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Clerk to the Board

KELLIE BEAM  
Deputy Clerk

**CUMBERLAND**  
★ **COUNTY** ★  
NORTH CAROLINA

**BOARD OF COMMISSIONERS**

**MEMORANDUM**

TO: Policy Committee Members (Commissioners Boose, Evans and Lancaster)

FROM: Kellie Beam, Deputy Clerk to the Board

DATE: January 25, 2018

SUBJECT: Policy Committee Meeting – Thursday, February 1, 2018

**There will be a regular meeting of the Board of Commissioners' committees (Finance, Policy and Facilities Committees) on Thursday, February 1, 2018 beginning at 8:30 a.m. in room 564 of the Judge E. Maurice Braswell Cumberland County Courthouse. All committee meetings will start as soon as the previous committee adjourns.**

**AGENDA**

1. Election of 2018 Policy Committee Chair **(NO MATERIALS)**
2. Approval of Minutes – November 2, 2017 Regular Meeting **(Pg. 2)**
3. Consideration of Changes to the Cumberland County Hospital System, Inc. Articles of Incorporation **(Pg. 12)**
4. Update and Discussion on Enforcement Matters on US 301 Business Near the Cumberland County Coliseum Complex **(Pg. 29)**
5. Public Health Items
  - A. Update on Public Health Internal Audit Notification Progress **(Pg. 30)**
  - B. Update on Adult Health Clinic Services **(Pg. 32)**
  - C. Discussion of Health Department Quality Assurance Review **(Pg. 33)**
6. Update from Public Information and Governmental Affairs **(Pg. 36)**
7. Other Items of Business **(NO MATERIALS)**

CUMBERLAND COUNTY POLICY COMMITTEE  
JUDGE E. MAURICE BRASWELL CUMBERLAND COUNTY COURTHOUSE  
117 DICK STREET, 5TH FLOOR, ROOM 564  
NOVEMBER 2, 2017 – 10:30 A.M.  
MINUTES

MEMBERS PRESENT: Commissioner Charles Evans  
Commissioner Michael Boose  
Commissioner Larry Lancaster

OTHER COMMISSIONERS  
PRESENT: Commissioner Jimmy Keefe  
Commissioner Jeannette Council  
Commissioner Marshall Faircloth

OTHERS PRESENT: Amy Cannon, County Manager  
Tracy Jackson, Assistant County Manager  
Sally Shutt, Assistant County Manager  
Melissa Cardinali, Assistant County Manager  
Duane Holder, Assistant County Manager  
Rick Moorefield, County Attorney  
Jeffery Brown, Engineering & Infrastructure Director  
Julean Self, Human Resources Director  
Joel Strickland, FAMPO Director  
Vicki Evans, Finance Director  
Ivonne Mendez, Financial Specialist  
Deborah Shaw, Budget Analyst  
Heather Harris, Budget Analyst  
Candice White, Clerk to the Board  
Kellie Beam, Deputy Clerk to the Board  
Press

Commissioner Evans called the meeting to order.

1. APPROVAL OF MINUTES – SEPTEMBER 7, 2017 REGULAR MEETING

MOTION: Commissioner Boose moved to approve the minutes from the September 7, 2017 regular meeting of the Policy Committee as presented.  
SECOND: Commissioner Lancaster  
VOTE: UNANIMOUS (3-0)

2. DISCUSSION OF PROCEDURES TO BE FOLLOWED BY INSPECTORS  
FOR THE ENFORCEMENT OF THE MINIMUM HOUSING CODE

## DRAFT

### BACKGROUND:

Policy Committee Chair Evans asked Planning and Inspections Director Tom Lloyd to provide the Policy Committee with an explanation of how the owner was represented by someone with a power of attorney in Minimum Housing Case MH1773-2017, heard August 21, 2017. At the time Policy Committee Chair Evans asked for this report, the Planning and Inspections Director had already asked the County Attorney to meet with inspections staff and discuss this issue and others that had recently arisen with respect to enforcement of the Minimum Housing Code. The County Attorney had proposed to create an outline of minimum housing code enforcement procedures and provide training to inspections staff on these procedures. For that reason, the Planning and Inspections Director asked the County Attorney to discuss this process with Policy Committee Chair Evans. Policy Committee Chair Evans asked the County Attorney to present that information to the Policy Committee.

