Wood Pallets (Must Only Clean Wood - Non-Painted, No Trash) | Per Ton                                   | \$ 12.00 | \$ 12.00 | \$ -    |
| Special Waste/Sludge - Regular Category                                 | Per Ton (1 Ton Min. for Special Handling) | \$ 53.00 | \$ 53.00 | \$ -    |
| Sludge/Industrial Waste/By-product with Special Handling/Liability      | Per Ton                                   | \$ 75.00 | \$ 75.00 | \$ -    |

|                                                                                    |                                            |             |              |         |
|------------------------------------------------------------------------------------|--------------------------------------------|-------------|--------------|---------|
| Low density category - 21 Yard Container <1 Ton, \$1/Cubic Yard, >1 Ton, \$30/ Ton | Per Cubic Yard                             | \$1 or \$30 | \$1 or \$30. | \$ -    |
| Loads Contaminated with 30% or More Banned Materials                               | Surcharge Plus Disposal Fees               | \$ 100.00   | \$ 100.00    | \$ -    |
| Construction/Demolition Debris                                                     | Per Ton                                    | \$ 30.00    | \$ 30.00     | \$ -    |
| Bulk MSW (100-150 tpd)++                                                           | Per Ton (Case By Case as Required)         | \$ 22.00    | \$ 22.00     | \$ -    |
| Bulk MSW (150-200 tpd)++                                                           | Per Ton (Case By Case as Required)         | \$ 20.00    | \$ 20.00     | \$ -    |
| Shingles                                                                           | Per Ton                                    | \$ 30.00    | \$ 30.00     | \$ -    |
| Homogeneous C/D Debris (Only Clean Wood - Non-Painted, No Trash)                   | Per Ton                                    | \$ 12.00    | \$ 12.00     | \$ -    |
| Single-Wide Mobile Home                                                            | Each                                       | \$ 310.00   | \$ 310.00    | \$ -    |
| Homogenous Cardboard (Must be Free of Contamination)                               | Per Ton                                    | \$ -        | \$ -         | \$ -    |
| Tire removal from Rims                                                             | Each                                       | \$ 3.00     | \$ 3.00      | \$ -    |
| Illegal Tires                                                                      | Per Ton Per Contracted Amount for Disposal | \$ 89.00    | \$ 90.00     | \$ 1.00 |
| Track Loader w/Operator                                                            | Per Hour                                   | \$ 87.25    | \$ 90.00     | \$ 2.75 |
| Dozer w/ Operator                                                                  | Per Hour                                   | \$ 164.85   | \$ 165.00    | \$ 0.15 |
| Dump Truck w/ Operator                                                             | Per Hour                                   | \$ 75.00    | \$ 78.00     | \$ 3.00 |
| Backhoe w/ Operator                                                                | Per Hour                                   | \$ 70.00    | \$ 70.00     | \$ -    |
| Computer Monitor Processing                                                        | Each                                       | \$ 4.00     | \$ 4.00      | \$ -    |
| Uncovered / Unsecured Load Fee                                                     | Per Occurrence                             | \$ 200.00   | \$ 200.00    | \$ -    |
| Fluorescent Bulbs                                                                  | Each                                       | \$ 1.00     | \$ 1.00      | \$ -    |

Note: Resolution 2018-049 Adopted 2/27/2018. Modified the Rate to \$27 / Ton for FY 2019 & FY 2020 (July 1, 2018-June 30, 2020) with a Subsequent Increase to \$28 / Ton for FY 2021 to FY 2023 (July 1, 2020-June 30, 2023)

Recycling Center Fees

|                |               |         |         |      |
|----------------|---------------|---------|---------|------|
| Bagged Garbage | Up to 10 bags | \$ 4.00 | \$ 4.00 | \$ - |
|                | Over 10 bags  | \$ 8.00 | \$ 8.00 | \$ - |
| Loose Garbage  | Small Load    | \$ 4.00 | \$ 4.00 | \$ - |
| Yard Waste     | Small Load    | \$ -    | \$ -    | \$ - |
| Mattress       | Each          | \$ 4.00 | \$ 4.00 | \$ - |
| Mulch Sales    | Per Scoop     | \$ 2.00 | \$ 2.00 | \$ - |

Library

Loan Periods

|                        |         |      |      |      |
|------------------------|---------|------|------|------|
| Books & Audios         | 21 Days | \$ - | \$ - | \$ - |
| Bestsellers & Reserves | 7 Days  | \$ - | \$ - | \$ - |
| DVDs                   | 7 Days  | \$ - | \$ - | \$ - |

Overdue Fines

|                |          |         |      |           |
|----------------|----------|---------|------|-----------|
| Books & Audios | Per Item | \$ 1.00 | \$ - | \$ (1.00) |
|----------------|----------|---------|------|-----------|

| Gaston County FY 2020 - 2021 Fee Schedule |          | Details | Adopted<br>Fee Schedule<br>FY20 | Recommended<br>Fee Schedule<br>FY21 | Change    |
|-------------------------------------------|----------|---------|---------------------------------|-------------------------------------|-----------|
| Bestsellers & Reserves                    | Per Item |         | \$ 2.00                         | \$ -                                | \$ (2.00) |
| DVDs                                      | Per Item |         | \$ 2.00                         | \$ -                                | \$ (2.00) |
| Return Check Fee                          |          |         | \$ 25.00                        | \$ 25.00                            | \$ -      |
| Lost Books                                |          |         | Price of Book                   | Price of Book                       | \$ -      |
| Process Fee                               |          |         | \$ 5.00                         | \$ -                                | \$ (5.00) |

**Library Meeting Rooms Rental Fee**

|                                                           |          |  |           |           |      |
|-----------------------------------------------------------|----------|--|-----------|-----------|------|
| Departments of Gaston County Govt.                        |          |  | \$ -      | \$ -      | \$ - |
| All State, Federal, City Government Agencies              |          |  | \$ -      | \$ -      | \$ - |
| Nonprofit Gaston County Groups or Individuals             | Per Hour |  | \$ 10.00  | \$ 10.00  | \$ - |
| For Profit Gaston County Groups or Individuals            | Per Hour |  | \$ 25.00  | \$ 25.00  | \$ - |
| Out-of-County, For-Profit or Nonprofit Groups/Individuals | Per Hour |  | \$ 50.00  | \$ 50.00  | \$ - |
| Refundable Deposit for Meetings with Refreshments         |          |  | \$ 100.00 | \$ 100.00 | \$ - |

**Photocopies & Computer Print Copies**

|               |          |  |         |         |      |
|---------------|----------|--|---------|---------|------|
| Black & White | Per Page |  | \$ 0.10 | \$ 0.10 | \$ - |
| Color         | Per Page |  | \$ 0.25 | \$ 0.25 | \$ - |

**Fax Service**

|                                          |                                  |  |         |         |      |
|------------------------------------------|----------------------------------|--|---------|---------|------|
| Local (No Charge to Receive Fax)         | Per Page (Excluding Cover Sheet) |  | \$ 1.00 | \$ 1.00 | \$ - |
| Long Distance (No Charge to Receive Fax) | Per Page (Excluding Cover Sheet) |  | \$ 1.50 | \$ 1.50 | \$ - |
| International (No Charge to Receive Fax) | Per Page (Excluding Cover Sheet) |  | \$ 2.00 | \$ 2.00 | \$ - |

**Natural Resources**

|                                                                                           |                                       |  |           |           |      |
|-------------------------------------------------------------------------------------------|---------------------------------------|--|-----------|-----------|------|
| Soil Erosion and Sedimentation Review                                                     | Per Acre sites (1 Acre or Greater)    |  | \$ 300.00 | \$ 300.00 | \$ - |
| Review Necessary for Sites 1 Acre or Greater                                              |                                       |  | \$ -      | \$ -      | \$ - |
| Review Necessary for Sites Less than One Acre                                             | Per Site                              |  | \$ 30.00  | \$ 30.00  | \$ - |
| Storm Water Plan Review                                                                   | Per Acre                              |  | \$ 350.00 | \$ 350.00 | \$ - |
| Storm Water Workshop Usually 6 Professional Development Hours/ Continuing Education Units | Per PDH/CEU                           |  | \$ 10.00  | \$ 10.00  | \$ - |
| Annual Storm Water Inspection                                                             |                                       |  | \$ 60.00  | \$ 60.00  | \$ - |
| 1st Inspection (Compliance/Discovery-Noncompliance)                                       |                                       |  | \$ -      | \$ -      | \$ - |
| 1st Re-Inspection & Still out of Compliance                                               |                                       |  | \$ -      | \$ -      | \$ - |
| 2nd Re-Inspection & Still out of Compliance                                               |                                       |  | \$ 60.00  | \$ 60.00  | \$ - |
| 3rd Re-Inspection & Still out of Compliance                                               |                                       |  | \$ 120.00 | \$ 120.00 | \$ - |
| 4th Re-Inspection & Still out of Compliance                                               |                                       |  | \$ 240.00 | \$ 240.00 | \$ - |
| 5th Re-Inspection & Still out of Compliance                                               |                                       |  | \$ 480.00 | \$ 480.00 | \$ - |
| 6th & Subsequent Re-Inspections                                                           | Continue Until Compliance is Achieved |  | \$ 500.00 | \$ 500.00 | \$ - |

**Parks & Recreation**

**Tournament Athletic Field Use** - Tournament Field Use Fee Changes Only Effective January 1, 2021. All other Fees effective July

|                                         |                   |  |           |           |      |
|-----------------------------------------|-------------------|--|-----------|-----------|------|
| In County - Softball/Baseball Field     | Per Field Per Day |  | \$ 70.00  | \$ 70.00  | \$ - |
| In County - Rectangular Field           | Per Field Per Day |  | \$ 100.00 | \$ 100.00 | \$ - |
| Out of County - Softball/Baseball Field | Per Field Per Day |  | \$ 125.00 | \$ 125.00 | \$ - |
| Out of County - Rectangular Field       | Per Field Per Day |  | \$ 125.00 | \$ 125.00 | \$ - |

**League Athletic Field Use**

|                                         |                                 |  |           |           |      |
|-----------------------------------------|---------------------------------|--|-----------|-----------|------|
| In County - Rectangular Field           | Per Field Per Day Up to 4 Hours |  | \$ 50.00  | \$ 50.00  | \$ - |
| In County - Rectangular Field           | Per Field Per Day 4+ Hours      |  | \$ 100.00 | \$ 100.00 | \$ - |
| In County - Softball/Baseball Field     | Per Field Per Day               |  | \$ 25.00  | \$ 25.00  | \$ - |
| Out of County - Rectangular Field       | Per Field Per Day               |  | \$ 100.00 | \$ 100.00 | \$ - |
| Out of County - Softball/Baseball Field | Per Field Per Day               |  | \$ 50.00  | \$ 50.00  | \$ - |

**Field Preparation Per Location:** Municipalities are Exempt From Practice Fees

|                                                                                      |                                   |  |          |          |      |
|--------------------------------------------------------------------------------------|-----------------------------------|--|----------|----------|------|
| In County - Initial Weekday Field Prep Fees Included in Above League/Tournament Fees | Per Field Per Day without Marking |  | \$ 15.00 | \$ 15.00 | \$ - |
|--------------------------------------------------------------------------------------|-----------------------------------|--|----------|----------|------|

| Gaston County FY 2020 - 2021 Fee Schedule                                      |                                        | Details   | Adopted<br>Fee Schedule<br>FY20 | Recommended<br>Fee Schedule<br>FY21 | Change |
|--------------------------------------------------------------------------------|----------------------------------------|-----------|---------------------------------|-------------------------------------|--------|
| Weekday - Adult - Out of County                                                | Per Field Per Day without Marking      | \$ 25.00  | \$ 25.00                        | \$ -                                |        |
| Weekday - Youth - In County                                                    | No Fee for Use without Marking         | \$ -      | \$ -                            | \$ -                                |        |
| Weekday - Youth - Out of County - Rectangular Field                            | Per Field                              | \$ 100.00 | \$ 100.00                       | \$ -                                |        |
| Weekday - Youth - Out of County - Softball/Baseball Field                      | Per Field                              | \$ 50.00  | \$ 50.00                        | \$ -                                |        |
| Weekday - Adult - In County - Ball field with Picnic Shelter                   | Per Hour                               | \$ 10.00  | \$ 10.00                        | \$ -                                |        |
| Weekday - Youth - In County - Practice Fees                                    | Per Hour                               | \$ 5.00   | \$ 5.00                         | \$ -                                |        |
| Weekday - Youth - Out of County - Practice Fees                                | Per Hour                               | \$ 10.00  | \$ 10.00                        | \$ -                                |        |
| Weekend - Adults & Youth - Softball/Baseball Field - Per Site - Up to 4 fields | 2 Hrs. Staff Time Max for 4 Field Prep | \$ 100.00 | \$ 100.00                       | \$ -                                |        |

**Ball Field Lights** (1 Hr Min Charge, Additional Time Can be Paid in 1/2 Hr Increments)

|                           |                               |          |          |      |
|---------------------------|-------------------------------|----------|----------|------|
| In County - Adult         | Per Hour                      | \$ 15.00 | \$ 15.00 | \$ - |
| In County - Youth         | Per Hour                      | \$ 5.00  | \$ 5.00  | \$ - |
| Out of County - Adult     | Per Hour                      | \$ 30.00 | \$ 30.00 | \$ - |
| Out of County - Youth     | Per Hour                      | \$ 10.00 | \$ 10.00 | \$ - |
| Youth Instructional Camps | Applicable Facility Fees Only | \$ -     | \$ -     | \$ - |

**Other Fees:** No Charge for Gaston County School or Gaston County Events with Exception of Field Marking and Tournament Fees

|                                                                                              |                    |           |           |      |
|----------------------------------------------------------------------------------------------|--------------------|-----------|-----------|------|
| Gate Fee Collection - Single Field                                                           | Per Day            | \$ 50.00  | \$ 50.00  | \$ - |
| Gate Fee Collection - Multiple Fields                                                        | Per Day            | \$ 100.00 | \$ 100.00 | \$ - |
| Concession Rights - Youth Season (i.e. Optimist Clubs) County Provides Concession Facilities | Per Season         | \$ 200.00 | \$ 200.00 | \$ - |
| Concession Rights - No Contract - 1st Day                                                    | 1st Day            | \$ 50.00  | \$ 50.00  | \$ - |
| Concession Rights - No Contract - 2nd or 3rd Day                                             | 2nd or 3rd Day     | \$ 25.00  | \$ 25.00  | \$ - |
| Concession Rights - Contracted                                                               | Varies by location | Varies    | Varies    | \$ - |

**Equipment**

|                                                                      |                            |          |          |      |
|----------------------------------------------------------------------|----------------------------|----------|----------|------|
| Turfce                                                               | Per Bag                    | \$ 10.00 | \$ 10.00 | \$ - |
| Portable Mounds - Tournament Use Only                                | Per Mound Per Day          | \$ 50.00 | \$ 50.00 | \$ - |
| Portable Fence - Moving Fences During Events Requires Additional Fee | Per Field Per Installation | \$ 50.00 | \$ 50.00 | \$ - |
| Change bases and/or pitching rubber in tournaments                   | Per Change                 | \$ 20.00 | \$ 20.00 | \$ - |
| Re-line infield during tournaments                                   | Per Line                   | \$ 20.00 | \$ 20.00 | \$ - |
| Field Paint                                                          | Per Can                    | \$ 5.00  | \$ 5.00  | \$ - |

**Equestrian Facilities**

|                                                                                   |           |           |           |      |
|-----------------------------------------------------------------------------------|-----------|-----------|-----------|------|
| Arena Use - Includes Initial Prep + 1 Additional Prep During Show - In County     | Per Day   | \$ 150.00 | \$ 150.00 | \$ - |
| Arena Use - Includes Initial Prep + 1 Additional Prep During Show - Out of County | Per Day   | \$ 200.00 | \$ 200.00 | \$ - |
| Additional Preps for Shows                                                        | Per Prep  | \$ -      | \$ -      | \$ - |
| Arena or Barn and Flat Area Only - In County                                      | Per Day   | \$ 75.00  | \$ 75.00  | \$ - |
| Arena or Barn and Flat Area Only - Out of County                                  | Per Day   | \$ 125.00 | \$ 125.00 | \$ - |
| Arena Lights                                                                      | Per Night | \$ 100.00 | \$ 100.00 | \$ - |
| Use of Barn Stalls                                                                | Per Day   | \$ 10.00  | \$ 10.00  | \$ - |
| R V Hookups                                                                       | Per Day   | \$ 15.00  | \$ 15.00  | \$ - |
| Concession Rights                                                                 | Per Day   | \$ 75.00  | \$ 75.00  | \$ - |
| Clean up Fee                                                                      | Per Event | \$ 200.00 | \$ 200.00 | \$ - |
| Arena Tent                                                                        | Per Event | \$ 150.00 | \$ 150.00 | \$ - |

**Picnic Shelters - Covered - Large (40' x 40')**

|                                |  |           |           |      |
|--------------------------------|--|-----------|-----------|------|
| In County Half Day             |  | \$ 30.00  | \$ 30.00  | \$ - |
| In County Half Day Holiday     |  | \$ 50.00  | \$ 50.00  | \$ - |
| In County Full Day             |  | \$ 60.00  | \$ 60.00  | \$ - |
| In County Full Day Holiday     |  | \$ 75.00  | \$ 75.00  | \$ - |
| Out of County Half Day         |  | \$ 60.00  | \$ 60.00  | \$ - |
| Out of County Half Day Holiday |  | \$ 100.00 | \$ 100.00 | \$ - |
| Out of County Full Day         |  | \$ 120.00 | \$ 120.00 | \$ - |
| Out of County Full Day Holiday |  | \$ 150.00 | \$ 150.00 | \$ - |

| Gaston County FY 2020 - 2021 Fee Schedule                                         |                                                  | Details | Adopted<br>Fee Schedule<br>FY20 | Recommended<br>Fee Schedule<br>FY21 | Change |
|-----------------------------------------------------------------------------------|--------------------------------------------------|---------|---------------------------------|-------------------------------------|--------|
| <b>Picnic Shelters - Covered - Small (20' x 20')</b>                              |                                                  |         |                                 |                                     |        |
| In County Half Day                                                                |                                                  |         | \$ 15.00                        | \$ 15.00                            | \$ -   |
| In County Full Day                                                                |                                                  |         | \$ 30.00                        | \$ 30.00                            | \$ -   |
| Out of County Half Day                                                            |                                                  |         | \$ 30.00                        | \$ 30.00                            | \$ -   |
| Out of County Full Day                                                            |                                                  |         | \$ 60.00                        | \$ 60.00                            | \$ -   |
| <b>Ball Field with Shelter</b>                                                    |                                                  |         |                                 |                                     |        |
| In or Out of County                                                               | Per Hour (Adults)                                |         | \$ 10.00                        | \$ 10.00                            | \$ -   |
| <b>Amphitheater</b>                                                               |                                                  |         |                                 |                                     |        |
| In County                                                                         | Per Day                                          |         | \$ 100.00                       | \$ 100.00                           | \$ -   |
| Out of County                                                                     | Per Day                                          |         | \$ 200.00                       | \$ 200.00                           | \$ -   |
| <b>Chapel</b>                                                                     |                                                  |         |                                 |                                     |        |
| In County                                                                         |                                                  |         | \$ 100.00                       | \$ 100.00                           | \$ -   |
| Out of County                                                                     |                                                  |         | \$ 200.00                       | \$ 200.00                           | \$ -   |
| <b>Clean Up Deposit</b>                                                           |                                                  |         |                                 |                                     |        |
| In County                                                                         |                                                  |         | \$ 95.00                        | \$ 95.00                            | \$ -   |
| Out of County                                                                     |                                                  |         | \$ 200.00                       | \$ 200.00                           | \$ -   |
| <b>Horseshoe Courts</b>                                                           |                                                  |         |                                 |                                     |        |
| In County / Rental of Complex                                                     | Per Day                                          |         | \$ 100.00                       | \$ 100.00                           | \$ -   |
| Out of County Rental of Complex                                                   | Per Day                                          |         | \$ 200.00                       | \$ 200.00                           | \$ -   |
| Sand Volleyball Court                                                             | Per Hour                                         |         | \$ 5.00                         | \$ 5.00                             | \$ -   |
| Tennis Courts                                                                     | Per 2 Hour Block                                 |         | \$ 10.00                        | \$ 10.00                            | \$ -   |
| Open Space Fee (Varies per Requested Space)                                       | Per Hour                                         |         | \$25 - \$100                    | \$25 - \$100                        | \$ -   |
| <b>Camp Sertoma</b>                                                               |                                                  |         |                                 |                                     |        |
| <b>Use of facilities</b>                                                          |                                                  |         |                                 |                                     |        |
| In-County                                                                         | Per Day                                          |         | \$ 100.00                       | \$ 100.00                           | \$ -   |
| Out of County                                                                     | Per Day                                          |         | \$ 200.00                       | \$ 200.00                           | \$ -   |
| <b>Cabins</b>                                                                     |                                                  |         |                                 |                                     |        |
| In-County                                                                         | Per Day                                          |         | \$ 30.00                        | \$ 30.00                            | \$ -   |
| Out of County                                                                     | Per Day                                          |         | \$ 60.00                        | \$ 60.00                            | \$ -   |
| <b>Refundable Key Deposit</b>                                                     |                                                  |         |                                 |                                     |        |
| Key Deposit                                                                       |                                                  |         | \$ 25.00                        | \$ 25.00                            | \$ -   |
| <b>Refundable Clean Up Deposit</b>                                                |                                                  |         |                                 |                                     |        |
| In-County                                                                         | Per Day                                          |         | \$ 95.00                        | \$ 95.00                            | \$ -   |
| Out of County                                                                     | Per Day                                          |         | \$ 200.00                       | \$ 200.00                           | \$ -   |
| <b>Special Events, Vendors, and Sports Entry</b>                                  |                                                  |         |                                 |                                     |        |
| Sports Entry Fees ( Fees Cover Cost of Officials, Trophies, & Referee Assignment) | According to Number of Games/Activity            |         | Varies                          | Varies                              | \$ -   |
| Food and Craft Vendors                                                            | Varies according to Event                        |         | \$30 - \$200                    | \$30 - \$200                        | \$ -   |
| Alcohol Permits - Gaston County (State Permit Also Required)                      | Per Day                                          |         | \$ 50.00                        | \$ 50.00                            | \$ -   |
| Special Event Fees also Include Applicable Facility Fees                          | Event Fee plus lights, prep, facility fees, etc. |         | \$ 200.00                       | \$ 200.00                           | \$ -   |
| <b>Senior Citizens' Programs</b>                                                  |                                                  |         |                                 |                                     |        |
| <b>Live Band Dances</b>                                                           |                                                  |         |                                 |                                     |        |
| Program Fees                                                                      | Per Person Per Program                           |         | \$ 5.00                         | \$2 - \$5                           | \$ -   |
| <b>Senior Center Rental</b>                                                       |                                                  |         |                                 |                                     |        |
| In County Private Group - During Operating Hours                                  | Per Hour                                         |         | \$ 20.00                        | \$ 20.00                            | \$ -   |
| In County Private Group - After Operating Hours                                   | Per Hour                                         |         | \$ 40.00                        | \$ 40.00                            | \$ -   |
| Out of County Private Group                                                       | Per Hour                                         |         | \$ 60.00                        | \$ 60.00                            | \$ -   |

| Gaston County FY 2020 - 2021 Fee Schedule | Details | Adopted<br>Fee Schedule<br>FY20 | Recommended<br>Fee Schedule<br>FY21 | Change |
|-------------------------------------------|---------|---------------------------------|-------------------------------------|--------|
|-------------------------------------------|---------|---------------------------------|-------------------------------------|--------|

## Planning & Development Services

|                                                          |                     |             |             |      |
|----------------------------------------------------------|---------------------|-------------|-------------|------|
| <b>Rezoning Fees</b>                                     |                     |             |             |      |
| Zoning Text Amendments                                   |                     | \$ 100.00   | \$ 100.00   | \$ - |
| Parallel Conditional Use Permits/Conditional Zoning (CD) | Initial             | \$ 500.00   | \$ 500.00   | \$ - |
|                                                          | Additional Per Acre | \$ 40.00    | \$ 40.00    | \$ - |
| All General Rezoning (Map Amendments)                    | 0-250 Acres         | \$ 500.00   | \$ 500.00   | \$ - |
|                                                          | 251-500 Acres       | \$ 1,000.00 | \$ 1,000.00 | \$ - |
|                                                          | 501 Acres & Over    | \$ 2,000.00 | \$ 2,000.00 | \$ - |

### Planned Unit Development/Planned Residential Development/ Mixed Use

|                     |  |           |           |      |
|---------------------|--|-----------|-----------|------|
| Residential         |  | \$ 400.00 | \$ 400.00 | \$ - |
| Additional Per Acre |  | \$ 15.00  | \$ 15.00  | \$ - |
| Non-residential     |  | \$ 550.00 | \$ 550.00 | \$ - |
| Additional Per Acre |  | \$ 30.00  | \$ 30.00  | \$ - |

Conditional Use when Filed with Rezoning

|                                                   |  |           |           |      |
|---------------------------------------------------|--|-----------|-----------|------|
| <b>Subdivision Review</b>                         |  |           |           |      |
| Subdivision Preliminary Plat                      |  | \$ 500.00 | \$ 500.00 | \$ - |
| Additional Per Lot                                |  | \$ 30.00  | \$ 30.00  | \$ - |
| Final Plat Recording Fees (see Register of Deeds) |  | \$ -      | \$ -      | \$ - |
| Final Plat Improvements                           |  | \$ 75.00  | \$ 75.00  | \$ - |

### Water Shed Review Fees

|                         |                     |           |           |      |
|-------------------------|---------------------|-----------|-----------|------|
| Residential Subdivision | Initial             | \$ 200.00 | \$ 200.00 | \$ - |
|                         | Additional Per Acre | \$ 5.00   | \$ 5.00   | \$ - |
| Non-residential         | Initial             | \$ 250.00 | \$ 250.00 | \$ - |
|                         | Additional Per Acre | \$ 7.00   | \$ 7.00   | \$ - |

**Flood Development Permit:** Cost of Recording Documents, Plans, Plats, etc. at Register of Deeds Office is Responsibility of an Outside Party and Not the County

|                                          |                      |           |           |      |
|------------------------------------------|----------------------|-----------|-----------|------|
| Residential                              | Per Acre             | \$ 150.00 | \$ 150.00 | \$ - |
| Non-residential                          | Per Acre             | \$ 200.00 | \$ 200.00 | \$ - |
| Site Evaluation Forms                    |                      | \$ 25.00  | \$ 25.00  | \$ - |
| Returned Check Fees                      |                      | \$ 25.00  | \$ 25.00  | \$ - |
| Zoning Ordinance                         |                      | \$ 15.00  | \$ 15.00  | \$ - |
| Subdivision Ordinance                    |                      | \$ 5.00   | \$ 5.00   | \$ - |
| Manufactured Home Park Ordinance         |                      | \$ 5.00   | \$ 5.00   | \$ - |
| Watershed Ordinance                      |                      | \$ 5.00   | \$ 5.00   | \$ - |
| Comprehensive Plan                       | Color                | \$ 20.00  | \$ 20.00  | \$ - |
|                                          | Black & White        | \$ 15.00  | \$ 15.00  | \$ - |
|                                          | CD                   | \$ 5.00   | \$ 5.00   | \$ - |
| Unified Development Ordinance (UDO)      | Color                | \$ 60.00  | \$ 60.00  | \$ - |
|                                          | Black & White        | \$ 55.00  | \$ 55.00  | \$ - |
|                                          | CD                   | \$ 5.00   | \$ 5.00   | \$ - |
| Road Naming & Addressing Ordinance       | Color/ Black & White | \$ 20.00  | \$ 20.00  | \$ - |
| Petition for Road Naming/Change          |                      | \$ 21.00  | \$ 21.00  | \$ - |
| Address Verification Letter              |                      | \$ 25.00  | \$ 25.00  | \$ - |
| Gaston County Hazard Mitigation Plan     | Hard-Copy / CD       | \$ 60.00  | \$ 60.00  | \$ - |
|                                          | CD                   | \$ 25.00  | \$ 25.00  | \$ - |
| Historic Preservation Photos             |                      | \$ 25.00  | \$ 25.00  | \$ - |
| Certificate of Appropriateness Fee (COA) |                      | \$ 100.00 | \$ 100.00 | \$ - |
| Diazo Reproductions 24" x 36"            |                      | \$ 3.00   | \$ 3.00   | \$ - |
| 8.5" x 11.0"                             |                      | \$ 1.00   | \$ 1.00   | \$ - |
| 11.0" x 17.0"                            |                      | \$ 3.00   | \$ 3.00   | \$ - |
| Street and Roadway Signs                 |                      | \$ 135.00 | \$ 135.00 | \$ - |

## Police Department

|                                 |  |           |           |      |
|---------------------------------|--|-----------|-----------|------|
| Nuisance Car Administrative Fee |  | \$ 100.00 | \$ 100.00 | \$ - |
| Fingerprinting Services         |  | \$ 10.00  | \$ 10.00  | \$ - |

| Gaston County FY 2020 - 2021 Fee Schedule             |                  | Details | Adopted<br>Fee Schedule<br>FY20 | Recommended<br>Fee Schedule<br>FY21 | Change |
|-------------------------------------------------------|------------------|---------|---------------------------------|-------------------------------------|--------|
| <b>Public Health (Environmental Health)</b>           |                  |         |                                 |                                     |        |
| <b>Well/Water Fees</b>                                |                  |         |                                 |                                     |        |
| Well Permit                                           |                  |         | \$ 360.00                       | \$ 360.00                           | \$ -   |
| State Required Water Test for New Wells               |                  |         | \$ 120.00                       | \$ 120.00                           | \$ -   |
| Monitor Well (Per parcel)                             |                  |         | \$ 85.00                        | \$ 85.00                            | \$ -   |
| Well Repair Permit                                    |                  |         | \$ 80.00                        | \$ 80.00                            | \$ -   |
| Bacteriological Water Analysis                        |                  |         | \$ 80.00                        | \$ 80.00                            | \$ -   |
| Inorganic Water Analysis                              |                  |         | \$ 80.00                        | \$ 80.00                            | \$ -   |
| Bacteriological/Inorganic Water Analysis              |                  |         | \$ 120.00                       | \$ 120.00                           | \$ -   |
| Swimming Pool Seasonal                                |                  |         | \$ 110.00                       | \$ 110.00                           | \$ -   |
| Swimming Pool Annual                                  |                  |         | \$ 200.00                       | \$ 200.00                           | \$ -   |
| Pool Plan Review                                      |                  |         | \$ 250.00                       | \$ 250.00                           | \$ -   |
| Non-Compliance Trip Fee/ Improvement Permit Checklist |                  |         | \$ 55.00                        | \$ 55.00                            | \$ -   |
| <b>Septic Fees</b>                                    |                  |         |                                 |                                     |        |
| Improvement Permit (Site Evaluation)                  |                  |         | \$ 140.00                       | \$ 140.00                           | \$ -   |
| Construction Authorization                            |                  |         | \$ 190.00                       | \$ 190.00                           | \$ -   |
| Improvement Permit And Authorization To Construct     |                  |         | \$ 330.00                       | \$ 330.00                           | \$ -   |
| Engineer Option Permit Review                         | State Controlled |         | \$ 99.00                        | \$ 99.00                            | \$ -   |
| Septic Repair Permit/Septic Expansion                 |                  |         | \$ 55.00                        | \$ 55.00                            | \$ -   |
| OSWW Verification                                     |                  |         | \$ 55.00                        | \$ 55.00                            | \$ -   |
| Non-Compliance Trip Fee/ Improvement Permit Checklist |                  |         | \$ 55.00                        | \$ 55.00                            | \$ -   |
| <b>Restaurant Fees</b>                                |                  |         |                                 |                                     |        |
| Plan Review                                           | State Controlled |         | \$ 250.00                       | \$ 250.00                           | \$ -   |
| Limited/Temporary Food Establishment Permit*          | State Controlled |         | \$ 75.00                        | \$ 75.00                            | \$ -   |
| <b>Tattoo Fees</b>                                    |                  |         |                                 |                                     |        |
| Tattoo Permit (Per Artist)                            |                  |         | \$ 100.00                       | \$ 100.00                           | \$ -   |
| <b>Public Information</b>                             |                  |         |                                 |                                     |        |
| DVD                                                   |                  |         | \$ 2.50                         | \$ 2.50                             | \$ -   |
| <b>Register of Deeds</b>                              |                  |         |                                 |                                     |        |
| The Balance of Fees are State Mandated                |                  |         |                                 |                                     |        |
| Photocopies                                           | Per Copy         |         | \$ 0.25                         | \$ 0.25                             | \$ -   |
| Local Fax                                             | Per Page         |         | \$ 1.25                         | \$ 1.25                             | \$ -   |
| Long Distance Fax                                     | Per Page         |         | \$ 2.25                         | \$ 2.25                             | \$ -   |
| CDs                                                   | Per Copy         |         | \$ 10.00                        | \$ 10.00                            | \$ -   |
| Passport Photos                                       | Per Passport     |         | \$ 15.00                        | \$ 15.00                            | \$ -   |
| Passport Acceptance Fee                               | Per Passport     |         | \$ 35.00                        | \$ 35.00                            | \$ -   |
| <b>Sheriff's Office/Courthouse Parking Lot</b>        |                  |         |                                 |                                     |        |
| 1st Hour                                              |                  |         | \$ 1.00                         | \$ 1.00                             | \$ -   |
| 2nd Hour                                              |                  |         | \$ 1.00                         | \$ 1.00                             | \$ -   |
| 3rd & Fourth Hours                                    |                  |         | \$ 1.00                         | \$ 1.00                             | \$ -   |
| Fifty & Sixth Hours                                   |                  |         | \$ 1.00                         | \$ 1.00                             | \$ -   |
| Seventh & Eighth Hours                                |                  |         | \$ 1.00                         | \$ 1.00                             | \$ -   |
| Maximum Daily Rate                                    |                  |         | \$ 5.00                         | \$ 5.00                             | \$ -   |
| Citation for Time Expired                             |                  |         | \$ 5.00                         | \$ 5.00                             | \$ -   |
| Citation for Failure to Pay                           |                  |         | \$ 10.00                        | \$ 10.00                            | \$ -   |



# Gaston County

Gaston County  
Board of Commissioners  
[www.gastongov.com](http://www.gastongov.com)

## Budget and Purchasing Board Action

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**File #:** 20-237

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**REVISED/** Commissioner Philbeck - Budget/Purchasing - To Approve the Carry Forward of **\$38,921,416 (\$5,539,068** in Outside Funding and **\$33,382,348** in County Funds) from FY 2019-20 Funds into FY 2020-21

### **STAFF CONTACT**

Janet Schafer - Budget & Management Services - 704-866-3029

### **BUDGET IMPACT**

No additional County Funds. This will continue to fund programs and/or projects previously approved by the Board of Commissioners

### **BUDGET ORDINANCE IMPACT**

Request **\$38,921,416** to be carried forward - **\$5,539,068** in outside funds and **\$33,382,348** in County funds.

### **BACKGROUND**

County departments have requested the carry forward of funds necessary for the completion of specific projects and/or grants. Specific funds to be carried forward are projected on the attached document.

### **POLICY IMPACT**

This will continue to fund programs/projects previously approved by the Board of Commissioners.

### **ATTACHMENTS**

**REVISED/** Carry Forward List

# Gaston County FY 2020 - 2021 Carryforward Requests

| Department Name          | Account                  | Project | Description/Project Name                    | County Funds | Outside Funds | Source of Funds                              |
|--------------------------|--------------------------|---------|---------------------------------------------|--------------|---------------|----------------------------------------------|
| Veterans Services        | 010-05-5820-0000-560000- | 16280   | Veteran State Matching Funds                | \$ -         | \$ 7,498      | State of NC/NCDMVA                           |
| GCPD- 911 Communications | 010-02-4311-0000-530023- |         | Dismantle and removal of old radio system   | \$ 50,000    | \$ -          | Remainder of repair and maint budget         |
| GCPD- 911 Communications | 010-02-4311-0000-530023- | Pubsf   | Electrical contract work at tower sites     | \$ 12,840    | \$ -          | Remainder of PS funding not paid to Gastonia |
| Emergency Management     | 010-02-4330-4330-530029  |         | Software Rental                             | \$ 89,120    | \$ -          | County Budget                                |
| Emergency Management     | 010-02-4330-000-425077   |         | Emerg Mgt Performance Grant                 | \$ -         | \$ -          | County Budget                                |
| Emergency Management     | 010-02-4330-4330-560000  | 20DUK   | FY20 Duke Energy Funds                      | \$ -         | \$ 79,999     | State (NCEM)                                 |
| Emergency Management     | 010-02-4330-4330-560000  | 20EMP   | FY20 Emerg Mgt Perform Grant                | \$ -         | \$ 71,814     | Duke Energy                                  |
| Emergency Management     | 010-02-4330-4340-530023  | Pubsf   | City Gastonia PS Communication              | \$ -         | \$ 62,500     | State (NCEM)                                 |
| Emergency Management     | 010-02-4330-4330-560000  | 18EMP   | 2018 EMPG                                   | \$ 33,498    | \$ -          | County Budget                                |
| Emergency Management     | 010-02-4330-4330-560000  | 19578   | FY19 Tier II Competitive Grant              | \$ -         | \$ 30,110     | State (NCEM)                                 |
| Emergency Management     | 010-02-4330-4330-560000  | 19059   | FY19 Duke Power Funds                       | \$ -         | \$ 10,000     | State (NCEM)                                 |
| Sheriff's Office         | 010-02-4315-4315-560000- | 15088   | DV Deputies                                 | \$ -         | \$ 7,096      | Duke Energy                                  |
| Sheriff's Office         | 010-02-4315-4315-560000- | 15286   | Half Court Advocate                         | \$ -         | \$ 284,076    | Civil Process Revenues                       |
| Sheriff's Office         | 010-02-4315-4315-560000- | 15285   | Court Advocate                              | \$ -         | \$ 21,264     | Civil Process Revenues                       |
| Sheriff's Office         | 010-02-4315-4315-560000- | 17192   | DV Deputies                                 | \$ -         | \$ 7,198      | Civil Process Revenues                       |
| Sheriff's Office         | 010-02-4315-4315-560000- | 14229   | 2013 SCAAP Grant                            | \$ -         | \$ 118,539    | Civil Process Revenues                       |
| Sheriff's Office         | 010-02-4315-4315-520013- | 18606   | GCC Safe Exchange Grant: Printing           | \$ -         | \$ 249        | 2013 SCAAP Grant                             |
| Sheriff's Office         | 010-02-4315-4315-520007- | 18606   | GCC Safe Exchange Grant: Misc               | \$ -         | \$ 2,172      | GCC Grant                                    |
| Sheriff's Office         | 010-02-4315-4315-540001- | 18606   | GCC Safe Exchange Grant: Equip \$250-\$4999 | \$ -         | \$ 500        | GCC Grant                                    |
| Sheriff's Office         | 010-02-4315-4315-540002- | 18606   | GCC Safe Exchange Grant: Equip >\$5,000     | \$ -         | \$ 8,472      | GCC Grant                                    |
| Sheriff's Office         | 010-02-4315-4315-510001- | 19556   | 2018 GCC DV LE Unit Grant: Salaries         | \$ -         | \$ 569        | GCC Grant                                    |
| Sheriff's Office         | 010-02-4315-4315-510002- | 19556   | 2018 GCC DV LE Unit Grant: Overtime         | \$ -         | \$ 30,110     | GCC Grant                                    |
| Sheriff's Office         | 010-02-4315-4315-510100- | 19556   | 2018 GCC DV LE Unit Grant: FICA             | \$ -         | \$ 6,400      | GCC Grant                                    |
| Sheriff's Office         | 010-02-4315-4315-510102- | 19556   | 2018 GCC DV LE Unit Grant: 401-K            | \$ -         | \$ 2,336      | GCC Grant                                    |
| Sheriff's Office         | 010-02-4315-4315-510001- | 19557   | 2018 GCC Safe Exchange Grant: Salaries      | \$ -         | \$ 4,560      | GCC Grant                                    |
| Sheriff's Office         | 010-02-4315-4315-510100- | 19557   | 2018 GCC Safe Exchange Grant: FICA          | \$ -         | \$ 62,244     | GCC Grant                                    |
| Sheriff's Office         | 010-02-4315-4315-520013- | 19557   | 2018 GCC Safe Exchange Grant: Printing      | \$ -         | \$ 4,764      | GCC Grant                                    |
| Sheriff's Office         | 010-02-4315-4315-560000- | 20539   | 2019 IAG Grant: Sheriff                     | \$ -         | \$ 2,400      | GCC Grant                                    |
| Sheriff's Office         | 010-02-4315-4315-510001- | 20542   | Salaries: Victim Specialist                 | \$ -         | \$ 15,885     | 2019 JAG Grant                               |
| Sheriff's Office         | 010-02-4315-4315-510100- | 20542   | FICA: Victim Specialist                     | \$ -         | \$ 228,000    | DOI                                          |
| Sheriff's Office         | 010-02-4315-4315-510101- | 20542   | Retirement: Victim Specialist               | \$ -         | \$ 17,442     | DOI                                          |
| Sheriff's Office         | 010-02-4315-4315-560000- | 20542   | Victim Specialist                           | \$ -         | \$ 20,406     | DOI                                          |
| Sheriff's Office         | 010-02-4315-4315-510001- | 20556   | Salaries: 2019 DV LE Unit Grant             | \$ -         | \$ 5,750      | DOI                                          |
| Sheriff's Office         | 010-02-4315-4315-510100- | 20556   | FICA: 2019 DV LE Unit Grant                 | \$ -         | \$ 65,784     | GCC Grant                                    |
| Sheriff's Office         | 010-02-4315-4315-510101- | 20556   | Retirement: 2019 DV LE Unit Grant           | \$ -         | \$ 5,809      | GCC Grant                                    |
| Sheriff's Office         | 010-02-4315-4315-510102- | 20556   | 401K: 2019 DV LE Unit Grant                 | \$ -         | \$ 8,249      | GCC Grant                                    |
| Sheriff's Office         | 010-02-4315-4315-510002- | 20556   | Overtime: 2019 DV LE Unit Grant             | \$ -         | \$ 475        | GCC Grant                                    |
| Sheriff's Office         | 010-02-4315-4315-520011- | 20557   | Salaries: 2019 GCC Court Advocacy Services  | \$ -         | \$ 6,400      | GCC Grant                                    |
| Sheriff's Office         | 010-02-4315-4315-510001- | 20557   | FICA: 2019 GCC Court Advocacy Services      | \$ -         | \$ 10,025     | GCC Grant                                    |
| Sheriff's Office         | 010-02-4315-4315-510101- | 20557   | Retirement: 2019 Court Advocacy Services    | \$ -         | \$ 165,854    | GCC Grant                                    |
| Sheriff's Office         | 010-02-4315-4315-560000- | 20572   | FY 2019 SCAAP Grant                         | \$ -         | \$ 17,254     | GCC Grant                                    |
| Sheriff's Office         | 010-02-4315-4315-510001- | 50Adv   | Salary: Half Court Advocate                 | \$ -         | \$ 13,962     | GCC Grant                                    |
| Sheriff's Office         | 010-02-4315-4315-510001- | DVDep   | Salary: DV Deputies                         | \$ -         | \$ 48,723     | 2019 SCAAP Grant                             |
| Senior Center            | 010-04-6130-0000-560000- | SRGMS   | Senior Games                                | \$ -         | \$ 12,096     | Civil Process Revenues                       |
| Senior Center            | 010-04-6130-0000-560000- | 20001   | Senior Programming                          | \$ -         | \$ 25,930     | Civil Process Revenues                       |
| Parks and Recreation     | 010-04-6120-0000-560000- | 20000   | Recreation Programs                         | \$ -         | \$ 159,920    | Civil Process Revenues                       |
| Public Works             | 040-01-4265-4260-530010- | 18118   | Facility Master Plan / Space Need Study     | \$ 1,500     | \$ -          | Entry Fees & Sponsorships                    |
|                          |                          |         |                                             | \$ 4,000     | \$ -          | County Funds                                 |
|                          |                          |         |                                             | \$ 6,277     | \$ -          | County Funds                                 |

# Gaston County FY 2020 - 2021 Carryforward Requests

|                         |                          |        |                                      |    |           |    |        |                            |                          |
|-------------------------|--------------------------|--------|--------------------------------------|----|-----------|----|--------|----------------------------|--------------------------|
| Public Works            | 040-01-4265-4260-540005- | 9164   | Animal Control Design                | \$ | 5,533     | \$ | -      | Encumbrances - \$5,522     | Available - \$10.44      |
| Public Works            | 040-01-4265-4260-540005- | 9182   | Building Controls Upgrade VR 3       | \$ | 400,000   | \$ | -      | Encumbrances - \$367,000   | Available - \$33,000     |
| Public Works            | 040-01-4265-4260-540005- | 9241   | Jail Expansion                       | \$ | 52,492    | \$ | -      |                            |                          |
| Public Works            | 040-01-4265-4260-540005- | 12181  | Animal Shelter Renov/Upgrades        | \$ | 21,552    | \$ | -      | Encumbrance - \$21,155     | Available - \$396.87     |
| Public Works            | 040-01-4265-4260-540005- | 14100  | Bessemer City PK Storm Drain         | \$ | 7,541     | \$ | -      |                            |                          |
| Public Works            | 040-01-4265-4260-540005- | 16254  | Dallas Park CMAQ Trail               | \$ | 627,460   | \$ | -      | Encumbrances \$16,872      | Available - \$610,587    |
| Public Works            | 040-01-4265-4260-540005- | 17200  | Dss/Courthouse/Jail/HVAC             | \$ | 2,500     | \$ | -      |                            |                          |
| Public Works            | 040-01-4265-4260-540005- | 18119  | ADA Compliance                       | \$ | 2,937,848 | \$ | -      | Encumbrances - \$1,305,327 | Available - \$ 1,632,521 |
| Public Works            | 040-01-4265-4260-540005- | 18139  | General Renovations/Improvements     | \$ | 20,559    | \$ | -      |                            |                          |
| Public Works            | 040-01-4265-4260-540005- | 19032  | Camp Sertoma ADA Compliance          | \$ | 458,906   | \$ | -      | Encumbrances - \$322,806   | Available - \$136,100    |
| Public Works            | 040-01-4265-4260-540005- | 19033  | Parking Lot Improvements             | \$ | 1,271,822 | \$ | -      | Encumbrances - \$397,378   | Available - \$874,444    |
| Public Works            | 040-01-4265-4260-540005- | 19034  | Jail Security Camera Upgrades        | \$ | 146,295   | \$ | -      |                            |                          |
| Public Works            | 040-01-4265-4260-540005- | ADACM  | ADA Compliance                       | \$ | 159,300   | \$ | -      | Encumbrances- \$ 25,305.06 | Available - \$133,994    |
| Public Works            | 040-01-4265-4260-540006- |        | Other Imprv & Cap Outlay             | \$ | 814,197   | \$ | -      |                            |                          |
| Public Works            | 040-01-4265-4260-540006- | 18553  | Lowell to Poston Park -Match         | \$ | 417,974   | \$ | -      |                            |                          |
| Public Works            | 040-01-4265-4260-540006- | 18594  | Rankin Lake to GTP - Match           | \$ | 946,847   | \$ | -      |                            |                          |
| Public Works            | 040-01-4265-4260-540006- | 19536  | CMAQ- Neal Hawkins Match             | \$ | 1,860,578 | \$ | -      |                            |                          |
| Public Works Projects   | 010-01-4265-4260-560000- | 20038  | Gaston Co. Welcome Signage           | \$ | 103,138   | \$ | -      |                            |                          |
| Public Works Projects   | 040-04-6120-0000-540006- | 16236  | Dallas Park Expansion                | \$ | 264,364   | \$ | -      |                            |                          |
| Public Works Projects   | 040-02-4380-0000-540005- | 16238  | Animal Control Funds                 | \$ | 319,182   | \$ | -      |                            |                          |
| Public Works Projects   | 011-05-5111-0000-560000- | 19008  | MCS #5 Appropriated                  | \$ | 19,171    | \$ | -      |                            |                          |
| Public Works Projects   | 040-02-4315-4323-540005- | 19038  | Jail Infill Expansion                | \$ | 2,322,248 | \$ | -      |                            |                          |
| Public Works Projects   | 060-08-4720-0000-540002- | 20034  | Storage Buildings                    | \$ | 16,975    | \$ | -      |                            |                          |
| Solid Waste             | 060-08-4720-0000-540006- | 132777 | Cell Construction                    | \$ | 11,055    | \$ | -      |                            |                          |
| Solid Waste             | 060-08-4720-0000-540006- | 15155  | Cell Construction                    | \$ | 47,216    | \$ | -      |                            |                          |
| Solid Waste             | 060-08-4720-0000-540007- | 12228  | Landfill Water Line                  | \$ | 54,037    | \$ | -      |                            |                          |
| Solid Waste             | 060-08-4720-0000-540004- | 19001  | Property Acquisition                 | \$ | 3,267     | \$ | -      |                            |                          |
| Solid Waste             | 060-08-4720-0000-540002- | 15157  | Heater                               | \$ | 10,000    | \$ | -      |                            |                          |
| Solid Waste             | 060-08-4720-0000-560000- | 18088  | Litter Campaign                      | \$ | 10,000    | \$ | -      |                            |                          |
| Solid Waste             | 060-08-4720-0000-540002- | 15156  | Roll-off Containers                  | \$ | 10,412    | \$ | -      |                            |                          |
| Solid Waste             | 060-08-4720-0000-540006- | 16184  | Siloxane Removal System              | \$ | 50,000    | \$ | -      |                            |                          |
| Solid Waste             | 060-08-4720-0000-540005- | 18083  | HHW Facility                         | \$ | 70,000    | \$ | -      |                            |                          |
| Solid Waste             | 060-08-4720-0000-540006- | 20021  | Purchase Buffer Property             | \$ | 141,704   | \$ | -      |                            |                          |
| Solid Waste             | 060-08-4720-0000-540006- | 18095  | Unit III Permitting                  | \$ | 199,449   | \$ | -      |                            |                          |
| Solid Waste             | 060-08-4720-0000-540006- | 15193  | Landfill Units II and III Permitting | \$ | 209,425   | \$ | -      |                            |                          |
| Solid Waste             | 060-08-4720-0000-540006- | 18097  | Wellfield Expansion                  | \$ | 310,000   | \$ | -      |                            |                          |
| Solid Waste             | 060-08-4720-0000-540006- | 18098  | Crowder's Creek Recycling            | \$ | 350,000   | \$ | -      |                            |                          |
| Solid Waste             | 060-08-4720-0000-540006- | 18099  | New Hope Recycling Center            | \$ | 350,000   | \$ | -      |                            |                          |
| Solid Waste             | 060-08-4720-0000-540006- | 18100  | Riverbend Recycling                  | \$ | 400,000   | \$ | -      |                            |                          |
| Solid Waste             | 060-08-4720-0000-540006- | 15155  | Landfill Construction                | \$ | 416,420   | \$ | -      |                            |                          |
| Solid Waste             | 060-08-4720-0000-540006- | 20019  | Landfill Construction                | \$ | 2,000,000 | \$ | -      |                            |                          |
| REC                     | 060-08-4721-0000-540006- | 18093  | Siloxane Removal System              | \$ | 50,000    | \$ | -      |                            |                          |
| REC                     | 060-08-4721-0000-540002- | 18123  | REC Generator                        | \$ | 71,629    | \$ | -      |                            |                          |
| Health - Administration | 011-05-5110-0000-560000- | 12293  | EMR Incentives - Year 1              | \$ | -         | \$ | 2,987  | Medicaid                   |                          |
| Health - Administration | 011-05-5110-0000-560000- | 14221  | Medicaid Incentives                  | \$ | -         | \$ | 4,164  | Medicaid                   |                          |
| Health - Administration | 011-05-5110-0000-560000- | 14247  | SPP - Incubator Project              | \$ | -         | \$ | 22,941 | Cabarrus Health Alliance   |                          |
| Health - Administration | 011-05-5110-0000-560000- | 15202  | EHR Incentives - #3                  | \$ | -         | \$ | 63,856 | Medicaid                   |                          |
| Health - Administration | 011-05-5110-0000-560000- | 15228  | CHA - United Way                     | \$ | -         | \$ | 352    | United Way                 |                          |
| Health - Administration | 011-05-5110-0000-560000- | 15229  | CHA - CaroMont                       | \$ | -         | \$ | 589    | CaroMont                   |                          |
| Health - Administration | 011-05-5110-0000-560000- | 15252  | FY14 Excess Fee-CA Fee Rev.          | \$ | -         | \$ | 2,593  | Fees                       |                          |

# Gaston County FY 2020 - 2021 Carryforward Requests

|                                |                          |       |                                 |    |   |    |         |                                |
|--------------------------------|--------------------------|-------|---------------------------------|----|---|----|---------|--------------------------------|
| Health - Administration        | 011-05-5110-0000-560000- | 15277 | EHR Incentives - #4             | \$ | - | \$ | 136,000 | Medicaid                       |
| Health - Administration        | 011-05-5110-0000-560000- | 16216 | EHR Incentives - #5             | \$ | - | \$ | 63,750  | Medicaid                       |
| Health - Administration        | 011-05-5110-0000-560000- | 18130 | FY18 CaroMont CHA               | \$ | - | \$ | 5,996   | CaroMont                       |
| Health - Administration        | 011-05-5110-0000-560000- | 19565 | NCPHA Health Dept. Award        | \$ | - | \$ | 691     | Grant                          |
| Health - MCS                   | 011-05-5111-0000-560000- | 08320 | HHC Contingency Fund            | \$ | - | \$ | 64,139  | Medicaid Cost Settlement       |
| Health - MCS                   | 011-05-5111-0000-560000- | 17269 | MCS - #3 Appropriated           | \$ | - | \$ | 32,755  | Medicaid Cost Settlement       |
| Health - MCS                   | 011-05-5111-0000-560000- | 18034 | MCS # 4 Appropriated            | \$ | - | \$ | 31,458  | Medicaid Cost Settlement       |
| Health - MCS                   | 011-05-5111-0000-560000- | 19008 | MCS # 5 Appropriated            | \$ | - | \$ | 917,545 | Medicaid Cost Settlement       |
| Health - MCS                   | 011-05-5111-0000-560000- | 20004 | MCS # 6 Appropriated            | \$ | - | \$ | 600,000 | Medicaid Cost Settlement       |
| Health - CHE                   | 011-05-5112-5115-560000- | 13283 | CDC - YRB Survey                | \$ | - | \$ | 3,493   | APPCNC - CDC Grant             |
| Health - CHE                   | 011-05-5112-5115-560000- | 16242 | LMR FY16 CF Garrison Fund       | \$ | - | \$ | 5,000   | Community Foundation           |
| Health - CHE                   | 011-05-5112-5115-560000- | 16265 | FY16 NFP - RISE                 | \$ | - | \$ | 172     | SRI International - RISE Eval. |
| Health - CHE                   | 011-05-5112-5115-560000- | 17010 | FY17 LMR Participant Fees       | \$ | - | \$ | 3,680   | Participant Fees               |
| Health - CHE                   | 011-05-5112-5115-560000- | 17208 | CF Run for the Money - LMR      | \$ | - | \$ | 1,204   | Community Foundation           |
| Health - CHE                   | 011-05-5112-5115-560000- | 17262 | LMR - FY17 CF Sims Fund         | \$ | - | \$ | 3,034   | Community Foundation           |
| Health - CHE                   | 011-05-5112-5115-560000- | 17265 | NFP Donations                   | \$ | - | \$ | 275     | Donations                      |
| Health - CHE                   | 011-05-5112-5115-560000- | 19012 | FY19 LMR Participation Fees     | \$ | - | \$ | 3,310   | Participant Fees               |
| Health - CHE                   | 011-05-5112-5115-560000- | 20PTF | FY20 LMR Participation Fees     | \$ | - | \$ | 18,746  | Participant Fees               |
| Health - CHE                   | 011-05-5112-5116-560000- | 16241 | SHIFT NC Funds                  | \$ | - | \$ | 2,694   | SHIFT Grant                    |
| Health - CHE                   | 011-05-5112-5118-560000- | 15253 | FY14 Excess Nutr. Fee Revenue   | \$ | - | \$ | 1,000   | Fees                           |
| Health - CHE                   | 011-05-5112-5118-560000- | 16271 | FY15 Excess Nutr. Fee Revenue   | \$ | - | \$ | 4,060   | Fees                           |
| Health - CHE                   | 011-05-5112-5118-560000- | 17252 | FY16 Excess Nutr. Fee Revenue   | \$ | - | \$ | 191     | Fees                           |
| Health - CHE                   | 011-05-5112-5118-560000- | 18144 | FY17 Excess Nutr. Fee Revenue   | \$ | - | \$ | 142     | Fees                           |
| Health - CHE                   | 011-05-5112-5118-560000- | 19074 | FY18 Excess Nutr. Fee Revenue   | \$ | - | \$ | 1,509   | Fees                           |
| Health - CHE                   | 011-05-5112-5118-560000- | 20053 | FY19 Excess Nutr. Fee Revenue   | \$ | - | \$ | 1,670   | Fees                           |
| Health - CHE                   | 011-05-5114-5125-560000- | 18147 | FY17 Env. Hlth Excess Fees      | \$ | - | \$ | 17,656  | Fees                           |
| Health - CHE                   | 011-05-5114-5125-560000- | 19075 | FY18 Env. Hlth Excess Fees      | \$ | - | \$ | 41,815  | Fees                           |
| Health - CHE                   | 011-05-5114-5125-560000- | 19511 | FY19 Healthy Wells Grant Yr. 4  | \$ | - | \$ | 32,194  | CDC Grant                      |
| Health - CHE                   | 011-05-5114-5125-560000- | 205HW | FY20 Healthy Wells Grant Yr. 5  | \$ | - | \$ | 65,115  | CDC Grant                      |
| Health - CHE                   | 011-05-5114-5125-560000- | 20570 | FY20 Uniform Inspection Program | \$ | - | \$ | 1,150   | AFDO Grant                     |
| Health - CHE                   | 011-05-5114-5125-560000- | 20571 | 2020 Food Program Training      | \$ | - | \$ | 3,000   | AFDO Grant                     |
| Health - CHE                   | 011-05-5114-5125-560000- | 20054 | FY19 Env. Hlth Excess Fees      | \$ | - | \$ | 23,513  | Fees                           |
| Health - Personal Health Svcs. | 011-05-5115-0000-560000- | 11241 | Quality Improvement Course      | \$ | - | \$ | 1,628   | Quality Improvement Grant      |
| Health - Personal Health Svcs. | 011-05-5115-0000-560000- | 11273 | APPCNC Initiative               | \$ | - | \$ | 1,125   | APPCNC - CDC Grant             |
| Health - Personal Health Svcs. | 011-05-5115-0000-560000- | 12255 | Guttmacher - Training           | \$ | - | \$ | 97      | Guttmacher Company             |
| Health - Personal Health Svcs. | 011-05-5115-0000-560000- | 12292 | Teen Wellness Clinic Services   | \$ | - | \$ | 42      | APPCNC - CDC Grant             |
| Health - Personal Health Svcs. | 011-05-5115-0000-560000- | 13065 | Teen Wellness Clinic - Year 3   | \$ | - | \$ | 5,049   | APPCNC - CDC Grant             |
| Health - Personal Health Svcs. | 011-05-5115-0000-560000- | 14016 | APPCNC Grant - Year 4           | \$ | - | \$ | 54,281  | APPCNC - CDC Grant             |
| Health - Personal Health Svcs. | 011-05-5115-0000-560000- | 15017 | APPCNC Grant - Year 5           | \$ | - | \$ | 58,295  | APPCNC - CDC Grant             |
| Health - Personal Health Svcs. | 011-05-5115-0000-560000- | 15203 | HPV Project                     | \$ | - | \$ | 129     | University of Kentucky         |
| Health - Personal Health Svcs. | 011-05-5115-0000-560000- | 15214 | Duke Preceptor                  | \$ | - | \$ | 959     | Duke University                |
| Health - Personal Health Svcs. | 011-05-5115-0000-560000- | 15233 | GlaxoSmithKline Recognition     | \$ | - | \$ | 224     | Glaxo Smith Kline              |
| Health - Personal Health Svcs. | 011-05-5115-0000-560000- | 15239 | CHS Preceptor Program           | \$ | - | \$ | 1,537   | Carolinas Healthcare System    |
| Health - Personal Health Svcs. | 011-05-5115-0000-560000- | 16202 | Duke Nursing Preceptor Project  | \$ | - | \$ | 10,814  | Duke University                |
| Health - Personal Health Svcs. | 011-05-5115-0000-560000- | 16266 | FY16 CHS Preceptor Program      | \$ | - | \$ | 5,920   | Carolinas Healthcare System    |
| Health - Personal Health Svcs. | 011-05-5115-0000-560000- | 18129 | GSK Star Project                | \$ | - | \$ | 5,000   | Glaxo Smith Kline              |
| Health - Personal Health Svcs. | 011-05-5115-0000-560000- | 20574 | CARES Act Funding               | \$ | - | \$ | 1,280   | Federal COVID Funds            |
| Health - STD                   | 011-05-5116-5131-560000- | 14236 | FY13 Excess Fees - STD/TB/CD    | \$ | - | \$ | 217     | Fees                           |
| Health - STD                   | 011-05-5116-5131-560000- | 16272 | FY15 Excess ICS Fee Revenue     | \$ | - | \$ | 10,958  | Fees                           |
| Health - STD                   | 011-05-5116-5131-560000- | 17253 | FY 16 Excess ICS Fee Revenue    | \$ | - | \$ | 17,737  | Fees                           |

## Gaston County FY 2020 - 2021 Carryforward Requests

|                          |                          |       |                                                |    |            |    |         |                                     |
|--------------------------|--------------------------|-------|------------------------------------------------|----|------------|----|---------|-------------------------------------|
| Health - STD             | 011-05-5116-5131-560000- | 18145 | FY17 Excess ICS Fee Revenue                    | \$ | -          | \$ | 29,427  | Fees                                |
| Health - STD             | 011-05-5116-5131-560000- | 19076 | FY18 Excess ICS Fee Revenue                    | \$ | -          | \$ | 5,909   | Fees                                |
| Health - STD             | 011-05-5116-5131-560000- | 20055 | FY19 Excess ICS Fee Revenue                    | \$ | -          | \$ | 5,300   | Fees                                |
| Health - TB              | 011-05-5116-5132-560000- | 15254 | FY14 Excess Fees - TB                          | \$ | -          | \$ | 7,725   | Fees                                |
| Health - Family Planning | 011-05-5117-0000-560000- | 15256 | FY14 Excess Fee Revenue                        | \$ | -          | \$ | 269     | Fees                                |
| Health - Family Planning | 011-05-5117-0000-560000- | 16274 | FY15 Excess FP Revenue                         | \$ | -          | \$ | 12,632  | Fees                                |
| Health - Family Planning | 011-05-5117-0000-560000- | 17255 | FY16 Excess GY/FP Fee Rev.                     | \$ | -          | \$ | 1,852   | Fees                                |
| Health - Maternity       | 011-05-5119-0000-560000- | 14237 | FY13 WCH Program Excess Fees                   | \$ | -          | \$ | 36,523  | Fees                                |
| Health - Maternity       | 011-05-5119-0000-560000- | 15257 | FY14 Excess Maternity Fees                     | \$ | -          | \$ | 94,262  | Fees                                |
| Health - Maternity       | 011-05-5119-0000-560000- | 16275 | FY 15 Excess Mat. Fee Revenue                  | \$ | -          | \$ | 4,873   | Fees                                |
| Health - Maternity       | 011-05-5119-0000-560000- | 18146 | FY 17 Excess Maternity Fees                    | \$ | -          | \$ | 16,178  | Fees                                |
| Health - Child Health    | 011-05-5120-0000-560000- | 14227 | Reach Out and Read                             | \$ | -          | \$ | 750     | Wal-Mart Foundation                 |
| Health - Highland        | 011-05-5121-0000-560000- | 15255 | FY14 Excess Fees - Highland                    | \$ | -          | \$ | 1,180   | Fees                                |
| Health - Highland        | 011-05-5121-0000-560000- | 16273 | FY15 Excess Highland Fee Rev.                  | \$ | -          | \$ | 77,067  | Fees                                |
| Health - Highland        | 011-05-5121-0000-560000- | 17254 | FY16 Excess Highland Fee Rev.                  | \$ | -          | \$ | 13,592  | Fees                                |
| Health - Highland        | 011-05-5121-0000-560000- | 20056 | FY19 Excess Highland Fee Rev.                  | \$ | -          | \$ | 16      | Fees                                |
| County Police            | 010-02-4310-4310-560000- | 12282 | OBI/Smart Talk                                 | \$ | -          | \$ | 1,927   | State of North Carolina             |
| County Police            | 010-02-4310-4310-560000- | 13253 | Prescription Drug Abuse Enforcement            | \$ | -          | \$ | 908     | Grant/NADDII                        |
| County Police            | 010-02-4310-4310-560000- | 13272 | Marine Unit                                    | \$ | -          | \$ | 99      | Duke Energy                         |
| County Police            | 010-02-4310-4310-560000- | 14206 | Purchase K9                                    | \$ | -          | \$ | 37      | Gaston County Humane Society        |
| County Police            | 010-02-4310-4310-560000- | 17225 | 2016 JAG:County Police                         | \$ | -          | \$ | 97      | U.S. Justice Department             |
| County Police            | 010-02-4310-4310-560000- | 19548 | 2018 JAG: Police                               | \$ | -          | \$ | 1,375   | U.S. Justice Department             |
| County Police            | 010-02-4310-4310-560000- | 20533 | 2018 GCC JAG:Police                            | \$ | -          | \$ | 3,409   | U.S. Justice Department             |
| County Police            | 010-02-4310-4310-560000- | 20538 | 2019 JAG Grant:Police                          | \$ | -          | \$ | 2,559   | U.S. Justice Department             |
| County Police            | 025-02-4310-4310-530043- | 10002 | Drug Forfeitures - Treasury                    | \$ | -          | \$ | 60,052  | U.S. Treasury Department            |
| County Police            | 025-02-4310-4310-530044- | 50113 | Drug Forfeitures - Justice                     | \$ | -          | \$ | 8,417   | U.S. Justice Department             |
| County Police            | 025-02-4310-4310-530048- | 50112 | Drug Lab Supplies                              | \$ | -          | \$ | 23      | U.S. Treasury Department            |
| County Police            | 026-02-4310-4310-530045- |       | Controlled Substance Tax                       | \$ | -          | \$ | 26,477  | State of North Carolina             |
| Human Resources          | 010-01-4122-0000-410059- |       | Choice USA Commissions                         | \$ | 3,000      | \$ | -       | Unused Vending machines Commissions |
| Elections                | 010-01-4170-0000-530041- |       | Election Office Security Upgrades              | \$ | 24,500     | \$ | -       |                                     |
| EDC                      | 040-07-4920-4920-540006- | 20552 | Bldg Ruese: Project Rolling Door               | \$ | -          | \$ | 2,500   | State Grant                         |
| EDC                      | 040-07-4920-4920-540006- | 20047 | Cherryville Business Park                      | \$ | -          | \$ | -       | County Funds                        |
| EDC                      | 040-07-4920-4920-560000- | 19065 | Duke Grant: Project Alpha 3                    | \$ | 335,729    | \$ | 25,000  | State Grant                         |
| EDC                      | 040-07-4920-4920-540004- | 18120 | Land Purchase and Development                  | \$ | -          | \$ | -       | County Funds                        |
| EDC                      | 040-07-4920-4920-540004- | Beam  | Land: Beam Property Acquisition                | \$ | 14,185,445 | \$ | -       | County Funds                        |
| EDC                      | 040-07-4920-4920-540006- | 20551 | One NC Grt: Project LENO                       | \$ | 575,000    | \$ | 50,000  | State Grant                         |
| EDC                      | 040-07-4920-4920-540006- | 17218 | Public Infrastructure Gt: Tosaf                | \$ | -          | \$ | 250,000 | State Grant                         |
| EDC                      | 040-07-4920-4934-540006- | 16209 | TOSAF One NC Grant                             | \$ | -          | \$ | 168,750 | State Grant                         |
| Social Services          | 020-05-4790-0000-520011- | 20555 | Emp Training:GCC Translation Grant 2019        | \$ | -          | \$ | 10,000  | GCC Grant                           |
| Social Services          | 020-05-4790-0000-530010- | 20555 | Professional Services:19 GCC Translation Grant | \$ | -          | \$ | 55,000  | GCC Grant                           |
| Social Services          | 020-05-4790-0000-560000- | 18142 | Employee Activity Donations                    | \$ | -          | \$ | 7,000   | Donations                           |
| Social Services          | 020-05-4810-0000-560000- | 20531 | 2018 WIOA Business Services Grant              | \$ | -          | \$ | 18,000  | 100% Federal                        |
| Social Services          | 020-05-5490-0000-560000- | 20036 | PSNC Energy Funds                              | \$ | -          | \$ | 20,000  | Donations                           |
| Social Services          | 020-05-5582-0000-540005- | 08321 | Donations: Shelter Building Fund               | \$ | -          | \$ | 517     | Donations                           |
| Social Services          | 020-05-5582-0000-560000- | 08162 | Shelter Donations                              | \$ | -          | \$ | 230,000 | Donations                           |
| Social Services          | 020-05-5582-0000-560000- | 09253 | Child Care Program/Community Foundation        | \$ | -          | \$ | 11,000  | Donations                           |
| Social Services          | 020-05-5582-0000-560000- | 19522 | VOCA Grant                                     | \$ | -          | \$ | 40,000  | VOCA grant                          |
| Social Services          | 020-05-5582-0000-560000- | 20548 | CFW-Divorce Filing Fees FY19-20                | \$ | -          | \$ | 2,500   | CFW State grant                     |
| Social Services          | 020-05-5582-0000-530013- |       | Temporary Help Services                        | \$ | -          | \$ | 2,000   | Donations                           |
| Social Services          | 020-05-5585-0000-520001- | 20554 | Office Supplies: GCC Grant 2019                | \$ | -          | \$ | 1,500   | GCC Grant                           |

# Gaston County FY 2020 - 2021 Carryforward Requests

|                          |                          |       |                                       |    |        |    |            |                     |
|--------------------------|--------------------------|-------|---------------------------------------|----|--------|----|------------|---------------------|
| Social Services          | 020-05-5585-0000-520011- | 20554 | Travel: GCC 2019 Grant                | \$ | -      | \$ | 5,000      | GCC Grant           |
| Social Services          | 020-05-5585-0000-530010- | 20554 | Prof Svcs: GCC 2019 Grant             | \$ | -      | \$ | 13,440     | GCC Grant           |
| Social Services          | 020-05-5585-0000-560000- | 16282 | CAC Donations                         | \$ | -      | \$ | 4,600      | Donations           |
| Social Services          | 020-05-5600-0000-560000- | 08159 | Adult Services Donations              | \$ | -      | \$ | 16,975     | Donations           |
| Social Services          | 020-05-5600-0000-560000- | 14234 | Home Community Care Block Grant Funds | \$ | -      | \$ | 56,820     | Donations           |
| Social Services          | 020-05-5600-0000-560000- | 15259 | Adult Nutrition                       | \$ | -      | \$ | 21,828     | Donations           |
| Social Services          | 020-05-5600-0000-560000- | 15260 | EGADC                                 | \$ | -      | \$ | 1,280      | Donations           |
| Social Services          | 020-05-5600-0000-560000- | 15261 | GADC                                  | \$ | -      | \$ | 226        | Donations           |
| Social Services          | 020-05-5867-5471-560000- | 00324 | Special Adoption Program              | \$ | -      | \$ | 35,000     | Federal/State funds |
| Social Services          | 020-05-5867-5471-560000- | 19072 | Adoption Donations                    | \$ | -      | \$ | 750        | Donations           |
| Social Services          | 020-05-5867-0000-560000- | 16194 | Foster Care Donations                 | \$ | -      | \$ | 2,000      | Donations           |
| Social Services          | 020-05-5867-0000-560000- | 16211 | Emergency Asst Fund                   | \$ | -      | \$ | 600        | Donations           |
| Social Services          | 020-05-5867-0000-560000- | 16212 | Resource Closet                       | \$ | -      | \$ | 50         | Donations           |
| Social Services          | 020-05-5867-0000-560000- | 16213 | Education                             | \$ | -      | \$ | 1,200      | Donations           |
| Social Services          | 020-05-5867-0000-560000- | 20035 | Glenn Foundation- FC Recruitment      | \$ | -      | \$ | 10,000     | Grant               |
| Social Services          | 020-05-5867-5868-560000- | 13263 | Links Program Donations               | \$ | -      | \$ | 4,915      | Donations           |
| NC Cooperative Extension | 010-07-4950-4950-560000- | 12249 | Home Grown Gaston Event               | \$ | -      | \$ | 3,923      | Fees                |
| NC Cooperative Extension | 010-07-4950-4950-560000- | 13279 | REINS Horse Group                     | \$ | -      | \$ | 270        | Fees                |
| NC Cooperative Extension | 010-07-4950-4950-560000- | 15226 | Fee Based Prog-Food/Supplies          | \$ | -      | \$ | 8,969      | Fees                |
| NC Cooperative Extension | 010-07-4950-4950-560000- | 16277 | Farm School                           | \$ | -      | \$ | 3,162      | Fees                |
| NC Cooperative Extension | 010-07-4950-4950-560000- | 17272 | Something Pumpkin                     | \$ | -      | \$ | 3,056      | Fees and Donations  |
| NC Cooperative Extension | 010-07-4950-4950-560000- | 18134 | Healthy Harvest                       | \$ | -      | \$ | 913        | Fees                |
| NC Cooperative Extension | 010-07-4950-4950-560000- | 18610 | Food Council Grant                    | \$ | -      | \$ | 300        | Grant               |
| NC Cooperative Extension | 010-07-4950-4950-560000- | 19580 | FCS Innovative Grant                  | \$ | -      | \$ | 3,174      | Grant               |
| NC Cooperative Extension | 010-07-4950-4952-560000- | 16276 | 4-H Local Programs                    | \$ | -      | \$ | 8,849      | Fees                |
| County Police            | 010-02-4310-4310-540003- | 20007 | Vehicles: 2020 LP Financing           | \$ | 31,120 | \$ | -          | Vehicles            |
| Sheriff                  | 010-02-4315-4315-540003- | 20007 | Vehicles: 2020 LP Financing           | \$ | 14,087 | \$ | -          | Vehicles            |
| ACE                      | 010-02-4380-0000-540003- | 20007 | Vehicles: 2020 LP Financing           | \$ | 2,325  | \$ | -          | Vehicles            |
| Print Shop               | 010-01-4265-4230-540003- | 20007 | Vehicles: 2020 LP Financing           | \$ | 765    | \$ | -          | Vehicles            |
| Public Wks Admin         | 010-01-4265-4265-540003  | 20007 | Vehicles: 2020 LP Financing           | \$ | 926    | \$ | -          | Vehicles            |
| Facilities               | 010-01-4265-4260-540003- | 20007 | Vehicles: 2020 LP Financing           | \$ | 6,085  | \$ | -          | Vehicles            |
| Building Inspections     | 012-02-4350-4351-540003- | 20007 | Vehicles: 2020 LP Financing           | \$ | -      | \$ | -          | Vehicles            |
| Natural Resources        | 010-07-4960-0000-540003- | 20007 | Vehicles: 2020 LP Financing           | \$ | 1,741  | \$ | -          | Vehicles            |
| DSS                      | 020-05-4790-0000-540003- | 20007 | Vehicles: 2020 LP Financing           | \$ | 3,080  | \$ | -          | Vehicles            |
| GEMS                     | 010-02-4370-0000-540003- | 19070 | Vehicles: 2019 LP Financing           | \$ | 19,424 | \$ | -          | Vehicles            |
| Police                   | 010-02-4310-4310-540003- |       | Motor Vehicles                        | \$ | 15,120 | \$ | -          | Vehicles            |
| Sheriff                  | 010-02-4315-4315-540003- |       | Motor Vehicles                        | \$ | 5,672  | \$ | -          | Vehicles            |
| Total County Funds       |                          |       |                                       | \$ |        | \$ | 33,382,348 |                     |
| Total Outside Funds      |                          |       |                                       | \$ |        | \$ | 5,539,068  |                     |
| Grand Total              |                          |       |                                       | \$ |        | \$ | 38,921,416 |                     |



# Gaston County

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## Budget and Purchasing Board Action

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**File #:** 20-239

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Commissioner Worley - Budget/Purchasing - To Accept and Appropriate Additional Governor's Crime Commission Grant Award Funds for School Safety Equipment for the Sheriff's Office in the Amount of \$34,920 **(No County Funds)**

### **STAFF CONTACT**

Pat Laws - Budget - 704-866-3771

### **BUDGET IMPACT**

Appropriate additional grant award funds. No additional County funds.

### **BUDGET ORDINANCE IMPACT**

N/A

### **BACKGROUND**

This project will provide equipment for law enforcement officers who are a part of the Regional Special Weapons and Tactics Team to use when responding to an emergency situation either during the school day or at after-hours events in order to enhance school safety.

### **POLICY IMPACT**

N/A

### **ATTACHMENTS**

Budget Change Request (BCR)

## GASTON COUNTY BUDGET CHANGE REQUEST

TO: Dr. Kim S. Eagle COUNTY MANAGER

FROM: 4131 Budget

Dept. # Department Name

Matthew Rhoten 5/5/2020

Department Director's Name Date

### TYPE OF REQUEST:

☐ Line Item Transfer Within Department & Fund

☐ Line Item Transfer Between Funds \*

☐ Project Transfer Within Department & Fund

☒ Additional Appropriation of Funds \*

☐ Line Item Transfer Between Departments\*

\* Requires resolution by the Board of Commissioners

| ACCOUNT DESCRIPTION<br>(As it appears in the budget) | ACCOUNT NUMBER                                       | AMOUNT             |
|------------------------------------------------------|------------------------------------------------------|--------------------|
|                                                      | Fund - Function - Dept - Division - Object - Project | Whole Dollars Only |
|                                                      | xxx - xx - xxxx - xxxx - xxxxx - xxxxxx              | (See Note Below)   |
| GCC: 2018 JAG Grant                                  | 010-02-4315-4315-420000-20576                        | (\$34,920)         |
| GCC: 2018 JAG Grant                                  | 010-02-4315-4315-560000-20576                        | \$34,920           |

### JUSTIFICATION FOR REQUEST:

This project will provide essential equipment that is currently unavailable for law enforcement officers to Sheriff's Deputies who are a part of the Regional Special Weapons and Tactics Team in their efforts to enhance school safety.. As a member of the Regional Specials Weapons and Tactics Team, the Gaston County Sheriff's Office will purchase Binocular Night Vision Devices and High Caliber Ballistic Vests that can be shared among community stakeholders in order to maintain safe and supportive school environments.

Note: Decreases in expenditures & increases in revenue accounts require brackets. Increases in expenditures & decreases in revenue do not require brackets. Please note that transfers between funds require interfund transfer accounts.



# Gaston County

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## Budget and Purchasing Board Action

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**File #:** 20-263

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**REVISED/** Commissioner Worley - Budget/Purchasing - To Accept and Appropriate Additional Federal Grant Funds Received from the Coronavirus Emergency Supplemental Funding (CESF) Program **(100% Grant Funds - \$40,204)**

### **STAFF CONTACT**

Clayton Smith - Budget - 704-866-3078

### **BUDGET IMPACT**

Appropriate additional Federal revenues. No additional County funds.

### **BUDGET ORDINANCE IMPACT**

N/A

### **BACKGROUND**

The Federal Government has awarded emergency supplemental funds for Covid-19 related concerns. This funding will be used by the Gaston County Law Enforcement agencies to purchase supplies and equipment to enhance the safety of first responders, police officers and deputies.

### **POLICY IMPACT**

N/A

### **ATTACHMENTS**

**ADDED/** Budget Change Request (BCR)

## GASTON COUNTY BUDGET CHANGE REQUEST

TO: Dr. Kim S. Eagle COUNTY MANAGER

FROM: 4131 Budget

Dept. # Department Name

Matthew Rhoten 5/21/2020

Department Director's Name Date

### TYPE OF REQUEST:

☐ Line Item Transfer Within Department & Fund

☐ Line Item Transfer Between Funds \*

☐ Project Transfer Within Department & Fund

☒ Additional Appropriation of Funds \*

☐ Line Item Transfer Between Departments\*

\* Requires resolution by the Board of Commissioners

| ACCOUNT DESCRIPTION<br>(As it appears in the budget) | ACCOUNT NUMBER                                       | AMOUNT             |
|------------------------------------------------------|------------------------------------------------------|--------------------|
|                                                      | Fund - Function - Dept - Division - Object - Project | Whole Dollars Only |
|                                                      | xxx - xx - xxxx - xxxx - xxxxx - xxxxxx              | (See Note Below)   |
| Coronavirus Emerg Supplement (GCP)                   | 010-02-4310-4310-420000-20577                        | (\$20,102)         |
| Coronavirus Emerg Supplement                         | 010-02-4310-4310-560000-20577                        | \$20,102           |
| Coronavirus Emerg Supplement (Sheriff)               | 010-02-4315-4315-420000-20577                        | (\$20,102)         |
| Coronavirus Emerg Supplement                         | 010-02-4315-4315-560000-20577                        | \$20,102           |

### JUSTIFICATION FOR REQUEST:

Funding will be used to purchase Personal Protective Equipment (PPE) for first responders and law enforcement officers along with supplies for preventing the spread of the corona virus.

Note: Decreases in expenditures & increases in revenue accounts require brackets. Increases in expenditures & decreases in revenue do not require brackets. Please note that transfers between funds require interfund transfer accounts.



# Gaston County

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## Budget and Purchasing Board Action

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**File #:** 20-264

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**REVISED/** Commissioner Worley - Budget/Purchasing - To Accept and Appropriate Additional Grant Funds from the NC Housing Finance Agency (NCHFA) for the Single Family Rehabilitation Program **(100% Grant Funds - \$90,352)**

### **STAFF CONTACT**

Pat Laws - Budget/Purchasing - 704-866-3771

### **BUDGET IMPACT**

Appropriate Additional Funds. No County funds.

### **BUDGET ORDINANCE IMPACT**

N/A

### **BACKGROUND**

Gaston County was allocated an initial set-aside of \$175,000 by the North Carolina Housing Finance Authority to apply toward the rehabilitation of four houses within the County with the opportunity to request an additional allotment after those four houses were completed. NCHFA has approved an additional set-aside for 3 more homes.

### **POLICY IMPACT**

N/A

### **ATTACHMENTS**

**ADDED/** Budget Change Request (BCR)

## GASTON COUNTY BUDGET CHANGE REQUEST

TO: Dr. Kim S. Eagle COUNTY MANAGER

FROM: 4131 Budget/Purchasing  
Dept. # Department Name

Matthew Rhoten 05/20/2020  
Department Director's Name Date

### TYPE OF REQUEST:

☐ Line Item Transfer Within Department & Fund

☐ Line Item Transfer Between Funds \*

☐ Project Transfer Within Department & Fund

☒ Additional Appropriation of Funds \*

☐ Line Item Transfer Between Departments\*

\* Requires resolution by the Board of Commissioners

| ACCOUNT DESCRIPTION<br>(As it appears in the budget) | ACCOUNT NUMBER                                       | AMOUNT             |
|------------------------------------------------------|------------------------------------------------------|--------------------|
|                                                      | Fund - Function - Dept - Division - Object - Project | Whole Dollars Only |
|                                                      | xxx - xx - xxxx - xxxx - xxxxx - xxxxxx              | (See Note Below)   |
| Essential SFR Loan Pool                              | 010-01-4131-0000-420000-19537                        | (\$90,352)         |
| Essential SFR Loan Pool                              | 010-01-4131-0000-560000-19537                        | \$90,352           |

### JUSTIFICATION FOR REQUEST:

The NC Housing Finance Agency administers the Single Family Housing Rehabilitation Program, whose funds are intended to improve living conditions for low-income elderly and disabled individuals. Because the County has met its application goal of rehabilitating four homes, NCHFA has allocated funds for an additional 3 homes to be repaired.

Note: Decreases in expenditures & increases in revenue accounts require brackets. Increases in expenditures & decreases in revenue do not require brackets. Please note that transfers between funds require interfund transfer accounts.



# Gaston County

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## County Manager

## Board Action

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**File #:** 20-251

---

Commissioner Philbeck - County Manager - To Accept Departmental Budget Change Requests as Information

### **STAFF CONTACT**

Matt Rhoten - Assistant County Manager - 704-866-3101

### **BACKGROUND**

The BOC is requested to accept the attached Budget Change Requests as information.

### **ATTACHMENTS**

Departmental Budget Transfers

**COUNTY MANAGER - LISTING OF DEPARTMENTAL BUDGET CHANGE REQUESTS  
TO BE ACCEPTED AS INFORMATION AT THE MAY 26, 2020 BOARD MEETING**

| ENTRY DATE | DEPT    | ACCOUNT                       | DR/CR | AMOUNT        |
|------------|---------|-------------------------------|-------|---------------|
| 04/01/2020 | SHERIFF | 010-02-4370-0000-510001-      | C     | \$ 36,947.00  |
| 04/01/2020 |         | 010-02-4370-0000-540001-COVID | D     | \$ 36,947.00  |
| 04/01/2020 |         | 010-02-4370-0000-510003-      | C     | \$ 5,153.00   |
| 04/01/2020 |         | 010-02-4370-0000-540001-COVID | D     | \$ 5,153.00   |
| 04/01/2020 | FINANCE | 010-01-4130-0000-520001-      | C     | \$ 200.00     |
| 04/01/2020 |         | 010-01-4130-0000-520007-      | D     | \$ 200.00     |
| 04/02/2020 | FINANCE | 010-02-4330-4340-520007-      | C     | \$ 1,795.00   |
| 04/02/2020 |         | 010-02-4330-4340-540001-      | D     | \$ 1,795.00   |
| 04/06/2020 |         | 010-02-4330-4330-560000-18EMP | C     | \$ 28,600.00  |
| 04/06/2020 |         | 010-02-4330-4330-520007-COVID | D     | \$ 28,600.00  |
| 04/07/2020 | DSS     | 020-05-4827-0000-520013-      | C     | \$ 200.00     |
| 04/07/2020 |         | 020-05-4842-0000-520013-      | D     | \$ 200.00     |
| 04/07/2020 | GEMS    | 010-02-4370-0000-510001-      | C     | \$ 8,995.00   |
| 04/07/2020 |         | 010-02-4370-0000-540002-COVID | D     | \$ 8,995.00   |
| 04/07/2020 | FINANCE | 010-02-4330-4340-520007-      | D     | \$ 1,000.00   |
| 04/07/2020 |         | 010-02-4330-4340-520001-      | C     | \$ 1,000.00   |
| 04/08/2020 | FINANCE | 010-02-4370-0000-540002-COVID | D     | \$ 14,754.00  |
| 04/08/2020 |         | 010-02-4370-0000-540002-      | C     | \$ 14,754.00  |
| 04/08/2020 |         | 010-02-4372-0000-540002-COVID | D     | \$ 14,754.00  |
| 04/08/2020 |         | 010-02-4372-0000-540002-      | C     | \$ 14,754.00  |
| 04/08/2020 |         | 010-02-4370-0000-520004-COVID | D     | \$ 7,774.80   |
| 04/08/2020 |         | 010-02-4370-0000-520004-      | C     | \$ 7,774.80   |
| 04/08/2020 | GEMS    | 010-02-4370-0000-520004-      | C     | \$ 6,500.00   |
| 04/08/2020 |         | 010-02-4370-0000-520004-COVID | D     | \$ 6,500.00   |
| 04/08/2020 |         | 010-02-4370-0000-510001-      | C     | \$ 133,015.00 |
| 04/08/2020 |         | 010-02-4370-0000-540001-COVID | D     | \$ 133,015.00 |
| 04/09/2020 | HEALTH  | 011-05-5114-5125-530012-      | D     | \$ 2,500.00   |
| 04/09/2020 |         | 011-05-5114-5125-520011-      | C     | \$ 2,500.00   |
| 04/09/2020 | FINANCE | 010-04-6110-6112-540001-      | D     | \$ 470.04     |
| 04/09/2020 |         | 010-04-6110-6112-520017-      | D     | \$ 19.98      |
| 04/09/2020 |         | 010-04-6110-6113-520007-      | C     | \$ 490.02     |
| 04/09/2020 | FINANCE | 010-02-4330-4330-540001-      | C     | \$ 4,099.00   |
| 04/09/2020 |         | 010-02-4330-4340-520002-      | C     | \$ 3,368.29   |
| 04/09/2020 |         | 010-02-4330-4340-530020-      | C     | \$ 2,378.80   |
| 04/09/2020 |         | 010-02-4330-4330-520002-      | C     | \$ 1,840.00   |
| 04/09/2020 |         | 010-02-4330-4330-560000-18EMP | C     | \$ 1,509.86   |
| 04/09/2020 |         | 010-02-4330-4340-530010-      | C     | \$ 1,500.00   |
| 04/09/2020 |         | 010-02-4330-4340-520001-      | C     | \$ 1,342.62   |
| 04/09/2020 |         | 010-02-4330-4340-530023-      | C     | \$ 884.54     |
| 04/09/2020 |         | 010-02-4330-4330-530030-      | C     | \$ 832.71     |
| 04/09/2020 |         | 010-02-4330-4340-520007-      | C     | \$ 801.06     |
| 04/09/2020 |         | 010-02-4330-4340-520011-      | C     | \$ 791.46     |
| 04/09/2020 |         | 010-02-4330-4330-520013-      | C     | \$ 450.00     |
| 04/09/2020 |         | 010-02-4330-4330-530023-      | C     | \$ 433.50     |
| 04/09/2020 |         | 010-02-4330-4330-530020-      | C     | \$ 300.14     |
| 04/09/2020 |         | 010-02-4330-0000-530030-      | C     | \$ 258.32     |
| 04/09/2020 |         | 010-02-4330-4330-520012-      | C     | \$ 110.00     |
| 04/09/2020 |         | 010-02-4330-4330-520007-COVID | D     | \$ 20,900.30  |

County Manager - Listing of Departmental Budget Change Requests to be Accepted as Information

Page 2

| ENTRY DATE | DEPT          | ACCOUNT                       | DR/CR | AMOUNT       |
|------------|---------------|-------------------------------|-------|--------------|
| 04/09/2020 | PARKS         | 010-01-4261-0000-530023-      | C     | \$ 1,000.00  |
| 04/09/2020 |               | 010-01-4261-0000-520007-      | D     | \$ 1,000.00  |
| 04/13/2020 | HR            | 010-01-4198-0000-510004-      | C     | \$ 10,210.00 |
| 04/13/2020 |               | 010-01-4122-0000-510001-      | D     | \$ 8,820.00  |
| 04/13/2020 |               | 010-01-4122-0000-510100-      | D     | \$ 675.00    |
| 04/13/2020 |               | 010-01-4122-0000-510101-      | D     | \$ 715.00    |
| 04/14/2020 | GEMS          | 010-02-4372-0000-530023-      | C     | \$ 2,565.00  |
| 04/14/2020 |               | 010-02-4372-0000-530023-COVID | D     | \$ 2,565.00  |
| 04/14/2020 | FINANCE       | 010-02-4310-4310-520007-COVID | D     | \$ 895.20    |
| 04/14/2020 |               | 010-02-4310-4310-520007-      | C     | \$ 895.20    |
| 04/14/2020 | GEMS          | 010-02-4370-0000-510001-      | C     | \$ 24,625.00 |
| 04/14/2020 |               | 010-02-4370-0000-540001-COVID | D     | \$ 24,625.00 |
| 04/14/2020 | SHERIFF       | 010-02-4315-4315-530010-      | C     | \$ 4,000.00  |
| 04/14/2020 |               | 010-02-4315-4315-520001-      | D     | \$ 4,000.00  |
| 04/14/2020 |               | 010-02-4315-4315-520004-      | C     | \$ 1,000.00  |
| 04/14/2020 |               | 010-02-4315-4315-520005-      | D     | \$ 1,000.00  |
| 04/14/2020 |               | 010-02-4315-4323-520006-      | C     | \$ 8,190.00  |
| 04/14/2020 |               | 010-02-4315-4315-520006-      | D     | \$ 8,190.00  |
| 04/15/2020 | GEMS          | 010-02-4372-0000-520001-      | C     | \$ 61.97     |
| 04/15/2020 |               | 010-02-4372-0000-540001-      | D     | \$ 61.97     |
| 04/15/2020 | FINANCE       | 010-02-4330-4340-530030-      | C     | \$ 5,000.00  |
| 04/15/2020 |               | 010-02-4330-4330-540001-      | D     | \$ 5,000.00  |
| 04/16/2020 | BOC           | 010-01-4110-0000-510001-      | C     | \$ 1,800.00  |
| 04/16/2020 |               | 010-01-4110-0000-530002-      | D     | \$ 1,800.00  |
| 04/16/2020 |               | 010-01-4110-0000-530010-      | C     | \$ 6,000.00  |
| 04/16/2020 |               | 010-01-4110-0000-520015-      | D     | \$ 6,000.00  |
| 04/17/2020 | GEMS          | 010-02-4370-0000-530015-      | C     | \$ 5,000.00  |
| 04/17/2020 |               | 010-02-4370-0000-530015-COVID | D     | \$ 5,000.00  |
| 04/17/2020 |               | 010-02-4372-0000-530029-      | C     | \$ 2,000.00  |
| 04/17/2020 |               | 010-02-4372-0000-530015-COVID | D     | \$ 2,000.00  |
| 04/20/2020 |               | 010-02-4372-0000-530023-COVID | C     | \$ 2,565.50  |
| 04/20/2020 |               | 010-02-4372-0000-540001-COVID | D     | \$ 2,565.50  |
| 04/20/2020 |               | 010-02-4370-0000-540001-      | C     | \$ 12,889.00 |
| 04/20/2020 |               | 010-02-4370-0000-540002-      | D     | \$ 12,889.00 |
| 04/21/2020 | DSS           | 020-05-4790-0000-530015-18044 | C     | \$ 7,000.00  |
| 04/21/2020 |               | 020-05-4790-0000-530015-18043 | D     | \$ 7,000.00  |
| 04/21/2020 | FINANCE       | 010-02-4330-4330-520011-      | C     | \$ 1,500.00  |
| 04/21/2020 |               | 010-02-4330-4330-520007-      | D     | \$ 1,500.00  |
| 04/21/2020 |               | 010-02-4330-4330-520011-      | C     | \$ 6,339.20  |
| 04/21/2020 |               | 010-02-4330-4330-520007-COVID | D     | \$ 6,339.20  |
| 04/22/2020 | PARKS         | 010-01-4261-0000-520001-      | C     | \$ 500.00    |
| 04/22/2020 |               | 010-01-4261-0000-530023-      | D     | \$ 500.00    |
| 04/22/2020 | FINANCE       | 010-02-4330-4330-520007-COVID | C     | \$ 28,600.00 |
| 04/22/2020 |               | 010-02-4330-4330-530010-COVID | D     | \$ 28,600.00 |
| 04/23/2020 | NAT RESOURCES | 010-07-4960-0000-530029-      | C     | \$ 3,100.00  |
| 04/23/2020 |               | 010-07-4960-0000-540001-      | D     | \$ 3,100.00  |
| 04/23/2020 | POLICE        | 010-02-4310-4310-530010-      | C     | \$ 5,000.00  |
| 04/23/2020 |               | 010-02-4310-4310-520006-      | D     | \$ 5,000.00  |

County Manager - Listing of Departmental Budget Change Requests to be Accepted as Information

Page 3

| ENTRY DATE | DEPT         | ACCOUNT                       | DR/CR | AMOUNT       |
|------------|--------------|-------------------------------|-------|--------------|
| 04/23/2020 | GEMS         | 010-02-4372-0000-530029-      | C     | \$ 600.00    |
| 04/23/2020 |              | 010-02-4372-0000-520017-      | D     | \$ 600.00    |
| 04/23/2020 |              | 010-02-4372-0000-520004-      | C     | \$ 1,247.69  |
| 04/23/2020 |              | 010-02-4372-0000-520004-COVID | D     | \$ 1,247.69  |
| 04/23/2020 |              | 010-02-4370-0000-520004-      | C     | \$ 3,400.00  |
| 04/23/2020 |              | 010-02-4370-0000-520004-COVID | D     | \$ 3,400.00  |
| 04/23/2020 |              | 010-02-4370-0000-520001-      | C     | \$ 187.04    |
| 04/23/2020 |              | 010-02-4370-0000-520007-COVID | D     | \$ 187.04    |
| 04/28/2020 | FINANCE      | 010-02-4330-4340-530030-      | C     | \$ 65.60     |
| 04/28/2020 |              | 010-02-4330-4330-540001-      | D     | \$ 65.60     |
| 04/28/2020 | PUBLIC WORKS | 010-01-4265-4260-530023-      | C     | \$ 8,500.00  |
| 04/28/2020 |              | 010-01-4265-4260-540002-      | D     | \$ 8,500.00  |
| 04/29/2020 | PARKS        | 010-01-4261-0000-530030-      | C     | \$ 2,090.00  |
| 04/29/2020 |              | 010-01-4261-0000-530023-      | D     | \$ 2,090.00  |
| 04/29/2020 |              | 010-01-4261-0000-540002-      | C     | \$ 1,000.00  |
| 04/29/2020 |              | 010-01-4261-0000-520007-      | D     | \$ 1,000.00  |
| 04/29/2020 | GEMS         | 010-02-4370-0000-530029-      | C     | \$ 12,000.00 |
| 04/29/2020 |              | 010-02-4370-0000-530023-      | D     | \$ 12,000.00 |
| 04/30/2020 | SHERIFF      | 010-02-4315-4315-520011-      | C     | \$ 8,025.00  |
| 04/30/2020 |              | 010-02-4315-4315-530030-      | C     | \$ 8,025.00  |
| 04/30/2020 |              | 010-02-4315-4315-520006-      | D     | \$ 16,050.00 |
| 04/30/2020 |              | 010-02-4315-4323-530015-      | C     | \$ 7,909.00  |
| 04/30/2020 |              | 010-02-4315-4323-530010-      | C     | \$ 7,909.00  |
| 04/30/2020 |              | 010-02-4315-4323-530015-COVID | D     | \$ 15,818.00 |
| 04/30/2020 | TAX          | 010-01-4140-0000-520015-      | D     | \$ 2,500.00  |
| 04/30/2020 |              | 010-01-4140-0000-520014-      | C     | \$ 2,500.00  |
| 04/30/2020 | FINANCE      | 010-02-4330-4330-560000-17217 | C     | \$ 224.40    |
| 04/30/2020 |              | 010-02-4330-4330-520007-COVID | D     | \$ 224.40    |
| 04/30/2020 |              | 010-02-4330-4330-560000-19577 | C     | \$ 170.26    |
| 04/30/2020 |              | 010-02-4330-4330-520007-COVID | D     | \$ 170.26    |
| 04/30/2020 |              | 010-02-4330-4330-520001-      | C     | \$ 143.03    |
| 04/30/2020 |              | 010-02-4330-4330-520007-COVID | D     | \$ 143.03    |



# Gaston County

Gaston County  
Board of Commissioners  
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## DHHS - Social Services Division Board Action

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**File #:** 20-224

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Commissioner Chad Brown - DHHS (ACCESS Division) - Approval of the Revised 2020 Gaston County ACCESS System Safety Plan Policy (***No Funding Impacted Herein***)

### **STAFF CONTACT**

Michael Coone - Adult/Aging Administrator - 704-862-7663

### **BUDGET IMPACT**

N/A

### **BUDGET ORDINANCE IMPACT**

N/A

### **BACKGROUND**

In January 2020, the ACCESS System Safety Plan was revised to include updating the Transportation Coordinator contact information to Twanna Littlejohn, updating the Reasonable Modification Form, and revising the training requirements for drivers to match NCDOT updated requirements. The newly revised policy must be approved by the Board of Commissioners based on NCDOT policy.

### **POLICY IMPACT**

Revised System Safety Plan for Transportation Services required by NC DOT.

### **ATTACHMENTS**

ACCESS System Safety Plan (Revised January 2020)

# GASTON COUNTY ACCESS



# SYSTEM SAFETY PLAN

(PLAN REVISED JANUARY 2020)

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## SYSTEM SAFETY PLAN DESCRIPTIONS OF ELEMENTS

### 1. POLICY STATEMENT AND AUTHORITY FOR SYSTEM SAFETY PLAN

- A. Effective October 2012, Moving Ahead for Progress in the 21st Century (MAP-21) mandated requirements for all public transportation to develop and implement a safety plan. As defined by MAP-21 public transportation is regular, continuing shared-ride surface transportation services that are open to the general public or open to a segment of the general public defined by age, disability, or low income.
- B. North Carolina Board of Transportation 2003 Resolution established the requirement for each transit system to develop and implement a System Safety Plan (SSP).
- C. Establish the SSP as an operating document that has been prepared for and approved by the transit system top management, chief executive officer or the governing board.
- D. The authority statement in the SSP should define, as clearly as possible, the following:
  1. The authority for establishment and implementation of the SSP
  2. How that authority has been delegated through the organization
- E. The SSP must adequately address the SIX CORE ELEMENTS.

### 2. DESCRIPTION OF PURPOSE FOR SYSTEM SAFETY PLAN

- A. Address the intent of the SSP and define why it is being written.
- B. Establish the safety philosophy of the whole organization and provide a means of implementation.
- C. A SSP could be implemented for the following reasons:
  - To establish a safety program on a system wide basis.
  - To provide a medium through which a system can display its commitment to safety.
  - To provide a framework for the implementation of safety policies and the achievement of related goals and objectives.
  - To satisfy federal and state requirements.
  - To meet accepted industry standards and audit provisions.
  - To satisfy self-insurance or insurance carrier provisions.
- D. The relationship of system safety to system operations should be defined.
- E. All departments involved must have a clear definition of their individual responsibilities relative to the scope of the SSP.
- F. This section should also contain system safety definitions applicable to the operating systems.

### 3. CLEARLY STATED GOALS FOR VEHICLE SAFETY MANAGEMENT PROGRAM

- A. The overall goal of a SSP is to identify, eliminate, minimize and control safety hazards and their attendant risks by establishing requirements, lines of authority, levels of responsibility and accountability, along with methods of documentation for the organization.
- B. These goals should be system-specific, tailored to the individual needs of the system, as well as being:
  1. Long term - the goal must have broad and continuing relevance.
  2. Meaningful - they must not be so broad as to be meaningless; desired results must be identified.
  3. Realizable - any goal that meets the first two criteria but cannot be attained is meaningless.

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### C. Example:

1. A goal might be to establish a high level of safety comparable to other transit systems in the U.S.
2. Identify, eliminate, minimize, and/or control all safety hazards
3. Provide appropriate action and measures to obtain necessary safety-related agreements, permits and approvals from outside agencies, where applicable.

### 4. IDENTIFIABLE AND ATTAINABLE OBJECTIVES

- A. Objectives are the working elements of the SSP, the means by which the identified goals are achieved.
  1. Must be quantifiable and meaningful.
  2. Met through the implementation of policies
- B. Policies are central to the SSP and must be established by top management.
  1. They set the framework for guiding the safety program, on a relatively long-term basis.
  2. Policies are measurable.
  3. Policies are methods for reaching a specified objective.

### C. Example:

The establishment of a safety program incorporating public, patron, employee, and property safety including fire protection, loss prevention and life safety requirements.

**Policies depend on the goals defined by the transit system and its safety philosophy.**

### 5. SYSTEM DESCRIPTION/ORGANIZATIONAL STRUCTURE

- A. System Description
  1. Briefly describe the system's characteristics. The information should be sufficient to allow non-technical person and those not employed in transit to understand the system and its basic operation.
  2. Components that should be included in the system description:
    - a. History
    - b. Scope of service
    - c. Physical features
    - d. Operations
    - e. Maintenance
    - f. System Modifications
- B. Organizational Structure
  1. Organizational diagrams showing the title of each position.
  2. Diagram showing the structure of the system safety unit identifying the key positions.
  3. Diagrams showing the relationships and lines of communication between the system safety unit and other departments in the organization.
  4. Describe the relationship of the transit system to local political jurisdictions.

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## SYSTEM SAFETY PLAN

### Program Description:

The System Safety Plan (SSP) was developed utilizing established guidance listed in the procedural manuals of the North Carolina Department of Transportation Standard Operating Procedure SSP-001 and the State Management Plan. The SSP consists of and addresses the required six (6) core elements:

1. Driver/Employee Selection
2. Driver/Employee Training
3. Safety Data Acquisition Analysis
4. Drug, Alcohol and Abuse Program
5. Vehicle Maintenance
6. Security

Gaston County ACCESS number one priority is the adherence to policies and procedures of the core elements. All of the elements listed are equal in importance and the policies and procedures must be met. The compliance will ensure that we meet all Federal Transportation Administration (FTA) and North Carolina Department of Transportation Public Transportation Division (NCDOT/PTD) policies and regulations.

### Driver/Employee Selection Element:

Fair hiring practices are used to select employees. Each potential employee will complete a written application. The Coordinator and/or appointed official and supervisor shall interview each potential employee.

### Driver/Employee Training Element:

The minimum requirements for vehicle operator training are Defensive Driving, Americans with Disabilities Act, Bloodborne Pathogens and Emergency Procedures for Vehicle Operators. In addition to the minimum requirements the follow actions must be completed:

1. The training must be completed annually
2. The training material must be on file for review by NCDOT/PTD
3. Records of each individual trained must be retained on file for five (5) years
4. Each driver must have an annual driver's performance evaluation to provide refresher training, assess skills, techniques, knowledge, etc....
5. Each driver will receive updates on how to drive during inclement weather, backing, railroad crossing, and unpaved roads.
6. Drivers will have safety related posters and information on how to drive safely posted on the bulletin board and in the training room.

### Safety Data Acquisition Analysis Element:

The goal of the Safety Program is the reduction of accidents and injuries to transit customers, employees and the general public. Safety is a shared responsibility between system management and employees. It is the policy of Gaston County ACCESS to provide a place of employment that is free from recognized hazards that could result in death or serious injury to employees, customers or the general public. It is the responsibility of each employee to report all incidents or unsafe conditions to their supervisor. Supervisors must immediately take necessary corrective action to prevent unsafe conditions.

Prohibited behaviors are behaviors that are in violation of the System Safety Policy. Such behaviors include behaviors that threaten the safety of employees, customers and the general public. Other unacceptable behaviors include those that result in damage to system, employee and public and/or private property. An employee who intentionally violates the safety policy and procedures will be subject to appropriate disciplinary action, as determined by the findings of an investigation. Such discipline may include a warning, demotion, suspension or immediate dismissal. In addition, such actions may cause the employee to be held legally liable under State or Federal Law.

### Drug Alcohol and Abuse Program Element:

The goal is to provide a safe, healthy and productive drug-free work environment for all employees. A person being under the influence of a drug or alcohol while on the job poses serious safety and health risk to the user, co-workers as-well-as passengers. Gaston County ACCESS has established a policy of a drug-free work environment. A standard of zero tolerance for use of alcohol, illegal substances, or the misuse of prescription medications during work hours or the presence of these substances in the body during work hours regardless of when consumed. Random drug test will be administered.

### Vehicle Maintenance Element:

The goal is to ensure each vehicle and wheelchair lift is properly maintained to maximize the service life, maintain reliability, mitigate high maintenance costs and sustain proper safety and mechanical condition. To accomplish this goal we will at a minimum adhere to the vehicle manufacturer's maintenance/service manual and the wheelchair lift service manual.

### Security Element:

The overall purpose of the Security Program is to optimize -- within the constraints of time, cost, and operational effectiveness -- the level of protection afforded to vehicles, equipment, facilities, passengers, employees, volunteers and contractors, and any other individuals who come into contact with the system both during normal operations and under emergency conditions.

| SYSTEM SAFETY PLAN                  |      |            |         |             |
|-------------------------------------|------|------------|---------|-------------|
| POLICY AND PROCEDURE REVISION INDEX |      |            |         |             |
| Policy/Procedure Name               | SSP# | Revision # | Date    | Description |
| Updated Training Policy             |      | 1          | 1/16/20 |             |
|                                     |      |            |         |             |
|                                     |      |            |         |             |
|                                     |      |            |         |             |
| Policy/Procedure Name               | SSP# | Revision # | Date    | Description |
|                                     |      |            |         |             |
|                                     |      |            |         |             |
|                                     |      |            |         |             |
|                                     |      |            |         |             |
| Policy/Procedure Name               | SSP# | Revision # | Date    | Description |
|                                     |      |            |         |             |
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|                                     |      |            |         |             |
| Policy/Procedure Name               | SSP# | Revision # | Date    | Description |
|                                     |      |            |         |             |
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| Policy/Procedure Name               | SSP# | Revision # | Date    | Description |
|                                     |      |            |         |             |
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|                                     |      |            |         |             |
| Policy/Procedure Name               | SSP# | Revision # | Date    | Description |
|                                     |      |            |         |             |
|                                     |      |            |         |             |
|                                     |      |            |         |             |
|                                     |      |            |         |             |

ASSESSMENT FOR REASONABLE MODIFICATION FORM

Date \_\_\_\_\_

Name/title of person completing assessment \_\_\_\_\_

Reason for Assessment \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Describe request:

- ☐ assistance beyond the curb
- ☐ to be pushed up their ramp to door
- ☐ for driver to back in drive-way
- ☐ Travel down unpaved road
- ☐ Other, please explain \_\_\_\_\_

- What obstacles or problems exist at this STOP?
- Does the person making the request have a disability? Yes or No
- What change in policy are they requesting?
- Does the passenger have someone available to assist them? (i.e. family member, friend, neighbor, aide) Yes or No
- What resources have been used to better assist passenger?(i.e. walker, wheelchair, ramp)
- Would making the accommodation create a direct threat to the health or safety of others?
- Will the individual with the disability be able to fully use the service without the accommodation being made? Yes or no
- What would be the duration of the accommodation? Temporary or Permanent
- If the individual can not utilize the service, what harm will be done to them?

\_\_\_\_\_ Grant request

\_\_\_\_\_ Deny request

If request is denied, are there any other actions you would propose the person do to address issues noted?

\_\_\_\_\_

\_\_\_\_\_

The security of passengers and employees is paramount to promoting the objectives of FTA and NCDOT. We will take all reasonable and prudent actions to minimize the risk associated with intentional acts against passengers, employees and equipment/facilities. To further this objective, ACCESS has developed security plans and procedures and emergency response plans and procedures. The plans have been coordinated with local law enforcement, emergency services and with other regional transit providers, which addresses the conduct of exercises in support of their emergency plans, and assessment of critical assets and measures to protect these assets.

The SSP will be updated as changes occur. An annual review is required to ensure all information is current. The annual review must be adopted by the board.

This operational policy was adopted by the Gaston County Board of Commissioners.

Date \_\_\_\_\_  
Month \_\_\_\_\_  
Year \_\_\_\_\_  
System Manager (Signature) \_\_\_\_\_  
Governing Board Chairman (Signature) \_\_\_\_\_

**RESOLUTION FOR APPROVAL OF REQUIREMENT FOR COMMUNITY  
TRANSPORTATION SYSTEMS TO IMPLEMENT SYSTEM SAFETY  
PLANS**

WHEREAS, the Federal Transit Administration's strategic safety goal is to promote the public health and safety by working toward the elimination of transportation related deaths, injuries and property damage;

WHEREAS, the Federal Transit Administration and the National Transportation Safety Board require the reporting of certain transportation related accidents;

WHEREAS, the vision for public transportation services in North includes the provision of safe, affordable transportation choices, statewide to those who have travel options and to those whose options are limited;

WHEREAS, the development and implementation of System Safety Plans by Community Transportation systems is a fundamental step toward these goals;

WHEREAS, the North Carolina Department of Transportation, Public Transportation Division recognizes the safety implications of the development of System Safety Plans and provides training and technical assistance to transit systems to assist in the development and implementation of their System Safety Plans;

WHEREAS, rural transit systems receiving federal and state funds are not currently required to have a System Safety Plan;

WHEREAS, the Public Transportation Division, in an effort to promote safe public transportation services recommends requiring that each rural transit system in the state that receives federal and/or state funds must have an approved System Safety Plan which includes provision for local system safety data collection and reporting;

WHEREAS, the Transit, Rail and Ferry Committee has concurred in this recommendation.

**THEREFORE BE IT RESOLVED AS FOLLOWS:**

That the North Carolina Board of Transportation approves the recommended requirement that each Community Transportation System that receives federal and/or state funds must have an approved System Safety Plan which includes provision for local system safety data collection and reporting

## ANNUAL MANAGEMENT REVIEW

The SSP should reflect the changing needs of our system programs. As a transit system evolves and operates, it must consistently monitor the programs and update the SSP accordingly.

To ensure that this occurs, **the transit management staff should prepare an annual report that assesses the adequacy and effectiveness of all phases of the SSP**. The annual report should be submitted to the local Transportation Advisory Board and a copy submitted to NCDOT/PTD Safety & Training Unit.

Report topics include:

- ❖ Results of incident investigations and analysis
- ❖ Identification of possible hazardous conditions
- ❖ Results of inspections
- ❖ Established plans for handling future incidents
- ❖ Recommendations for SSP revisions
- ❖ Analysis of departmental involvement in the administration of the SSP

Members of the SSP Review Committee as-well-as system managers are jointly responsible for maintaining and updating the SSP. The local Transportation Advisory Board must approve the required revisions.

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## MISSION STATEMENT

**It is the mission of Gaston County ACCESS Central Transportation to enhance the quality of life for the citizens of Gaston County by providing timely, cost efficient, high quality, general public, elderly and disabled, and human service transportation.**

## SYSTEM GOALS

### Core Services

ACCESS is the transportation “clearing house” for the Gaston County’s human service agencies. ACCESS identifies and arranges the most efficient and economical transportation services for all requests. ACCESS directly provides the needed transportation, unless the requests are far more than the department can handle. If this is the case, the department makes the arrangements with outside private providers who can handle the requests, such as private transport services or other public transit providers.

**Department Vision:** To meet the increasing transportation needs in Gaston County. We will continue our subscription route and demand response transportation services. To improve our efficiency by acquiring new technology, and expand our capacity and availability by improving our dial-a-ride system and increasing our general public transportation by utilizing a fleet of lift equipped vehicles, and small, lift equipped cutaway transit vehicles operating deviated, fixed routes.

### Objectives

- To improve route efficiency by utilizing technological resources and improving routing.
- To coordinate with the human service agencies more closely and assist with eligibility and placement of customers requiring non-medical general transportation or wheelchair transportation to reduce costs to the customer and improve overall revenue for the County
- To maintain the accuracy and timeliness of billing and revenue functions.
- To receive at least a satisfactory rating on 95% on customer feedback surveys, customer service cards, and quality improvement telephone contacts.
- To maintain reliable fleet condition.
- To increase the number of passengers served by optimizing the schedule and routes.

## SYSTEM DESCRIPTION

Gaston County ACCESS (ACCESS) is a consolidated transportation system operating in Gaston County, NC. ACCESS offers subscription route and demand/response transportation by contractual agreement with the following human service organization:

Gaston County Department of Social Services  
Veterans Services  
Gaston Skills  
Holy Angels  
Support Inc.

Rural General Public (RGP) service is available on all of our subscription routes if the route deviates no more than 2.5 miles. RGP services are also available in the towns of Dallas, Bessemer

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City, Cherryville, High Shoals, Mount Holly, Belmont, McAdenville, Cramerton, Lowell, Spencer Mountain, and Randle. All service is accessible to persons with disabilities.

#### Service Area

Gaston County ACCESS Transit System serves all of Gaston County including the municipalities within its borders. Gaston County is a rural county. The ridership of ACCESS is comprised mainly of the clients and consumers of the participating organizations. Destination points are at the discretion of the participating agency and include transportation services to points outside Gaston County.

#### A. Service

1. Types of Service
  - a. Subscription— Individual riders or groups traveling regularly from the same address, place a request for daily or frequent service. Passengers are transported to and from medical appointments, Aging programs, sheltered workshops, educational facilities, clinics, other human service programs and employment.
  - b. Dial-a-ride— General Public rider's call Gaston County ACCESS to schedule transportation.
2. Promotion of Service- Gaston County ACCESS will do the following to promote the transportation services:
  - a. Speak to civic organizations to promote the transit system.
  - b. Post hours of operation in public places including phone numbers.
  - c. Develop brochures for the system and distribute them across the service area.
  - d. Promote safe, reliable and courteous service through proper driver training and customer relation skills.
- B. Service Information— Gaston County ACCESS provides service for the following purposes:
 

|            |                             |
|------------|-----------------------------|
| Nutrition  | Education                   |
| Dialysis   | Health Department           |
| Employment | General Public              |
| Medical    | EDTAP— Elderly and Disabled |

#### Days and Hours of Service

ACCESS is closed for the following holidays:

|                     |                            |
|---------------------|----------------------------|
| New Year's Day      | Martin Luther King Jr. Day |
| Good Friday         | Memorial Day               |
| Independence Day    | Labor Day                  |
| Thanksgiving        | Day after Thanksgiving     |
| Christmas Eve       | Christmas Day              |
| Day after Christmas |                            |

ACCESS is closed on the third Friday of the following months for staff training days:  
March, June, September, December

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## Service Operating Procedures

### Definitions of Services

Passenger is defined as an individual who has completed the enrollment process with an agency for transportation or has completed the enrollment process for Gaston County ACCESS. Each passenger must be approved and authorized to receive transportation services, or use the service as the general public for a fee.

Escort is defined as an individual who is authorized to ride with and be able to provide assistance to a passenger.

General Public/Private Pay refers to those individuals whose trip will not be paid by an agency or Medicaid. Payment will be collected when you board the vehicle.

Subscription Trip is defined as daily, weekly and or monthly. Subscription trips may be assigned to one route for an extended period of time.

Demand Response Trip is defined as daily, weekly and or monthly schedule appointments. Shared use transportation service operating in response to calls from passengers or their agents to the transportation operator, who schedules a vehicle to pick up the passengers to transport them to their destinations. Transportation service may also be used as or operate as a ride sharing arrangement that is open to the public.

Subscription trips are defined as assigned to one route for an extended period of time and rotation may be used for this type of trip.

No-show is defined as no passenger transported from a destination.

### Description of Services

- 1) This agency operates a Subscription route, demand response and general public transportation service. Passengers needing transportation for medical appointments, buy groceries, shopping, social and recreation functions, etc., must call 704-866-3206 at least 72 hours in advance to schedule transportation. All grocery shopping trips will be limited to one hour. All requests will be served on a space available basis. Medicaid is for medical trips to medical facilities only.
- 2) Service is curb to curb and will not be provided for passengers from their door to vehicle. Passengers must arrange for assistance, if needed, from house to vehicle. This includes wheelchair users/disabled persons.
- 3) This agency provides non-emergency transportation only. If passenger is unable to sit up, has severe pain, or other debilitating problems, this agency cannot transport them. Please explain your disability at the time of the request.
- 4) This agency's vehicles are accessible. All vehicles have two-way radios, and all are properly maintained for safety and cost efficiency.

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#### Service and Service Area

- 1) The service area for transportation service includes all of Gaston County, and when permitted, the entire state of North Carolina.
- 2) Service is provided daily Monday – Friday from 5:00 A.M. until 5:00 P.M. on a space available basis.
- 3) Service is provided into Durham, Chapel Hill, Salisbury, Raleigh and Winston-Salem, on Monday, Wednesday, and Friday only. Service to Charlotte will be provided Monday through Friday. Return trips must leave Durham, Chapel Hill, Salisbury, Raleigh, Charlotte, and Winston-Salem no later than 2:00 p.m. Services to other cities will need prior approval.
- 4) No transportation will be provided on icy or snowy days or when unsafe road conditions exist.
- 5) No transportation will be provided for standard holidays that occur Monday – Friday. Also no transportation will be provided on our staff training days. The staff training days are on the third Friday in March, June, September, and December each year.

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#### Reservations, Scheduling and Cancellations

- 1) Office hours are 4:00 A.M. – 6:00 P.M. Monday – Friday. Appointments can be scheduled from 9:00am until 4:00pm daily Monday-Friday. To cancel a reservation you must call at least twenty four hours prior to the reservation time.
- 2) The telephone number for reservations or cancellations is 704 866-3206. Passengers that are deaf, hard of hearing or speech impaired may call 1-800-735-2962 TDD/TTY. Leave message on the voice mail if you need to call after hours and someone will get back to you regarding scheduling trip at the earliest possible time.
- 3) All calls for transportation must be made three business days or more in advance in order to ensure services. Requests for trips received less than three business days prior to the requested pickup time will be honored on a space-available basis. All Medicaid recipients must be approved by the Department of Social Services, call 704 862-7513 for more information.
- 4) ACCESS requests that passengers to be ready one hour in advance of pick-up time. Actual pick-up time will be adjusted based on the system needs. Passengers traveling to Charlotte, Durham, Chapel Hill, Winston Salem, etc. are to be ready for pick up three to four hours before their appointment time. This agency is committed to honoring passenger's schedule needs in a cost-effective fashion. Veterans traveling to Salisbury are to be ready at 5:00 a.m.
- 5) Drivers will wait no longer than 3 minutes for walk on passengers to board the van and 5 minutes for wheelchair passengers. Driver will not wait longer for passengers who are not ready at pick-up time. Extra time will be granted persons with severe disabilities as needed.
- 6) Passengers discharged by a medical facility outside the county must call ACCESS prior to the discharged day and time. Passengers are to call 72 hours in advance for a return home trip. ACCESS will not schedule same day dismissals from a medical facility. If a passenger becomes ill during transport by ACCESS, the driver will call dispatch by two-way radio, and the dispatcher will call 911 for an ambulance.
- 7) Failure to cancel an appointment in a timely manner on 3 occasions could result in suspension of service for 3 months, a small fee or denial of future service for continued abuse.
- 8) General Public fares are based on location for a one way trip anywhere within Gaston County. One-way fare to Gaston College from the Gastonia Transit Station is \$1.00. General Public funds cannot be used for current agency passengers.
- 9) Cash payment for General Public trips must be made upon boarding the vehicle. Please have correct change. Driver will not issue change.

#### Passenger Assistance

- 1) It is the policy of this agency that passengers unable to access the system on their own (wheelchair, walker, blind, etc.) be accompanied by an escort. The passenger is responsible for furnishing his or her own escort. An escort must be physically able to provide assistance

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to the passenger and physically able to assist themselves on and off the vehicle. Passengers in wheelchairs must be secured in the wheelchair with a safe restraint, such as a belt, harness, etc. before boarding the vehicle. ACCESS will not transport anyone in a wheelchair that is missing parts or is deemed unsafe.

- 2) This agency does not transport children unaccompanied under the age of 16 to medical appointments. An adult must accompany all children below that age.
- 3) Passengers needing mobility aids, wheelchairs, walkers, etc. must provide their own.
- 4) All passengers in wheelchairs must have a safe wheelchair access. This includes a ramp. No wheelchairs will be taken up or down steps.
- 5) Drivers will assist passengers in boarding and exiting from the vehicle only.
- 6) This agency only allows service animals on the vehicle.
- 7) Limited assistance will be provided elderly passengers and persons with disabilities, as requested. Passengers and or escorts must be able to handle all equipment, carryon bags and shopping bags. Drivers will not carry bags from or into a residence.
- 8) Passengers scheduled for appointments will not be transported if the following symptoms are evident:
  - Chest pains
  - Shortness of breath
  - Severe nausea
  - Vomiting or diarrhea
  - Abdominal pain
  - Labor pain

If the driver finds the passenger in distress upon arriving at the passenger's home, the driver will notify ACCESS, and ACCESS will recommend transport by the Gaston Emergency Medical Services (GEMS).

All return trips will only be made from the location of the drop off. If you travel to a new location without using the ACCESS vehicle, you will not be picked up from the new location unless prior arrangements have been made.

## SERVICE ANIMAL POLICY

All service animals, individually trained to provide assistance to an individual with a disability, may accompany a passenger with a disability or trainer in facilities or on vehicles operated by Gaston County Access. Animals that are pets are not allowed. Categories of animals are those meeting the definition of a service animal listed by FTA. The following criteria apply to passengers, operators and the transit system when transporting a passenger with a service animal:

### Owner Responsibility

- Must be in full control of animal
- Animal must be in good health and behave appropriately
- Animal may not travel in vehicle seat or block aisle
- Owner is responsible for the cost to repair any damage to property caused by animal [NC G.S. 1684.4]

### Transit System Responsibility

- At the time a reservation is made, the dispatch will ask if they are traveling with a service animal
- Assign driver who is not allergic or fearful of animals to transport passenger traveling with a service animal
- Cannot require special ID, inquire about customer's disability or ask for a demonstration of tasks animal is trained to perform
- May ask if animal is a service animal and what tasks the animal is trained to perform
- May not charge passenger extra for traveling with a service animal unless the animal takes up the space of another passenger [NC G.S. 1684.4]

### Operator Responsibility

- Cannot assign passenger with a service animal to a specified area
- Do not handle animal or carry case
- Can hand leash to passenger if asked to by passenger
- If needed, remind other passengers that the service animal is working and not to distract, pet or speak to it unless owner allows
- Do not separate or attempt to separate animal from owner
- Do not allow animal to ride lift unless in the lap of the owner or if the owner is a standee passenger
- Know transit and owner responsibilities
- Contact dispatch or management regarding any problems or questions

**ACCESS reserves the right to deny transportation of passenger with service animal if the animal poses a direct threat to the health or safety of others until the problem is rectified.**

### Passenger Conduct and Responsibilities

ACCESS Transportation system agency requests that all passengers conduct themselves with courtesy and consideration to the driver and other passengers. The driver is responsible for on-

vehicle behavior. All instructions from the driver are to be followed by the passenger. ACCESS Transportation system reserves the right to refuse service based on violation of agency rules and regulations.

#### **Inappropriate Behavior on Vehicle:**

A passenger's right to transportation can be terminated by the transportation system due to misconduct of the passenger. Misconduct includes but is not limited to:

- 1) No tobacco products are to be used in the vehicle this includes smoking, chewing, or dipping.
- 2) Disruptive or abusive behavior to other passengers or the driver will not be tolerated.
- 3) Passengers are not permitted to eat, or drink in vehicles
- 4) No abusive or foul language. No profanity or vulgarity is allowed while on board a transportation system vehicle.
- 5) Lack of personal hygiene is offensive to others. Passengers should be clean before boarding the vehicle.
- 6) No horseplay of any kind allowed. No annoyance to other passengers.
- 7) This can distract the driver.
- 8) Possessions of alcohol and/or illegal drugs are not allowed. Prior use of alcoholic beverages or illegal drugs before boarding the vehicle will result in denial of transportation.
- 9) Passengers must secure any carry-on or personal items.
- 10) No weapons (knives or firearms) will be allowed on a system vehicle.
- 11) All passengers must wear seat belts to insure the safety of all individuals in the vehicle.
- 12) Passengers will be denied transportation services if they choose not to abide by the seat belt policy.
- 13) No inappropriate display of affection or sexual activity to the driver or another passenger.
- 14) No release of human waste, including spitting, on the vehicle. This does not include instances of vomiting due to treatments, medication, or illness.

The driver will reserve the right to refuse transport to any passenger who appears to be intoxicated or under the influence of drugs.

#### **Passenger Comment and Complaint Procedures**

ACCESS Transportation system is committed to being responsive to passenger perceptions about their transportation services and welcomes feedback from passengers. Any comments/complaints may be addressed by calling 704 866-3207 or in writing to the following address:

Gaston County ACCESS  
P. O. Box 1578  
Gastonia, NC 28053-1578  
  
Twanna.littlejohn@gastongov.com

Complaint procedures are as follows:

- 1) Transportation Coordinator will discuss complaint with complainant. If the complaint is valid, immediate changes will be made, if possible. Safety and security complaints will be tracked in Safety & Security Complaint excel spreadsheet.
- 2) If the complaint is against a driver, the Coordinator will discuss the problem with the driver involved within two (2) working days. If it is determined that the driver is at fault, corrective measures will be taken immediately.
- 3) Passenger making the complaint will be notified within five (5) working days of the status of the complaint.

Americans with Disabilities Act (ADA) of 1990 and 49 CFR Parts 37 and 38

Titles II and III of the Americans with Disabilities Act of 1990 provide that no entity shall discriminate against an individual with a disability in connection with the provision of service. The law sets forth specific requirements for vehicle and facility accessibility and the provision of service. Each public entity operating a fixed route system must provide paratransit or other special service to individuals with disabilities that is comparable to the level of service provided to individuals without disabilities who use the accessible fixed route system.

**It is the policy of The Gaston County ACCESS Transportation System to provide equal opportunity to all people who are admitted to, participate in, or are the recipients of ACCESS services.**

#### **Procedures:**

As a recipient of Federal financial assistance, ACCESS does not exclude, deny benefits to, or otherwise discriminate against any person on the grounds of race, color, religion, sex, national origin, or on the basis of disability or age in admission to, participation in, or receipt of the services and benefits of any of its programs and activities or in employment therein, whether carried out by ACCESS directly or through a contractor or any other entity with whom ACCESS arranges to carry out its programs and activities.

This statement is in accordance with the provisions of Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, Americans with Disabilities Act of 1990, and Regulations of the U.S. Department of Health and Human Services issued pursuant to the acts, Title 45 Code of Federal Regulations Part 80, 84, and 91. (Other Federal Laws and Regulations provide similar protection against discrimination on grounds of sex and creed.)

In case of questions concerning this policy, or in the event of a desire to file a complaint alleging violations of the above, please contact the ACCESS Office at 704-866-3207.

\*Complaints must be filed in writing or in person no later than 180 days after the alleged act of discrimination occurred to, 816 West Mauney Avenue, or by mail to P. O. Box 1578 Gastonia, NC 28053-1578

**Gaston County ACCESS Complaint Form**

Date \_\_\_\_\_

1. Complainant: \_\_\_\_\_
2. Address: \_\_\_\_\_
3. Nature of Complaint or request: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
4. Directions to Location: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reported by: \_\_\_\_\_ Date: \_\_\_\_\_

**INVESTIGATION OF REQUEST OR COMPLAINT**

**To Be Completed By ACCESS**

1. Person(s) contacted: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
2. Final Disposition of the matter: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. Persons Notified of Final Disposition:  
Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Name: \_\_\_\_\_ Date: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

**Please Fax to ACCESS when completed. The fax number is (704) 866-3232.**

**Transit System Responsibilities**

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- 1) ACCESS Transportation System is responsible for providing clean, on-time, reliable, safe, and efficient service.
- 2) The system is not responsible for passenger's items left on vehicle.
- 3) The system is responsible for abiding by the policies detailed in other sections of the service policy.
- 4) The system has insurance coverage exceeding legally mandated minimums.
- 5) The system abides by all applicable Federal, State and Local regulations.
- 6) The system is committed to keeping all vehicles and other equipment properly maintained and in safe working order.

**ACCESS No Show Policy**

- 1) When the vehicle arrives at passenger's home and there is no response, the driver will attempt to get a response by using the horn and if possible go to the door.
- 2) Driver will notify dispatch, and dispatch will call the phone number on file.
- 3) If no response to the telephone call, the driver will proceed to the next pick up.
- 4) ACCESS will contact the agency to make them aware of the no-show if this is a subscription rider.
- 5) The vehicle will not return to the home until the passenger and or the agency notify ACCESS.
- 6) *When a passenger has had a total of three no-shows, the passenger will be billed on the fourth one-dollar and any future no-shows.*

ACCESS will make every attempt to transport each person scheduled. Dispatchers will call the contact person listed in our files in case of an emergency or if the passenger is elderly or handicapped. At no time can ACCESS force a passenger to ride the vehicle. All pick up and cancellations should be called in to dispatch, at 704 866-3206.

**Safety**

- 1) The ACCESS Transportation system maintains a Drug and Alcohol Testing Program to ensure safety sensitive personnel are drug and alcohol free when providing service.
- 2) The ACCESS Transportation system requires drivers to be trained in CPR, First Aid, and Passenger Sensitivity in order to provide safe transportation services.
- 3) All drivers receive at least 12 hours of driver training when hired and refresher training quarterly.
- 4) All drivers must have proper licenses. All drivers are required to possess a Commercial Driver's License, with passenger endorsement.
- 5) All passengers are to be seated and wear seat belts. All passengers in wheelchairs are to be safely secured when vehicle is in motion.
- 6) The ACCESS Transportation system has standard on-vehicle safety equipment on all vehicles.
- 7) All drivers conduct a pre-trip inspection on the vehicle before beginning service.
- 8) The ACCESS Transportation system is committed to the safe operation of its vehicles, including the safe boarding and exiting of the passengers.
- 9) The ACCESS Transportation system will not operate if weather conditions make it unsafe to operate vehicles on the roadways.

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### Emergency Procedures

In case of an accident or other emergency the passenger should:

- 1) Follow the driver's instructions.
- 2) Remain calm.
- 3) Maintain orderly evacuation of the vehicle, if warranted.
- 4) Stay off roadway in a safe location.
- 5) Do not smoke anywhere near the vehicle.
- 6) Call for emergency response if the driver is incapacitated.
- 7) Drivers will provide detailed and accurate reports of all accidents/incidents, using the system's standard and Gaston County accident/incident report form.

### Emergency/Natural Disaster

In the event of an emergency or natural disaster, all scheduled transportation service will be discontinued. Every effort will be made to take those passengers who are en route or at appointments to their homes as quickly as possible. This agency will assist the county emergency management services provide emergency transportation service in the event of a disaster. The system vehicles will be used to transport disabled and or the elderly, and any other citizen to safe shelters.

### Inclement Weather Policy (example-snow, ice, hurricane)

The transportation system is responsible for the safe operation and management of transportation service. In order to carry out this responsibility with the assistance of other agencies, the following procedures will be used in the event of inclement weather.

The system Coordinator will contact the emergency management director (Gaston County communications) at 5:00 A.M. for a recommendation on the safe transportation operation for the day. As a general guideline, if the county schools are closed, rural transportation routes will not operate. If the road condition permits essential medical trips such as life sustaining dialysis trips will be provided. The cancellation or delay is for the safety of passengers and system personnel.

The system transportation Coordinator will telephone designated TV stations (WBTV channel 3 or Cable channel 2) with any inclement weather announcements. These announcements may involve complete cancellation of service, delay of the start of service, or cancellation of specific routes. You may call the ACCESS office for instructions.

If inclement weather occurs in midday, the same procedures will apply. Transportation take-home procedures may have to be modified and will be determined by transportation system staff.

### Statement of Non-Discrimination

This agency does not discriminate in the provision of service to any individual based on race, creed, color, sex, age, or national origin. All persons will be treated equally with respect and dignity.

This agency is an equal opportunity employer and will not discriminate in the employment of persons because of race, creed, color, sex, age, or national origin.

**QUARTERLY INSPECTIONS  
AND  
REPORTS**

DATE: \_\_\_\_\_

| NAME OF Contractor –<br>SAFETY DATA                                             | 1 <sup>st</sup><br>Qtr.<br>Jul-<br>Sep | 2 <sup>nd</sup><br>Qtr.<br>Oct-<br>Dec | 3 <sup>rd</sup><br>Qtr.<br>Jan-<br>Mar | 4 <sup>th</sup><br>Qtr.<br>Apr-<br>Jun | COMMENTS/ACTIONS |
|---------------------------------------------------------------------------------|----------------------------------------|----------------------------------------|----------------------------------------|----------------------------------------|------------------|
| <b>Safety Data</b>                                                              |                                        |                                        |                                        |                                        |                  |
| Passenger Injuries/Claims                                                       |                                        |                                        |                                        |                                        |                  |
| Employee Injuries                                                               |                                        |                                        |                                        |                                        |                  |
| Accident Reports                                                                |                                        |                                        |                                        |                                        |                  |
| Incidents                                                                       |                                        |                                        |                                        |                                        |                  |
| Preventability                                                                  |                                        |                                        |                                        |                                        |                  |
| Trend Analyses                                                                  |                                        |                                        |                                        |                                        |                  |
| Safety Meeting Minutes                                                          |                                        |                                        |                                        |                                        |                  |
|                                                                                 |                                        |                                        |                                        |                                        |                  |
| Note: Incident reports are submitted<br>to NCDOT as a quarterly<br>requirement. |                                        |                                        |                                        |                                        |                  |
|                                                                                 |                                        |                                        |                                        |                                        |                  |
|                                                                                 |                                        |                                        |                                        |                                        |                  |

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**QUARTERLY INSPECTIONS  
AND  
REPORTS**

DATE: \_\_\_\_\_

| NAME OF Contractor –<br>DRIVER/ EMPLOYEE                                        | 1 <sup>st</sup><br>Qtr.<br>Jul-<br>Sep | 2 <sup>nd</sup><br>Qtr.<br>Oct-<br>Dec | 3 <sup>rd</sup><br>Qtr.<br>Jan-<br>Mar | 4 <sup>th</sup><br>Qtr.<br>Apr-<br>Jun | COMMENTS/ACTIONS |
|---------------------------------------------------------------------------------|----------------------------------------|----------------------------------------|----------------------------------------|----------------------------------------|------------------|
| <b>Employee Information</b>                                                     |                                        |                                        |                                        |                                        |                  |
| Annual Background Check                                                         |                                        |                                        |                                        |                                        |                  |
| Annual Driving Record Check                                                     |                                        |                                        |                                        |                                        |                  |
| Drug & Alcohol Test                                                             |                                        |                                        |                                        |                                        |                  |
| Orientation (Brief Transit System<br>SSP)                                       |                                        |                                        |                                        |                                        |                  |
| Defensive Driving Skills Training                                               |                                        |                                        |                                        |                                        |                  |
| Customer Sensitivity Training                                                   |                                        |                                        |                                        |                                        |                  |
| ADA Training                                                                    |                                        |                                        |                                        |                                        |                  |
| Emergency Procedures Training                                                   |                                        |                                        |                                        |                                        |                  |
|                                                                                 |                                        |                                        |                                        |                                        |                  |
| NOTE: Training reports are<br>submitted to NCDOT as a quarterly<br>requirement. |                                        |                                        |                                        |                                        |                  |
|                                                                                 |                                        |                                        |                                        |                                        |                  |

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# DRIVER/EMPLOYEE SELECTION

## DRIVER/EMPLOYEE SELECTION

Driver selection is critical to safe transit operations. The driver of a transit vehicle is directly responsible for the safety of their passengers and other motorists that share the road with transit buses. This policy addresses the processes that must occur prior to the employment offer.

General: Refer to the Drivers Handbook Policy "Position Description Van Driver" for:

- General Job Description
- Essential Job Functions
- Mandatory Job Requirements

### Qualifications

#### Application

Each potential employee shall complete a written application.

#### Interviews

The Transportation Coordinator and one additional transportation associate shall interview each potential employee.

#### Physical Requirements

No person shall be able drive, require or permit any person to drive any vehicle in the service or transporting clients or on agency business unless the driver possesses the following minimum qualifications.

- Mental and Physical Conditions-Drivers shall be in sound physical and mental condition. Drivers shall not have physical or mental defects or limitations likely to interfere with safe driving, passenger assistance or emergency activities, in the opinion of the party responsible for hiring or supervising drivers and the physician performing the driver's physical examination. The driver must be physically capable of assisting persons with disabilities including wheelchair users if the job duties require it.
- Eyesight-Driver's must have vision in both eyes, normal depth perception, normal peripheral vision and be free of any disease or condition that could impair vision. Drivers must have 20/40 vision in each eye with or without corrections, and 140 degrees or better horizontal vision. Drivers must be able to distinguish between green, red and yellow.
- Hearing-Driver's shall have adequate hearing to assure safe response to vehicle horns, emergency vehicle sirens, and train signals.
- Alcohol, narcotics and drugs-Driver's shall not be addicted to the use of alcohol, narcotics or habit-forming drugs. Drug and alcohol tests shall be conducted in accordance with State and/or Federal Regulations. Additional reference to these requirements may be obtained in the Drivers Handbook policies which follow that are hereby incorporated into this Safety Policy:
  - Medication
  - Drug Free Workplace
  - Drug and Alcohol Testing Program/Policy
- Doctor's Physical Examination-refer to Drivers Handbook Policy "Physical Examination of Drivers" which is hereby incorporated into this Safety Policy. The Policy covers 4 elements of examination:
  - Pre-Employment

- b. Annual
- c. Return from extended leave (beyond 60 days)
- d. Reasonable Concern

#### Age

Drivers shall be at least twenty-one years of age.

#### Knowledge of English

Drivers shall be able to read, write and speak the English language.

#### Driver Licensing

Drivers transporting people shall hold a valid NC Drivers' License or Commercial Drivers' License as appropriate. Each prospective driver must sign an authorization allowing the agency to perform inquiries to the DMV. In no case will an individual be given a road test, placed in training or allowed to operate an agency vehicle without a DMV check that passes the following criteria:

These criteria include:

- Good driving record with no Driving While Intoxicated (DWI), Driving Under the Influence (DUI) or similar charges, reckless driving, railroad crossing violations or leaving the scene of accident offenses.
- No more than a total of one moving violation or accident within the last three years.
- No suspended or revoked licenses.
- Minimum of five years driving experience.

#### Operating Skills

Drivers shall have experience in safely driving some type of motor vehicle (including private automobile) for not less than five (5) years, including experience throughout the four seasons.

#### Criminal Record Checks

An original criminal record check, issued within the past 10 days, shall be obtained by the prospective employee and given to the Transportation Coordinator as part of the application process. Persons with felony convictions include crimes of violence, drug usage or sales, physical abuse, fraud or theft. A pattern of unlawful behavior shall also disqualify an applicant.

Ability to perform simple math.

Reasonable knowledge of the service are and ability to read basic maps.

A road test given by a designated Agency Supervisor is required.

## MOTOR VEHICLE BACKGROUND CHECK

### MVR INFORMATION:

Last Name: \_\_\_\_\_ First: \_\_\_\_\_ Middle: \_\_\_\_\_  
 Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Social Security #: \_\_\_\_\_  
 Driver's License #: \_\_\_\_\_ State: \_\_\_\_\_ Exp. Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
 Department: \_\_\_\_\_ Building: \_\_\_\_\_

I authorize all corporations, former employers, credit agencies, educational institutions, law enforcement agencies, city, state, county, and federal courts, military services, and persons to release information they may have about me to the person or company with which this form has been filed. This releases the aforesaid parties from any liability and responsibility for collecting the above information.

Signature \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

FAIR CREDIT REPORTING ACT DISCLOSURE & AUTHORIZATION

DISCLOSURE

As a current employee of Gaston County ACCESS, you are a consumer with rights under the Fair Credit Reporting Act. When any of the following circumstances exist, Gaston County ACCESS may choose to obtain and use information contained in either a consumer report or an investigative consumer report from an agency about you: (1) when considering your application for employment (2) when making a decision whether to offer you employment, (3) when deciding whether to continue your employment (if you are hired), or (4) when making other employment-related decisions directly affecting you.

A "consumer reporting agency" is a person or business which, for monetary fees, dues, or on a cooperative nonprofit basis, regularly assembles or evaluates consumer credit information or other information on consumers for the purpose of furnishing consumer report to others, such as the Gaston County ACCESS.

A "consumer report" means any written, oral or other communication of any information by a consumer reporting agency bearing on your credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics, or mode of living which is used or expected to be used or collected in whole or in part for the purpose of serving as a factor in establishing your eligibility for employment.

An "investigative consumer report" means a consumer report or portion thereof in which information on your character, general reputation, personal characteristics, or mode of living is obtained through personal interviews with your neighbors, friends, or associated reported on or with others with who you are acquainted of who may have knowledge concerning any such items of information.

Gaston County ACCESS may request an investigative consumer report. You may request, in writing and within a reasonable time, additional disclosures regarding the nature and scope of the investigation as well as a written summary of your rights under Fair Credit Reporting Act.

AUTHORIZATION

By signing below, I, \_\_\_\_\_, hereby voluntarily authorize the Gaston County ACCESS to obtain either a consumer report or an investigative consumer report about me from a consumer reporting agency and to consider this information when making decisions regarding my employment at Gaston County ACCESS. I understand that I have rights under the Fair Credit Reporting Act, including the rights discussed above.

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

PROCEDURES FOR SELECTING A SAFE DRIVER

When hiring vehicle operators, be sure to have the driver candidates undergo the following:

- A pre-employment driving test
- A pre-employment physical exam
- A pre-employment psychological screening test
- A background investigation and fingerprints (five years)
- Submission of driving record (five years)
- Pre-employment drug testing
- Basic training in driver skills
- Orientation based on individual skills
- Defensive driving skills training
- Refresher driver training (if applicable)
- Customer Sensitivity Training
- ADA Requirement Training (Wheelchair Lift and Securement)
- Emergency Procedure Training (Evacuating)

# DRIVER/EMPLOYEE TRAINING

| HEALTH HISTORY           |                          |                          | Yes                      | No                       | Yes                      | No                       |
|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| Yes                      | No                       |                          |                          |                          |                          |                          |
| <input type="checkbox"/> | <input type="checkbox"/> | Head or Spine Injury     | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | Kidney Disease           | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | Seizures or Fainting     | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | Muscular Disease         | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | Severe Injury or Illness | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | Any Disease              | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | Cardiovascular Disease   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | Permanent Defect         | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | T.B.                     | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | Psychiatric Disorder     | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | Syphilis                 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | Other Nervous Disorder   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | Gonorrhea                | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | Diabetes                 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | GI Ulcer                 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | Nervous Stomach          | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | Rheumatic Fever          | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | Asthma                   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

General Appearance: ☐ Good ☐ Fair ☐ Poor

**\*\* Operated by Contractor or Services Outsourced \*\***

There must be an effective mechanism to monitor and document the contractor's activities. An acceptable program would consist of periodic written reports of activities submitted by the contractor to the grantee, supplemented by periodic oversight inspections by the grantee. The grantee must provide oversight in order to verify the contractor's compliance with FTA and NCDOT regulations and policies.



STATE OF NORTH CAROLINA  
DEPARTMENT OF TRANSPORTATION

PAT MCCORMY  
GOVERNOR

ANTHONY J. TATA  
SECRETARY

May 23, 2014

MEMORANDUM

TO: Community Transportation Systems

FROM: Debbie Collins, Director  
Public Transportation Division *dc*

SUBJECT: Policy Guidance for Minimum Training Standards for Community and Human Service Transportation System Vehicle Operators

The mission of the North Carolina Department of Transportation is "Connecting people and places in North Carolina safely and efficiently with accountability and environmental sensitivity." Community Transportation system must meet all federal and state guidelines, regulations and laws regarding the safe Transportation of their passengers. The Minimum Training Standards for Community and Human Service Transportation System Vehicle Operators are to be implemented by local systems as part of the effort toward meeting these requirements. This memorandum supersedes the memorandum dated October 1, 2011, same subject.

Please contact your regional safety and security specialist if you have any questions concerning this policy.

SOURCE DOCUMENTS

1. Federal Transit Administration (FTA) Circular 9040.1F "Non-Urbanized Area Formula Program Guidance and Grant Application Instructions" effective April 1, 2007, Section X (see 49 U.S.C. Chapter 53 - Section 5329: Investigation of Safety Hazards)
2. 29 CFR 1910.1030(g)(2)-Bloodborne pathogens-Information and Training
3. 49 CFR 655.14-Prevention of Alcohol Misuse and Prohibited Drug Use in Transit Operations-Education and Training Programs
4. 49 CFR 37.173-Americans with Disabilities Act-Training requirements
5. NCGS Statute 95 and Department of Labor Guidance

Attachment: Minimum Training Standards for Community and Human Service Transportation System Vehicle Operators

MAILING ADDRESS:  
Public Transportation Division  
1000 North Salisbury Street  
Raleigh, NC 27604-5900

TELEPHONE: 919-707-4670  
FAX: 919-707-1581  
WWW.NCDDOT.GOV/NCTRANSIT

LOCATION:  
Transit Operations Division  
1 South Wilmington Street  
Raleigh, NC

Minimum Training Standards for Community and Human Service Transportation System Vehicle Operators

- **Defensive Driving**
  - Shall include all vehicle operators, including any employees that operate the vehicles in revenue service or carry passengers for any other trip purpose.
  - Initial training must be a certified program, or curriculum must be equal to an existing certified program.
  - *Training must be completed upon hire and annually.*
- **Americans with Disabilities Act (ADA)**
  - Shall include at a minimum the following training (for further guidance refer to 49 CFR Part 37—Transportation Services for Individuals with Disabilities (ADA))
    - Sensitivity training
    - Passenger assistance
    - Wheelchair handling
    - Wheelchair securement (passenger and mobility)
    - Wheelchair lift inspection
    - Wheelchair lift operation (normal and emergency)
  - ADA requires training all personnel to "**proficiency**," which is defined as **expert performance**.
  - *Training must be completed upon hire and annually.*
- **Bloodborne Pathogens**
  - Shall follow the Occupational Safety and Health Administration guidelines for the training as listed in Standard 29 CFR 1910.1030(g)(2)
  - The OSHA Standard spells out the content of the training
  - *Training must be completed upon hire and annually.*
- **Emergency Procedures**
  - Shall include all procedures required to report or react to an emergency by transit system staff:
    - Communication and notification procedures
    - Accident/incident reporting procedures
    - Passenger handling procedures
    - Vehicle and facility evacuation procedures
    - Driver and passenger security training
    - Emergency evacuation procedures and training
    - Emergency equipment usage
      - First aid (drivers must be trained in first aid to include use of kit)
      - Bloodborne Pathogens (drivers must be trained in bloodborne pathogens to include use of kit and transit system specific engineering controls to minimize driver exposure, cleanup procedures and waste disposal)
      - Emergency triangles (drivers must be trained to properly setup equipment)
      - Fire extinguishers (drivers must be trained to properly inspect and use equipment)
      - Web cutter (drivers must be trained to properly use equipment)
  - Participation in local or regional Emergency Management drills is strongly encouraged.
  - *Training must be completed upon hire and annually.*

## ACCESS OFFICE TRAINING

- **Ride Check – Driver Evaluations**
  - Newly hired drivers must have a Ride Check – Driver Evaluation before being allowed to operate a transit vehicle unsupervised in revenue service.
  - All drivers must have an annual evaluation to assess the driver's performance of techniques, skills and knowledge gained through training of each of the above categories.
  - Remedial training will be provided as needed in addition to the required annual training.
  - *Training must be completed upon hire and annually.*
- **Illegal Drug Use**
  - Shall include all training on the effects and consequences of prohibited drug use on personal health, safety, and the work environment, and on the signs and symptoms that may indicate prohibited drug use.
  - *This shall be done upon hire. (Required under 49 CFR 655.14)*
- **General**
  - All new hires must complete all of the minimum training requirements before operating a transit vehicle unsupervised in revenue service.
  - *Reflective vest will be worn by drivers when performing job functions.*
  - *Drivers that are not meeting proficiency, expert performance level, must be given remedial training until they are proficient.*
  - *Refresher (annual) training must be completed annually (within 1-year of last training date).*
  - All of the training materials and documentation must be on file for review by the NCDOT/PTD. Materials shall include but not be limited to course outline (may be included in instructor's manual), instructor's manual, sample student manual (if one is used), handouts and copy of Power Point slides if used in lieu of instructor's manual.
  - Records of qualifications and training performed (for each individual trained) must be kept on file for a minimum of five (5) years. Records shall include proof of attendance (roster or certificate of completion, if provided), date of the course, and type of instruction delivery (instructor led, self-instruction, etc.), name and certification (if applicable) of instructor.
- **Minimum Training Standards Reporting Procedures**
  - Grantees must submit the following information to the Safety and Security Unit.
    - Number of employees who received training by category/type
  - A spreadsheet will be provided by the Safety and Security Unit for the purposes of reporting training.
  - The report must be submitted no later than the fifteenth (15) day of the month following the end of the quarter (Dates due: January 15, April 15, July 15, and, October 15).
  - Submit reports by e-mail to the Safety and Security Specialist assigned to your area and courtesy copy to [safety@ndotdncol.gov](mailto:safety@ndotdncol.gov).

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1. ANSWERS THE PHONE
2. TAKE APPOINTMENTS
- 2.1. MEDICAID-AUTHORIZATION REQUIRED
- 2.2. EDTAP-MUST BE APPROVED
- 2.3. SENIOR-AUTHORIZATION REQUIRED
- 2.4. RGP-MUST BE APPROVED
3. ENTER APPOINTMENTS INTO ROUTEMATCH
- 3.1. MEDICAID
- 3.2. EDTAP
- 3.3. SENIOR
- 3.4. RGP
4. USE OF TWO-WAY RADIO
5. ROUTEMATCH SCREENS
- 5.1. CUSTOMERS
- 5.1.1. ADD CUSTOMERS
- 5.1.2. UPDATE ADDRESS
- 5.1.3. ENTER TAB INFORMATION
- 5.2. TRIPS
- 5.2.1. STANDING TRIPS
- 5.2.1.1. HOW TO UPDATE A STANDING TRIP
- 5.2.2. WINDOWS
- 5.3. DISPATCHING
- 5.3.1. MOVE VEHICLES
- 5.4. SCHEDULING
6. SCHEDULE TRIPS TO ROUTES
7. VERIFICATION
- 7.1. MANIFEST
- 7.2. INVOICE
- 7.3. ALL DISALLOWED TRIPS
8. MEDICAID REPORT
9. MEDICAID SUBSCRIPTIONS REPORT
10. NO SHOW REPORT- DAILY & WEEKLY
11. OPERATE OFFICE EQUIPMENT
12. OPEN AND CLOSE OFFICE
13. ADD ADDRESSES
- 13.1. GEOCODED AND NON-GEOCODED
14. ASSETWORKS
- 14.1. UPDATE MILEAGE & LIFT COUNT
- 14.2. FINISH WORK ORDERS
- 14.3. ASSIGN COSTS
15. TIMESHEETS
- 15.1. VERIFY
- 15.2. KEY
16. TRACK RGP PAYMENTS

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PERFORMANCE EVALUATION POLICY

This administrative policy was adopted by the Gaston County ACCESS

Description:

This section on performance evaluation concerns only non-probationary or part-time employees; temporary employees shall be evaluated in a similar manner, in-so-far as possible.

- *Frequency:* Each Gaston County ACCESS driver will have a ride check evaluation not less than annually. New employees require three evaluations within the first year of employment. The first evaluation is due within three months, the second at the three month point from their hiring date and the third is their annual evaluation. Periodic or special performance evaluations are subject to determination by competent authority, such as the system manager and the immediate supervisor.
- *Responsibility:* Each Gaston County ACCESS employee will be evaluated by his or her immediate supervisor or designated appointee.
- *Documentation Required:* Each Gaston County ACCESS driver's completed evaluation sheet will be personally reviewed with him/her by the immediate supervisor or higher authority. Both the supervisor and the employee will sign and date the evaluation sheet in the appropriate places. The employee may attach comments to explain or clarify any points made in the evaluation. It will then be filed in the subject employee's training record in a confidential manner.

Evaluation results will be the basis for promotion, salary actions, demotions, suspensions, dismissals, and other such actions.

All performance appraisals are maintained in a secure manner.

EMPLOYEE CONDUCT POLICY

This administrative policy was adopted by the Gaston County ACCESS

Description:

No employee of Gaston County ACCESS shall have the authority to make statements on behalf of Gaston County ACCESS without prior approval of the system manager. All employees shall conduct themselves in such a manner which shall bring credit to the Gaston County ACCESS organization or to the particular subcontractor to which the employee is attached.

Behavior of any employee which may affect the safety and wellbeing of other employees of Gaston County ACCESS or subcontractor, or to personnel served by Gaston County ACCESS or subcontractor, shall be cause for disciplinary action, whether or not such behavior relates to proper performance of the employee's job.

## TRAINING PROGRAM FOR DRIVERS AND OTHER SAFETY SENSITIVE EMPLOYEES

Once qualified candidates are identified and hired, initial and on-going training is critical to insure proper operations and adherence to the transit providers' rules and regulations. Proper training of operating personnel is a vital part of a safe transit environment. This policy addresses specific elements of drivers' training that must occur prior to placing the new employee on the road without peer supervision.

The following material contained in this policy will be used by the Transportation Coordinator in qualifying candidates for driver positions and subsequent training.

Initial Hire Procedures for Drivers (Process to follow)

Motor Vehicle Background Check

In addition to agency policies that are referenced in the attached material the following policies are incorporated in the drivers' training. (Location of Policy DH= Drivers' Handbook PM=Agency Personnel Manual)

| Training Policy  | Location | Document Name                        |
|------------------|----------|--------------------------------------|
| Child Safety     | DH       | Transporting Children                |
| Employee Conduct | DH       | Confidentiality                      |
|                  | DH       | Medication                           |
| Passengers       | PM       | Sexual Harassment                    |
|                  | PM       | Standards of Performance and Conduct |
|                  | PM       | Work Schedule                        |
| Vehicles         | DH       | Passenger Injuries and Illness       |
|                  | DH       | Passenger Relations                  |
|                  | DH       | Accident Report Kit                  |
|                  | DH       | Accidents – Off Hour                 |
|                  | DH       | Backing Up/Parking                   |
|                  | DH       | Bloodborne Pathogens                 |
|                  | DH       | Defensive Driving                    |
|                  | DH       | Elderly and Disabled Passengers      |
|                  | DH       | Emergency Driving Procedures         |
|                  | DH       | Fires                                |
|                  | DH       | General Driver/Vehicle Information   |
|                  | DH       | Incident Report                      |
|                  | DH       | Passenger Evacuation                 |
|                  | DH       | Seizures                             |
|                  | DH       | Traffic Signals, Signs and Markings  |
|                  | DH       | Wheelchairs                          |

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## SCHEDULE IN-PLACE FOR REFRESHER TRAINING COURSES

Gaston County ACCESS is committed to a program that will insure that its drivers receive training in job elements that are critical to their and their passengers' safety.

Training sessions will be logged by employee on the NCDOT/PTD Employee Development quarterly submission document.

Subjects of training will be prioritized by the following events:

- Demonstration of need that may arise as the result of
- Employee Report of Unsafe Conditions
- Incident Investigation findings
- Safety Committee recommendations

Initiations by NCDOT/PTD

Annual follow-up on critical issues, e.g.: Roll over danger, Emergency Evacuation, Assisting Passengers and Safe driving habits

Infectious Disease Awareness

Training per the requirements of the FTA Drug and Alcohol Policy Standards

The Transportation Coordinator is responsible for scheduling and either facilitating or arranging for a facilitator for a minimum of two training sessions (subjects) annually.

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**Topic: Bloodborne Pathogens****Overview of the OSHA Standard**

This standard limits occupational exposure to blood and other potentially infectious materials since any exposure could result in transmission of bloodborne pathogens, which could lead to disease or death. Acquired Immunodeficiency Syndrome (AIDS), Hepatitis B and Hepatitis C are serious concerns for workers exposed to blood and other potentially infectious materials. Bloodborne pathogen exposure may occur in many ways, but needle stick injuries are the most common cause. Exposure may also occur through contact of contaminants with the nose, mouth, eyes, or skin.

The standard covers all employees who could be “reasonably anticipated” to face contact with blood and other potentially infectious materials as a result of performing their job duties. To reduce or eliminate the hazards of occupational exposure, an employer must implement an exposure control plan for the worksite with details on protection measures. Engineering controls are the primary means of eliminating or minimizing employee exposure and include the use of safer medical devices. Work practice controls such as hand washing are stressed by the standard. Appropriate personal protective equipment must be used when necessary. The standard requires that the Hepatitis B vaccination be made available to all employees who have occupational exposure to blood. The standard specifies procedures to be made available to all employees who have had an exposure incident.

**• Instructional Materials.**

1. PowerPoint presentation
2. Instructor notes.
3. Other materials.

**• Instructional Objectives.**

1. Complete the required topics for the OSHA 10-hour course.
2. Complete the following optional topics:
  - a.
  - b.
  - c.
3. Present *Bloodborne Pathogens* to [number] participants.
4. Incorporate active participation in each lesson.
5. Provide a quiz or short evaluation at the end of the course.
6. Ensure feedback from participants at various points in the training.

**• Guest Speakers/Presenters and Topics/Responsibilities.**

Sample Lesson Plan – Bloodborne Pathogens

**Step 2: Presenting the Lesson****• Lesson Introduction.**

Introductory remarks or transition from previous lesson.

**• Learning Objectives/Outcomes.**

Upon completion of the lesson, participants will be able to:

1. Give at least 3 examples of workers who are at risk of exposure to bloodborne pathogens.

*Possible responses.*

- Physician, nurse, police, firefighter

2. List the three ways exposure to bloodborne pathogens commonly occurs.

*Possible responses.*

- Needle sticks.
- Cuts from other contaminated sharps such as scalpels or broken glass.
- Contact of the eye, nose, mouth or cut/abraded skin with contaminated blood.

3. Describe at least 5 key aspects of a Bloodborne Pathogen Exposure Control Plan.

*Possible responses.*

- Must be a written plan.
- Identifies jobs and tasks where occupational exposure to blood or other potentially infectious material occurs.
- Describes how the employer will use engineering and work controls.
- Describes how the employee will ensure use of personal protective equipment (PPE).
- The plan must be accessible to employees.
- Must be reviewed at least annually to reflect changes in technology that will help eliminate or reduce employee exposure.

4. Explain how properly used PPE and appropriate housekeeping methods protect against exposure to bloodborne pathogens.

*Possible responses.*

- Gowns, gloves, face shields, eye protection, mouthpieces and resuscitation devices provide a barrier between potential contaminants and susceptible parts of the body.
- Cleaning and decontamination of work surfaces reduce the chances of exposure to a bloodborne pathogen.

• **Learning Objectives/Outcomes (Continued)**

1. List three important steps to take if exposed to a bloodborne pathogen.

*Possible responses:*

- Wash exposed area with soap and water.
- Flush splashes to nose, mouth or skin with water.
- Irrigate eyes with water or saline.
- Report the exposure.
- Seek the assistance of a health care professional to determine what follow-up actions or treatment may be needed.

• **Planned Activities, Discussion, or Participant Interaction.**

*Step 3: Evaluating Student Learning and Instruction*

- Lesson Evaluation and Comments.

**References**

**OSHA Standard**

- 29 CFR 1910 Subpart Z (1910.1030)
  - [http://www.osha-slc.gov/OshStd\\_data/1910\\_1030.html](http://www.osha-slc.gov/OshStd_data/1910_1030.html)
- 29 CFR 1910 Subpart Z (1910.1030 App A) Hepatitis B Vaccine Declination
  - [http://www.osha-slc.gov/OshStd\\_data/1910\\_1030\\_APP\\_A.html](http://www.osha-slc.gov/OshStd_data/1910_1030_APP_A.html)

**OSHA Publications**

- <http://www.osha-slc.gov/OshDoc/Additional.html>
- 3128 Bloodborne Pathogens and Acute Care Facilities
- 3129 Controlling Occupational Exposure to Bloodborne Pathogens in Dentistry
- 3130 Occupational Exposure to Bloodborne Pathogens – Precautions for Emergency Responders
- 3131 Bloodborne Pathogens and Long-Term Care Workers

**OSHA References/Resources**

- CPL 2-2, 44D, Enforcement Procedures for the Occupational Exposure to Bloodborne Pathogens, Appendix C – Web Site Resource List
  - [http://www.osha-slc.gov/OshDoc/Directive\\_pdf/CPL\\_2-2\\_69.pdf](http://www.osha-slc.gov/OshDoc/Directive_pdf/CPL_2-2_69.pdf)
- OSHA Technical Links – Bloodborne Pathogens
  - <http://www.osha-slc.gov/SLTC/bloodbornepathogens/index.html>
- OSHA Technical Links – Needle stick Prevention
  - <http://www.osha-slc.gov/SLTC/needlestick/index.html>
- Protecting Nursing Home Workers: OSHA's Safety and Health Program Approach
  - <http://www.osha-slc.gov/SLTC/nursinghome/training/nursing/index.html>
- Video: *As It Should be Done: Workplace Precautions Against Bloodborne Pathogens*
  - <http://www.osha-slc.gov/SLTC/video/asitshouldbedone/video.html>

## BACKING PROCEDURES

Vehicle backing is strongly discouraged unless it is absolutely necessary. The following procedures are suggested in the event that an operator is required to use the reverse gear:

- Except for backing out of a parking stall, drivers should only back a vehicle when it is absolutely necessary. If it becomes necessary to back the vehicle while the vehicle is in service, a driver should use an adult as a spotter. The spotter should not be asked to exit the vehicle because that can cause the spotter to be vulnerable to injury. Use of a spotter does not relieve the driver of the responsibility to back the vehicle safely.
- Before backing, check carefully in all directions including the rear of the vehicle.
- Turn on the four-way flashers.
- Begin honking the horn (if the vehicle does not have a working 'backing-up' alarm) and continue to give short continuous beeps on the horn while in motion.
- As a rule when stopping in traffic, stop far enough back to see the rear tires on the vehicle ahead. This allows a driver the ability to go around a stalled vehicle on the left or right if necessary without the need to reverse direction. This procedure does not always work but it is another good example of how to avoid backing.
- Be sure to stay out of intersections and crosswalks until they are free to traffic. Do not get into positions where backing a large vehicle becomes necessary.
- If the view is obstructed and the driver is in doubt, he or she should exit the vehicle (if it is reasonable safe to do so) to check behind and around it.

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## CROSSING RAILROAD TRACKS

To ensure that everyone arrives safely at their destination, consistently utilize the following procedures when approaching and crossing railroad tracks:

- Upon approaching the railroad crossing, proceed into the far right lane.
- Turn on the four-way flashers 100 feet before reaching the tracks the vehicle must stop behind the white line (if a line is present) and not in the path of the crossing barrier.
- Turn off heaters, fans, radios, etc. so that you can hear a train. If necessary, ask passengers to remain silent during the crossing.
- Open the door completely and listen for an approaching train or (if driving a van) open the window completely and listen.
- Look in both track directions as you listen for an approaching train.
- When you can conclude that no train is approaching, close the door (watching the door while it is closing) or window.
- Check your left mirror for traffic.
- Proceed slowly over the tracks to avoid damage to the vehicle.
- Turn off the four-way flashers after the vehicle is past the tracks.

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## DEALING WITH BRAKE FAILURE PROCEDURES

The guidelines below can assist you in safely maneuvering your vehicle during brake failure:

- Do not force the brake to the floor; you will destroy any chance of rebuilding pressure.
- Gently pump the brake pedal to see if you can restore pressure.
- Sound your horn and flash your lights to alert other drivers.
- Shift to the lowest gear possible.
- Remain calm and guide your vehicle into an environment where you can slow the vehicle and bring it to a natural stop.
- Look for an outlet. Can you use a natural upgrade to slow the vehicle? Is there a large open parking lot that you can coast across?
- Do not pull the parking brake — you could put the vehicle in a tailspin. As an exception in vans or small buses, it may be necessary to use emergency brake but you should control the release with your hand to prevent the brake from locking.
- Do not permit the wheels to lock until the vehicle has stopped.