The outline of the procedures is recorded below. The procedures are intended to ensure that all owners and parties of interest are served notice of the violations and hearing and that the structures which are demolished are in fact located at the address and on the parcel of land owned by the persons to whom notice was given. Determining ownership and location is often difficult for several reasons including incorrect tax mapping and listing information, multiple addresses on a single parcel, bad descriptions of the boundaries in the deeds, and ownership passing by inheritance without the estate being administered. The county attorney is working with Inspections staff to improve the forms used for these enforcement procedures. Even with better forms and a more uniform approach, enforcement of this ordinance is often going to take several months to complete.

In response to Policy Committee Chair Evan's specific question about an owner being represented by an attorney-in-fact, it is permissible if the county attorney determines that the power of attorney is valid. In the case that was heard August 21, 2017, the power of attorney was not valid and that case will not go forward except through a civil action with a guardian being appointed for the owner. To do so will increase the cost of this enforcement action considerably. It is a Town of Eastover case.

### RECOMMENDATION/ACTION REQUESTED:

This was presented as information in response to Policy Committee Chair Evan's request and no action is requested from the Policy Committee.

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### **PROCEDURES TO BE FOLLOWED BY INSPECTORS FOR THE ENFORCEMENT OF THE MINIMUM HOUSING CODE**

The County's Minimum Housing Code has been adopted pursuant to Part 6, Article 19, Chapter 160A of the General Statutes of North Carolina, and those statutes govern its implementation. Many of the properties found to be in violation of this Code have

simply been abandoned and often it is difficult to determine who owns the property or upon which parcel a structure is located. Even so, it is important to keep in mind that the demolition of these structures amounts to a taking of property by the county and the owners of these properties are always to be afforded the constitutional protection of due process. When an inspector has doubt about any aspect of the enforcement process, he or she should err on the side of caution and consult with the county attorney. The county attorney has set out below an outline of the basic processes to address recurring issues.

## **I. Inspections.**

A Minimum Housing Code enforcement inspection shall be conducted in compliance with Section 4-83(a) of the Minimum Housing Code. An enforcement inspection shall only commence upon the filing of a written petition by one of the following:

- (1) the County or State Public Health Director;
- (2) the County or State Fire Marshal;
- (3) the County Planning Director;
- (4) the County Director of Community Development;
- (5) at least five (5) residents of the county;
- (6) the occupant of a dwelling that the occupant charges to be in violation;

or, whenever it appears to the inspector that any dwelling is in violation.

## **II. The Complaint.**

- A. *Contents.* The complaint shall contain an itemized list of each violation of the Code which identifies the specific code sections found to be violated.
- B. *Report on Title.* The county attorney shall prepare a Report on Title for each property subject to an enforcement action. No enforcement action shall be commenced without obtaining a Report on Title. A copy of the Report on Title shall be attached to each complaint. This is necessary to explain the reason judgment creditors and other lien holders have been noticed as parties of interest.
- C. *Lis pendens.* A notice of lis pendens shall be filed with the Clerk of Court at the time a complaint is served on the owner and parties of interest.

## **III. Service of the Complaint and Notice of Hearing.**

- A. *Service by posting.* A copy of the Complaint and Notice of Hearing shall be posted conspicuously on each structure on the property which has been found to violate any section of the Code.