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## EN ROUTE PROCEDURES

### \*\*\*List system specific guidance...

- Depart on time and stay on schedule, but never at the expense of passenger safety.
- Drive safely and smoothly. Operate at all times on compliance with applicable traffic regulations, ordinances, and laws of the jurisdiction in which the vehicle is being operated.
- Avoid lengthy conversations with passengers, since conversations can distract a driver from safely operating the vehicle.
- A vehicle with passenger doors in the open position should not be operated with passengers aboard. The doors should not be opened until the vehicle is stopped or at a railroad crossing. A vehicle with inoperable doors should not be operated with passengers aboard.
- During darkness, interior lighting and lighting of step-wells on vehicles should be sufficient for passengers to enter and exit safely.
- Passengers should not be permitted in the step-wells of the vehicle nor occupy an area forward of the standee line when the vehicle is in motion.
- Standee passengers should not be permitted on vehicles that are not designed to accommodate standing passengers.
- Fueling the vehicle when passengers are being transported should be avoided unless it is necessary.
- When passengers are aboard, the transit system requires the driver to be secured to the driver's seat with a restraining belt at all times while the vehicle is in motion.
- Vehicles should not be left unattended at any time when passengers are aboard.
- When transporting passengers, drivers should stop at all railroad crossings in compliance with North Carolina Statutes.

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## HELPING PASSENGERS WITH PERSONAL ASSISTANCE DEVICES

Use the following guidelines when you are interacting with a passenger who has special needs:

### Assisting Passengers Who are Using Canes or Crutches:

- Always ask the disabled passenger if you can assist her/him prior to assisting the passenger
- Assist from the opposite side of the cane.
- Canes, walkers and other personal assistance devices should be stored so that they do not interfere with movement in the vehicle.
- Amputees should be seated in cool areas during hot weather.

### Assisting Developmentally Disabled Passengers:

- Treat the passengers with respect.
- Be patient and repeat instructions when necessary.
- Be firm if they insist on doing something that will endanger you, them or the other passengers.

### Assisting Hearing-Impaired Passengers:

- Look directly at them so they can see your lips.
- Talk normally (do not shout) and do not exaggerate your speech.
- Be prepared to repeat yourself.
- Get another person to talk to them if the passenger has trouble reading your lips.
- Use a pad and pencil when

### Assisting Speech-Impaired Passengers:

- Do not hesitate to ask speech-impaired persons to repeat anything that you do not understand.
- Be patient; the passenger's speech condition may become more difficult to understand if the passenger is under stress.

### Assisting Passengers with Visual Impairments:

- Don't touch the passenger until you tell them who you are and what you intend to do.
- Do not shout at the passenger.
- Before boarding the passenger, take their hand and show them the door openings as well as the seat and mention any hazards.
- When escorting the passenger, remain on the opposite side of their cane and have them hold your arm. Advise the passenger of any changes in ground texture or elevation level.
- When walking with a passenger, call out turns and maneuvers at least five (5) steps in advance.
- If the passenger uses a service animal, it may be helpful to learn the name of the animal for future reference. Avoid any abrupt movements toward the animal or the passengers.
- Seat visually impaired passengers against vehicle walls when possible or seat the passengers in seats with arm rests in order to assist them in keeping their balance.

## NIGHT TIME DRIVING PROCEDURES

Several hazards associated with night driving are listed below:

- Reduced visibility
- Glare
- The need for increased reaction time
- An increased number of tired and intoxicated drivers

Procedures for driving at night:

- Inspect and clean your headlights, taillights, windshield, clearance lights, reflectors and turn signals.
- Increase your space cushion by driving a slightly slower speed than you usually would during the day.
- Turn your lights on early and avoid the glare of oncoming bright lights by watching the right edge of the roadway. If someone is needlessly using bright light, do not turn your bright lights on in response to their lights.
- Make sure that your speed does not overdrive your headlight visibility.
- Do not brake more than necessary. Use engine and lower gears to help you to slow down the vehicle when traction is poor.
- Keep the fuel tank at least half full.

## TRANSPORTING ELDERLY PASSENGERS PROCEDURES

Use special care in serving elderly passengers:

- Dispatchers need to be especially patient when giving elderly passengers information regarding vehicle routes and schedules.
- Give elderly passengers more time to get on or off the vehicle.
- Ask the elderly passengers if they would like your assistance before assisting them.
- If the elderly passenger refuses assistance, stay close to prevent them from tripping or falling.
- When assisting elderly passengers, do not put too much pressure on the passenger's arm.
- When letting elderly passengers on or off a vehicle, pull the vehicle close to the curb so the passenger won't have to step very far.
- Be sure elderly passengers do not sit too close to heaters or other such hazards.
- Elderly passengers may need to be reminded where to get off of the vehicle.
- Keep temperature controls warm in the winter and cool in summer.
- In cases of emergencies, drivers should notify dispatchers about possible health problems of elderly passengers.

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## WHEELCHAIR BOARDING METHODS

Your customers' safety will depend on more than just safely transporting them to their destination. Their safety will also depend on how well you board and secure their wheelchairs. Several wheelchair boarding guidelines are indicated below:

- Roll the wheelchair onto the lift, making sure that the front wheels are inside the platform roll stop while the roll stop is in the upright position.
- Lock the brakes.
- If the passenger has the capability to do so, ask the passenger to hold on to the hand rails provided on the lift. If the passenger does not have the capability to hold onto the handrails, ask the passenger to hold his/her hands in his/her lap.
- Before operating the lift for boarding, ask the passenger if he/she is ready. Keep one hand on the lift controls. Ask the passenger if it is okay for you to rest your other hand lightly on the armrest of the wheelchair as the lift goes up while you stand on the ground; this will keep you alert to the stability of the chair while also providing the passenger with psychological comfort.
- Make sure that the lift is level with the floor before stopping. Be sure that there is a smooth surface created by the vehicle transition plate so that the wheelchair rolls smoothly over it and into the vehicle.
- From inside the vehicle, hold the wheelchair handle as you unlock the brakes. (Turn the power back on or engage the clutches of a motorized wheelchair if needed.)
- Make sure the passenger's head does not hit the ceiling upon entering the doorway.
- The ADA states that wheelchairs should always be secured facing the front of the vehicle, with the exception given to some older vehicles that are not yet appropriately equipped.
- The driver should never stand on the lift.

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## WHEELCHAIR LIFT AND SECUREMENT PROCEDURES

Always follow the guidelines below to ensure safe lift operation and passenger safety:

- Always inspect a lift prior to each use (look for loose nuts, bolts.)
- Before deploying a lift for use, safely park the vehicle on level ground, turn the engine off (unless otherwise specified by the manufacturer) and check for obstacles to avoid in area where lift is to be deployed. Make sure that hands, feet and clothing are away from folding parts of the lift.
- Only passengers and their mobility devices should ride the lift.
- When operating a lift with a passenger on it, allow the lift to go all the way up to floor level or down to the ground without stopping.
- Have the passenger use the handrails and never leave a passenger unattended on a lift.

Assisting Wheelchair Users on the Lift:

- Wheelchair users can choose to ride a lift either facing away from the vehicle or facing the vehicle. The preferred method is to have the passenger facing away from the vehicle because it positions the bulk of the weight where there is more structural support and allows the driver to pull the wheelchair into the vehicle or push the wheelchair onto the lift by the handgrips.
- In the preferred positions, the small front wheels of the wheelchair are less likely than the large back wheels of the wheelchair are less likely than the large back wheels to roll over the platform roll stop.
- The preferred position also reduces the possibility of the passenger's feet or toes getting caught between the lift platform and the vehicle when the passenger is riding upward.

### SECURING AN OCCUPIED WHEELCHAIR

To insure the safety of your passengers, consistently use good practices in handling wheelchairs:

- **Always** use a four point tie-down to the floor of vehicle.
- Tie-downs should be attached to the strongest part of the device which is the frame.
- Lap boards or metal and plastic trays attached to the chairs should be removed and secured.
- Liquid oxygen being transported should be securely mounted/fastened to prevent damage
- Aspirators, ventilators/other equipment must be securely mounted to wheelchair or vehicle.
- Never restrain a child's head separately such as with a headband attached to the back of the seat. Restraining a child's head separately can cause excessive strain on the child's neck. Many children now have special neck braces to support their head during transport.

## EMPLOYEE TRAINING RECORD

NAME: \_\_\_\_\_

| Training                                                          | Date | Driver Initial | Instructor Initial |
|-------------------------------------------------------------------|------|----------------|--------------------|
| <b>Orientation to Transit Agency</b>                              |      |                |                    |
| Personnel Policy                                                  |      |                |                    |
| Substance Abuse Policy                                            |      |                |                    |
| Service Policy                                                    |      |                |                    |
| Radio Manual                                                      |      |                |                    |
| Notebook                                                          |      |                |                    |
| Timesheet/pay schedule                                            |      |                |                    |
| Trip sheet/logs/reservations                                      |      |                |                    |
| <b>Pre/Post-Trip Safety Inspection</b>                            |      |                |                    |
| Classroom, video                                                  |      |                |                    |
| Demonstration                                                     |      |                |                    |
| <b>Defensive Driving</b>                                          |      |                |                    |
| Classroom, video                                                  |      |                |                    |
| Driving                                                           |      |                |                    |
| <b>Emergency Procedures</b>                                       |      |                |                    |
| <b>Passenger Relations</b>                                        |      |                |                    |
| <b>SNAAP Classroom</b>                                            |      |                |                    |
| <b>Wheelchair</b>                                                 |      |                |                    |
| Video                                                             |      |                |                    |
| Practical                                                         |      |                |                    |
| <b>Smith System</b>                                               |      |                |                    |
| <b>Back to Basics</b>                                             |      |                |                    |
| <b>The Critical point</b>                                         |      |                |                    |
| Child Passenger Safety                                            |      |                |                    |
| Ride Check Evaluation                                             |      |                |                    |
| Driver with Driver                                                |      |                |                    |
| <b>Emergency Equipment Training</b>                               |      |                |                    |
| Fire Extinguisher                                                 |      |                |                    |
| Bloodborne Pathogen                                               |      |                |                    |
| Emergency Triangle                                                |      |                |                    |
| CPR/First Aid                                                     |      |                |                    |
| <b>(CPR Annually/First Aid Every 3-Years: Ref: OSHA 1910-151)</b> |      |                |                    |
| Web cutter                                                        |      |                |                    |

Employee's Signature: \_\_\_\_\_

Director's Signature: \_\_\_\_\_

## EMPLOYEE DEVELOPMENT/DRIVER TRAINING REPORTING

### Employee Development Reporting

If you are using TriP Admin, the spreadsheets will be created automatically by use of the TriP Export function; by clicking the button marked "Employee Development". The report can then be sent by e-mail to [trainingpld@dot.state.nc.us](mailto:trainingpld@dot.state.nc.us).

If you are not a TriP user, simply fill out the spreadsheet using the directions below, and send them to the same e-mail address.

#### Instructions for Spreadsheet Data Entry

Note: Be sure to fill the columns out exactly as described. Do NOT move the order of the columns or rows. The data is collected in a specific order so that it can be taken from the spread sheets submitted by each system, compiled and analyzed for the purpose of identifying trends in incidents statewide. If you have any questions, please contact Richard R Jones, Manager, Safety and Training Unit at (919)733-4713, Ext. 241, or at [rrjones@ncdot.gov](mailto:rrjones@ncdot.gov)

#### Column A: System Name

Fill in the name of your system as it appears on your grant application.

#### Column B: Employee ID Number

You must enter the Employee ID number. This is the only way that the database can identify the employee, since all of the data is anonymous with regard to the individuals involved in the reported incidents. If you do not enter an employee number, the data cannot be recorded. Do not use an easily recognizable piece of personal data, such as the employee's Social Security number, or their birth date.

Each employee number must be unique. Be sure to keep track of numbers previously assigned. Develop a system for setting the ID numbers.

#### Column C: Course Name

Enter the name of the course, for example, Bloodborne Pathogens, CPR/First Aid, and Defensive Driving.

#### Column D: Date of Birth

This shows the date of birth of the employee involved in the incident. The field will default to a format that looks like this: 09/02/1977 (mm/dd/yyyy). If you enter 09/02/77, it will change to show the year as a four-digit number.

#### Column E: Hire Date

This shows the employee's date of hire. This field has the same characteristics as the Date of Birth field.

#### Column F: Position

Enter the employee's position (examples: driver, dispatcher, van operator, etc.)

#### Column G: Course Date

This shows the date of the course that was held. The field will default to a format that looks like this: 09/02/1977 (mm/dd/yyyy). If you enter 09/02/77, it will change to show the year as a four-digit number.

#### Column H: Form of Training

This shows the form of training provided, i.e., Classroom, Video, Computer Based-CD-ROM, Computer Based-Web Based, etc.

#### Column I: Cost

Enter the dollar amount cost of the course. This should reflect the cost for the individual employee.

#### Column J: Certified

This is a drop down box. If the employee was certified as a result of completing the course, the box must say TRUE. If not, the box must say FALSE.

#### Column K: Instructor

Enter the name of the instructor, if applicable.

#### Driver Training Reporting

If you are using TriP Admin, the spreadsheets will be created automatically by use of the TriP Export function; by clicking the button marked "Driver Training". The report can then be sent by e-mail to [trainingpld@dot.state.nc.us](mailto:trainingpld@dot.state.nc.us).

If you are not a TriP user, simply fill out the spreadsheet using the directions below, and send them to the same e-mail address.

#### Instructions for Spreadsheet Data Entry

Note: Be sure to fill the columns out exactly as described. Do NOT move the order of the columns or rows. The data is collected in a specific order so that it can be taken from the spread sheets submitted by each system, compiled and analyzed for the purpose of identifying trends in incidents statewide.

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#### Column A: System Name

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#### Column C: Course Name

Enter the name of the course, for example, Bloodborne Pathogens, CPR/First Aid, and Defensive Driving.

**Column D: Issue State**

This is the state in which the employee's driver's license is issued. In most cases it will be NC for North Carolina. Use the two-letter USPS code for the state, do not spell out the entire state name (example North Carolina=NC, Tennessee=TN).

**Column E: Regular Classified?**

This is a drop down box. If the driver has a regular license (not a Commercial Driver's license), the box must say TRUE. If the driver does not have a regular license, the box must say FALSE.

**Column F: CDL Classified?**

This is a drop down box. If the driver has a Commercial Driver's License, the box must say TRUE. If the driver does not have a CDL, the box must say FALSE.

**Column G: Class Type**

This is a drop down box that shows the three classes (A, B, or C) of driver's license (either regular or CDL). Make sure that the drop box lists one of the classes.

**Column H: Date of Birth**

This shows the date of birth of the employee involved in the incident. The field will default to a format that looks like this: 09/02/1977 (mm/dd/yyyy). If you enter 09/02/77, it will change to show the year as a four-digit number.

**Column I: Hire Date**

This shows the employee's date of hire. This field has the same characteristics as the Date of Birth field.

**Column J: Position**

Enter the employee's position (examples: driver, dispatcher, van operator, etc.)

**Column K: Course Date**

This shows the date of the course that was held. The field will default to a format that looks like this: 09/02/1977 (mm/dd/yyyy). If you enter 09/02/77, it will change to show the year as a four-digit number.

**Column L: Form of Training**

This shows the form of training provided, i.e., Classroom, Video, Computer Based-CD-ROM, Computer Based-Web Based, etc.

**Column M: Certified**

This is a drop down box. If the driver was certified as a result of completing the course, the box must say TRUE. If not, the box must say FALSE.

**Column N: Cost**

Enter the dollar amount cost of the course. This should reflect the cost for the individual driver.

**Column O: Instructor**

Enter the name of the instructor, if applicable.

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**RIDE CHECK: DRIVER EVALUATION**

Date of Evaluation \_\_\_\_\_

Driver's Name \_\_\_\_\_

Evaluator's Name/Position \_\_\_\_\_

**Passenger Reception**

1. ☐ Confirms identity/destination of passenger
2. ☐ Present at entry door while boarding
3. ☐ Greets passenger in a friendly manner
4. ☐ Uses proper assistance techniques (What are the driver's responsibilities?)
5. ☐ Assists passengers to and from the vehicle door if needed
6. ☐ Stops proper distance from curb
7. ☐ Avoids use of AM/FM radio
8. ☐ Uses correct ADA language at all times

**Vehicle Condition**

1. ☐ Daily pre-trip inspection complete/documented
2. ☐ Web cutter and emergency triangles are available
3. ☐ Registration and insurance card in vehicle
4. ☐ Driver's license/logs with driver
5. ☐ Vehicle exterior clean
6. ☐ Vehicle interior clean
7. ☐ Dashboard/windshield area clear of all objects
8. ☐ Tie downs properly employed
9. ☐ Tie downs clean/ stowed in box
10. ☐ Seat belts in good working condition
11. ☐ Fire extinguisher is available, serviceable, properly mounted/tagged
12. ☐ First Aid/Bloodborne pathogen kit available in vehicle
13. ☐ Flash light working (if applicable)
14. ☐ Communications system operable
15. ☐ Child seat used/stowed properly
16. ☐ Daily defect report filled out
17. ☐ Lift operational check
18. ☐ Keeps logs up to date

**Performance While En route**

1. ☐ Driver uses correct posture when driving
2. ☐ Both hands on steering wheel
3. ☐ Appropriate uniform/footwear
4. ☐ Driver and passengers use seatbelts
5. ☐ Driver gets out of vehicle and looks before backing
6. ☐ Adjust mirrors before moving vehicle. Keeps eyes moving
7. ☐ Signals entry into traffic every time. Leaves himself an out
8. ☐ Moves vehicle smoothly while slowing braking and stopping. Make sure they see you
9. ☐ Telegraphs use of brake or flashers when stopping

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10. ☐ Squares corners when turning
11. ☐ Moves at appropriate speeds for current road conditions
12. ☐ Maintains following distance safety zone (4 seconds)
13. ☐ Uses proper caution at intersections
14. ☐ Anticipates stale green lights (slows down)
15. ☐ Seats passengers properly
16. ☐ Stops at all railroad crossings
17. ☐ Comes to a complete stop, leaving private property
18. ☐ Uses proper lane changing procedure
19. ☐ Stops behind line or plane at intersections
20. ☐ Observes proper communication procedures
21. ☐ Uses turn signals properly
22. ☐ Maintains order in vehicle
23. ☐ Maintains scheduled stops and pick-ups
24. ☐ Avoids unauthorized stops
25. ☐ Uses four second distance rule, adds seconds to following distance when driving conditions change (keep safety cushion)

Passenger Discharge

1. ☐ Uses parking brake when de-boarding passengers
2. ☐ Stops proper distance from curb. Assist passengers off vehicle (when needed or when passengers request help)
3. ☐ Renders adequate assistance to wheelchair passengers
4. ☐ Advises Base when leaving vehicle and upon return to vehicle
5. ☐ Makes sure passenger is safely inside of destination before leaving property
6. ☐ Follows passengers instruction for assistance when needed

Comments \_\_\_\_\_

Course of Action (required/taken) \_\_\_\_\_

|                        |      |
|------------------------|------|
| Driver's Signature     | Date |
| Supervisor's Signature | Date |
| Driver's Comments      |      |

## RIDE CHECK DRIVER PERFORMANCE EVALUATION EXPLANATION

### PASSENGER RECEPTION

#### The Driver...

1. Asks the name of the passenger and the destination before boarding, unless the passenger is a subscription rider.
2. Is available at the door to assist the passenger on or off the vehicle (if needed).
3. Acts courteously, offers help by asking, "May I help" or "how may I help you?"
4. Follows guidance from the passenger, if help is needed.
5. Uses the passenger's instructions to assist in boarding and exiting the vehicle, if needed.
6. Stops the vehicle six (6) inches or four (4) feet from curb to keep passengers from falling off the vehicle as they load and unload. (This depends on the stopping or parking situation.)
7. Uses AM or FM radio only when passengers are not aboard, then only for the news and weather forecast.
8. Uses correct language under ADA guidelines. (Refer to the ADA handout given to drivers who have taken the SNAAP training.)

### VEHICLE CONDITION

#### The Driver...

1. Performs a pre-trip inspection and completely fills out the pre-trip inspection form before starting the first run of the day.
2. Ensure registration and insurance cards are current and available.
3. Has driver license in possession and current route logs on person at all times.
4. Vehicle is clean on exterior.
5. Vehicle is kept clean inside at all times.
6. Nothing is on the dashboard, rear view mirror, or sun visors that could create a hazardous situation.
7. Safely attaches tie down straps into floor tracks, and use the four-point tie down on wheelchairs.
8. Removes tie downs from floor after each use. Stores tie down straps in their proper place.
9. Seat belts/tie down straps are not tangled, missing or broken.
10. Checks fire extinguisher for serviceability and expiration date.
11. Checks the first aid and Bloodborne Pathogen Kits regularly (PPE) and re-supplies when needed.
12. Ensures web cutter and emergency triangles are available.
13. Checks batteries daily to make sure flashlight is usable. (If applicable)
14. Tests the two-way radio and/or other communication device for operability.
15. Child seats are placed in vehicle properly and stowed when not in use.
16. Fills out daily defect report correctly.
17. Keeps logs up to date as trip is completed for each passenger.

### PERFORMANCE EN ROUTE

#### The Driver...

1. Does not slouch in the seat while driving. Arms are not on or out of the window frame.
2. Both hands are on the steering wheel at the 9 and 3 or the 10 and 2 position. Gets the big picture.
3. Clothing should be appropriate for job.
4. Uses seat belt correctly and requires correct use of seat belt for all passengers.
5. Gets out and looks behind vehicle, for obstacles, before backing.
6. Adjusts mirrors before leaving base (for safety and visibility). Keep eyes moving.
7. Uses signals for all maneuvers in traffic. Leaves an out vehicle smoothly.
8. Does not jerk the vehicle when stopping and starting. Uses the brakes without stomping or slamming (stops presses the brakes slightly to warn tailgaters to slow down or uses flashers when coming to a quick stop.
9. Does not whip around corners. Slows down to 2 to 5 miles per hour when turning corners. Positions vehicle for proper safe turns. (Squares the corner.)
11. Does not travel too slow or too fast for conditions on the road or for the posted speed limit.
12. Does not enter intersection without proper caution, uses the four second rule. Keeps safety cushion under control.
13. Slows down when green light has been green for some time at a distance.
14. Checks mirrors, looks over shoulder, signals, and moves into passing lane, signals and returns to proper lane.

- Leaves *(himself/herself)* an out.
- 15. Signals at proper distance for an intended turn. Cancel's signal when maneuver is completed.
- 16. Does not allow profanity or misbehavior in the vehicle.
- 17. Keeps on schedule safely but does not jeopardize safety for schedule.
- 18. Only transports passenger on route schedule. No unauthorized passengers or stops.
- 19. Maintains a safe distance when following someone in all weather conditions.

**PASSENGER DISCHARGE:**

**The Driver...**

- 1. Uses parking brake when loading or unloading passengers.
- 2. Stops the vehicle 6 inches to 4 feet from curb to discharge passengers. Assists passenger off vehicle.
- 3. Assists all passengers as required.
- 4. Advises dispatcher of absence from vehicle and advises dispatcher of return to vehicle.
- 5. Does not leave elderly and disabled passengers unattended. Makes sure they are in the hands of caretakers or inside their homes/destinations before driver leaves the property (case by case judgments).

# SAFETY DATA ACQUISITION & ANALYSIS

MANAGEMENT REVIEWS

There must be an effective mechanism to monitor and document the contractor's activities. An acceptable program would consist of periodic written reports of activities submitted by the contractor to the grantee, supplemented by periodic oversight inspections by the grantee. The grantee must provide oversight in order to verify the contractor's compliance with FTA and NCDOT regulations and policies.

## SAFETY DATA ACQUISITION/ANALYSIS

### DESCRIPTION OF ELEMENT

Understanding safety data is an important step toward allocating important (and often scarce) resources to implement safety program elements. Safety data relative to transit provider operations can be used to determine safety trends in system operation. The data include information gathered from within the system on safety-related events such as passenger injuries or claims, employee injuries, accidents, incidents, and preventability. Driver reports (sometimes called logs) can be an important source of safety problems, such as dangerous stop locations, problems with vehicle equipment, safety problems with the route, and other issues. The data is useful in a formal hazard identification and resolution process to help identify hazards before they cause accidents. The data may also help improve system performance, not only in respect to safety, but also in overall delivery of service to the riding public. In addition, trend analyses of safety data can help determine the effectiveness of safety initiatives that have been implemented.

- A. One of the most important services the safety unit provides for the transit organization is the collection, maintenance, and distribution of safety data relative to system operation.
  - Includes information gathered from within the system on various operating events relative to safety.
- B. Analysis of this system specific data can be used to determine trends and patterns in system operation.
- C. Used as part of the Hazard Resolution Process, data collection and analysis can be used to identify hazards before they cause accidents.
  - This is done by techniques such as trend analysis and thus become a vital component of efforts to improve system performance, not only in respect to safety but also in overall delivery of service to the riding public.
- D. The responsibilities for providing, receiving, processing and analyzing data should be listed here and can be general or specific, based on the needs of the transit system.

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## SAFETY PLAN PURPOSE

A System Safety Plan has many beneficial purposes for your employees and passengers. A plan provides:

- A documented approach to accomplishing a system safety program.
- A means of providing safety policies and procedures to drivers, vehicle maintenance, office and facility personnel.
- A way to reduce accidents and injuries through preventative measures.

### SAFETY OBJECTIVES

In the transit environment, when properly applied, system safety:

1. Ensures safety is addressed during system planning, design and construction
2. Provide analysis tools and methodologies to promote safe system operation through the identification of safety hazards and the implementation of technology, procedures, training, and safety devices to resolve these hazards

## TRANSIT SYSTEM SAFETY PHILOSOPHY

### NCDOT Safety Philosophy Statements

A Safety Philosophy is part of the North Carolina Department of Transportation (NCDOT) mission. North Carolina public transit systems can uphold this mission by acknowledging and implementing the NCDOT safety philosophy statements shown below:

- ❖ All accidents and injuries can be prevented.
- ❖ Management/supervisors are responsible, and will be held accountable, for preventing injuries and occupational illnesses.
- ❖ Occupational safety and health is part of every employee's total job performance.
- ❖ Working safely is a condition of employment.
- ❖ All workplace hazards can be safeguarded.
- ❖ Training employees to work safely is essential and is the responsibility of management/supervision.
- ❖ Preventing personal injuries and accidents is good business.

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## SAFETY GOALS - EXAMPLE

As a public transportation provider in North Carolina, transit systems should utilize and uphold statewide safety goals. These goals include:

- ❖ Instilling a safety attitude and a safe work place/customer service environment
- ❖ Establishing a commitment to safety
- ❖ Developing and maintaining a comprehensive, structured safety program
- ❖ Developing and maintaining safety standards and procedures
- ❖ Providing formalized safety training
- ❖ Reducing accident and injury rates
- ❖ Selecting equipment that promotes and enhances safety
- ❖ Safeguarding hazards
- ❖ Making necessary changes in the system to uphold safety
- ❖ Establishing an incentive/reward program that rewards safe employee practices
- ❖ Increasing employee safety awareness
- ❖ Applying new research and development in safety efforts
- ❖ Meet NCDOT/PTD minimum training standard

Creates a proactive transit safety culture that supports employee safety and safe system operation through motivated compliance with agency rules and procedures and the appropriate use and operation of equipment

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## SAFETY FUNCTIONS ACTION PLAN

This plan lists the actions a system can use in developing and carrying out a safety and emergency response program. When all aspects are implemented, the action plan can help a system to address emergency and fire prevention requirements that will protect people, property and the environment.

### Safety Functions of Facilities Manager

- Provide training to all employees for their roles in all safety and emergency plans
- Conduct quarterly drills to exercise the emergency response plans
- Annually conduct emergency rescue from confined space drill
- Conduct all other actions required in the system safety plan to implement, develop and maintain an effective Emergency Response Plan

### Safety Functions of the Maintenance Manager

- Ensure maintenance personnel are trained in the proper procedures for chemical handling and storage procedures, potential ignition sources (such as boilers, gas fired equipment, welding, etc.) and their control procedures, and the type of fire protection equipment or systems installed to prevent or control ignitions or fires.
- Ensure that personnel are properly trained and equipped to carry out safety and emergency plans.
- Express responsibility for the maintenance of equipment and systems installed to prevent or control ignitions or fires. The manager is also responsible for the control of fuel source hazards. The manager should have written maintenance procedures available in the Maintenance Office.

### Overall System Fire Prevention Functions

- The entire facility should be protected by an automatic water sprinkler system. Inspection and maintenance procedures are maintained by the maintenance manager.
- If smoking is permitted, designated smoking areas are established and regulations are located on bulletin boards throughout the facility.
- If welding and hot work are done at the system facility, a fire prevention plan for welding and hot work should be included in the system safety program.
- The alarm systems are maintained by the Maintenance Department. Each alarm is tested monthly; supervisors should be notified before the test.

## SAFETY RESPONSIBILITIES – SPECIFIC POSITIONS

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### Agency Administrator/County Manager

Under the direction of the Agency Administrator/County Manager there is:

- An active Safety Committee, consisting of department heads and other designated persons, meeting on a scheduled basis.
- A thorough and effective Accident Investigation to include reporting and recording procedure, and a written report on actions taken to prevent recurrence of accidents, including action taken against individual violators of safety rules and practices.
- A training program for employees and supervisory personnel directly related to avoiding a possible injury or illness in the area of assigned operations.
- A periodic audit of all premises, equipment, and, materials so that recommendations can be developed to obtain compliance with established standards.
- A communications system established and maintained to ensure that all personnel responsible for safety matters are kept abreast of new standards or procedures published by the Department of Labor.
- Specific goals established for the safety program, with progress toward those goals measured on a monthly basis. Copies of monthly progress reports are forwarded to the Administrator/Director.

The seven steps to achieving your safety policy are accomplished through:

- A Safety Manual
- A Safety Coordinator/Officer
- A Safety Committee
- Employee Training and Supervision
- Employee Safety Meetings
- Accident Investigation
- Departmental Self-Inspection

### Management

Management will demonstrate support for the safety program through every visible means, including:

- Providing a safe and healthful work place.
- Providing personal protective equipment as well as machine guards and safety devices commensurate with the state of the art.
- Reviewing accident records and accomplishments of the safety program with the Safety Committee.
- Evaluating effectiveness of the safety program.
- Participating directly and/or indirectly in safety activities as may be required to maintain the enthusiasm and interest of all concerned.
- Abiding by Safety rules and regulations when exposed to conditions governed by the rules.
- Directing that any flagrant disregard of safety rules and regulations by employees be grounds for dismissal as outlined in Personnel Policy.

### Responsibility

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The Agency Executive Director/County Manager is directly responsible for all safety efforts in the organization. Enthusiasm and faith in the safety program must be such as to maintain the interest and support of all Department Heads and Supervisors. This attitude is reflected down through the Department Heads and Supervisors to the individual workers. The specific accident prevention duties include the following:

- Active participation and direction in the planning of details for accident prevention which will bring the best results for all employees. Expansion and adaptation of program and procedures to all departments within the organization.
- Demonstrated support of the program through personal participation and through approval of necessary expenditures for such items as personal protective equipment, mechanical guards, good lighting, good ventilation, and other physical improvements to the working environment, as well as expenditures for safety training materials, awards and incentives, etc.
- Continuing review of the effectiveness of accident prevention efforts in various sections and departments, with necessary follow-up and bolstering of efforts when required.

### Safety Coordinator Responsibility

Implement and administer the safety program.

- Maintain records as necessary to comply with laws and objectives of the safety program. These records should include:
  - Copy of Report of Injury, Illness or Accident
  - Supervisor's Accident Investigation Reports
  - Required OSHA forms
  - Minutes of all Safety Meetings
  - Safety Program status reports
- Submit status reports to Safety Committee
- Make periodic visits to all buildings/operations to assist and consult in developing safe work methods, accident investigations, training, and other technical assistance.
- Analyze accident reports and investigations weekly.
- Act as Chairperson of the Safety Committee.
- Promote "safety awareness" in all employees through stimulating educational training programs.
- Compliance with all OSHA, state and local laws, and established safety standards.
- Assist Supervisors in all matters pertaining to safety.
- Maintain contact with available sources of topical safety information such as American Society of Safety Engineers, National Safety Council, NCALGESCO, NC Department of Labor, and NC Industrial Commission.
- Provide training programs for Supervisors.
- Represent management in the implementation of the Safety Policy.
- Recommend immediate corrective action in cases of hazardous operations.
- Submit a copy of Accident/Incident Reports to NCDOT/PTD Safety & Training Unit

### Supervisors

Supervisors are the key persons in the scheme of loss control because of the close relationship with the employee and intimate knowledge of operating procedures.

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Supervisors of each department are charged with the responsibilities of quality and quantity of production within the department, and therefore are responsible for the work conduct of same. Supervisors should be afforded the necessary tools and knowledge to carry out their duties with efficiency and safety.

Supervisors should:

- Have a thorough knowledge of System Safety Policy.
- Provide instruction and training to workers so that they conduct their job in a safe manner. [(See section on Training New Employees)]
- Make daily inspections of the department to ensure that no unsafe conditions or unsafe practices exist.
- Initiate immediate corrective action where unsafe conditions or practices are found.
- When a capital expenditure is required to make necessary corrections, a written report shall be submitted to the Agency Administrator/County Manager and the Safety Coordinator.
- Properly complete accident reports and investigate all accidents to determine what must be done to prevent recurrence of a similar accident.
- Be familiar with procedures that must be followed in case of an emergency.
- Enforce safety rules and regulations of the organization.
- Set a good example for safety by working in a safe manner and encouraging others to do so.

#### Employees

To assist the employee in developing keen "safety awareness" the following responsibilities are assigned:

- To abide by the safety rules and regulations of the organization.
- To regard the safety of fellow workers at all times.
- To report any unsafe condition to the Supervisor.
- To contribute ideas and suggestions for improving the safety of conditions or procedures to the Supervisor.
- To use individual knowledge and influence to prevent accidents.
- To attend safety training sessions.
- To report accidents and injuries immediately.

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#### RELATIONSHIP BETWEEN SYSTEM SAFETY AND SYSTEM OPERATIONS

Management of Unsafe Conditions

- Eliminate hazards by removing the machines, tool, method, material, or structure that is causing the hazard through appropriate means. Contacting officials of OSHA, or EPA, may be necessary for proper disposal.
- Control the hazard by enclosing or guarding the point of hazard at the source.
- Train personnel on steps to take when confronted by a hazardous condition and provide procedures to safely avoid the hazard.
- Provide and ensure the use of personal protective equipment to shield employees from the hazard.

At no time should protective devices or safety practices be set aside to get the job done faster and cheaper. The price paid for such indiscretion may greatly exceed the anticipated gain from the action.

#### Designated Safety Official (Transportation Coordinator)

The Supervisor or Lead Safety Officer is the individual who is directly responsible for implementing the System Safety Program. It is the basic responsibility of the supervisor to plan and conduct safe operations. **It is also the duty and responsibility of each supervisor to fully orient and instruct all employees in safe practices and procedures.** He or she is expected to be a member of the safety and Accident Review Committee and be in charge of collecting and disseminating safety data. The supervisor or Lead Safety Officer is specifically charged with the following responsibilities for the System Safety Program:

- Have full knowledge of all standard and emergency operating procedures;
- Perform safety audits of operations;
- Ensure that employees make safety a primary concern when on the job;
- Actively investigate all incidents and accidents;
- Prohibit unsafe conduct and conditions;
- Conduct safety meetings which are a vital part of safety atmosphere;
- Listen and act upon any safety concerns raised by employees; and
- Report to management any safety concerns or possible hazards.

#### Employees

It is the responsibility of each employee of the Transit System to abide by all rules and regulations and to comply with all laws pertaining to safety and health in the workplace. **It is the responsibility of each supervisor of the Transit System to provide explicit instructional and procedural safety training for each employee.** Safety becomes a shared responsibility between management and the employee, and working safety is a condition of employment.

Employees are required to identify, report and correct unsafe conduct and conditions. Under (OSHA) 29 CFR part 1910; employees have the right to report any unsafe working conditions without being subjected to any retaliation whatsoever. Each employee must be an integral part of the SYSTEM SAFETY PROGRAM.

All transit employees are required to attend safety meetings. Safety meetings involve employees in the Safety Program and are very useful ways of training employees. Safety meetings and

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committees are used to present information, discuss problems and new ideas and discuss recent accidents and injuries. Safety meetings and commitment shall include, but shall not be limited to, the following:

1. Wearing the prescribed uniform and safety shoes as required.
2. Reporting promptly and in writing, to your supervisor, all injuries and illnesses associated with the jobs.
3. Reporting, no matter how slight, all fires, accidental damage to property, hazardous material spills and other emergency occurrences to your supervisor.
4. Disposing of all hazardous materials in an acceptable and lawful manner.
5. Working under the influence of alcohol or illegal drugs is specifically forbidden. Use of prescription drugs, which may affect your alertness or work abilities, shall be reported to your supervisor (49 CFR parts 40, 653, and 654).
6. Taking care not to abuse tools and equipment, so these items will be in usable condition for as long as possible, as well as ensure they are in the best possible condition while being used.

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## COMPUTER DATA ENTRY SAFETY PROCEDURES

The following actions can help to reduce muscle fatigue and tension while enabling maximum performance:

- Adjust seat height and backrest angle to fit the user in a seated position. Adjust footrest for proper height and angle.
- Screens should have adjustable height and tilt; screens should be arranged so that they are never higher than eye level for the users.
- Position documents roughly perpendicular to the line of sight using a document holder.
- Adjust keyboard to fit the operator. Keyboards should be detached in order to allow for positioning.
- Always use anti-glare screens.
- Users should maintain correct hand and wrist posture when entering data. Repetitive motion illness develops over an extended period of time. Learn work habits that reduce risks and be aware of early symptoms of the illness.
- A footstool may be used as a footrest for petite operators.
- Frequent work breaks should be taken after continuous work periods requiring more than five hours of screen viewing time, constant rapid muscular action, fixed positions on jobs that are highly repetitive.

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## OFFICE SAFETY PROCEDURES

The following suggestions can help to make your office environment a safe one:

- Don't place computers, calculators, or adding machines too close to the edge of the desk or other surfaces.
- Machines that tend to move during operation should be fastened down or secured with rubber feet or mats.
- Electric office machines should be equipped with three-prong electrical cords.
- Avoid stretching cords between desks or across aisles.
- Never store combustible office materials in HVAC closets or electrical rooms.
- Do not permit floor coverings to become tripping hazards.
- Keep floors clean. Clean up all spills on floors immediately. Pick up papers, pencils, clips and any objects that will cause tripping hazards.
- Place wastebaskets where they will not present a tripping hazard.
- Never stack anything so high as to obstruct vision. Make sure that stacks are not within 18 inches of ceiling sprinkler heads.
- Electrical cords and phone lines should be secured to prevent tripping hazards.
- Know where building emergency exits are located. These areas should not be used for storage.
- File drawers should be closed immediately after use so no one can run into or trip over them.
- Only one drawer should be opened at a time to prevent the cabinet from falling forward.
- Entryway steps should be marked with contrasting colors.
- Be sure all electrical equipment is grounded and the cord is in good condition. If a machine is shocking or smoking, unplug it and immediately report the defect.
- The use of portable electric, gas or other heating devices is prohibited.
- Be cautious as you approach doors that open in your direction.
- Slow your pace when approaching a blind corner in a hallway.
- Do not run in corridors.
- Office tables, chairs, and desks must be maintained in good condition and remain free from sharp corners, projecting edges wobbly legs, etc.
- Never use chairs, desks or other furniture as a makeshift ladder. Use a stepladder for climbing but do not use the top two steps.
- Do not lean forward in a roller chair to pick up an object.
- Keep the blades of paper cutters closed when not in use.
- Never run power cords under carpet or chair pads.

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## SAFE LIFTING PROCEDURES

Preserve your back health by using the following lifting strategies:

- Before lifting a load, think of other means of moving it using a device that can help you to pull, push or roll the load.
- Have firm footing and make sure the standing surface that you are on is not slippery.
- Determine the best way to hold the load using handles, gripping areas or special lifting tools. Get a firm grip on the load.
- Keep your back straight by tucking your chin in.
- Tighten your stomach muscles and lift with your legs.
- Lift the load slowly.
- Hold the load as close to the body as possible; be sure you position the load close to the body before lifting.
- Do not twist during your lift or when moving the load. Turn with your feet rather than your back.
- Set the load down gently, using your legs and keeping your back as straight as possible.
- Be sure your fingers are out of the way when putting the load down and when moving the load through tight spaces.
- Ask for help if you need it and use lifting tools and devices whenever they are available.

## HAZARD IDENTIFICATION AND ANALYSIS METHODOLOGY

### Hazard Assessment Matrix

One way to conduct hazard assessments is to use a “**Hazard Assessment Matrix**”. The Matrix condenses “hazard assessment” into a chart and prioritizes those hazards that are evaluated. Two hazard severity categories are used to designate the magnitude of the “worst case” potential effects of the hazard are as follows:

- **Category I – Critical**  
Hazard can result in severe injuries or death to passengers, employees, or others who encounter the Transportation System and/or cause major property damage.
- **Category II – Marginal**  
Hazard can result in minor injury or negligible property damage.

After hazards are assessed for their potential severity, they can be examined to determine the probability that they may lead to an accident. As an increase in knowledge about safety is established through the course of the System Safety Program, prior accident information will be factored into the probability analysis if it is appropriate to do so.

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A

Frequent

The hazard is likely to cause an accident on a recurrent basis.

B

Remote

An accident is unlikely but possible during the life of the hazard.

| HAZARD ASSESSMENT MATRIX |                   |             |  |
|--------------------------|-------------------|-------------|--|
| Frequency of Occurrence  | Hazard Categories |             |  |
|                          | Critical I        | Marginal II |  |
| A. Frequent              | I A               | II A        |  |
| B. Remote                | I B               | II B        |  |

| Hazard Risk Index |                                                             |
|-------------------|-------------------------------------------------------------|
| I A               | Unacceptable or Undesirable (Management Decision Necessary) |
| II A, I B         | Acceptable with Management Review                           |
| II B              | Acceptable without Management Review                        |

Hazard Analysis

Date of Hazard Analysis: \_\_\_\_\_

Hazard Risk Index

I A

Criteria

Unacceptable or Undesirable

(Management Decision Necessary)

II A, I B

Acceptable with Management Review

II B

Acceptable without Management Review

Prepared By: \_\_\_\_\_

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

POTENTIAL WORK SITE HAZARDS IDENTIFICATION

Policy

A.

The designated Supervisor at EACH Employee work site shall identify at least ANNUALLY any potential Occupational Safety or Health Hazards at that work site.

1.

Any time a new substance, process, procedure, or piece of equipment is introduced and presents a potential hazard or a hazard is identified during a Safety Inspection, an updated Identification must be completed IMMEDIATELY.

B.

A copy of the completed Hazards Identification shall be posted at the work site and must be reviewed with any new employee assigned to that work site BEFORE the new employee begins to work and will be recorded in the employee's training record.

A copy of the completed Hazards Identification must also be forwarded to the applicable Program Manager/Director and Safety Officer for review action and for file for follow-up inspections.

HAZARDS IDENTIFICATION

Work Site Name \_\_\_\_\_ (Center/Office)

Location \_\_\_\_\_

| Potential Hazards | Employee Action to be Followed |
|-------------------|--------------------------------|
| 1.                |                                |
| 2.                |                                |
| 3.                |                                |
| 4.                |                                |
| 5.                |                                |

Completed by: \_\_\_\_\_

Work Site Supervisor \_\_\_\_\_

Date \_\_\_\_\_

# REVIEW ACTION

- A. \_\_\_\_\_ No remediation action possible  
 B. \_\_\_\_\_ Remediation to be done

| Hazard | Action | Schedule | Responsibility |
|--------|--------|----------|----------------|
| 1.     |        |          |                |
| 2.     |        |          |                |
| 3.     |        |          |                |
| 4.     |        |          |                |
| 5.     |        |          |                |

C. Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

By: \_\_\_\_\_ Date \_\_\_\_\_  
 Program Manager/Director  
 \_\_\_\_\_ Date \_\_\_\_\_  
 Safety Officer

## FOLLOW-UP ABATEMENT ACTION

| Hazard | Abatement Action Completed | Date | Completed By |
|--------|----------------------------|------|--------------|
| 1.     |                            |      |              |
| 2.     |                            |      |              |
| 3.     |                            |      |              |

Submitted by: \_\_\_\_\_ Position \_\_\_\_\_ Date \_\_\_\_\_  
 Reviewed by: \_\_\_\_\_ Position \_\_\_\_\_ Date \_\_\_\_\_  
 \_\_\_\_\_ Safety Officer \_\_\_\_\_ Date \_\_\_\_\_

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

# BLOODBORNE PATHOGENS/INFECTION CONTROL

If a bio-hazardous spill occurs as part of a vehicular accident, then first aid for injured passengers should be the first priority, along with notification of appropriate medical assistance personnel. Bio-hazardous spills may also occur from an on-vehicle injury without a vehicular accident. Again, first aid provision comes first. Additionally, a bio-hazardous spill may occur as a result of vomiting or loss of bladder control, in which case, first aid is normally not necessary. However, anytime the driver does administer first aid, latex gloves and other personal protective equipment should be used.

**Contaminated items should be carefully placed in the designated bio-hazard disposal bag.**

Following first aid administration, where necessary, the vehicle must be cleared of the spill. The following steps should be followed:

1. Put on a new pair of latex gloves;
2. Contain the spill as best as possible with paper towels and/or solidifying powder
3. Clean up spill with paper towels, or if a solidifying powder is used, use a dustpan and brush.
4. Clean area of spill with the cleaning or decontamination solution and wipe with paper towels and/or fresh solidifying powder.
5. **Place all items used to clean spill into bio-hazardous waste disposal bag.**
6. If the exterior of the disposal bag has not been contaminated by the spill, then remove both Latex gloves and place them in the disposal bag, and seal the bag.
7. If the exterior of the bio-hazardous waste disposal bag has been contaminated by the spill, seal the bag and place inside another bag.
8. **Upon return to home base, place the plastic bag(s) into the designated disposal container.**
9. Management will have it disposed of by an appropriate medical hazard disposal organization for proper ultimate destruction.

**SAFETY MEETING REPORT**  
(MONTHLY, BI-MONTHLY OR QUARTERLY)

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

Address: \_\_\_\_\_

Meeting Chairman: \_\_\_\_\_

*Attendance should be documented.*

Other Persons Present: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Formal Presentation (Name of presenter and topic): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Other Subjects Discussed: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Reports on Weekly Meetings: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Employees' Comments/Suggestions: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Chairman's Signature \_\_\_\_\_

**SAFETY TERMS AND DEFINITIONS**

**ACCIDENT**

An unforeseen event or occurrence that results in death, injury, or property damage – *System Safety Program Training Participant's Guide*

An incident involving a moving vehicle includes collisions with another vehicle, object or person (except suicides) and derailment/left roadway. This also includes Personal Casualties incidents on the vehicle and entering/exiting the vehicle. – *Federal Transit Administration (FTA) - Safety Management Information Statistics (1999 SAMIS Annual Report)(2000)* <http://transit-safety.volpe.dot.gov/publications/default.asp>

Occurrence in a sequence of events that produces unintended injury, death or property damage. Accident refers to the event, not the result of the event. – *National Safety Council (NSC), National Safety Council Statistics Glossary [online](Research & Statistics, 25 July 2000)[15 March 2002];* <http://www.nsc.org/lrs/glossary.htm>

**HAZARD**

Any real or potential condition that can cause injury, death or damage to or loss of equipment or property

- theoretical condition

- identified before an incident actually occurs

*FTA - Implementation Guidelines for State Safety Oversight of Rail Fixed Guideway Systems (1996)* <http://transit-safety.volpe.dot.gov/publications/default.asp>

**INCIDENT**

An unforeseen event or occurrence which does not necessarily result in death, injury, contact or property damage - *FTA - Implementation Guidelines for State Safety Oversight of Rail Fixed Guideway Systems (1996)* <http://transit-safety.volpe.dot.gov/publications/default.asp>

Collisions, personal casualties, derailments/left roadway, fires, and property damage greater than \$1,000 associated with transit agency revenue vehicles and all transit facilities - *FTA - Safety Management Information Statistics (1993 SAMIS Annual Report) (1995)* <http://transit-safety.volpe.dot.gov/publications/default.asp>

**Risk**

Probability of an accident multiplied by the consequences of an accident (often in \$) - *System Safety Program Training Participant's Guide*

Exposure or probable likelihood of a hazard (accident, crisis, emergency or disaster) occurring at a system. Risk is measured in terms of impact and vulnerability - *FTA - Critical Incident Management Guidelines (1998)* <http://transit-safety.volpe.dot.gov/publications/default.asp>

**SAFETY**

Freedom from those conditions that can cause death, injury, occupational illness, damage to or loss of equipment or property, or damage to the environment – *Military Standard 882-D*

Freedom from danger - FTA - Implementation Guidelines for State Safety Oversight of Rail Fixed Gateway Systems (1996)  
<http://transit-safety.volpe.dot.gov/publications/default.asp>

SECURITY

Precautions taken to guard against crime, attack, sabotage, espionage, etc. - The Learning Network, Inc., A-Z Dictionary [online] (2000-2002[15 March 2002])  
<http://www.infoplease.com>

Freedom from intentional danger - FTA - Implementation Guidelines for State Safety Oversight of Rail Fixed Gateway Systems (1996)  
<http://transit-safety.volpe.dot.gov/publications/default.asp>

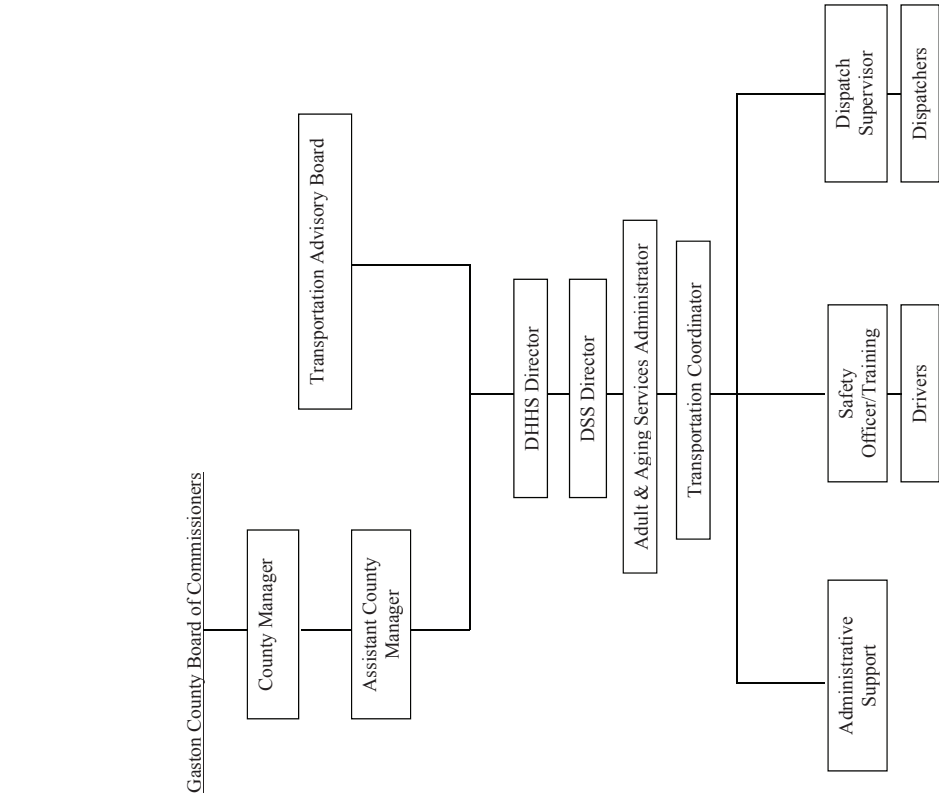
SYSTEM SECURITY

All activities associated with providing security to transit patrons and securing transit property including supervision and clerical support. Includes patrolling revenue vehicles and passenger facilities during revenue operations; patrolling and controlling access to yards, buildings and structures; monitoring security devices; and, reporting security breaches - US Department of Transportation, Bureau of Transportation Statistics, Transportation Expressions [online](1996[15 March 2002])  
<http://www.bts.gov/btsprod/expr/exprsearch.html>

MANAGEMENT REVIEWS

There must be an effective mechanism to monitor and document the contractor's activities. An acceptable program would consist of periodic written reports of activities submitted by the contractor to the grantee, supplemented by periodic oversight inspections by the grantee. The grantee must provide oversight in order to verify the contractor's compliance with FTA and NCDOT regulations and policies.

|                          |                                                                       |
|--------------------------|-----------------------------------------------------------------------|
| ORGANIZATIONAL STRUCTURE |                                                                       |
| FISCAL YEAR 2017         |                                                                       |
| DEPARTMENT NUMBER 4520   | DEPARTMENT NAME Gaston County Department of Health and Human Services |



# **PERSONAL PROTECTIVE EQUIPMENT HAZARD ASSESSMENT AND CERTIFICATION FORM**

## **MONTHLY BUILDING INSPECTION FORM**

**Building:** \_\_\_\_\_ **Inspector:** \_\_\_\_\_ **Date:** \_\_\_\_\_

| OK | Not ok | Description                                                                  | Comments/Action(s) |
|----|--------|------------------------------------------------------------------------------|--------------------|
|    |        | Electric cord attached to building surface or run through door/ceiling/wall. |                    |
|    |        | Electric cord frayed, cut, or damaged.                                       |                    |
|    |        | Light-duty 2-prong extension cord used.                                      |                    |
|    |        | Ground pin missing from cord.                                                |                    |
|    |        | Empty opening (knockout) in electric box.                                    |                    |
|    |        | Exposed live electrical parts.                                               |                    |
|    |        | Ungrounded equipment.                                                        |                    |
|    |        | Storage within 3' of electric panels.                                        |                    |
|    |        | Circuit breakers/disconnects not labeled.                                    |                    |
|    |        | Fire extinguishers blocked/obscured.                                         |                    |
|    |        | Fire extinguishers w/o monthly check.                                        |                    |
|    |        | Exit doors blocked/locked.                                                   |                    |
|    |        | Exit signs/arrows not in place and visible.                                  |                    |
|    |        | Emergency evacuation lights not tested.                                      |                    |
|    |        | Storage >5' w/o stepstool or ladder.                                         |                    |
|    |        | Storage within 18" of sprinkler heads.                                       |                    |
|    |        | Storage within 3' of heater/heat source.                                     |                    |
|    |        | Storage aisles <28" wide.                                                    |                    |
|    |        | Storage stacks lean/unstable.                                                |                    |
|    |        | Compressed gas not capped/chained                                            |                    |
|    |        | Excessive flammables outside of cabinets.                                    |                    |
|    |        | Incompatible chemicals stored together                                       |                    |
|    |        | Chemicals not labeled with name/hazards.                                     |                    |
|    |        | Material Safety Data Sheets not available.                                   |                    |
|    |        | Emergency shower/eyewash not tested weekly.                                  |                    |
|    |        | Housekeeping not up to standards.                                            |                    |
|    |        | Wet/slippery floors not marked/corrected.                                    |                    |
|    |        | Trip hazards in floor, stairs, sidewalks etc.                                |                    |
|    |        | First-aid kit and PPE not available.                                         |                    |
|    |        | Burned out or missing light bulbs.                                           |                    |
|    |        | Oil/greasy rags not in covered metal can.                                    |                    |
|    |        | Guardrails/stair-rails in place as required                                  |                    |
|    |        | PPE provided and properly used.                                              |                    |
|    |        | <b>Other:</b>                                                                |                    |
|    |        | <b>Other:</b>                                                                |                    |

Use this form to determine if your employees are potentially exposed to the list of items. The form guides you through a thought process. First check either yes or no to whether the employee is exposed to the particular hazards during any part of the employees' job duties. If the employee is exposed to the hazard, then determine if the hazard can be eliminated and still get the job done. If not, can the method or equipment be changed to eliminate the hazard? If so, consider doing it. If the hazard cannot be eliminated, is the condition one where adding a guard would protect the employee from the hazard? Many times machinery or equipment can be successfully guarded. If this is the case, indicate a guard is being installed to protect the employee from the hazard.

The last column refers to Personal Protective Equipment (PPE). You must list specifically the appropriate type of PPE the employee will be required to use to protect him/herself from the particular hazard. Such PPE could include: hard hats to protect the head from falling objects; safety shoes to protect against having objects dropped on or rolled over the toes; respirators; safety glasses or face shields (to protect the eyes and face); hearing protection; any chaps and other PPE for protection when using chain saws. These are only examples of the specific types of PPE that would commonly be listed. After you have decided on the appropriate PPE, the employee must be provided with the PPE and trained in its correct use and care. Records must be kept of all training including date, topic of training, instructor and participants.

The Hazard Assessment form must be signed by the person completing or certifying that it is correct. The form should be reviewed when new equipment is considered, when changes are made in the processes or if the employee receives new job duties. If employees are affected by any of these changes, and additional PPE is required, then list it on the assessment form and train the employee in the newly required PPE.

Review the form annually, at a minimum, to determine if it is still correct. Date and sign the form certifying that the form is correct.

PERSONAL PROTECTIVE EQUIPMENT  
HAZARD ASSESSMENT

|            |       |         |
|------------|-------|---------|
| Plant      | Dept. | Date(s) |
| Supervisor | Job   |         |

| Eye and Face                |    |     |                                                      |
|-----------------------------|----|-----|------------------------------------------------------|
| Is there danger from:       | No | Yes | (Eliminated, Guarded, PPE)<br>E, G List Specific PPE |
| 1) Flying Particles         |    |     |                                                      |
| 2) Molten Metal             |    |     |                                                      |
| 3) Liquid Chemicals         |    |     |                                                      |
| 4) Acids                    |    |     |                                                      |
| 5) Caustic Liquids          |    |     |                                                      |
| 6) Chemical Gases or Vapors |    |     |                                                      |
| 7) Light Radiation          |    |     |                                                      |
| 8) Other                    |    |     |                                                      |

| Head                               |    |     |                        |
|------------------------------------|----|-----|------------------------|
| Is there danger from:              | No | Yes | E, G List Specific PPE |
| 1) Falling or Flying Objects       |    |     |                        |
| 2) Work Being Performed Overhead   |    |     |                        |
| 3) Elevated Conveyors              |    |     |                        |
| 4) Striking Against a Fixed Object |    |     |                        |
| 5) Forklift Hazards                |    |     |                        |
| 6) Exposed Electrical Conductors   |    |     |                        |
| 7) Other                           |    |     |                        |

| MISCELLANEOUS           |    |     |                        |
|-------------------------|----|-----|------------------------|
| Is there danger from:   | No | Yes | E, G List Specific PPE |
| 1) Lifting              |    |     |                        |
| 2) Bloodborne Pathogens |    |     |                        |

| Foot                           |    |     |                                                      |
|--------------------------------|----|-----|------------------------------------------------------|
| Is there danger from:          | No | Yes | (Eliminated, Guarded, PPE)<br>E, G List Specific PPE |
| 1) Falling and Rolling Objects |    |     |                                                      |
| 2) Objects Piercing the Sole   |    |     |                                                      |
| 3) Electrical Hazards          |    |     |                                                      |
| 4) Wet or Slippery Surfaces    |    |     |                                                      |
| 5) Chemical Exposure           |    |     |                                                      |
| 6) Environmental               |    |     |                                                      |

7) Other

Hand

|                                 |    |     |                        |
|---------------------------------|----|-----|------------------------|
| Is there danger from:           | No | Yes | E, G List Specific PPE |
| 1) Skin Absorption              |    |     |                        |
| 2) Cuts or Lacerations          |    |     |                        |
| 3) Abrasions                    |    |     |                        |
| 4) Punctures                    |    |     |                        |
| 5) Chemical Burns               |    |     |                        |
| 6) Thermal Burns                |    |     |                        |
| 7) Harmful Temperature Extremes |    |     |                        |
| 8) Other                        |    |     |                        |

Respiratory

Has the workplace area been evaluated for:

|                  |    |     |                        |
|------------------|----|-----|------------------------|
|                  | No | Yes | E, G List Specific PPE |
| 1) Harmful Dusts |    |     |                        |
| 2) Fogs          |    |     |                        |
| 3) Fumes         |    |     |                        |
| 4) Mists         |    |     |                        |
| 5) Smokes        |    |     |                        |
| 6) Sprays        |    |     |                        |
| 7) Vapors        |    |     |                        |
| 8) Other         |    |     |                        |

Torso

|                                      |    |     |                                                      |
|--------------------------------------|----|-----|------------------------------------------------------|
| Are employees bodies protected from: | No | Yes | (Eliminated, Guarded, PPE)<br>E, G List Specific PPE |
| 1) Hot Metals                        |    |     |                                                      |
| 2) Cuts                              |    |     |                                                      |
| 3) Acids                             |    |     |                                                      |
| 4) Radiation                         |    |     |                                                      |

Comments:

**Certification**

This hazard assessment has been performed to determine the required type of PPE for each affected employee. The assessment includes:

- Walk-through survey
- Specific job analysis
- Review of accident statistics
- Selection of safety equipment selection guideline materials
- Selection of appropriate required PPE

Assessment Certified by (Supervisor) \_\_\_\_\_

Date \_\_\_\_\_

**EMPLOYEE TRAINING AND CERTIFICATION  
PROPER USE OF PERSONAL PROTECTIVE EQUIPMENT (PPE)**

Instructor Name \_\_\_\_\_  
Date \_\_\_\_\_

**TRAINING OBJECTIVES:**

- Company/employee responsibilities
- Work area hazards
- How PPE will protect
- When PPE should be worn
- What PPE should be worn
- How to don, doff, assure proper fit, adjust, and wear properly
- Limitations of the PPE
- Proper care, maintenance, cleaning (sanitation)
- Reporting and replacement of worn damaged PPE
- Useful life
- Proper disposal of PPE

The following employees have received training on specific PPE and have demonstrated an understanding of the PPE.

| Attendance List |       |           |
|-----------------|-------|-----------|
| Department      | Name  | Signature |
| _____           | _____ | _____     |
| _____           | _____ | _____     |
| _____           | _____ | _____     |
| _____           | _____ | _____     |
| _____           | _____ | _____     |
| _____           | _____ | _____     |
| _____           | _____ | _____     |
| _____           | _____ | _____     |
| _____           | _____ | _____     |

## Bloodborne Pathogen Exposure

OSHA's bloodborne pathogens standard, 29 CFR 1910.1030 applies to all persons who may reasonably anticipate contact with blood or other potentially infectious materials in the course of their employment. This includes contact with skin, eyes, mucous membranes or contact from piercing the skin. The focus of the regulation is the creation of a written exposure control plan that describes how the employer will protect employees from exposure. The following will outline the components that must be included in an exposure control plan. (29 CFR 1910.1030(c))

Gaston County ACCESS is committed to providing a safe and healthful work environment for our entire staff. In pursuit of this goal, the following exposure control plan (ECP) is provided to eliminate or minimize occupational exposure to bloodborne pathogens in accordance with OSHA standard 29 CFR 1910.1030, "Occupational Exposure to Bloodborne Pathogens."

The ECP is a key document to assist our organization in implementing and ensuring compliance with the standard, thereby protecting our employees.

This ECP includes:

- Determination of employee exposure
- Implementation of various methods of exposure control, including:
  - Universal precautions
  - Engineering and work practice controls
  - Personal protective equipment
  - Housekeeping
- Hepatitis B vaccination
- Post-exposure evaluation and follow-up
- Communication of hazards to employees and training
- Recordkeeping

### Exposure Determination

An exposure determination is a listing of all job classifications in which employees will be exposed or may occasionally be exposed to potentially infectious materials on the job. Any specific procedures or tasks in which exposure occurs must also be listed without regard to the use of personal protective equipment (PPE). (29 CFR 1910.1030(c) (2))

### Employee Education and Training

Employees will receive annual training to be sure they understand the hazards associated with bloodborne pathogens, the modes of transmission, the exposure control plan, OSHA's bloodborne pathogens standard itself, the use and limitations of engineering controls, new devices which utilize updated technologies, work practices and PPE. Other topics discussed at this training should include: what to do when confronted with an emergency involving blood or other potentially infectious materials; post-exposure evaluations; the hepatitis B virus (HBV) vaccine; and the use of signs and labels. (29 CFR 1910.1030(g) (2))

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## Control Measures

The employer shall take appropriate preventative measures against occupational exposure. Employers shall provide PPE to employees with occupational exposure to eliminate or minimize the risk of infectious material entering their bodies. PPE is considered to be appropriate only if it does not permit blood or other potentially infectious materials to pass through or reach the employees' outer clothing, undergarments, skin, eyes, mouth or other mucous membranes under normal conditions of use. Following is a list of PPE and when it should be used.

- Gloves: Wear whenever hand contact with blood or other potentially infectious materials is possible. Disposable (single-use) gloves, such as examination gloves, must be replaced as soon as possible when contaminated or when their ability to function as a barrier is compromised. They are not to be reused. (29 CFR 1910.1030(d)(3)(ix)(A))
- Utility gloves can be reused if decontaminated, but must be discarded if cracked, discolored, punctured or showing any signs of deterioration. (29 CFR 1910.1030(d)(3)(ix)(c))
- Masks, eye protection and face shields: Use in combination whenever splashes spray or droplets of infectious materials are generated. (29 CFR 1910.1030(d)(3)(x))
- Gowns, aprons and other protective clothing: Wear when exposure to the body, head, feet, or clothing is possible. The type and characteristics of the covering will depend on the task and the exposure anticipated. (29 CFR 1910.1030(d)(3)(ix))
- CPR mouthpieces: Use when CPR is given. Mouthpieces should have a one-way valve to prevent contamination from the victim. (29 CFR 1910.1030(d)(3)(i))

## HBV Vaccinations

Once employees receive training, vaccinations should be made available to those who run the risk of exposure. (29 CFR 1910.1030(f) (2))

(1910.1030(f)(2)(i)) Hepatitis B vaccination shall be made available after the employee has received the training required in paragraph (g)(2)(vii)(I) and within 10 working days of initial assignment to all employees who have occupational exposure unless the employee has previously received the complete hepatitis B vaccination series, antibody testing has revealed that the employee is immune, or the vaccine is contraindicated for medical reasons).

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## Post-Exposure Evaluation and Follow-Up

Employers shall provide a confidential medical evaluation for any employees involved in an exposure incident. The purpose of this evaluation is to document the exposure route and circumstances surrounding the incident, blood testing, Human Immunodeficiency Virus (HIV)/hBV status of source and appropriate medical and psychological treatment. (29 CFR 1910.1030(f) (3))

## Waste Disposal

All forms of blood or infectious materials, contaminated items that could release infectious materials or contaminated sharps must be placed in appropriate sharps containers or closable, color-coded or properly labeled leak proof biohazard waste containers or bags. Infectious waste shall be disposed of in accordance with federal, state and local regulations. (29 CFR 1910.1030(d) (4) (iii))

## Tags, Labels and Bags

Warning labels shall be attached to all containers used for the storage or transport of potentially infectious materials. The labels shall be orange or red-orange with the biohazard symbol in a contrasting color. Red containers or bags can be substituted for warning labels. (29 CFR 1910.1030(g))

## Housekeeping and Laundry Practices

Employers shall create a schedule for periodic cleaning and appropriate disinfecting to ensure that the worksite is kept clean and sanitary. Contaminated laundry shall be placed and transported in properly labeled or color-coded bags and containers. (29 CFR 1910.1030(d) (4)), (29 CFR 1910.1030(d) (4) (iv))

## Recordkeeping

The employer shall maintain medical and training records for each employee who faces the possibility of being exposed or who has been occupationally exposed to a bloodborne pathogen (29 CFR 1910.1030(h)). Employers are also required to establish and maintain a sharps injury log.

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## BLOODBORNE PATHOGENS/INFECTION CONTROL

If a bio-hazardous spill occurs as part of a vehicular accident, then first aid for injured passengers should be the first priority, along with notification of appropriate medical assistance personnel. Bio-hazardous spills may also occur from an on-vehicle injury without a vehicular accident. Again, first aid provision comes first. Additionally, a bio-hazardous spill may occur as a result of vomiting or loss of bladder control, in which case, first aid is normally not necessary. However, anytime the driver does administer first aid, latex gloves and other personal protective equipment should be used.

**Contaminated items should be carefully placed in the designated bio-hazard disposal bag.**

Following first aid administration, where necessary, the vehicle must be cleared of the spill.

The following steps should be followed:

1. Put on a new pair of latex gloves;
2. Contain the spill as best as possible with paper towels and/or solidifying powder
3. Clean up spill with paper towels, or if a solidifying powder is used, use a dustpan and brush.
4. Clean area of spill with the cleaning or decontamination solution and wipe with paper towels and/or fresh solidifying powder.
5. Place all items used to clean spill into bio-hazardous waste disposal bag.
6. If the exterior of the disposal bag has not been contaminated by the spill, then remove both Latex gloves and place them in the disposal bag, and seal the bag.
7. If the exterior of the bio-hazardous waste disposal bag has been contaminated by the spill, seal the bag and place inside another bag.
8. Upon return to home base, place the plastic bag(s) into the designated disposal container.
9. Management will have it disposed of by an appropriate medical hazard disposal organization for proper ultimate destruction.

### If the exposure occurs in the field:

1. County employee/volunteer rescue member reports exposure to his or her supervisor who will complete an incident report. Exposures occurring during the hours of 8:00am to 5:00pm should be reported to Chuck Starr at 704-866-3157, Safety and Worker's Compensation Coordinator. **Supervisors** should call the County on call nurse at 919-733-4646 if the exposure occurs before 8:00am, after 5:00pm, weekends, or holidays.
2. The Safety and Worker's Compensation Coordinator or nurse on call will contact the MD for orders if it is determined to be a true exposure. They will call you back (so don't leave the phone) with instructions. You will proceed to the Safety and Worker's Compensation Coordinator office at the

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Administration Building, or after 5:00pm, to an agreed location for the following:

- A. Females will have a pregnancy test. Any positive findings will be called to the MD for further orders.
- B. Appropriate medicine (if needed) and lab forms for CRMC-ER will be given to the employee and will then report to CRMC-ER. Labs will be drawn and billed to Gaston County. The lab form should be marked STAT. If a rapid HIV test has been ordered on the source person, there may not be an order for medications unless the rapid HIV has a positive result. If medication is ordered, the employee can then take the first dose of medication. They should **NOT** wait until they return to work or home. Time is very important in the effectiveness of the prophylaxis and needs to be started ASAP. We would like to give the first dose of medication within 2 hours of the exposure. Sheriff's office personnel should follow protocol set up with the jail medical staff.

3. Occupational Medicine will be doing the follow up with the employee. If the employee is to remain on the medication for the full 28 days, the Infectious Disease MD will also follow up.
4. The source person (the person who's bodily fluids you were exposed to) will be tested for several things including HIV (rapid). They will be informed that the county will pay for any costs. Inmates will have blood drawn by the jail nursing staff. Others (non-inmates) should report to CRMC-ER for their testing. The blood should be sent STAT to CRMC Lab and all forms marked STAT.
5. If the source refuses testing, we will call the magistrate and a court order can be issued. Most of the source individuals are cooperative. If they continue to refuse to be tested after the court order is obtained, they may be taken to CRMC-ER to have the blood drawn while restrained. The employee does have the right to decline any medical treatment but the employee is encouraged to follow MD orders if he recommends labs and medicines.
6. The confidential test results for the employee and the source will be sent directly to the Safety and Worker's Compensation Coordinator for review and follows up with the MD.
7. If it is found that the source individual is HIV negative, then anti-viral drugs will be discontinued. It will be up to the discretion of the MD if any follow up labs will be needed. HIV positive status will be addressed immediately and you will follow up with the Infectious Disease MD.
8. Any clothing that is contaminated with bodily fluid should be removed as soon as possible, placed in a plastic bag clearly marked "Biohazard", and taken to GEMS to be laundered. Contaminated laundry should not be taken home to be washed. If the item must be dry cleaned, it must again be placed

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in a plastic bag clearly marked "Biohazard" prior to laundry personnel handling the soiled item.

9. Please remember it is not necessary to call the on call person unless it is a body fluid exposure. If you have been stuck with a **CLEAN** needle, etc., your supervisor should fill out the supervisor's investigative report. Please do not call the on call person for this.
10. The supervisor should always send a completed supervisor's investigative report to the Safety and Worker's Compensation Coordinator for all exposures. This and all reports of accidents should be sent directly to the Safety and Worker's Compensation Coordinator at the Administration Building within 24 hours of the accident.

### Personal Injury on the Job

1. Any personal injury should be reported to the supervisor immediately. A supervisor's investigative report should be sent to the Safety and Worker's Compensation Coordinator within 24 hours.
2. Call the Safety and Worker's Compensation Coordinator at **704-866-3157** during the hours of 8:00 to 5:00pm. On weekends, holidays, before 8:00am or after 8:00pm, call the on call nurse.
3. For emergencies at other times other than those listed above, we will continue to use CRMC-ER. Use common sense. If the emergency is life threatening, go straight to the ER. You may call the Safety and Worker's Compensation Coordinator after you get the employee to the hospital.
4. Never give your BCBS card for Worker's Comp insurance. The same applies to prescriptions. The on-call nurse or the Safety and Worker's Compensation Coordinator should authorize all treatment.
5. Any questions should be directed to the Safety and Worker's Compensation Coordinator at 704-866-3157.

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# DRUG AND ALCOHOL POLICY

## DRUG AND ALCOHOL POLICY

### Purpose

To establish guidelines that ensure a safe, healthy and productive drug-free work environment for the employees of the Agency. (Update Drug and Alcohol testing information in your plan to reflect the ability to test safety sensitive positions anytime they are performing or preparing to perform job functions).

### Scope

This policy affects and applies to all Agency employees.

### Policy

Being under the influence of a drug or alcohol while on the job poses serious safety and health risks to the user and to co-workers. Therefore, the Agency has established the following policy to ensure a drug-free work environment:

- a) Gaston County ACCESS has zero tolerance for the use of alcohol, illegal substances, or the misuse of prescription medications during work hours or the presence of these substances in the body during work hours regardless of when consumed.
- b) Drug and alcohol tests may be administered pre-employment, re-entry, post-accident, for causes or random.
- c) A positive test result is any amount of alcohol or illegal substance as revealed by the test. The medical Review Officer will make the final decision as to a positive or negative test result. A positive test result will result in immediate termination.
- d) Alternate types of tests may be conducted when two or more tests within twelve months are found to be inclusive or a situation warrants such tests.
- e) Failure to submit to a drug/alcohol test when requested or leaving the test site without completing the test is grounds for immediate termination. Other behaviors will be considered a refusal: tampering with the specimen or not reporting for a drug test without a valid reason immediately following an accident.
- f) An ongoing drug free awareness program to inform employees has been established and begins with their initial agency orientation then continues on an annual basis.
- g) All employees will receive one hour of substance abuse awareness education as presented by a Substance Abuse Professional. All supervisory personnel will receive one hour of substance abuse awareness education and 1 hour of training on the physical, behavioral, speech, and performance indicators of probable alcohol misuse as presented by a Substance Abuse Professional.
- h) Each employee will sign a statement of understanding that, as a condition of employment under grants providing funding for his/her position, the employee will abide by the terms of the drug free workplace statement and notify *(System name/* in writing of his/her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such a conviction.

- i) An employee may voluntarily come forward and ask for rehabilitation counseling. He/she would be suspended without pay until a Substance Abuse Professional could certify that the employee is fit to return to duty. Any employee with a substance abuse problem is encouraged to seek help through the Agency Employee Assistance Program.

#### Administration

The Coordinator will administer this policy.

#### Drug and Alcohol Program

*"Prevention of Alcohol Misuse and Prohibited Drug Use in Transit Operations,"* as implemented by 49 CFR Part 655 (August 2001), as amended, and to be read in conjunction with 49 CFR Part 40, requires all sub recipients receiving Federal Transit Administration funds under Capital Grant, Urbanized Area Formula Grant, or Non-Urbanized Area Formula Grant Programs to have a drug and alcohol testing program in place for all safety sensitive employees.

In addition, the U.S. Department of Transportation has issued 49 CFR Part 40, *"Procedures for Transportation Workplace Drug and Alcohol Testing Programs,"* which prescribes testing methods to be followed.

Certification must be signed by the sub recipient's governing board or other authorized individual or body in compliance with the above. Failure to certify compliance with the drug and alcohol rules will result in jeopardizing federal funding from FTA. In addition, an FTA grant recipient is subject to criminal sanctions and fines for false statements or misrepresentation under Section 1001 of Title 18 of the U.S. Code.

#### Drug and Alcohol Regulations

NCDOT sub recipients of specific Federal Transit Administration (FTA) funding must establish and maintain a Drug and Alcohol Testing Program in accordance with 49 CFR §655, and in consonance with 49 CFR Part 40.

To ensure compliance with FTA Drug and Alcohol Testing Program requirements public transportation providers must:

- Establish an anti-drug use and alcohol misuse program as outlined in 49 CFR § 655.11-12;
- Establish an education and training program for all covered employees as outlined in 49 CFR § 655.14;
- Establish and provide written notice to every covered employee, of the employer's anti-drug and alcohol misuse program policy, in accordance with 49 CFR § 655.15-17;
- Establish a program that provides testing for prohibited drugs as outlined in 49 CFR § 655.21;

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- Establish a program that provides testing for alcohol as outlined in 49 CFR § 655.31-35, and in conjunction with 49 CFR Part 40;
- Comply with the testing requirements as detailed in 49 CFR § 655.41-62;
- Maintain in a secure location, with controlled access, all records of its anti-drug and alcohol misuse program as detailed in 49 CFR § 655.71, and in accordance with records disclosure instructions provided in 49 CFR § 655.73; and
- Annually prepare, maintain, and electronically complete and submit a Drug and Alcohol Management Information System (DAMIS) Report reflecting the results of its anti-drug and alcohol misuse testing programs performed for the previous calendar year. Transit agencies complete this report electronically. The NCDOT/PTD will provide DAMIS Report preparation instructions, along with a transit agency user ID# and Password to all FTA Section 5311 sub recipients, upon receipt from FTA.

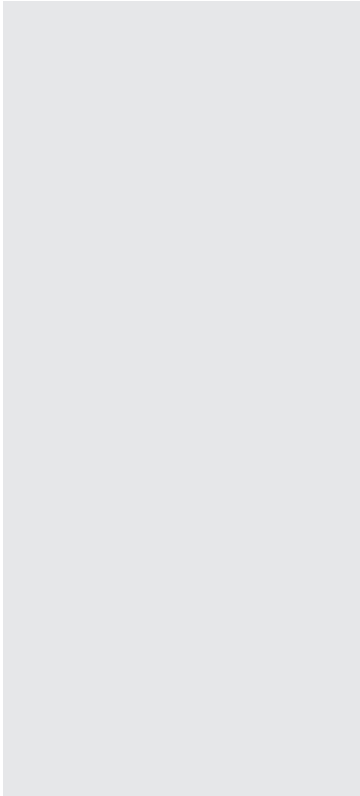
To ensure NCDOT sub recipient compliance with FTA mandated Drug and Alcohol Testing Program and the Drug-Free Workplace requirements, the NCDOT:

- Periodically reviews each transit agency's Drug and Alcohol Program Policy for compliance;
- Conduct on-site visits to review all aspects of each transit agency's Drug and Alcohol Program that cannot be accomplished via desktop audit, such as compliance with program management requirements, records maintenance and storage review, ensuring that all applicable Drug and Alcohol Program regulations are readily available, reviewing documentation of employee training, collector compliance with regulations, and reviewing any other program compliance requirements;
- Provide technical assistance in all matters pertaining to transit agency Drug and Alcohol Program management as requested, or deemed to be appropriate;
- Provide employee/supervisor training, such as "Reasonable Suspicion Referral for Supervisors" and other program related training as available/required;
- Monitor transit agency Drug and Alcohol program management activities via accessing and reviewing the 3<sup>rd</sup> Party Administrator (TPA) Website;
- Monitor collection sites for compliance with FTA Drug and Alcohol Testing Program requirements;
- Coordinate efforts that would eventually allow individual transit agencies to review their Drug and Alcohol Testing Program activities via accessing the current TPA website;
- Collect, compile, and review all data necessary to validate each transit agency's Drug and Alcohol Management Information System (DAMIS) Report. Each transit agency prepares this report electronically. The NCDOT reviews each report and then electronically forwards the data to FTA prior to March 15 of each year.

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**Drug-Free Workplace Act**

The Drug-Free Workplace Act of 1988 requires *some* federal contractors and *all* federal grantees to agree that they will provide drug-free workplaces as a condition of receiving a contract or grant from a federal agency.



**VEHICLE MAINTENANCE**

## MAINTENANCE

April 17, 2007

TO: Community Transportation Systems

FROM: NCDOT/PTD

SUBJECT: Maintenance Plan

Recipients must keep Federally-funded equipment and facilities in good operating order.

Recipients must have a written maintenance plan. The maintenance plan should identify the goals and objectives of a maintenance program, which may include vehicle life, frequency of road calls, maintenance costs compared to total operating costs, etc. The maintenance program should also establish the means by which such goals and objectives will be obtained.

At a minimum, the plan should designate the specific goals and objectives of the program for preventive maintenance inspections, servicing, washing, defect reporting, maintenance-related mechanical failures, warranty recovery, vehicle service life, and vehicle records. The program must address the particular maintenance cycles for each capital item.

Recipients must have records showing when periodic maintenance inspections have been conducted on vehicles and equipment. Include information showing that the periodic maintenance program meets at least minimum requirements of the manufacturer.

Maintenance of ADA elements may be incorporated in the regular maintenance plan or addressed separately. At a minimum, the grantee must demonstrate that such features as lifts, elevators, ramps, securement devices, signage, and communications equipment are maintained and operational. The recipient is required to develop a system of maintenance checks for lifts on non-rail vehicles to ensure proper operation. Additionally, a recipient is required to remove an accessible van with an inoperable lift from service before the next day, unless no spare vehicles are available to replace that vehicle. When a vehicle with an inoperable lift is operated, the vehicle must not be in service for more than five days.

Recipients must keep written maintenance plans and checklist systems, as well as maintenance records for accessible equipment.

Recipients are required to maintain systems for recording warranty claims and enforcement of such claims. Recipients should have written warranty recovery procedures. The warranty recovery system should include warranty records and annual summaries of warranty claims submitted.

Federally funded equipment needs to be maintained whether operated directly by a recipient or by a third-party contractor. When a recipient has contracted out a portion of its operation, a maintenance plan for Federally-funded equipment should be in existence and be treated similarly to a recipient-operated service. In those cases, the third-party contractor must have in place a system to monitor the maintenance of federally funded equipment.

## PREVENTIVE MAINTENANCE STANDARDS

All vehicles, wheelchair lifts and associated equipment, system owned or operating under contract with the system, is placed on a comprehensive preventive maintenance program for the purpose of increasing safety and reducing operational costs.

The Preventive Maintenance Plan should consist of:

- Making preventive maintenance arrangements
- Conducting a Pre/Post-Trip Inspection course for driver
- Completing a corresponding inspection checklist
- Utilizing AssetWorks Fleet Management Program to document, schedule and track equipment maintenance
- Maintaining maintenance record on file for each vehicle
- Completing statistical reporting
- Reporting common problems
- Utilizing manufacturers Preventive Maintenance Guidelines Manual
- Keeping all maintenance records for the life of the vehicle to include three (3) years after disposition

\*Note: The Preventive Maintenance Program has been developed for the purpose of safety, reliability and vehicle use longevity. The guidelines are not designed to interfere with or violate the Manufacturer's Warranty Maintenance Schedule.

Gaston County ACCESS will retain all records pertaining to maintenance, service, warranty and other documents as required for vehicles, wheelchair lifts and associated equipment. The records will be maintained for at least the life of the vehicle which includes three (3) years after the vehicle's disposal.

### Maintenance Records Include:

- AssetWorks Fleet Management Program documentation
- Documents showing vehicle identity
- Documents showing vehicle, wheelchair lift and associated equipment completed maintenance and inspection dates
- Documents showing mileage
- Documents identifying the contractor that provides non-owned vehicles
- Documents showing maintenance contractors' names and addresses
- Vehicle Accident Reports
- A copy of the document notifying NCDOT of a fatal accident by the close of business or the end of the working day
- A copy of the document notifying NCDOT within 24 hours of a fatal death that occurs within 30 days as a result of an accident
- Documents that report to NCDOT within 48 hours all accidents/incidents
- Documents showing completion of the driver's daily Pre/Post-Trip Inspection Checklists\*  
\* **maintain the previous (5) years** (Ref: 49 CFR 18.42)

ANNUAL PTMS INSPECTION

Form must be completed and maintained with vehicle maintenance records.

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

Vehicle: \_\_\_\_\_

Wheelchair Lift Cycle Reading: \_\_\_\_\_

Odometer Reading: \_\_\_\_\_

Inspector: \_\_\_\_\_

Inspection Key

For Each Item

OK =OK

"X" = Adjusted

"0"= Repairs Are Necessary

For Each "0" Give an Explanation

Body

- \_\_\_ Check windshield and other glass for cracks/damage
- \_\_\_ Check wheels for cracks/damage
- \_\_\_ Interior and exterior decals, signs, numbers (ex: railroad crossing, no turn on red, etc....)
- \_\_\_ Body damage
- \_\_\_ Destination signs for proper operation (Front, Rear, and Back)
- \_\_\_ General physical condition of the vehicle
- \_\_\_ System name completely spelled out and condition
- \_\_\_ Sign identifying the vehicle as "Available for Public Use" if required

Each ACCESS vehicle is assigned a number which is affixed to each vehicle in a visible location (front bumper, each side over the front tires, on the back door). The phone number and facility name is put on the vehicles when purchased.

Each driver is responsible for ensuring that periodic maintenance is reported in order for work to be performed on the vehicle assigned to him/her at Gaston County ACCESS. The driver will indicate on the Pre-Trip Inspection Form when the vehicle is within 500 miles of the next scheduled service.

All requests for service and maintenance must be given to the Lead Driver. The lead driver will enter all service request and repairs into AssetWorks, a Web-based program that NCDOT/PTD has developed and implemented to enhance the safety and reliability of public transportation vehicles that serve the citizens of North Carolina. A work order is generated through the AssetWorks program and copy of the form must be taken with the vehicle to Gaston County Fleet Maintenance (GCFM) and a copy of the form is filed in the Vehicle Maintenance Log.

In the event of a mechanical failure while the vehicle is in service, the driver will call the ACCESS office and the office will notify the Safety Officer/Trainer and/or Coordinator to report the need for service. The ACCESS office and/or the Safety Officer/Trainer will contact GCFM during normal business hours or the wrecker service at other times.

Preventative Maintenance Schedule

Regularly, Normal operations

Wash vehicle interior and exterior –need is determined by the amount of use and road conditions.

Clean the windshield wiper blades as required.

CLASS CLASS\_CODE =

FORD-PM-2011\_TEMPLATE

FORD-PM-2011\_TEMPLATE, A

PM Task Description

PMMP-00 \*\*\*\*\* MULTIPPOINT INSPECTION \*\*\*\*\*

PMMP-00 WARNING SYSTEM: HORN;SWITCHES GAUGES;TROUBLE

PMDSC-07 LIGHT;BACKUP

PMDSC-08 WINDSHIELD WIPERS; WIPER FLUID / SPEED: CONDITION/OPERATION

PMDSC-09 ALL GLASS: WINDSHIELD; REAR; AND SIDE GLASS FOR CONDITION

PMDSC-10 COMFORT SYSTEM: HEATER; DEFROSTER; AIR CONDITIONER-  
OPERATION

PMUHI20 CHECK AIR FILTER CONDITION

PMSAC29 CHECK FOR OIL LEAKS

PMSAC55 INSPECT COMPLETE EXHAUST SYSTEM AND HEAT SHIELDS

PMSAC03 STEERING TIGHT / NO SLACK

PMMP-01 SHOCKS/STRUTS: OTHER SUSPENSION COMPONENTS; LEAKS/DAMAGE

PMMP-02 BRAKE SYSTEM: LINES;HOSES;PARKING BRAKE;WHEEL ENDPLAY/NOISE

PMMP-02A INSPECT BRAKE PADS & ROTORS; REPLACE IF NECESSARY

PMMP-03 ENGINE COOLING SYSTEM: HOSES AND CLAMPS

PMFOI-01 FLUIDS/LEVEL/LINES:TRANSMISSION; FILTER; POWER STEERING;AXLE

PMUHI07 BATTERY: SECURE; TERMINALS CLEAN; PERFORMING PROPERLY

PMUHI98C INSPECT ACCESSORY DRIVE BELT(S); REPLACE IF NECESSARY

PMHBI93 ROTATE TIRES; INSPECT FOR WEAR AND TEAR

PMEXT-01 TIRES; TREAD; WEAR; WHEEL LUGS; HUBCAPS; VALVE CORES CONDIT

PMDSV02 TREAD DEPTH L/F \_\_\_\_/32 PRESSURE \_\_\_\_

PMDSV04 TREAD DEPTH L/R OUTSIDE \_\_\_\_/32 PRESSURE \_\_\_\_

PMDSV05 TREAD DEPTH L/R INSIDE \_\_\_\_/32 PRESSURE \_\_\_\_

PMRSV02 TREAD DEPTH R/F \_\_\_\_/32 PRESSURE \_\_\_\_

PMRSV04 TREAD DEPTH R/R OUTSIDE \_\_\_\_/32 PRESSURE \_\_\_\_

PMRSV05 TREAD DEPTH R/R INSIDE \_\_\_\_/32 PRESSURE \_\_\_\_

PMDC01 \*\*\*\*\* OTHER ITEMS \*\*\*\*\*

PMSAC28A CHANGE OIL; REPLACE OIL FILTER; USE OEM RECOMMENDED OIL

PMSAC93 INSPECT WHEELS FOR END PAY AND NOISE

PMUHI05 BRAKE MASTER CYLINDER FULL / NO LEAKS

PMWDE81A INSPECT CABIN AIR FILTER (IF EQUIPPED)

PM-QT12 CHECK OPERATION OF ALL EMERGENCY EXITS;

FORD-PM-2011\_TEMPLATE, ANNUAL

PM Task Description

PM-ANU-01 MIL INDICATOR BULB

PM-ANU-02 DLC (DIAGNOSTIC LINK CONNECTOR)

PM-ANU-03 COMMUNICATION ESTABLISHED

PM-ANU-04 MIL COMMAND ON

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PM-ANU-05 MIL INDICATOR BULB

PM-ANU-06 HEADLIGHT

PM-ANU-07 PARKING LIGHT

PM-ANU-08 TAIL LIGHTS

PM-ANU-09 BEAM INDICATOR LIGHT/SWITCH

PM-ANU-10 LICENSE PLATE

PM-ANU-11 STOP LIGHTS

PM-ANU-12 DIRECTIONAL SIGNALS

PM-ANU-13 HORN

PM-ANU-14 WINDSHIELD WIPER

PM-ANU-15 REAR VIEW MIRROR

PM-ANU-16 FOOT BRAKE

PM-ANU-17 EMERGENCY BRAKE

PM-ANU-18 STEERING MECHANISM

PM-ANU-19 TIRES

PM-ANU-20 EXHAUST SYSTEM

PM-ANU-21 CLEARANCE LIGHTS (BUSES; TRUCKS; TRAILERS)

PM-ANU-22 REFLECTORS

PM-ANU-23 WINDOW TINTING VISIBLE LIGHT TRANSMISSION. 35% TOLARANCE

PM-ANU-24 CATALYTIC CONVERTER

PM-ANU-25 AIR INJECTION SYSTEM (AIS)

PM-ANU-26 PCV VALVE

PM-ANU-27 UNLEADED GAS RESTRICTOR

PM-ANU-28 EXHAUST GAS REGULATOR (EGR)

PM-ANU-29 THERMOSTATIC AIR CONTROL (TAC)

PM-ANU-30 FUEL EVAPORATION CONTROL

PM-ANU-31 OXYGEN (O2) SENSOR

FORD-PM-2011\_TEMPLATE, B

PM Task Description

PMMP-00 \*\*\*\*\* MULTIPPOINT INSPECTION \*\*\*\*\*

PMMP-00 WARNING SYSTEM: HORN;SWITCHES GAUGES;TROUBLE

PMDSC-07 LIGHT;BACKUP

PMDSC-08 WINDSHIELD WIPERS; WIPER FLUID / SPEED: CONDITION/OPERATION

PMDSC-09 ALL GLASS: WINDSHIELD; REAR; AND SIDE GLASS FOR CONDITION

PMDSC-10 COMFORT SYSTEM: HEATER; DEFROSTER; AIR CONDITIONER-  
OPERATION

PMUHI20 CHECK AIR FILTER CONDITION

PMSAC29 CHECK FOR OIL LEAKS

PMSAC55 INSPECT COMPLETE EXHAUST SYSTEM AND HEAT SHIELDS

PMSAC03 STEERING TIGHT / NO SLACK

PMMP-01 SHOCKS/STRUTS: OTHER SUSPENSION COMPONENTS; LEAKS/DAMAGE

PMMP-02 BRAKE SYSTEM: LINES;HOSES;PARKING BRAKE;WHEEL ENDPLAY/NOISE

PMMP-02A INSPECT BRAKE PADS & ROTORS; REPLACE IF NECESSARY

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|                          |                                                              |
|--------------------------|--------------------------------------------------------------|
| PMMP-03                  | ENGINE COOLING SYSTEM: HOSES AND CLAMPS                      |
| PMOI-01                  | FLUIDS/LEVEL/LINES:TRANSMISSION; FILTER; POWER STEERING;AXLE |
| PMUH07                   | BATTERY: SECURE; TERMINALS CLEAN; PERFORMING PROPERLY        |
| PMUH98C                  | INSPECT ACCESSORY DRIVE BELT(S); REPLACE IF NECESSARY        |
| PMHB193                  | ROTATE TIRES; INSPECT FOR WEAR AND TEAR                      |
| PMEXT-01                 | TIRES; TREAD; WEAR; WHEEL LUGS; HUBCAPS; VALVE CORES CONDIT  |
| PMDSV02                  | TREAD DEPTH L/F ____/32 PRESSURE                             |
| PMDSV04                  | TREAD DEPTH L/R OUTSIDE ____/32 PRESSURE                     |
| PMDSV05                  | TREAD DEPTH L/R INSIDE ____/32 PRESSURE                      |
| PMDSV02                  | TREAD DEPTH R/F ____/32 PRESSURE                             |
| PMDSV04                  | TREAD DEPTH R/R OUTSIDE ____/32 PRESSURE                     |
| PMDSV05                  | TREAD DEPTH R/R INSIDE ____/32 PRESSURE                      |
| PMDC01                   | ***** OTHER ITEMS *****                                      |
| PMSAC28A                 | CHANGE OIL; REPLACE OIL FILTER; USE OEM RECOMMENDED OIL      |
| PMSAC93                  | INSPECT WHEELS FOR END PAY AND NOISE                         |
| PMUH05                   | BRAKE MASTER CYLINDER FULL / NO LEAKS                        |
| PMWDE81A                 | INSPECT CABIN AIR FILTER (IF EQUIPPED)                       |
| PM-QT12                  | CHECK OPERATION OF ALL EMERGENCY EXITS;                      |
|                          | HATCH/WINDOWS/DOORS                                          |
| PMUH01                   | TRANSMISSION FLUID FULL / NO LEAKS                           |
| PM255A                   | LUBRICATE FRONT AXLE & U-JOINTS                              |
| PMSAC97                  | INSPECT HALF SHAFT DUST BOOTS; IF EQUIPPED                   |
| PMSAC91A                 | INSPECT STEERING LINKAGE;DRIVESHAFT;BALL/U-JOINTS;LUBRICATE  |
| PMWDE81                  | REPLACE CABIN AIR FILTER (IF EQUIPPED)                       |
| PM-CAM-00P               | ***** PERFORM 6 MONTH CAMERA INSPECTION *****                |
| PMSEON-1                 | CHECK OPERATION; ADJUSTMENT AND CONDITION OF ALL CAMERAS     |
| PMSEON-2                 | CHECK CAMERA SYSTEM DVR RECORDING PROPERLY; LIGHTS ON ETC    |
| PMSEON-3                 | CLEAN BACK OF CAMERA DVR WITH COMPRESSED AIR                 |
| FORD-PM-2011 TEMPLATE, C |                                                              |
| PM Task                  | Description                                                  |
| PMMP-00                  | ***** MULTIPOINT INSPECTION *****                            |
| PMDSC-07                 | WARNING SYSTEM: HORN;SWITCHES GAUGES;TROUBLE LIGHT;BACKUP    |
| PMDSC-08                 | WINDSHIELD WIPERS; WIPER FLUID / SPEED; CONDITION/OPERATION  |
| PMDSC-09                 | ALL GLASS: WINDSHIELD; REAR; AND SIDE GLASS FOR CONDITION    |
| PMDSC-10                 | COMFORT SYSTEM: HEATER; DEFROSTER; AIR CONDITIONER-OPERATION |
| PMUH120                  | CHECK AIR FILTER CONDITION                                   |
| PMSAC29                  | CHECK FOR OIL LEAKS                                          |
| PMSAC55                  | INSPECT COMPLETE EXHAUST SYSTEM AND HEAT SHIELDS             |
| PMSAC03                  | STEERING TIGHT / NO SLACK                                    |
| PMMP-01                  | SHOCKS/STRUTS: OTHER SUSPENSION COMPONENTS; LEAKS/DAMAGE     |
| PMMP-02                  | BRAKE SYSTEM: LINES;HOSES;PARKING BRAKE;WHEEL END PLAY/NOISE |

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|                          |                                                              |
|--------------------------|--------------------------------------------------------------|
| PMMP-02A                 | INSPECT BRAKE PADS & ROTORS; REPLACE IF NECESSARY            |
| PMMP-03                  | ENGINE COOLING SYSTEM: HOSES AND CLAMPS                      |
| PMOI-01                  | FLUIDS/LEVEL/LINES:TRANSMISSION; FILTER; POWER STEERING;AXLE |
| PMUH07                   | BATTERY: SECURE; TERMINALS CLEAN; PERFORMING PROPERLY        |
| PMUH98C                  | INSPECT ACCESSORY DRIVE BELT(S); REPLACE IF NECESSARY        |
| PMHB193                  | ROTATE TIRES; INSPECT FOR WEAR AND TEAR                      |
| PMEXT-01                 | TIRES; TREAD; WEAR; WHEEL LUGS; HUBCAPS; VALVE CORES CONDIT  |
| PMDSV02                  | TREAD DEPTH L/F ____/32 PRESSURE                             |
| PMDSV04                  | TREAD DEPTH L/R OUTSIDE ____/32 PRESSURE                     |
| PMDSV05                  | TREAD DEPTH L/R INSIDE ____/32 PRESSURE                      |
| PMDSV02                  | TREAD DEPTH R/F ____/32 PRESSURE                             |
| PMDSV04                  | TREAD DEPTH R/R OUTSIDE ____/32 PRESSURE                     |
| PMDSV05                  | TREAD DEPTH R/R INSIDE ____/32 PRESSURE                      |
| PMDC01                   | ***** OTHER ITEMS *****                                      |
| PMSAC28A                 | CHANGE OIL; REPLACE OIL FILTER; USE OEM RECOMMENDED OIL      |
| PMSAC93                  | INSPECT WHEELS FOR END PAY AND NOISE                         |
| PMUH05                   | BRAKE MASTER CYLINDER FULL / NO LEAKS                        |
| PMWDE81A                 | INSPECT CABIN AIR FILTER (IF EQUIPPED)                       |
| PM-QT12                  | CHECK OPERATION OF ALL EMERGENCY EXITS;                      |
|                          | HATCH/WINDOWS/DOORS                                          |
| PMUH01                   | TRANSMISSION FLUID FULL / NO LEAKS                           |
| PM255A                   | LUBRICATE FRONT AXLE & U-JOINTS                              |
| PMSAC97                  | INSPECT HALF SHAFT DUST BOOTS; IF EQUIPPED                   |
| PMSAC91A                 | INSPECT STEERING LINKAGE;DRIVESHAFT;BALL/U-JOINTS;LUBRICATE  |
| PMWDE81                  | REPLACE CABIN AIR FILTER (IF EQUIPPED)                       |
| PMSAC52                  | CHANGE FUEL FILTER                                           |
| PMSAC51                  | CHANGE TRANSMISSION FLUID AND REPLACE FILTER                 |
| PMSAC79                  | REPLACE WHEEL BEARING GREASE; GREASE 4X2 WHEEL BEARING SEALS |
| PMSFW61                  | REPLACE CLIMATE-CONTROLLED SEAT FILTER (IF EQUIPPED)         |
| PM-CAM-00P               | ***** PERFORM 6 MONTH CAMERA INSPECTION *****                |
| PMSEON-1                 | CHECK OPERATION; ADJUSTMENT AND CONDITION OF ALL CAMERAS     |
| PMSEON-2                 | CHECK CAMERA SYSTEM DVR RECORDING PROPERLY; LIGHTS ON ETC    |
| PMSEON-3                 | CLEAN BACK OF CAMERA DVR WITH COMPRESSED AIR                 |
| FORD-PM-2011 TEMPLATE, D |                                                              |
| PM Task                  | Description                                                  |
| PMMP-00                  | ***** MULTIPOINT INSPECTION *****                            |
| PMDSC-07                 | WARNING SYSTEM: HORN;SWITCHES GAUGES;TROUBLE LIGHT;BACKUP    |
| PMDSC-08                 | WINDSHIELD WIPERS; WIPER FLUID / SPEED; CONDITION/OPERATION  |
| PMDSC-09                 | ALL GLASS: WINDSHIELD; REAR; AND SIDE GLASS FOR CONDITION    |
| PMDSC-10                 | COMFORT SYSTEM: HEATER; DEFROSTER; AIR CONDITIONER-OPERATION |
| PMUH120                  | CHECK AIR FILTER CONDITION                                   |

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|              |                                                                 |
|--------------|-----------------------------------------------------------------|
| PMSAC29      | CHECK FOR OIL LEAKS                                             |
| PMSAC55      | INSPECT COMPLETE EXHAUST SYSTEM AND HEAT SHIELDS                |
| PMSAC03      | STEERING TIGHT / NO SLACK                                       |
| PMMP-01      | SHOCKS/STRUTS: OTHER SUSPENSION COMPONENTS; LEAKS/DAMAGE        |
| PMMP-02      | BRAKE SYSTEM: LINES;HOSES;PARKING BRAKE;WHEEL END<br>PLAY/NOISE |
| PMMP-02A     | INSPECT BRAKE PADS & ROTORS; REPLACE IF NECESSARY               |
| PMMP-03      | ENGINE COOLING SYSTEM: HOSES AND CLAMPS                         |
| PMOI-01      | FLUIDS/LEVEL/LINES:TRANSMISSION; FILTER; POWER STEERING;AXLE    |
| PMUHI07      | BATTERY: SECURE; TERMINALS CLEAN; PERFORMING PROPERLY           |
| PMUHI98C     | INSPECT ACCESSORY DRIVE BELT(S); REPLACE IF NECESSARY           |
| PMHB193      | ROTATE TIRES; INSPECT FOR WEAR AND TEAR                         |
| PMEXT-01     | TIRES; TREAD; WEAR; WHEEL LUGS; HUBCAPS; VALVE CORES CONDIT     |
| PMDSV02      | TREAD DEPTH L/F ____/32 PRESSURE ____                           |
| PMDSV04      | TREAD DEPTH L/R OUTSIDE ____/32 PRESSURE ____                   |
| PMDSV05      | TREAD DEPTH L/R INSIDE ____/32 PRESSURE ____                    |
| PMRSV02      | TREAD DEPTH R/F ____/32 PRESSURE ____                           |
| PMRSV04      | TREAD DEPTH R/R OUTSIDE ____/32 PRESSURE ____                   |
| PMRSV05      | TREAD DEPTH R/R INSIDE ____/32 PRESSURE ____                    |
| PMDC01       | ***** OTHER ITEMS *****                                         |
| PMSAC28A     | CHANGE OIL; REPLACE OIL FILTER; USE OEM RECOMMENDED OIL         |
| PMSAC93      | INSPECT WHEELS FOR END PAY AND NOISE                            |
| PMUHI05      | BRAKE MASTER CYLINDER FULL / NO LEAKS                           |
| PMWDE81A     | INSPECT CABIN AIR FILTER (IF EQUIPPED)                          |
| PM-QT12      | CHECK OPERATION OF ALL EMERGENCY EXITS;                         |
| PMUHI01      | HATCH/WINDOWS/DOORS                                             |
| PM255A       | TRANSMISSION FLUID FULL / NO LEAKS                              |
| PMUHI05      | LUBRICATE FRONT AXLE & U-JOINTS                                 |
| PMSAC97      | INSPECT HALF SHAFT DUST BOOTS; IF EQUIPPED                      |
| PMSAC91A     | INSPECT STEERING LINKAGE;DRIVESHAFT;BALL/U-JOINTS;LUBRICATE     |
| PMWDE81      | REPLACE CABIN AIR FILTER (IF EQUIPPED)                          |
| PMSAC57A     | REPLACE SPARK PLUGS IF NECESSARY                                |
| PMSAC63      | CHANGE MOTORCRAFT PREMIUM GOLD ENGINE COOLANT                   |
| PMSAC68      | REPLACE REAR AXLE FLUID ON DANA AXLES; SYNTHETIC LUBRICANT      |
| PM-CAM-00P   | ***** PERFORM 6 MONTH CAMERA INSPECTION *****                   |
| PMSEON-1     | CHECK OPERATION; ADJUSTMENT AND CONDITION OF ALL CAMERAS        |
| PMSEON-2     | CHECK CAMERA SYSTEM DVR RECORDING PROPERLY; LIGHTS ON ETC       |
| PMSEON-3     | CLEAN BACK OF CAMERA DVR WITH COMPRESSED AIR                    |
| FORD-PM-2011 | TEMPLATE, E                                                     |
| PM Task      | Description                                                     |
| PMMP-00      | ***** MULTIPOINT INSPECTION *****                               |
| PMDSC-07     | WARNING SYSTEM: HORN;SWITCHES GAUGES;TROUBLE<br>LIGHT;BACKUP    |

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|            |                                                                  |
|------------|------------------------------------------------------------------|
| PMDSC-08   | WINDSHIELD WIPERS; WIPER FLUID / SPEED; CONDITION/OPERATION      |
| PMDSC-09   | ALL GLASS: WINDSHIELD; REAR; AND SIDE GLASS FOR CONDITION        |
| PMDSC-10   | COMFORT SYSTEM: HEATER; DEFROSTER; AIR CONDITIONER-<br>OPERATION |
| PMUHI20    | CHECK AIR FILTER CONDITION                                       |
| PMSAC29    | CHECK FOR OIL LEAKS                                              |
| PMSAC55    | INSPECT COMPLETE EXHAUST SYSTEM AND HEAT SHIELDS                 |
| PMSAC03    | STEERING TIGHT / NO SLACK                                        |
| PMMP-01    | SHOCKS/STRUTS: OTHER SUSPENSION COMPONENTS; LEAKS/DAMAGE         |
| PMMP-02    | BRAKE SYSTEM: LINES;HOSES;PARKING BRAKE;WHEEL END<br>PLAY/NOISE  |
| PMMP-02A   | INSPECT BRAKE PADS & ROTORS; REPLACE IF NECESSARY                |
| PMMP-03    | ENGINE COOLING SYSTEM: HOSES AND CLAMPS                          |
| PMSOI-01   | FLUIDS/LEVEL/LINES:TRANSMISSION; FILTER; POWER STEERING;AXLE     |
| PMUHI07    | BATTERY: SECURE; TERMINALS CLEAN; PERFORMING PROPERLY            |
| PMUHI98C   | INSPECT ACCESSORY DRIVE BELT(S); REPLACE IF NECESSARY            |
| PMHB193    | ROTATE TIRES; INSPECT FOR WEAR AND TEAR                          |
| PMEXT-01   | TIRES; TREAD; WEAR; WHEEL LUGS; HUBCAPS; VALVE CORES CONDIT      |
| PMDSV02    | TREAD DEPTH L/F ____/32 PRESSURE ____                            |
| PMDSV04    | TREAD DEPTH L/R OUTSIDE ____/32 PRESSURE ____                    |
| PMDSV05    | TREAD DEPTH L/R INSIDE ____/32 PRESSURE ____                     |
| PMRSV02    | TREAD DEPTH R/F ____/32 PRESSURE ____                            |
| PMRSV04    | TREAD DEPTH R/R OUTSIDE ____/32 PRESSURE ____                    |
| PMRSV05    | TREAD DEPTH R/R INSIDE ____/32 PRESSURE ____                     |
| PMDC01     | ***** OTHER ITEMS *****                                          |
| PMSAC28A   | CHANGE OIL; REPLACE OIL FILTER; USE OEM RECOMMENDED OIL          |
| PMSAC93    | INSPECT WHEELS FOR END PAY AND NOISE                             |
| PMUHI05    | BRAKE MASTER CYLINDER FULL / NO LEAKS                            |
| PMWDE81A   | INSPECT CABIN AIR FILTER (IF EQUIPPED)                           |
| PM-QT12    | CHECK OPERATION OF ALL EMERGENCY EXITS;                          |
| PMUHI01    | HATCH/WINDOWS/DOORS                                              |
| PM255A     | TRANSMISSION FLUID FULL / NO LEAKS                               |
| PMSAC97    | LUBRICATE FRONT AXLE & U-JOINTS                                  |
| PMSAC91A   | INSPECT HALF SHAFT DUST BOOTS; IF EQUIPPED                       |
| PMWDE81    | INSPECT STEERING LINKAGE;DRIVESHAFT;BALL/U-JOINTS;LUBRICATE      |
| PMSAC57A   | REPLACE CABIN AIR FILTER (IF EQUIPPED)                           |
| PMSAC52    | CHANGE FUEL FILTER                                               |
| PMSAC51    | CHANGE TRANSMISSION FLUID AND REPLACE FILTER                     |
| PMSAC79    | REPLACE WHEEL BEARING GREASE; GREASE 4X2 WHEEL BEARING<br>SEALS  |
| PMSFW61    | REPLACE CLIMATE-CONTROLLED SEAT FILTER (IF EQUIPPED)             |
| PMSAC57A   | REPLACE SPARK PLUGS IF NECESSARY                                 |
| PM-CAM-00P | ***** PERFORM 6 MONTH CAMERA INSPECTION *****                    |
| PMSEON-1   | CHECK OPERATION; ADJUSTMENT AND CONDITION OF ALL CAMERAS         |

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### PRE-TRIP INSPECTION

Pre-trip inspections are crucial to the success of Gaston County ACCESS' Preventative Maintenance Program. Each driver will inspect his or her vehicle before leaving the parking area by completing the Pre-Trip Vehicle Inspection Form. The completed checklist must be submitted to the Safety Officer/Trainer at the end of the driver's shift if no visible problems were detected. If a problem was detected during the inspection the driver will immediately report to the office so that necessary maintenance can be noted and scheduled accordingly. Drivers must sign each checklist for each vehicle used that day.

#### Under the Hood

Check for problems under the hood at the beginning of your inspection before starting the engine. It is easier and safer when the engine is cool.

Check the oil, radiator and battery fluid levels. If low, make a note of it on your inspection checklist. If any fluids are below the safe level, contact the office and or see the Safety Officer/Trainer for assistance.

Also, check hoses for cracks or possible leaks and belts for any visible damage. Report any wear on the checklist, as soon as it begins to show.

#### Vehicle Interior

Since you will need to leave the vehicle compartment while the vehicle is running, it is a good idea to put chocks behind the wheels before starting the motor.

Begin while seated behind the steering wheel.

First, put on the parking brake.

Then, turn on the ignition.

Check the oil pressure, fuel and alternator gauges.

If the oil pressure light stays on or the gauge shows the oil pressure to be dangerously low, turn the motor off until the problem can be corrected. Alert the office and the office will notify the Safety Officer/Trainer and document on your pre-trip inspection form.

If the alternator or generator light stays on, the battery may not be charging. To guard against the possibility of becoming stranded along the route by a dead battery, have the problem located and corrected right away.

Check the windshield wipers to make sure they are working and not worn or stripped.

During the pre-trip inspection drivers should do regular checks of the camera system. Before beginning each shift, make sure they check that the diagnostics alarm button light is a solid green. A flashing green light or no light at all, indicates a recording problem that should be reported to their supervisor immediately.

#### **Vehicle Exterior**

Turn on all exterior lights. With the vehicle in park and the emergency brake still on, begin the exterior check from the front of the vehicle.

During the exterior inspection, be sure to note and report on the incident form any evidence of fresh damage to the vehicle. Reporting such damage now may save you a lengthy and difficult explanation or report later. Space is also provided for you on the Daily Vehicle Inspection Checklist to note and describe any exterior damage.

Check the headlights, signal lights, emergency flashers and clearance lights to make sure they are working. (You may need a co-worker's assistance).

Check the left front tire for any signs of road damage or under-inflation.

A soft tire is very susceptible to severe road damage.

An over-inflated tire causes a bumpy and less comfortable ride especially for elderly or disabled passengers.

Check the condition of the side marker light.

Move to the back of the vehicle and inspect the rear left tire or duals for obvious damage.

While at the back of the vehicle, check the tail lights, the brake lights, turn signal lights, emergency flashers and any other clearance lights, reflectors or signs. (This will require assistance). Make sure they are free of mud and dirt buildup. Carry a rag with you to clean any dirty lights, which may be hard to see even after dark.

If there are any other lights or outside signs for your boarding doors or lifts, make sure they are in place and clean.

Next, look under the vehicle. Make sure there are no foreign or unfamiliar objects hanging down or wedged underneath. Also, check to see if there are any puddles or vehicle fluids under the vehicle. If the vehicle is leaking fluid, report it to your supervisor.

Move to the front of the vehicle and examine the right front tire in the same manner as the left tire and check the condition of the side marker light.

Adjust each of your mirrors so that you can see what you need to see from your normal driving position. When you are adjusting your mirrors, keep in mind what you want to be able to see within your safety zone.

Test your horn to make sure it works.

Turn the steering wheel gently to make sure it is not loose.

Push on the brake pedal. If the tension feels spongy or soft, note this on your checklist. Your brakes may need to be adjusted.

Check the blower fan to see if it works so you'll be able to use the heater, defroster or air conditioner.

Check the interior lights. If any lights are not working, note this on your checklist.

Note on your checklist anything in the interior of the vehicle that needs attention

Daily Pre/Post-Trip Inspection Sheet AM or PM (circle one)

Driver \_\_\_\_\_ Mileage \_\_\_\_\_ Date \_\_\_\_\_ Next Service Due \_\_\_\_\_

The items on this form should be checked daily. A separate sheet should be filled out for each vehicle driven. These forms are due DAILY. Place an X by any item that needs attention. Place a check mark by the rest. Any discrepancies should be detailed on the bottom of this sheet.

- \_\_\_\_\_ Ignition Key
- \_\_\_\_\_ Current Vehicle Registration
- \_\_\_\_\_ Check communications (two way check)
- \_\_\_\_\_ Visual Inspection for Exterior Damage/Leaks/Loose Items
- \_\_\_\_\_ Check inside Engine compartment for Leaks/Loose Items
- \_\_\_\_\_ Oil Level
- \_\_\_\_\_ Washer Fluid Level
- \_\_\_\_\_ Coolant Level
- \_\_\_\_\_ Brake Fluid Level
- \_\_\_\_\_ Power Steering Fluid Level
- \_\_\_\_\_ Start Engine and Check Transmission Fluid (Fluid should be hot)
- \_\_\_\_\_ Check Tires for wear and pressure(visually): LF \_\_\_\_\_ LR \_\_\_\_\_ RF \_\_\_\_\_ RR \_\_\_\_\_
- \_\_\_\_\_ Check for triangular flares
- \_\_\_\_\_ Check inside for proper Cleaning
- \_\_\_\_\_ Check Wiper Blades
- \_\_\_\_\_ Check all Gauges to ensure they are working
- \_\_\_\_\_ Check Horn and Backup Alarm
- \_\_\_\_\_ Check Heater/Defroster
- \_\_\_\_\_ Check Windshield Wipers/Washers
- \_\_\_\_\_ Check Headlights/Signal lights/4way flashers/Tail lights/Backup lights/horn/Strobe light if installed
- \_\_\_\_\_ Check lift, run one complete cycle. Cycle Count (If Equipped) \_\_\_\_\_
- \_\_\_\_\_ Check interior lights
- \_\_\_\_\_ Check Mirrors for damage and adjustments
- \_\_\_\_\_ Check fuel level (FULL. PROPANE VEHICLES: gas no less than 1/4 full)
- \_\_\_\_\_ Check First Aid Kit on board and full
- \_\_\_\_\_ Check Fire Extinguisher on board/ Gauge showing charged, proper seal & pin
- \_\_\_\_\_ Check adequate tie-downs/tie down tracks (must be clean and stored)
- \_\_\_\_\_ Check BIOHAZ KIT (Sealed)
- \_\_\_\_\_ Web Cutter
- \_\_\_\_\_ Check Camera System: check that the diagnostics alarm button light is solid green
- \_\_\_\_\_ Check continually, as you drive, for any strange smells, sounds, vibrations, or anything that just doesn't feel right.

Propane gauge properly registers fuel levels. (may take mileage to determine)

The following discrepancies were noted (Use reverse side if necessary): \_\_\_\_\_

Driver's Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Corrective action taken: \_\_\_\_\_  
 Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

ONBOARD SAFETY EQUIPMENT

The following items have been placed in all vehicles:

**Seat Belts** -An adjustable driver's restraining belt that complies with FMVSS 209 (Seat Belt Assemblies) and FMVSS 210 (Seat Belt Anchorages) regulations

**Fire Extinguisher** - Include a fully charged dry chemical or carbon dioxide fire extinguisher that has at least a 1A:BC rating and bears the Underwriter's Laboratory, Inc. label. The extinguisher should be accessible and must be securely mounted in a visible place or a clearly marked compartment.

**Red Reflector** - Vehicles should be equipped with three (3) portable red reflector warning devices in compliance with North Carolina Statutes. The triangle case must be mounted to the vehicle.

**Web Cutter** - Must be visible and easily accessible by the vehicle driver.

**Bloodborne Pathogen Kit** - The kit must be fully stocked at all times. Kit includes disposable gloves for your hands, disinfectant spray for decontamination of any spill, paper towels for clean up, absorbent powder for clean up, approved bags & containers for proper disposal, dust pan, brush and tongs for handling sharps items, mouth and nose mask and disinfectant towelettes for immediate hand cleaning

**First Aid Kit** - The kit must fully stocked at all times. Kit should consist of the following items:

- |                                           |                                       |
|-------------------------------------------|---------------------------------------|
| Bandage Compress                          | Sting, Kill Swabs                     |
| Gauze Pads                                | Instant Cold Pack                     |
| Triangular Bandages                       | Sterile Buffered Isotonic Eyewash Kit |
| Gauze Bandages                            | Adhesive Bandages                     |
| Triple Antibiotic Ointment                | Adhesive Tape                         |
| CPR Micro-shield Rescue Breather & Gloves | Disposable Gloves                     |
| Rescue Blanket                            | Burn Spray                            |
| Alcohol Wipes                             | Scissors                              |

Maintenance Repair Request Form

VEHICLE# \_\_\_\_\_ MILEAGE \_\_\_\_\_

☐ Air Conditioner \_\_\_\_\_

☐ Belts \_\_\_\_\_

☐ Brakes \_\_\_\_\_

☐ Battery \_\_\_\_\_

☐ Oil Change (Last Oil Change Mileage) \_\_\_\_\_

☐ Lights \_\_\_\_\_

☐ Lift \_\_\_\_\_

☐ Radiator \_\_\_\_\_

☐ Transmissions \_\_\_\_\_

☐ Tires \_\_\_\_\_

☐ Other: \_\_\_\_\_

Driver \_\_\_\_\_ Date in Fleet Maintenance \_\_\_\_\_

Date \_\_\_\_\_ Date out of Fleet Maintenance \_\_\_\_\_

Fleet Maintenance signature \_\_\_\_\_ Date \_\_\_\_\_

ACCESS \_\_\_\_\_ staff \_\_\_\_\_ signature \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

\*PLEASE NOTE THE SERVICE NEEDED IN THE SPACE PROVIDED.

SECURITY

## Security

### Purpose

The overall purpose of Gaston County ACCESS's Security Program is to optimize -- within the constraints of time, cost, and operational effectiveness -- the level of protection afforded to Gaston County ACCESS's vehicles, equipment, facilities, passengers, employees, volunteers and contractors, and any other individuals who come into contact with the system both during normal operations and under emergency conditions.

The security of passengers and employees is paramount to promoting the objectives of FTA, NCDOT and their partner organizations in developing a Security Program. Gaston County ACCESS will take all reasonable and prudent actions to minimize the risk associated with intentional acts against passengers, employees and equipment/facilities. To further this objective, Gaston County ACCESS has developed security plans and procedures and emergency response plans and procedures. The plans have been coordinated with local law enforcement, emergency services and with other regional transit providers, which addresses the conduct of exercises in support of their emergency plans, and assessment of critical assets and measures to protect these assets.

### Goals

1. The Security Program provides Gaston County ACCESS with a security and emergency preparedness capability that will:
2. The Security Program's number one goal is the protection and safety of system employees, passengers, vehicles and equipment.

3. Ensure that security and emergency preparedness are addressed during all phases of system operation, including the hiring and training of agency personnel; the procurement and maintenance of agency equipment; the development of agency policies, rules, and procedures; and coordination with local public safety and community emergency planning agencies.

4. Promote analysis tools and methodologies to encourage safe system operation through the identification, evaluation and resolution of threats and vulnerabilities, and the on-going assessment of agency capabilities and readiness.

5. Create a culture that supports employee safety, equipment/facility protection and security and safe system operation (during normal and emergency conditions) through motivated compliance with agency rules and procedures and the appropriate use and operation of equipment.

### Objectives

In this new environment, every threat cannot be identified and resolved, but Gaston County ACCESS can take steps to be more aware, to better protect passengers, employees, facilities and equipment, and to stand ready to support community needs in response to a major event. To this end, our Security Program has five objectives:

1. Achieve a level of security performance and emergency readiness that meets or exceeds our requirements

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2. Increase and strengthen community involvement and participation in the safety and security of our system
3. Develop and implement a vulnerability assessment program, and based on the results of this program, establish a course of action for improving physical security measures and emergency response capabilities
4. Expand our training program for employees, volunteers and contractors to address security awareness and emergency management issues
5. Enhance our coordination with NCDOT/PTD regarding security and emergency preparedness issue

## PROGRAM GUIDELINES

Listed below are the actions taken to ensure that Gaston County ACCESS is in compliant with all FTA and NCDOT mandated regulatory requirements and policies.

1. The Security Plan will be reviewed annually and signed by (SSP-001, 6.3).
2. Distribute Security Plan to key staff members (SSP-001, 6.4).
3. Post Security Plan on bulletin board so that all employees can read.
4. Conduct monthly briefings with employees to discuss security awareness (SSP-001, 6.5).
5. Establish a plan to monitor facilities and vehicles on a regular basis (SSP-001, 6.6).
6. Delegate and assign security responsibilities (SSP-001, 6.7).
7. The Coordinator will be made aware of all security issues and will work with management to develop possible solutions (SSP-001, 6.8).
8. Establish procedures to control access to secure areas and vehicle operations (SSP-001, 6.9).
9. Facilities and vehicles are monitored by local law enforcement by the use of random patrols (SSP-001, 6.10).
10. After normal hours of operation the facility and vehicles are secured and all external lights are turned on (SSP-001, 6.11).
11. Brief all employees on required reporting procedures for reporting suspicious people, activities, packages, devices or vehicles (SSP-001, 6.13).
12. Brief all employees on required actions to take to protect themselves and passengers in case of an explosion or evacuation when a suspicious package is identified (SSP-001, 6.14).
13. Train all managers and supervisors in security incident management (SSP-001, 6.15).
14. Develop procedures to respond to bomb threats or similar threats to include evacuation procedures, search procedures and notification of local authorities (SSP-001, 6.16).
15. Develop safety and emergency response policies...brief all personnel (SSP-001, 6.17).
16. Develop a policy on responding to passenger, vehicle or traffic emergencies (SSP-001, 6.18).
17. Devise procedures to show appropriate degree of supportiveness for drivers when emergency situations occur (SSP-001, 6.20).
18. Inform law enforcement and emergency response personnel of planned changes to system facilities, operations, etc., (SSP-001, 6.21).
19. Establish policy and procedures to coordinate training exercises with law enforcement and emergency service personnel (SSP-001, 6.22).
20. Develop an Emergency Management Plan which is integrated with Regional Emergency Management Plans (SSP-001, 6.23).
21. Establish Mutual Aid Agreement with regional public agencies such as local government, Fire and Police, etc...to coordinate actions during natural or other disasters (SSP-001, 6.24).

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22. Assign and brief roles/responsibilities employees have during various emergencies (SSP-001, 6.25).

#### **FTA'S TOP 20 SECURITY PROGRAM ACTION ITEMS FOR TRANSIT AGENCIES**

The following Action items identify the most important elements that transit agencies should incorporate into their System Security Program Plans. These top twenty (20) items are based on good security practices identified through FTA's Security Assessments and Technical Assistance provided to the largest transit agencies. Specific information on these elements may be found in FTA's *Transit System Security Program Planning Guide*. FTA is working with transit agencies to encourage them to incorporate these practices into their programs.

#### **Management and Accountability**

1. Written security program and emergency management plans are established.
2. The security plan is updated to reflect anti-terrorist measures and any current conditions.
3. The security plan is an integrated system security program, including regional coordination with other agencies, security design criteria in procurements and organizational charts for incident command and management systems.
4. The security plan is signed, endorsed and approved by top management.
5. The security program is assigned to a senior level manager.
6. Security responsibilities are defined and delegated from management through to the front line employees.
7. All operations and maintenance supervisor, forepersons, and managers are held accountable for security issues under their control.

#### **Security Problem Identification**

8. A threat and vulnerability assessment resolution process is established and used.
9. Security sensitive intelligence information sharing is improved by joining InfraGuard, the FBI Regional Task Force and the Surface Transportation Intelligence Sharing & Analysis Center (SAC); security information is reported through the National Transit Database (NTD).

#### **Employee Selection**

10. Background investigations are conducted on all new front-line operations and maintenance employees (i.e., criminal history, motor vehicle records, and credit history).
11. Criteria for background investigations are established.

#### **Training**

12. Security orientation or awareness materials are provided to all front-line employees.
13. Ongoing training programs on safety, security and emergency procedures by work area are provided.
14. Public awareness materials are developed and distributed on a system wide basis.

#### **Audits and Drills**

15. Periodic audits of security policies and procedures are conducted.
16. Tabletop and functional drills are at least once every six months and full-scale exercises, coordinated with regional emergency response providers, are performed at least annually.

#### **Document Control**

17. Access to documents of security critical systems and facilities are controlled.
18. Access to security sensitive documents is controlled.

#### **Access Control**

19. Background investigations are conducted of contractors or others who require access to security critical facilities, and ID badges are used for all visitors, employees and contractors to control access to key critical facilities.

#### **Homeland Security**

20. Protocols have been established to respond to the Office of Homeland Security Threat Advisory Levels.

#### **Reporting a Crime, Incident or Suspicious Activity**

#### **In an Emergency**

To report crimes in progress call the Police immediately at 9-1-1. Dial 9-1-1 to report fires, report suspicious people, activities, packages, devices, substances, unknown vehicles and medical emergencies. Dialing 9-1-1 from any telephone, including pay phones, will connect you directly to the Police Department.

### Crime in Progress

Crimes can be averted and suspects apprehended more quickly if suspicious activity is reported promptly. If someone's actions or the situation is disturbing, threatening, or out of the ordinary, call the Police Department. Officers will assess the situation and take the necessary and appropriate action.

### Reporting Suspicious Activities, Persons or Vehicles

Report suspicious behavior or circumstances to communications at 704-866-3300 (for non-emergencies) or 911 in an emergency. **What is suspicious activity?** Generally, if you trust your instincts, they'll tell you what is suspicious about someone's actions. Below, we've listed some types of behavior commonly associated with criminal activity to help "educate your instincts."

#### *Suspicious Persons or Activities*

- Any person going door-to-door in a residential neighborhood. A person is especially suspicious if, after a few houses visited, one or more of them goes into a back or side yard. More suspicious if another remains in the front when this occurs. (Possible lookout for a burglary in progress inside.)
- Waiting in front of a house or business. Particularly suspicious if owners are absent- or business establishment is closed. (Possible burglary, theft, or trespass in progress.)
- Non-Resident going into back or side yard of house. Suspicious under almost any circumstances. (Possible burglary or trespass in progress.)
- Person running. Suspicious especially if something of value is being carried (possibly fleeing scene of crime.)
- Exhibiting unusual mental or physical symptoms. (Possibly injured, or under the influence of drugs, or otherwise needing medical or psychiatric assistance.)
- Carrying property, depending upon the circumstance. For example, if at an unusual hour or in an unusual place, and if the property is not wrapped, as if it had just been purchased. (Possible subject leaving the scene of a burglary, robbery or theft.)
- Much human traffic to and from residence. Not suspicious unless it occurs on a daily or very regular basis, especially during late or unusual hours. (Possible vice or narcotics activities, or "fence" operation.)

#### *Suspicious Vehicles*

- Certain moving vehicles. Especially slow moving vehicles at daytime/night, without lights, or if the course appears to be aimless or repetitive. This is suspicious in any location, but particularly in areas of schools, parks, or playgrounds. (Possible significance: "casing" for places to rob or burglarize. Drug pusher or sex offender.)
- Certain parked and occupied vehicles. May contain one or more persons, especially significant if observed at an unusual hour. (Possible significance: lookout for a burglary or robbery in progress. True, even if occupants appear to be lovers.)
- Vehicles being loaded with valuables. Suspicious if parked in front of a closed business or unattended residence, even if the vehicles is a legitimate looking commercial unit, possibly bearing a sign identifying it as a repair vehicle, moving van, etc. (Possible significance: burglary or other theft in progress.)

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- Abandoned vehicle. (Possible stolen car.)
- Vehicle containing weapons. Suspicious under any circumstances. (Possible significance: owner may engage in criminal activity.)
- Other unusual activity involving vehicles. Persons attempting to enter a locked vehicle, especially at night or in a parking lot. (Possible significance: burglary, theft or malicious mischief in progress.)
- Person detaching mechanical parts or accessories from a vehicle. Especially at night in the street or in a parking lot. (Possible significance: Theft or malicious mischief in progress.)
- Objects thrown from a vehicle, especially while traveling at high speed. (Possible significance: disposal of contraband or garbage dumping.)
- Property in vehicles. Not suspicious unless the property is not normally found in vehicles, especially if observed at unusual hours, or if TV sets, stereos, tape decks, or auto parts are involved. (Possible significance: stolen property.)
- Certain parked and occupied vehicles may contain one or more persons. Especially significant if observed at an unusual hour.

### After hours numbers:

Transportation Coordinator, Twanna Littlejohn 980-925-9200

Safety Officer/Trainer, (vacant)

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WORKPLACE SECURITY ASSESSMENT FORM

Facility (Worksite): \_\_\_\_\_  
Location: \_\_\_\_\_  
Date: \_\_\_\_\_  
Inspection No.: \_\_\_\_\_

Describe the physical layout of the establishment. Indicate its location to other businesses or residences in the area and access to the street. \_\_\_\_\_

Number/gender of employees on-site between 10 p.m. and 5 a.m. \_\_\_\_\_  
Describe nature and frequency of client/customer/passenger/other contact: \_\_\_\_\_

Yes No  
☐ ☐ Are cash transactions conducted with the public during working hours? If yes, how much cash is kept in the cash register or in another place accessible to a robber? \_\_\_\_\_

Yes No  
☐ ☐ Is there safe or lock-box on the premises into which cash is deposited? \_\_\_\_\_

What is the security history of the establishment and environs? \_\_\_\_\_

What physical security measures are present? \_\_\_\_\_

Yes No  
☐ ☐ Has security training been provided to employees? If so, has the training been effective? \_\_\_\_\_

Security Incident Recording Form

Date of Incident: \_\_\_\_\_ Time of Incident: \_\_\_\_\_ AM/PM  
Location: \_\_\_\_\_  
# of Fatalities: \_\_\_\_\_ # of Injuries: \_\_\_\_\_ Property Damage Estimate: \$ \_\_\_\_\_

Types of Security Incidents: Check all that apply.

- Homicide ☐ Burglary ☐ Motor Vehicle Theft ☐  
Forcible Rape ☐ Bombing ☐ Chemical or Biological Release ☐  
Robbery ☐ Arson ☐ Aggravated Assault ☐  
Hijacking ☐ Bomb Threat ☐ Kidnapping ☐  
Other ☐ \_\_\_\_\_

Description of Incident: Attach law enforcement report(s) if available.

Recorded By: \_\_\_\_\_ Date: \_\_\_\_\_  
Title: \_\_\_\_\_ Phone #: \_\_\_\_\_

[illegible]

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## Emergency Management

### Before Disaster Strikes

- Develop a workable Plan
- Work with your colleagues and counterparts in the police department, fire department, health department, public buildings department, and emergency management office to develop a plan that will be successful
- Review your plan regularly and update it when your system changes or new threats emerge
- Plan for the worst. Determine what you will do if...
  - ☐ Normal communication system (television, web, radio, telecommunication) are not available
  - ☐ Electrical power is cut off
  - ☐ There are massive deaths or injuries
  - ☐ There are air-borne chemical or biological hazards
- Practice, Practice, Practice
  - ☐ Conduct regular emergency/disaster drills (not just fire drills) to keep skills sharp and your plan up-to-date
  - ☐ Build interagency relationship; every level of transit leadership should personally know his/her counterparts in the agencies and organizations who will be responding to an emergency situation
- Some Things that Really Matter
  - ☐ Put the resources in place to execute your plan – people, equipment, facilities
  - ☐ Identify alternative means of transportation for the transit-using public in case one or more of your primary modes is disabled
  - ☐ Radio communication capability is essential because cell phones are not reliable during the emergencies; be sure you have multiple communication systems, in case one or more is inoperative
  - ☐ Conduct criminal and credit background checks on every employee
  - ☐ Make sure every employee has a photo identification and require that it be displayed at all times

### Emergency Response

- Establish Command Central
  - ☐ Immediately set up a joint operations center so that your key responders can talk to each other face-to-face and make joint decisions

*Although it was not clear at the outset whether there was a terrible accident or a terrorist incident, the command center leadership made the decision to respond to the situation as a terrorist attack. As a result, the NYC transit authority immediately evacuated all trains, passengers and transit employees from the World Trade Center area – and there were no transit-related deaths or serious injuries and no equipment losses as a result of the collapsed building.*
- Improvise!
  - ☐ Be ready and willing to improvise; even a good plan can't anticipate everything

**NYC Transit made the decision to let everyone leave the city for free; this decision made the evacuation process quicker and built tremendous goodwill with the public.**

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### In the Aftermath

- Communicate with the Public
  - ☐ Use your website to communicate your service plans and availability with the public on a real-time basis.
- NYC Transit has been getting 10 million hits a day, compared to a usual 200,000 hits, and updates its site every 2 hours even if no substantive changes to service have been made.
  - ☐ Work with local television and radio stations to get information about closings and alternative routes to the public
- Restore Public Confidence
  - ☐ Increase law enforcement visibility; put a uniformed officer on every train, if possible, to reassure the public and deter potential threats
  - ☐ Tell people – with brochures, ads, and announcement – how they can help enhance security

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Emergency Evacuation and Fire Prevention Plan Training

Date: \_\_\_\_\_ Location: \_\_\_\_\_ Title: \_\_\_\_\_  
Instructor: \_\_\_\_\_

Emergency Evacuation Plan Elements to be Reviewed

- ☐ Emergency Escape Procedures
- ☐ Escape Route Assignments
- ☐ Special Procedures for Personnel to Operate Critical Equipment
- ☐ Procedures to Account for Employees
- ☐ Special Rescue and Medical Personnel
- ☐ Employee Training Programs

Fire Prevention Plan Elements to be Reviewed

- ☐ Major Workplace Fire Hazards
- ☐ Fire Prevention Practices
- ☐ Fire Equipment Maintenance Personnel
- ☐ Means of Reporting Fires and other Emergencies
- ☐ Alarm Systems
- ☐ Personnel Responsible for Control of Fuel Source Hazards
- ☐ Proper Maintenance Procedures
- ☐ Proper Housekeeping

Other Elements to be Reviewed

- ☐ Names and Titles of Emergency and Fire Prevention Plan Coordinators
- ☐ Emergency and Fire Prevention Plan Availability

Employees Trained

| Name/SS# | Work Location/Unit | Job Title | Signature |
|----------|--------------------|-----------|-----------|
|          |                    |           |           |
|          |                    |           |           |
|          |                    |           |           |
|          |                    |           |           |
|          |                    |           |           |
|          |                    |           |           |
|          |                    |           |           |

Instructor's Signature: \_\_\_\_\_

External Emergency Plan

Notification of Emergency

When notice has been received that an event has occurred or the potential of an event occurring, which has or may produce a large number of casualties, the following information should be obtained by the person receiving the information:

1. Name of person making notification and from what telephone number.
2. Location of emergency including address.
3. Estimated number of casualties.
4. Type of emergency (fire, explosion, plane crash, natural, weather related, etc.).
5. Time call received.
6. Estimated time of emergency event occurrence.

The person receiving the call shall then notify the Safety Officer/Trainer and/or Safety Officer.

Activation of Emergency Action Plan

If the decision is made to implement the External Emergency Plan, the following actions shall be taken:

Coordinator will:

1. Act under guidance of trained experts when available.
2. Organize the Emergency Action Plan.
3. Assess the situation and make appropriate decisions for passenger and employee safety as situation demands.
4. Be responsible for the notification of the "all clear".
5. Provide information for media release.

INTERNAL EMERGENCY PLAN

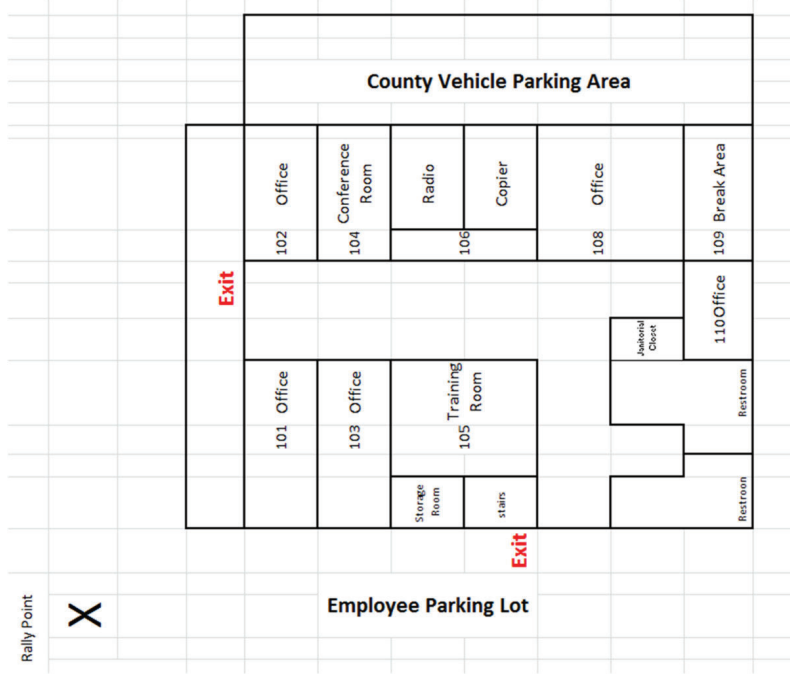
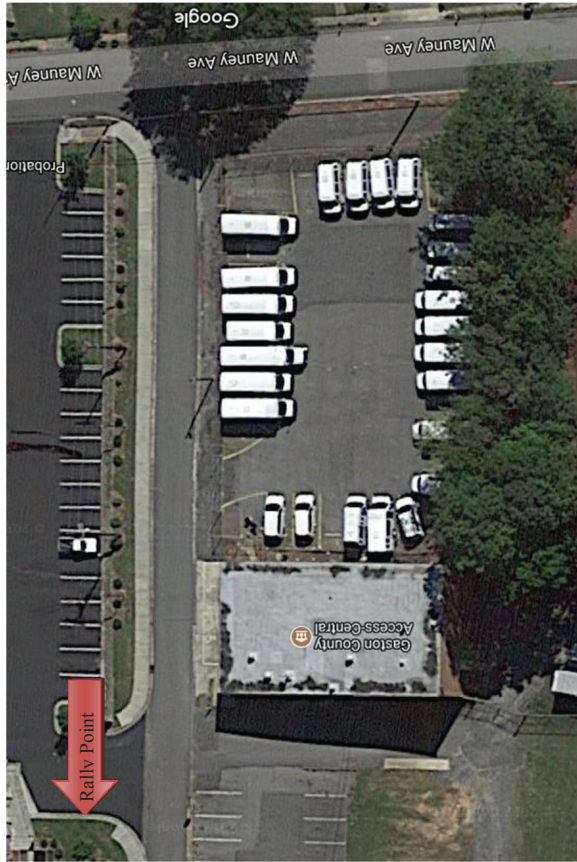
Activation of Internal Emergency Plan

1. The Dispatcher should be notified promptly of any emergency situation using 10-code.
2. Dispatcher will call "911" to notify County Communications of situation giving as much information as possible.
3. The dispatcher will keep records of all incoming calls that involve the emergency and relay them to the Safety Officer/Trainer. The Safety Officer/Trainer will notify Coordinator.
4. If the Coordinator implements evacuation, see Evacuation Plan.

Coordinator Will:

1. Initiate Emergency Action Plan if deemed necessary and be the contact at the [Disaster Operations (Board Room)].
2. Provides a means to inform staff of the emergency and provide updates.
3. Provide the news media with information release.
4. Provide personnel to assist Emergency Operations.
5. Provide agencies with vehicle layouts and/or blueprints of the affected area.

# ACCESS Building Map



## Administrative Checklist

### 1. CONTROL DOOR?

- a. Are doors locked at night?  
Who has keys and how are they controlled? \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_
- c. What non-employees (vendors, etc.) have access to the facility?  
\_\_\_\_\_

### 2. LIGHTING

- a. Is yard lit?  
Approximate % of yard lit : 25% \_\_\_\_\_ 50% \_\_\_\_\_ 75% \_\_\_\_\_ 100% \_\_\_\_\_  
Approximate % of buses lit: 25% \_\_\_\_\_ 50% \_\_\_\_\_ 75% \_\_\_\_\_ 100% \_\_\_\_\_
- b. Are the number of lights sufficient for drivers' safety in dark? Yes \_\_\_\_\_ No \_\_\_\_\_
- c. Are they automatically turned on at night? Yes \_\_\_\_\_ No \_\_\_\_\_

### 3. LOCK DOWN OF FACILITY

- a. Does management have a plan for lock down in an emergency? Yes \_\_\_\_\_ No \_\_\_\_\_
- b. Who is responsible for ensuring everything is locked at end of day? \_\_\_\_\_
- c. Is there a list of what persons have keys to the office? Yes \_\_\_\_\_ No \_\_\_\_\_
- d. Are locks re-keyed after an employee is terminated? Yes \_\_\_\_\_ No \_\_\_\_\_

### 4. ACCESS TO BUILDING

- a. Is access to building by key/access card/button control? Key \_\_\_\_\_ Card \_\_\_\_\_ Button \_\_\_\_\_
- b. Who is responsible for distribution/control of keys? \_\_\_\_\_
- c. What method is used to keep track of same? (log, memory, etc.) \_\_\_\_\_
- d. What non-Employees (vendors, etc.) have access to building? \_\_\_\_\_

### 5. EMPLOYEE IDENTIFICATION

- a. Are employees issued photo ID tags? Yes \_\_\_\_\_ No \_\_\_\_\_
- b. Are ID's collected from persons leaving company? Yes \_\_\_\_\_ No \_\_\_\_\_
- c. Are they changed periodically, or dated with an expiration? Yes \_\_\_\_\_ No \_\_\_\_\_

### 6. COMPUTER SECURITY

- a. Do they have key locks for entry into hard drives? Yes \_\_\_\_\_ No \_\_\_\_\_
- b. Are passwords used for access? Yes \_\_\_\_\_ No \_\_\_\_\_
- c. Has management been instructed to be aware of activity? Yes \_\_\_\_\_ No \_\_\_\_\_

### 7. ACCESS TO KEYS OF Vehicles

- a. Do drivers have their own keys to their buses all the time (take home)? Yes \_\_\_\_\_ No \_\_\_\_\_

- b. Are all/most buses keyed identical? Yes \_\_\_\_\_ No \_\_\_\_\_
- c. How are keys distributed in the a.m.? \_\_\_\_\_
- d. How many sets of keys exist? One (1) \_\_\_\_\_

Two (2) \_\_\_\_\_  
Three (3) \_\_\_\_\_  
Four (4) \_\_\_\_\_  
Other \_\_\_\_\_

- e. Does maintenance have their own set for every vehicle? Yes \_\_\_\_\_ No \_\_\_\_\_
- f. How are keys secured?  
Lock Box \_\_\_\_\_  
Office \_\_\_\_\_  
Hidden \_\_\_\_\_  
Took Home \_\_\_\_\_  
Other \_\_\_\_\_

Yes \_\_\_\_\_ No \_\_\_\_\_

- g. Is it a work rule that it is a violation to make duplicate keys of vehicles for personal use? Yes \_\_\_\_\_ No \_\_\_\_\_

### 9. SECURITY OF BUS EN ROUTE

- a. Are there radio codes to report a disaster? Yes \_\_\_\_\_ No \_\_\_\_\_
- b. Are drivers trained in how to handle/communicate a kidnapping?  
Of a passenger by a third party? Yes \_\_\_\_\_ No \_\_\_\_\_  
Of a bus and passenger by outsider? Yes \_\_\_\_\_ No \_\_\_\_\_

### 10. SECURITY BREACHES

- a. Have you had any security breaches during the past quarter?  
1. Parked empty vehicle? Yes \_\_\_\_\_ No \_\_\_\_\_  
2. Driver while on vehicle? Yes \_\_\_\_\_ No \_\_\_\_\_  
3. Passenger? Yes \_\_\_\_\_ No \_\_\_\_\_  
4. Building? Yes \_\_\_\_\_ No \_\_\_\_\_  
5. Computer System? Yes \_\_\_\_\_ No \_\_\_\_\_

## BOMB THREAT PLAN

### Purpose

To establish an orderly plan for safe thorough investigation and action in the event of a bomb threat to *Gaston County ACCESS* minimizing the risk to passengers and employees.

### *Always Avoid Panic!*

1. Receipt of a Warning:  
If a bomb threat comes to the switchboard or to an employee at any location, the person receiving the call is to do the following:

- a. Quickly access paper and pen
- b. Ask the caller to repeat the message. Tell the caller you don't understand.
- c. Keep the caller engaged in conversation as long as possible.
- d. Ask questions.
- e. Listen carefully to the responses.
- f. Write responses on paper as quickly as possible.
- g. Get as much information as possible.
- h. While engaged in conversation, if possible, alert another staff member by writing on paper to call Police.
- i. If the caller wants to talk voluntarily, give him every opportunity to do so before asking the next question.
- j. Discuss the call only with Coordinator or police involved in the investigation.

2. Activation of the Bomb Threat Plan  
Upon receipt of the bomb threat carry out the following:

- a. Notify Coordinator as soon as possible.
- b. On entering and leaving a room, do not turn any type of switches on or off, as a bomb could be detonated in this matter. If necessary, use flashlights for light.
- c. Coordinator is to call 911 and request local law enforcement.

3. Affected Area

- a. Quickly assess the information obtained or being obtained by the person receiving the call.
- b. Based on information from the caller and Law Enforcement's recommendation, the Coordinator will quickly make the decision where to all an Internal Emergency.
- c. If Internal Emergency is initiated, refer to Internal Emergency Plan.

4. Coordinator/Safety Officer/Trainer will:

- a. Act under guidance of trained experts when available.
- b. Organize Gaston County ACCESS Emergency Action Plan.

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- c. Access the situation and make appropriate decisions for passengers and employee safety as situation demands.
- d. When a suspected bomb is found, a danger area will be identified and blocked off in all directions.
- e. Be responsible for the notification of the "all clear" in the event no bomb is found.
- f. Provide information for media release. Publicity is not recommended.

### 5. The Search

Local Law Enforcement will be in charge of all Bomb Threat Operations. Including the notification of Bomb Squads, Search Teams, and will keep in immediate contact with the Coordinator or her designee.

- a. If the threat states the bomb's location, search that area immediately. Staff from the suspected area is best to search that area because they are familiar with what belongs there.
- b. Searchers only look for an object resembling the bomb's description (if any was given) and report anything suspicious. They are not to touch, move, or jar any suspicious item or anything attached to it.
- c. If no location has been mentioned public areas including lobby and bathrooms should be searched first. Then limited access areas (for staff and authorizer personal only) areas are searched second. Private areas restricted to staff) can be searched last.
- d. Searchers should be as discreet as possible to avoid alarming individuals in the search area, especially passengers.
- e. If a suspicious object or device is located, the device's location and description should be relay immediately to the Command Post. The danger area should be identified and blocked off with a clear zone at least 300 feet.
- f. Open all doors and windows to minimize damage from blast. After a suspicious object is found, the situation is then turned over to the local law enforcement. But the search should not end there because more than one device may have been place in another area not year searched. Some or all areas should be evacuated, based on the device's size and location.
- g. Removal and disarming of a bomb must be left to bomb disposal professionals.

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**BOMB THREAT CHECKLIST**

**Questions to Ask Caller:**

1. When is the bomb going to explode?
2. Where is it right now?
3. What does it look like?
4. What kind of bomb is it?
5. What will cause it to explode?
6. Did you (the caller) place the bomb?
7. Why?
8. What is your address?
9. What is your name?

**Exact Wording of the Threat:**

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**Sex of Caller:** M or F

**Race:**

**Age:** \_\_\_\_\_ **Length of Call:** \_\_\_\_\_

**Number at which call is received:**

read \_\_\_\_\_

**Time:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Report Call Immediately to:**

Contact Number \_\_\_\_\_

Contact Name or Title \_\_\_\_\_

Contact Organization \_\_\_\_\_

Secondary Contact Info \_\_\_\_\_

Secondary Contact Info \_\_\_\_\_

**Caller's Voice:**

- |                |                       |
|----------------|-----------------------|
| _____ Calm     | _____ Nasal           |
| _____ Angry    | _____ Stutter         |
| _____ Excited  | _____ Lisp            |
| _____ Slow     | _____ Rasp            |
| _____ Rapid    | _____ Deep            |
| _____ Soft     | _____ Ragged          |
| _____ Loud     | _____ Clearing Throat |
| _____ Laughing | _____ Deep Breathing  |
| _____ Crying   | _____ Cracking Voice  |
| _____ Normal   | _____ Disguised       |
| _____ District | _____ Accent          |
| _____ Slurred  | _____ Familiar        |

If voice is familiar, whom did it sound like?

**Background Sounds:**

- |                        |                         |
|------------------------|-------------------------|
| _____ Street noises    | _____ Factory machinery |
| _____ Television       | _____ Animal noises     |
| _____ Voices           | _____ Clear             |
| _____ PA System        | _____ Static            |
| _____ Music            | _____ Local             |
| _____ House noises     | _____ Long Distance     |
| _____ Motor            | _____ Booth             |
| _____ Office Machinery | _____ Other             |

**Threat Language:**

- |                   |                  |
|-------------------|------------------|
| _____ Well Spoken | _____ Incoherent |
| _____ (Educated)  | _____ Taped      |
| _____ Foul        | _____ Message    |
| _____ Irrational  | _____ by threat  |

**Remarks:**

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**PUBLIC TRANSPORTATION EMERGENCY RESPONSE  
MUTUAL AID AGREEMENT**

WHEREAS, the purpose of this pre-disaster agreement between the agencies is to provide for immediate assistance to protect life and property;

WHEREAS, this Agreement is authorized under Gaston County ACCESS; *which is activated only in the event of a proclamation of an emergency by the local and/or state government approving authority;*

WHEREAS, each agency that becomes a party to this Agreement shall be termed a Signatory Agency;

WHEREAS, a Signatory Agency asking for assistance from any other Signatory Agency will hereinafter be referred to as a Requesting Agency;

WHEREAS, the Signatory Agency agreeing to assist another Signatory Agency asking for assistance hereunder will hereinafter be referred to as a Responding Agency;

WHEREAS, it is necessary and desirable that this Agreement be executed for the exchange of mutual aid; with the intent to supplement not supplant agency personnel.

NOW, THEREFORE, it is hereby agreed by the parties hereto that:

1. Each Signatory Agency has authority hereunder to furnish available resources and services to a Requesting Agency to assist in the prevention, response, recovery and mitigation of proclaimed emergencies/disasters. Any such Responding Agency shall have complete and sole discretion to determine what resources and services are available for its response to any such request. The Responding Agency may limit its response to provision of personnel, equipment, and materials it has determined to be qualified, appropriate, and/or necessary to its response to a Requesting Agency. The Responding Agency shall have no responsibilities or incur any liabilities because it declines to provide resources and/or services to any individual or entity including any Signatory Agency.

2. Resources of the Responding Agency that are made available to the Requesting Agency shall, whenever possible, remain under the control and direction of the Responding Agency. The Requesting Agency shall coordinate the activities and resources of all Responding Agencies.

3. The Responding Agency shall retain the right to withdraw some or all of its resources at any time. Notice of any such intention to withdraw resources shall be communicated to the Requesting Agency's authorized representative not less than five (5) business days before actual withdrawal except the period for prior notice of intent to withdraw resources may be shortened, or completely dispensed with, under emergent circumstances.

4. The Requesting Agency shall be obligated to reimburse any Responding Agency at its usual and customary rates for its actual costs incurred in the provision of available resources and services in response to a request for assistance including, but not limited to, actual costs of labor, equipment, materials, and related expenses as well as for loss or damage to equipment. The Responding Agency shall submit an itemized invoice specifying all reimbursable costs to the Executive Head of the Requesting Agency within sixty (60) days after completion of work. Unless otherwise agreed,

- the Requesting Agency shall fully reimburse the Responding Agency for legitimate invoiced costs within ninety (90) days after its receipt of any such invoice.
5. Any dispute regarding reimbursable costs that is not resolved by agreement of the Requesting and Responding Agencies involved with that particular invoice shall be decided in writing by the authorized representative of the Requesting Agency. The decision of the Requesting Agency shall be final and conclusive unless, within ten (10) days from the date the Responding Agency receives its copy of that decision, the Responding Agency mails or otherwise furnishes a written appeal to the authorized representative of the Requesting Agency. In connection with any such appeal, the Responding Agency shall be afforded an opportunity to be heard and to offer evidence in support of its position. The decision of the authorized representative of the Requesting Agency shall be final subject to appeal to the Gaston County Court.
  6. All privileges, immunities, rights, duties, and benefits of officers and employees of the Responding Agency shall remain in effect while those officers and employees are performing functions and duties at the request of a Requesting Agency, unless otherwise provided by law. Employees of the Responding Agency shall remain employees of the Responding Agency while performing functions and duties at the request of a Requesting Agency.
  7. The Requesting Agency shall indemnify and hold any Responding Agency, and its agents, employees, and/or officers, harmless from and shall process and defend at its own expense any and all claims, demands, suits, penalties, losses, damages, or costs of whatsoever kind or nature (hereafter "claims") brought against any Responding Agency arising out of or incident to the execution, performance, or failure to perform of or under this Agreement; provided, however, that if such claims are caused by or result from the concurrent negligence of (a) a Requesting Agency, its agents, employees, and/or officers; and (b) a Responding Agency, its agents, employees, and/or officers, this indemnity provision shall be valid and enforceable only to the extent of the negligence of the Requesting Agency, its agents, employees, and/or officers; and provided further that nothing herein shall require the Requesting Agency to hold harmless or defend a Responding Agency, its agents, employees, and/or officers, from any claims arising from the sole negligence of a Responding Agency, its agents, employees, and/or officers.
  8. This Agreement shall be effective upon approval by two or more Signatory Agencies and shall remain in effect so long as two or more Signatory Agencies remain consenting parties to this Agreement.
  9. Upon execution of this Agreement, a Signatory Agency shall send an original or a certified copy of the executed agreement to the North Carolina Department of Transportation, Public Transportation Division.
  10. Any Signatory Agency to this Agreement may cancel its participation in this Agreement by giving written notice to the Signatory Agencies listed in this Agreement.
  11. This Agreement is supplemental to, and not a substitute for, pre-existing mutual aid agreements and is not intended to restrict the right of any Signatory Agency to negotiate additional mutual aid agreements with a Signatory Agency or others.
  12. This Agreement is for the benefit of the Signatory Agencies only and no other person or entity shall have any rights whatsoever under this Agreement as a third party beneficiary, or otherwise.
  13. All rights and remedies provided in the Agreement are distinct and cumulative to any other right or remedy afforded by law or equity, and may be exercised independently, concurrently, or

successively to such rights or remedies, and shall not be construed to be a limitation of any duties, obligations, rights and remedies of the parties hereto.

Gaston County ACCESS

Signatory System NameDate

Twanna Littlejohn

Signatory Agency Authorized RepresentativeDate

Designated Primary Contact for this Signatory Agency:

Office:Gaston County ACCESS

Contact:Twanna Littlejohn

Phone Number(704)866-3254

Emergency 24 Hour Phone Number: (980) 925-9200

Approved As To Form

Office of the Attorney General

Date



# Gaston County

Gaston County  
Board of Commissioners  
[www.gastongov.com](http://www.gastongov.com)

## DHHS - Social Services Division Board Action

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**File #:** 20-223

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Commissioner Chad Brown - DHHS (Social Services Division) - To Accept and Appropriate the Federal Families First COVID-19 Relief Act Funds for the Nutrition Program in the Amount of \$152,897 **(100% Federal Funds)**

### **STAFF CONTACT**

Angela Karchmer - DHHS Social Services Director - 704-862-7930

### **BUDGET IMPACT**

Appropriate Federal revenues. No additional County funds.

### **BUDGET ORDINANCE IMPACT**

Increase Federal revenues by \$152,897 and appropriate \$50,966 for Congregate Meal Sites and \$101,931 for Home Delivered Meals.

### **BACKGROUND**

The Department of Social Services Nutrition Program has been granted funds from the Families First COVID-19 Relief Act to support citizens with nutritional meals during the pandemic in the amount of \$152,897. The funds are divided between C-1 (Congregate Sites) and C-2 (Home Delivered Meals). These federal funds are required to be allocated into the FY19-20 budget and will be carried forward into the FY20-21 budget in order to be used as intended by the grant. No additional county funds are required.

### **POLICY IMPACT**

N/A

### **ATTACHMENTS**

Budget Change Request (BCR)

## GASTON COUNTY BUDGET CHANGE REQUEST

TO: Dr. Kim S. Eagle COUNTY MANAGER

FROM: 5622 DHHS-Social Services

Dept. # Department Name

Angela Karchmer 4/29/2020

Department Director's Name Date

### TYPE OF REQUEST:

☐ Line Item Transfer Within Department & Fund

☐ Line Item Transfer Between Funds \*

☐ Project Transfer Within Department & Fund

☒ Additional Appropriation of Funds \*

☐ Line Item Transfer Between Departments\*

\* Requires resolution by the Board of Commissioners

| ACCOUNT DESCRIPTION<br>(As it appears in the budget) | ACCOUNT NUMBER                                       | AMOUNT             |
|------------------------------------------------------|------------------------------------------------------|--------------------|
|                                                      | Fund - Function - Dept - Division - Object - Project | Whole Dollars Only |
|                                                      | xxx - xx - xxxx - xxxx - xxxxx - xxxxxx              | (See Note Below)   |
| Families First COVID Relief Act                      | 020-05-5622-0000-4200000-FFCRA                       | (\$152,897)        |
| Families First COVID:Congregate                      | 020-05-5622-0000-560000-FFCR1                        | \$50,966           |
| Families First COVID-Home Delivered                  | 020-05-5622-0000-560000-FFCR2                        | \$101,931          |

### JUSTIFICATION FOR REQUEST:

The HHS Social Services Division Nutrition Program has been granted funds from the Families First COVID-19 Relief Act to support citizens with nutritional meals during the pandemic in the amount of \$152,897. The funds are divided between C-1 (Congregate Sites) and C-2 (Home Delivered Meals). These federal funds are required to be allocated into the FY19-20 budget, but will be carried forward into the FY20-21 budget in order to be used as intended by the grant. No additional county funds are required.

Note: Decreases in expenditures & increases in revenue accounts require brackets. Increases in expenditures & decreases in revenue do not require brackets. Please note that transfers between funds require interfund transfer accounts.



# Gaston County

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## DHHS - Social Services Division Board Action

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**File #:** 20-242

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Commissioner Chad Brown - DHHS (Social Services Division) - To Accept and Appropriate Federal Funds from the Division of Workforce Solutions for the Workforce Innovation and Opportunity Act (WIOA) Program in the Amount of \$5,000 **(100% Federal Funds)**

### **STAFF CONTACT**

Angela Karchmer - DHHS Social Services Division - 704-862-7930

### **BUDGET IMPACT**

Appropriate Federal revenues. No additional County funds.

### **BUDGET ORDINANCE IMPACT**

Increase Federal revenues by \$5,000 and appropriate \$5,000 into a WIOA Project account.

### **BACKGROUND**

The DHHS Social Services Division - WIOA Program has been granted additional federal funds from the Division of Workforce Solutions through the US Department of Labor to enhance teleworking. These funds will be used to purchase computer equipment for the 7 WIOA NCWorks Career Center staff. This will allow these staff to work remotely assisting the growing number of unemployed individuals to find employment. These federal funds are required to be allocated into the FY19-20 budget in order to be used as intended by the grant. No additional County funds are required.

### **POLICY IMPACT**

N/A

### **ATTACHMENTS**

Budget Change Request (BCR) and Grant Award Letter

## GASTON COUNTY BUDGET CHANGE REQUEST

TO: Dr. Kim S. Eagle COUNTY MANAGER

FROM: 4810 DHHS-Social Services

Dept. # Department Name

Angela Karchmer 5/5/2020

Department Director's Name Date

### TYPE OF REQUEST:

☐ Line Item Transfer Within Department & Fund

☐ Line Item Transfer Between Funds \*

☐ Project Transfer Within Department & Fund

☒ Additional Appropriation of Funds \*

☐ Line Item Transfer Between Departments\*

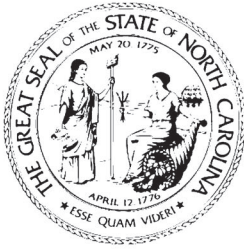
\* Requires resolution by the Board of Commissioners

| ACCOUNT DESCRIPTION<br>(As it appears in the budget) | ACCOUNT NUMBER                                       | AMOUNT             |
|------------------------------------------------------|------------------------------------------------------|--------------------|
|                                                      | Fund - Function - Dept - Division - Object - Project | Whole Dollars Only |
|                                                      | xxx - xx - xxxx - xxxx - xxxxx - xxxxxx              | (See Note Below)   |
| WIOA- Telework Grant                                 | 020-05-4810-0000-420000-20575                        | (\$5,000)          |
| WIOA- Telework Grant                                 | 020-05-4810-0000-560000-20575                        | \$5,000            |

### JUSTIFICATION FOR REQUEST:

The HHS Social Services Division - WIOA Program has been granted additional federal funds from the Division of Workforce Solutions through the US Department of Labor to enhance teleworking. These funds will be used to purchase computer equipment for the WIOA NCWorks Career Center staff. These funds are required to be allocated into the FY19-20 budget in order to be used as intended by the grant. No additional County funds are required.

Note: Decreases in expenditures & increases in revenue accounts require brackets. Increases in expenditures & decreases in revenue do not require brackets. Please note that transfers between funds require interfund transfer accounts.



ROY COOPER  
Governor

ANTHONY M. COPELAND  
Secretary

April 20, 2020

Ms. Angela Karchmer, Director  
Gaston County Local Area  
330 N MARIETTA STREET  
Gastonia, NC 28052

Dear Ms. Karchmer:

This document is authorization of Notice of Fund Availability (NFA) # 4000021455. This NFA provides funding under the following terms:

- 1) Your agency's Grant Administration Agreement with the Division of Workforce Solutions,
- 2) U.S. Department of Labor Grant Award Number AA-30962-17-55-A-37, and
- 3) Catalog of Federal Domestic Assistance Authority (CFDA) number(s): 17.258.

NFA details are provided in the table below.

| Program Year | Category                       | Fund Code                        | Amount     | Expiration Date |
|--------------|--------------------------------|----------------------------------|------------|-----------------|
| 2017         | 8140- One- Time Telework Grant | 4050 – WIOA STATEWIDE ACTIVITIES | \$5,000.00 | 06/15/2020      |

Please contact your Division Planner if you have questions.

Sincerely,

A handwritten signature in cursive script that reads "Agreta Limerick".

Agreta Limerick  
Director of Policy, Planning, and Accountability



# Gaston County

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## DHHS - Social Services Division Board Action

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**File #:** 20-226

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Commissioner Chad Brown - DHHS (Social Services Division) - Proclamation - To Proclaim the Month of May 2020 as ***Older Americans Month***

### **STAFF CONTACT**

Angela Karchmer - Division Director - DHHS - Social Services Division - 704-862-7930

### **BACKGROUND**

In recognition of the valuable contribution made by Gaston County's older Americans, Gaston County would like to proclaim the month of May 2020 as Older Americans Month.

### **ATTACHMENTS**

Proclamation



WHEREAS, during Older Americans Month, we pause to draw upon the wisdom, spirit, and experience older adults bring to our families, our communities, and our nation. We recognize that during this time of crisis we can persevere and prevail by emulating the resolve, tenacity, and determination of Americans more experienced individuals who have endured and overcomes life's most challenging times; and,

WHEREAS, Gaston County includes a community of older Americans who deserve recognition for their contributions, as they are trailblazers who advocate for themselves, their peers, and their communities—paving the way for future generations; and,

WHEREAS, older Americans are among the most vulnerable to the effects of the coronavirus. As they continue to adhere to special guidance put in place to protect them, we must acknowledge that far too many are facing hardships of loneliness and social isolation; and,

WHEREAS, we must rally behind older Americans to ensure they can continue to live lives of dignity, joy, and purpose long after the threat of the virus has faded; and,

WHEREAS, Gaston County can support our community members by:

- Promoting independence, inclusion, and participation
- Engage older adults through education, recreation, and service
- Connecting people with opportunities to share their time, experience, and talents.