## DRAFT

- B. *Service by mail.* Service of the Complaint and Notice of Hearing by mail shall be made in accordance with Section 4-83(f) of the Code. Each owner and party of interest identified by the county attorney on the Report of Title shall be served separately by both regular mail and certified mail, return receipt requested, to the addresses shown on the Report of Title.
1. If the return receipt for the certified mail is returned signed by anyone, service is deemed sufficient for the owner or party of interest to which it was addressed.
  2. If the return receipt for the certified mail is unclaimed or refused, and the regular mail addressed to the same owner or party of interest is not returned within ten days of mailing, service is deemed sufficient for the owner or party of interest to which it was addressed.
  3. If the return receipt for the certified mail is unclaimed or refused, and the regular mail addressed to the same owner or party of interest is returned within ten days of mailing, service is not deemed sufficient for the owner or party of interest to which it was addressed. When service is deemed not sufficient for this reason, the owner or party of interest shall be served by publication.
- C. *Service by publication.* Service by publication shall be made as to all owners and parties of interest for which service by publication is directed on the Report of Title, and as to all owners and parties of interest for which the return receipt for the certified mail is unclaimed or refused, and the regular mail addressed to the same owner or party of interest is returned within ten days of mailing
- D. *Affidavit of service.* An Affidavit of Service in a form approved by the county attorney shall be prepared for each owner and party of interest for which service is attempted. All Affidavits of Service shall be made part of the enforcement file.

#### IV. The Hearing.

- A. *When all parties have been served.* All owners and parties of interest have a right to be heard at the hearing, and to appeal the order of the inspector.
- B. *When all parties have not been served.* If during the conduct of the hearing, the inspector discovers information indicating that there are owners or parties of interest that have not been served, the inspector shall conduct the scheduled hearing and give notice to the parties present that the scheduled hearing shall be continued to a date that is not less than

thirty (30) days from the scheduled hearing in order to attempt service on any unserved party and to give the unserved party an opportunity to be heard. The inspector shall consult with the county attorney as to the perceived deficiency in service and how to remedy it.

- C. *Representation by an attorney.* Any party may be represented by an attorney. An attorney representing an owner or party of interest shall file a written notice of appearance which identifies all parties represented by the attorney and provides the attorney's mailing address and State Bar Number.
- D. *Representation by someone other than an attorney.* If anyone other than an attorney appears on behalf of an owner or party of interest, the person appearing must file a written document signed by the party being represented indicating the appointment of the representative. Examples of such appointments include a power of attorney and an agent. The hearing must be continued as to the party being represented by someone other than an attorney and the inspector shall consult with the county attorney as to the validity of the appointment. The county attorney shall advise the inspector how to proceed.
- E. *Persons with special needs.* If it appears to the inspector that any owner or party of interest appearing at the hearing has a handicap or disability that substantially impairs his or her ability to communicate by ordinary hearing and speech, the hearing shall be continued as to such person and the inspector shall consult with the county attorney. The county attorney shall advise the inspector how to proceed.

#### **V. Special Circumstances.**

The county attorney shall advise in the Report on Title of any special circumstances affecting an enforcement action. Examples of such special circumstances include:

- (1) the property is subject to civil litigation such as a tax or mortgage foreclosure, condemnation or boundary dispute;
- (2) one of the owners or parties of interest is incompetent or is a minor;
- (3) one of the owners or parties of interest is in a bankruptcy proceeding;
- (4) the property must be surveyed to determine whether the structure for which demolition is sought is located upon it; or
- (5) the dwelling found to be in violation is a manufactured home which is not owned by the owner of the land upon which it is sited.

## DRAFT

If a special circumstance is indicated, the inspector shall follow the instructions provided by the county attorney. Any questions on the procedures to follow should be directed to the county attorney.

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Rick Moorefield, County Attorney, reviewed the background information, recommendation and “Procedures to be Followed by Inspectors for the Enforcement of the Minimum Housing Code” as recorded above.

Commissioner Boose stated he feels this is a great process and very clear. Commissioner Evans stated he appreciates the work Mr. Moorefield put into this issue. No action necessary or taken.