NOW, THEREFORE, BE IT RESOLVED that the Gaston County Board of Commissioners, in recognition of the valuable contributions made by Gaston County's older Americans, proclaims the month of May 2020 as

## ***OLDER AMERICANS MONTH***

\_\_\_\_\_  
Tracy L. Philbeck, Chairman

\_\_\_\_\_  
Chad Brown

\_\_\_\_\_  
Bob Hovis

\_\_\_\_\_  
Jack B. Brown, Vice-Chairman

\_\_\_\_\_  
Tom Keigher

\_\_\_\_\_  
Allen R. Fraley

\_\_\_\_\_  
Ronald E. Worley

To be Adopted the 26<sup>th</sup> Day of May 2020



# Gaston County

Gaston County  
Board of Commissioners  
[www.gastongov.com](http://www.gastongov.com)

## DHHS - Social Services Division Board Action

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**File #:** 20-227

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Commissioner Chad Brown - DHHS (Social Services Division) - Proclamation - To Proclaim the Month of May 2020 as ***Foster Care Awareness Month***

### **STAFF CONTACT**

Angela Karchmer - Division Director - DHHS - Social Services Division - 704-862-7930

### **BACKGROUND**

To extend an appreciation to all foster parents, family members, volunteers, mentors, and child welfare professionals in Gaston County, who participate in the efforts to serve and support foster children.

### **ATTACHMENTS**

Proclamation



WHEREAS, there are over 10,000 children in foster care in North Carolina, and 350 in Gaston County who depend on foster parents, family members, volunteers, mentors, policymakers, child welfare professionals, and other community members to help them find permanent homes and connections; and,

WHEREAS, foster care is an invaluable resource for keeping children safe in temporary circumstances and providing stability, direction and comfort to one of our community's most vulnerable populations; and,

WHEREAS, children in foster care are in the midst of crisis during a global pandemic. Social workers, foster parents, and dedicated community members work tirelessly to assure they receive safe, secure, and stable homes; and,

WHEREAS, we honor the selfless individuals who open their homes to nurture and promote healing, unification, and family based empowerment and acknowledge the additional challenges imposed by the coronavirus; and,

WHEREAS, dedicated individuals, families, professionals, and faith based and community organizations who support children in foster care help maintain essential parent-child relationships and support parents working to regain custody of their children; and,

WHEREAS, dedicated child welfare professionals work to achieve permanency for children through reunification with birth parents, kinship care, adoption, or legal guardianship.

NOW, THEREFORE, BE IT RESOLVED that the Gaston County Board of Commissioners hereby proclaims the month of May 2020 as

## FOSTER CARE AWARENESS MONTH

and extends its grateful appreciation to all foster parents, family members, volunteers, mentors, and child welfare professionals in Gaston County.

\_\_\_\_\_  
Tracy L. Philbeck, Chairman

\_\_\_\_\_  
Chad Brown

\_\_\_\_\_  
Bob Hovis

\_\_\_\_\_  
Jack B. Brown, Vice-Chairman

\_\_\_\_\_  
Tom Keigher

\_\_\_\_\_  
Allen R. Fraley

\_\_\_\_\_  
Ronald E. Worley



# Gaston County

Gaston County  
Board of Commissioners  
[www.gastongov.com](http://www.gastongov.com)

## DHHS - Social Services Division Board Action

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**File #:** 20-262

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Commissioner Chad Brown - DHHS (Social Services Division) - To Approve the Workforce Innovation and Opportunity Act (WIOA) Local and Regional Workforce Development Area Four-Year Plan

### **STAFF CONTACT**

Angela Karchmer - DHHS - Social Services Division Director - 704-862-7930

### **BACKGROUND**

The Workforce Development Board is submitting the attached four-year local and regional area plan for approval by the Board of Commissioners.

### **POLICY IMPACT**

N/A

### **ATTACHMENTS**

Workforce Development Area Plan

# Workforce Innovation and Opportunity Act

## Local and Regional Workforce Development Area Plans

### Comprehensive Four-Year Title I Plan for PY 2020 July 1, 2020 – June 30, 2024

North Carolina Department of  
Commerce  
Division of Workforce Solutions  
4316 Mail Service Center  
313 Chapin Road, Suite 120  
Raleigh, NC 27699-4316

#### Local Title I WIOA Instructions

##### Introduction

The Workforce Innovation and Opportunity Act (WIOA) requires each Workforce Development Board (WDB) to develop and submit, in partnership with the local chief elected official, a comprehensive four-year plan. The WIOA Program Year (PY) 2020 Plan is to provide current information and be effective July 1, 2020 - June 30, 2024 and will include all current local policies. The local and regional plan will support the alignment strategy described in the 2020-2024 NC Unified State Plan in accordance with WIOA Section 102(b)(1)(E), and otherwise be consistent with the NC Unified State Plan. North Carolina Governor Roy Cooper's mission is to ensure North Carolinians are better educated, healthier, and have more money in their pockets so that they can live more abundant, purposeful lives. The cornerstone to achieving this goal is to help people get good-paying jobs to support themselves and their families. Through NC Job Ready, Governor Cooper's workforce development initiative, North Carolina is working to build a stronger and better workforce. NC Job Ready is built on three core principles: education and skills attainment are the foundation to a strong and resilient workforce; an employer-led workforce development system is key to the growth of a highly skilled and job ready workforce; and local innovation is critical to a dynamic and effective workforce system. In addition, Workforce Development Boards shall comply with WIOA Sections 106 through 108 in the preparation and submission of the plan.

Through its strategic planning efforts, the NCWorks Commission developed a vision and mission for North Carolina's Workforce System. This vision is to build a job-ready workforce to strengthen North Carolina companies, attract new businesses, and ensure our state can adapt to a changing economy. The mission of the state's workforce development system, is to ensure North Carolina has an innovative, relevant, effective, and efficient workforce development system that develops adaptable, work-ready, skilled talent to meet the current and future needs of workers and businesses to achieve and sustain economic prosperity, and to ensure North Carolinians are ready for the jobs of today and tomorrow by increasing access to education and skills training, fostering employer leadership to prepare workers, and supporting and scaling local innovation.

#### Federal and State Requirements for Local Administration of the Workforce Innovation and Opportunity Act

Local Workforce Development Boards should reference the Workforce Innovation and Opportunity Act, Public Law 113-128, enacted July 22, 2014. Additional information is available at the U.S. Department of Labor Employment and Training Administration website: [www.doleta.gov](http://www.doleta.gov).

North Carolina policy information is available at <https://www.nccommerce.com/jobs-training/workforce-professionals-tools-resources/workforce-policies>. Local Workforce Development Boards may reference the North Carolina [WIOA Unified State Plan](https://www.nccommerce.com/jobs-training/workforce-professionals-tools-resources/workforce-policies).

Plan Submission and Due Date

The Local Plan must be submitted through Workforce Information System Enterprise (WISE), the Division's web-based financial system. **The due date is May 11, 2020.** Each attachment must be submitted and labeled separately in either Word or PDF format. Attachments not submitted separately will not be accepted. Forms requiring original signatures may be mailed to the local Board's assigned Planner at: N.C. Division of Workforce Solutions, 4316 Mail Services Center, Raleigh, NC 27699-4316. Hand delivered documents may be left at 313 Chapanoke Road, Suite 120, Raleigh, NC 27603.

Workforce Development Board Overview

The Local Area Overview provides important contact information that is used throughout the Division. It is important that this section remain current during the Program Year. Updates should be submitted to the local Board's assigned Division Planner when changes occur.

- 1. Provide the Local Area's official (legal) name as it appears on the local Consortium Agreement established to administer the Workforce Innovation and Opportunity Act (WIOA) or, if not a Consortium, in the formal request for Local Area designation.

Gaston County Workforce Development Board

If the Local Area is a Consortium, attach a copy of the current Consortium Agreement. Name document: Local Area Name Consortium Agreement. N/A

- 2. Provide the name, title, organization name, address, telephone number, and e-mail address of the Workforce Development Director.

|                                                                   |                                                                            |
|-------------------------------------------------------------------|----------------------------------------------------------------------------|
| <b>Name:</b><br>Angela Karchner                                   | <b>Title:</b><br>Workforce Development Board Director                      |
| <b>Organization:</b><br>Gaston County Workforce Development Board | <b>Address:</b><br>330 Dr Martin Luther King Jr Way,<br>Gastonia, NC 28052 |
| <b>Phone number:</b><br>(704) 862-7930                            | <b>Email address:</b><br>angela.karchner@gastongov.com                     |

- 3. Provide the name, elected title, local government affiliation, address, telephone number, and e-mail address of the Local Area's Chief Elected Official.

|                                         |                                                                                                      |
|-----------------------------------------|------------------------------------------------------------------------------------------------------|
| <b>Name:</b> Tracy Philbeck             | <b>Elected Title:</b> Board Chairman                                                                 |
| <b>Government:</b> County Commissioners | <b>Address:</b> PO BOX 1578, Gastonia, NC 28053                                                      |
| <b>Phone number:</b> 704-813-1902       | <b>Email address:</b> <a href="mailto:tracy.philbeck@gastongov.com">tracy.philbeck@gastongov.com</a> |

4. Provide the name, title, business name, address, telephone number, and e-mail address of the individual authorized to receive official mail for the Chief Elected Official, if different than question 3.

|                                     |                                                                                           |
|-------------------------------------|-------------------------------------------------------------------------------------------|
| <b>Name:</b> Dr. Kim Eagle          | <b>Title:</b> County Manager                                                              |
| <b>Business Name:</b> Gaston Co Gov | <b>Address:</b> PO Box 1578<br>Gastonia, NC 28052                                         |
| <b>Phone number:</b> 704-866-3101   | <b>Emailaddress:</b> <a href="mailto:kim.eagle@gastongov.com">kim.eagle@gastongov.com</a> |

5. Provide the name, address, telephone number, and email address of the Administrative/Fiscal Agent responsible for disbursing Local Area WIOA grant funds. This is the entity responsible for the disbursement of grant funds. [WIOA Sections 107(d)(12)(B)(i)(III) and 108(b)(15)].

|                                           |                             |
|-------------------------------------------|-----------------------------|
| <b>Name:</b> Gaston County Finance Office | <b>Title:</b> N/A           |
| <b>Organization:</b> Gaston Co Government | <b>Address:</b> PO Box 1578 |
| <b>Phone number:</b> 704-866-3037         | <b>Email address:</b> N/A   |

6. Provide the name, title, organization name, address, telephone number, and e-mail address of the Administrative/Fiscal Agent's signatory official.

|                                         |                                                                                                   |
|-----------------------------------------|---------------------------------------------------------------------------------------------------|
| <b>Name:</b> Mr Christopher C Dobbins   | <b>Title:</b> Director                                                                            |
| <b>Organization:</b> Gaston County DHHS | <b>Address:</b> 991 W Hudson Blvd,<br>Gastonia NC 28052                                           |
| <b>Phone number:</b> 704-853-5262       | <b>Emailaddress:</b> <a href="mailto:Chris.dobbins@gastongov.com">Chris.dobbins@gastongov.com</a> |

7. Attach a copy of the Administrative Entity/Fiscal Agent's organizational chart with an 'effective as of date'. Name document: [Gaston Co DHHS Organizational Chart](#).  
\*See Attached

8. Provide the Administrative Entity's Data Universal Numbering System (DUNS) number and assurance that the 'System for Award Management' (SAM) status is current. Administrative Entities must register at least annually on the SAM website [www.sam.gov](http://www.sam.gov) to receive Federal funding [required by Federal Acquisition Regulation (FAR) Section 4.11 and Section 52.204-7].

|                                            |                         |                                 |
|--------------------------------------------|-------------------------|---------------------------------|
| <b>GASTON COUNTY</b>                       | <b>CAGE Code:</b> 3JPCo | <b>128 W MAIN AVE</b>           |
| <b>DUNS:</b> 07069186                      |                         | <b>GASTONIA, NC 28052-2906,</b> |
| <b>Status:</b> Active                      |                         | <b>UNITED STATES</b>            |
| <b>Expiration Date:</b> 02/02/2021         |                         |                                 |
| <b>Purpose of Registration:</b> All Awards |                         |                                 |
| <b>Entity Overview</b>                     |                         |                                 |

| Entity Registration Summary               |
|-------------------------------------------|
| <b>Name:</b> GASTON COUNTY                |
| <b>Business Type:</b> US Local Government |
| <b>Last Updated By:</b> Pat Lays          |
| <b>Registration Status:</b> Active        |
| <b>Activation Date:</b> 02/03/2020        |
| <b>Expiration Date:</b> 02/02/2021        |

9. Provide the name of the local Workforce Development Board's equal opportunity officer who shall be responsible for ensuring that discrimination does not occur in its programs or projects. (PS 07-2018)

**Dave Gunderman, 704-862-7536**

*Composition of the local Workforce Development Boards shall comply with WIOA Section 107. Local Workforce Development Board Membership Requirements have been provided as reference at [Appendix D](#).*

10. Provide each Workforce Development Board members' name, business title, business name and address, telephone number and e-mail address on the provided form. The first block is reserved to identify the Board chairperson (*form provided*). Indicate all required representation and indicate if vacant. [WIOA Section 107(b)(2)]. Name document: [GASTON COUNTY WDB List](#). See [Appendix D](#) for [Local Area Workforce Development Boards membership requirements](#).  
\*See Attached

**Note:** Check the block on provided form certifying compliance with required WIOA local Workforce Development Board business nomination process. If the Board membership is not in compliance currently, provide the statement here.

\* Use and identify categories as indicated on the form. Do not change required category names except to clarify those with multiple categories.

*The Chief Elected Official must establish by-laws consistent with applicable local procedures, state and federal laws to include WIOA Final Rules and Regulations 679.310(g). The Board shall submit by-laws that clearly demonstrate all WIOA and North Carolina required elements described in [Appendix A](#). Additional by-laws guidance and electronic meeting formats have been provided in [Appendix B](#) and [Appendix C](#).*

11. Attach the Workforce Development Board by-laws including date adopted/amended. By-laws must include the required elements found in Appendix A. Name document: **GASTON COUNTY WDB by-laws**

12. To demonstrate that the attached Workforce Development Board By-laws comply, complete **By-Laws Required Elements – Crosswalk chart**.

*Sunshine Provision - The Local Board shall make available to the public, on a regular basis through electronic means and open meetings, information regarding the activities of the Local Board, including information regarding the Local Plan prior to submission of the Plan, and regarding membership, the designation and certification of one-stop operators, and the award of grants or contracts to eligible providers of youth workforce investment activities, and on request, minutes of formal meetings of the Local Board. [WIOA Section 107(e)]*

13. Describe how the Workforce Development Board will make copies of the proposed Local Plan available to the public. [WIOA Section 108(d)]

The Gaston Co Workforce Development Board makes copies of the proposed (draft) Local Area Plan available to the public through hard copy at the Gaston County DHHS Building – 2<sup>nd</sup> Floor for 30 days, after approval by the DWS planner, for public comment. It also makes copies of the proposed (draft) Local Area Plan available through electronic means for 30 days, after approval by the DWS planner, by posting a copy on the Gaston County WDB website: [www.gastonworks.com](http://www.gastonworks.com) AND on the Gaston County WDB Face book page for public comment.

*Public Comment - The Workforce Development Board shall make copies of the proposed Local Plan available to the public through electronic and other means, such as public hearings and local news media; allow for public comment not later than the end of the 30-day period beginning on the date the proposed plan is made available; and, include with submission of the Local Plan any comments that represent disagreement with the Plan. [WIOA Section 108(d)]*

14. Attach a copy of the Local Workforce Development Board's organizational chart with an 'effective as of date.' Include position titles. Name document: **GASTON WDB Organizational Chart**

15. Complete the following chart for the PY2020 Local Workforce Development Board's planned meeting schedule to include time, dates and location. *[Expand form as needed.]*

| Date                          | Time         | Location (Physical or Virtual)<br>(include address and room #)    |
|-------------------------------|--------------|-------------------------------------------------------------------|
| July 16 <sup>th</sup> 2020    | 12:00 (Noon) | 330 Dr Martin Luther King Jr Way, Gastonia, NC 28052 (Auditorium) |
| October 8, 2020               | 12:00 (Noon) | 330 Dr Martin Luther King Jr Way, Gastonia, NC 28052 (Auditorium) |
| January 21, 2021              | 12:00 (Noon) | 330 Dr Martin Luther King Jr Way, Gastonia, NC 28052 (Auditorium) |
| April 15 <sup>th</sup> , 2021 | 12:00 (Noon) | 330 Dr Martin Luther King Jr Way, Gastonia, NC 28052 (Auditorium) |

**Note:** All local Workforce Development Board meetings will be held in accessible facilities with additional access available through electronic means with advance notice. All materials and discussions can be available in an accessible format upon request.

16. Attach a copy of the signed 'Certification Regarding Debarment, Suspension, and other Responsibility Matters – Primary Covered Transactions' *(form provided)*. [Required by the Regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98, Section 98.510, participants' responsibilities.] Name document: **GASTON WDB Certification Form**

**Note:** Document must bear the original signature of the Administrative Entity signatory official. Mail the signed **Certification form** (page 27) original to Division Planner.

17. Submit the original Workforce Development Board and Chief Elected Official (CEO) Signatory Page *(form provided)*, bearing the original signatures of the Chief Elected Official(s) and the Workforce Development Board Chairman, and attach a copy of the signed document. Name document: **Local Area Name Signatory Page**.

**Note:** Mail the signed original **Signatory Form** to the assigned Division Planner

## 1. Local Area Strategic Planning

*Each local Workforce Development Board (WDB) shall develop and submit a comprehensive four-year local plan. The local Workforce Development Board is required to keep the plan up to date and fluid as events and funding changes occur which may require local area responses. Local Plans will require an annual modification. North Carolina has implemented integrated services delivery with an enhanced emphasis on regional planning and services. This approach is consistent with federal, state and regional initiatives and opportunities. North Carolina's workforce development system includes businesses, organizations, agencies, employed and unemployed persons, training and educational institutions, adults and youth. To enhance services to all these constituents, aligning workforce development planning and services with regional labor markets is both effective and productive. North Carolina Governor Roy Cooper's NC Job Ready is built on three core principles: education and skills development are the foundation to a strong and resilient workforce; an employer-led workforce development system is key to the growth of a highly skilled and job ready workforce; and local innovation is critical to a dynamic and effective workforce system.*

*Locally, WDBs are creatively working to address the new challenges of job growth and expansions. With low unemployment rates, Boards continue to have a shortage of middle-skilled level workers. As a Board and workforce system, Boards are leveraging resources and engaging in new partnerships that include the business community, economic developers, chambers of commerce, NCWorks Career Centers, community colleges, public schools, and community partners. Working together, Boards are paving the way for an even stronger economy through sector partnerships and career pathways initiatives.*

1. Describe how the local Workforce Development Boards and partners address local challenges for job growth and business expansions?

*The local Workforce Development Boards and partners collaborate through the Gaston's BEST team to provide solutions to employers' needs including Incumbent Worker Training for existing employees to receive training that will allow them to increase their talents and use that as a tool to advance within their company. As companies increase their talent level and efficiency, they are better able to be more competitive in the global market and have greater opportunity for expansion of their business.*

2. Provide a description of the Workforce Development Board's strategic vision and goals for preparing an educated and skilled workforce including youth and individuals with barriers to employment. Include goals relating to the performance accountability measures based on primary indicators of performance in order to support regional economic growth and economic self-sufficiency. [WIOA Section 108(b)(1)(E)]

*The Gaston County WDB has continued a vision of enhancing skills with the existing and emerging workforce to meet the needs of regional employers and improve the economic conditions of its residents while encouraging business development and expansion through entrepreneurship and innovation. Participants are provided with intensive case managers for assistance with individualized career services and also training*

*services. With emphasis on educating the emerging workforce, Gaston County will enable it's workforce to be more skilled and increase employers competitiveness in the global job market while meeting the changing needs of employers, Gaston is focusing on better career exploration through interest assessment testing prior to enrollment in training. Additionally, expanding the number of individuals receiving FLG supportive services to enable existing students to remain in school, thus producing a higher number of post-secondary credential completers that will have a easier time finding self-sufficiency employment that meets performance requirements. Apprenticeship and Work based learning programs are an integral part of the student with barriers to employment having successful outcomes in finding a job after completion of their training, as well as job retention and self sufficiency.*

*Included in each contract for direct services are the Local Areas goals for specified programs. These goals are reflective of the performance measures implemented by the Department of Commerce. Contracts are amended or revised based on updated performance goals. Meeting performance has a direct impact on whether or not the contractor receives their quarterly profit payments*

3. Considering the analyses described in the Regional Strategic Planning Section III, describe strategies to work with the entities that carry out the core programs that align resources available to the Local Area to achieve the strategic vision and goals. [WIOA Section 108(b)(1)(F)]

*Gaston WDB works closely with the other boards in our region, Gaston Community College, and other public and private training providers across our region to ensure relevant training is offered for in-demand occupations. As well, case managers work with providers of community resources to connect individuals with supportive services to bolster success. Interested employers are referred to the Community College for No Cost Business and Industry classes, customized training and many also need Incumbent Worker Training grant funds to complete the desired training.*

*Many additional resources can be located within non-profit community based organizations and/or faith based organizations. The WDB has also established a partnership with the Gaston County DHHS to refer TANF recipients, Non-custodial Parents of active child support cases, Foster Care Youth and Food and Nutrition Services (former known as Food Stamps) for staff assisted services at the NCWorks Career Centers. In addition, through the partnership with DHHS, the Gaston WDB operates a career & resource center located at the Division of Social Services which serves the targeted populations listed above. The center staff works closely with local judicial offices to connect former offenders to re-entry services offered at the career centers.*

4. Describe Local Area's workforce development system, including identifying the programs included in the system, and how the Workforce Development Board will work with the entities administering core programs and other workforce development programs to support alignment and provision of services, including programs of study authorized

under the Carl D. Perkins Career and Technical Education Act of 2006 (20 U.S.C. 2301 et seq.). [WIOA Section 108(b)(2)]

The WDB is aligned with regional industries in-demand occupations and continues to transition from traditional industries of textiles and related sectors to sectors of advanced manufacturing, specialty chemical production, medical, and energy. Due to the specialized nature of emerging advanced manufacturing, most of the skills needed by employees will require individualized training from the company through the community college or university system or by the equipment vendors. Proficiencies in math, reading, computer technology, reasoning and communication as well as a willingness to maintain or advance skill levels will be necessary for the labor force. Highly developed skills and certification in advanced manufacturing practices will be necessary in the future economic environment as more firms will seek automation as a means of maintaining a competitive edge.

Today's youth and young adults will be negatively affected if they attempt to enter the workforce without necessary skill sets. It is vital that the emerging labor force have reading and math skills along with the ability to find information and independently solve problems. A high school diploma will not be adequate to enter the workforce of an advanced manufacturing plant. The WDB supports participants obtaining a Career Readiness Certificate (CRC). However, the CRC alone will not be sufficient to allow for higher earning or advancement in today's competitive market without additional skills attainment. Therefore, the WDB has prioritized efforts to promote certificate or other training programs to the emerging labor force.

Gaston County is seeing an adequate interest, in its new Incumbent Worker Training Grant Program, from businesses in our Local Area. Businesses understand that they not only must recruit higher skilled workers in their new hire processes, but that it is imperative that they develop their incumbent workforce. Many businesses are looking for ways to accomplish "up-skilling" their current workforce including how they can afford to conduct more class room and on the job training. Manufacturing and distribution continue to be a viable part of our local economy and employers need workers with much more advanced skills than ever before. If we are to sustain these business sectors we must retrain workers in appropriate areas to meet these needs.

Businesses continue to be interested in training for their Human Resource Managers and other leadership positions. The BSR's refer companies to Gaston Community College to take advantage of free Business and Industry classes. Businesses can also be evaluated for Customized Training developed by the local community college.

Due to the current economic situation, all job seekers are in a highly competitive market and continue to access services to appropriate employment opportunities via NCWorks Career Centers. Job seekers are obtaining staff assisted services to update their interviewing skills and/or their resumes as they look for work. Career Center staff are focused on providing intensive case management in order to assist the job seeker as they follow through on potential employment. Center staff understands that it is imperative that job seekers be informed of and encouraged to look toward emerging and high growth

sectors in their job search endeavors. In some instances, job seekers may decide they need additional training to be competitive in the workforce, requiring further assessment by NCWorks staff.

5. Provide a description of how the Workforce Development Board, working with the entities carrying out core programs, will expand access to employment, training, education and supportive services for eligible individuals, particularly eligible individuals with barriers to employment. Include how the Workforce Development Board will facilitate the development of career pathways and co-enrollment, as appropriate, in core programs, and improve access to activities leading to a recognized postsecondary credential including a credential that is an industry-recognized certificate or certification, portable, and stackable. [WIOA Section 108(b)(3)]

Gaston County has developed an extensive referral system with NC Services for the Hearing Impaired, NC Services for the Blind, Vocational Rehabilitation offices and other community partners for WIOA participants or individuals seeking information through the NCWorks Career Centers. Information pertaining to these entities is also included in Rapid Response Activities as well as any other community service that the requesting party has expressed an interest in providing to their labor force. All Centers (certified and non-certified) including the Youth Center are ADA accessible.

The WDB works closely with the Gaston County Department of Health and Human Services-Social Services Division to provide job search assistance and skills assessment for TANF recipients. Gaston County currently has designated staff that manages the referral process and in most cases can provide immediate services to the TANF recipient.

In response to changes requiring FNS recipients to engage in employment, training or alternate work such as volunteer service, additional outreach has taken place to insure this targeted population has information on services provided through NCWorks centers in Gaston

6. Describe the Workforce Development Board's use of initiatives such as incumbent worker training programs, on-the-job training programs, customized training programs, industry and sector strategies, career pathways initiatives, utilization of effective business intermediaries, and other business services and strategies, designed to meet the needs of employers in the corresponding region in support of the regional strategy to meet the needs of businesses. [WIOA Section 108 (b)(4)(B)].

The Southwestern Region has numerous large employers who could not possibly get their entire workforce only from the local area where there business is located. These include Daimler Trucks, Amazon, Charlotte Premium Outlets, Duke Energy etc. Therefore, our regional BSRs work in unison while collaborating to the meet the employer's need for talent through activities such as OJT, WEX, Apprenticeship, etc. Regional employers and educators are invited to participate and give valuable input during Regional Career

Pathways developments. The Southwestern Prosperity Zone has developed several Career Pathways including Advanced Manufacturing, Medical, and Energy.

7. Describe how the Workforce Development Board coordinates and promotes entrepreneurial skills training and microenterprise services. [WIOA Section 108(b)(5)]

WDB has supported small businesses and entrepreneurial endeavors through Incumbent Worker Training programs, referrals to the Small Business Center at Gaston College, Work Experience, and On-the-Job Training opportunities. Additionally, many young adults in the Gaston County Youth Program are interested in entrepreneurial opportunities and have attended the NC Youth Summit for the workshops offered on that topic.

8. Describe how the Workforce Development Board enhances the use of apprenticeships to support the regional economy and individuals' career advancement. [WIOA Section 108(b)(5)]

The WDB has focused on developing partnerships with businesses that currently have apprenticeship programs in place. Part of the emphasis on these partnerships is advancing the understanding of apprenticeship programs with our emerging workforce. Additionally, the Business Services Representatives in Gaston County provide information to interested businesses on the various options that they have when it time to decide whether they want to start their own apprenticeship program and provide their own training or hiring someone to be their training provider OR if they want to be a part of an Apprenticeship program like Apprenticeship321 at Gaston College.

The Gaston Workforce Development Board is a supporter of the "Apprenticeship 321" initiative with Gaston College which seeks to establish and expand apprenticeship programs in Gaston & Lincoln Counties. The Board also works closely with Gastonia Sheet Metal Services, a local business that has a registered apprenticeship program in our Local Area.

9. Provide a description of how the Workforce Development Board coordinates workforce investment activities carried out in the Local Area with statewide rapid response activities as described in WIOA Section 134(a)(2)(A). [WIOA Section 108(b)(8)] In addition, specifically describe the coordination and delivery of services to businesses to include the following [WIOA Section 108(b)(8)]:

- a. Systems that are used to determine economic trends and partners within your Early Warning Network to help identify those businesses that are expanding and/or struggling: Business Edge Reports provided by NCCommerce. Referrals from SBTDC, IES, Gaston County EDC
- b. Local resources that are provided to help struggling businesses avert or prevent layoffs, and: When a Business Edge Report is received that a business is

struggling, our BSR reaches out to the business to see if there is a time the the Local Business Edge Team can come and meet with the business to see what issues they are having and/or what solutions they need. Business Edge Services can be provided to include Incumbent Worker Training, Customized Training, No-Cost Business and Industry Classes, Financial Evaluation by SBTDC, WEX, and sometimes OJT – depending on the condition of the company and whether or not they have laid off or owe in back taxes.

- c. Explain coordination with TAA to maximize resources and prevent duplicative services. TAA & WIOA co-enroll students because we can provide up to \$200 per month transportation assistance where TAA does mileage reimbursement and only if the customer travels more than a set number of miles

The WDB has focused on developing partnerships with businesses that currently have apprenticeship programs in place. Part of the emphasis on these partnerships is advancing the understanding of apprenticeship programs with our emerging workforce.

The Gaston Workforce Development Board is a supporter of the "Apprenticeship 321" initiative with Gaston College which seeks to establish and expand apprenticeship programs in Gaston & Lincoln Counties. The Board also works closely with Gastonia Sheet Metal Services, a local business that has a registered apprenticeship program in our Local Area.

10. Provide a description of plans, strategies and assurances concerning maximizing coordination of services provided under the Wagner-Peyser Act and services provided in the Local Area through the NCWorks Career Center system. Include how improved service delivery and avoidance of duplication of services are/will be achieved. [WIOA Section 108(b)(12)]

The Gaston County certified tier 1 NCWorks Career Center is co-located at the Gastonia DWS office. Through intensive cooperation efforts with the local DWS Manager, Claudette Argabrite, without exception, career center staff function under the ISD model and are required to:

- a) Provide basic career services for all registered individuals;
- b) Dually enroll customers using the Wagner Peyser and WIOA applications, as deemed appropriate;
- c) Screen for barriers and refer appropriate youth ages 16-24 to the on-site Next-Gen Contracted Staff member;
- d) Remain familiar with ALL Career Center products and services;
- e) Provide RESEA & EAI Services to appropriate UI Recipients;
- f) Rotate work hours in the Career Resource Area and the Welcome Greeter Desk;
- g) Engage in staff centered dialogue to improve customer services.
- h) Provide services under a customer-centered design
- i) Attend weekly staff-development training at the career center, when applicable.

j) Complete CDF (Career Development Facilitator Training, when possible

The Local DWS Manager is actively engaged in WDB functions, serves on the Board and serves as a member of the Gaston's BEST. Additionally, she serves on the Management & Leadership Team as well as the NCWorks Career Center. She attends monthly meetings with the WIOA Adult/DW Program Manager, WIOA Coordinator and her Board Staff. The meetings are focused on customer service and performance accountability and planning, reviewing career center stats, collaborating on process improvements, and discussions for continuous improvements. She also engages in open dialogue with the WDB staff and contracted staff insuring duplication of services does not occur.

11. Provide a description of how the Workforce Development Board coordinates workforce investment activities carried out in the Local Area with the provision of Adult Education and Literacy activities. [WIOA Section 108(b)(13)]

Gaston County WDB partners with Goodwill Industries of the Southern Piedmont as well as Gaston Community College and the Gaston Literacy Council to provide GED access for older youth and adult learners. Additionally, the WDB collaborates with Gaston County Schools to provide support for career exploration activities such as the annual career expo which focuses on STEM/STEAM careers and targets middle school students.

In part, the goal of the collaborations is to encourage the older youth/adult learner to take advantage of other career offerings available through the community college system such as apprenticeship programs, or other training programs available through providers, as well as achieve the adult high school diploma or GED certificate. English as a Second Language (ESL) classes and programs that encourage parents to read to their children are provided through the Literacy Council as well.

12. Provide a description of cooperative agreements, as defined in WIOA Section 107(d)(11), between the Workforce Development Board and other local entities described in Section 101(a)(1)(B) of the Rehabilitation Act of 1973 (29 U.S.C. 721(a)(1)(B)) with respect to efforts that will enhance the provision of services to individuals with disabilities and to other individuals, such as cross training of staff, technical assistance, use and sharing of information, cooperative efforts with employers, and other efforts at cooperation, collaboration, and coordination. [WIOA Section 108(b)(14)]

The Gaston County WDB partners with Vocational Rehabilitation and collaborates with Partners Behavioral Health Management (LME) to provide training for staff and center partners on techniques to improve services to individuals with disabilities, provides updates during Board meetings, Leadership and Management Team meetings and hosts employer focused informational vignettes during regional events with the Chambers of Commerce, Rotary Clubs, Optimist or Lions Clubs to further employment opportunities for individuals with disabilities. As mandated by law, all NC Career Centers are ADA accessible and are equipped to provide assistive technology or other services as needed

for individuals with disabilities. There is also a focus on providing Basic Career Services and Intensive Case Management Services to Adults, Dislocated Workers, and Youth who have disabilities and need reasonable accommodations or additional supportive services to insure their success in obtaining training or other opportunities that lead to self-sufficiency employment for the participant which in turn leads to the needs of their household being met.

13. Provide a detailed description of the competitive process used to award subgrants and contracts in the Local Area for activities carried out under WIOA Title I. [WIOA Section 108(b)(16)]

Workforce Innovation and Opportunity Act (WIOA) Adult & Dislocated Worker (DW) and Youth program procurements are handled in a competitive manner, also including women and minority groups. The Gaston County WDB uses a structured procurement process to secure competitive bids for WIOA services at least once every 3 years. Additionally contract extensions can be given each year, for up to 2 years, after the initial contract period (via contract amendments) as long as both the Gaston County WDB and the contractor is agreeable to the extension of the contract(s). Renegotiation requests are accepted from the WIOA service contractors prior to the contract amendment(s) being completed for each of the additional 1 year periods of contract extension. If renegotiations are requested, reasonableness of cost must be re-evaluated for profit payments. Gaston County uses a comparison of profit % rates for other local area boards in our region. Negotiations are always completed can Gaston County WDB initiates the following Request for Proposal (RFP) process. Below are the steps in the Gaston County WDB's Competitive Process:

- 1) Legal advertisement is released and RFP Notice is also posted to the board website ([www.GastonWorks.com](http://www.GastonWorks.com)).
- 2) Mandatory Pre-Submission (Bidder's) Conference is held either in-person, via conference call, or virtual conference meeting. Meeting method is included in advertisement with a contact person that will provide the direct linkage to the meeting.
- 3) Pre-Submission Conference is held.
- 4) Deadline is set and given for potential contractors to submit proposals
- 5) Deadline is given to submit proposal questions in writing via email to the Gaston WDB Director or Designee
- 6) After the deadline, all potential contractors receive notification of the questions that were asked and written answers are given to these questions only. No additional questions are allowed after the deadline.
- 7) Deadline is set and given for proposals for WIOA Services
- 8) The dates the proposals are received and the potential contractor that submitted the proposal(s) is recorded.
- 9) Dates for proposal review are set for the Proposal review team to meet and review the proposals.
- 10) Proposals are reviewed on a points systems by the Proposal Review Team, which usually consists of the WDB director, Economic Support Services Administrator, WDB Coordinator, WDB super-user, and WDB Accounting Tech. If the contractor requests profit payments, the reasonableness of cost for the profit % requested must be determined by the team as well before the contract can be written.

- 11) The Proposal Review Team makes a recommendation for the contractor for the specified WIOA service(s) to the Gaston County WDB at the next available meeting for questions and voting.
- 12) If the Gaston WDB approves the recommended contractor, the approved recommendation is posted to Gaston WDB website and facebook page for 30 days for public comment. The board is notified of any public comments.
- 13) If no public comments or grievances are made, final negotiations are completed, a contract is crafted, and then submitted to Potential Contractor for review and signatures.
- 14) Then contract is then forwarded to contract staff in accounting to be forwarded to County Administration for County Leadership Signatures.

14. Provide a brief description of the actions the Workforce Development Board will take toward becoming or remaining a high-performing Board, consistent with the factors developed by the NCWorks Commission. [WIOA Section 108(b)(18)]

The need to insure relevant services are provided timely and efficiently is managed via goals and performance requirements located in each WIOA Service Provider and One Stop Operators contract, as well in the MOU for the NCWorks Career Center – Gaston. This has proven to be a productive maneuver and has allowed ISD to work within the Career Centers in a more seamless fashion while increasing the % of met performance measures and serving the most disadvantaged populations. The contracts have a provision that allows the Board to base profit payments paid out on performance outcomes met on a quarterly basis. If quarterly performance goals are not met, the contractor is allowed the opportunity to receive those profit dollars at year end if the annual negotiated performance measures are met. The contract requirements for WIOA services and One Stop Operator Services shall be consistent with the factors developed by the NCWorks Commission and Strategic Planning

Gaston has a designated Performance Accountability Specialist whose primary job function is to review activities within NCWorks and oversee adherence to contract goals, performance measures, and outcomes. Both the Performance Accountability Specialist and the WIOA Coordinator announced and/or unannounced monitoring of contracted services. Additionally, the WDB is updated at each monthly Contracted Program Manager meeting on the current performance data.

As follow up to each monitoring, WDB staff meets with Contracted Program Managers and Contracted Career Center Managers to review the findings and, if needed, makes recommendations for improvement and or additional training needs.

## II. Regional Strategic Planning

North Carolina is defined by an expansive geography that covers over 53,000 square miles and spans from the mountains in the west, to the piedmont region in the state's center to the coastal plain region in the east. This expansive geography contributes to the state's diverse mix of rural communities, small towns, cities, metropolitan areas and regional economic centers, each with its own unique industrial composition. Part of North Carolina's economic development strategy includes organization of the state's 100 counties into eight multi-county regions called Prosperity Zones, which are intended to help ensure economic growth across all areas of the state, by leveraging regional economic, workforce and educational resources. Overlaying the eight prosperity zones are North Carolina's 23 Local Workforce Development Board areas that facilitate the delivery of workforce services to the state's citizens and employers.

Local Workforce Development Boards are to continue, or begin, formal interaction based on regional geography aligning with labor market areas. The following regional configurations will be used for submission of this Regional Plan:

- Western Region: Southwestern and Mountain Areas WDBs;
- Northwest Region: High Country, Western Piedmont, and Region C WDBs;
- Piedmont Triad Region: Piedmont Triad Regional, Guilford County, DavidsonWorks, and Regional Partnership WDBs;
- Southwest Region: Centralina, Charlotte Works, and Gaston County WDBs;
- North Central Region: Kerr-Tar, Durham, and Capital Area WDBs;
- Sandhills Region: Lumber River, Cumberland County, and Triangle South WDBs;
- Northeast Region: Rivers East, Northeastern, and Turning Point WDBs; and
- Southeast Region: Eastern Carolina and Cape Fear WDBs.

1. Provide an analysis of the regional economic conditions to include: a) existing and emerging in-demand industry sectors and occupations; as well as conditions that contribute to potential layoffs and closures and, b) knowledge and skills needed to meet the employment needs of employers in those industry sectors and occupations. Include sources used and business involvement in determining needs. [WIOA Section 108 (b)(1)(A)(i)(ii) and (B)].
2. Describe how the regional strategic vision aligns with the [NCWorks Commission's 2019-2021 Strategic Plan](#).
3. Provide an analysis of the workforce in the region, including current labor force employment and unemployment data, and information on labor market trends, and the educational and skill levels of the workforce in the region, including individuals with barriers to employment. [WIOA Section 108 (b)(1)(C)].

\*\*SEE attached LMI & Census Data\*\*

4. Describe strategies, used to facilitate engagement of businesses and other employers, including small employers and in-demand industry sector occupations. Describe methods and services to support the workforce system in meeting employer needs. [WIOA Section 108 (b)(4)(A)(ii)].

The strategies that we are implementing in our region to facilitate engagement of businesses and other employers, including our small businesses and in-demand industry sectors occupations is the development of small industry sector driven committees to address regional employer concerns and assist with providing or developing needed solutions.

5. Describe strategies and services used to coordinate workforce development programs and economic development. [WIOA Section 108 (b)(4)(A)(iii)].

The Centralina WDB, Charlotte Works, and Gaston WDB are all active members of the local and regional economic development efforts and we and our workforce partners are at the table in every location in which finding and preparing the workforce is a business concern. The business services team for each board uses a sector and company specific approach to deal with each location or expansion opportunity and no two are alike. This customized approach has often given the region an upper hand in winning jobs for our community.

6. Outline regional transportation issues related to workforce development and ways the region is/will address needs identified. Include a description *and* map of the regional commuting patterns. [WIOA Section 108(b)(11)].

#### Our Region's Commute

To understand issues surrounding transportation, we first need to discuss transportation and commuting patterns in general, since they are major factors in the formation of the existing labor shed and how it has transformed.

Our region's employment compass points to Charlotte and Mecklenburg County. With its dynamic economy and Charlotte at its center, the county draws large numbers of workers from surrounding areas including cities & town in the Gaston Workforce Development Board, Centralina Workforce Development Board and some from Region C Workforce Development Board.

Because thoroughfares and economic activity connect the Charlotte MSA, workers move about the region with greater ease than in decades past. The commuting patterns have expanded and the time spent traveling to and from work has changed. With a commute time of less than 30 minutes, workers are more mobile than they were previously in decades past.

When deciding where to live or work, a primary consideration is commute time. A shorter commute time allows more time at home with family or for running errands before shops close for the evening. However, employment opportunities in neighboring counties can draw workers farther from home, creating economic ties that link counties and increase commuting.

#### Our Region's Transportation Issues

Our region is rapidly growing, and, as such, stressing our capacity to ensure that employers have full access to the labor shed. Our roads are crowded, light rail is limited, and public bus transportation is an inadequate commuting alternative outside of Charlotte. Therefore, we depend heavily on private vehicles to transport both the employed and those seeking employment. You can see from the below statistics that Mecklenburg has the largest net in-flow of commuters coming to Mecklenburg County to work or shop while Gaston County is 5<sup>th</sup> largest in net out-flow of commuters going to work outside of the county.

Our region also is significantly dependent on access to both federal and state transportation funds to invest in the right infrastructure to handle the load and to improve access to a vibrant labor shed. Transportation monies are limited and this has a long-term impact on our ability to keep up with workers' demand for access to all of the region's employers and vice versa.

We believe the best response to transportation problems lies with our partner organizations, i.e., local chambers of commerce, Charlotte Regional Partnership and Centralina Economic Development Commission, taking the lead.

We believe our role is to advocate for sound public policy and to support those who are already leading. Our advocacy will come through educating those in power to make sound transportation policy decisions that aren't just about asphalt and concrete, but about providing job seekers with access to all employment opportunities and employers with access to the full breadth of the labor shed, thus making transportation a workforce issue.

Advocacy will lead our effort to impact transportation issues, and we will coordinate our efforts with our partners.

Net commuting flows are equal to the number of individuals commuting into a county to work minus the number of residents leaving the county to work elsewhere. A positive net flow or net in-commuting indicates that there are more jobs in the county than there are resident workers. A negative net flow or net out-commuting indicates that there are more workers living in the county than there are jobs.

Across the state, 30 counties have net in-commuting. Seventy counties have net out-commuting. The table below highlights the five counties with the largest net commuting in-flows and the five counties with the largest net out-flows.

5 Counties with Largest Net Commuter In-Flows and Out-Flows

| Net In-Flows |               | Net Out-Flows |               |
|--------------|---------------|---------------|---------------|
| County       | Net Commuters | County        | Net Commuters |
| Mecklenburg  | 129,820       | Union         | -30,330       |
| Durham       | 54,223        | Johnston      | -27,695       |
| Guilford     | 51,845        | Davidson      | -26,046       |
| Cumberland   | 28,457        | Harnett       | -22,505       |
| Forsyth      | 23,880        | Gaston        | -18,571       |

Data tabulated from 2009-2013 ACS County-to-County Commuting Flows. Values are rounded.

<https://www.ncdemography.org/2015/09/08/net-commuting-flows/>

Counties with large commuting in-flows are typically core counties of a larger metropolitan area. Mecklenburg County, home to Charlotte, has the largest net in-flow of commuters: nearly 130,000 individuals work in Mecklenburg and live in another county. Similar patterns exist in Durham County (Durham and Research Triangle Park), Guilford (Greensboro), Cumberland (Fayetteville and Fort Bragg), and Forsyth (Winston-Salem).

The counties with the largest net out-flows are suburban counties bordering core counties of the state's larger metropolitan areas. Union County, southeast of Charlotte, has the largest net out-flow of commuters; 43% of Union County residents work in Mecklenburg. Thirty-nine percent of Johnston County residents work in Wake, while Davidson County residents are split nearly evenly between commuting to Forsyth (19%) and Guilford (22%). Harnett commuters head in large numbers to Cumberland (27%) and Wake (18%), while 29% of Gaston's resident

Gaston County WDB Laborforce - Worker Flows

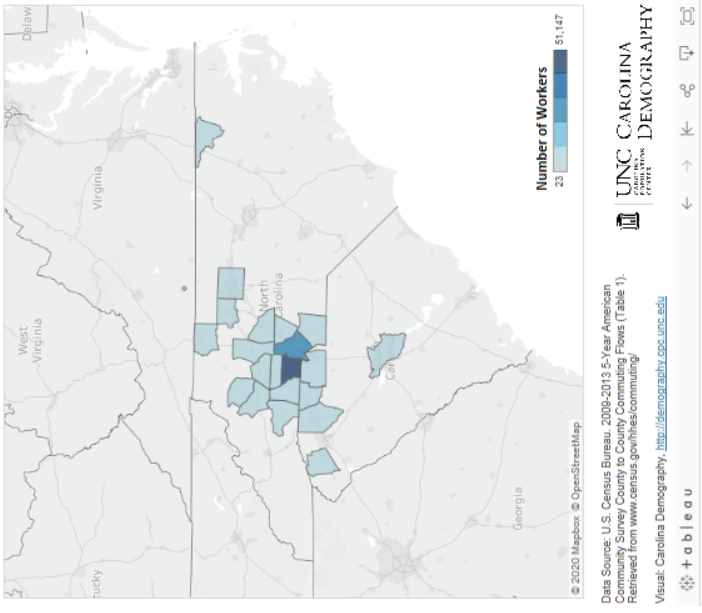
38,342 - Employed in Selection Area, Live Outside  
71,677 - Live in Selection Area, Employed Outside  
37,296 - Employed and Live in Selection Area

CAROLINA  
DEMOGRAPHY

Curious where people in your county go to work? Explore county-to-county commuting patterns (based on county of residence) in the interactive graphic below.

County-to-County Commuting Flows, 2009-13  
Choose a county from the drop down list to see commuting patterns.

NC County of Residence  
Gaston County



7. Describe how the region coordinates with area secondary education, community colleges and universities to align strategies, enhance services and avoid duplication of services. [WIOA Section 108(b)(10)].

Employers frequently state that access to talent is their most important site-selection factor. Having a skilled workforce can be a key factor in determining whether industries will thrive in a region or if they will migrate to other locations. Rapid changes in technology, scientific discovery, global economics, business strategy, and human demographics require regions to have an educational ecosystem in place that ensures worker availability and skill sets to keep pace with business needs.

Having a world-class educational system is a critical requirement for growing jobs in all of greater Charlotte USA's target industries and competencies. It is the foundation for future economic success.

#### Our Region's Education Partners

Our region is plentiful in post-secondary education, with numerous public and private institutions that provide our workforce an opportunity to complete education.

##### Community Colleges

Catawba Valley Community College  
Central Piedmont Community College  
Cleveland Community College  
Gaston College  
Mitchell Community College  
Rowan-Cabarrus Community College  
South Piedmont Community College  
Stanly Community College  
York SC Technical College

##### Public Universities

UNC Charlotte  
University of South Carolina-Lancaster  
Winthrop University

##### Private Universities

Barber Scotia College  
Belmont Abbey College  
Catawba College  
Davidson College  
Gardner-Webb University  
Johnson and Wales University – Charlotte  
Johnson C. Smith University  
Lenoir-Rhyne University  
Livingstone College

Pfeiffer University  
Queens University of Charlotte  
Wingate University

#### Our Plans for Further Collaboration

With collaboration in mind, we are focusing on providing non-traditional job-training programs for the purpose of supplying the local job market with a modern labor force. We have formed beneficial bilateral relationships with local community colleges; for example, Charlotte Works will pay for prospective employees to attend Central Piedmont Community College to obtain a certificate for a specific skill such as advanced welding or project management. Central Piedmont Community College will also volunteer its facilities and personnel for Charlotte Works' career-enhancement seminars that, among other areas, focus on resume building and interview skills. Similar arrangements occur in the Centralina WDB with the five community colleges in the Board's service area.

Historically, the secondary school systems have lagged behind both in preparing students for workforce participation and in coordinating their programs with those of community colleges and universities as well as with other agencies directly engaged in workforce training and development. Recent innovations show some signs of improved cooperation and engagement by the secondary systems. Secondary school systems seem to be more actively working with community colleges, in particular, and four-year institutions in exploring streamlining the transition from high school to community colleges and four-year institutions. Also innovations like early college arrangements with community colleges and four-year institutions, a whole variety of STEM and STEAM program articulations, magnet schools and charter schools are setting a new standard of cooperation along the whole continuum of educational preparation.

Over the period of this plan, the Workforce Development Boards in the Southwest Prosperity Zone will seek to better understand these arrangements along the preparation continuum and to increase engagement with these educational partners.

8. Provide details on how the region addresses workforce issues specifically related to its a) cities and/or towns; b) suburban areas; and c) rural areas.

There are a number of complex issues surrounding this question. Many of the factors impacting the answer are outside of our direct control, including:

High Levels of Illiteracy  
Extreme Poverty  
Drug Dependency  
Low Education Levels  
Low Levels of Workforce Participation

A variety of ongoing strategies are used that are neither programmatic nor episodic.

Overall, our number-one way of impacting workforce issues beyond our direct control in city/town, suburban, rural settings is to become an advocate for answering their needs. To be effective, our plan of advocacy will require having buy-in from our elected leaders to support our advocacy and getting coherent position messaging out to the public and our stakeholders.

While cities/towns, suburbs, and rural areas are each distinct and different, they all are connected through common themes/issues. The difference is in the constituents and in whom they trust and have confidence to listen and respond to their needs.

Our region is not unique from any other in the state. We have distinctions that one can see are specifically city/town, suburb, and rural: assets and resources are more abundant in the city/town and suburban areas than they are in rural areas. Rural areas have much larger swaths of open land for farming and timber. Rural areas often don't have access to some items we take for granted, such access to broadband, which can make it easier for both businesses and job seekers to find one another. City/towns and suburban populations have better access to assets and resources than their rural counterparts due to their density. Many times, people in need move closer to where services are readily available and thus place a higher demand on the capacity to deliver such services.

In our region, access to public transportation is more readily available to our city/town residents, while it is less available in the suburbs and almost non-existent in the rural areas. This places an undue burden on those living further from the city/towns to have access to dependable private transportation or community action agencies that provide transportation.

We will address many of these unique issues by:

- Advocating through our partnerships, stakeholders and media outlets to bring attention and resource to critical workforce issues
- Meeting with local elected officials to influence funding and public policy development
- Meeting with our national legislative delegations to influence their support for good public policy and legislation
- Partnering with our community action agencies to align resources and strategic actions to benefit those impacted by the social factors outlined earlier
- Conducting listening tours with our constituents in cities, towns and rural settings to better understand their needs and to validate our responses to those needs
- Working closely with our rural centers and extension services offices to understand their strategic intents and actions so that we can collaborate together

#### 9. Briefly describe how the NCWorks Career Centers serve military veterans.

Most importantly, Veterans and their spouses are served as the first priority when seeking assistance at the NCWorks Career Center – Gaston. They are also given first priority to apply for jobs when job orders are first listed in NCWorks.

The Boards access the Department of Labor's Employment and Training Administration's web portal, "My Next Move", to help veterans assess their needs and how they may connect to the right resources. Career Center Staff members can assist the veteran in converting their military skills over to skills that an employer desires in the candidate that they seek to fill a position within their company

Refer to the following site for more information: <http://www.mynextmove.org/vets>

Veterans are also evaluated for SBE (Significant Barriers to Employment) and can receive assistance from a DVOP to receive assistance in lifting their barriers to employment, including addiction, homelessness, PTSD, etc.

#### Veteran Bridge Home

There has been formed an important partnership between Charlotte Works and Veteran Bridge Home, a veterans-focused non-profit that serves honorably discharged service members. Veterans Bridge Home clients receive support during major life transitions. The organization links veterans to community resources for health, housing, benefits, education, and employment. Each client's individual needs are addressed in a caring and professional manner by a staff comprised mostly of veterans.

Veterans Bridge Home staff members understand that veterans have so many skills and talents to offer the workforce when they discharge from active duty, but do not have the community connections. They also know how much military life differs from the corporate world that writing a resume in civilian terms can be difficult, while navigating interviews and networking events are often new experiences for veterans. Clearly, the need for employment support is crucial. Staff work with Charlotte Works to create a web of support by connecting local area veterans with Veteran-friendly employers with job openings. Together, Charlotte Works and Veteran's Bridge Home builds a support system for it's veteran.

Refer to the following site for more information: <http://www.veteransbridgehome.org>  
Or Call 704-332-8802

#### 10. Provide details on how the region is prepared to respond to serve victims of national emergencies or hurricane disasters.

Each local area would apply either on it's own or collectively under a state application for federal Dislocated Work Grant – Disaster Relief funds to provide Employment Recovery and Disaster Recovery programs for communities in the Southwestern Prosperity Zone. Disaster Recovery will provide funding for Humanitarian or Clean Up Activities while Employment Recovery will provide classroom training or work-based learning opportunities. All these activities are provided for individuals who have been displaced from their jobs due to a national emergency or specific disaster.

## NCWorks Commission

*The NCWorks Commission recommends policies and strategies that enable the state's workforce and businesses to compete in the global economy.*

*The Commission is designated as the state's Workforce Development Board under the federal Workforce Innovation and Opportunity Act. Led by a private sector chair, the 33-member Commission includes representatives from the business community, heads of state workforce agencies, educators, and community leaders. All members are appointed by the Governor.*

*Mission of the NCWorks Commission: To ensure North Carolina has an innovative, relevant, effective, and efficient workforce development system that develops adaptable, work-ready, skilled talent to meet the current and future needs of workers and businesses to achieve and sustain economic prosperity; and to ensure North Carolinians are ready for the jobs of today and tomorrow by increasing access to education and skills training, fostering employer leadership to prepare workers, and supporting and scaling local innovation.*

*The NCWorks Commission developed its 2019-2021 Strategic Plan based on four overall goals:*

**GOAL 1: Prepare workers to succeed in the North Carolina economy by increasing skills and education attainment.**

*Education is the foundation to a strong workforce. As the skill requirements of jobs increase and change rapidly, businesses need to find people with the right skills for the jobs they create, and North Carolinians need access to training so they can be ready for those jobs.*

1. Briefly describe how the local Workforce Development Board plans to prepare workers to succeed in the North Carolina economy by increasing skills and education attainment. Think about the [myFutureNC](#) goal of increasing the total number of **additional** post-secondary credentials by 400,000 by the year 2030. What strategy does the local Workforce Development Board have to support this goal?
2. Briefly describe how the local Workforce Development Board plans to promote access to job training for high-demand fields.
3. Briefly describe how the local Workforce Development Board plans to increase access to education for individuals with barriers.

**GOAL 2: Create a workforce development system that is responsive to the needs of the economy by fostering employer leadership.**

*Employer-led job training programs have the best career outcomes. Employers know best what skills their workers need, and employer involvement is key for workforce development and job readiness. Businesses that invest in developing North Carolina's workforce will benefit from*

*well-trained employees and a more innovative and diverse workplace that better reflects its community.*

4. Briefly describe how the local Workforce Development Board makes local employers aware of the wide array of business services offered.
5. Briefly describe how the local Workforce Development Board plans to enhance work-based learning projects to a broader range of local employers.
6. Briefly describe how the local Workforce Development Board works with local elected officials to ensure viable local business representatives are appointed to the local Workforce Development Board?
7. Does the local Workforce Development Board currently have any sector partnerships established with local or regional businesses? If so, please cite an example.

**GOAL 3: Promote replication of creative solutions to challenging workforce problems by supporting local innovation.**

*Communities across North Carolina are developing great local models of workforce development. North Carolina should build on those successes and replicate them in more places to continue building and expanding innovative solutions.*

8. Briefly describe how the local Workforce Development Board provides new and innovative solutions to support growth of the local workforce system.
9. Has the local Workforce Development Board received any (Federal, State or Local) funding for local innovative projects? If so, please list these grants.

**GOAL 4: Promote system access, alignment, integration, and modernization.**

*North Carolina's workforce system includes multiple agencies, programs, and funders. Collaboration, policy alignment, systemic communication, integration, and modernization of the workforce system will ensure a strong and healthy workforce system that can adapt to a changing economy.*

10. Briefly describe how the local Workforce Development Board plans to increase NCWorks brand awareness.
11. Briefly describe any local area best practices on modernization of local career centers.
12. Briefly describe how the local Workforce Development Board plans work toward increased alignment with other local workforce system partners. How will you work together to ensure North Carolinians receive more comprehensive services across a broader range?

13. Briefly describe how the local Workforce Development Board is supporting [Executive Order No. 92--Employment First for North Carolinians with Disabilities](#). Employment First is a national movement which recognizes that all citizens, including individuals with significant disabilities, are capable of full participation in integrated employment and community life.

### III. NCWorks Career Centers > **Alecia!!!**

**1.** Identify NCWorks Career Center location(s) including Tier 1, Tier 2, Affiliate, and Specialized sites; On-site partners; how NCWorks Career Center operator(s) are designated; provider(s) of WIOA career services and method of selection; whether youth services provider is on-site and, if so, youth services offered. Use the NCWorks [Career Center Chart](#). [WIOA Section 121(b)(1)(A) and (b)(1)(B)] Name document: [Local Area Name Career Centers](#).

**2.** Provide the date and process for when the competitive procurement of the One-Stop Operator(s) occurred. Include the expected length of the contract (one-four years).

In PY2019, the One-Stop-Operator was a sole-source procurement due to the fact that only one bid was received during RFP process for competitive bids. Therefore, a contract was only offered to NC Commerce, Division of Workforce Solutions for one year. We will be soliciting bids for the One-Stop-Operator using the RFP process for PY2020, under competitive procurement criteria to again allow for the opportunity for competitive procurement.

**3.** What strategies have been used to better meet the needs of individuals with barriers to employment and increase access to services and programs of the one-stop delivery system, such as improving digital literacy skills, and leveraging resources and capacity within the local workforce development system?

Solid partnerships in our community are the foundation to meeting the needs of our customers; particularly those with barriers to employment. We have developed reciprocal referral relationships and information sharing sessions with community service providers. The career center's on-site partners have been essential in serving individuals with barriers to employments. Several partner led career center workshops consist of basic skills, financial literacy, an employability lab, interview skills, etc. Furthermore, all Career Centers are ADA compliant and customers have access to auxiliary aides upon requests. Center Staff have a quick reference guide which includes contacts and phone numbers for organizations that are certified to assist individuals with disabilities and limited English proficiency.

Additional strategies to increase access and better service individuals with barriers have included:

- The WDB partners with area entities that specialize in providing services to persons with disabilities such as Vocational Rehab and Gaston Skills.
- Gaston connects to returning veterans and skilled military retirees through local Veterans organizations including Gaston County Department of Veterans Services.
- The WDB has a referral process to connect TANF recipients to NCWorks Career Center services including staff assisted services.
- The BRS maintains the primary function as the contact for Rapid Response activities and works closely with the TAA staff in the local DWS office to coordinate employer requested services.
- The WDB has a close relationship with the LME who can provide assistance for individual who have barriers to employment such as substance abuse and/or domestic violence issues. A referral system for other barriers to employment including child day care, transportation or lack of skills has been made available to all Career Center staff including those specifically working with youth and young adult populations.

**4.** How are training programs such as apprenticeship, incumbent worker training, on-the-job training, and other work-based learning opportunities leading to industry-recognized credentials aligned with employers' needs, and marketed to support talent development?

These training programs increase customers' access to better careers and professional advancement while serving employers in our communities. OJT models have proven to be effective when they involve an ongoing partnership between the employer and workforce system. As a result, the WDB's BSR is essential in cultivating these relationships. Our programs are marketed by our BSR as a solution to the employers needs for more skilled staff, especially when the employer can't wait for a customer to completely finish training BEFORE they begin to work for them. The work based learning programs are also marketed to customers by the Gaston LA career centers' staff as a means of being able to work and receive training at the same time.

**5.** Provide a brief description of the NCWorks Career Center system in your local area and include how Career and Training Services are provided. [WIOA Section 121(e), 134(c)]

The NCWorks Career Center Gaston operates under the integrated service delivery model. Career center staff work in three major functions including Customer Welcome, Skill Development, and Employment services.

Customers are served based on priority of service and receive staff assisted career services as prescribed in the Integrated Services Delivery model. Included in these career

services are such products as skill assessments, job development, career counseling, workshops, and additional services described in the "product box" or as indicated by the skill assessment findings.

Furthermore, every customer is provided basic services through Wagner Peyser, to include a resume, virtual recruiter, 3 job referrals, and referrals to any required partners and community partners. These individuals are also informed about WIOA Individualized & Training services and offered the opportunity to talk with a WIOA staff member and/or attend a WIOA orientation.

Training services are provided in a manner that maximizes informed consumer choice in selecting an eligible provider. WIOA staff members are required to inform the WIOA participant about customer choice in choosing training providers and/or WIOA services that they can utilize. To ensure that customer choice is made a priority in the Gaston LA, the Customer Choice Form must be reviewed with the participant AND signed by both the WIOA participant and the WIOA Service Provider staff member.

6. Describe how local Workforce Development Boards determine the need for enrollment in Training Services.

Training services shall be made available to Adults, Dislocated Workers, or Out-of-School youth who:

- 1) Have met the eligibility requirements for training services, met the LA definition of self-sufficient for seeking training, and who are unable to obtain or retain employment. For customers wanting retraining, under a new career path, he/she must lack marketable skills in an OI related field.
- 2) After a case manager completed interview, WIOA initial assessment, and career planning, the participant is determined (by a WIOA service provider) to be in need of training services and possess the skills and qualifications to successfully participate in the selected training program. A Training Justification Form should be completed on all WIOA Training Service recipients to insure that participants meet the conditions for WIOA funding.
- 3) Select programs of training that are directly linked to occupations in demand in the local area or in another area in which the adults or dislocated workers (receiving such services) are willing to relocate.
- 4) Meet the education provider's minimum qualification requirements, and
- 5) Are determined to be eligible in accordance with the priority system (Adult Only)
- 6) Are members of a worker group covered under a petition filed for Trade Adjustment Assistance (TAA) and are awaiting a determination (Example: Freightliner/Diemler Employees). If the petition is certified the worker may transition to TAA approved training. If the petition is denied, then the worker will continue training under WIOA.

- 7) Are determined to be in need of training services to obtain or retain employment that leads to economic self-sufficiency or wages comparable to, or higher than, wages from previous employment.

Customers must have the skills and qualifications to successfully participate in the selected program of training. Services shall be limited to individuals who are unable to obtain other grant funds (including Federal Pell Grants) or that require assistance beyond what is available under other grant assistance programs. Each customer interested in WIOA sponsored training has their case reviewed by a Review Team for approval. This team conducts a quality review of the case and the in-demand occupations for the region, the length of training requested; projected wage gains upon completion, work history and/or current education levels along with any previous enrollment of the customer in WIOA funded programs. The goal of the Team is to provide timely determination of the training request.

7. Describe how follow-up services are provided through the NCWorks Career Centers. [WIOA Section 134(c)(2)(xiii)]

The provision of follow up services is reviewed with customer at or before WIOA enrollments. A WOA Follow form is signed by both the customer and case manager. Follow-up Services are provided to all WIOA participants who have soft exited, to ensure that the participant remains successful in meeting their long-term goal – self-sufficiency employment that lasts 12 months or longer. When appropriate, the customer should come in monthly to meet with their case manager so the case manager can determine if the customer is still working in unsubsidized employment or still in post-secondary education and whether or not the participant needs additional assistance. If the participant is working and cannot meet with their case manager, the case manager can use unconventional methods to follow-up with the participant: NCWorks Internal Message, Fax, Mail, or Email. A copy must be scanned in to the participant's Staff Documents Tab in NCWorks.

Follow-up services in the Gaston LA may include: additional job search assistance, job retention information, conflict resolution/work place counseling, individual counseling, supportive services (refer to LA Policy for Support Services to see what is available)

Gaston LA does not require follow-up services on participants who meet the requirement(s) for hard exit (due to global exclusion). Neither does it require follow-up services on participants who soft-exit due to at least two "unsuccessful attempts to locate" in writing.

8. Describe how new NCWorks Career Center staff are trained in the integrated services delivery system model and at what point do they have full access to [NCWorks.gov](https://www.ncworks.gov) and

the timeline for accomplishing the training for new staff. Describe the staff development activities that reinforce and improve the initial training efforts.

The onboarding process begins with a review of all LA Policies and Procedures, followed by an extensive overview of the NCWorks Online System and how it is used to track customer activities, services, and documents. Then, the staff member receives an overview of programs, and introduction to ISD via the NC Workforce Training Center Online Tutorials (Welcome to Workforce Module). After that, the Career Center Manager is responsible for reviewing policies and procedures for completing RESEAs ,EAls, Front Desk Greeting, and Career Resource Center.

The training plan is initiated and signed by the Program Manager, Career Center Manager, and/or Super user depending on which part of the training plan is being completed. NCWorks Online Access is not given by the WDB Super user until the LA Policy & Procedures and the NCWorks Online training has been completed. Verification of staff training for new hires and seasoned staff are provided to the Gaston WDB WIOA Coordinator and kept on file for future reference, should the need arise.

9. Describe how the Workforce Development Board holds the NCWorks Career Center operator and contractors accountable for activities and customer outcomes in the Center.

The Gaston WDB holds the NCWorks Career Centers accountable for activities and customer outcomes in the Center by providing technical assistance and regularly monitoring performance based upon the NCWorks Commission's Board Accountability Measures and criteria identified in their NCWorks Career Center Certification Application. Monitoring occurs on a regular basis and as part of the process, a debriefing is conducted with all Center management to review findings (both positive and needs improvement) and to identify areas where additional training would benefit staff. WDB contracts with WIOA service providers include a provision of payment based on performance. Therefore, it is in the contractor's best interest to meet or exceed minimum expectations.

10. Describe how the Workforce Development Board facilitates access to services provided through the NCWorks Career Center delivery system, including remote areas, using technology and through other means. [WIOA Section 108(b)(6)(B)]

The WDB provides a large resource area within its certified Career Center for customers to have access to their NCWorks accounts and to conduct self-service activities. The career center is equipped with newer computers and WiFi access. Additionally, the WDB seeks to conduct job fairs and recruitment session within facilities that offer WIFI capabilities. The WDB maintains non-certified centers house on the 1<sup>st</sup> floor of DHHS, and a Youth Center at Gaston College so that multiple areas of the community are served.

Outreach is conducted throughout the year and the WDB engages Community Based Organizations such as the Rotary, the Lions Club, and the multiple Chambers of Commerce within the Local Area as well as numerous Faith-Based Organizations. Center staff are also encouraging consumers to access NCWorks via mobile app. Arrangements for non-traditional hours can be made through the Career Center manager or Program Manager, if a customer needs to be seen at the career center outside of normal hours. Lastly, WIOA Adult/DW staff is equipped with laptop that may be used during outreach events or off site contact with customer, as deemed necessary.

11. Describe Local Area strategies and services that will be used to strengthen linkages between Boards and the NCWorks Career Center system and unemployment insurance programs. [WIOA Section 108(b)(4)(A)(iv)]

All Center staff responsible for Wagner-Peyser and WIOA services assist with RESEA and EAI customers by providing assessment, resume updates, job placement services, information on workshops and skills upgrades specific to UIB recipients and information on the use of the NCWorks system. UIB recipients are encouraged to follow up with more intensive job placement assistance available at the Career Centers or independently access NCWorks from their mobile devices or home computers.

12. Describe how the Local Workforce Development Board has implemented a business services team and how they are supported by NCWorks Career Center integrated services staff.

Presently, the WDB's business service team is comprised of two BSR staff. The Business service teams leads the Gaston's BEST team attends Gaston HR events, serves on Gaston County Advance Manufacturing. The business service team focuses on serving employers and addressing their industry needs. Services to employers include layoff aversion, incumbent worker training, work experience, on-the job training, entrepreneurship, apprenticeship, and rapid response. To support integrated services staff, the business service team attends bi-monthly leadership and management meetings to discuss employer's needs, labor market overviews, etc. Additionally, the BSR works closely with WIOA service providers to secure WEX and OJT placements; and communicate employer feedback for any OJT/WEX participants.

13. Describe how entities within the NCWorks Career Center system, including Career Center operators and partners, will comply with Section 188, if applicable, and provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.) regarding the physical and programmatic accessibility of facilities, programs and services, technology, and materials for individuals with disabilities. [WIOA Section 108(b)(6)(C)]

All Career Centers are ADA compliant and have access to auxiliary aides upon requests. Center Staff have a quick reference guide which includes contacts and phone numbers for

organizations that are certified to assist individuals with disabilities. Additionally, staff is trained to comply with EO mandates, is trained annually on providing equal opportunity to consumers and is cognizant of serving all consumers appropriately.

14. Describe the integrated customer service process for participants. Attach a flow chart for services to include initial one-on-one interviews with customers, including NCWorks.gov dual registration, skills assessments, and determination of further services. Name document: Local Area Name Service Flow Chart 2020.

15. If applicable, attach the Memorandum of Understanding (MOU) among the local Workforce Development Board and partners concerning operation of the NCWorks Career Center system. (A MOU guide is attached for your reference as Appendix X). [WIOA Section 121(b)(A)(iii)]. Name document: Local Area Name NCWorks Career Center MOU.

16. Describe how the Workforce Development Board uses a portion of funds available to the Local Area to maintain the NCWorks Career Center system, including payment of the infrastructure costs of Career Centers. [WIOA Section 121(b)(1)(A)(ii) and (b)]

The Gaston County WDB cost-shares with all required partners for infrastructure costs at the NCWorks Career Center - Gaston. Currently the WDB leases computers for contracted staff, provides a copier, equips all center staff with desk scanners and signature pads, and provides Technical Assistance/TA and NCWorks training for staff and partners.

17. Describe the roles and any resource contributions of the NCWorks Career Center partners. [WIOA Section 108(b)(6)(D)]

Partners provide reception assistance, resource center staffing, conduct workshops and assist with rapid response sessions, specialized recruitment sessions or other career center activities as needed.

18. Describe the Workforce Development Board's method for planning oversight, review process and frequency of review for the NCWorks Career Center system in the Local Area, including processes for ensuring quality customer service. [WIOA Section 121(a)(3)]

The WDB conducts NCWorks Career Center Leadership and Management Team Meetings on a bi-monthly basis with all center partners represented at the table. Discussion is focused on improvement of services, maintaining high customer approval, initiatives and opportunities within the Local Area that would allow for increased exposure of Career Center services and enhance public awareness of the extensive services offered and ensuring that services and activities conducted within the Centers or by center staff is meeting job seeker and employer needs.

The Local Area conducts a formal monitoring of their WIOA Service Providers at least annually including areas of financial accuracy and records, programmatic implementation, WIOA & LA Policy Adherence, data validation & program eligibility, E.O. compliance, and ISD processes.

Additionally, the Adult, Dislocated Worker, and Youth Service Providers & Career Centers will be expected to complete monthly (at minimum) random quality checks of each of their team member activities (WP & WIOA Intakes, WIOA Active Cases, WIOA Exits, and Follow-up Cases).

To improve the Board's understanding and ability to ensure services are meeting consumer need, it is also additional options through products such as Survey Monkey to capture customer responses.

Describe how NCWorks Career Centers are using the integrated, technology-enabled intake and case management information system for programs carried out under WIOA and programs carried out by NCWorks Career Center partners. [WIOA Section 108]

All Career Center staff are required to record/document all WIOA services and contacts into NCWorks. This includes:

- 1) Enrolling eligible individuals into WIOA and Wagner-Peyer via the NCWorks system where authorized;
- 2) document activities in the NCWorks system participant file;
- 3) register customers, complete resumes, establish a virtual recruiter and refer to appropriate job leads and;
- 4) Assist new and returning customers through the NCWorks.gov system.

Use of the NCWorks.com state system has allowed for document storage, on-line access for employers and job seekers and a more efficient way to connect employers to appropriate candidates. The Gaston NCWorks Career Centers have integrated to paperless participant files for all new customers. Each NCWorks Career Center Gaston staff person has a document scanner and signature pad in their offices/cubicles regardless for funding stream. This use of technology is necessary to create and maintain a paperless case management/participant file

#### IV. Employer Services

1. Please briefly describe the efforts of the Business Services Representatives and/or Employer Services staff in the following areas:

- Promoting work-based learning opportunities to employers
- Exploring/promoting sector strategies with employers
- Utilizing employer data to inform priorities
- Making employer referrals to Agricultural Services and/or Foreign Labor staff

Apprenticeship 321 where there are other local areas and employers from the region in attendance and creating new and innovative ways to help build our workforce. Most recently, we have been working to create job fairs on a regional level both virtually and in person. We want to provide our employers the best possible talent pool possible.

3. Describe how the Board partners with employers and other organizations to promote work-based learning activities.

We take pride in the work we put in with our partners in Gaston County. Our Business Services Representative heads a group called Gaston's Business and Employer Services Team (Gaston's BEST) which is made up of representatives from Gaston County Schools, Division of Workforce Solutions, Gaston College, Economic Development Commission, and NCWorks. We meet quarterly and partner on many projects. One major project we work on each year is Workforce Week. During that week, we provide participants sessions where they can learn how to use NCWorks as a job search tool, how to create a resume, how to dress for interviews, and they have the opportunity to participate in mock interviews. The week is capped off with a large job fair. This event was a huge success for both participants and employers. Please describe business services partnership efforts in the areas of education, economic development and with employers.

4. Our Business Services Representative has been very successful in efforts to partner with our local education system as well as economic development commission and employers. They all work together each year to put on a large Career Expo event in which Middle and High School students get to experience a hand on event and see presentations from local employers to learn about the company and what they manufacture. It is an opportunity for the students to speak to employers and get an idea of what direction they would like to take in their careers. Each employer pays for their booth and that money is used to give away scholarships to the local community college. The event sees over 800 students in a day with around 15 employers participating. We also hosted an event to celebrate Advance Manufacturing week in which we hosted high school senior career and technical education students. They are again offered a hands on experience with local manufacturers. The employers brought samples of their products and even brought employees to speak with the students.

## V. Performance

1. Examine the local Board's current Adult, Dislocated Worker, and Youth performance on the Federal Primary Indicators of Performance for PY 2019 and previous Program Years (reports available via FutureWorks).

- a. What are some of the factors in the local area that impact performance levels (both positively and negatively)? Be sure to consider factors such as the unemployment rate, factory closures/openings, weather events & natural disasters that may have impacted the area, as well as internal operational factors that may impact the local area's performance.

Our Business Services Representatives work diligently to promote all of our work-based learning opportunities to employers. They participate in the Apprenticeship 321 quarterly meetings where employers, Workforce Development Boards, and Economic Developers from various regions meet. We even presented at a recent meeting and discussed how the partnership between Apprenticeship 321 and our On-the-Job training program works and benefits both apprentices and employers. Our Business Services Representatives also presented to approximately 20 employers at a Rotary meeting in Gastonia. They put together a presentation centered around all of the Work-based learning programs and how they are beneficial to employers. We partnered with our local Economic Development Commission to create a group called Gaston County Advanced Manufacturing. It is comprised of local manufacturing companies and our partners and our goal is to create a space for employers to have questions answered regarding training, tax incentives, recruitment, and economic development. We are currently in the planning stages of an Employer Engagement Breakfast in which we host employers from across the county to our facility and present to them all of the services and work-based learning programs that are available to them. In addition to this presentation, we wanted them to have something they can refer back to on an ongoing basis so we created the Business Solutions Catalog. It is a small catalog that includes information on Board services, the local Chamber of Commerce, Economic Development, NCWorks, and the local community college and includes contact information for each of them. Another marketing tool that we thought would be helpful was individual flyers for On-the-Job training, Work Experience, and Incumbent Worker Training. We created brand new flyers to distribute to employers at career fairs, Rapid Response sessions, and other outreach efforts.

Our Business Services Representative has been very successful in efforts to partner with our local education system as well as economic development commission and employers. They all work together each year to put on a large Career Expo event in which Middle and High School students get to experience a hand on event and see presentations from local employers to learn about the company and what they manufacture. It is an opportunity for the students to speak to employers and get an idea of what direction they would like to take in their careers. Each employer pays for their booth and that money is used to give away scholarships to the local community college. The event sees over 800 students in a day with around 15 employers participating. We also hosted an event to celebrate Advance Manufacturing week in which we hosted high school senior career and technical education students. They are again offered a hands on experience with local manufacturers. The employers brought samples of their products and even brought employees to speak with the students.

2. Please describe the efforts the Workforce Development Board has made to deliver business services on a regional basis. (possibly duplicative of items above)  
Gaston Workforce Development Board has made great efforts to deliver business services on a regional basis. We consistently participate in regional meetings for

A low unemployment rate and increasing job growth in the Gaston & surrounding areas have positively impacted the LA's performance from the last few years. Several performance measures (Employment Rates & Median earnings) continue to improve or maintain passing performance. The LA has contracted with the same WIOA contractors since 2015 which has also contributed positively to the LA's performance. Since the contractor has remained the same, there is better alignment with the LA's workforce vision, the contractors' internal processes are more efficient, staff are more familiar with LA policies, and community partnerships are more solidified.

Consequently the low unemployment rate, has also negatively contributed to a decrease in enrollments into WIOA individualized and training opportunities. As a result, the LA and contracted service providers partner diligently to strategize innovative methods to effectively reach targeted populations including fostering new & existing partnerships, increasing social media presence, and enhancing service delivery methods (ie virtual services).

Lastly, the credential measure continues to be an area of weakness for the youth program. Youth disengagement and youth dropping out of training/educational activities have negatively impacted this performance indicator greatly. The youth program has encountered higher rates of staff turnover which is also a contributing factor. Due to the complexity of barriers, the youth program is highly susceptible to participant disengagement. Furthermore, a case manager's rapport is imperative in keeping youth engaged; and this has proven difficult in times of high turnover by the contractor.

**b. What strategies are in place to maintain or improve performance?**

The following strategies are in place to maintain and improve performance: (1) the LA Super user analyzes the FutureWorks reports & predictive rosters and compares it against NCWorks reports to ensure that staff are keying performance data accurately and that NCWorks is giving accurate data reports. Any deficiencies identified are communicated to the contractors. (2) Follow-up is required for all programs and this has proven beneficial for maintaining and improving performance for all programs. (3) The LA requires program managers to run quality checks on their staff's intake and case management activities at least monthly and the WDB monitors the contractors at least annually. (4) Program managers submit a yearly performance plan to the LA which details their action plan to meeting performance measures and contract goals for the upcoming program year. All of these strategies are essential in maintaining and improving performance in our local area.

**c. In the event the local board is not on track to meet yearly performance indicator goals, please discuss what corrective actions/steps would be undertaken to address this situation.**

If performance issues arise, the WDB Director will be made aware and board staff will meet with the contracted program management & one stop operator to discuss the issue, in order to put corrective actions in place to improve performance levels. Failing to meet yearly negotiated performance goals directly affects the Adult/DW contractor's profit payments. They are only paid for profit that is earned by achieving performance measures AND by achieving goals set in their signed WIOA service contract. The Youth Contractor is the community college system and is not a for-profit business which does not earn profit payments. Where deficiencies are identified, required improvements will be implemented under existing contract mandates.

**d. How is performance information shared throughout the hierarchy of staff? Please detail how the Board addresses performance data in its relationship with its contractor(s) and how case managers are using performance data to drive local area performance.**

Gaston has a designated Performance Accountability Specialist whose primary function is to review activities within NCWorks and oversee adherence to performance goals and outcomes. The WIOA Coordinator and Performance Accountability Specialist review performance outcomes in Futureworks as the updated data becomes available. The performance reports are shared at least quarterly with its contractors and one stop operator. The contracted program management would then relay the reports to their staff. This allows staff to be aware of the progression toward our performance goals, and focus on areas where there could potentially be issues. Additionally, program managers are highly encouraged to utilize NCWorks predictive reports on a regular basis to further focus in areas of weakness.

**2. In recent years, many Workforce Development Boards have seen decreasing population counts for the number of Dislocated Workers served. Please describe the strategies the Board has in place to ensure this population is sufficiently (proportionately) represented in the performance pool. Be sure to include whether the Board makes use of the nontraditional Dislocated Worker definitions (such as any individuals who are long-term unemployed and can, therefore, be considered Dislocated Workers) in the response.**

To ensure Dislocated Workers are proportionately represented staff are assessing customers for both Dislocated Worker & Adult eligibility. If DW eligibility is determined, the customer will then be enrolled as a Dislocated Worker. Customers interested in WIOA services are also asked to apply for unemployment benefits (if laid off or terminated), as this will also help staff to identify dislocated workers. In addition, the LA utilizes the Additional State Eligibility category identified in DWS Policy Statement PS 02-2017. As a result, staff may enroll individuals who are long-term unemployed (13 consecutive weeks or more) as a dislocated worker. Lastly, as part of the LA's ISD model, all career center staff should be referring RESEA/EAI customers to WIOA Individualized or Training services under the Dislocated Worker program.

3. The Measurable Skill Gains measure is a real-time indicator denoting participants who are making demonstrable progress on a track toward Credential Attainment. Please describe how the Board makes use of the information the Measurable Skill Gains measure provides as a means of ensuring the Board reaches its Credential Attainment indicator goal.

The measurable skill gains measure is an early indication of the student's probability of successfully completion of their credential. Additionally, the measurable skill gain indicator also helps to reveal any issues the student may be experiencing. The information from the Measurable Skill Gains has helped our service providers be more accountable for our students' progress while in training. Students with successful measurable skill gains are more likely to successfully obtain their credential and less likely to drop out of their program of study. In this LA, the WIOA case manager is expected to meet with the student monthly for counseling services. During these appointments the case manager will discuss the student's progress and provide resources for tutoring, childcare, counseling and/or other critical needs that can affect grades. This allows staff to try to assist before the student drops out of school or fails a class, which may lead to a negative performance for the credential attained measure. At the end of each semester, the student will turn in a copy of their grades/transcript to their case manager and discuss their semester progress. If grades show a dissatisfactory progress, then the customer will be provided further counseling and a determination will be made whether to continue training or find a more suitable option in order for the student to become re-employed.

4. Please describe the process for monitoring service providers in the local area. Include details such as how it is conducted, who is involved, how often, et cetera.

The Local Area conducts a formal monitoring of their WIOA Service Providers at least annually. This formal monitoring may include an on-site visitation and/or off-

site desk reviews. The Local Area will monitor all Service Provider activities to include: data collection, data entry, customer files, data validation elements, financial records, work based learning, exits, outcomes, equal employment opportunities, integrated service delivery and other items deemed necessary by the Workforce Development Board Director or designee. The Local area will monitor in areas of financial accuracy and records, programmatic implementation, WIOA & LA Policy Adherence, data validation & program eligibility, E.O. compliance, and ISD processes. The WIOA Coordinator and LA Superuser are involved in the monitoring processes, and WDB Accounting Tech will also assist with the financial monitoring of the service providers. The Gaston LA WDB uses monitoring review documents to insure that all staff are reviewed on the same type of WIOA service provider activities. Monitoring summary reports are then completed along with recommendations for any improvements and/or training to be completed by the contracted program managers.

Additionally, the Adult, Dislocated Worker, and Youth Service Providers & Career Centers will be expected to complete monthly (at minimum) random quality checks of each of their team member activities (WP & WIOA Intakes, WIOA Active Cases, WIOA Exits, and Follow-up Cases. They must be prepared to show documented proof, the results of these required quality assurance checks, when requested, and at a minimum at least annually, to the Gaston WDB Staff.

## VI. Equal Opportunity

1. Describe processes to ensure individuals are not discriminated against based on age, disability, sex, race, color or national origin. [WIOA Section 188].

Gaston County WDB staff conducts EO training for all Center staff annually and as needed. Compliance of Center staff to EO policy is mandated and expectations are clearly defined. WDB staff also randomly select records to review and to guarantee that individuals are provided access to services without discrimination. The WDB also requires that it be provided with a copy of any claims of discrimination by consumers within two business days and follows up immediately to investigate and/or resolve any issues. Each Career Center staff must post information within their work area regarding EO guidelines and information for consumers to follow should they feel that discrimination has occurred. The WDB does not tolerate discriminatory conduct of any kind, requires staff to adhere to EO policy and would recommend disciplinary action up to and including discharge of any individual or contractor determined to have willfully engaged in discriminatory actions.

2. Attach the Local Area's current Equal Opportunity (EO) Complaint Grievance Procedure to address EO requirements [29 CFR Part 37.71]. Name document: Local Area Name EO Complaint Grievance Procedure 2020  
See attached Gaston County WDB EO Complaint Grievance Procedure

3. Describe methods to ensure local Equal Opportunity procedures are updated.

The State EO Officer – Mose Dorsey provides the Gaston County WDB Staff, NCWorks Career Center – Gaston Staff, and DHHS Career Resource Center Staff with Annual EO & LEP Training each year. Mose advises the board if any changes have been made to state or federal EO Requirements so that Local Area Policies and Procedures are up-to-date with the most recent EO criteria for provided participants with services in a manner that supports EO compliance.

## VII. Adult and Dislocated Worker Services

1. Describe the local Workforce Development Board's vision for serving the WIOA eligible Adults and Dislocated Workers to include high level goals, outreach strategies, service delivery and expected outcomes. Describe how this vision will improve the employment outcomes for this population.

The Gaston County WDB has a basic vision of enhancing skills of the existing and emerging workforce to meet the needs of regional employers and improve the economic conditions of its residents while encouraging business development and expansion through entrepreneurship and innovation.

Through identification of adults and dislocated workers with employment barriers, these individuals will be provided with intensive case management to improve successful outcomes, encourage job retention and also to insure self-sufficiency. Participants will be provided with career counseling to assist them with making appropriate career choices that substantiate sustainable employment and skills training that meets current and future employer needs.

Several outreach initiatives are in place such as distribution of NCWorks brochures for employers and job seekers, a monthly job fair hosted by the WDB that encourages and promotes use of the online NCWorks system, and regular attendance at Chamber of Commerce or SHRM events where targeted employers attend. The WDB participates in numerous community events as well in order to provide information on programs to job seeker. The use of an electronic sign outside the DHHS Career Resource Center can be used for promoting recruitment sessions for identified employers or listing a specific job(s) from NCWorks that are being promoted for an employer. Use of media for outreach includes the board website, NextGen Youth Website, Gaston College Website, Adult Career Center Website, Facebook pages for each, twitter accounts, instagram accounts and the government access channel (free community event announcements).

One of the challenges faced by the WDB in its process to improve outcomes is that much of the data needed to determine real time outcomes cannot be accessed quickly through the current NCWorks system. In order to move toward continued improvement, it is critical that data be easily accessible to users, measurable and understandable. It is also important that reports be drillable in the areas that are important to the boards and the contractors.

2. Provide an analysis of the strengths and weaknesses of existing Adult and Dislocated Worker education and training services. Include how services are provided and the capacity to address the identified education and skill needs of the workforce and the employment needs of employers. Describe plans to address any weaknesses identified. [WIOA Section 108(b)(1)(D)]

When the Gaston WDB contracted with a new WIOA Adult Services Provider for PY 15, there had been a slight decrease in performance for the Local Area initially as the contractor adjusted to the procedures of the Board, the workforce demands of employers and skills levels of job seekers. Over the last 4 years we have maintained our current contracted WIOA Adult Service Provider, which is Two Hawk Workforce Services. They have also maintained the same program manager the last years and she has consistently worked to improve customer service while increasing the % of Performance Measures met. Gradually, over the last 3 years the WIOA Adult Contractor's credential attainment rate has increased and thus the number of individuals obtaining employment after completion of their credential has also. PY2019 was the first program year that the contractor is on target to meet ALL Performance Measures and recently received 100% of their quarterly profit payment.

## Educational & Training Services

### Strengths:

- extensive community college system locally and regionally offering certificate and short-term training for job seekers and employers needing customized or incumbent worker training.
- multiple access sites within the Local Area offering GED classes
- NCWorks Career Center tier 1 site and its partner site located at DHHS on the first floor serve customers in their communities, providing skills assessments, career counseling, on-the-job training and other "earn while you learn" opportunities.
- comprehensive occupation lists approved for WIOA training sponsorship, training dollars are available for eligible participants.

### Weaknesses:

- community colleges are sometimes slow to respond to training request outside historical industry norms, weak regional collaboration has produced duplication of educational offerings within the region but the college system is making an effort to work toward eliminating these.
- changes to GED certification have made attainment more difficult thus reducing attainment levels.

- c) specific to former military and veterans - difficulty in achieving recognition for skills obtained during their active military service and skills are not transferable to private industry or to state educational system, should veterans seek credit for existing training/skills attainment
- d) lack of understanding with job seekers regarding the current and emerging occupations and the resulting need for continuous skills upgrades to stay relevant in the workplace and increase earnings capacity.

The WDB actively engages employers, training entities and job seekers on current and emerging trends, projected workforce demands and the need to be responsive to training requests in a timely manner. Additionally, connecting veterans to employment opportunities within the region by comprehensively detailing military skills in the NCWorks system will enhance the ability for system technologies to engage in automated job matching. Sponsoring activities such as Career Fairs and Recruitment Sessions will broaden knowledge on career opportunities and provide relevant information on educational requirements for specific jobs.

3. Provide the date and process for the competitive procurement of the Adult and Dislocated Worker Programs that ensures an arm's-length relationship between the Workforce Development Board and service delivery. Identify any service provider contract extensions.

**Note:** While Final Regulations Section 679.410 (b) and (c) provide exceptions to the competitive procurement process, WDBs *must* have an arm's-length relationship to the delivery of services.

The Gaston WDB released a Request for Proposal on March 2<sup>nd</sup> 2018, which included limited program requirements and advised of a mandatory Pre-Proposal Conference on Wed March 14, 2018 at 9am. Attendees were provided with detailed information on submission requirements and a Q&A was conducted following the structured presentation.

The deadline to submit additional questions was March 20<sup>th</sup> 2018 at Noon and the deadline to submit a proposal for consideration was April 13, 2015 at Noon. Any submissions that failed to meet the deadline were not considered for funding. Only 1 Adult WIOA Program proposal was received by the Board. The proposals were reviewed by the RFP committee and scored.

At the April 19, 2018 WDB meeting the RFP committee recommendations for funding were made and then approved by the Board. Notice was made for 30 days to the public via the Gaston WDB website.

Contracts were executed by Gaston County Government for WIOA Services for PY 2018.

Contract negotiations a new profit analysis were completed.

The WIOA Adult/DW Contractor requested and received their first 1 year extension of their contract for PY2019 and is also interested in a second 1 year extension of their contract for PY2020. This will conclude the allowable extensions of their previous Contract and PY2021 will be competitively procured.

In keeping with NC legislative requirements, Gaston County WIOA programs did not seek to establish a secondary entity by which to contract services through Gaston County Government for WIOA funding. In response to the legislative requirement to contract for direct services, Gaston County implemented a Reduction in Force (RIF) in February 2014 and November 2015. This RIF impacted all in-house case managers providing direct services to Adult, Dislocated Worker and Youth participants.

4. Attach the Local Workforce Development Board's Adult and Dislocated Worker (DW) service providers chart effective July 1, 2020 using the [Adult/Dislocated Worker Service Provider List](#) provided. Name document: [Local Area Name Adult and DW Providers 2020](#).

5. Describe how and when eligible training providers are reviewed at the local level and how customers are informed they have choices in choosing their providers. Define what "significant number of competent providers" means in the local area. Include whether the local Workforce Development Board uses more strict performance measures to evaluate eligible training providers. Attach if a separate policy. Name document: [Local Area Name Eligible Training Providers Policy](#). [PS 06-2019]

See attached Gaston County WDB Eligible Training Providers policy statement.

Eligible Training Providers are reviewed at the local level when one of two situations arise: the customer chooses a provider that is not currently on the list and wants them to be added OR a local area provider contacts us to be added to the ETPL. Additionally, we evaluate Apprenticeship providers to be added to our LA ETPL. The Provider Review Team evaluates new providers' eligibility weekly. Gaston LA WDB has a "Provider Review Team" that consists of the Provider Specialist, Merissa Mitchell and the WDB Supervisor, Sally Heglar. As the Provider Review Team is notified by NCWorks that a provider has registered in NCWorks, the Provider Specialist notifies the provider what verifications are needed to determine if they are a legitimate provider, that can be added to ETPL list as an 'Approved Provider'. Once the requested documents are returned, the provider specialist schedules a meeting date for the Provider Review Team to review the documents and successes of the provider. This is required for every program that the provider offers. Each program is reviewed separately.

If the provider or their programs are denied, a provider case note is added and a notice is sent to the provider.

When the customer completes their Intensive Service application, training customers and the contracted Service Provider are both required to sign a "Customer Choice Form" which states that the contracted Service Provider has given 'the customer' the choice of which training provider he/she uses for services. The Local Area makes the

entire ETPL available through NCWorks to each training customer, with the understanding that each customer is responsible for travel cost incurred that exceeds the allowable amount to be paid by the Local Area Service Provider through supportive services. In the Gaston Local Area there is more than 1 community college and private training provider (who is approved to be on the NCWorks ETPL) within a 30 minute driving distance of the NCWorks Career Center – Gaston and thus the Local Area considers that we have a “significant number of competent providers” for our local area. Competency of providers and their programs is proven when the provider meets the local area’s training provider and program requirements, which states: that they must be a proven legitimate provider; in existence for at least two years; possesses liability insurance; its programs are completed by a significant percentage of its students, resulting in credential and employment. Additionally, a percentage of program completers should obtain employment related to their training field. Annually, training providers are reviewed to see if they continue to meet the required local area completion rate standards. If their programs do not meet the local area completion rate standards, based on the rate information that the training provider is required to enter in NCWorks, the training provider will be notified that they are no longer eligible for their program(s) to be on the ETPL. If at any point the training provider meets the minimum standards, they can re-apply to have their programs placed on the ETPL.

## 6. Describe follow-up services provided to Adults and Dislocated Workers.

*Per Training and Employment Guidance Letter (TEGL) 19-16 and Section 134(C)(2)(d), funds described shall be used to provide career services, which shall be available to individuals who are adults or dislocated workers through the one-stop delivery system and shall, at a minimum, include - ... (xiii) follow up services, including counseling regarding the workplace, for participants in workforce investment activities authorized under this subtitle who are placed in unsubsidized employment, for not less than 12 months after the first day of the employment, as appropriate.*

The Gaston LA provides the following during the participant’s 12 months of follow-up:

- o Additional Job Search Assistance
- o Job Retention Information
- o Conflict Resolution/Work Place Counseling
- o Individual Counseling
- o Supportive Services (refer to LA Policy for Support Services to see what is available)

Follow-up Services are provided to ALL Gaston County WIOA participants who have soft exited, to ensure that the participant remains successful in meeting their long-term goal – self-sufficiency employment that lasts 12 months or longer. When appropriate, the case manager schedules the customer to come in monthly to meet with them so the case manager can determine if the customer is still working in unsubsidized employment or still in post-secondary education and whether or not the participant needs additional assistance. If the participant is working and

cannot meet with their case manager, the case manager is allowed to use un-conventional methods to follow-up with the participant: NCWorks Internal Message, Fax, Mail, or Email. The case manager scans the necessary proofs of these contacts in to the participant’s Staff Documents Tab in NCWorks.

Follow-up results are keyed in to NCWorks, within 15 days from the last day of the each required quarter.

*In the Gaston LA, we do not require follow-up services on participants who meet the requirement(s) for hard exit (due to global exclusion). Neither do we require follow-up services on participants who soft-exit due to at least two “unsuccessful attempts to locate” in writing.*

## VIII. Youth Services

*USDOL provides funds to states who in turn provide local workforce areas resources to deliver a comprehensive array of youth services that focus on assisting out-of-school youth and in-school youth with one or more barriers to employment prepare for post-secondary education and employment opportunities, attain educational and/or skills training credentials, and secure employment with career/promotional opportunities. USDOL and North Carolina’s priorities are:*

- *Out-of-School Youth – A minimum of 75 percent of the Youth funds allocated local areas, except for the local area expenditures for administration, must be used to provide services to OSY;*
- *Work Experience – Not less than 20 percent of Youth funds allocated to the local area, except for the local area expenditures for administration, must be used to provide paid and unpaid work experiences; and a*
- *Focus on Partnering – Co-enrollment encouraged where appropriate with Title II and IV.*

*USDOL also focuses on the following WIOA Performance Indicators:*

- Employment, education, or training during the 2<sup>nd</sup> quarter after exit
- Employment, education, or training during the 4<sup>th</sup> quarter after exit
- Median earnings during the 2<sup>nd</sup> quarter after exit
- Credential Attainment Rate
- Measurable Skill Gains
- Effectiveness in serving employers (system-wide measure, not program specific)

1. Provide a general overview of the local current total population (within five years) of the Title I WIOA eligible youth by Local Workforce Development Board area. Include the following general information for the local Workforce Development Board area:

### In-School Youth Analysis

- a. Approximately, what number of the Youth are ages 14-21?

Exact data for this selective population is not attainable. However, based on 2010 Census and 2014 American Community Survey information it is estimated that there are approximately 20,337 youth in Gaston County in this age range.

- b. Approximately, what percentage of these youth are low-income (eligible for WIOA In-school program)?  
Estimated to be approximately 10%.
- c. Approximately, what number of these Youth are in the current school dropout statistics?
  - 2013-2014  
184 drop outs/1.24% of students
  - 2014-2015  
205 drop outs/1.37% of students

#### Out-of-School Analysis

- a. Approximately what number of Youth ages 16-24 of the current total population (within five years) make up the population?  
23,905
- b. Youth ages 16-24 represent what % of the population?  
11%
- c. What are the general educational levels of this age group?
  - 20.7% do not have a high school diploma
  - 34.3% have a high school diploma or equivalency
  - 39.2% have some college or associates degree
  - 5.8% have a bachelor's degree or higher
- d. What is the general employment status of this age group?  
On average, only 58% of this age group identify as being in the labor force, with 42.6% reporting as employed.

2. Based on the assessment above, does the local Workforce Development Board plan to serve In-School Youth?  
In-School Youth normally have access to a high school guidance counselor or a college academic advisor as well as other High School or College resources. These individuals can typically work with In-School Youth who are struggling by providing tutoring through teachers or on-campus tutors. Out-of-school youth do not typically have this advantage and thus need a case manager to support their endeavors in GED, AHS, and possibly short-term or long term training if they are not able to find employment with it.

3. Provide a description and assessment of the type and availability of youth workforce activities in the Local Area, including activities for youth who are individuals with disabilities. Include identification of successful models of such youth workforce investment activities being used and/or planned. [WIOA Section 108 (b)(9)].

The WDB, via WIOA Service Contractor, provides career exploration service to youth through short term Summer Youth Employment, Year-Round Employment, and Work

Experience opportunities such as OJT and apprenticeships, leadership opportunities, and community volunteer activities, workshops on relevant topics such as personal health, post-secondary educational opportunities, college tours and job shadowing. Employment and training opportunities for Youth participants are identified by the Board as service priorities for the contractor, who is Gaston Community College at present. With the extensive availability of on-campus and technology enhanced programs, this contractor is a perfect fit for the WIOA Next-Gen Youth Program. With Gaston College being a state supported school, all facilities are ADA compliant. If a youth has additional disabilities, the board will work with the Youth Contractor to insure that all reasonable accommodations possible are made to assist the youth to meet his/her training and employment goals. The Gaston Workforce Development Board has been a supporter of virtual learning and services for some time. It is the vision of our board to continue to provide virtual face-to-face services even after the COVID-19 pandemic has passed, in an effort to accommodate individuals with disabilities or mental health conditions including but not limited to PTSD, Social Phobia's, Sight limitations, and other impairments (as deemed necessary).

Each year the Gaston WDB sponsors up to 8 youth participants and youth case managers to attend the NC Youth Summit in Greensboro. In order for a youth participant to be eligible to attend, they must complete agreed upon goals as discussed with their case manager including attending class, completing volunteer hours or work experience activities and keep their regularly scheduled appointments with their case manager.

Additionally, interested youth participants are required to be placed in paid work experience sites that mirror their employment goals and/or areas of interest from their interest assessment(s)

4. Describe the local area's broad Young Adult (NextGen) Program design to include:

- a. Providing objective assessments;
- b. Supportive service's needs;
- c. and developmental needs of each participant, for the purpose of identifying appropriate services and career pathways for participants. [WIOA Section 129(c)(1)(A)]

Gaston LA is committed to providing high quality services for all eligible youth and young adults. The LA's NextGen program is designed to assist youth with one or more barriers towards self-sufficiency; including preparation into secondary education, skills training, credential attainment, work place experience, financial literacy, knowledge of labor market info, etc.

To ensure seamless deliver of program services for program participants, each youth shall receive an Objective Assessment of the academic levels, skill levels and service needs for the purpose of identifying appropriate services and career pathways. The assessment will include a review of:

- Basic Skills
- Occupational Skills
- Prior Work Experience
- Employability
- Interests

- Aptitudes
- Supportive Service Needs
- Developmental Needs

Furthermore, this assessments should also consider a youth's strengths rather than just focusing on areas that need improvement.

This objective assessment will help build the framework of the ISS which is jointly developed between the case manager and youth.

To relieve barriers and to receive a comprehensive array of youth services (14 elements), supportive services are made available to youth participants. To the extent possible, support services will be provided by referral through linkages to area human service agencies. Where these resources are unavailable, WIOA funds may be used for Youth. Supportive services may include assistance with transportation, Child Care & Dependent Care, Housing, Educational Testing, Accommodations for Individuals with Disabilities, Uniforms or other work related attire and tools, Items Necessary for Students who are Enrolled in Post-Secondary, Payments and fees for employment and training related applications, tests, and certifications

5. How does the local area ensure the Individual Service Strategy (ISS) identifies appropriate services based on the objective assessment and is linked to youth performance indicators, career pathways and program elements? [WIOA Section 129(c)(1)(B)]

The local area ensures that the ISS identifies appropriate services based on the OAS by having short term, intermediate, and long term goals to assist the youth in achieving overall self-sufficiency. Desired career paths are determined through interest assessment testing before plans for classroom or work-based training are solidified. This, as well as job shadowing, will help to insure that the youth participant is fully aware of what is involved in his/her career path. Being educated about the career path of their choice helps to insure completion of the training and the attainment of employment, which will inevitably help the participant meet the required performance measures.

6. Describe the local area's broad Young Adult (NextGen) Program design to include:

- a. Employment Goals. - Youth who are interested are groomed with Interviewing Skills, a professional resume, financial literacy workshops for learning to manage a paycheck, an interest assessment to determine what type of job they would be best fitted for. The youth is also offered to complete a 1 day Job Shadow in the area of their interest. Once these steps have been completed, Youth are evaluated for their preparedness to enter the world of work. If they equipped with basics needed to excel in an interview, they are referred for a work experience position in the area of their interest. It is the Gaston County WDB's hopes that providing youth with opportunities in their area of interest, will aid in employment retention and thus self-sufficiency.

- b. Education Goals. - Youth who are interested in completing or furthering their education are handled in a manner similar to those who are interested in work. The are first given an interest assessment to insure that the career path they have chosen, is one that will suit them. It is also preferred that the youth complete a 1 day job shadow in the area of their interest to insure that the youth understands what their chosen career

path entails. The youth is provided with customer choice of training providers and signs the Customer Choice Form to insure that they have had this explained by the contracted WIOA Service Provider. This is especially important since the Gaston County WDB contracts it Youth Case Management services out to the local community college.

7. Where does the local area plan to serve the young adults (NextGen): NCWorks Career Centers Tier 1, Tier 2, Specialized Centers, Service Provider Offices, or Hybrid situations. Explain if it is both NCWorks Career Centers and Provider Offices or some other option.

The Gaston County WDB requires youth services be provided at both the NCWorks Career Center and its Provider Offices. The Next-Gen Youth Contractor provides 1 Full-time (or equivalent) Next-Gen Youth Staff Member to provide One-Stop Basic Career Services to youth at the NCWorks Career Center – Gaston once they have been screened by a Career Center Staff member and determined to fall in the Age 16-24 with Barriers category. The board also requires that the Next-Gen youth staff member provide Basic Career Services, Intensive Youth Intake Services and Youth Case Management Services at the Gaston College – Dallas Campus.

8. What new local higher-level goals (not traditional performance measures) are in place to serve the young adult (NextGen) population to include new outreach strategies and interactions with this population outside of the office/NCWorks Career Center setting? Do these improve employment outcomes and retention (or other identified local needs) for this population?

The Gaston County Workforce Development Board requires that its NextGen Youth Contractor provide a Community Service opportunity, for all of its youth, once per month. This allows the youth participants to develop leadership skills and provides valuable insight in to what contribute to their local community without it costing them anything. When our NextGen Youth are out in the community completing service projects and interacting with other youth in community, it allows other youth in the community to see advantages of being enrolled in the Youth Program and also allows the youth to share their experiences with the NextGen youth program with other youth.

9. Provide a description and assessment of the type and availability of youth (NextGen) workforce activities in the Local Area, including activities for youth who are individuals with disabilities. Include identification of successful models of such youth workforce investment activities being used and/or planned [WIOA Section 108(b)(9)]
- Workbased Learning opportunities including OJT, WEX, Transitional Jobs, Pre-Apprenticeship, Apprenticeship and Job Shadowing. Career Expo's, Career Provider Fairs, Career Awareness Events, and other career exploration activities to allow youth to see career opportunities that are available through local in-demand employers, as well as the education & skill requirements for different career paths. In the Gaston Local Area, the WDB BSR's lead the Gaston's BEST team and regularly partner with Vocational Rehabilitation & Services for the Blind for individuals who have disabilities and need training, employment or reasonable accommodations.

10. Provide the Workforce Development Board's approach to meeting the required 75% minimum (NextGen) youth expenditures on out-of-school youth and include special outreach efforts and highlight planned program design. [WIOA Section 129(a)(4)(A)]

The Gaston WDB requires that our WIOA NextGen Youth contractor enroll a minimum of 90% of OSY and a maximum of 10% of ISY. Currently, the Gaston Local Area does not have any ISY enrolled. Outreach efforts are achieved through social media, websites, communications across the college campus and at the Life Skills Building where GED classes are offered. Additionally, monthly community service projects take current Youth participants out in the community and are able to share their experiences in the Youth program with other youth in the community. Gaston College also allows a NextGen Youth Staff member to attend the GED Orientation session to promote the NextGen WIOA program and recruit interested individuals.

11. Describe how the local Workforce Development Board partners, aligns, and leverages, as appropriate with:

- Title II Adult Education and Family Literacy Act program resources and policies;
- Title IV Vocational Rehabilitation program resources and policies;
- Integrates adult education with occupational education and training and workforce preparation, as Boards as the creation of career pathways for youth. [USDOL TEGL 8-15]

The Gaston WDB partners with Gaston College's GED & AHS Programs, as well as the Gaston Literacy Council and Vocational Rehabilitation to do co-enrollments and provide services to individuals with basic skills deficiencies, learning disabilities and other barriers to employment. Gaston College provides TABE testing to anyone with a potential basic skills deficiency or learning disability.

#### 12. Describe how follow-up services will be provided for (NextGen) youth.

**Note:** All youth participants must receive some form of follow-up for a minimum duration of twelve months.

The Gaston LA provides the following during the participant's 12 months of follow-up:

- o Additional Job Search Assistance
- o Job Retention Information
- o Conflict Resolution/Work Place Counseling
- o Individual Counseling
- o Supportive Services (refer to LA Policy for Support Services to see what is available)

Follow-up Services are provided to ALL Gaston County WIOA participants who have soft exited, to ensure that the participant remains successful in meeting their long-term goal – self-sufficiency employment that lasts 12 months or longer. When appropriate, the case manager schedules the customer to come in monthly to meet with them so the

case manager can determine if the customer is still working in unsubsidized employment or still in post-secondary education and whether or not the participant needs additional assistance. If the participant is working and cannot meet with their case manager, the case manager is allowed to use un-conventional methods to follow-up with the participant: NCWorks Internal Message, Fax, Mail, or Email. The case manager scans the necessary proofs of these contacts in to the participant's Staff Documents Tab in NCWorks.

Follow-up results are keyed in to NCWorks, within 15 days from the last day of the each required quarter.

*In the Gaston LA, we do not require follow-up services on participants who meet the requirement(s) for hard exit (due to global exclusion). Neither do we require follow-up services on participants who soft-exit due to at least two "unsuccessful attempts to locate" in writing.*

13. Specify if the Local Workforce Development Board plans to offer incentives for (NextGen) youth. If yes, attach the Youth Incentive Policy to include: a) criteria to be used to award incentives; b) type(s) of incentive awards to be made available; c) whether WIOA funds will be used and d) the Local Workforce Development Board has internal controls to safeguard cash/gift cards. Name document: **Local Area Name Youth Incentive Policy**.

**Note:** Federal funds may not be spent on entertainment costs.

The Gaston Local Area does provide Youth Incentives for achievements of goals. The LA WDB requires that the Youth Contractor offer incentives to Youth participants when achieving goals on their ISS. The Youth Contractor uses WIOA funds to purchase incentives including gift cards. However, the Youth Program is also allowed to solicit donations of items that can be used for incentives also and is not required to provide the Gaston WDB record of these donations. The Youth Program case managers are required to have their program manager to sign off and approve this issuance of incentives for each participant. The participant has to sign the same Incentive Form when an incentive received from his/her case manager. Thus showing the flow of the incentive or gift card from the Program Manager to the Case Manager and then to the customer.

14. If the Local Workforce Development Board does not offer incentives for (NextGen) youth, please explain why.

The Gaston County Workforce Development Board offers incentives for Nextgen Youth and allows WIOA Youth Contractor(s) to request special approval to offer additional youth incentives above what the board requires.

15. Describe the local area strategy to ensure youth (NextGen) program activities lead to a High School Diploma or its equivalent or a recognized post-secondary credential and post-secondary education and training opportunities. [WIOA Section 129(c)(1)(C)]

Youth who enter the WIOA NextGen Youth Program are offered a TABE test to assess their education level. Additionally, they are offered an interest assessment test to determine their area of career interest which can lead to youth enrolling in post-secondary education after completion of GED or AHS. If a youth's first priority is obtaining employment, we support the customer's choice of activity while providing them with every opportunity to further explore career development options. Thus encouraging their continued education without pushing the participant in to something they may not be ready for.

16. Describe the local strategy to prepare the youth (NextGen) for unsubsidized employment, including with small employers, specifically those that include in-demand industry sectors and occupations of the local and/or regional labor markets. [WIOA Section 129(c)(1)(C)(v)]

NextGen youth have the opportunity to participate in several workbased learning opportunities, including Work Experience, On-the-Job Training, and Apprenticeship. Business Services Representatives and Work Experience Specialists both develop these opportunities with employers have the potential to turn these positions in to unsubsidized self-sufficiency employment.

17. Please complete the Youth Program Elements chart provided to demonstrate how the local Workforce Development Board ensures each of the 14 youth program elements is made available to youth participants. [WIOA Section 129(c)(2)(A)] Name document: Local Area Name Youth Program Elements

18. How does the local area ensure that the minimum of 20% of funds is spent on work experience and is the local area expending the 20% minimum on work experience to include an estimate of expenditures that will be paid wages to youth.? [WIOA Section 129(c)(4)]

Through competitive procurement, the Gaston WDB selected the youth service provider, Gaston Community College, to deliver services to both in-school and out-of-school youth. The contract with Gaston College includes the requirement to expend 20% of their budget for work experience and these funds are set aside for that purpose. They have a WEX specialist on staff to assist with subsidized placement in work experience opportunities. The amount that Gaston College bills to the Gaston County WDB for reimbursement in the Work Experience section of the invoice is keyed in to WISE to account for expenses identified as work experience by the contractor.

19. Does the Workforce Development Board have a standing committee to provide information to assist with planning, operational and other issues relating to the provision of services to youth? [WIOA Section 107(b)(4)(A)(ii)]  
Yes...The Gaston County WDB has a Youth Committee.

- If no, describe how oversight to planning, operational and other issues relating to the provision of services to youth will be provided.
- If yes, please provide a response to the following:
  - Provide the committee's purpose/vision.

The committee's purpose is to provide a holistic approach to lifting youths' barriers by facilitating the sharing of information, opportunities, and resources that are available in the community for youth between local agencies and partners including law enforcement, DSS Foster Care Program, Gastonia Housing Authority, and a youth who can share a youth participant's perspective. Information is shared by the WIOA NextGen Service Provider regarding opportunities that available through the WIOA Youth Program and also to provide the WIOA Next-Gen Youth Contractor with the regular opportunity to provide input in to local planning as well as seek information from local partners that can benefit their youth.
  - Provide the committee's top three goals or objectives for PY 2020.
  - Attach the list of members to include members' agency/organization, one of which must be a community-based organization with a demonstrated record of success in serving eligible youth. Provide the Committee's Chair information in the first block (who must be a Workforce Development Board member.) Name document: Local Area Name Youth Committee Members [WIOA Section 107(b)(4)(A)(ii)] and, 107(b)(4)(A)(ii)] and,
- Complete the following chart for the PY 2020 Youth Committee's planned meeting schedule to include dates, time and location. *[Expand form as needed.]*

**\*\*Dates pending approval of facility location**

| Date | Time | Location<br>(include address and room #) |
|------|------|------------------------------------------|
|      |      |                                          |
|      |      |                                          |

20. Provide the date and process for when the competitive procurement of the Youth Programs was completed, to include any contract extensions.

The Gaston WDB released a Request for Proposal on March 2nd 2018, which included limited program requirements and advised of a mandatory Pre-Proposal Conference on Wed March 14, 2018 at 9am. Attendees were provided with detailed information on submission requirements and a Q&A was conducted following the structured presentation. The deadline to submit additional questions was March 20th 2018 at Noon and the deadline to submit a proposal for consideration was April 13, 2015 at Noon. Any submissions that failed to meet the deadline were not considered for funding. Two

YOUTH WIOA Program proposals were received by the Board. The proposals were reviewed by the RFP committee and scored. At the April 19, 2018 WDB meeting the RFP committee recommendations for funding were made and then approved by the Board. Notice was made for 30 days to the public via the Gaston WDB website. Contracts were executed by Gaston County Government for WIOA Services for PY 2018. The WIOA Youth Contractor requested and received their first 1 year extension of their contract for PY2019 and is also interested in a second 1 year extension of their contract for PY2020. This will conclude the allowable extensions of their previous Contract and PY2021 will be competitively procured.

21. Attach the Local Workforce Development Board Youth service provider's chart, effective July 1, 2020, using the [Youth Service Provider List](#) provided. Complete each column to include specifying where Youth Services are provided. Name the document: [Local Area Name Youth Providers 2020](#)

#### IX. Local Innovations

- List additional funding received by the local Workforce Development Board to include special grants (Enhancement, Finish Line, Innovation), National Dislocated Worker Grants (disaster), YouthBuild, Foundation, outside funding and others to include a brief description the source and the amount.

| Grant Name/Kind   | Description                                                                                       | Beginning and End date                                                                                                                            | Source and Amount |
|-------------------|---------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|
| Finish Line Grant | Assist students with emergencies to enable them to remain in school and complete their credential | Unaccrued, Remaining Amt De-Obligated so that these funds can be reissued in current year funds. Remaining accrued fund balance expires 6/30/2020 | \$25,000          |
|                   |                                                                                                   |                                                                                                                                                   |                   |

#### X. Program Year 2020 Local Workforce Development Board Plan Required Policy Attachments

1. The following policies are required to be attached as separate documents in WISE as part of the PY2020 Comprehensive Regional Plan. Name documents: [Local Area Name, Policy Name](#)

In the first column, state if it is attached or why it is missing and when it can be expected. In the second column mark **only** if the policy has been changed/revised since PY2019 and requires a special review for PY 2020 and has not been previously submitted to the Division.

Do not add an empty document in WISE as a "placeholder".

| Required Local Policies and DWS Reference                                                                  | Attached (Yes/No) | Revised for PY2020 (Yes/No) |
|------------------------------------------------------------------------------------------------------------|-------------------|-----------------------------|
| 1. Adult/Dislocated Worker Work Experience Policy (PS 10-2017)                                             | Y                 | N                           |
| 2. Competitive Procurement Policy (PS 19-2017, Change 1)                                                   | Y                 | N                           |
| 3. Conflict of Interest Policy (PS 18-2017)                                                                | Y                 | N                           |
| 4. Nondiscrimination/Equal Opportunity Standards and Complaint Procedures (PS 07-2018)                     | Y                 | Y                           |
| 5. Financial Management Policy for Workforce Innovation and Opportunity Act Title I (PS 20-2017, Change 1) | Y                 | Y                           |
| 6. Individualized Training Account Policy                                                                  | Y                 | N                           |
| 7. On-the-Job Training Policy (PS 04-2015, Change 1)                                                       | Y                 | N                           |
| 8. Oversight Monitoring Policy, Tool and Schedule                                                          | Y                 | Y                           |
| 9. Priority of Service Policy (PS 03-2017)                                                                 | Y                 | N                           |
| 10. Youth Work Experience Policy (PS 10-2017)                                                              | Y                 | N                           |
| 11. Local Supportive Services Policy                                                                       | Y                 | N                           |
| 12. Local Sampling Policy/Self-Attestation Procedures & Monitoring Schedule                                | Y                 | N                           |

2. Designate whether the following local Optional Policy is included and used at the local Workforce Development Board and is included in the Plan or write "N/A" implying "Not Applicable", the Workforce Development Board does not have this policy and therefore does not use these services.

In the second column mark *only* if the policy has been changed/revised since PY2019 and requires a special review for PY 2020 and has not been previously submitted to the Division.

Do not add an empty document in WISE as a "placeholder".

If "Yes", load the policy as a separate document. Name documents: Local Area Name Policy Name. [Example: IWT Policy – Yes. Attached as Board Name IWT Policy.]

| Optional Local Policies                                               | Yes- the Board has a policy or N/A (Not Applicable) | Revised for PY2020 |
|-----------------------------------------------------------------------|-----------------------------------------------------|--------------------|
| 1. Local Area Incumbent Worker Training Policy (PS 17-2017, Change 1) | Y                                                   | Y                  |
| 2. Local Area Needs-Related Policy                                    | Y                                                   | N                  |
| 3. Local Area Transitional Jobs Policy                                | Y                                                   | N                  |
| 4. Local Area Youth Incentive Policy                                  | Y                                                   | N                  |

3. Individual Training Accounts (ITAs) are required [Regulations Section 680.300] to pay the cost of training provided with Adult and Dislocated Worker funds and limitations on duration and amount may be included [Regulations Section 680.320]. Please provide the following ITA elements in summary:

| Individual Training Accounts (ITA) Summary                             |                                                                                                                   |
|------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------|
| <b>Dollar Amounts</b>                                                  | \$8000 per Year / \$12,000 Life Time                                                                              |
| <b>Time Limits</b>                                                     | 7 semesters                                                                                                       |
| <b>Degree or Certificates allowed (Associate's, Bachelor's, other)</b> | Certificate, Degree, Diploma, Last year of a Bachelor's Degree                                                    |
| <b>Procedures for determining case-</b>                                | Training can be approved, even if not on OLD list, if written promise of employment is received from the employer |

|                                                                                                            |                                                                                                                                               |
|------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------|
| <b>by-case exceptions for training that may be allowed</b>                                                 |                                                                                                                                               |
| <b>Period for which ITAs are issued (semester, school year, short term, etc.)</b>                          | Semester                                                                                                                                      |
| <b>Supportive Services covered by ITA (provide examples such as uniforms, tools, physical exams, etc.)</b> | None – The Gaston Co WDB does not count Supportive Services toward the participants life time max for Tuition, Books, Fees & School Supplies. |
| <b>Other</b>                                                                                               |                                                                                                                                               |

4. Please specify the supportive services provided by the local Board Supportive Services Policy. List specific items under Supplies, Emergency and Other, as identified in the local policy. *[Expand form as needed.]*

| Transportation                                           | Childcare                                               | Supplies (include examples)                                                                                                                       | Emergency (include examples)                                                                                                                                                                   | Other (include examples)                                                                                                                                                                                             |
|----------------------------------------------------------|---------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Bus Tickets<br>Gas Cards<br>Stipends<br>Contracted Trans | \$95 per week with a total family max of \$190 per week | Any additional school supplies required by the class instructor, on the class syllabus, and are not disposable. Exp: Texas Instrument Calculator. | Vehicle Expenses (Car Repairs, Car Insurance)<br>Utility costs (cut off notice for power)<br>Housing Expenses (Deposit, First month rent, or Amt on Eviction notice)<br>Other Items (as appvd) | Educational or work-related:<br>Testing fees<br>Accommodations for indivs w/ disabilities<br>Tools<br>Equipment<br>Uniforms<br>Work/Interview Attire<br>Work Boots/Shoes<br>Other req'd items to complete activities |

### Required Attachment Checklist from Plan Instructions

Please confirm all required attachments are loaded in WISE. If not, provide an expected date of arrival.

- ☐ Signed copy of Consortium Agreement *(if applicable)*
- ☐ Local Administrative Entity Organizational Chart
- ☐ Local Workforce Development Board List [\*\(form provided\)\*](#)
- ☐ Local Workforce Development Board By-laws
- ☐ Local Workforce Development Board By-laws Required Elements Crosswalk [\*\(form provided\)\*](#)
- ☐ Local Workforce Development Board Organizational Chart
- ☐ Local Administrative Entity Certification Regarding Debarment \* [\*\(form provided\)\*](#)
- ☐ Local Workforce Development Area Signatory Form\* [\*\(form provided\)\*](#)
- ☐ Workforce Development Board NCWorks Career Center System [\*\(form provided\)\*](#)
- ☐ Local Area Adult and Dislocated Worker Services Providers [\*\(form provided\)\*](#)
- ☐ Local Area Eligible Training Provider Policy
- ☐ 14 Youth Program Elements Chart [\*\(form provided\)\*](#)
- ☐ Local Workforce Development Board Youth Committee Meeting Schedule [\*\(optional\)\*](#)
- ☐ Local Workforce Development Board Youth Committee Members [\*\(optional\)\*](#)
- ☐ Local Workforce Development Board Youth Services Providers [\*\(form provided\)\*](#)
- ☐ Local Workforce Development Board Youth Incentive Policy [\*\(optional\)\*](#)
- ☐ Local Innovations Template/Outline

\* Mail signed and unfolded *originals* to assigned Division Planner at N.C. Division of Workforce Solutions at: 313 Chapapeake Road, Suite 120, 4316 Mail Services Center, Raleigh, NC 27699-4316.

### Certification regarding Debarment, Suspension, and other Responsibility Matters

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98, Section 98.510, Participant's Responsibilities.

**(Before completing this certification, read the instructions on the following page which are an integral part of the certification.)**

- 1) The prospective primary participant certifies, to the best of its knowledge and belief, that it and its principals:
  - a) are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any federal department or agency;
  - b) have not within a three-year period preceding this certification been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
  - c) are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
  - d) have not within a three-year period preceding this certification had any public transactions (federal, state, or local) terminated for cause or default.
- 2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Tracy L. Philbeck, Gaston County Board of Commissioners, Chairman

Printed Name and Title of Authorized Administrative Entity Signatory Official

Signature

Date

### Instructions for Certification

1. By signing and submitting the certification signature page with this proposal, the prospective primary participant is providing the certification set out above.
2. The inability of a person to provide the certification required above will not necessarily result in denial of participation in this covered transaction. The prospective participant shall submit an explanation of why it cannot provide the certification set out above. The certification or explanation will be considered in connection with the department or agency's determination whether to enter into this transaction. However, failure of the prospective primary participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.
3. The certification in this clause is a material representation of fact upon which reliance was placed when the department or agency determined to enter into this transaction. If it is later determined that the prospective primary participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.
4. The prospective primary participant shall provide immediate written notice to the department or agency to which this proposal is submitted if at any time the prospective primary participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
5. The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participants, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549. You may contact the department or agency to which this proposal is being submitted for assistance in obtaining a copy of those regulations.
6. The prospective primary participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR Part 9, Subpart 9.4, debarred, suspended, declared ineligible or voluntarily excluded from participation in this covered transaction.
7. The prospective primary participant further agrees by submitting this proposal that it will include the clause titled "A Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transaction," provided by the department or agency entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
8. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that is not proposed for debarment under 48 CFR Part 9, Subpart 9.4, debarred, suspended, ineligible or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the List of Parties Excluded from Federal Procurement and Non-Procurement programs.
9. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
10. Except for transactions authorized under paragraph 6 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR Part 9, Subpart 9.4, suspended, debarred, ineligible or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.

(GASTON COUNTY) WIOA Board List\*  
Effective July 1, 2020

| Category                                                                 | Name and Business Title            | Name and Business Address                                                      | Phone Number                                | Email Address                                                                  | Term                           |
|--------------------------------------------------------------------------|------------------------------------|--------------------------------------------------------------------------------|---------------------------------------------|--------------------------------------------------------------------------------|--------------------------------|
| 1. Business, Chair<br>(Can be one of the required small business seats.) | Larry Garland<br>Owner             | Charlotte Paint Co.<br>PO BOX 1001<br>Belmont, NC 28012                        | (704) 507-5092 (cell)                       | <a href="mailto:Larry Garland@att.net">Larry Garland@att.net</a>               | 07/01/2017<br>To<br>06/30/2020 |
| 2. Business                                                              | Richard Harbock<br>General Manager | R-Avett Housing<br>235 Anthony Grove Rd<br>Couse, NC 28033                     | (704) 445-5610<br>X182                      | <a href="mailto:rlharbock@r-avett.com">rlharbock@r-avett.com</a>               | 06/01/2018<br>To<br>05/31/2021 |
| 3. Business                                                              | Scott Carter<br>HR Manager         | Mann & Hummel<br>1 WIX Way/PO BOX 1967<br>Gastonia, NC 28053                   | (704) 869-2430 (o)                          | <a href="mailto:Scott.Carter@mann-hummel.com">Scott.Carter@mann-hummel.com</a> | 07/01/2019<br>To<br>06/30/2022 |
| 4. Business                                                              | Wesley Locust<br>Senior HR Manager | American & Efrid<br>PO BOX 507<br>Mt. Holly, NC 28120                          | (704) 951-2430 (o)                          | <a href="mailto:wesley.locust@amefrid.com">wesley.locust@amefrid.com</a>       | 06/01/2018<br>To<br>05/31/2021 |
| 5. Business                                                              | Ronald Grunier<br>President/CEO    | Manufacturing Services Inc<br>725 E Main Ave. Bessemer<br>City, NC 28016       | (704) 629-4163 (o)<br>(704) 718-1107 (cell) | <a href="mailto:rgrunier@mskncrall.com">rgrunier@mskncrall.com</a>             | 06/01/2017<br>To<br>05/31/2020 |
| 6. Business                                                              | Crystal McCabe<br>HR Manager       | Dixon Valve<br>2925 Chief Court<br>Dallas, NC 28034                            | (704) 334-9175 (o)                          | <a href="mailto:cmccabe@dixonvalve.com">cmccabe@dixonvalve.com</a>             | 06/01/2017<br>To<br>05/31/2020 |
| 7. Business                                                              | Bryan Hug<br>Site Manager          | Lanxess Corporation<br>1225 Gastonia Technology<br>Parkway<br>Dallas, NC 28034 | (704) 830-5510 (o)                          | <a href="mailto:bryan.hug@lanxess.com">bryan.hug@lanxess.com</a>               | 06/01/2018<br>To<br>05/31/2021 |

**[GASTON COUNTY] WIOA Board List\***  
Effective July 1, 2020

| Category                                                                                                                               | Name and Business Title                                  | Name and Business Address                                                                                         | Phone Number                                 | Email Address                                                                      | Term To                                                      |
|----------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------|----------------------------------------------|------------------------------------------------------------------------------------|--------------------------------------------------------------|
| 8. Business                                                                                                                            | Brandon Love<br>Employee Relations                       | CareMont Health<br>2425 Court Dr<br>Gastonia, NC 28654                                                            | (704)834-2512(w)                             | <a href="mailto:BrandonLove@caremonthealth.org">BrandonLove@caremonthealth.org</a> | 07/01/2017<br>To<br>05/31/2020                               |
| 9. Small Business                                                                                                                      | Selma Lee<br>Owner                                       | W.D. Lee & Company<br>PO BOX 12157<br>Gastonia, NC 28653                                                          | (704)864-0346(o)<br>(704)866-0722(fax)       | <a href="mailto:slee@wleecc.com">slee@wleecc.com</a>                               | 06/01/2018<br>To<br>05/31/2021                               |
| 10. Small Business                                                                                                                     | Wes Stivers<br>President                                 | Gastonia Plumbing & Heating<br>2721 Robinwood Rd.<br>Gastonia, NC 28652                                           | (704)867-7215(o)<br>(704)913-1090(h)         | <a href="mailto:wesstivers@gnhco.com">wesstivers@gnhco.com</a>                     | 06/01/2018<br>To<br>05/31/2021                               |
| 11. Labor Organization, or where none exists, other representative of employees<br>(Identify representative's affiliation- select one) | <del>Joe Eason</del><br>President<br><br>**Replacement** | Teamsters Union/UPS International Brotherhood of Teamsters Local #71<br>2529 Beltway Blvd.<br>Charlotte, NC 28799 | (704)363-6492(c)<br>(704)596-2475<br>X228(o) | <del><a href="mailto:joe.eason@teamsters.org">joe.eason@teamsters.org</a></del>    | 06/01/2017<br>To<br>05/31/2020<br><br>**Pending CEO approval |
| 12. Labor Organization, or where none exists, other representative of employees<br>(Identify representative's affiliation)             | Daniel F. Stivers Jr.<br>Sr. Maintenance Tech            | Daimler Trucks<br>1400 Tulip Drive<br>Gastonia, NC 28653                                                          | (704)868-5792(o)                             | <a href="mailto:daniel.stivers_jr@daimler.com">daniel.stivers_jr@daimler.com</a>   | 07/01/2019<br>To<br>06/30/2022                               |

**[GASTON COUNTY] WIOA Board List\***  
Effective July 1, 2020

| Category                                                                                                                                                                                                 | Name and Business Title                                                                                 | Name and Business Address                                                                                  | Phone Number                           | Email Address                                                                  | Term To                                                      |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------|----------------------------------------|--------------------------------------------------------------------------------|--------------------------------------------------------------|
| 13. Joint Labor-Management, or union affiliated, registered apprenticeship program. Or where none exists, representative of registered apprenticeship program<br>(Identify representative's affiliation) | Dorin Caskey<br>HR Manager/Apprenticeship Coordinator                                                   | Gastex Sheet Metal<br>1535 West May Ave.<br>Gastonia, NC 28652                                             | (704)864-0344(o)                       | <a href="mailto:dorin@castonshsheetmetal.com">dorin@castonshsheetmetal.com</a> | 07/01/2017<br>To<br>05/30/2020                               |
| 14. Labor or Apprenticeship or Community Based Organization or organizations addressing needs of eligible youth<br>(Identify choice of category represented)                                             | Chris Dobbins<br>Director DHHS (LINKS)Foster Care, Teen Wellness Center, Work First Employment Program) | Gaston County Dept. of Health & Human Services<br>330 Dr. Martin Luther King Jr. Way<br>Gastonia, NC 28652 | (704)862-6788(o)<br>(704)862-7885(fax) | <a href="mailto:chris.dobbins@gastongov.com">chris.dobbins@gastongov.com</a>   | 06/01/2018<br>To<br>05/31/2021                               |
| 15. Adult Education and Literacy eligible under WIOA Title II                                                                                                                                            | Linda McConnell<br>Executive Director                                                                   | Gaston Literacy Council<br>116 S. Marietta Street<br>Gastonia, NC 28652                                    | (704)868-4815(o)<br>(704)867-7796(fax) | <a href="mailto:lmcclir@gastonliteracy.org">lmcclir@gastonliteracy.org</a>     | 07/01/2019<br>To<br>06/30/2022                               |
| 16. Higher Education                                                                                                                                                                                     | Dewey Dellinger<br>Interim VP Workforce Development-Community College<br><br>**Replacement**            | Gaston College<br>201 Hwy. 321 South<br>Dallas, NC 28034                                                   | (704)922-6266(o)                       | <a href="mailto:Dellinger.dewey@gaston.edu">Dellinger.dewey@gaston.edu</a>     | 07/01/2019<br>To<br>06/30/2022<br><br>**Pending CEO approval |

# Workforce Innovation and Opportunity Act of 2014

## Program Year 2020 Local Plan Signatory Page

for

### GASTON COUNTY WORKFORCE DEVELOPMENT BOARD

#### Gaston Local Workforce Development Area

Boards affirm that the Local Area Workforce Development Board (WDB) and the Chief Elected Official(s) of the Local Area, in partnership, have developed and now submit this update to the Comprehensive, Strategic Regional and Local Area Plan in compliance with the provisions of the Workforce Innovation and Opportunity Act of 2014 and instructions issued by the Governor under authority of the Act.

Submission Date

Workforce Development Board Chair

Chief Elected Official

Mr. Larry Garland

Mr. Tracy Philbeck

Typed or Printed Name

Typed or Printed Name

Gaston Co WDB, Chairman

Gaston Co Board of Commissioners, Chairman

Typed or Printed Title

Typed or Printed Title

Signature

Signature

Date

Date

[GASTON COUNTY] WIOA Board List\*  
Effective July 1, 2020

| Category                              | Name and Business Title                                         | Name and Business Address                                                                 | Phone Number                                      | Email Address                                                                                | Term                                                     |
|---------------------------------------|-----------------------------------------------------------------|-------------------------------------------------------------------------------------------|---------------------------------------------------|----------------------------------------------------------------------------------------------|----------------------------------------------------------|
| 17. Vocational Rehabilitation Program | Eddie Everett<br>Supervisor                                     | NC Vocational Rehabilitation<br>550 Executive Center Dr. Suite 102<br>Charlotte, NC 28212 | (704) 563-4186(o)                                 | <a href="mailto:EddieEverett@dhs.state.nc.gov">EddieEverett@dhs.state.nc.gov</a>             | 06/01/2018<br>To<br>05/31/2021                           |
| 18. Economic Development              | Richard Randall<br>Existing Industry Manager<br>**Replacement** | Economic Development<br>Commission<br>PO BOX 2339<br>Gastonia, NC 28052                   | (704) 853-4046(o)<br>(704) 308-4020(e)            | <a href="mailto:Don.Randall Jr@ Gastonnc.gov">Don.Randall Jr@ Gastonnc.gov</a>               | 07/01/2019<br>To<br>06/30/2022<br>**Pending CEO approval |
| 19. Wagner-Peyser Act                 | Claudette Agabrie<br>Office Manager III                         | NC Works Career Center-<br>Gaston<br>1391 Bessemer City Rd.<br>Gastonia, NC 28052         | (704) 853-5328<br>X218 (o)<br>(704) 853-5303(fax) | <a href="mailto:Claudette.Agabrie@ncworkscenter.com">Claudette.Agabrie@ncworkscenter.com</a> | 07/01/2017<br>To<br>05/31/2020                           |

#### \*Notes:

- Use the form provided and identify categories as indicated on the form. Do not change required category names, but clearly indicate the category.

- In obtaining nominations and making appointments, follow Workforce Innovation and Opportunity Act Section 107(b)(2) and US Department of Labor Training and Employment Guidance Letter (TEGL) 2714.

- If Local Workforce Development Board Area has more than 19 total members: 1) add lines to start and complete all columns for additional members; 2) ensure required percentages are still met.

- By submission of this form, the Workforce Development Board certifies its compliance with the appointment and nomination process of business representatives from among local business organizations and business trade associations [WIOA Section 107(b)(2)(A)].

If not in compliance with WIOA Section 107(b)(2)(A), note missing requirements here such as missing Business sector majority, two or more labor organizations, et cetera.

## Directions for Completing Attachment NCWorks Career Center System

Complete **Attachment** to describe the Local Area's One-Stop Career Center system.

Column A- include each One-Stop Career Center(s)' name and street address, host facility and hours of operation.

Column B- specify the type of Career Center and list all counties served by site. \*Type of Center Designation: Tier 1, Tier 2, Specialized, Affiliates

Add location of Youth Sites if not included with above designations.

Column C- list the **on-site** partners, identify funding source and agency name such as Title I (Adult, Dislocated Worker, Youth, Job Corps, YouthBuild, National Farmworkers and Native American Programs), Wagner-Peyser, Trade Act, Career and Technical Education. Career Center Partners should, at a minimum, reflect required WIOA partners (WIOA 121(b)(1)(B)).

Column D- list the Center Operator (agency name), functional manager (*manages the day-to-day operations*) and Method of Selection (Competitive, Sole Source to include if contract was extended).

Column E- list the WIOA Providers of Career Services (agency name) and method of selection. (Method of Selection: -Competitive Procurement -Sole Source -Contract Extended)

Column F - Functional Manager (manages the day-to-day operations)

Column G- indicate whether youth services are provided on-site.

Column H- indicate additional on-site partners.

**[Gaston County Workforce Development Board] NCWorks Career Center System**  
(Effective July 1, 2020)

| A. One-Stop Locations (Address, Phone number and Hours)                        | B. Tier 1 or Tier 2 Specialized or Affiliate | C. On-site Partners               | D. Career Center Operator and Method of Selection                                             | E. Provider(s) of WIOA Career Services and Method of Selection                                                                                                                                                                                                   | F. Functional Manager ( <i>manages the day-to-day operations</i> )                   | G. Provider(s) and Type of On-site Youth Services                                                                                                      | H. Additional Partners                                                         |
|--------------------------------------------------------------------------------|----------------------------------------------|-----------------------------------|-----------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------|
| NCWorks Career Center – Gaston<br>1391 Bessemer City Rd,<br>Gastonia, NC 28054 | Tier 1                                       | WIOA – Title I<br>DWS – Title III | NCCommerce, Division of Workforce Solutions<br>Competitive Procurement pending                | Two Hawk Workforce Services – Competitive Procurement for PY 2018. Contract Extended Thru June 2020. Contract will be extended again through 6/30/2021<br>Provides Basic Career Services, RESEA & EAI, WIOA Individualized Career Services and Training Services | Gaston College Contractor – WIOA Individualized Career Services & Follow-up Services | Gaston Literacy Council,<br>Gaston College,<br>Voc. Rehab. Service for Blind Deaf and Hand of Mutilated<br>TANF Job Corp WIOA Native American Services | NCWorks Career Center – Gaston<br>1391 Bessemer City Rd,<br>Gastonia, NC 28054 |
| DHHS - Career Resource Center<br>330 Dr Martin Luther King, Gastonia, NC 28052 | Partner of NCWorks Career Center System      | WIOA (only)                       | Christen Robinson with Two Hawk Workforce Services – Contract will be extended thru 6/30/2021 | Two Hawk Workforce Services – Competitive Procurement for PY 2018. Contract Extended Thru June 2020. Contract will be extended again through 6/30/2021<br>Provides Basic Career Services, WIOA Adult & DW and Follow Up Career Services                          | Referral Only                                                                        | TANF – as needed only                                                                                                                                  | DHHS - Career Resource Center<br>330 Dr Martin Luther King, Gastonia, NC 28052 |

\*Type of Center Designation:

-Tier 1  
-Tier 2  
-Specialized  
-Affiliates – All locations where A, DW and WP services are provided

\*\*Method of Selection:

-Competitive Procurement  
-Sole Source  
-Contract Extended

**PY 2020 WIOA (Gaston Co WDB) Adult & Dislocated Worker Service Providers List**

| WIOA Adult/Dislocated Worker Service Provider<br>(Organization Name, Address and Telephone Number) | Contact Person<br>(Name, Title and E-mail Address and Telephone Number)                                                      | County/Counties Served and where services are provided**<br>(One-Stop, Office, Both) | Type of Organization<br>(State Agency, For-profit, Non-profit, other-specify) | Type of Contract<br>(Cost Reimbursement, Fixed Price, Performance Based, Hybrid, other-specify) |
|----------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|-------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------|
| TwoHawk Workforce Services<br>1391 Bessemer City Rd<br>Gastonia, NC 28052<br>(704) 853-5328        | Christen Robinson,<br>WIOA Program Manager<br><a href="mailto:christen.robinson@ncwork.gov">christen.robinson@ncwork.gov</a> | Gaston<br>One-Stop                                                                   | For-Profit                                                                    | Cost Reimbursement for Expenditures<br>Performance Based for Profits                            |
| TwoHawk Workforce Services<br>330 Dr Martin Luther King Jr. Way, Gastonia, NC 28052                | Christen Robinson,<br>WIOA Program Manager<br><a href="mailto:christen.robinson@ncwork.gov">christen.robinson@ncwork.gov</a> | Gaston<br>Both                                                                       | For-Profit                                                                    | Cost Reimbursement for Expenditures<br>Performance Based for Profits                            |
|                                                                                                    |                                                                                                                              |                                                                                      |                                                                               |                                                                                                 |

(RFP Conducted: March 14<sup>th</sup>, 2018, Renewed Contract for PY2019, Renewing Contract for PY2020)

\*\*Note where Services are provided: at the One-Stop Centers, the Office location provided, combination. Be specific.

**PY 2020 WIOA (Gaston Co WDB) Youth Services Providers List**

| WIOA Youth Service Provider<br>(Organization Name, Address)               | Contact Person<br>(Name, Title and E-mail Address and Telephone Number)                                                 | County/Counties Served and where services are provided**<br>(One-Stop, Office, Both) | Type of Organization<br>(State Agency, For-profit, Non-profit, other-specify) | Type of Contract<br>(Cost Reimbursement, Fixed Price, Performance Based, Hybrid, other-specify) |
|---------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|-------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------|
| Gaston College<br>201 Hwy 321 South<br>Dallas, NC 28034<br>(704) 922-6352 | Becky McLain<br>WIOA Youth Program Director<br><a href="mailto:McLain.rebecca@gaston.edu">McLain.rebecca@gaston.edu</a> | Gaston - Both                                                                        | State Agency                                                                  | Cost Reimbursement for Expenditures<br>(Non-Profit)                                             |
|                                                                           |                                                                                                                         |                                                                                      |                                                                               |                                                                                                 |
|                                                                           |                                                                                                                         |                                                                                      |                                                                               |                                                                                                 |

(RFP Conducted: March 14, 2018 – Renewed for PY2019 – Renewing for PY2020)

\*\*Note where Services are provided: at the One-Stop Centers, the Office location provided, combination. Be specific.

### WIOA Youth Program Elements

In order to support the attainment of a secondary school diploma or its recognized equivalent, entry into postsecondary education, and career readiness for participants, the WIOA Youth Program shall provide elements consisting of the following program elements.

Please denote whether the required WIOA Program Element will be WIOA funded by the Local Area, provided by referral, or both.

|    | WIOA Youth Program Elements                                                                                                                                                                                                                                                                                                                                               | WIOA Funded<br>(Specify Provider)                | Referral by Agreement<br>(Specify Provider)                                                                                                  |
|----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------|
| 1. | Tutoring, study skills training, instruction, and evidence-based dropout prevention and recovery strategies that lead to completion of the requirements for a secondary school diploma or its recognized equivalent (including a recognized certificate of attendance or similar document for individuals with disabilities) or for a recognized postsecondary credential | Gaston College                                   | Gaston Community College, Gaston Literacy Council, Boys & Girls Clubs, Gaston County Schools-Special Populations Coordinator, Tutor on staff |
| 2. | Alternative secondary school services, or dropout recovery services, as appropriate                                                                                                                                                                                                                                                                                       | Gaston College                                   | Gaston Community College, Gaston Literacy Council                                                                                            |
| 3. | Paid and unpaid work experiences that have as a component academic and occupational education, which may include (i) summer employment opportunities and other employment opportunities available throughout the school year; (ii) pre-apprenticeship programs; (iii) internships and job shadowing; and (iv) on-the-job training opportunities                           | Gaston College                                   | Goodwill Industries, DWS-ES, NCWorks Career Center, other public and private sector businesses as appropriate                                |
| 4. | Occupational skill training, which shall include priority consideration for training programs that lead to recognized postsecondary credentials that are aligned with in-demand industry sectors or occupations in the local area involved                                                                                                                                | Gaston College via identified training providers | Gaston Community College, Goodwill Industries                                                                                                |
| 5. | Education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster                                                                                                                                                                                                            | Gaston College via identified training providers | Gaston Community College, Goodwill Industries                                                                                                |
| 6. | Leadership development opportunities, which may include community service and peer-centered activities encouraging responsibility and other positive social and civic behaviors, as appropriate                                                                                                                                                                           | Gaston College                                   | Gaston Community College, Boys & Girls Club, Juvenile Justice-Teen Court, YMCA, 4-H, Habitat – Gaston Co                                     |

### WIOA Youth Program Elements

|     | WIOA Youth Program Elements                                                                                                                                                                                             | WIOA Funded<br>(Specify Provider)                                                                      | Referral by Agreement<br>(Specify Provider)                                                                                                                                                                                    |
|-----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 7.  | Supportive services                                                                                                                                                                                                     | Gaston College                                                                                         | Gaston County DHHS, Adolescent Parenting Program, Crisis Pregnancy Center, Salvation Army, Gaston County Chapter Red Cross, Greater Gaston Baptist Association, Gaston Housing Authority, Crisis Assistance Ministries, NC DOC |
| 8.  | Adult mentoring for the period of participation and a subsequent period, for a total of not less than 12 months                                                                                                         | Gaston College                                                                                         | Gaston Literacy Council, Gaston Boys & Girls Club                                                                                                                                                                              |
| 9.  | Follow-up services for not less than 12 months after the completion of participation, as appropriate                                                                                                                    | Gaston College                                                                                         |                                                                                                                                                                                                                                |
| 10. | Comprehensive guidance and counseling, which may include drug and alcohol abuse counseling and referral, as appropriate                                                                                                 | Gaston College                                                                                         | Phoenix Counseling Service (via Partners MH, LME)                                                                                                                                                                              |
| 11. | Financial literacy education                                                                                                                                                                                            | Gaston College                                                                                         | Goodwill Industries, Gaston Community College                                                                                                                                                                                  |
| 12. | Entrepreneurial skills training                                                                                                                                                                                         | Gaston College via workshops, webinars, or via identified training providers                           | Goodwill Industries, Gaston Community College                                                                                                                                                                                  |
| 13. | Services that provide labor market and employment information about in-demand industry sectors or occupations available in the local area, such as career awareness, career counseling, and career exploration services | Gaston College via NCWorks activities and in partnership with the WDB Business Services Representative | Goodwill Industries, Gaston Community College                                                                                                                                                                                  |
| 14. | Activities that help youth prepare for and transition to postsecondary education and training                                                                                                                           | Gaston College                                                                                         |                                                                                                                                                                                                                                |

*Workforce Development Board By-Laws Required Elements – Crosswalk*

| <b>NOTE: Elements 1-7 are the Required Elements Designated at WIOA Final Rule 679.310(g).</b>                                                                                                                                                    | <b>The Article/Section Where the Required Elements are Located Within the <i>Current</i> By-Laws.</b> |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------|
| 1. The nomination process used by the CEO(s) to elect the local Board chair and members.                                                                                                                                                         | Article 2 – Sec 1                                                                                     |
| 2. The term limitations and how the term appointments will be staggered to ensure only a portion of membership expire in a given year.                                                                                                           | Article 2 – Sec 3                                                                                     |
| 3. The process to notify the CEO(s) of a Board member vacancy to ensure a prompt nominee within ninety (90) days of the vacancy.                                                                                                                 | Article 2 – Sec 6                                                                                     |
| 4. The proxy and alternative designee process that will be used when a Board member is unable to attend a meeting and assigns a designee as per the requirements of 20 CFR 679.110(d)(4).                                                        | Article 3 – Sec 6                                                                                     |
| 5. The use of technology such as phone and web-based meetings, that will be used to promote Board member participation (20 CFR 679.110(d)(5)).                                                                                                   | Article 5 – Sec 2                                                                                     |
| 6. The process to ensure Board members actively participate in convening the workforce development system's stakeholders, brokering relationship with a diverse range of employers, and leveraging support for workforce development activities. | Article 2 – Sec 7                                                                                     |
| 7. A description of any other conditions governing appointment or membership on the Board as deemed appropriate by the CEO(s); (20 CFR 679.310(g)(1-7)). Note: Answer may be N/A.                                                                | Article 2 – Sec 4                                                                                     |

***Gaston County WDB By-Laws Required Elements – Crosswalk***

| <b>North Carolina Specific Requirements That Must be Specified Within the By-Laws.</b>                                                                                                              | <b>The Article/Section Where the Required Elements are Located Within the <i>Current</i> By-Laws.</b> |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------|
| 8. The adopted generally accepted parliamentary procedure, such as Robert's Rules of Order, chosen by the Board.                                                                                    | Article 3 – Sec 4                                                                                     |
| 9. Whether an appointee filling a vacancy will serve the remainder of the unexpired term or be appointed for a new full term.                                                                       | Article 2 – Sec 6                                                                                     |
| 10. The Board's policy assuring attendance and participation of its members.                                                                                                                        | Article 2 – Sec 7                                                                                     |
| 11. Quorum requirements to be not less than 51% constituting 51% of the total Board positions.                                                                                                      | Article 3 – Sec 3                                                                                     |
| 12. Any standing committees the Board has established shall be included in the by-laws.                                                                                                             | Article 5 – Sec 3                                                                                     |
| 13. The Board's conflict of interest policy, which may not be any less stringent than the requirements of the Division's Policy, shall be referenced in the by-laws.                                | Article 3 – Sec 7                                                                                     |
| 14. The process the Board will take when expedient action is warranted between Board meetings, such as calling a special meeting or allowing the Executive Committee to act on behalf of the Board. | Article 3 – Sec 2                                                                                     |
| 15. Board meetings will be held in accessible facilities with accessible materials available upon prior request.                                                                                    | Article 3 – Sec 1                                                                                     |
| 16. The Board will meet no less than four times per program year.                                                                                                                                   | Article 3 – Sec 1                                                                                     |

**Appendices**

- By-Laws Required Elements
- By-Laws Guidance
- Guidance Regarding Meetings and Conferencing via Electronic Means
- Local Workforce Development Board Membership Requirements
- Templates for Local Innovations

- [A](#)
- [B](#)
- [C](#)
- [D](#)
- [E](#)

**NC Local Workforce Development Board By-Laws Required Elements**

At a minimum the local Workforce Development Board By-laws must include the following items for Division of Workforce Solutions approval.

When submitting the local by-laws, please specify the section (provide a clear crosswalk) where the following required elements are located within the submitted by-laws.

NOTE: Elements 1-7 are the *required* elements designated at WIOA Final Rule 679.310(g).

1. The nomination process used by the CEO(s) to elect the local Board chair and members.
2. The term limitations and how the term appointments will be staggered to ensure only a portion of membership expire in a given year.
3. The process to notify the CEO(s) of a Board member vacancy to ensure a prompt nominee within ninety (90) days of the vacancy.
4. The proxy and alternative designee process that will be used when a Board member is unable to attend a meeting and assigns a designee as per the requirements of 20 CFR 679.110(d)(4).
5. The use of technology such as phone and web-based meetings, that will be used to promote Board member participation (20 CFR 679.110(d)(5)).
6. The process to ensure Board members actively participate in convening the workforce development system's stakeholders, brokering relationship with a diverse range of employers, and leveraging support for workforce development activities.
7. A description of any other conditions governing appointment or membership on the Board as deemed appropriate by the CEO(s); (20 CFR 679.310(g)(1-7)).

North Carolina specific requirements that must be specified within the by-laws:

8. The adopted generally accepted parliamentary procedure, such as Robert's Rules of Order, chosen by the Board.
9. Whether an appointee filling a vacancy will serve the remainder of the unexpired term or be appointed for a new full term.
10. The Board's policy assuring attendance and participation of its members.
11. Quorum requirements to be not less than 51% constituting 51% of the total filled Board positions.
12. Any standing committees the Board has established shall be included in the by-laws.
13. The Board's conflict of interest policy, which may not be any less stringent than the requirements of the Division's Policy, shall be referenced in the by-laws.
14. The process the Board will take when expedient action is warranted between Board meetings, such as calling a special meeting or allowing the Executive Committee to act on behalf of the Board.
15. Board meetings will be held in accessible facilities with accessible materials available upon prior request.
16. The Board will meet no less than four times per program year.

**Note:** This template is provided for guidance purposes only. It contains sample language that may be used in by-laws development. It is not required that boards utilize this template or language within.

This template reflects multiple counties within a Consortium. Single-county Boards and non-Consortia will need to adjust their by-laws accordingly.

**NAME HERE Workforce Development Board By-Laws**

**Article 1**

**Name and Purpose**

**Section 1. Name**

The name of this organization shall be the NAME HERE Board (hereinafter referred to as the "Board").

**Section 2. Purpose and Responsibilities**

The purpose for which the Board is organized is to perform all functions of a Workforce Development Board and Local Workforce Development Area as set forth in the Federal Workforce Innovation and Opportunity Act of 2014 ("WIOA"), or the corresponding provision of any applicable federal or state laws of related purpose and the rules and regulations promulgated thereunder, and Section 143B-438.11 of the North Carolina General Statutes and to perform such functions with the NAME HERE Workforce Development Board.

The Board service area shall encompass the counties of COUNTY NAME(s) HERE.

The Board responsibilities shall include:

1. Develop and submit local plan annually to the Governor, a comprehensive 4-year local plan, in partnership with the Chief Elected Official;
2. Perform workforce research and regional market analysis;
3. Convene local workforce development system stakeholders to assist in the development of the local plan and identify non-federal expertise and resources to leverage support for workforce development activities;
4. Lead efforts to engage with a diverse range of employers and with entities in the region involved;
5. Lead efforts with representatives of secondary and postsecondary education programs in the local area to develop and implement career pathways within the local area by aligning the employment, training, education, and supportive services that are needed by adults and youth, particularly individuals with barriers;

6. Lead efforts in the local area to identify proven and promising strategies and initiatives for meeting the needs of employers, and workers and jobseekers in the local workforce system, and to identify and disseminate information on promising practices carried out in other local areas;
7. Develop strategies for using technology to maximize the accessibility and effectiveness of the local workforce development system for employers, workers, and jobseekers;
8. Conduct program oversight;
9. Negotiate and reach agreement on local performance accountability measures;
10. Designate or certify one-stop operators, contractors, and service providers and, in appropriate circumstances, terminate for cause the eligibility of such operators;
11. Coordinate activities with education and training providers in the local area;
12. Develop a budget for the activities of the local Board consistent with the local plan and the duties of the local Board and subject to the approval of the Chief Elected Official;
13. Annually review the physical and programmatic accessibility provisions of all one-stop centers, as well as locations for contractors and service providers, in the local area, in accordance with the Americans with Disabilities Act of 1990.

## Article 2 Board Members

### Section 1. Appointment

There shall be a Board of no more than NUMBER HERE Board members. Members of this organization shall be appointed by the following procedure: The Chief Elected Official (Chairman of the XXXX County Board of Commissioners, hereinafter referred to as the CEO) shall appoint members based on nominations from the following: local business organizations; local education agencies; vocational education institutions, community-based organizations, and higher educational institutions; and private and proprietary schools; state or local labor organizations and other interested organizations.

The number of business sector nominees shall be at least 51 percent of the number of individuals to be appointed and are appointed from amongst individuals nominated by local business organizations and business trade associations. The nominated candidate or company must be a member of the nominating organization. A majority of the Members shall be representatives of businesses in the local area (including small businesses or organizations representing businesses that, at a minimum, include high-quality, work-relevant training and development in in-demand industry sectors or occupations in the local area) and are owners, chief executives or operating officers, or other business executives or employers with optimum policy making or hiring

authority. The members of the local Board shall represent diverse geographic areas within the local area.

### Section 2. Composition

Organized Labor and Community Based Organizations: Not less than 20 percent of the Members shall be representatives of the workforce within the local area, who:

- (i) shall include representatives of labor organizations, who have been nominated by local labor federations, or other representatives of employees;
- (ii) shall include a representative, who shall be a member of a labor organization or a training director, from a joint labor-management apprenticeship program, or if no such program exists in the area, such a representative of an apprenticeship program in the area, if such a program exists.
- (iii) may include representatives of community-based organizations that have demonstrated experience and expertise in addressing the employment needs of individuals with barriers to employment, including organizations that serve veterans or that provide or support competitive integrated employment for individuals with disabilities; and
- (iv) may include representatives of organizations that have demonstrated experience and expertise in addressing the employment, training, or education needs of eligible youth, including representatives of organizations that serve out-of-school youth;

Education and training activities: The Board shall include representatives of entities administering education and training activities in the local area, who:

- (i) shall include a representative of eligible providers administering adult education and literacy activities under Title II of the WIOA;
- (ii) shall include a representative of institutions of higher education providing workforce investment activities (including community colleges);
- (iii) may include representatives of local educational agencies, and of community-based organizations with demonstrated experience and expertise in addressing the education or training needs of individuals with barriers to training;

The Board shall include representatives of governmental and economic and community development entities serving the local area, who:

- (i) shall include a representative of economic and community development entities;
- (ii) shall include an appropriate representative from the state employment service office under the Wagner-Peyser Act serving the local area;
- (iii) shall include an appropriate representative of the programs carried out under Title I of the Rehabilitation Act of 1973, serving the local area;
- (iv) may include representatives of agencies or entities administering programs serving the local area relating to transportation, housing, and public assistance, and
- (v) may include representatives of philanthropic organizations serving the local area; and

This Board may include such other individuals or representatives of entities as the Chief Elected Official determines appropriate.

### Section 3. Tenure

All appointments will be for a two-year term to expire on June 30 of each respective term. No member shall serve more than three (3) consecutive terms (6 years) or a total of five (5) terms (10 years) in any one appointed position. An individual whose initial appointment is to fill an unexpired term or an initial staggered term of less than two years, shall be eligible to serve the number of full-length terms other members are eligible to serve, unless, prior to the time for reappointment that individual has already served six consecutive years. Members may be reappointed at the discretion of the Chief Elected Official subject to the term limitations outlined in this section.

Terms shall be staggered to ensure that at any given time a percentage of the members are experienced in Workforce Development Board functions.

The Board shall advise the Consortium Counties of potential Board member vacancies prior to the end of the term. In the case of a midterm vacancy, an immediate replacement shall be requested of the Consortium County represented by the departing Board member. The appointed Board member shall fill the remaining term of office.

The Board shall not compensate Board Members for their services, but by resolution of the Board, a fixed sum and expenses, if any, may be allowed for attendance at each regular or special meeting of the Board.

### Section 4. Termination for Cause

By two-thirds majority vote of the membership or by action of the Chief Elected Official, a member may be removed for cause from the Board. Cause would be for such actions as malfeasance, misconduct, or any action which would be deemed not in the best interest of the Board; or three (3) unexcused absences from regular scheduled meetings within the preceding twelve calendar months. Notice that a removal vote that may be taken for cause must be included on the agenda of said meeting. The Chair shall send a precautionary letter to the said Board member upon two (2) unexcused absences within the preceding twelve calendar months prior to the next meeting.

### Section 5. Resignation

Letters of resignation must be submitted to the NAME HERE Workforce Development Board Chair. Three consecutive absences without justification and no response to the above referenced letter from the chair will be considered acceptable terms for resignation. Justification must be submitted in writing. The Board Chair has the authority to accept or deny justification.

### Section 6. Vacancies

Upon vacancy of any position on this Board, the procedure in Article II, Section 1, will be followed to provide replacement representation to complete the remainder of that term of appointment.

## Article 3 Meetings

### Section 1. Regular Meetings

The Board shall meet at a public location at such time and place as determined by the Chairperson. All meetings must be held in an accessible facility, in accordance with the Americans with Disabilities Act (ADA) requirements. All materials must be in an accessible format (i.e., large print, Braille, interpreter, etc.), as needed or indicated.

The Board will meet no less than four times per program year. Regular Board meetings are face to face; however, Board members may attend meetings via conference call, video communications and other alternative methods.

Five working days' notice shall be delivered to each member stating a reasonable time, date and place of the meeting and the meeting's purpose unless deemed an emergency by the Chair or Executive Committee calling for said special meeting.

### Section 2. Special Meetings

The Chair of the Board and Committee Chair may, when deemed necessary, call a special meeting of the Board via conference call, video communications, or alternative media sources for transacting any business designated in the call.

### Section 3. Quorum

At all meetings (regular or special) of the Board, a majority of the Board members present constitutes a quorum for transacting business. A quorum shall require the participation of Board members constituting 51% of the total filled Board positions. Proxy representatives who are unable to cast votes shall not count toward meeting the quorum requirement. Votes may be cast via electronic medium for remote attendees. The act of the majority of the Board members present at a meeting at which a quorum is present shall be the act of the Board. However, a two-thirds vote of those present shall be required to amend any provision of these by-laws.

### Section 4. Conduct of Meetings

All meetings of this Board shall be conducted in accordance with the latest edition of Robert's Rules of Order.

### Section 5. Open Meetings

Local Board Conducts Business Openly: The local Board must conduct its business in an open manner as required by WIOA sec. 107(e), by making available to the public, on a regular basis through electronic means and open meetings, information about the activities of the local Board. (20 CFR 679.390) This includes:

- a. Information about the Local Plan, or modification to the Local Plan, before submission of the plan;

- b. List and affiliation of local Board members;

- c. Selection of one-stop operators;

- d. Award of grants or contracts to eligible training providers of workforce investment activities including providers of youth workforce investment activities;

- e. Minutes of formal meetings of the local Board; and

- f. Local Board by-laws, consistent with § 679.310(g).

#### Section 6. Proxy Representation and Voting

A member may designate a representative to attend a meeting of the Board in his/her absence. The proxy must meet the membership criteria for the member's affiliation type. The proxy will count toward the appointed member's attendance. The representative may participate in discussions and may vote so long as the member provides written voting instructions to the Chair allowing his/her proxy representative to cast votes in accordance with the written voting instructions.

Each Board member present shall be entitled to one (1) vote on each matter for which a vote is taken. Votes may be cast telephonically or via electronic medium.

#### Section 7. Conflict of Interest and Voting

No WDB member (whether compensated or not) shall engage in any activity, including participation in the selection, award or administration of a sub-grant or contract supported by WIOA funds if a conflict of interest, real or apparent would be involved. Such a conflict would arise when:

- i. The individual,
- ii. any member of the individual's immediate family,
- iii. the individual's partner, or
- iv. an organization which employs, or is about to employ any of the above, has a financial interest in the firm or organization selected for the award.

No WDB member, member of his/her immediate family, officers, employees or agents of the WDB member's agency or business, shall neither solicit nor accept gratuities, favors, or anything of value from contractors, potential contractors, or parties to sub agreements.

A WDB member shall not cast a vote on, or participate in, any decision-making capacity on the provision of services by such member (or any organization which that member directly represents), nor on any matter which would provide any direct financial benefit to that member.

No WDB members shall participate in a governmental decision including voting on a matter (including recommendations, appointments, obligating or committing the WDB to a course of action) when such action influences a decision or exercises judgement in making a decision. Any member with a potential or actual conflict of interest shall comply with requirements for public disclosure and recusal.

### Article 4 Organization

#### Section 1. Officers

The officers of this Board shall be a Chair, a Vice-Chair, and a Secretary.

#### Section 2. Election of Officers

Officers of this Board shall be elected in June for two-year terms. The Chair and Vice-Chair will be elected from among the members who are representatives of the business sector. The secretary will be elected from among all members.

The Chair shall appoint a nominating committee to recommend officers who shall be elected from the Board's business sector membership and shall begin their term at the beginning of the new program year effective July 1. These officers shall serve until their successors are elected and qualified or until they are no longer Board members. If an officer is unable to complete his/her term the Board shall elect a successor to complete the remaining portion of the original term. The Vice-Chair shall not be required to succeed the Chair at the end of the Chair's term of office.

#### Section 3. Chair

The Chair shall preside at Board meetings, designate standing and ad hoc committees deemed appropriate and appoint their Chair and members. The Chair shall not vote except in the case of a tie, in which event he/she shall cast the deciding vote.

#### Section 4. Vice-Chair

The Vice-Chair shall assume all duties and responsibilities of the Chair in his/her absence from meetings. In the event that the office of Chair is vacated before the end of the term, the Vice-Chair shall assume the office in an acting capacity until such time as the Board elects a new Chair.

#### Section 5. Secretary

The Secretary shall be responsible for proper notification of meetings, review and submission of the minutes to the Board, and shall carry out any other duties deemed appropriate by the Chair. Local Area staff will serve as support personnel in performing these duties.

#### Section 6. Executive Committee

The Executive Committee shall consist of the Chair, Vice Chair, Secretary (from a sector other than business), and the previous Chair or Vice-Chair. As determined by the Chair of the Board, chairs of Board committees will attend Executive Committee meetings. Responsibilities of the Executive Committee are as follows: make standing committee assignments and coordination

among committees, prepare recommendations to Board on state and national issues, act as needed between regularly scheduled Board meetings, and develop immediate and long-range goals for Board concurrence.

Section 7. Vacancy

If an office becomes vacant, the Board shall elect a successor at its next meeting.

Article 5  
Committees

Section 1.

The Chair of the Board shall have the power, except as otherwise provided in this Article, to appoint the members of any Committee for a term of two (2) years. No Committee, except as elsewhere provided in this Article, shall take any action or position on behalf of the Board, bind the Board or exercise the authority of the Board in the management of the Corporation. The Chair of all the Committees shall be members of the Board. The Executive Committee of the Board shall meet at the call of the Chair of the Board or the written request of any two (2) members of the committee. The Board's other Committees shall meet at the call of their respective Chair or the Chair of the Board.

Section 2.

Electronic meetings shall be permissible in lieu of face-to-face committee meetings at the discretion of the Committee Chair. An electronic meeting of the Committee occurs when Board members are in different locations, connected by electronic means, through audio, video or both. All votes taken during an electronic meeting shall be by roll call. All scheduled electronic meetings shall be held in such a way that all members participating can hear each other at the same time. When speaking, each member will be asked to clearly identify himself, so that proper recognition is given and recorded. All Board policies, administrative practices, and by-laws shall apply equally to electronic meetings.

Section 3.

The local Workforce Development Board may establish standing committees to provide information and assist the Board in carrying out its responsibilities (20 CFR 679.360).