### 3. CONSIDERATION OF RESOLUTION SUPPORTING THE OZONE ADVANCE PROGRAM

#### BACKGROUND:

The Fayetteville Area Metropolitan Planning Organization (FAMPO) Air Quality Stakeholders is requesting a resolution seeking continued support of the existing Ozone Advance Action Program. This program is a collaborative effort among local governments, agencies, and other groups interested in protecting and improving the air quality of Fayetteville and Cumberland County. The proposed resolution is recorded below.

#### RECOMMENDATION/PROPOSED ACTION:

Staff recommends approval of the proposed resolution and further consideration by the full Board of Commissioners as a Consent Agenda item at the November 20, 2017 regular meeting.

\*\*\*\*\*

### RESOLUTION SUPPORTING THE OZONE ADVANCE PROGRAM

#### RESOLUTION 2017-01

**WHEREAS**, the federal Clean Air Act, through the Environmental Protection Agency (EPA), establishes air quality standards to protect public health and welfare; and

**WHEREAS**, Cumberland County has acknowledged the importance of these standards in promoting quality of life, economic development, and future healthy development; and

## DRAFT

**WHEREAS**, Cumberland County is currently attaining the 2015 federal ozone standard of 0.070 parts per million (ppm); and

**WHEREAS**, in 2003 the Cumberland County Board of Commissioners partnered with all its municipalities to participate in the EPA's Early Action Compact and created the Air Quality Stakeholders of Cumberland County to proactively improve air quality for our citizens; and

**WHEREAS**, EPA, in conjunction with state governments, business, industry, and environmental interest, has developed an option known as an "Ozone Advance Program," through which an area, in partnership with the North Carolina Department of Environmental and Natural Resources and EPA, can voluntarily improve conditions through strategies developed through an Action Plan to help avoid a designation of non-attainment; and

**WHEREAS**, the benefits of participating in an Ozone Advance Program include: clean air sooner, potentially avoiding non-attainment designation; preference during EPA federal grant allocations; flexibility to achieve standards in cost effective ways; development of local standards in partnership with stakeholders and the state, and other benefits;

**NOW, THEREFORE, BE IT RESOLVED**, that Cumberland County supports the Ozone Advance Program and will participate in the development and implementation of an Action Plan with the purpose of reducing ground-level ozone concentrations.

\*\*\*\*

Joel Strickland, FAMPO Director, reviewed the background information, recommendation and proposed resolution recorded above.

MOTION: Commissioner Lancaster moved to recommend to the full board approval of the proposed resolution supporting the Ozone Advance Program.  
SECOND: Commissioner Boose  
VOTE: UNANIMOUS (3-0)

#### 4. CONSIDERATION OF AMENDMENT TO PERSONNEL ORDINANCE ARTICLE VI

##### BACKGROUND

Since July 1, 2001, the County tracked leave balances in the automated system known as Advantage in the format of hours and minutes (4 hours and 30 minutes was shown as 4.30). The County converted to a new system known as Munis on October 1, 2016. Leave balances are now reflected in a decimal hour format (4 hours and 30 minutes shown as 4.5). This has slightly adjusted our leave tables.



**DRAFT**

Based on their work schedule, Cumberland County Sheriff's Office law enforcement officers accrue annual leave at a rate slightly higher than civilian employees. For reference purposes, this table has been added to the current ordinance.

**RECOMMENDED/PROPOSED ACTION**

Human Resources recommends that these leave adjustments be made to reflect the accurate rates and format of leave accrual for all staff as reflected by Munis. These adjustments are reflected in Article VI Section 606 and 607.