Article 6  
Amendments

Section 1. Amendment Procedure

Board by-laws can be amended at any regular Board meeting provided the proposed amendment(s) has been submitted in writing to the Board members at least two weeks prior to the meeting.

Section 2. Vote Needed

The by-laws shall be amended upon affirmative vote by a two-thirds majority of the Board.

Article 7  
Severability

In the event that any of the rules, regulations, restrictions, covenants, or conditions of these by-laws are held to be partially or wholly invalid or unenforceable for any reason, such holding shall not affect, alter, modify, or impair in any manner any of the other terms, provisions, rules, regulations, restrictions, covenants, or conditions contained herein.

Adopted This NUMBER DATE Day of MONTH, YEAR.

Signed:

|                                                          |             |
|----------------------------------------------------------|-------------|
| _____                                                    | _____       |
| <i>Board Director Printed Name and Signature</i>         | <i>Date</i> |
| _____                                                    | _____       |
| <i>Chief Elected Official Printed Name and Signature</i> | <i>Date</i> |
| _____                                                    | _____       |
| <i>Board Chair Printed Name and Signature</i>            | <i>Date</i> |

**Guidance Regarding Meetings and Conferencing via Electronic Means**

All public Workforce Development Board meetings and Committee meetings will be held at specified times and places which are convenient and open to the public.

The Board believes it is in the best interest of its members, systems, and customers that the fullest participation and attendance in all meetings be achieved whenever possible. Furthermore, it recognizes that the use of electronic, audio or video conferencing for meeting attendance and voting requirements is permissible so long as the meeting is conducted in accordance with the Sunshine Provision.

The Board in all of its regular and special, standing committee, and ad hoc committee meetings complies with and intends to comply with the provisions of the Sunshine Provision. Therefore, the Board hereby adopts this policy, to be used when needed, to make use of the capabilities for conferencing by electronic means or any other type of audio or video conferencing for its meetings *or* any of the standing committee and ad hoc committee meetings as set forth and adopted according to the following rules as applicable:

- A. All pertinent provisions of the Sunshine Provision must be complied with, including specifically the proper notice of any regular or special meeting, the proper record keeping or minutes of each meeting, the appropriate agenda preparation for each meeting, which in addition shall be posted along with the notice of the meeting; and, in particular, any use of closed sessions shall be in compliance with the provisions of WIOA.
- B. All Board and Committee members attending meetings by electronic conferencing shall be entitled to vote as if they were personally and physically present at the meeting site so long as a quorum is, in total, present and accounted for, and their votes shall be recorded by the Board Director.
- C. A Board or Committee member who attends a meeting by electronic, video, or audio conference must provide notice to the Board Director at least 24 hours prior to the meeting unless such advance notice is impracticable.
- D. The location of the meeting included on the notice shall be equipped with a suitable transmission system (e.g., a speakerphone) in order that the public audience, the members in attendance and any staff in attendance will be able to hear any input, vote, or discussion of the conference and that the member attending by electronic means shall have a similar capability of hearing and participating in such input, vote, or discussion.
- E. As the Board or its committees begin each new matter of business, the Chair will check with all remote location(s) where members are to ensure that each such connection is active.
- F. When a motion is made, and seconded, and discussion regarding the motion begins, the Chair will check that the connection with remote location(s) where members are present is active. Prior to closing discussion and taking any vote, the Chair will ask all remote location(s)

where member(s) is(are) present whether there are any additional comments, questions, or information to be added to the discussion.

G. All decisions will be made using majority rule except when a higher vote is required. There will be no muting of any connections with remote location(s) where members are present at any time. There will be no sidebar discussions.

H. The procedures outlined above shall also apply to each Board and its Committee members.

## Local Workforce Development Boards Membership Requirements

| Representative of Business<br>(WIOA Section 107(b)(2)(A))  | Who May Satisfy the Requirements                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                            | <p>The majority of the members of the Local Board must be representatives of business in the local area. At a minimum, <b>two members must represent small business</b> as defined by the U.S. Small Business Administration. Business representatives serving on Local Boards may also serve on the State Board. Each business representative must meet the following criteria:</p> <ul style="list-style-type: none"> <li>be an owner, chief executive officer, chief operating officer, or other individual with optimum policy making and hiring authority;</li> <li>provide employment opportunities in in-demand industry sectors or occupations, as those terms are defined in WIOA section 3(23); and provide high-quality, work-relevant training and development opportunities to its workforce or the workforce of others (in the case of organizations representing business as per WIOA Sec. 107(b)(2)(A)(ii); and</li> <li>are appointed from among individuals nominated by local business organizations and business trade associations.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| Representative of Workforce<br>(WIOA Section 107(b)(2)(B)) | <p><b>Not less than 20 percent</b> of the members of the Local Board <b>must</b> be workforce representatives. These representatives:</p> <ul style="list-style-type: none"> <li><b>must</b> include <b>two or more representatives of labor organizations</b>, where such organizations exist in the local area. Where labor organizations do not exist, representatives must be selected from other employee representatives;<br/><i>[In North Carolina, such examples include the North Carolina Association of Educators (NCAE) or the State Employees Association of North Carolina (SEANC)].</i></li> <li><b>must</b> include <b>one or more representatives of a joint labor management, or union affiliated, registered apprenticeship</b> program within the area who must be a training director or a member of a labor organization. If no union affiliated registered apprenticeship programs exist in the area, a representative of a registered apprenticeship program with no union affiliation must be appointed, if one exists, and <b>may</b> include:</li> </ul> <p>In addition to the representatives enumerated above, the Board <b>may</b> include the following to contribute to the 20 percent requirement:</p> <ul style="list-style-type: none"> <li>one or more representative of community-based organizations that have demonstrated experience and expertise in addressing the employment, training, or education needs of individuals with barriers to employment, including organizations that serve veterans or provide or support</li> </ul> |

|                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|--------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                          | <p>competitive integrated employment for individuals with disabilities; and</p> <ul style="list-style-type: none"> <li>one or more representatives of organizations that demonstrated experience or expertise in addressing the employment, training, or education needs of eligible youth, including representatives of organizations that serve out-of-school youth.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| Representatives of Education and Training<br>(WIOA Section 107(b)(2)(C)) | <p>The balance of Local Board membership <b>must</b> include:</p> <ul style="list-style-type: none"> <li><b>At least one</b> eligible provider administering <b>adult education and literacy</b> activities under WIOA Title II;</li> <li><b>At least one</b> representative from an <b>institution of higher education</b> providing workforce investments activities, including community colleges; and</li> <li><b>At least one representative</b> from each of the following governmental and economic and community development entities: <ul style="list-style-type: none"> <li><b>Economic and community development</b> entities;</li> <li>The state <b>Employment Service Office</b> under the Wagner-Peyser Act (29 U.S.C. 49 et seq.) serving the local area; and</li> <li>The programs carried out under Title I of the Rehabilitation Act of 1973, other than Sec. 112 or part C of that title.</li> </ul> </li> </ul> <p>In addition to the representatives enumerated above, the CLEO <b>may</b> appoint other appropriate entities in the local area, including:</p> <ul style="list-style-type: none"> <li>Entities administering education and training activities who represent local educational agencies or community-based organizations with demonstrated expertise in addressing the education and training needs for individuals with barriers to employment;</li> <li>Governmental and economic and community development entities who represent transportation, housing, and public assistance programs;</li> <li>Philanthropic organizations serving the local area; and</li> <li>Other appropriate individuals as determined by the Chief Elected Official.</li> </ul> |

Source: *USDOL Training and Employment Guidance Letter (TEGL) 27-14.*

### Templates for Local Innovations

Attach a brief template/outline to demonstrate how it could be replicated.

Templates may include costs, staffing needs, outreach materials, goals, tools, and contact information in the outlines.

Innovation Grant was discontinued!

### GASTON COUNTY Workforce Development Board By-laws

#### Article 1 Name and Purpose

##### Section 1. Name

The name of this organization shall be the GASTON COUNTY Workforce Development Board (hereinafter referred to as the "Board").

##### Section 2. Purpose and Responsibilities

The purpose for which the Board is organized is to perform all functions of a Workforce Development Board and Local Workforce Development Area as set forth in the Federal Workforce Innovation and Opportunity Act of 2014 ("WIOA"), or the corresponding provision of any applicable federal or state laws of related purpose and the rules and regulations promulgated thereunder, and Section 143B-438.11 of the North Carolina General Statutes and to perform such functions with the GASTON COUNTY Workforce Development Board.

The Board service area shall encompass GASTON COUNTY only.

The Board responsibilities shall include:

14. Develop and submit local plan annually to the Governor, a comprehensive 4-year local plan, in partnership with the Chief Elected Official;
15. Perform workforce research and regional market analysis;
16. Convene local workforce development system stakeholders to assist in the development of the local plan and identify non-federal expertise and resources to leverage support for workforce development activities;
17. Lead efforts to engage with a diverse range of employers and with entities in the region involved;
18. Lead efforts with representatives of secondary and postsecondary education programs in the local area to develop and implement career pathways within the local area by aligning the employment, training, education, and supportive services that are needed by adults and youth, particularly individuals with barriers;
19. Lead efforts in the local area to identify proven and promising strategies and initiatives for meeting the needs of employers, and workers and jobseekers in the local workforce system, and to identify and disseminate information on promising practices carried out in other local areas;
20. Develop strategies for using technology to maximize the accessibility and effectiveness of the local workforce development system for employers, workers, and jobseekers;

21. Conduct program oversight;
22. Negotiate and reach agreement on local performance accountability measures;
23. Designate or certify one-stop operators and, in appropriate circumstances, terminate for cause the eligibility of such operators;
24. Coordinate activities with education and training providers in the local area;
25. Develop a budget for the activities of the local Board consistent with the local plan and the duties of the local Board and subject to the approval of the Chief Elected Official;
26. Annually review the physical and programmatic accessibility provisions of all one-stop centers in the local area, in accordance with the Americans with Disabilities Act of 1990.

## **Article 2 Board Members**

### **Section 1. Appointment**

There shall be a Board of no more than NINETEEN (19) Board members, unless decided otherwise by the CEO, Board Chairperson, and the Workforce Development Board Director. In which a unanimous decision must be reached, in writing and signed by each of the three. Members of this organization shall be appointed by the following procedure: The Chief Elected Official (Chairman of the Gaston County Board of Commissioners, hereinafter referred to as the CEO) shall appoint members based on nominations from the following: local business organizations; local education agencies; vocational education institutions; community-based organizations, and higher educational institutions; and private and proprietary schools; state or local labor organizations and other interested organizations.

The number of business sector nominees shall be at least 51 percent of the number of individuals to be appointed and are appointed from amongst individuals nominated by local business organizations and business trade associations. The nominated candidate or company must be a member of the nominating organization. A majority of the Members shall be representatives of businesses in the local area (including small businesses or organizations representing businesses that, at a minimum, include high-quality, work-relevant training and development in in-demand industry sectors or occupations in the local area) and are owners, chief executives or operating officers, or other business executives or employers with optimum policy making or hiring authority. The members of the local Board shall represent diverse geographic areas within the local area.

### **Section 2. Composition**

Organized Labor and Community Based Organizations: Not less than 20 percent of the Members shall be representatives of the workforce within the local area, who:

- (i) shall include representatives of labor organizations, who have been nominated by local labor federations, or other representatives of employees;

- (ii) shall include a representative, who shall be a member of a labor organization or a training director, from a joint labor-management apprenticeship program, or if no such program exists in the area, such a representative of an apprenticeship program in the area, if such a program exists;
- (iii) may include representatives of community-based organizations that have demonstrated experience and expertise in addressing the employment needs of individuals with barriers to employment, including organizations that serve veterans or that provide or support competitive integrated employment for individuals with disabilities; and
- (iv) may include representatives of organizations that have demonstrated experience and expertise in addressing the employment, training, or education needs of eligible youth, including representatives of organizations that serve out-of-school youth;

Education and training activities: The Board shall include representatives of entities administering education and training activities in the local area, who:

- (i) shall include a representative of eligible providers administering adult education and literacy activities under Title II of the WIOA;
- (ii) shall include a representative of institutions of higher education providing workforce investment activities (including community colleges);
- (iii) may include representatives of local educational agencies, and of community-based organizations with demonstrated experience and expertise in addressing the education or training needs of individuals with barriers to training;

The Board shall include representatives of governmental and economic and community development entities serving the local area, who:

- (i) shall include a representative of economic and community development entities;
- (ii) shall include an appropriate representative from the state employment service office under the Wagner-Peyser Act serving the local area;
- (iii) shall include an appropriate representative of the programs carried out under Title I of the Rehabilitation Act of 1973, serving the local area;
- (iv) may include representatives of agencies or entities administering programs serving the local area relating to transportation, housing, and public assistance, and
- (v) may include representatives of philanthropic organizations serving the local area; and

This Board may include such other individuals or representatives of entities as the Chief Elected Official determines appropriate.

### **Section 3. Tenure**

Members shall be appointed to a three year fixed and staggered terms, as specified in the Opportunity Act. For the purpose of formulating the first Board and to stagger the terms, one-third of the initial appointments shall be for one year, one-third shall be for two years and one-third shall be for three years. Thereafter all appointments shall be for three years.

No member shall serve more than three (3) consecutive terms (6 years) or a total of five (5) terms (10 years) in any one appointed position. An individual whose initial appointment is to fill an unexpired term or an initial staggered term of less than two years, shall be eligible to serve the number of full-length terms other members are eligible to serve, unless, prior to the time for reappointment that individual has already served six consecutive years. Members may be re-appointed at the discretion of the Chief Elected Official subject to the term limitations outlined in this section.

The Board shall not compensate Board Members for their services, but by resolution of the Board, a fixed sum and expenses, if any, may be allowed for attendance at each regular or special meeting of the Board.

#### Section 4. Termination for Cause

By two-thirds majority vote of the membership or by action of the Chief Elected Official, a member may be removed for cause from the Board. Cause would be for such actions as malfeasance, misfeasance, misconduct, or any action which would be deemed not in the best interest of the Board; or 60% absences from regular scheduled meetings within the preceding twelve calendar months. Notice of a removal vote that may be taken for "cause" must be included on the agenda of said meeting. The Chair shall send a precautionary letter to the said Board member upon two (2) unexcused absences within the preceding twelve calendar months prior to the next meeting.

#### Section 5. Resignation

Letters of resignation must be submitted to the GASTON COUNTY Workforce Development Board Chair. Three consecutive absences without justification will be considered defacto resignation. Justification must be submitted in writing. The Board Chair has the authority to accept or deny justification.

#### Section 6. Vacancies

Upon vacancy of any position on this Board, the procedure in Article II, Section 1, will be followed to provide replacement representation to complete the remainder of that term of appointment.

#### Section 7. Active Participation of Board Members

The Gaston County Workforce Development Board members shall actively participate in convening the Gaston County Workforce Development System's stakeholders, broker relationships with a diverse range of employers, and leverage support for workforce development activities. As members of the Gaston County Workforce Development Board, it is encouraged for each sector representative to participate in local and regional endeavors that support the understanding, expansion, and impact of Workforce Development activities. Through their volunteer efforts, they shall support and promote the ever increasing need to market and partner with current and future employers, community organizations, and institutions of higher education to create a vibrant and meaningful workforce program. Board members are expected to attend or participate in no less than 2 board sponsored initiatives each calendar year and are encouraged to attend the annual NCWorks Partnership Conference or other meaningful activities

### Article 3 Meetings

#### Section 1. Regular Meetings

*The Board shall meet at such time and place as determined by the Chairperson in an accessible facility. The Board will meet no less than four times per program year. Regular Board meetings are face to face; however, Board members may access meetings via conference call, video communications and other alternative methods with an advance request in writing made at least 3 days prior to the meeting date to the Clerk to Board via email notification.*

Five working days' notice shall be delivered to each member stating a reasonable time, date and place of the meeting and the meeting's purpose unless deemed an emergency by the Chair or Executive Committee calling for said special meeting.

#### Section 2. Special Meetings

The Chair of the Board may, when deemed necessary, call a special meeting of the Board via conference call, video communications, or alternative media sources for transacting any business designated in the call.

#### Section 3. Quorum

*At all meetings (regular or special) of the Board, a majority of the Board members present constitutes a quorum for transacting business. A quorum shall require the participation of the Board Chair or Vice Chair and Board members constituting 51% of the total board positions. Proxy representatives, if unable to cast votes, shall not count toward meeting the quorum requirement. Votes may be cast via electronic medium for remote attendees. The act of the majority of the Board members present at a meeting at which a quorum is present shall be the act of the Board. However, a two-thirds vote of those present or represented via voting proxy shall be required to amend any provision of these By-laws.*

#### Section 4. Conduct of Meetings

All meetings of this Board shall be conducted in accordance with the latest edition of Robert's Rules of Order.

#### Section 5. Open Meetings

The Gaston County Workforce Board Conducts Business Openly: The local Board conducts its business in an open manner as required by WIOA sec. 107(e), by making available to the public, on a regular basis through electronic, audio, or virtual means and open meetings, information about the activities of the local Board. (20 CFR 679.390) This includes:

- g. Information about the Local Plan, or modification to the Local Plan, before submission of the final version of the plan;
- h. List and affiliation of local Board members;
- i. Selection of one-stop operators;
- j. Award of grants or contracts to eligible training providers of workforce investment activities including providers of youth workforce investment activities;
- k. Minutes of formal meetings of the local Board; and
- l. Local Board by-laws, consistent with § 679.310(g).

The Board, in all of its meetings will comply with the provisions of the Sunshine Provision.

Additionally, the Board hereby adopts Remote Attendance and Meeting Policies, to be used when needed, to make use of the capabilities for conferencing by electronic means or any other type of audio or video conferencing for its meetings or any of the standing committee and ad hoc committee meetings as set forth and adopted according to the following rules as applicable:

Remote Attendance -

- I. All pertinent provisions of the Sunshine Provision must be complied with, including specifically the proper notice of any regular or special meeting, the proper record keeping or minutes of each meeting, the appropriate agenda preparation for each meeting, which in addition shall be posted along with the notice of the meeting; and, in particular, any use of closed sessions shall be in compliance with the provisions of WIOA.

- J. All Board and Committee members attending meetings by electronic conferencing shall be entitled to vote as if they were personally and physically present at the meeting site so long as a quorum is, in total, present and accounted for, and their votes shall be recorded by the Board Director.

- K. A Board or Committee member who attends a meeting by electronic, video, or audio conference must provide notice to the Board Director at least 24 hours prior to the meeting unless such advance notice is impracticable.

- L. The location of the meeting included on the notice shall be equipped with a suitable transmission system in order that the public audience, the members in attendance and any staff in attendance will be able to hear any input, vote, or discussion of the conference and that the member attending by electronic means shall have a similar capability of hearing and participating in such input, vote, or discussion.

- M. As the Board or its committees begin each new matter of business, the Chair will check with all remote location(s) where members are to ensure that each such connection is active.

- N. When a motion is made, and seconded, and discussion regarding the motion begins, the Chair will check that the connection with remote location(s) where members are present is active. Prior to closing discussion and taking any vote, the Chair will ask all remote location(s) where member(s) is(are) present whether there are any additional comments, questions, or information to be added to the discussion.

- O. All decisions will be made using majority rule except when a higher vote is required. There will be no muting of any connections with remote location(s) where members are present at any time. There will be no sidebar discussions.

- P. The procedures outlined above shall also apply to each Board and its Committee members.

Remote Meetings -

Remote Public Meetings: In Response to the Coronavirus Disease 2019 (COVID-19) Crisis, (S.L. 2020-3, SB 704) the General Assembly has enacted *modifications* to the laws governing meetings of public bodies, and voting and quorum rules for city and county governing boards. The new law modifies those rules and provides specific guidance regarding *remote* meetings, including quorum, notice, voting, public comment, and public hearings. *These provisions are in Section 4.31 of the Act*. The new provisions for *remote* public meetings became effective on May 4, 2020, and only apply when there is a declaration of a state of emergency by the Governor or General Assembly under GS 166A-90.20. They are not triggered by city or county emergency declarations. The new law also provides that any electronic meeting undertaken via remote participation between March 10, 2020 and the effective date of the new law is not deemed invalid due to the use of electronic communication to conduct that meeting.

The Board will adopt this *remote meeting policy*, to be used when needed, to make use of the capabilities for conferencing by electronic means or any other type of audio or video conferencing for its meetings as set forth and adopted according to the following rules as applicable:

- A. Before Remote Meetings: Additionally, the Gaston County WDB will continue to provide advanced meeting notice, following existing guidance for notifying the public under G.S. 143-318.12. The notice will also contain detailed information on how the public can access remote meetings. The Gaston WDB will continue to provide all documents to all board members in advance of any meetings. If applicable, presentation capabilities will be restricted to designated individuals and may be recorded

- B. Launching Remote Meetings: The Gaston WDB will insure that meetings are simultaneously available to the public by an audio stream, dial-in conference line, or video live stream. It is essential that all board members are able to hear all communications from fellow board members and the public during remote meetings. Remote Meeting Attendance Guidelines will be reviewed with all attendees before the Board Meeting starts, including roll call, identifying actions, votes, chat box discussion, mute, etc.

- C. During the Remote Meetings: First thing at the beginning of any meeting, roll call will be taken. During roll call, each member must clearly state their name, the name of the company or agency they represent, and lastly they must also state how they are joining the meeting (telephone & their telephone #, virtual conference meeting via visual or virtual conference meeting via audio only. Board Staff and Guests will follow the same protocol.

The individual leading each section of the agenda, will reference the specific item and/or section of the agenda that is being discussed or acted on. Votes will be taken by roll call. Board Members will count for quorum/votes only while active on the remote meeting. No votes may be taken by written or secret ballot. Any board members that are calling in via telephone or cannot be seen during the conference meeting MUST say their name during the following times: roll call; prior to any action taken; and prior to voting.

Closed sessions -

Closed sessions may be held in accordance with G.S. 143-318.11; access to the public is not required during this time

Additional Remote Meeting Information –

The Gaston County WDB will insure that meeting minutes reflect that the meeting was done by simultaneous communication, which board members participated by simultaneous communication, and the board members who entered or left during the meeting. All chats or other written communications between members of the public body regarding the transaction of the public business during remote meetings are deemed public record. Any technical challenges that occur during the meeting shall also be noted in the minutes for future reference.

Section 6. Proxy Representation and Voting

A member may designate a representative to attend a meeting of the Board in his/her absence. The proxy must meet the membership criteria for the member's affiliation type. The proxy will count toward the appointed member's attendance, may participate in discussions by the board, and may vote *so long as the member provides written voting instructions to the Chair allowing his/her proxy representative to cast votes in accordance with the written voting instructions.*

The Chair shall not vote except in the case of a tie, in which event he/she shall cast the deciding vote. Each Board member present shall be entitled to one (1) vote on each matter for which a vote is taken. Votes may be cast telephonically, via electronic medium, and/or virtually.

Section 7. Conflict of Interest and Voting

GASTON COUNTY Board members shall not cast a vote, or take interest in, any decision-making capacity on the provision of services by such Individual (or any organization which that Individual directly represents), nor on any issue which would provide any direct financial benefit to that Individual.

No Board member shall participate in a governmental decision including voting on a matter (including recommendations, appointments, obligating, or committing the GASTON COUNTY Board to a course of action) when such action influences a decision or exercises judgment in making a decision.

Any Board member with a potential or actual conflict of interest shall comply with requirements for public disclosure and recusal.

Each Board member shall annually confirm a statement that affirms such person:

1. Has received a copy of the Board's Conflict of Interest and Code of Conduct Policies in accordance with state policy;
2. Has read and understands the policy; and
3. Has agreed to comply with the policy.

**Article 4  
Organization**

Section 1. Officers

The officers of this Board shall be a Chair, a Vice-Chair, and a Secretary.

Section 2. Election of Officers

Officers of this Board shall be elected in June for two-year terms. The Chair and Vice-Chair will be elected from among the members who are representatives of the business sector. The secretary will be elected from among all members.

The Chair shall appoint a nominating committee to recommend officers who shall be elected from the Board's business sector membership and shall begin their term at the beginning of the new program year effective July 1. These officers shall serve until their successors are elected and qualified or until they are no longer Board members. If an officer is unable to complete his/her term the Board shall elect a successor to complete the remaining portion of the original term. The Vice-Chair shall not be required to succeed the Chair at the end of the Chair's term of office.

Section 3. Chair

The Chair shall preside at Board meetings, designate standing and ad hoc committees (if necessary) and deemed appropriate and appoint their Chair and members.

Section 4. Vice-Chair

The Vice-Chair shall assume all duties and responsibilities of the Chair in his/her absence from meetings. In the event that the office of Chair is vacated before the end of the term, the Vice Chair shall assume the office in an acting capacity until such time as the Board elects a new Chair.

Section 5. Clerk to the Board

The Clerk to the Board shall be responsible for proper notification of meetings, review and submission of the minutes to the Board, and shall carry out any other duties deemed appropriate by the Chair. Local Area staff will serve as support personnel in performing these duties.

Section 6. Executive Committee

The Executive Committee shall consist of the Chair, Vice Chair, and (if needed) the previous Chair or Vice Chair. As determined by the Chair of the Board, the chairs of Board committees (if any) will attend Executive Committee meetings. Responsibilities of the Executive Committee are as follows: make standing committee assignments and coordination among committees, prepare recommendations to Board on state and national issues, act as needed between regularly scheduled Board meetings, and develop immediate and long-range goals for Board concurrence.

Section 7. Vacancy

If an office becomes vacant, the Board shall elect a successor at its next meeting.

**Article 5  
Committees**

Section 1.

The Chair of the Board shall have the power, except as otherwise provided in this Article, to appoint the members of any Committee for a term of two (2) years. No Committee, except as elsewhere provided in this Article, shall take any action or position on behalf of the Board, bind the Board or exercise the authority of the Board in the management of the Corporation. The Chair of all the Committees shall be members of the Board. The Executive Committee of the Board shall meet at the call of the Chair of the Board or the written request of any two (2) members of the committee. The Board's other Committees shall meet at the call of their respective Chair or the Chair of the Board.

Section 2.

Electronic meetings shall be permissible in lieu of face-to-face committee meetings at the discretion of the Committee Chair. An electronic meeting of the Committee occurs when Board members are in different locations, connected by electronic means, through audio, video or both. All votes taken during an electronic meeting shall be by roll call. All scheduled electronic meetings shall be held in such a way that all members participating can hear each other at the same time. When speaking, each member will be asked to clearly identify himself, so that proper recognition is given and recorded. All Board policies, administrative practices, and by-laws shall apply equally to electronic meetings.

Section 3.

The local workforce development board may establish standing committees to provide information and assist the Board in carrying out its responsibilities (20 CFR 679.360).

**Article 6  
Amendments**

Section 1. Amendment Procedure

Board By-laws can be amended at any regular Board meeting or via electronic means provided the proposed amendment(s) has been submitted in writing via hard copy or electronic means to the Board members at least 5 work days prior to the meeting or deadline for electronic response.

Section 2. Vote Needed

The By-laws shall be amended upon affirmative vote by a two-thirds majority of the Board.

**Article 7  
Severability**

In the event that any of the rules, regulations, restrictions, covenants, or conditions of these By-laws are held to be partially or wholly invalid or unenforceable for any reason, such holding shall not affect, alter, modify, or impair in any manner any of the other terms, provisions, rules, regulations, restrictions, covenants, or conditions contained herein.

Adopted This \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

*Signed:*

\_\_\_\_\_  
*Board Director Printed Name and Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Chief Elected Official Printed Name and Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Board Chair Printed Name and Signature*

\_\_\_\_\_  
*Date*



## Economic Development Commission Board Action

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**File #:** 20-243

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Commissioner Jack Brown - Economic Development Commission - To Approve the Low Bid and Authorize Execution of the Site Development Contract with Neill Grading and Construction for the Apple Creek Corporate Park at a Cost Not to Exceed \$17,913,657.00 (**100% County Funds**)

### **STAFF CONTACT**

Donny Hicks - Economic Development Commission - 704-829-2233

### **BUDGET IMPACT**

N/A

### **BUDGET ORDINANCE IMPACT**

N/A

### **BACKGROUND**

The Gaston County Board of Commissioners is committed to expanding and diversifying the local economy. The Board of Commissioners previously approved the purchase of (+/-) 330 acres for the development of the Apple Creek Corporate Park. The County has initiated demolition and removal of all existing structures on the property in preparation of additional site development activities for the business park development project. Due to the magnitude of the proposed site development activities, the County and the engineer of record completed a public prequalification process for firms interested in submitting a bid for this project. A total of eight (8) firms were recommended by the engineer of record as prequalified for this project.

Construction plans for the project was publicly advertised on March 27, 2020. A public bid opening was held on April 29, 2020 at which time five (5) sealed bids from prequalified general contractor were submitted, publicly opened and read aloud with the following results:

(Continued on Page 2)

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**File #: 20-243**

Commissioner Jack Brown - Economic Development Commission - To Approve the Low Bid and Authorize Execution of the Site Development Contract with Neill Grading and Construction for the Apple Creek Corporate Park at a Cost Not to Exceed \$17,913,657.00 (100% County Funds)  
Page 2

| <b><u>Contractor</u></b>       | <b><u>Bid Amount</u></b> |
|--------------------------------|--------------------------|
| Neill Grading and Construction | \$16,999,120.00          |
| Morgan Corporation             | \$18,487,664.00          |
| Blythe Development Company     | \$19,767,290.18          |
| Blythe Construction Company    | \$20,610,440.00          |
| Faulconer Construction Company | \$20,756,958.00          |

Based on the bids received, this Board Action deems Neill Grading and Construction as the general contractor submitting the lowest, responsive, responsible bid. Alfred Benesch and Company, project engineer hired by Gaston County, recommends additional contingency and allowances in the amount of nine hundred fourteen thousand five hundred and thirty-seven dollars (\$914,537) be added to the bid amount to cover expenditures associated with potential unforeseen site conditions. Utilization of the recommended additional contingency and allowances will require prior authorization by site conditions. Utilization of the recommended additional contingency and allowances will require prior authorization by the project engineer and Gaston County. Approval of this Board Action formally selects Neil Grading and Construction to perform the work associated with this project, directs the County Attorney to draft all necessary contract documents, and authorizes the County Manager to execute said documents in an amount totaling \$17,913,657.00.

**POLICY IMPACT**

N/A

**ATTACHMENTS**

Engineers Recommendation Letter, Certified Bid Tabulation Form and Post Bid Project Cost Estimate

May 13, 2020

Mr. Charles Moore, esq.  
Gaston County Attorney  
Administrative Building  
128 W. Main Avenue  
Gastonia NC

Via: electronic transmission (only)

Reference: Recommendation of Contract award – Apple Creek Corporate Park  
General Contract for Construction

Dear Mr. Moore:

Please find the attached certified bid tabulations, published May 5, 2020, resulting from public bids for the aforementioned construction project accepted at the Gaston County Economic Development Office on April 29, 2020 at 2 pm. The purpose of this letter is to recommend to you, and the Gaston County Commissioners that this project contract be awarded to Neill Grading and Construction, Inc., of Hickory NC, who is a NC Unlimited General Contractor (license number is #7539) in the amount of seventeen million nine hundred thirteen thousand six hundred and fifty- seven dollars even (\$17,913,657).

While this bid is considerably lower than the majority of the 5 bids received, the proposal (bid) has been vetted thoroughly with the contractor and all parties are equally convinced that scope and cost are evenly and fairly matched to accomplish the project. We recommend adding additional contingency in the contract to more closely match the original project cost estimate. This explains the difference in the amount recommended in the bid and the contract price recommendation (added contingency and allowances in the amount of nine hundred fourteen thousand five hundred and thirty-seven dollars (\$914,537)).

This contract shall be expressed, executed and prosecuted and according to bid documents issued by our office on behalf of Gaston County. The contractor will be responsible to obtain all payment and performance bonds and produce executed contract within 10 days after being issued to them. Benesch has prepared the AIA contract you will find enclosed with this recommendation. Benesch recommends providing the contractor with a notice to proceed as soon as possible subsequent to execution of the contract in order to meet the construction schedule and satisfy obligations of build-to-suit projects already planned for the park (work to begin on them in the early fall 2020).

Please also feel free to contact me should you require additional information or clarification. We have also included as exhibits the actual bid packages from Neill Grading, the bid tabulation, and the AIA Contract Agreement between owner and contractor. All other bids are on file should you desire to examine them as well.

Sincerely,  
Alfred Benesch & Company

Benjamin Simpson, ASLA, PLA, Associate  
Sr. Project Manager

Exhibits:                      Certified Bid Tabulation  
                                    Bid Proposal – Neill Grading, Inc  
                                    AIA contract agreement between Owner and Contractor  
                                    Exhibit – cover sheet of plans for Construction  
                                    Exhibit – Index /table of contents Project Manual

Electronic copy to :        Donny Hicks, Executive Director, GEDC  
                                    Richard Callahan, Benesch  
                                    Brian Cannella, NC Division Manager, Benesch  
                                    Scott Zanotti & Matt Hovis – Neill Grading Company

| BID TABULATION                                                                                                                                                                                                                                                                                                                                                                                         |              |          |      |          |                                               |  |  |  |  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|----------|------|----------|-----------------------------------------------|--|--|--|--|
| Apple Creek Corporate Park - Site Development Contract                                                                                                                                                                                                                                                                                                                                                 |              |          |      |          |                                               |  |  |  |  |
| Gaston County Economic Development Commission , Belmont, North Carolina                                                                                                                                                                                                                                                                                                                                |              |          |      |          |                                               |  |  |  |  |
| Bid Date: April 29, 2020                                                                                                                                                                                                                                                                                                                                                                               |              |          |      |          |                                               |  |  |  |  |
| 2:00 P.M.                                                                                                                                                                                                                                                                                                                                                                                              |              |          |      |          |                                               |  |  |  |  |
| Bid for Single Prime Contract                                                                                                                                                                                                                                                                                                                                                                          |              |          |      |          |                                               |  |  |  |  |
| Contractor                                                                                                                                                                                                                                                                                                                                                                                             | License No.  | Bid Bond | MBPE | Addendum | Total Bid = Base Bid + Contingency+Allowance) |  |  |  |  |
| Blythe Development Company                                                                                                                                                                                                                                                                                                                                                                             | 26344        | yes      | yes  | recvd    | \$19,767,290.18                               |  |  |  |  |
| Morgan Corporation                                                                                                                                                                                                                                                                                                                                                                                     | 12289        | yes      | yes  | recvd    | \$18,487,664.00                               |  |  |  |  |
| Neill Grading and Construction                                                                                                                                                                                                                                                                                                                                                                         | 7539         | yes      | yes  | recvd    | \$16,999,120.00                               |  |  |  |  |
| Blythe Construction Company                                                                                                                                                                                                                                                                                                                                                                            | 7639         | yes      | yes  | recvd    | \$20,610,440.00                               |  |  |  |  |
| Faulconer Construction Company                                                                                                                                                                                                                                                                                                                                                                         | 40648        | yes      | yes  | recvd    | \$20,756,958.00                               |  |  |  |  |
| Vannoy Construction Company                                                                                                                                                                                                                                                                                                                                                                            | prequalified |          |      |          | NO BID                                        |  |  |  |  |
| Barnhill Construction Company                                                                                                                                                                                                                                                                                                                                                                          | prequalified |          |      |          | NO BID                                        |  |  |  |  |
| Earnhardt Grading Company                                                                                                                                                                                                                                                                                                                                                                              | prequalified |          |      |          | NO BID                                        |  |  |  |  |
| GREEN HIGHLIGHT INDICATES APPARENT LOW BIDDER                                                                                                                                                                                                                                                                                                                                                          |              |          |      |          |                                               |  |  |  |  |
| I hereby acknowledge that this is a true and accurate tabulation of bids received for Apple Creek Corporate Park - Site/Roadway/Infrastructure. Bid April 29, 2020 at 2:00 P.M.<br><br>Benjamin Simpson, PLA, ASLA<br>Alfred Benesch & Company<br>2359 Perimeter Pointe Parkway, Suite 350<br>Charlotte, NC 28208 |              |          |      |          |                                               |  |  |  |  |

**Post Bid Project Cost Estimate**

**May 8, 2020**

| <u>Description</u>                                                  | <u>Amount</u>       |
|---------------------------------------------------------------------|---------------------|
| <b><i>Immediate Cost</i></b>                                        |                     |
| Construction Contract Neill Grading and Construction (Bid April 29) | \$16,999,120        |
| Add in additional Contingency based on Probable Cost estimate       | \$509,537           |
| Add in for irrigation by DB/Emitter - hi efficiency                 | \$160,000           |
| Add for Ornamental Planting Material (only) previous "by owner"     | \$245,000           |
| <b>Subtotal</b>                                                     | <b>\$17,913,657</b> |
| <b><i>Other Cost 0-6 Months</i></b>                                 |                     |
| CMT in R/W and Site -3rd party inspections required in R/W NCDOT    | \$255,000           |
| Permit and Impact fees payable directly to others-                  |                     |
| USACE - mitigation - 401                                            | \$150,000           |
| Permit fee storm                                                    | \$78,000            |
| Two Rivers Tap Fees                                                 | \$110,000           |
| Legal POA establishment                                             | \$50,000            |
| Additional Services to Benesch/STV/Survey                           | \$65,000            |
| <b>Subtotal</b>                                                     | <b>\$708,000</b>    |
| <b><i>Other Cost 6 months and beyond</i></b>                        |                     |
| Marketing                                                           | \$100,000           |
| Traffic Signal hwy 275                                              | \$200,000           |
| Traffic Signal Hwy 279                                              | \$200,000           |
| HP Gas                                                              | \$125,000           |
| <b>Subtotal</b>                                                     | <b>\$625,000</b>    |
| <b>Total Project Current and Future Cost</b>                        | <b>\$19,246,657</b> |



# Gaston County

Gaston County  
Board of Commissioners  
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## Finance Board Action

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**File #:** 20-246

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Commissioner Keigher - Finance - Appropriation of Accumulated Investment Earnings from December 1, 2019 Through March 31, 2020 (**\$237,898**)

### **STAFF CONTACT**

Linda Grimsley - Assistant Finance Director - 704-866-3035

### **BUDGET IMPACT**

Appropriate accumulated investment earnings from December 1, 2019 through March 31, 2020.

### **BUDGET ORDINANCE IMPACT**

Increase Interest Revenues by \$237,898 and appropriate into respective funds as indicated on the attached Budget Change Request.

### **BACKGROUND**

Gaston County issued General Obligation School Bonds on 10/1/06, 5/24/16, 9/22/17, and 11/15/18, Build America School Bonds on 8/18/09, and General Obligation bonds on 8/14/07 for Gaston College. Also, the County has received federal drug forfeitures, controlled substance tax funds, and Urgent Repair Program grant funds. All of these funds have earned interest which must be spent in the same manner as the proceeds. This Board Action appropriates the \$237,898 investment earnings on these funds from December 1, 2019 through March 31, 2020.

### **POLICY IMPACT**

N/A

### **ATTACHMENTS**

Budget Change Request (BCR)

## GASTON COUNTY BUDGET CHANGE REQUEST

TO: Dr. Kim S. Eagle COUNTY MANAGER

FROM: 4130 Finance

Dept. # Department Name

Tiffany Murray 05/08/20

Department Director's Name Date

### TYPE OF REQUEST:

☐ Line Item Transfer Within Department & Fund

☐ Line Item Transfer Between Funds \*

☐ Project Transfer Within Department & Fund

☒ Additional Appropriation of Funds \*

☐ Line Item Transfer Between Departments\*

\* Requires resolution by the Board of Commissioners

| ACCOUNT DESCRIPTION<br>(As it appears in the budget) | ACCOUNT NUMBER                                       | AMOUNT             |
|------------------------------------------------------|------------------------------------------------------|--------------------|
|                                                      | Fund - Function - Dept - Division - Object - Project | Whole Dollars Only |
|                                                      | xxx - xx - xxxx - xxxx - xxxxx - xxxxxx              | (See Note Below)   |
| See attached                                         |                                                      |                    |

### JUSTIFICATION FOR REQUEST:

Appropriation of accumulated investment earnings from 12/1/19 through 3/31/20.

Note: Decreases in expenditures & increases in revenue accounts require brackets. Increases in expenditures & decreases in revenue do not require brackets. Please note that transfers between funds require interfund transfer accounts.

Gaston County Budget Change Request

Appropriation of Accumulated Investment Earnings from 12/01/2019 through 03/31/2020 (\$237,898)

Page 2

|                                    |                          |       |           |
|------------------------------------|--------------------------|-------|-----------|
| Investment Earnings - School Bonds | 040-03-8300-0000-412011- |       | (227,588) |
| School Bonds - 10/01/06            | 040-03-5911-0000-540100- | 07269 | 103       |
| School Bonds - 5/24/16             | 040-03-5911-0000-540100- | 16283 | 6,389     |
| School Bonds - 9/22/17             | 040-03-5911-0000-540100- | 18137 | 4,132     |
| School Bonds - 11/15/18            | 040-03-5911-0000-540100- | 19040 | 216,964   |

|                                                  |                          |       |         |
|--------------------------------------------------|--------------------------|-------|---------|
| Investment Earnings - School Build America Bonds | 040-03-8300-0000-412013- |       | (3,205) |
| School Bonds - 08/08/09                          | 040-03-5911-0000-540100- | 10296 | 3,205   |

|                              |                          |       |         |
|------------------------------|--------------------------|-------|---------|
| Gaston College Bond Interest | 040-03-8300-0000-412012- |       | (1,030) |
| Gaston College 2007 Bonds    | 040-03-5921-0000-540100- | 08252 | 1,030   |

|                                      |                          |       |         |
|--------------------------------------|--------------------------|-------|---------|
| Interest - Police Treasury / Justice | 025-02-8300-0000-412002- |       | (4,527) |
| Drug Forfeitures - US Treasury       | 025-02-4310-4310-530043- | 10002 | 3,903   |
| Drug Forfeitures - Justice           | 025-02-4310-4310-530044- | 50113 | 616     |
| Drug Lab Supplies                    | 025-02-4310-4310-530048- |       | 8       |

|                                       |                          |       |       |
|---------------------------------------|--------------------------|-------|-------|
| Interest - Sheriff Treasury / Justice | 025-02-8300-0000-412004- |       | (247) |
| Drug Forfeitures - US Treasury        | 025-02-4315-4315-530043- | 04243 | 237   |
| Drug Forfeitures - Justice            | 025-02-4315-4315-530044- | 19066 | 10    |

|                                |                          |       |         |
|--------------------------------|--------------------------|-------|---------|
| Interest - USUB Police         | 026-02-8300-0000-412006- |       | (1,062) |
| Controlled Substance Abuse Tax | 026-02-4310-4310-530045- | 50112 | 1,062   |

|                                |                          |       |       |
|--------------------------------|--------------------------|-------|-------|
| Interest - USUB Sheriff        | 026-02-8300-0000-412007- |       | (109) |
| Controlled Substance Abuse Tax | 026-02-4315-4315-530045- | 02192 | 109   |

|                                  |                          |       |       |
|----------------------------------|--------------------------|-------|-------|
| Interest - Urgent Repair Program | 010-07-8300-0000-412010- |       | (130) |
| 2017 Urgent Repair Program       | 010-07-4935-0000-560000- | 18555 | 130   |



# Gaston County

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## Budget and Purchasing Board Action

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**File #:** 20-233

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Commissioner Philbeck - Finance - To Accept and Appropriate Additional Revenues and Expenditures in the Self Insurance Fund **(\$956,460)**

### **STAFF CONTACT**

Tiffany Murray - Finance - 704-866-3032

### **BUDGET IMPACT**

Increase Self Insurance Fund Revenues and Expenditures. No Additional County Funds.

### **BUDGET ORDINANCE IMPACT**

Increase Self Insurance Fund Revenues by \$956,460 and Expenditures by \$956,460.

### **BACKGROUND**

Adjusting the Self Insurance Fund Budget to Cover the Remainder of the Current Fiscal Year, Recognizing Additional Revenues and Expenditures.

### **POLICY IMPACT**

[N/A]

### **ATTACHMENTS**

Budget Change Request (BCR)

## GASTON COUNTY BUDGET CHANGE REQUEST

TO: Dr. Kim S. Eagle COUNTY MANAGER

FROM: 4130 Finance

Dept. # Department Name

Tiffany Murray 5/26/2020

Department Director's Name Date

### TYPE OF REQUEST:

☒ Line Item Transfer Within Department & Fund

☐ Line Item Transfer Between Funds \*

☐ Project Transfer Within Department & Fund

☐ Additional Appropriation of Funds \*

☐ Line Item Transfer Between Departments\*

\* Requires resolution by the Board of Commissioners

| ACCOUNT DESCRIPTION<br>(As it appears in the budget) | ACCOUNT NUMBER                                       | AMOUNT             |
|------------------------------------------------------|------------------------------------------------------|--------------------|
|                                                      | Fund - Function - Dept - Division - Object - Project | Whole Dollars Only |
|                                                      | xxx - xx - xxxx - xxxx - xxxxx - xxxxxx              | (See Note Below)   |
| Insurances:County \$                                 | 081-01-4190-0000-417000-                             | [\$1,068,035]      |
| Health Insurance:Payroll\$                           | 081-01-4190-0000-417001-                             | \$214,393          |
| Health Insurance:Retiree\$                           | 081-01-4190-0000-417002-                             | [\$45,802]         |
| Health Insurance:Cobra \$                            | 081-01-4190-0000-417003-                             | \$29,688           |
| Dental Insurance:Payroll\$                           | 081-01-4190-0000-417004-                             | [\$9,372]          |
| Dental Insurance:Retiree\$                           | 081-01-4190-0000-417005-                             | [\$8,035]          |
| Dental Insurance:Cobra \$                            | 081-01-4190-0000-417006-                             | [\$1,808]          |
| Life Insurance:Retiree\$                             | 081-01-4190-0000-417007-                             | [\$74,475]         |
| Life Insurance:Payroll\$                             | 081-01-4190-0000-417008-                             | \$6,986            |
| Health Ins Claims: Active                            | 081-01-4190-0000-510200-                             | [\$2,808,880]      |
| Health Insurance Admin Fee                           | 081-01-4190-0000-510201-                             | \$411,285          |

### JUSTIFICATION FOR REQUEST:

Recognize additional revenue and expenditures for the Self Insurance Fund.

Note: Decreases in expenditures & increases in revenue accounts require brackets. Increases in expenditures & decreases in revenue do not require brackets. Please note that transfers between funds require interfund transfer accounts.

| ACCOUNT DESCRIPTION<br><br>(As it appears in the budget) | ACCOUNT NUMBER                                       | AMOUNT             |
|----------------------------------------------------------|------------------------------------------------------|--------------------|
|                                                          | Fund – Function – Dept – Division – Object – Project | Whole Dollars Only |
|                                                          | XXX – XX – XXXX – XXXX – XXXXX – XXXXXX              | (See Note Below)   |
| Dental Insurance Claims                                  | 081-01-4190-0000-510202-                             | \$84,850           |
| Life Insurance - Active                                  | 081-01-4190-0000-510204-                             | \$27,500           |
| HSA - County Contribution                                | 081-01-4190-0000-510205-                             | \$712,654          |
| HSA - Retiree                                            | 081-01-4190-0000-510206-                             | [\$21,550]         |
| HSA Co Contrib - Retire-NO\$                             | 081-01-4190-0000-510207-                             | \$47,850           |
| Retiree Insurance Claims                                 | 081-01-4190-0000-510221-                             | [\$1,651,971]      |
| Retiree Insurance Admin                                  | 081-01-4190-0000-510222-                             | \$82,000           |
| Retiree Dental Claims                                    | 081-01-4190-0000-510223-                             | \$11,850           |
| Retiree Dental Admin                                     | 081-01-4190-0000-510224-                             | [\$158]            |
| Retiree Life Insurance                                   | 081-01-4190-0000-510225-                             | [\$31,080]         |
| Cobra Health Ins - Admin Fees                            | 081-01-4190-0000-510230-                             | [\$2,822]          |
| Cobra Dental Ins - Admin Fees                            | 081-01-4190-0000-510231-                             | [\$210]            |
| Cobra Dental Ins - Claims                                | 081-01-4190-0000-510232-                             | [\$5,800]          |
| Cobra Health Ins - Claims                                | 081-01-4190-0000-510233-                             | [\$474,297]        |
| GFHS / Medical: Active                                   | 081-01-4190-0000-510240-                             | [\$182,500]        |
| GFHS / Medical: Retiree                                  | 081-01-4190-0000-510241-                             | [\$38,011]         |
| GFHS / Pharmacy: Active                                  | 081-01-4190-0000-510243-                             | \$158,000          |
| GFHS / Pharmacy: Retiree                                 | 081-01-4190-0000-510244-                             | \$25,500           |
| Pharmacy Claims: Active                                  | 081-01-4190-0000-510208-                             | \$3,750,000        |
| Pharmacy Claims: Retirees                                | 081-01-4190-0000-510227-                             | \$855,000          |
| Pharmacy Claims: Cobra                                   | 081-01-4190-0000-510234-                             | \$8,250            |
| Professional Services                                    | 081-01-4190-0000-530010-                             | [\$1,000]          |



# Gaston County

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## Finance Board Action

---

**File #:** 20-249

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Commissioner Keigher - Finance - To Accept as Information the Attached Property Tax Refunds Less than \$100. These Tax Refunds Should Be Recorded in the Board's Minutes. ***(Total NCVTS Refunds - \$6,501.94)***

### **STAFF CONTACT**

Tiffany Murray - Finance Director - 704-866-3032

### **BUDGET IMPACT**

N/A

### **BUDGET ORDINANCE IMPACT**

N/A

### **BACKGROUND**

N.C. General Statute 105-381 (b) authorizes the Board of Commissioners to delegate to the Finance Director the issuance of any property tax refunds less than \$100.

Recommended sources of funds: Offset against gross collection of property taxes.

These refunds are to be reported to the Board for inclusion in the minutes.

### **POLICY IMPACT**

N/A

### **ATTACHMENTS**

Tax Refunds Less than \$100 - Vehicles Chart

**Gaston County, North Carolina - Listing of Property Tax Refunds Less Than \$100.00 for Vehicles  
To Be Reported at the May 26, 2020 Board Meeting**

| <b>TAXPAYER NAME</b>            | <b>AMOUNT</b> | <b>TAXPAYER NAME</b>                 | <b>AMOUNT</b>      |
|---------------------------------|---------------|--------------------------------------|--------------------|
| <b>NCVTS Refunds</b>            |               |                                      |                    |
| Adams, Alexander                | 67.41         | Holley, Minnie Pearl                 | 91.16              |
| Alzagari, Ibrahim Mahmoud       | 64.17         | Jackson, Ernestine Lutz              | 11.17              |
| Anstead, Tzu Kuo                | 8.65          | Jaramillo, Alvaro                    | 36.38              |
| Ballard, Marvin Kopf III        | 54.20         | Jaramillo, Emilia De                 | 35.40              |
| Ballard, Marvin Kopf III        | 54.20         | Johnson, William Brad                | 33.11              |
| Barnes, Tara Marie              | 34.29         | Lahey, Faye Warren                   | 42.51              |
| Barnett, Debbie Seigle          | 28.16         | Lahey, Gary Lynn                     | 77.23              |
| Barr, Kenneth Ray               | 2.54          | Laskey, Andrew Richard               | 40.45              |
| Bowman, Betty Sue               | 36.67         | Latham, James Frank                  | 15.52              |
| Burleson, Frank Stephen         | 31.91         | Lawrence, Alex Ryan                  | 22.87              |
| Burnett, Donald Wayne           | 51.19         | Lineberger, Gladys Carr              | 16.21              |
| Burnes, Jeffrey Alan Jr.        | 88.05         | Ludwick, Gary Allen                  | 66.49              |
| Bustle, Christopher Lee         | 53.91         | Lynch, Leslie Regina                 | 22.71              |
| Cabaniss, Betty Jean            | 31.20         | Medina, Pedro Alexis                 | 23.18              |
| Cherry, Tony Edward             | 83.01         | Moore, Michelle                      | 25.52              |
| Clark, James Eugene             | 11.54         | Mulligan, Melinda Ann                | 97.94              |
| Cochrane, Gary Grant            | 54.60         | Oneill, Patricia McGowan             | 55.89              |
| Curry, Edna Jean                | 50.75         | Parker, Linda Drennan                | 22.26              |
| Davis, Sue Amett                | 22.93         | Parton, Stephen Randal               | 63.35              |
| Dean, William Ray Jr.           | 34.71         | Parton, Stephen Randal               | 50.34              |
| Dean, William Ray Jr.           | 28.16         | Pressley, Christopher Lazar          | 55.92              |
| Drennan, Brooks Randall         | 91.95         | Quinn, Pamela Rochellia              | 5.73               |
| Felton, Christina Williams      | 70.71         | Ray, Yvonne Rowell                   | 41.19              |
| Fisher, William Edison          | 11.95         | Reyad, Ahmed Adly                    | 40.07              |
| Floyd, Gregory Michelle         | 62.57         | Scoggins, James Wilson               | 13.45              |
| Floyd, Kenyatta devon           | 25.00         | Scott, Bettu Garrison                | 43.04              |
| Frye, Justin broward            | 59.54         | Sepulveda, Mery de Jesus             | 34.54              |
| Frye, Kimberly Carter           | 54.85         | Silvers, Melinda Felton              | 50.86              |
| Galloway, William Dewey         | 15.31         | Slagle, Gary Ancle                   | 65.76              |
| Galloway, William Dewey         | 15.14         | Smith, Alexantra Leigh Pitts         | 30.91              |
| Godfrey, Steven Michael         | 31.25         | Smoak, Thomas Lee Jr.                | 11.09              |
| Greene, Rebecca Blanton         | 4.75          | Staves, Madison Lynn                 | 47.97              |
| Harwood, Donald Herbert         | 80.78         | Thomas, Jerry Lee                    | 51.11              |
| Hayes, Jeffery Kelly            | 32.93         | Watts, Karen Campbell                | 36.77              |
| Helms, Rodney Douglas           | 32.05         | Watts, Tammy Lynn                    | 66.12              |
| Hendricks, Kimberly Denise      | 86.02         | Welch, Frank Darrell                 | 58.27              |
| Holland, John Daniel            | 16.80         | Whitaker, John Wesley                | 86.85              |
| Holland, John Daniel            | 90.24         | Wood, Edward Scott                   | 30.91              |
| Holland, John Daniel            | 3.72          | Yancey, Mark Lorenzo                 | 39.33              |
| Holland, John Daniel            | 24.01         |                                      |                    |
| Holley, Minnie Pearl            | 69.49         |                                      |                    |
|                                 |               | <b>NCVTS REFUNDS (FEBRUARY 2020)</b> | <b>\$ 3,430.89</b> |
|                                 |               |                                      |                    |
| Barber, Hamilton Bohanon        | 98.21         | McCam, Wayne Arnold Jr.              | 24.95              |
| Beaver, James Michael           | 11.25         | McLaughlin, McDaniel Jr.             | 89.53              |
| Belcher, Brian Victor           | 23.40         | McSwain, Michel David                | 56.66              |
| Bueno Martirena, Santiago       | 82.97         | Moody, David Franklin                | 10.30              |
| Burnett, Christopher Lee        | 36.33         | Moody, Donna Christenbury            | 8.15               |
| Cabrera, Dancia Ivonne Marin    | 48.23         | Moore, Michael Joseph                | 83.35              |
| Carroll, Amber Renae            | 23.63         | Morrison, Graham Daniel              | 20.98              |
| Carver, Kayla                   | 20.25         | Nobles, Lisa giles                   | 45.39              |
| Chase, Brian Christopher        | 44.59         | Ocasio, Johnny                       | 41.03              |
| Church, Brandon Gilbert         | 94.76         | Owens, Harmony Evelyn                | 22.78              |
| Craig, Ronald William           | 29.85         | Parks, Felicia Beatrice              | 78.51              |
| Craig, Ronald William           | 25.13         | Patel, Bhaveshkumar Karsanbhai       | 95.33              |
| Crisp, Linnie Stevens           | 21.35         | Phillips, Amanda Neon                | 50.17              |
| Davis, Shamona Monae            | 27.05         | Philpot Keith Billy                  | 57.57              |
| Day, Aleigha Ann                | 55.16         | Plott, William Lee                   | 48.01              |
| Dellinger, Jerry Glenn          | 38.20         | Plott, William Lee                   | 56.89              |
| Edens, Catherine george         | 8.04          | Plott, William Lee                   | 52.53              |
| Egya-Ansah, Peter               | 26.84         | Rankin, Hazel Miller                 | 2.72               |
| Foster, Lillie Pearl            | 55.53         | Rea, Julie Wiggins                   | 53.84              |
| Germosen Peguero, Rainieroa     | 27.62         | Rhom, David Lenard                   | 4.10               |
| Giraldo, Roberto Carlos         | 33.53         | Rhom, David Lenard                   | 69.67              |
| Grant, Gregory Franklin         | 6.75          | Salinas, Julie Jordan                | 45.54              |
| Griffin, Daniel Ual             | 45.51         | Sanders, Ola Wilson                  | 64.26              |
| Hale, Paulette Edwards          | 16.48         | Simmons, regina Gunter               | 16.05              |
| Halsten, Eric Blake             | 59.77         | Smith, Lisa Carol                    | 60.41              |
| Henning, Katelyn Jane           | 58.59         | Smith, Nathan Scott                  | 39.38              |
| Hines, James Caleb              | 48.98         | Smith, Nathan Scott                  | 75.41              |
| Hoeming, Edward Frederick       | 44.13         | Spurrier, Grace Still                | 31.78              |
| Hopper, Jerry Sloane            | 61.92         | Tomberlin, Michael Edward            | 73.35              |
| Huffstetler, Dereck Matthew     | 32.26         | Watson, David James                  | 37.80              |
| Hutchins, Charles Hubert        | 27.75         | Wayman, Michael Eugene               | 8.99               |
| Ingle, Jeffrey Lawrence         | 3.45          | Weaver, Samuel Evans                 | 6.50               |
| Isaac-Dockeryh, Ashley Michelle | 89.97         | Welch, Darrel Jay                    | 37.60              |
| Jarema, Peter Johann            | 75.14         | Wolfe, Kayla Marlaene                | 22.50              |
| Jenkins, Mack Blair             | 28.65         | Yount, Melinda Houser                | 29.03              |
| Key, Heather Christina          | 16.92         |                                      |                    |
|                                 |               | <b>NCVTS REFUNDS (MARCH 2020)</b>    | <b>\$ 3,071.05</b> |
| Lecroy, Heather Kincaid         | 37.04         |                                      |                    |
| Lefler, Willis Jeffrey          | 50.32         |                                      |                    |
| Lewis, Rodney James             | 14.44         |                                      |                    |
|                                 |               | <b>TOTAL NCVTS REFUNDS</b>           | <b>\$ 6,501.94</b> |



# Gaston County

Gaston County  
Board of Commissioners  
[www.gastongov.com](http://www.gastongov.com)

## Finance Board Action

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**File #:** 20-260

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**REVISED/** Board of Commissioners - Finance - To Approve the Recommendations of the Small Business Emergency Bridge Loan Committee

### **STAFF CONTACT**

Brandy Decker - Finance - 704-866-3338

### **BUDGET IMPACT**

Gaston County Resolution 2020-088 approved the appropriation of \$524,000 from Fund Balance to provide for a Small Business Emergency Bridge Loan Fund. Fifteen applications for a \$5,000 loan have been approved, totaling \$75,000.

### **BUDGET ORDINANCE IMPACT**

Refer to Board Resolution 2020-088

### **BACKGROUND**

Gaston County Resolution 2020-088 authorizes the County Manager to direct and implement the necessary documentation for applications and approval of loans to small locally owned businesses. Loans shall not exceed \$5,000 per business application. Terms of the loans shall be determined by the loan committee which is designated by the County Manager. Fifteen Applications Have Been Approved for a Total of \$75,000. Six Applications Were Denied Due To Unpaid Taxes.

### **POLICY IMPACT**

Approval/denial of applications for emergency funding for Small Business Operations.

### **ATTACHMENTS**

**ADDED/** Committee Recommendations

**Board of Commissioners - Finance - To Approve the Recommendations of the  
Small Business Emergency Bridge Loan Committee**

| <b>Small Business Assistance Loans - Approvals</b> | <b>Approval Date</b> | <b>Amount of Loan</b>    |
|----------------------------------------------------|----------------------|--------------------------|
| Dellinger Electric, LLC                            | 5/6/2020             | \$5,000.00               |
| Destiny Hair Salon                                 | 5/6/2020             | \$5,000.00               |
| Filthy Lu's Saloon, Inc.                           | 5/6/2020             | \$5,000.00               |
| Grape & Barley, LLC                                | 5/6/2020             | \$5,000.00               |
| Vickie Spurling Realty, Inc.                       | 5/6/2020             | \$5,000.00               |
| Annalise Boutique                                  | 5/15/2020            | \$5,000.00               |
| C Blair Designs, LLC dba Modern Printing Compa     | 5/15/2020            | \$5,000.00               |
| GMP Machine, Inc.                                  | 5/15/2020            | \$5,000.00               |
| McSwain Holdings, LLC                              | 5/15/2020            | \$5,000.00               |
| Rita's Family Restaurant                           | 5/15/2020            | \$5,000.00               |
| 2Dayz Child, LLC                                   | 5/20/2020            | \$5,000.00               |
| Carpenter's Gifts & Jewelry                        | 5/20/2020            | \$5,000.00               |
| Legends Private Club                               | 5/20/2020            | \$5,000.00               |
| The Agency Real Estate Group, Kimberly Beam &      | 5/20/2020            | \$5,000.00               |
| Woos Too Boutique, LLC                             | 5/20/2020            | \$5,000.00               |
|                                                    |                      | <hr/>                    |
|                                                    |                      | <b>\$75,000.00 Total</b> |



# Gaston County

Gaston County  
Board of Commissioners  
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## Gaston Emergency Medical Services (GEMS)

### Board Action

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**File #:** 20-228

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Commissioner Fraley - Gaston Emergency Medical Services - Proclamation - To Proclaim the Week of May 17-23, 2020 as Emergency Medical Services Week in Gaston County

#### **STAFF CONTACT**

Mark Lamphiear - EMS - 704-866-3202

#### **BACKGROUND**

N/A

#### **ATTACHMENTS**

Proclamation



WHEREAS, Emergency Medical Services is an essential public safety service; and,

WHEREAS, the emergency medical services system consists of physicians, nurses, emergency medical technicians, paramedics, firefighters, law enforcement officers, telecommunicators, and others; and,

WHEREAS, the members of emergency medical services teams are ready to provide lifesaving care to those in need 24 hours a day, seven days a week; and,

WHEREAS, access to quality emergency medical care dramatically improves the survival and recovery rate of those who experience sudden illness or injury; and,

WHEREAS, emergency medical services personnel engage in countless hours of specialized training and continuing education to enhance their lifesaving skills; and,

WHEREAS, the residents and visitors of Gaston County benefit daily from the knowledge and skills of these highly trained individuals; and,

WHEREAS, EMS is on the front lines of the COVID-19 pandemic, treating and transporting our most vulnerable people every day; and,

WHEREAS, it is appropriate to recognize the value and accomplishments of emergency medical services providers, perhaps now more than ever, by designating Emergency Medical Services Week.

NOW, THEREFORE, BE IT RESOLVED that the Gaston County Board of Commissioners hereby proclaims the week of May 17 - 23, 2020 as

### ***EMERGENCY MEDICAL SERVICES WEEK***

in Gaston County, and call upon all citizens to observe this period with appropriate events, programs, and activities.

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Tracy L. Philbeck, Chairman

---

Chad Brown

---

Bob Hovis

---

Jack B. Brown, Vice-Chairman

---

Tom Keigher

---

Allen R. Fraley

---

Ronald E. Worley

To be Adopted the 26<sup>th</sup> Day of May 2020



# Gaston County

Gaston County  
Board of Commissioners  
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## Parks & Recreation

### Board Action

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**File #:** 20-245

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Commissioner Philbeck - Parks and Recreation - To Authorize Gaston County Parks and Recreation to Submit a Land Water Conservation Fund Grant (LWCF) Application (***Grant Funds - \$160,276; Requires a 50% County Match - Budgeted***)

#### **STAFF CONTACT**

Cathy Hart - Parks and Recreation - 704-922-2162

#### **BUDGET IMPACT**

Grant would provide \$160,276 in additional funds for Dallas Park Improvements.

#### **BUDGET ORDINANCE IMPACT**

Increase funding for Dallas Park improvements

#### **BACKGROUND**

Gaston County Parks and Recreation maintains and manages a system of 18 parks including the Dallas Park. The 90-acre Dallas Park was constructed in the 1970s with the assistance of two Land Water Conservation Fund grants. The park includes baseball/softball fields, equestrian facilities, fishing lakes and piers, picnic shelters, tennis courts, and a historic village. The Dallas Park is well used and maintained but many of the park facilities do not meet ADA guidelines and/or are in great need of updates. The Land Water Conservation Fund Grants this year are purposely designated for parks that were constructed with Land Water Conservation Funds and are in need of updates. Gaston County Parks and Recreation requests the Board of Commissioners to authorize the submission of a 2020 Land Water Conservation Fund Grant in the amount of \$160,276. If approved, the grant will be matched by County funds budgeted for ADA and Dallas Park Improvements. Grant funds will be used to provide a fully inclusive playground and an accessible restroom on the eastern side of the Dallas Park. The proposed playground would serve all children and it will be the first inclusive playground in the Gaston County Park system. The proposed accessible restroom facility will be located in an area of the park that does not currently have a restroom. This area has picnic shelters, a fitness pavilion, fishing pier, an accessible walking track under construction, and will be the location of a future trail head for a greenway connecting Dallas Park to Gaston College and Rankin Lake Park.

#### **POLICY IMPACT**

N/A

#### **ATTACHMENTS**

N/A

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# Gaston County

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## Parks & Recreation

### Board Action

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**File #:** 20-252

---

Commissioner Philbeck - Parks and Recreation - To Accept and Appropriate a 2019 North Carolina Parks and Recreation Trust Fund Grant in the Amount of \$250,000 **(Required County Match \$250,000 - Budgeted)**

#### **STAFF CONTACT**

Cathy Hart - Parks and Recreation - 704-922-2162

#### **BUDGET IMPACT**

Grant provides \$250,000 in funds for Dallas Park Improvements.

#### **BUDGET ORDINANCE IMPACT**

Increase funding for Dallas Park Improvements.

#### **BACKGROUND**

Gaston County Parks and Recreation manages and maintains a system of 18 parks including the Dallas Park. The Dallas Park was constructed in the 1970s and it includes baseball/softball fields, equestrian facilities, fishing lakes, picnic shelters, tennis courts, and a historic village. Gaston County Parks and Recreation applied for and received a 2019 Parks and Recreation Trust Fund Grant. The \$250,000 grant will be matched by \$250,000 in budgeted County funds. Grant funds will be used to provide new facilities in the Dallas Park including a splash pad, restroom, playground, and playground shade structure. These new amenities will provide much needed recreational activities for Gaston County citizens.

#### **POLICY IMPACT**

N/A

#### **ATTACHMENTS**

Budget Change Request (BCR)

## GASTON COUNTY BUDGET CHANGE REQUEST

TO: Dr. Kim S. Eagle COUNTY MANAGER

FROM: 6120 Parks & Recreation  
Dept. # Department Name

Cathy Hart 5/14/2020  
Department Director's Name Date

### TYPE OF REQUEST:

☒ Line Item Transfer Within Department & Fund

☐ Line Item Transfer Between Funds \*

☐ Project Transfer Within Department & Fund

☒ Additional Appropriation of Funds \*

☐ Line Item Transfer Between Departments\*

\* Requires resolution by the Board of Commissioners

| ACCOUNT DESCRIPTION<br>(As it appears in the budget) | ACCOUNT NUMBER                                       | AMOUNT             |
|------------------------------------------------------|------------------------------------------------------|--------------------|
|                                                      | Fund - Function - Dept - Division - Object - Project | Whole Dollars Only |
|                                                      | xxx - xx - xxxx - xxxx - xxxxx - xxxxxx              | (See Note Below)   |
| NC PARTF Grant                                       | 040-04-6120-0000-420001-20547                        | (\$250,000)        |
| Dallas Park Expansion                                | 040-04-6120-0000-540006-16236                        | (\$250,000)        |
| NC PARTF Grant                                       | 040-04-6120-0000-540006-20547                        | \$500,000          |

### JUSTIFICATION FOR REQUEST:

The purpose of this request is to accept and appropriate a NC PARTF Grant in the amount of \$250,000. The grant is matched by \$250,000 in County funds.

Note: Decreases in expenditures & increases in revenue accounts require brackets. Increases in expenditures & decreases in revenue do not require brackets. Please note that transfers between funds require interfund transfer accounts.



# Gaston County

Gaston County  
Board of Commissioners  
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## Police Department

### Board Action

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**File #:** 20-231

---

Commissioner Worley - Police Department - To Accept and Appropriate Additional Discretionary Funds from the North Carolina Department of Public Safety, Adult Corrections and Juvenile Justice in the Amount of \$3,230 to the PORT Program in Gaston County for Court Involved Youth

#### **STAFF CONTACT**

Chief J. D. Ramey - Gaston County Police Department - 704-866-3321

#### **BUDGET IMPACT**

N/A

#### **BUDGET ORDINANCE IMPACT**

N/A

#### **BACKGROUND**

The North Carolina Department of Public Safety, Adult Corrections and Juvenile Justice awarded discretionary funds to the PORT program of the Gaston County JCPC for Gaston County for the remainder of fiscal year 19-20. Funds are offered each year to JCPC programs that need additional funds to complete projects for the fiscal year. The JCPC does not have to approve these funds and no County matching funds are required. These funds must be expended by June 30, 2020.

#### **POLICY IMPACT**

N/A

#### **ATTACHMENTS**

Budget Change Request (BCR) and Award Letter from the State

## GASTON COUNTY BUDGET CHANGE REQUEST

TO: Dr. Kim Eagle COUNTY MANAGER

FROM 5830 JPCPC  
Dept. # Department Name

Joseph Ramey 5/4/2020  
Department Director's Signature Date

TYPE OF REQUEST:

|                                                                      |                                                                         |
|----------------------------------------------------------------------|-------------------------------------------------------------------------|
| <input type="checkbox"/> Line Item Transfer Within Department & Fund | <input type="checkbox"/> Line Item Transfer Between Funds *             |
| <input type="checkbox"/> Project Transfer Within Department & Fund   | <input checked="" type="checkbox"/> Additional Appropriation of Funds * |
| <input type="checkbox"/> Line Item Transfer Between Departments*     | * Requires resolution by the Board of Commissioners                     |
| Resolution # _____ Date _____                                        |                                                                         |

| ACCOUNT DESCRIPTION<br><br>(As it appears in the budget) | ACCOUNT NUMBER                               | PROJECT     | AMOUNT             |
|----------------------------------------------------------|----------------------------------------------|-------------|--------------------|
|                                                          | Fund - Dept - Subdept - Div - Acct - Subacct | SUBPROJECT  | Whole Dollars Only |
|                                                          | xx - xxxx - xxxx - xxxx - xxx - xxx          | xxxxx - xxx | (See Note Below)   |
| PORT                                                     | 010-05-5830-0000-560010                      | 20510       | \$3,230            |
| JPCPC Revenue Account                                    | 010-05-5830-0000-425103                      |             | (\$3,230)          |

**Justification for Request:** To accept and appropriate discretionary funds awarded through the North Carolina Department of Public Safety, Adult Corrections and Juvenile Justice to the PORT program administered by the Gaston County Juvenile Crime Prevention Council. Funds are offered to JPCPC programs each year that need additional funds to complete projects for the fiscal year. These funds do not require County matching funds and must be expended by June 30, 2020. They do not require approval of the JPCPC.

### APPROVAL SIGNATURES:

\_\_\_\_\_  
County Manager/Assistant County Manager Date

\_\_\_\_\_  
Budget Department Date

\_\_\_\_\_  
Finance Department Date

Note: Decreases in expenditures & increases in revenue accounts require brackets. Increases in expenditures & decreases in revenue do not require brackets. Please note that transfers between funds require interfund transfer accounts require brackets.



# North Carolina Department of Public Safety

Adult Correction and Juvenile Justice-Juvenile Community Programs

Roy Cooper, Governor  
Erik A. Hooks, Secretary

Timothy D. Moose, Chief Deputy Secretary  
William L. Lassiter, Deputy Secretary  
Cindy Porterfield, Director

April 29, 2020

Dear Mr. Harris:

Congratulations! The Juvenile Community Programs Section is pleased to announce that PORT has been awarded discretionary funding in the amount of \$3,230.00 for FY 2019 - 2020! This award is to fund (or partially fund) the requested Updated website, 3 Doxy Subscriptions, 1 Doc-u-Sign Subscriptions (HIPAA approved virtual). As a reminder, discretionary awards for the 2019-2020 are being treated as expansion funds and require no match unless the funds are used for the purchase of equipment or capital outlay (valued at \$500 or more with a useful life in excess of one year). In order to complete the award process, please access NCALLIES, complete a Program Agreement Revision, and prompt your Area Consultant via email once the revision is completed. If you have any questions or need technical assistance to complete the revision process, please contact your consultant.

We are providing this notification of discretionary fund award to your agency to ensure that all local approvals by the JCPC and local county commission boards may be accomplished. However, there may be some modifications to this process locally, given the effects of COVID-19 and direct impacts on public meetings. Please check with your local county government officials to ensure that all local actions taken to complete this process are in accordance with locally approved/adjusted protocols.

Please note the following timeline to ensure timely disbursement of discretionary fund awards:

- **April 30, 2020 (COB)** Discretionary Award Notifications made to providers/ JCPCs.
- **May 6, 2020** - Programs/JCPCs awarded discretionary funds submit Program Agreement Revisions in NCALLIES for Consultant review, approval, and release for DocuSign electronic signatures.

*Note: Program providers must follow the practices of the local JCPC when requesting discretionary funds to ensure that JCPCs and County Commission Boards have ample time to approve county allocation increases via discretionary awards.*

MAILING ADDRESS:  
4212 Mail Service Center  
Raleigh, NC 27699-4212  
[www.ncdps.gov](http://www.ncdps.gov)



An Equal Opportunity Employer

OFFICE LOCATION:  
3010 Hammond Business Place  
Raleigh, NC 27603  
Telephone: (919) 733-3388

- **May 25, 2020-** Deadline for completion of all DocuSign signatures. Programs completing all Program Agreement Revision DocuSign e-signatures prior to May 25<sup>th</sup> will be eligible for a May disbursement.
- **June 8, 2020-**Program Revisions with completed DocuSign e-signatures by June 8<sup>th</sup> (by close of business) will receive discretionary funds in the June disbursement. (Note: Failure to meet the June 8<sup>th</sup> DocuSign e-signature deadline may result in termination of the award of discretionary funds.)

Thank you for your continued investment in the youth and families of North Carolina through the valuable services that you offer, particularly during this time of significant challenges for our state and for the youth and families that we serve. It is our hope that this discretionary fund award will further enhance and offer the needed support for your agency to provide continuity of services for our juveniles and their families.

Kind regards,



Cindy Porterfield, Director  
Juvenile Community Programs

Cc: JCPC Chairperson  
County Finance Officer



# Gaston County

Gaston County  
Board of Commissioners  
[www.gastongov.com](http://www.gastongov.com)

## Police Department

### Board Action

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**File #:** 20-232

---

Commissioner Chad Brown - Police Department - To Approve Axon Enterprise, Inc. as a Sole Source Vendor for the Budgeted Purchase of Tasers **(\$99,370.75)**

#### **STAFF CONTACT**

Chief J. D. Ramey - Gaston County Police Department - 704-866-3321

#### **BUDGET IMPACT**

Use Budgeted Funds

#### **BUDGET ORDINANCE IMPACT**

Use Budgeted Funds

#### **BACKGROUND**

The County Police Department budget includes funds for replacement Tasers. The current taser inventory is no longer under warranty and serviceable since December 2019. Axon Enterprise, Inc. is the sole distributor and manufacturer of all taser brand products and equipment. Approval of this Board Action allows the Police Department to purchase tasers from Axon Enterprise, Inc.

#### **POLICY IMPACT**

N/A

#### **ATTACHMENTS**

Axon Enterprise, Inc. Quote and Sole Source Letter Justification

1598



**Axon Enterprise, Inc.**  
17800 N 85th St  
Scottsdale, Arizona 85255  
United States  
Phone: (800) 978-2737

**SHIP TO**

Curtis Rosselle  
Gaston County Police Dept. - NC  
420 W. FRANKLIN BLVD.  
Gastonia, NC 28052  
US

**BILL TO**

Gaston County Police Dept. - NC  
420 W. FRANKLIN BLVD.  
Gastonia, NC 28052  
US

**SALES REPRESENTATIVE**

Josh Sparks  
Phone: \_\_\_\_\_  
Email: jsparks@axon.com Fax: \_\_\_\_\_

**PRIMARY CONTACT**

Curtis Rosselle  
Phone: (704) 866-3374  
Email: crossele@gcps.org

Q-248398-43906.504JS

Issued: 08/11/2020

Quote Expiration: 05/01/2020

Account Number: 117048

Payment Terms: Net 30

Delivery Method: Fedex - Ground

**Year 1**

| Item               | Description                                               | Term (Months) | Quantity | List Unit Price    | Net Unit Price | Total (USD)      |
|--------------------|-----------------------------------------------------------|---------------|----------|--------------------|----------------|------------------|
| 11002              | BLACK X26P CEW, HANDLE                                    |               | 59       | 1,113.00           | 1,113.00       | 65,667.00        |
| 11004              | WARRANTY, 4 YEAR, X26P                                    |               | 59       | 346.00             | 346.00         | 20,414.00        |
| 11015              | XAPPM, SPARE CARTRIDGE, AUTO SHUT-DOWN BATTERY PACK, X26P |               | 59       | 85.75              | 85.75          | 5,059.25         |
| 11501              | RIGHT-HAND HOLSTER, X26P, BLACKHAWK                       |               | 59       | 70.50              | 70.50          | 4,159.50         |
| 44203              | 25 FT STANDARD CARTRIDGE, X26/X26P                        |               | 118      | 34.50              | 34.50          | 4,071.00         |
|                    |                                                           |               |          | Subtotal           |                | 99,370.75        |
|                    |                                                           |               |          | Estimated Shipping |                | 0.00             |
|                    |                                                           |               |          | Estimated Tax      |                | 0.00             |
|                    |                                                           |               |          | Total              |                | 99,370.75        |
| <b>Grand Total</b> |                                                           |               |          |                    |                | <b>99,370.75</b> |

Q-248398-43906.504JS

2

Protect Life.



Axon Enterprise, Inc.  
17800 N 85th St  
Scottsdale, Arizona 85255  
United States  
Phone: (800) 978-2737

1/4/2019

To: United States state, local and municipal law enforcement agencies

Re: Sole Source Letter for Axon Enterprise, Inc.'s TASER Conducted Energy Weapons

A sole source justification exists because the following goods and services required to satisfy the agency's needs are only manufactured and available for purchase from Axon Enterprise. Axon is also the sole distributor of all TASER brand products in the States of AR, CT, DE, FL, GA, HI, IA, IL, IN, KS, LA, MA, MD, ME, MI, MN, MO, MS, NC, ND, NE, NH, NJ, NY, OK, OR, PA, RI, SC, SD, VA, VT, WI, WV, and the District of Columbia and Guam.

**TASER CEW Descriptions**

**TASER 7 CEW**

- Multiple-shot CEW
- High-efficiency flashlight
- Close Quarter and Standoff cartridges
- Green LASER and dual red LASERs that adjust for cartridge angle
- Arc switch enables drive-stun with or without a Smart Cartridge installed
- Central Information Display (CID): Displays mission critical data such as remaining battery energy, burst time, and cartridge status.
- Weapon logs
- TASER 7 Dock connected to Axon Evidence (Evidence.com) services
- Onboard self-diagnostic and system status monitoring and reporting
- Real-time clock updated when the battery pack is plugged into the TASER 7 Dock
- Ambidextrous safety switch
- Can be configured by the agency to alert Axon camera systems
- The trigger activates a single cycle (approximately five seconds). Holding the trigger down will continue the discharge beyond the standard cycle (unless configured by the agency to stop at five seconds). The CEW cycle can be stopped by placing the safety switch in the down (SAFE) position.
- Compatible with TASER 7 Cartridges only

**X2 CEW**

- Multiple-shot CEW
- High efficiency flashlight
- Static dual LASERs (used for target acquisition)
- ARC switch enables drive-stun with or without a Smart Cartridge installed
- Central Information Display (CID): Displays mission-critical data such as remaining battery energy, burst time, operating mode, and user menu to change settings and view data on a yellow-on-black display
- The Trilogy log system records information from a variety of sensors into three data logs: Event log, Pulse log, and Engineering log. Data can be downloaded using a universal serial bus (USB) data interface module connected to a personal computer (PC). Data may be transferred to Axon Evidence (Evidence.com) services.
- Real-time clock with back-up battery
- Onboard self-diagnostic and system status monitoring and reporting

Axon Enterprise, Inc. CEW Sole Source Letter Version 22.0

Page 1

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AXON ENTERPRISE, INC.  
10000 N. CENTRAL EXPRESSWAY  
DALLAS, TEXAS 75243-1696  
TEL: 972.346.7000  
WWW.AXON.COM

- Ambidextrous safety switch
- Capable of audio/video recording with optional TASER CAM HD recorder
- The trigger activates a single cycle (approximately 5 seconds). Holding the trigger down will continue the discharge beyond the standard cycle (except when used with an APPM or TASER CAM HD AS). The CEW cycle can be stopped by placing the safety switch in the down (SAFE) position.
- Compatible with TASER Smart Cartridges only

#### X26P CEW

- High efficiency flashlight
- Red LASER (used for target acquisition)
- Central Information Display (CID): Displays data such as calculated remaining energy, burst time, and notifications
- The Trilogy log system records information from a variety of sensors into three data logs: Event log, Pulse log, and Engineering log. Data can be downloaded using a universal serial bus (USB) data interface module connected to a personal computer (PC). Data may be transferred to Axon Evidence (Evidence.com) services.
- Real-time clock with back-up battery
- Onboard self-diagnostic and system status monitoring and reporting
- Ambidextrous safety switch
- Capable of audio/video recording with optional TASER CAM HD recorder
- The trigger activates a single cycle (approximately five seconds). Holding the trigger down will continue the discharge beyond the standard cycle (except when used with an APPM or TASER CAM HD AS). The CEW cycle can be stopped by placing the safety switch in the down (SAFE) position.
- Compatible with TASER standard series cartridges

#### Axon Signal Performance Power Magazine (SPPM)

- Battery pack for the X2 and X26P conducted electrical weapons
- Shifting the safety switch from the down (SAFE) to the up (ARMED) positions sends a signal from the SPPM. Upon processing the signal, an Axon system equipped with Axon Signal technology transitions from the BUFFERING to EVENT mode.