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**BOARD OF COMMISSIONERS OF CUMBERLAND COUNTY  
ORDINANCE AMENDING ARTICLE VI SECTIONS 606 AND 607 OF  
THE CUMBERLAND COUNTY PERSONNEL ORDINANCE**

Be it ordained by the Board of Commissioners that the Cumberland County Personnel Ordinance, formerly codified as Chapter 10 of the Cumberland County Code, Personnel, is hereby amended as follows:

**FIRST AMENDMENT:**

**Article VI Section 606(b), Annual leave**, is amended to update the table containing the accrual rates due to the new system, Munis, accruing leave at a rate rounded at the ten-thousandths decimal place by repealing existing *Article VI subsection 606(b)*, and adopting in its stead the following new subsection *Article VI subsection 606(b)*:

(b) All employees subject to the Local Government Employees' and Law Enforcement Officers' Retirement Systems who are in pay status for ten or more workdays, 80 hours, in a pay period earn annual leave. The following table indicates the amount of annual leave accrued per pay period based on years of Cumberland County service for regular employees:

Years of Completed Aggregate Service	Hours Earned Each Pay Period	Days Earned Annually
0-2	3.7000	12.0250
2	4.6167	15.0043
5	5.5500	18.0375
10	6.4667	21.0168
15	7.4000	24.0500
20	8.3167	27.0293

**DRAFT**

(c) The following table indicates the amount of annual leave accrued per pay period based on years of ***Cumberland County*** service for ***Law Enforcement Officers Only***.

<u>Years of Completed Aggregate Service</u>	<u>Hours Earned Each Pay Period</u>	<u>Days Earned Annually</u>
0-2	3.9500	12.0117
2	4.9333	15.0018
5	5.9333	18.0428
10	6.9167	21.0332
15	7.9000	24.0234
20	8.8833	27.0135

**SECOND AMENDMENT:**

**Article VI Section 607, Sick leave**, is amended to update the amount of sick leave accumulated per pay period to reflect current rate from new system, by repealing existing *Article VI Section 607(a) Sick leave credits*, and adopting in its stead the following new subsection *Article VI Section 607(a) Sick leave credits*:

(a) *Sick leave credits*. All employees participating in the Local Governmental Employees Retirement system must be in pay status the entire bi-weekly pay period (80 hours for standard work schedule employees and 85.5 hours for law enforcement/detention officers) to accrue sick leave as follows:

Standard Schedule Employees accrue 3.70 hours per pay period/96.20 hours (12 days) annually

LEO/Detention Officers accrue 3.95 hours per pay period/102.70 hours (12 days) annually

Employees whose normal work week is less than 40 hours per week shall earn sick leave proportionally.

\*\*\*\*\*

Julean Self, Human Resources Director, reviewed the background information, recommendation and draft ordinance amendment as recorded above.

MOTION: Commissioner Lancaster moved to recommend to the full board approval of the amendment to the Personnel Ordinance so the leave adjustments reflect the accurate rates and format of leave accrual for all staff as reflected by Munis in Article VI Section 606 and 607.

SECOND: Commissioner Boose

VOTE: UNANIMOUS (3-0)

5. OTHER ITEMS OF BUSINESS

No other items of business.

MEETING ADJOURNED AT 11:31 AM

AMY H. CANNON  
County Manager

MELISSA C. CARDINALI  
Assistant County Manager



DUANE T. HOLDER  
Assistant County Manager

TRACY JACKSON  
Assistant County Manager

SALLY S. SHUTT  
Assistant County Manager

## OFFICE OF THE COUNTY MANAGER

### MEMO FOR THE AGENDA OF THE FEBRUARY 1, 2018 MEETING OF THE POLICY COMMITTEE

**TO:** MEMBERS OF THE POLICY COMMITTEE

**FROM:** AMY H. CANNON, COUNTY MANAGER *AHC*

**DATE:** JANUARY 25, 2018

**SUBJECT:** CONSIDERATION OF CHANGES TO THE CUMBERLAND  
COUNTY HOSPITAL SYSTEM, INC. ARTICLES OF  
INCORPORATION

**Requested:** Board of County Commissioners

**Presented By:**

**Estimate of Committee Time Needed:** 20 MINUTES

#### BACKGROUND

The Board of Trustees for the Cumberland County Hospital System, Inc. d/b/a Cape Fear Valley Health updated and approved their Articles of Incorporation for the Cumberland Hospital System at their full Board meeting on December 6, 2017.

The Board of County Commissioners considered approval of said Articles during its regular meeting on December 18, 2017. As a result of that consideration and discussion, it was requested that this item be referred to the Policy Committee for further deliberation. Copies of the requested amended mark-up and final proposed amended Articles of Incorporation are attached for your review.

#### RECOMMENDATION/PROPOSED ACTION

Consider a request for the Board of Trustees for the Cumberland County Hospital System for approval of changes to the Articles of Incorporation.

CM012518-3



BEHAVIORAL HEALTH CARE

BLADEN COUNTY HOSPITAL

CAPE FEAR VALLEY  
MEDICAL CENTER

CAPE FEAR VALLEY  
REHABILITATION CENTER

HEALTH PAVILION NORTH

HIGHSMITH-RAINEY  
SPECIALTY HOSPITAL

HOKE HOSPITAL

BLOOD DONOR CENTER

BREAST CARE CENTER

CANCER CENTER

CAPE FEAR VALLEY  
MEDICAL GROUP

CARELINK

CAPE FEAR VALLEY  
HOMECARE & HOSPICE, LLC

CUMBERLAND COUNTY EMS

FAMILY BIRTH CENTER

HEART & VASCULAR CENTER

HEALTHPLEX

LIFELINK  
CRITICAL CARE TRANSPORT

SLEEP CENTER

December 7, 2017

Amy Cannon  
County Manager  
County of Cumberland  
P.O. Box 1829  
Fayetteville, NC 28302

Dear Amy:

Please find attached the Articles of Incorporation for Cumberland County Hospital System, Inc. which were approved by the Board of Trustees for Cumberland County Hospital System, Inc. d/b/a Cape Fear Valley Health on Wednesday, December 6, 2017. The Board is requesting approval of the Articles of Incorporation by the Cumberland County Board of Commissioners at the next available meeting (December 18, 2017). If you have any questions, please call me.

Sincerely,

A handwritten signature in cursive script that reads "Michael Nagowski".

Michael Nagowski  
Chief Executive Officer

:adm

Attachment

SECOND RESTATED AND AMENDED  
ARTICLES OF INCORPORATION OF  
CUMBERLAND COUNTY HOSPITAL SYSTEM, INC.

ARTICLE ONE

NAME: The name of this Corporation is Cumberland County Hospital System, Inc.

ARTICLE TWO

DURATION: The period of duration of this Corporation shall be unlimited.

ARTICLE THREE

PURPOSES: The purposes for which the Corporation is organized are:

1. The operation and maintenance of community general hospitals and related facilities.
2. The Corporation shall principally be concerned with the health care of the people of Cumberland County, but the Corporation may also provide health care to other persons who are in need of health care from the Corporation.
3. To contract with physicians and others for the delivery of health care, to construct, maintain and operate or lease health care related buildings and clinics, nursing homes and other related facilities, and to perform all other activities related to health care, principally for the benefit of the people of Cumberland County, but also for the benefit of other people who need health care.
4. This Corporation shall perform no function or activity, except that which is related to the accomplishment of the foregoing purposes.

## ARTICLE FOUR

MEMBERS: This Corporation shall have no members.

## ARTICLE FIVE

DIRECTORS: The Corporation shall have twenty Trustees who shall be the directors of the Corporation. These Trustees shall direct the management of the Corporation, and perform the duties and have the responsibilities of corporate directors. No Trustee may be removed from office except for just cause by action of a majority of the Board of Trustees.

The Cumberland County Manager and the Chair of the Cape Fear Valley Health Foundation (or his or her designee) shall be non-voting, ex officio members of the Board of Trustees.