#### TASER Brand CEW Model Numbers

1. Conducted Electrical Weapons (CEWs):
  - TASER 7 Models: 20008, 20009, 20010, and 20011
  - TASER X2 Models: 22002 and 22003
  - TASER X26P Models: 11002 and 11003
2. Optional Extended Warranties for CEWs:
  - TASER 7 – 4-year extended warranty, item number 20040
  - X2 – 4-year extended warranty, item number 22014
  - X26P – 2-year extended warranty, item number 11008
  - X26P – 4-year extended warranty, item number 11004
3. TASER 7 Cartridges (compatible with the TASER 7; required for this CEW to function in the probe deployment mode)
  - Standoff cartridge, 3.5 degrees, Model 20012



AXON ENTERPRISE, INC.  
10000 N. CENTRAL EXPRESSWAY  
DALLAS, TEXAS 75243-1696  
TEL: 972.346.7000  
WWW.AXON.COM

- Close Quarter cartridge, 12 degrees, Model 20013
4. TASER standard cartridges (compatible with the X26P; required for this CEW to function in the probe deployment mode):
    - 15-foot Model: 34200
    - 21-foot Model: 44200
    - 21-foot non-conductive Model: 44205
    - 25-foot Model: 44203
    - 35-foot Model: 44206
  5. TASER Smart cartridges (compatible with the X2; required for this CEW to function in the probe deployment mode):
    - 15-foot Model: 22150
    - 25-foot Model: 22151
    - 25-foot inert simulation Model: 22155
    - 25-foot non-conductive Model: 22157
    - 35-foot Model: 22152
  6. Power Modules for TASER 7 CEWs:
    - Tactical battery pack Model 22018
    - Compact battery pack Model 22019
  7. TASER CAM HD recorder Model: 26810 (full HD video and audio) and TASER CAM HD with AS (automatic shut-down feature) Model: 26820. The TASER CAM HD is compatible with both the X26P and X2 CEWs.
    - TASER CAM HD replacement battery Model: 26764
    - TASER CAM HD Download Kit Model: 26752
    - TASER CAM HD optional 4-year extended warranty, item number 26763
  8. Power Modules (Battery Packs) for X26P and X2 CEWs:
    - Performance Power Magazine (PPM) Model: 22010
    - Tactical Performance Power Magazine (TPPM) Model: 22012
    - Automatic Shut-Down Performance Power Magazine (APPM) Model: 22011
    - Extended Performance Power Magazine (XPPM) Model: 11010
    - Extended Automatic Shut-Down Performance Power Magazine (XAPPM) Model: 11015
    - Axon Signal Performance Power Magazine (SPPM) Model: 70116
  9. TASER 7 Dock:
    - TASER 7 Dock Core and Multi-bay Module: 74200
  10. TASER Dataport Download Kits:
    - Dataport Download Kit for the X2 and X26P Model: 22013
  11. TASER Blast Door Repair Kit Model 44019 and TASER Blast Door Replenishment Kit Model 44023



AXON ENTERPRISE, INC.  
17800 N. 85th Street, Suite 200  
Scottsdale, AZ 85255  
Phone: 800-978-2737  
Fax: 480-991-0791

12. CEW Holsters:

- Right-hand X2 holster by BLACKHAWK Model: 22501
- Left-hand X2 holster by BLACKHAWK Model: 22504
- Right-hand X26P holster by BLACKHAWK Model: 11501
- Left-hand X26P holster by BLACKHAWK Model: 11504

13. TASER Simulation Suit II Model 44550

14. TASER 7 conductive target Model: 80087

**TASER Product Packages**

1. **Officer Safety Plan:** Includes an X2 or X26P CEW, Axon camera and Dock upgrade, and Axon Evidence (Evidence.com) license and storage. See your Sales Representative for further details and Model numbers.
2. **Officer Safety Plan 7:** Includes a TASER 7 conducted electrical weapon (CEW), Axon camera and Dock upgrade, Axon Evidence (Evidence.com) licenses and storage, and Axon Records Core.
3. **TASER Assurance Plan (TAPI):** Hardware extended warranty coverage, Spare Products, and Upgrade Models available for the X2 and X26P CEWs, and the TASER CAM HD recorder. (The TAP is available only through Axon Enterprise, Inc.)
4. **TASER 7 Certification:** Pays for TASER 7 program in installments over 5 years including access to Evidence.com for CEW program management, annual training cartridges, unlimited duty cartridges and online training content.
5. **TASER Certification Add-On:** Allows the agency to pay an annual fee to receive an annual allotment of training cartridges, unlimited duty cartridges and online training content.
6. **TASER 60:** Pay for X2 and X26P CEWs and Spare Products in installments over 5 years.
7. **Unlimited Cartridge Plan:** Allows agency pay an annual fee to receive annual training cartridges, unlimited duty cartridges and unlimited batteries for the X2 and X26P.
8. **TASER 60 Unlimited:** Pay for X2 and X26P CEWs and Spare Products in installments over 5 years and receive unlimited cartridges and batteries.

| SOLE AUTHORIZED DISTRIBUTOR FOR<br>TASER BRAND CEW PRODUCTS                                                                                   | SOLE AUTHORIZED REPAIR FACILITY<br>FOR TASER BRAND CEW PRODUCTS                                                            |
|-----------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------|
| Choose an item.<br>Axon Enterprise, Inc.<br>17800 N. 85th Street, Suite 200, Scottsdale, AZ 85255<br>Phone: 800-978-2737<br>Fax: 480-991-0791 | Axon Enterprise, Inc.<br>17800 N. 85th Street, Suite 200, Scottsdale, AZ 85255<br>Phone: 800-978-2737<br>Fax: 480-991-0791 |

Please contact your local Axon sales representative or call us at 1-800-978-2737 with any questions.



AXON ENTERPRISE, INC.  
17800 N. 85th Street, Suite 200  
Scottsdale, AZ 85255  
Phone: 800-978-2737  
Fax: 480-991-0791

Sincerely,

Josh Isner  
Chief Revenue Officer  
Axon Enterprise, Inc.

BLACKHAWK is a trademark of the Blackhawk Products Group.

The Delta Axon Logo, Axon, Axon Evidence, Axon Records, Axon Signal, Evidence.com, Smart Cartridge, TASER CAM, T100g, X2, X26P, TASER, and TASER7 are trademarks of Axon Enterprise, Inc., some of which are trademarks in the US and other countries. For more information visit [www.axon.com/legal](http://www.axon.com/legal). All rights reserved. © 2019 Axon Enterprise, Inc.



# Gaston County

Gaston County  
Board of Commissioners  
[www.gastongov.com](http://www.gastongov.com)

## Police Department

### Board Action

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**File #:** 20-244

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Commissioner Chad Brown - Police Department - To Approve the Temporary Intergovernmental Agreement with the Charlotte-Mecklenburg Police Department for Law Enforcement Services in Preparation for, During, and After the 2020 Republican National Convention

#### **STAFF CONTACT**

J. D. Ramey - Gaston County Police Department - 704-866-3321

#### **BUDGET IMPACT**

Funds Spent to be Reimbursed.

#### **BUDGET ORDINANCE IMPACT**

N/A

#### **BACKGROUND**

The Gaston County Police Department will be reimbursed for their assistance in preparation for, during, and after the 2020 Republican National Convention to be held in Charlotte, NC. Reimbursement rates are listed within the agreement.

#### **POLICY IMPACT**

N/A

#### **ATTACHMENTS**

Temporary Intergovernmental Agreement



**TEMPORARY INTERGOVERNMENTAL AGREEMENT FOR LAW ENFORCEMENT  
SERVICES IN PREPARATION FOR, DURING, AND AFTER THE 2020  
REPUBLICAN NATIONAL CONVENTION**

THIS TEMPORARY INTERGOVERNMENTAL AGREEMENT FOR LAW ENFORCEMENT SERVICES IN PREPARATION FOR, DURING, AND AFTER THE 2020 REPUBLICAN NATIONAL CONVENTION (the "Agreement") is made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2020 (the "Effective Date"), by and between the City of Charlotte, specifically the Charlotte-Mecklenburg Police Department (hereinafter referred to as "City"), and Gaston County Police Department (hereinafter referred to as "Agency"). Agency means law enforcement personnel or other employees employed by that Agency and/or the legal entity that employs those personnel. The City and the Agency are collectively referred to as the "Parties."

**PURPOSE**

The City of Charlotte has been designated as the host city for the 2020 Republican National Convention to be held August 24-27, 2020 (hereinafter referred to as the "Event"). The purpose of this Agreement is to provide additional law enforcement personnel and services to City for the period of August 22, 2020, through August 28, 2020 (hereinafter referred to as the "Event Period"). This Agreement defines the rights and obligations of the parties for the Event Period including: the law enforcement powers of the visiting Agency; the City's protocol for compensating the Agency, including compliance with the terms of the RNC security grant; the insurance coverage provided to Agency; the Agency's training obligations; and the protocol establishing a chain of command between the City and Agency during the Event Period.

**1. EXHIBITS.** The Exhibits below are hereby incorporated into and made a part of this Agreement. With the exception of Exhibit C (Federal Contract Terms and Conditions), any conflict between language in an Exhibit or Appendix to this Agreement and the main body of this Agreement shall be resolved in favor of the main body of this Agreement and any inconsistency between the Exhibits will be resolved in the order in which the Exhibits appear below. Notwithstanding anything contained in this Agreement or any Exhibit to the contrary, in the event of a conflict between the language of Exhibit C and the main body of this Agreement or any other Exhibit to this Agreement, the language of Exhibit C shall prevail. Each reference to Agency in the Exhibits and Appendices shall be deemed to mean the Agency.

EXHIBIT A: APPROVED COSTS, MAXIMUM CONTRACT REIMBURSEMENT AND REIMBURSEMENT TABLE  
EXHIBIT B: FISCAL ADMINISTRATION REQUIREMENTS

**EXHIBIT C: FEDERAL CONTRACT TERMS AND CONDITIONS**

**2. STATUTORY AUTHORITY.**

2.1 Statutory Authority to Enter into Temporary Enforcement Assistance Agreements. The statutory authorities for City to enter into temporary enforcement assistance agreements with both in-state and out of state law enforcement agencies is set forth in N.C. Gen. Stat. §160A-288 and §160A-288.3 respectively.

2.2 Agreement as a Request for Assistance. By entering into this Agreement, the head of the City's law enforcement agency is requesting in writing the assistance of the Agency as contemplated in N.C. Gen. Stat. §160A-288 and §160A-288.3.

**3. ORGANIZATIONAL STRUCTURE.**

3.1 Responsibility for Coordinating Local Law Enforcement Efforts. Agency agrees and acknowledges that the City of Charlotte has been designated as the host city for the Republican National Convention to be held in Charlotte, North Carolina from August 24, 2020 through August 27, 2020.

3.2 National Special Security Event. Agency agrees and acknowledges that the 2020 RNC convention has been classified by the federal government as a National Special Security Event (NSSE).

3.3 Coordinating Local Law Enforcement. Agency agrees and acknowledges that City is a co-chair on the NSSE Executive Steering Committee and is responsible for coordinating law enforcement efforts in support of the Event.

3.4 Unified Law Enforcement Chain of Command. Agency acknowledges and agrees that at all times during any joint training session prior to and at all times during the Event Period, the Agency's employees shall be subject to a structure of supervision, command and control coordinated by the City through a unified law enforcement command structure. Furthermore, that the supervision command and control shall be implemented regardless of such employee's rank or job title normally held within the Agency.

3.5 City's Commanding Officer. The commanding officer for this Event is Kerr Putney, Chief of Police. Agency Law Enforcement Officers ("LEOs") shall be subject to the lawful operational commands of the Chief of Police and the Chief's chain of command.

3.6 City's Policies and Directives to Apply. Agency employees performing services under this Agreement will abide by all applicable Charlotte-Mecklenburg Police Department ("CMPD") Policies and Directives, including use of force, which will be provided to Agency in one or more Event information and training sessions ("2020 RNC Event Preparatory Materials") prior to the Event in hard copy or on-line. Agency shall disseminate 2020 RNC Event Preparatory Materials to all LEOs providing services for the Event Period. Agency agrees to follow CMPD Policies and Directives with respect to any Event Period related services provided hereunder and shall instruct its employees to do likewise.

3.7 Jurisdiction, Police Powers, Rights, Privileges and Immunities. Agency acknowledges and agrees that while deployed under the Unified Law Enforcement Chain of Command, Agency's LEOs

shall have the same jurisdiction, powers, rights, privileges and immunities (including those related to the defense of civil actions and payment of judgments) as City's LEOs. Nothing in this section shall be interpreted as a waiver of any rights, defenses or immunities that may be available to that Agency or its employees.

#### 4. AGENCY RESPONSIBILITIES.

4.1 Deployed Employees to Participate in Training. Upon reasonable advance written notification from CMPD, Agency's employees being deployed during the Event Period shall participate in and complete all Event training activities that are coordinated by CMPD or its designee. For purposes of this Agreement, training activities prescribed by the CMPD will include RNC Event Preparatory Materials and mandatory on-line training that must be successfully completed prior to August 1, 2020, for all Agency employees providing services during the Event Period. CMPD presently expects to provide an event operating and a briefing manual to Agency upon its arrival at or prior to the Event Period.

4.2 Agency's Employees to Provide Services. Upon reasonable advance written notification from the CMPD to the Agency, the Agency's employees being deployed during the Event Period shall provide services as assigned by CMPD.

4.3 Agency's Employees "On Duty". Agency agrees its employees will be placed "on duty" by CMPD at a time and location as decided by CMPD. Agency agrees its employees shall be prepared to undertake the specific job tasks and responsibilities assigned to the Agency's employees by CMPD. Agency agrees that City may change the actual service to be provided by the Agency at any time it deems necessary.

4.4 Agency's Employees to Participate in "After Action Activities". At the request of the CMPD, Agency agrees its employee shall participate in and/or provide information to and otherwise cooperate with the CMPD in any "after action activities" following the conclusion of the Event Period. Such participation may include debriefings of information and experiences, completion of surveys and questionnaires and assisting and/or participating in any civil and/or criminal legal proceedings.

4.5 Agency to Provide Information. Agency agrees to cooperate with and provide the City with any other information reasonably requested by the City that the City deems necessary to facilitate and enable compliance with the terms and conditions contained in this Agreement. Such information includes, but is not limited to, verification of costs and expenditures incurred by Agency during the Event Period.

4.6 Agency Contacts. In addition to the contacts listed in the Section 15 of the Agreement, Agency has designated the following contact(s) for operational purposes under this Agreement:

Capt. E. L. Johnson  
Gaston County, PD

Alon C. S. Royster II  
Gaston County, PD

PHONE: (704) 747-1840  
E-MAIL: eljohnson@pcps.org

PHONE: (704) 747-0732  
E-MAIL: scoles@pcps.org

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4.7 Resources to be provided by Agency. The personnel and resources to be provided by the Agency are set forth in Exhibit A attached to this agreement and incorporated herein.

4.8 Criteria for Agency's LEO. Each LEO provided by Agency shall meet the following criteria:

a. Non-North Carolina Agencies shall ensure and certify that the LEOs providing assistance under this Agreement are duly licensed or certified by the authority of the state or jurisdiction in which the officer is employed.

b. North Carolina Agencies shall ensure and certify that the LEOs providing assistance under this Agreement are duly certified by the State of North Carolina.

c. In addition, Agency shall ensure and certify that each of the LEOs provided is in good standing by meeting the following criteria:

1. That each LEO by reason of experience, training and physical fitness shall be capable of performing functions associated with a large-scale security event; and

2. That each LEO shall have at least 12 months experience as a full-time police officer; and

3. That each LEO is not currently under administrative leave pending the results of an internal investigation or under investigation for violations of rights protected by the First, Fourth and Fourteenth Amendments of the United States Constitution or laws or rules of conduct related to search and seizure and use of force; and

4. That each LEO has not received a sustained finding for conduct that involved dishonesty or fraud in the last 10 years or have any sustained complaints for excessive, unreasonable or unnecessary force within the last three (3) years; and

5. That each LEO has not been convicted of a felony or a crime involving dishonesty or fraud; and

6. That no LEO has been sued in an individual or official capacity in the last three (3) years and adjudicated as liable for violations of rights protected by the First, Fourth and Fourteenth Amendments of the U.S. Constitution.

d. Agency agrees to promptly notify the CMPD in the event that any LEO is no longer an officer in good standing with the Agency.

4.9 LEO Equipment. As detailed in the approved equipment list, attached to and made a part of this Agreement within Exhibit B, each LEO shall be equipped with the following: a seasonally appropriate patrol uniform and other authorized regular duty equipment, including but not limited to: service belts, service weapon, radio, and personal soft ballistic body armor as required to be worn by the LEO while on duty for the Agency. Agency shall not bring to the Event Period or possess during the Event Period any chemical or other non-lethal munitions except as provided by CMPD. Personal OC spray is approved if issued by Agency to be carried for regular duty.

4.10 CMPD Can Decline LEO. Agency acknowledges and agrees that at any time during the term of this Agreement that the CMPD has the sole discretion to decline deployment of any LEO during the Event Period without cause or explanation.

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- 4.11 Agency Judgment and Priorities. Agency will exercise its best efforts to provide services during the Event Period. However, the Parties recognize that Agency retains the right to recall some or all of its LEOs to its home jurisdiction based upon the public safety needs of its home jurisdiction.
- 4.12 Agency Responsible for Costs. Except as set forth in Sections 4 and 5, Agency shall be responsible for all costs associated with providing LEO assistance that are not explicitly assumed by City as stated in this Agreement and authorized in writing. Nothing in this Section shall prohibit authorized representatives of the City and Agency from agreeing in writing to the assignment of specific costs borne of unforeseen circumstances during the Event Period. For purposes of this Section, official electronic messaging will suffice for "in writing" only by the Commanding Officer or their designee.
- 4.13 Use of Digital, Video and/or Recording Devices. Agency agrees that none of its employees shall record and/or post electronically to any social network or otherwise in any fashion distribute any information or data related to the Event. City agrees to share information and data including video footage with Agency of the Event for training purposes at the discretion of City upon receiving a written request from the Agency.
- 4.14 The Agency acknowledges that this Agreement will be funded in whole or in part by a federal grant (the "Federal Grant"). The Agency agrees to comply with the federal grant terms stated in this Agreement, including but not limited to Exhibit C (the "Federal Grant Terms"). In the event that grant funding is lost due to the Agency's failure to deliver in compliance with the Federal Grant Terms, the Agency shall be liable for the total amount of grant funds lost, in addition to damages available elsewhere in this Agreement.
- 4.15 Employment Taxes and Employee Benefits. The Agency represents and warrants that the employees provided by the Agency to perform the Services are actual employees of the Agency, and that the Agency shall be responsible for providing all salary and other applicable benefits to each Agency employee. The Agency further represents, warrants and covenants that, with the exception of the insurance coverage referenced in Sections 6.1 and 6.2 below, it will pay all withholding tax, social security, Medicare, unemployment tax, workers' compensation and other payments and deductions that are required by law for each Agency employee. The Agency agrees that the Agency employees are not employees of the City.

**5. CITY RESPONSIBILITIES.** In addition to providing law enforcement planning for the Event Period, City agrees to the following:

- 5.1 Event Training. City agrees that it will provide Event training for participating Agency LEOs, including Event Preparatory Materials on or about July 1, 2020.
- 5.2 Lodging and Food. City will provide lodging and food for Agency LEOs performing services under this Agreement. The CMPD shall provide lodging and food location assignments to Agency LEOs in writing prior to the Event Period. This shall include a standard *per diem* for each LEO for one day's travel to, and one day's travel from, the City or portion thereof.
- 5.3 Reimbursement of Expenses. City shall cover personnel and transportation expenses of LEOs providing services during the Event Period.

**6. INSURANCE.**

- 6.1 Law Enforcement Liability. The City will procure a law enforcement liability insurance policy with a coverage limit of at least fifty million dollars (\$50,000,000) insuring Agency, as well as all other assisting law enforcement agencies, and all participating LEOs in their individual capacities while acting within the scope of their employment (defined as "performing security work as assigned by the CMPD during the Event Period"), against job-related liability claims including torts and constitutional allegations unless the assisting Agency or LEO acted in bad faith or with malicious purpose or in a manner exhibiting willful and wanton disregard of human rights, safety or property. The coverage will be primary and each agency and its officers will be named as additional insureds by endorsement. Legal defense of all claims and all claims processing will be provided by the City or by the insurer. The City shall have the exclusive right to negotiate and settle claims within policy or retention limits. Agency agrees to cooperate fully in the processing of liability claims to include, without limitation, forwarding to the City or otherwise providing effective notice of events foreseeably resulting in a claim, providing documents or other potential evidence and ensuring the availability of employees for deposition and trial.

- 6.2 Workers' Compensation. The Parties understand that the Charlotte Host 2020 Committee has procured Workers' Compensation insurance coverage for injury, illness or death of Agency personnel during the Event Period. It is understood that the policy excludes employees from California, New Hampshire, Maine, Ohio, Washington, North Dakota, and Wyoming. The Parties understand that each claim will be evaluated by the insurer to determine whether the injury, illness or death is compensable pursuant to the terms of the policy.

- 6.3 Specific Coverage Automobile and Equipment. Each Party will, at all times, be legally self-insured or maintain auto insurance, equipment, and/or property insurance for its own automobiles, equipment or other property used during its performance of Event Period services. The Agency agrees that City is not responsible for any loss or damage to automobiles, equipment or other property used during the Event Period.

**7. PAYMENT TERMS.**

- 7.1 Payment Cap. The City agrees to reimburse the Agency for the Services at the rates set forth in Exhibit A, which amounts shall not exceed fifty-one thousand five hundred ninety-two dollars and forty-nine cents (\$51,592.49) (the "Payment Cap"). The Payment Cap constitutes the maximum total fees and charges payable to the Agency under this Agreement including expenses and will not be increased except by a written instrument duly executed by both parties. Except as provided for in Exhibit A, the Agency shall not be entitled to charge the City for any travel, mileage, meals, materials or other costs or expenses associated with this Agreement. Agency will comply with reimbursement processes stated in Exhibit B.
- 7.2 Necessary Costs. Agency shall only be paid for the necessary costs of participating during the Event Period as described herein.

- 8. TERM OF AGREEMENT.** Unless otherwise terminated by either Party as set forth in Section 12, the term of the Agreement shall commence as of the Effective Date first written above and terminate upon the completion of all obligations under this Agreement inclusive of participation in criminal and/or civil trials or claims unless terminated earlier as set forth herein.

9. STATUS OF AGENCY AS INDEPENDENT CONTRACTOR; RULES OF CONDUCT.

9.1 Independent Contractor: Agency to be Fully Responsible. This Agreement is not intended to and will not constitute, create, give rise to, or otherwise recognize a joint venture, partnership, corporation or other formal business association or organization of any kind between the Parties. Moreover, the rights and the obligations of the Parties under this Agreement will be only those expressly set forth in this Agreement. Agency will perform under this Agreement as an independent contractor to the City and not as a representative, employee, agent, or partner of the City. Except to the extent covered by the insurance policies covering the City under Section 6 of this Agreement and the "not to exceed" compensation amount stated herein, Agency acknowledges and affirms that unless specifically provided for by this Agreement, Agency remains fully responsible for any and all obligations as the employer of its LEOs assigned to the Event Period except as specifically provided by this Agreement.

9.2 Discipline / Internal Investigation / Criminal. The City shall refer disciplinary matters involving LEOs employed by outside agencies to that Agency. The City and Agency agree to fully cooperate in any internal or criminal investigation involving each Party's LEOs to the extent permissible by law or by that Agency's collective bargaining agreements if applicable. Nothing in this section prevents the City from conducting its own independent investigation and making its own findings.

10. MUTUAL RESPONSIBILITY; NO WAIVER OF IMMUNITIES.

10.1 Each Party to be Responsible. Each Party agrees that it will be responsible for its own acts and/or omissions and those of its officials, employees, representative and agents in carrying out the terms of this Agreement and the results thereof to the extent authorized by law and shall not be responsible for the acts and/or omissions of the other Party and the results thereof. Notwithstanding the foregoing, nothing contained in this Section shall waive, nor shall it be construed to waive any rights and benefits either party has with regard to its status under the insurance coverage described herein.

10.2 No Waiver of Defense or Immunity. It is understood and agreed that each Party's liability may be limited by the provisions or other immunity law applicable to the Agency. Parties understand and agree that each Party has not waived the rights, immunities and protections provided by law. Nothing contained in this Agreement shall waive or amend, nor shall be construed to waive or amend any defense or immunity that either Party, their respective officials and employees, may have this Agreement or any other common-law immunity or limitation of liability, all of which are hereby reserved by the Parties hereto.

11. RECORDS AND DISSEMINATION OF INFORMATION.

11.1 Agency to Comply. The Agency shall comply with all applicable local, state or federal laws and requirements pertaining to maintenance and disclosure of personnel, criminal justice, medical or health records or data including those methods and procedures as set forth as privileged by the Secret Service or other governmental entity. Such records or data may be in hard copy, printed, digital or electronic format.

11.1.1 If the Agency has custody of a record provided by the City which contains specialized details of security arrangements or investigations, the Agency shall refer any request to inspect that record to the City which shall review the material to determine whether it is privileged under law.

11.1.2 Agency agrees to treat as confidential all information associated with or generated as a result of the work performed under this Agreement or related to the Event or the Event Period in any way ("Event Information").

11.1.3 Agency will provide prior notice to City of any request for and/or release, transmission, or other disclosure of Event Information (as defined in the previous paragraph), and will provide City the opportunity to review and object to any such disclosure.

11.2 City Access to Records. The Agency agrees that any duly authorized representative of the City, including the City Auditor or other financial representative, or a federal grant auditor, will have access to, and the right to, examine any directly pertinent books, documents, paper, records and data of the Agency, involving transactions related to this Agreement until the expiration of seven (7) years after the termination of this Agreement.

11.3 Agency to Provide Records. In the event of the need for personnel or other records in criminal and/or civil proceedings, the Agency agrees to provide such records as requested. In the event any records are privileged under law, City will be responsible for obtaining any applicable protective order.

12. TERMINATION RIGHTS OF PARTIES.

12.1 By the City. The City may terminate this Agreement at any time without penalty. In addition to the foregoing termination rights, the City may terminate this Agreement without penalty based on the failure of the Agency to comply with or perform any material term, condition or obligation contained in this Agreement and Agency's failure to cure such default within seven (7) calendar days after the City provides Agency with notice of such failure.

12.2 By the Agency. The Agency may terminate this Agreement without penalty based on the failure of the City to comply with or perform any material term, condition or obligation contained in this Agreement and City's failure to cure such default within seven (7) calendar days after the Agency provides City with notice of such failure.

12.3 Act in Good Faith. Both the City and the Agency shall act in good faith to provide as much advance written notice of termination under this Section to the other Party that is reasonable under the circumstances.

12.4 City Payment for Services. In the event of termination by either Party, the City will pay Agency only for those services authorized hereunder and actually, timely and faithfully rendered up to the receipt of the notice of termination and thereafter until the date of termination. Neither the City nor the Agency shall be entitled to the recovery of any penalties, consequential damages or attorneys' fees related in event of termination hereunder.

13. REMEDIES.

13.1 Right to Withhold Payment. In the event the Agency fails to comply with any terms or conditions of this Agreement or fails to provide in any manner the work or services as agreed to herein, the City reserves the right to withhold any available payment until the City is satisfied that: terms and conditions of this agreement have been met or that corrective action has been taken to the satisfaction of the City; or that the work or services in question was in fact provided pursuant to this agreement. This right is in addition to and not in lieu of the City's right of termination as provided in this Agreement.

13.2 Other Remedies. Upon breach of this Agreement, each party may seek all legal and equitable remedies to which it is entitled. The remedies set forth herein shall be deemed cumulative and not exclusive and may be exercised successively or concurrently, in addition to any other available remedy.

14. GOVERNING LAW AND VENUE. Each and every term, condition, or covenant herein is subject to and shall be construed in accordance with North Carolina law and any applicable federal law. Any action arising from this Agreement shall be brought and maintained in a state or federal court located in Mecklenburg County, North Carolina, which shall have exclusive jurisdiction of such action. No legal or equitable rights of the Parties shall be limited by this Section.

15. NOTICE. Notices concerning the termination of this Agreement, alleged or actual violations of the terms or conditions of this Agreement, and other notices that may or should be given to either party under this Agreement will be made to each party as follows:

For the Agency:

Mr. E. L. Johnson

704 866-3294 (O)

Alch C. J. Roselle

704 866-3374 (O)

Chief Joseph A. Ramey

704 866-3321 office

Agency Financial Officer

Carol Page - Admin Asst.

704 866-3321 office

Grand Duke - Finance

704 866-3338 office

For the City:

Ebony Jones

Charlotte-Mecklenburg Police Department

Fiscal Affairs

601 East Trade Street

Charlotte, NC 28202

PHONE: 704-432-2485

E-MAIL: sjones2@cmpd.org

With Copy To (City):

Patrick Baker

City of Charlotte

City Attorney's Office

600 East 4th Street

Charlotte, NC 28202

PHONE: 704-336-2451

E-MAIL: Patrick.Baker@ci.charlotte.nc.us

With Copy To (Agency):

Chief Ramey

Carl Page

PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

Notice shall be effective upon the date of receipt by the intended recipient; provided that any notice, which is sent by telefax or electronic mail, shall also be simultaneously sent by mail deposited with the U.S. Postal Service or by overnight courier. Each party may change its address for notification purposes by giving the other party written notice of the new address and the date upon which it shall become effective.

16. LEGAL AUTHORITY.

16.1 Possession of Legal Authority. Each Party represents that it possesses the legal authority, pursuant to proper, appropriate statute, ordinance, official motion, resolution or action passed or taken or required, to enter into this Agreement.

16.2 Authorization for Person Signing. The person or persons signing and executing this Agreement on behalf of each Party hereby represents and guarantees that he/she or they have been fully authorized by such Party to execute this Agreement on behalf of the Party and to validly and legally bind the Party to all the terms, conditions, performances and provisions herein.

16.3 Dispute as to Authority. The City shall have the right, at its option, to either temporarily suspend or permanently terminate this Agreement, if there is a dispute as to the legal authority of either the Agency or the person signing the Agreement on behalf of such Agency.

17. ADDITIONAL PROVISIONS.

17.1 Further Assurances. The Parties shall perform such acts, execute and deliver such instruments and documents, and do all such other things as may be reasonably necessary to accomplish the transactions contemplated in this Agreement.

17.2 No Waiver. Acceptance of partial performance or continued performances after breach shall not be construed to be a waiver of any such breach.

17.3 Assignment and Subcontracting. Neither Party is obligated or liable under this Agreement to any Party other than the other Party to the Agreement. Each Party understands and agrees that it shall not assign or subcontract with respect to any of its rights, benefits or duties under this Agreement except upon prior written consent and approval of the other Party and in the event any other such assignment or subcontracting shall occur, such action shall not be construed to create any contractual relationship between the Parties and such assignee or subcontractor, and each Party herein named shall remain fully responsible to the other Party according to the terms of this Agreement.

17.4 No Third-Party Beneficiary. It is expressly understood and agreed that enforcement of the terms and conditions of this Agreement, and all rights of action relating to such enforcement, shall be strictly reserved to the Parties to the Agreement, and nothing contained in this Agreement shall give or allow any such claim or right of action by any other or third person or entity on such Agreement, including but not limited to members of the general public. It is the express intention

of the Parties that any person or entity, other than the Parties to this Agreement, receiving services or benefits under this Agreement shall be deemed to be an incidental beneficiary only.

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement as of the day and year first above written.

17.5 Paragraph Headings. The captions and headings set forth in this Agreement are for convenience of reference only, and shall not be construed as defining or limiting the terms and provisions in this Agreement.

17.6 Severability. If any provision of this Agreement, or the application thereof, to any person, place or circumstance, is held by a court of competent jurisdiction to be invalid, unenforceable or void, the remainder of this Agreement and such provisions as applied to other persons, places and circumstances will remain in full force and effect only if, after excluding the portion deemed to be unenforceable, the remaining terms will provide for the consummation of the transactions contemplated hereby in substantially the same manner as originally set forth herein. In such event, the Parties will negotiate, in good faith, a substitute, valid and enforceable provision or agreement which most nearly affects the Parties' intent in entering into this Agreement.

17.7 Agreement as Complete Integration - Amendments. This Agreement is the complete integration of all understandings between the Parties as to the subject matter. No addition, deletion, or other amendment hereto shall have any force or effect unless in writing properly executed by the Parties. Amendments to this Agreement will become effective when approved by the City and executed in the same manner as this Agreement.

17.8 Survival of Certain Provisions. The terms of the Agreement and any exhibits and attachments that by reasonable implications contemplate continued performance, rights or compliance beyond expiration or termination of the Agreement survive the Agreement and will continue to be enforceable.

17.9 Counterparts. This Agreement may be executed in two (2) or more counterparts, each of which will be deemed to be an original.

[Space intentionally left blank/signature page follows]

Gaston County Police Department  
BY: Joseph Ramey  
(signature)  
PRINT NAME: Joseph Ramey  
TITLE: Chief  
DATE: 4-13-2020

CITY OF CHARLOTTE:

BY: \_\_\_\_\_  
(signature)  
PRINT NAME: \_\_\_\_\_  
TITLE: \_\_\_\_\_  
DATE: \_\_\_\_\_

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

BY: \_\_\_\_\_ DATE: \_\_\_\_\_

**EXHIBIT A  
APPROVED COSTS, MAXIMUM CONTRACT REIMBURSEMENT  
AND REIMBURSEMENT TABLE**

This Exhibit is attached and incorporated into the TEMPORARY INTERGOVERNMENTAL AGREEMENT FOR LAW ENFORCEMENT SERVICES IN PREPARATION FOR, DURING, AND AFTER THE 2020 REPUBLICAN NATIONAL CONVENTION (the "Agreement") between the City of Charlotte ("City") and Gaston County Police Department ("Agency"). Capitalized terms not defined in this Exhibit shall have the meanings assigned to such terms in the Agreement.

**Event Services and Resources:** Reimbursement will be paid for law enforcement services during the event period as outlined in this Agreement. This includes, but is not limited to, crowd management, security at venues and events, traffic control, supervisory oversight and related law enforcement functions that support the safety and security of the RNC.

**Personnel Costs:** The maximum allowable reimbursement will be calculated according to the Reimbursement Table below as detailed by regular and overtime hours, and fringe benefits. The Agency certifies that grant funds received pursuant to this Agreement will not be used to supplant local and/or state funds. Reimbursement will be made to the Agency for salary costs for all hours assigned and worked by their personnel as RNC security under this Agreement. "Salary costs" include straight time or overtime at the actual hourly rate of the officer/employee assigned.

**RNC Sworn Personnel:** Each full-time equivalent (FTE) uniform officer committed to this Agreement for the duration of the Event Period shall be present at the assigned duty location fully equipped. Fully equipped is defined as in full uniform, hat, foot wear, headgear, duty belt and accessories, firearm, magazine(s), ammunition, radio and communication accessories, personal O.C. spray, and personal protective equipment (PPE) (see Approved Equipment List below).

**RNC Civilian Personnel:** Reimbursement will apply to civilian staff necessary for providing support to law enforcement officers assigned to the Event. All civilian personnel must be authorized by the CMPD Major of RNC Operations, or designee, prior to the Agreement being executed.

**Equipment and Vehicle Usage:** The Agency will be reimbursed for vehicles used in direct support of the RNC Operations Plan. This will not include transportation to and from an assigned check-in location or duty assignment at the beginning of a shift. All vehicles and equipment must be pre-approved by the CMPD Major of RNC Operations, or designee, prior to the Agreement being executed.

**Reimbursement Table:**

| PERSONNEL COSTS        |                                         |
|------------------------|-----------------------------------------|
| <b>SALARY</b>          | <b>Number of Personnel</b>              |
|                        | <b>14</b>                               |
|                        | <b>Total Regular Hours</b>              |
|                        | <b>784</b>                              |
|                        | <b>Total Overtime Hours</b>             |
|                        | <b>392</b>                              |
|                        | <b>Total Regular Cost</b>               |
|                        | <b>\$19,487.66</b>                      |
|                        | <b>Total Overtime Cost</b>              |
|                        | <b>\$14,615.75</b>                      |
|                        | <b>TOTAL REGULAR AND OVERTIME COSTS</b> |
|                        | <b>\$34,103.41</b>                      |
| <b>FRINGE BENEFITS</b> | <b>Pension Rate</b>                     |
|                        | <b>15.90%</b>                           |
|                        | <b>FICA Rate</b>                        |
|                        | <b>6.2%</b>                             |

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|                                  |                     |                    |
|----------------------------------|---------------------|--------------------|
|                                  | Medicare Rate       | 1.45%              |
|                                  | Other Benefits Rate | 8.00%              |
|                                  | <b>TOTAL FRINGE</b> | <b>\$10,759.63</b> |
| <b>TOTAL Salary and Benefits</b> |                     | <b>\$44,863.04</b> |
| <b>15% Contingency</b>           |                     | <b>\$6,729.46</b>  |

| VEHICLE COSTS (Event Operations Use) |              |                    |                            |
|--------------------------------------|--------------|--------------------|----------------------------|
| Vehicle Type                         | Mileage Rate | Number of Vehicles | Total Number of Roundtrips |
| Motorcycle                           | \$0.545      | 0                  | 0                          |
| Private/Personal Vehicle             | \$0.575      | 0                  | 0                          |
| Government-owned Vehicle             | \$0.17       | 0                  | 0                          |
| <b>Vehicle Totals</b>                |              |                    | <b>0</b>                   |

**Maximum Labor Amount:**

- Maximum Labor is calculated at the maximum hourly rate listed x FTE Commitment x twelve (12) hour shifts x seven (7) days.
- Contingency column is calculated at 15 percent (15%) of the maximum labor, planning, training, contingency, and vehicle costs.

**Approved Equipment List:**

- Class A or Class B Uniform with hat \*
- Badge
- Name Plate
- Service Weapon
- Ammunition
- Handcuffs
- Bullet proof vest
- Traffic Vest
- Gas Mask
- Radio
- Flashlight
- Personal OC Spray

\*This is your official Agency-issued uniform, hat and shoes/boots. Long or short sleeve shirts are acceptable, but no BDU-type uniforms unless otherwise authorized by a CMPD Planning Unit Commander. Each officer must also wear an identifiable name badge while performing official RNC duties for the duration of the event.

**Prohibited Equipment:**

- Tasers
- Any less than lethal munitions
- Riot Control Agents (personal O.C. spray is allowed)
- Body-worn Cameras/Recording equipment\*

\*CMPD will record officer/citizen interactions through various recording capabilities to include CMPD Liaison Officers equipped with body-worn cameras assigned to external agencies.

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## EXHIBIT B FISCAL ADMINISTRATION REQUIREMENTS

This Exhibit is attached and incorporated into the TEMPORARY INTERGOVERNMENTAL AGREEMENT FOR LAW ENFORCEMENT SERVICES IN PREPARATION FOR, DURING, AND AFTER THE 2020 REPUBLICAN NATIONAL CONVENTION (the "Agreement") between the City of Charlotte ("City") and Gaston County Police Department ("Agency"). Capitalized terms not defined in this Exhibit shall have the meanings assigned to such terms in the Agreement.

### **Basic Requirements:**

**Security Work Requirement:** Reimbursement will be provided only for activities and costs directly incurred for approved security work, approved administrative support work, or core services as defined in this Agreement in preparation or training for or during the RNC.

**Approval Process:** All sections shall be completed on the required forms and contain written certification by the Agency Financial Officer noted in Section 15 of the Agreement. Reimbursement requests shall be sent to the CMPD Major of RNC Operations, or designee, of the City.

**Travel Reimbursement Process:** All travel-related expenses must be pre-approved by the CMPD Major of RNC Operations, or designee, and submitted on the proper reimbursement form.

### **Records and Reimbursement form requirements:**

**Reimbursement Form:** The form for requesting reimbursement for RNC security work and reimbursement for travel costs is attached and incorporated herein as Appendix A. The City may modify and update this required form as it reasonably determines necessary, in order to meet its internal or external auditing needs or the requirements of the City, CMPD and/or Federal Grant.

**Agency Required Documentation for Personnel Costs:** The Agency will be required to maintain individual payroll records as supporting documentation for reimbursement requests submitted to the City. These records may be in hard copy or electronic time and effort systems and must back up any and all payroll costs incurred and billed. Records must include staff name, date, assignment and time worked in support of the RNC.

**Submission of Reimbursement Requests:** The Agency may submit requests on a monthly basis or in accordance with the following calendar:

| Activity/Cost Time Period              | Deadline for Submission |
|----------------------------------------|-------------------------|
| Costs for the period 10/1/19 – 6/31/20 | 07/15/2020              |
| Costs for period 7/1/20 – 8/1/20       | 08/15/2020              |
| Costs for period 8/1/20 – 8/30/20      | 10/09/2020              |

In no event will the Agency be allowed to submit a reimbursement request past the time allowable under the Federal Grant.

**Reimbursement Form(s) Adequacy:** The Agency must submit a completed form, including proper signatures verifying and certifying the accuracy of the request for reimbursement. If forms are incomplete, lack appropriate documentation, or if requests for are submitted on an unauthorized form, the CMPD Major of RNC Operations, or designee, may in his/her reasonable judgment reject the request. The CMPD Major of RNC Operations, or designee, will communicate the reason for the rejection in writing. The Agency will have ten (10) days to correct the error and resubmit the claim.

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**Reimbursement Form Process:** The CMPD Major of RNC Operations, or designee, shall review and approve each request for payment. Once the approval is obtained, the request will be forwarded to the CMPD Fiscal Affairs Division for processing.

**Supporting Documentation Record Retention Requirements:** All supporting records, including time sheets, activity logs, and equipment invoices, must be retained by the Agency for seven (7) years after the end of the Federal Grant period.

### **Additional Financial Information:**

The City, subject to the terms of this Agreement, will reimburse Agency for personnel costs at the applicable hourly rate(s) stated in Exhibit A, for hours worked in planning for, training and during the RNC on security for the RNC. Training must be pre-approved by the CMPD Major of RNC Operations. Time will be rounded to the nearest quarter (¼) hour (rounding up to the next fifteen (15) minutes for seven minutes of work or more and down for anything less than seven (7) minutes).

In addition to any requirements contained in this Agreement, all records must be maintained for future Federal Grant audits, and the Agency will be fiscally responsible for the result of any Agency error in connection with such audit.

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# **EXHIBIT C** **FEDERAL CONTRACT TERMS AND CONDITIONS**

This Exhibit is attached and incorporated into the TEMPORARY INTERGOVERNMENTAL AGREEMENT FOR LAW ENFORCEMENT SERVICES IN PREPARATION FOR, DURING, AND AFTER THE 2020 REPUBLICAN NATIONAL CONVENTION (the "Agreement") between the City of Charlotte and Gaston County Police Department ("Agency"). Capitalized terms not defined in this Exhibit shall have the meanings assigned to such terms in the Agreement. In the event of a conflict between this Exhibit and the terms of the main body of the Agreement or any other exhibit or appendix, the terms of this Exhibit shall govern.

1. **Debarment and Suspension.** The Agency represents and warrants that, as of the Effective Date of the Agreement, neither the Agency nor any subcontractor or subconsultant performing work under this Agreement (at any tier) is included on the federally debarred bidder's list listed on the government wide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), "Debarment and Suspension." If at any point during the Agreement term the Agency or any subcontractor or subconsultant performing work at any tier is included on the federally debarred bidder's list, the Agency shall notify the City immediately.
2. **Record Retention.** The Agency certifies that it will comply with the record retention requirements detailed in 2 CFR § 200.333. The Agency further certifies that it will retain all records as required by 2 CFR § 200.333 for a period of three years after it receives City notice that the City has submitted final expenditure reports or quarterly or annual financial reports, as applicable, and all other pending matters are closed.
3. **Procurement of Recovered Materials.** The Agency represents and warrants that in its performance under the Agreement, the Agency shall comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR Part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.
4. **Clean Air Act and Federal Water Pollution Control Act.** The Agency agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).
5. **Energy Efficiency.** The Agency certifies that the Agency will be in compliance with mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (Pub. L. 94-163, 89 Stat. 871).
6. **Byrd Anti-Lobbying Amendment (31 U.S.C. 1352).** The Agency certifies that:
  - a. No federal appropriated funds have been paid or will be paid, by or on behalf of the Agency, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

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- b. If any funds other than federal appropriated funds have been paid or will be paid to any person for making lobbying contacts to an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the Agency shall complete and submit Standard Form-113, "Disclosure Form to Report Lobbying," in accordance with its instructions (as amended by "Government wide Guidance for New Restrictions on Lobbying," 61 Fed. Reg. 1413 ([1/19/96])).
  - c. The Agency shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.
7. **Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708).** If the Agreement is in excess of \$100,000 and involves the employment of mechanics or laborers, the Agency must comply with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the Act, the Agency is required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or purchases of transportation or transmission of intelligence.
8. **Right to Inventions.** If the federal award is a "funding agreement" under 37 CFR 401.2 and the City wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment of performance or experimental, developmental or research work thereunder, the City must comply with 37 CFR Part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Contracts," and any implementing regulations issued by the awarding agency.
9. **DHS Seal, Logo, and Flags.** The Agency shall not use the Department of Homeland Security ("DHS") seal(s), logos, crests, or reproductions of flags or likenesses of DHS agency officials without specific FEMA pre-approval.
10. The Federal Government is not a party to this Agreement and is not subject to any obligations or liabilities to the City, Agency, or any other party pertaining to any matter resulting from the Agreement.

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# **CERTIFICATION REGARDING DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS**

The Agency certifies to the best of its knowledge and belief that neither it nor any of its officers, directors, or managers who will be working under this Agreement (collectively, "Principals"):

1. Are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal or state department or agency in the United States;
2. Have within a three year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) transaction or contract under a public transaction; violation of federal or state anti-trust or procurement statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
3. Are presently indicted for or otherwise criminally or civilly charged by a government entity (federal, state or local) with commission of any of the offenses listed in paragraph 2 of this certification; and
4. Have within a three-year period preceding this application/proposal had one or more public transactions (federal, state or local) terminated for cause or default.

I understand that a false statement on this certification may be grounds for rejection of this proposal or termination of the award or in some instances, criminal prosecution.

Joseph Ramey  
 Signature of Authorized Representative  
 (Print Name)  
Joseph Ramey  
 (Title)  
Chief of Police  
 Date  
4-30-2020

I am unable to certify to one or more the above statements. Attached is my explanation.

\_\_\_\_\_  
 Signature of Authorized Representative (Prime Contractor)  
 (Print Name)  
 \_\_\_\_\_  
 (Title)  
 \_\_\_\_\_  
 Date

# **BYRD ANTI-LOBBYING CERTIFICATION**

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.
2. If any funds other than federal appropriated funds have been paid or will be paid to any person for making lobbying contacts to an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form--LL, "Disclosure Form to Report Lobbying," in accordance with its instructions [as amended by "Government wide Guidance for New Restrictions on Lobbying," 61 Fed. Reg. 1413 (1/19/96)].
3. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including all subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction by 31, U.S.C. § 1352 (as amended by the Lobbying Disclosure Act of 1995). Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Gaston County Police Department (the "Agency") certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Agency understands and agrees that the provisions of 31 U.S.C. § 3801, *et seq.*, apply to this certification and disclosure, if any.

Joseph Ramey  
 Signature of Representative  
Joseph Ramey  
 Printed Name of Representative  
 Date: 4-30-2020  
 Agency Name: Gaston County Police  
 Address: 420 West Franklin Blvd.  
 City/State/Zip: Gastonia, NC 28053-1578

[illegible]



# Gaston County

Gaston County  
Board of Commissioners  
[www.gastongov.com](http://www.gastongov.com)

## Police Department

### Board Action

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**File #:** 20-145

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Commissioner Worley - Police Department/Sheriff's Office - Proclamation - To Proclaim May 10 - 16, 2020 as Law Enforcement Week and May 15, 2020 as Peace Officer's Memorial Day in Gaston County

#### **STAFF CONTACT**

Chief J. D. Ramey - Gaston County Police Department - 704-866-3321  
Sheriff A. Cloninger - Gaston County Sheriff's Office - 704-869-6860

#### **BACKGROUND**

In 1962, President Kennedy proclaimed May 15 as National Peace Officers Memorial Day and the calendar week in which May 15 falls, as National Police Week. Established by a joint resolution of Congress in 1962, National Police Week pays special recognition to those law enforcement officers who have lost their lives in the line of duty for the safety and protection of others.

#### **ATTACHMENTS**

Proclamation



WHEREAS, it is important for the people of Gaston County and its municipalities to know and understand the problems, duties, and responsibilities of our law enforcement officers and agencies. We applaud the members of those agencies for recognizing their duty to serve the people by safeguarding life and property, by protecting people against violence and disorder, and by protecting the innocent against deception and the weak against oppression or intimidation; and,

WHEREAS, our nation, more than ever, depends upon local law enforcement as our first line of defense. The men and women of these agencies give of themselves day in and day out to preserve our homeland security; and,

WHEREAS, in 2019, 128 peace officers across the nation and 2 from North Carolina alone were killed in the line of duty; and,

WHEREAS, the members of law enforcement agencies of Gaston County and its municipalities play a vital role in safeguarding the rights and freedom of our local citizens.

NOW, THEREFORE, BE IT RESOLVED that the Gaston County Board of Commissioners proclaims May 10 – 16, 2020 as **Law Enforcement Week** in Gaston County and May 15, 2020 as

### ***PEACE OFFICER'S MEMORIAL DAY***

and join law enforcement officers nationwide in honoring their fallen comrades and urge Gaston County citizens to commemorate law enforcement officers, past and present.

BE IT FURTHER RESOLVED that the citizens of Gaston County recognize and appreciate the contributions made by their local law enforcement officers for handling the difficult situations they encounter on a daily basis.

\_\_\_\_\_  
Tracy L. Philbeck, Chairman

\_\_\_\_\_  
Chad Brown

\_\_\_\_\_  
Bob Hovis

\_\_\_\_\_  
Jack B. Brown, Vice-Chairman

\_\_\_\_\_  
Tom Keigher

\_\_\_\_\_  
Allen R. Fraley

\_\_\_\_\_  
Ronald E. Worley

To be Adopted the 26<sup>th</sup> Day of May 2020



# Gaston County

Gaston County  
Board of Commissioners  
[www.gastongov.com](http://www.gastongov.com)

## Public Works

## Board Action

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**File #:** 20-225

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Commissioner Chad Brown - Public Works - To Award a Construction Contract to Tarpon Construction, Inc. for Pavement Repairs at the Gaston County DHHS (Social Services Division) at a Cost Not to Exceed \$291,213.45, and Authorize the County Manager to Execute Any Necessary Contract Documents **(FY20 Funds)**

### **STAFF CONTACT**

Ray Maxwell, P.E. - Public Works - 704-862-7504

### **BUDGET IMPACT**

Construction / Repair - \$291,213.45

### **BUDGET ORDINANCE IMPACT**

N/A

### **BACKGROUND**

The Gaston County Board of Commissioners approved additional funding in the FY19-20 Budget to complete pavement repairs at various County facilities. Due to age and continued usage of these parking lots/drives, the pavement has deteriorated resulting in pavement failures that continue to worsen. Robinson & Sawyer, Inc. designed pavement repairs and prepared bidding documents for public bidding purposes. The project was publicly advertised on April 12, 2020 and the bid opening was April 30, 2020 with the following bid results received:

(Continued on Page 2)

Commissioner Chad Brown - Public Works - To Award a Construction Contract to Tarpon Construction, Inc. for Pavement Repairs at the Gaston County DHHS (Social Services Division) at a Cost Not to Exceed \$291,213.45, and Authorize the County Manager to Execute Any Necessary Contract Documents (FY20 Funds)

Page 2

|                                                     |              |
|-----------------------------------------------------|--------------|
| Tarpon Construction, Inc., Gastonia, NC             | \$291,213.45 |
| Quinn Sales, Inc., Gastonia, NC                     | \$312,385.84 |
| Trull Contracting, Inc., Midland, NC                | \$338,034.95 |
| J.T. Russell & Sons, Inc., Conover, NC              | \$371,561.19 |
| Blythe Brothers Asphalt Company, LLC, Charlotte, NC | \$454,906.49 |

Based on the bids received, this Board Action deems Tarpon Construction, Inc. as the contractor submitting the lowest responsive, responsible bid. Approval of this Board Action formally selects Tarpon Construction, Inc. to perform the repair work associated with the project, directs the County Attorney to draft all necessary contract documents, and authorizes the County Manager or her designee to execute said documents for an amount not to exceed \$291,213.45.

#### **POLICY IMPACT**

N/A

#### **ATTACHMENTS**

Bid Award Recommendation Letter



**ROBINSON &  
SAWYER, INC.**

CIVIL ENGINEERING CONSULTING AND DESIGN



EST. 1962

707 E. SECOND AVE. ■ GASTONIA, NORTH CAROLINA 28054 ■ PHONE: 704-864-2201 ■ FAX: 704-864-2276

April 30, 2020

via e-mail: [ray.maxwell@gastongov.com](mailto:ray.maxwell@gastongov.com)

Mr. Ray Maxwell, PE  
Public Works Director  
Gaston County  
PO Box 1578  
Gastonia, NC 28053

***RE: Gaston County DSS Pavement Rehabilitation Phase II***

Mr. Maxwell:

Based on a thorough review of the Bids received on April 30, 2020 for the subject project, we recommend a contract be awarded to the low bidder, Tarpon Construction, Inc. in the amount of two hundred ninety-one thousand, two hundred thirteen dollars and forty-five cents (\$291,213.45).

We have attached a bid tabulation and a Notice of Award. Please sign the Notice of Award and return it to us and we will forward it to the Contractor. Should you have any questions or comments, please do not hesitate to call me.

Sincerely,

***Robinson & Sawyer, Inc.***

Donald D. Smith, PE  
President



# Gaston County

Gaston County  
Board of Commissioners  
[www.gastongov.com](http://www.gastongov.com)

## Public Works

## Board Action

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**File #:** 20-241

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Commissioner Philbeck - Public Works - To Award a Construction Contract to T.C. Strickland Construction for ADA Improvements at the Dallas Branch Library Not to Exceed \$203,000.00, and Authorize the County Manager to Execute Any Necessary Contract Documents **(FY20 Funds)**

### **STAFF CONTACT**

Ray Maxwell, PE - Public Works - 704-862-7504

### **BUDGET IMPACT**

ADA Improvements - \$203,000.00

### **BUDGET ORDINANCE IMPACT**

N/A

### **BACKGROUND**

The Gaston County Board of Commissioners approved funding in the FY 19-20 budget to complete ADA improvements at various County facilities. Due to age and continued usage of these facilities, the building and surrounding parking lots/landscaping are in disrepair and do not meet current accessibility requirements. Tindale Oliver previously conducted an in-depth study of various County Facilities and provided ADA remediation recommendations to Gaston County. Based on the results of that study, Boomerang Design, designed the needed repairs at the Dallas Branch Library and prepared bidding documents for public bidding purposes. The project was publicly advertised on March 29, 2020 and a bid opening was held April 30, 2020 with the following results:

(Continued on Page 2)

Commissioner Philbeck - Public Works - To Award a Construction Contract to T.C. Strickland Construction for ADA Improvements at the Dallas Branch Library Not to Exceed \$203,000.00, and Authorize the County Manager to Execute Any Necessary Contract Documents (FY20 Funds)

Page 2

|                               |           |
|-------------------------------|-----------|
| T. C. Strickland Construction | \$203,000 |
| Pinnix, Inc.                  | \$220,040 |
| Fairwood Construction, LLC    | \$228,265 |
| Shiel Sexton Company, Inc.    | \$233,000 |
| Garanco, Inc.                 | \$238,900 |
| Encompass Building Group      | \$255,000 |
| TEC Electric, LLC             | \$259,500 |
| Catalyst Construction         | \$273,730 |

Based on the bids received, this Board Action deems T.C. Strickland Construction as the contractor submitting the lowest responsible, responsive bid. Approval of this Board Action formally selects T.C. Strickland Construction to perform the repair work associated with the project, directs the County Attorney to draft all necessary contract documents, and authorizes the County Manager or her designee to execute said documents for an amount not to exceed \$203,000.00.

### **POLICY IMPACT**

N/A

### **ATTACHMENTS**

Bid Award Recommendation Letter

May 5, 2020

Mr. Ray Maxwell  
Gaston County Public Work  
325 Dr. Martin Luther King Way  
Gastonia, NC 28052

RE: Recommendation to Award: Dallas Branch Library Renovations

Proj. No: 1927-10 File No: B-8.1

Dear Ray:

Bids for the Dallas Branch Library were opened and read aloud on April 30, 2020. The lowest responsible bidder for this work is T. C. Strickland Construction Company, Inc. This recommendation is based upon the following:

1. This firm submitted the lowest responsible bid.
2. This firm's license is in good standing with the State of North Carolina.
3. The subcontractor's licenses are in good standing with the State of North Carolina.
4. We find no reason not to award this work to this firm.

The total Bid submitted (no alternates): **\$203,000.00**

Please call with any questions, and we look forward to a continued successful project.

Sincerely,



Robert J Buckanavage, AIA, LEED AP BD+C  
**Boomerang Design**



# Gaston County

Gaston County  
Board of Commissioners  
[www.gastongov.com](http://www.gastongov.com)

## Sheriff's Office

## Board Action

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**File #:** 20-247

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Commissioner Worley - Sheriff's Office - To Approve Sole Source Purchase of 15 Additional Body-Worn Cameras from Axon Enterprise, Inc. **(\$35,804)**

### **STAFF CONTACT**

Sheriff Alan Cloninger - Sheriff's Office - 704-869-6860

### **BUDGET IMPACT**

Budgeted funds within departmental accounts

### **BUDGET ORDINANCE IMPACT**

N/A

### **BACKGROUND**

In December 2019, the Sheriff's Office received 15 full-time positions (Resolution 2019-345) as a result of the additional infill capacity. Funds were appropriated for salaries, benefits, and equipment. The purchase of 15 body-worn cameras will be used by two Deputies and thirteen Detention Officers. The Sheriff's Office began using body-worn cameras, provided by Axon Enterprise, Inc., in 2017.

The justification to purchase additional cameras from a sole source (Axon Enterprise, Inc.) meets the standardization and compatibility condition. Purchasing additional cameras from the same vendor will ensure continuity with all cameras, software, and technical support.

### **POLICY IMPACT**

NA

### **ATTACHMENTS**

Axon Enterprise, Inc. Quote



# AXON

## Gaston County Sheriff's Office - NC

AXON SALES REPRESENTATIVE  
Evan MacIntyre  
emacintyre@axon.com

ISSUED  
4/14/2020

Q-241886-43935.667EM  
1



Q-241886-43935.667EM  
Issued: 04/14/2020  
Quote Expiration: 05/15/2020  
Account Number: 166401  
Payment Terms: Net 30  
Delivery Method: FedEx - Ground  
Contract Number: 00012050

**SHIP TO**  
Gwen Danner  
Gaston County Sheriff's Office - NC  
425 Dr. Martin Luther King Jr. Way  
Gastonia, NC 28053  
US

**BILL TO**  
Gaston County Sheriff's Office - NC  
425 Dr. Martin Luther King Jr. Way  
Gastonia, NC 28053  
US

**SALES REPRESENTATIVE**  
Evan MacIntyre  
Phone: emacintyre@axon.com  
Fax:

**PRIMARY CONTACT**  
Gwen Danner  
Phone: (704) 869-6900  
Email: gdanner@gcps.org

| Year 1                |                                                             |               |          |                 |                            |
|-----------------------|-------------------------------------------------------------|---------------|----------|-----------------|----------------------------|
| Item                  | Description                                                 | Term (Months) | Quantity | List Unit Price | Net Unit Price Total (USD) |
| Axon Plans & Packages |                                                             |               |          |                 |                            |
| 87026                 | TECH ASSURANCE PLAN DOCK 2 ANNUAL PAYMENT                   |               | 2        | 140.00          | 280.00                     |
| 80012                 | BASIC EVIDENCE.COM LICENSE: YEAR 1 PAYMENT                  |               | 15       | 75.00           | 1,125.00                   |
| 85110                 | EVIDENCE.COM INCLUDED STORAGE                               |               | 150      | 0.00            | 0.00                       |
| Hardware              |                                                             |               |          |                 |                            |
| 73202                 | AXON BODY 3 - NA10                                          |               | 15       | 699.00          | 10,485.00                  |
| 74210                 | AXON BODY 3 - 8 BAY DOCK                                    |               | 2        | 1,495.00        | 2,990.00                   |
| 70033                 | WALL MOUNT BRACKET, ASSY, EVIDENCE.COM DOCK                 |               | 2        | 42.00           | 84.00                      |
| 74028                 | WING CLIP MOUNT, AXON RAPIDLOCK                             |               | 15       | 0.00            | 0.00                       |
| 74020                 | MAGNET MOUNT, FLEXIBLE, AXON RAPIDLOCK                      |               | 15       | 0.00            | 0.00                       |
| 11534                 | USB-C to USB-A CABLE FOR AB3 OR FLEX 2                      |               | 15       | 0.00            | 0.00                       |
| 73254                 | 3 Year Technology Assurance Plan Warranty AB3 Camera        |               | 1        | 0.00            | 0.00                       |
| 73256                 | 3 Year Technology Assurance Plan Warranty AB3 Dock 8 Bay    |               | 2        | 0.00            | 0.00                       |
| Other                 |                                                             |               |          |                 |                            |
| 71019                 | NORTH AMER POWER CORD FOR AB3 8-BAY, AB2 1-BAY / 6-BAY DOCK |               | 2        | 0.00            | 0.00                       |

Q-241886-43935.667EM  
2

Year 1 (Continued)

| Item              | Description                                  | Term<br>(Months) | Quantity | List Unit<br>Price | Net Unit Price     | Total (USD) |
|-------------------|----------------------------------------------|------------------|----------|--------------------|--------------------|-------------|
| Other (Continued) |                                              |                  |          |                    |                    |             |
| 73260             | Technology Assurance Plan AB3 Annual Payment |                  | 15       | 140.00             | 140.00             | 2,100.00    |
|                   |                                              |                  |          |                    | Subtotal           | 17,064.00   |
|                   |                                              |                  |          |                    | Estimated Shipping | 0.00        |
|                   |                                              |                  |          |                    | Estimated Tax      | 1,115.74    |
|                   |                                              |                  |          |                    | Total              | 18,179.74   |

Year 2

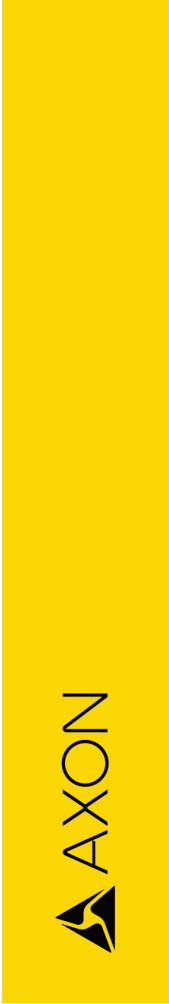
| Item                  | Description                                  | Term<br>(Months) | Quantity | List Unit<br>Price | Net Unit Price | Total (USD) |
|-----------------------|----------------------------------------------|------------------|----------|--------------------|----------------|-------------|
| Axon Plans & Packages |                                              |                  |          |                    |                |             |
| 80013                 | BASIC EVIDENCE.COM LICENSE: YEAR 2 PAYMENT   |                  | 15       | 180.00             | 180.00         | 2,700.00    |
| 85110                 | EVIDENCE.COM INCLUDED STORAGE                |                  | 150      | 0.00               | 0.00           | 0.00        |
| 87026                 | TECH ASSURANCE PLAN DOCK 2 ANNUAL PAYMENT    |                  | 2        | 336.00             | 336.00         | 672.00      |
| Other                 |                                              |                  |          |                    |                |             |
| 73260                 | Technology Assurance Plan AB3 Annual Payment |                  | 15       | 336.00             | 336.00         | 5,040.00    |
|                       |                                              |                  |          |                    | Subtotal       | 8,412.00    |
|                       |                                              |                  |          |                    | Estimated Tax  | 399.84      |
|                       |                                              |                  |          |                    | Total          | 8,811.84    |

Year 3

| Item                  | Description                                | Term<br>(Months) | Quantity | List Unit<br>Price | Net Unit Price | Total (USD) |
|-----------------------|--------------------------------------------|------------------|----------|--------------------|----------------|-------------|
| Axon Plans & Packages |                                            |                  |          |                    |                |             |
| 80014                 | BASIC EVIDENCE.COM LICENSE: YEAR 3 PAYMENT |                  | 15       | 180.00             | 180.00         | 2,700.00    |
| 85110                 | EVIDENCE.COM INCLUDED STORAGE              |                  | 150      | 0.00               | 0.00           | 0.00        |
| 87026                 | TECH ASSURANCE PLAN DOCK 2 ANNUAL PAYMENT  |                  | 2        | 336.00             | 336.00         | 672.00      |

Year 3 (Continued)

| Item        | Description                                  | Term<br>(Months) | Quantity | List Unit<br>Price | Net Unit Price | Total (USD) |
|-------------|----------------------------------------------|------------------|----------|--------------------|----------------|-------------|
| Other       |                                              |                  |          |                    |                |             |
| 73260       | Technology Assurance Plan AB3 Annual Payment |                  | 15       | 336.00             | 336.00         | 5,040.00    |
|             |                                              |                  |          |                    | Subtotal       | 8,412.00    |
|             |                                              |                  |          |                    | Estimated Tax  | 399.84      |
|             |                                              |                  |          |                    | Total          | 8,811.84    |
| Grand Total |                                              |                  |          |                    |                | 35,803.42   |



| Notes                                                                                                                                                                                                                                                                                                                                              |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| This quote is co-termined with quote Q-1 16795 (executed contract #0012050). Year one has been pro-rated to 4.5 months to align with agency annual billing dates. This has been done according to an anticipated ship date range of 1/15/2020-1/31/2020 as the end date of these subscriptions is subject to change if the shipstart date changes. |

### Summary of Payments

| Payment     | Amount (USD) |
|-------------|--------------|
| Year 1      | 18,179.74    |
| Year 2      | 8,811.84     |
| Year 3      | 8,811.84     |
| Grand Total | 35,803.42    |

Tax is subject to change at order processing with valid exemption.

### Axon's Sales Terms and Conditions

This Quote is limited to and conditional upon your acceptance of the provisions set forth herein and Axon's Master Services and Purchasing Agreement (posted at [www.axon.com/legal/sales-terms-and-conditions](http://www.axon.com/legal/sales-terms-and-conditions)), as well as the attached Statement of Work (SOW) for Axon Fleet and/or Axon Interview Room purchase, if applicable. Any purchase order issued in response to this Quote is subject solely to the above referenced terms and conditions. By signing below, you represent that you are lawfully able to enter into contracts. If you are signing on behalf of an entity (including but not limited to the company, municipality, or government agency for whom you work), you represent to Axon that you have legal authority to bind that entity. If you do not have this authority, please do not sign this Quote.

|                     |        |
|---------------------|--------|
| Signature:          | Date:  |
| Name (Print):       | Title: |
| PO# (Or write N/A): |        |

Please sign and email to Evan MacIntyre at [emacintyre@axon.com](mailto:emacintyre@axon.com) or fax to

Thank you for being a valued Axon customer. For your convenience on your next order, please check out our online store [buy.axon.com](http://buy.axon.com)

The trademarks referenced above are the property of their respective owners.

| ***Axon Internal Use Only*** |                                                 |
|------------------------------|-------------------------------------------------|
|                              | SFDC Contract #:                                |
|                              | Order Type:<br>RMA #:<br>Address Used:<br>SO #: |
| Review 1                     | Review 2                                        |
| Comments:                    |                                                 |



# Gaston County

Gaston County  
Board of Commissioners  
[www.gastongov.com](http://www.gastongov.com)

## Tax Board Action

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**File #:** 20-240

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Commissioner Fraley - Tax Collections - Pursuant to G.S. 105-381, the Tax Collector Requests that the Listed Tax Refunds be Made. (***Releases and Refunds - \$ 0.00; Overpayments - \$3,229.86; VTS Refunds - \$1,491.49; Grand Total - \$4,721.35***)

### **STAFF CONTACT**

Luke Sisk - Tax Collections Administrator - 704-866-3034

### **BACKGROUND**

The Gaston County Tax Collector has examined the requests for refunds and has determined that the requests are properly authorized by statute and should be granted and the persons and/or firms listed below have requested the refund of taxes paid pursuant to GS 105-381(b).

The Board of Commissioners authorized payment of refunds to said persons and/or firms in the amounts stated with such funds coming from Account 010-00-0000-0000-23010.

### **ATTACHMENTS**

Tax Refunds Listing for April 2020

| <b>TAXPAYER NAME</b>                   | <b>AMOUNT</b>     |
|----------------------------------------|-------------------|
| <b>APRIL 2020 RELEASES AND REFUNDS</b> |                   |
| <b>TOTAL</b>                           | <b>\$0.00</b>     |
| <b>APRIL 2020 OVERPAYMENTS</b>         |                   |
| Ottinger, Kenneth                      | \$2,939.86        |
| Sherrill, Lisa M                       | \$290.00          |
| <b>TOTAL</b>                           | <b>\$3,229.86</b> |
| <b>APRIL VTS REFUNDS</b>               |                   |
| Cochran, Stephen Wesley                | \$136.45          |
| Evans, Teresa Culp                     | \$205.53          |
| Farley, Bryon Todd                     | \$491.04          |
| Freeman, Austin Kent                   | \$104.33          |
| Reynolds, Raechel Bradford             | \$135.55          |
| Suggs, Leah Featherstone               | \$112.32          |
| Wilson, Drew Lauren                    | \$114.87          |
| Wofford, Micheal Jason                 | \$191.40          |
| <b>TOTAL</b>                           | <b>\$1,491.49</b> |
| <b>GRAND TOTAL</b>                     | <b>\$4,721.35</b> |



# Gaston County

Gaston County  
Board of Commissioners  
[www.gastongov.com](http://www.gastongov.com)

## Board of Commissioners

### Board Action

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**File #:** 20-271

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**ADDED/** Commissioner Philbeck - BOC - To Revise the Gaston County Board of Commissioners' Regular Meeting Schedule for June, 2020 to Cancel the June 9, 2020 BOC Work Session

#### **STAFF CONTACT**

Donna S. Buff - Clerk to the Board - 704-866-3196

#### **BACKGROUND**

N/A

#### **ATTACHMENTS**

Resolution



**RESOLUTION TITLE: TO REVISE THE GASTON COUNTY BOARD OF COMMISSIONERS' (BOC) REGULAR MEETING SCHEDULE FOR JUNE, 2020 TO CANCEL THE JUNE 9, 2020 BOC WORK SESSION**

NOW, THEREFORE, BE IT RESOLVED that the Gaston County Board of Commissioners hereby cancels its June 9, 2020 BOC Work Session.

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**DO NOT TYPE BELOW THIS LINE**

I, Donna S. Buff, Clerk to the County Commission, do hereby certify that the above is a true and correct copy of action taken by the Board of Commissioners as follows:

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# Gaston County

Gaston County  
Board of Commissioners  
[www.gastongov.com](http://www.gastongov.com)

## Board of Commissioners

### Board Action

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**File #:** 19-536

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Appointment List - Current Expiring Terms/Vacant Positions

#### **STAFF CONTACT**

Donna S. Buff - Clerk to the Board - 704-866-3196

# Appointment List

May , 2020

| COMMISSIONER BOARD |                                               | REPRESENTING                     | REASON        | NAME                          | END DATE   |
|--------------------|-----------------------------------------------|----------------------------------|---------------|-------------------------------|------------|
| <u>Full Board</u>  |                                               |                                  |               |                               |            |
| Full Board         | Quality of Natural Resources Committee (QNRC) | Land Conservation                | Vacant        | Vacancy/Robert Cloninger, III | 10/31/2019 |
| Full Board         | Quality of Natural Resources Committee (QNRC) | Agriculture                      | Vacant        | Vacancy/Richard "Ricky" Rhyme | 10/31/2021 |
| Full Board         | Quality of Natural Resources Committee (QNRC) | Health                           | Vacant        | Vacancy/Steve Tracy           | 10/31/2019 |
| Full Board         | Quality of Natural Resources Committee (QNRC) | Education                        | Vacant        | Vacancy                       | 10/31/2017 |
| <u>Chad Brown</u>  |                                               |                                  |               |                               |            |
| #7-CB              | Child Fatality Prevention Team (CFPT)         | At Large or County Agency Rep.   | Vacant        | Vacancy/Belinda Bogle         | 01/31/2023 |
| #7-CB              | Community Child Protection Team (CCPT)        | At Large or County Agency Rep.   | Vacant        | Vacancy/Belinda Bogle         | 01/31/2023 |
| #7-CB              | Council on Aging                              | Region F AAC Alternate           | Vacant        | Vacancy/Shirley Wiggins       | 05/31/2019 |
| #7-CB              | Nursing Home Community Advisory Committee     | At Large                         | Term Expiring | Johnsie Richardson            | 05/31/2020 |
| #7-CB              | Nursing Home Community Advisory Committee     | NHA Appt.                        | Vacant        | Vacancy/Shirley Ferguson      | 11/30/2011 |
| RB Twp.            | Parks and Recreation Advisory Board           | RB Twp.                          | Term Expiring | Cam Carpenter                 | 05/31/2020 |
| #7-CB              | Region F Aging Advisory Committee             | Alternate                        | Vacant        | Vacancy/Shirley Wiggins       | 05/31/2019 |
| #7-CB              | SARA Local Planning Committee (LEPC)          | Local Industry                   | Vacant        | Vacancy/Joe Parkulo           | 02/01/2023 |
| <u>Jack Brown</u>  |                                               |                                  |               |                               |            |
| #1-JB              | Adult Care Home Community Advisory Committee  | Commission                       | Vacant        | Vacancy                       | 08/31/2018 |
| #1-JB              | Nursing Home Community Advisory Committee     | NHA Appt.                        | Vacant        | Vacancy/Jonathan Fletcher     | 06/30/2018 |
| G Twp./JB          | Parks and Recreation Advisory Board           | G Twp./JB                        | Term Expiring | Peter Rhew                    | 05/31/2020 |
| G Twp./JB          | Parks and Recreation Advisory Board           | G Twp./JB                        | Term Expiring | Mark A Schultz                | 05/31/2020 |
| #1-JB              | Workforce Development Board                   | Private Sector                   | Term Expiring | Brandon Love                  | 05/31/2020 |
| #1-JB              | Workforce Development Board                   | Private Sector - Organized Labor | Vacant        | Vacancy/Joseph R. Eason       | 05/31/2020 |

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# Appointment List

May , 2020

| COMMISSIONER BOARD  |                                                                 |                                                      | REPRESENTING  | REASON                    | NAME       | END DATE |
|---------------------|-----------------------------------------------------------------|------------------------------------------------------|---------------|---------------------------|------------|----------|
| <u>Allen Fraley</u> |                                                                 |                                                      |               |                           |            |          |
| #4-AF               | Adult Care Home Community Advisory Committee                    | Domiciliary Home Appt.                               | Vacant        | Vacancy/Jane Patrick      | 01/31/2018 |          |
| #4-AF               | Adult Care Home Community Advisory Committee                    | Commission                                           | Vacant        | Vacancy/Erin Barbee       | 05/01/2019 |          |
| CH Twp.             | Council on Aging                                                | At Large                                             | Vacant        | Vacancy/Ronald Pinkerton  | 11/30/2019 |          |
| #4-AF               | Nursing Home Community Advisory Committee                       | At Large                                             | Vacant        | Vacancy/Michelle Mills    | 06/30/2019 |          |
| #4-AF               | SARA Local Planning Committee (LEPC)                            | Transportation/Ex-Officio (Non-Voting)               | Vacant        | Vacancy/Cheree Wilson     | 12/31/2020 |          |
| #4-AF               | SARA Local Planning Committee (LEPC)                            | Law Enforcement                                      | Vacant        | Vacancy/Adam Wilson       | 12/31/2019 |          |
| #4-AF               | Transportation Advisory Board (TAB)                             | Services for the Blind                               | Vacant        | Vacancy/Charity Patterson | 10/31/2020 |          |
| #4-AF               | Workforce Development Board                                     | Private Sector                                       | Term Expiring | Donna Caskey              | 05/31/2020 |          |
| <u>Bob Hovis</u>    |                                                                 |                                                      |               |                           |            |          |
| #5-BH               | Adult Care Home Community Advisory Committee                    | NHA Appt                                             | Vacant        | Vacancy/Mary Alice Brown  | 04/30/2019 |          |
| #5-BH               | Family Advisory Board                                           | Citizen At Large                                     | Vacant        | Vacancy/Eldra G. Keller   | 04/30/2021 |          |
| CM Twp.             | Gaston County Board of Adjustments                              | At Large/Unincorporated Area Resident                | Vacant        | Vacancy/Kevin Meyer       | 12/31/2020 |          |
| CM Twp.             | Industrial Facilities and Pollution Control Financing Authority | CM Twp.                                              | Vacant        | Vacancy/Neil Styers       | 10/31/2018 |          |
| CM Twp.             | Parks and Recreation Advisory Board                             | CM Twp.                                              | Term Expiring | DeeDee Gillis             | 05/31/2020 |          |
| #5-BH               | Transportation Advisory Board (TAB)                             | Business/Industry                                    | Vacant        | Vacancy/Carolyn Dow       | 12/31/2018 |          |
| #5-BH               | Transportation Advisory Board (TAB)                             | United Way of Gastonia                               | Vacant        | Vacancy/Daughtry Hopper   | 10/31/2022 |          |
| #5-BH               | Transportation Advisory Board (TAB)                             | Local Elected Officials/Staff                        | Vacant        | Vacancy/Donnie Loftis     | 10/31/2012 |          |
| #5-BH               | Workforce Development Board                                     | Public Sector - EDC Agencies/Ex-Officio (Non-Voting) | Vacant        | Vacancy/Malissa Gordon    | 05/31/2022 |          |
| #5-BH               | Workforce Development Board                                     | Private Sector                                       | Term Expiring | Larry Garland             | 05/31/2020 |          |

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# Appointment List

May , 2020

| COMMISSIONER BOARD    |                                              |                                          | REPRESENTING  | REASON                              | NAME | END DATE   |
|-----------------------|----------------------------------------------|------------------------------------------|---------------|-------------------------------------|------|------------|
| <u>Tom Keigher</u>    |                                              |                                          |               |                                     |      |            |
| #6-TK                 | Adult Care Home Community Advisory Committee | NHA Appt                                 | Vacant        | Vacancy/Patricia (Patti) Lineberger |      | 02/01/2017 |
| G Twp./TK             | Council on Aging                             | At Large                                 | Vacant        | Vacancy/Brandy Lineberger           |      | 11/30/2019 |
| G Twp./TK             | Gaston County Board of Adjustments           | At Large/Unincorporated Area Resident    | Vacant        | Vacancy/Jeff Howe                   |      | 07/31/2020 |
| #6-TK                 | Nursing Home Community Advisory Committee    | NHA Appt.                                | Vacant        | Vacancy/Velda Robinson              |      | 06/30/2018 |
| #6-TK                 | Nursing Home Community Advisory Committee    | At Large                                 | Vacant        | Vacancy/Thomas Gillespie            |      | 03/31/2016 |
| #6-TK                 | SARA Local Planning Committee (LEPC)         | Citizen At Large                         | Vacant        | Vacancy/Glenn Bratton               |      | 12/31/2020 |
| #6-TK                 | Transportation Advisory Board (TAB)          | Chamber of Commerce/Economic Development | Vacant        | Vacancy/Commissioner Tom Keigher    |      | 05/31/2021 |
| #6-TK                 | Transportation Advisory Board (TAB)          | Vocational Rehabilitation                | Vacant        | Vacancy/Eric F. Davis               |      | 10/31/2020 |
| #6-TK                 | Transportation Advisory Board (TAB)          | Local Elected Officials/Staff            | Vacant        | Vacancy/Don Grant                   |      | 10/31/2020 |
| #6-TK                 | Workforce Development Board                  | Private Sector                           | Term Expiring | Crystal McCabe                      |      | 05/31/2020 |
| #6-TK                 | Workforce Development Board                  | Public Sector - Employment Services      | Term Expiring | Claudette Argabrite                 |      | 05/31/2020 |
| <u>Tracy Philbeck</u> |                                              |                                          |               |                                     |      |            |
| #2-TP                 | Adult Care Home Community Advisory Committee | Commission                               | Vacant        | Vacancy/Judy Wall                   |      | 10/31/2019 |
| #2-TP                 | Animal Care and Enforcement Advisory Board   | Citizen At Large                         | Vacant        | Vacancy/David Young                 |      | 09/30/2019 |
| #2-TP                 | Child Fatality Prevention Team (CFPT)        | At Large or County Agency Rep.           | Vacant        | Vacancy/Shannon Childress           |      | 01/31/2021 |
| #2-TP                 | Juvenile Crime Prevention Council (JCPC)     | United Way Rep./Nonprofit Agency         | Vacant        | Vacancy/Cody Carpenter              |      | 06/30/2019 |
| #2-TP                 | Transportation Advisory Board (TAB)          | Private Citizen (Handicapped)            | Vacant        | Vacancy/Bill Dellinger, Jr.         |      | 10/31/2020 |

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# Appointment List

May , 2020

| COMMISSIONER BOARD            |                                              | REPRESENTING                          | REASON        | NAME                    | END DATE   |
|-------------------------------|----------------------------------------------|---------------------------------------|---------------|-------------------------|------------|
| <a href="#">Ronnie Worley</a> |                                              |                                       |               |                         |            |
| #3-RW                         | Adult Care Home Community Advisory Committee | Domiciliary Home Appt.                | Vacant        | Vacancy/Keith Hart      | 11/01/2016 |
| #3-RW                         | Council on Aging                             | Region F AAC Delegate                 | Term Expiring | Pat Rivers              | 05/31/2020 |
| #3-RW                         | Family Advisory Board                        | Dream Center                          | Vacant        | Vacancy                 | 12/31/2019 |
| #3-RW                         | Family Advisory Board                        | Citizen At Large                      | Vacant        | Vacancy/Anna Triefley   | 04/30/2021 |
| #3-RW                         | Health and Human Services Board              | Psychologist (PhD)                    | Vacant        | Vacancy/Dr. Ann Navarro | 06/30/2017 |
| #3-RW                         | Nursing Home Community Advisory Committee    | NHA Appt.                             | Vacant        | Vacancy/Effie Locklear  | 06/30/2019 |
| SP Twp.                       | Parks and Recreation Advisory Board          | SP Twp.                               | Vacant        | Vacancy                 | 05/31/2020 |
| SP Twp.                       | Parks and Recreation Advisory Board          | SP Twp.                               | Term Expiring | Monte Monteleone        | 05/31/2020 |
| #3-RW                         | Region F Aging Advisory Committee            | Council on Aging Rep.                 | Term Expiring | Pat Rivers              | 05/31/2020 |
| #3-RW                         | SARA Local Planning Committee (LEPC)         | Radio/TV                              | Term Expiring | Ken Lemon               | 01/31/2020 |
| #3-RW                         | SARA Local Planning Committee (LEPC)         | Emergency Mgt/Ex-Officio (Non-Voting) | Vacant        | Vacancy/Eric Hendrix    |            |
| #3-RW                         | SARA Local Planning Committee (LEPC)         | Law Enforcement                       | Vacant        | Vacancy/Randy Graham    | 12/31/2018 |
| #3-RW                         | Transportation Advisory Board (TAB)          | Intercity Bus Operator                | Vacant        | Vacancy/Cindy Forrester | 10/31/2020 |
| #3-RW                         | Workforce Development Board                  | Private Sector                        | Term Expiring | Ronald A Grenier        | 05/31/2020 |

**\*NOTE:** Quality Natural Resources Committee- Positions Assigned to Full Board.  
 Council on Aging - Appointee will automatically serve on the Home & Community Block Grant Advisory Committee  
 Nursing Home Community Advisory Committee - Membership Prerequisites for new appointees should be cleared through Ruth Murphy (704) 862-7667

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