The Board of Trustees shall be comprised of the following:

- (a) Seven Trustees who are the seven members of the Cumberland County Board of Commissioners ("Board of Commissioners"), as further reflected herein Seats 1-7.
- (b) Eight at large Trustees, who shall (1) be appointed by the Board of Commissioners, (2) be a resident of Cumberland County, North Carolina or a County in North Carolina where Corporation does business, (3) be eighteen years of age or older, (4) demonstrate an interest in and concern for the quality of health care for Cumberland County's residents and the Corporation's patients, and (5) not be an employee of Cumberland County or the Corporation, as further reflected herein Seats 8-15. Two of these Trustees shall be Medical Doctors currently or previously licensed to practice medicine in the State of North Carolina; one of these Trustees shall be a Nurse currently or previously licensed to practice nursing in the State of North Carolina. The Board of Trustees of Cumberland County Hospital System, Inc. shall nominate one Medical Doctor for each of these

Medical Doctor Trustee positions, when such Trustee's term is expiring. Such nominations shall not be binding upon the Board of Commissioners.

- (c) Five at large members, who shall (1) be appointed by the Board of Trustees, (2) be a resident of Cumberland County, North Carolina, or a County in North Carolina where Corporation does business, (3) be eighteen years of age or older, (4) demonstrate an interest in and concern for the quality of health care for Cumberland County's residents and the Corporation's patients, and (5) except as otherwise set forth in this Article V(c), not be an employee of Cumberland County or the Corporation, as further reflected herein Seats 16-20. Three of these Trustees shall be Medical Doctors currently or previously licensed to practice medicine in the State of North Carolina; one of these Trustees shall be a Nurse currently or previously licensed to practice nursing in the State of North Carolina. Two of these Medical Doctors shall be the Chief and Vice-Chief of the Medical Staff of Cumberland County Hospital System, Inc., regardless of employment status with Corporation.

The term of office for all Trustees shall be three years, provided, however, that each member of the Board of Commissioners shall serve during his or her term of county office, the Chief of Staff and Vice-Chief of Staff shall serve during their terms of office on the medical staff, and further provided that a Trustee appointed to fill an unexpired term shall serve the remainder of that term.

The terms of the members of the Board of Trustees shall be staggered, and appointments shall be made, so that approximately one-third of the Trustees' terms shall expire each year (other than members of the Board of Commissioners or the Chief of Staff or the Vice-Chief of Staff, who shall serve during his or her term in office).

All vacancies in the membership of the Board of Trustees by reason of death, resignation, or as otherwise provided by the By-laws, shall be immediately reported by the Board of Trustees to the Board of Commissioners. The Board of Commissioners or the Board of Trustees, depending on the appointing authority for the Trustee, shall fill such vacancies as soon as practicable by appointment for the remainder of the unexpired term only.



The Board of Trustees may suggest to the Board of Commissioners the nomination of appropriate persons for the office of Trustee when any such County Board appointed trusteeship may become open from time to time, for whatever reason.

No person (except members of the Board of Commissioners and the Chief of Staff or the Vice-Chief of Staff ) shall serve more than two consecutive full terms of three years as a member of the Board of Trustees; provided, however, upon the request of the Board of Commissioners with respect to its eight at large trustee appointments and approval of the Corporation for all at large trustee appointments, the term of a current member of the Board of Trustees may be extended for an additional year based on special circumstances necessitating consistency and continuity of leadership on the Board of Trustees. Service as a Trustee for the remainder of an unexpired term or of a staggered short term shall not be included in computing maximum consecutive service on the Board of Trustees. Every Trustee shall be subject to and comply with such conflicts of interest statutes, regulations, ordinances, rules, policies and codes as may be applicable.

## ARTICLE SIX

POWERS: The Board shall have the power to adopt, alter, amend and rescind the necessary articles and by-laws for the proper functioning of the Board of Trustees and the good government of the corporate affairs by a majority vote of the Trustees in office at the time. However, the Board shall not alter the provisions of Articles Four, Five, Six, or Ten without the consent of the Board of Commissioners.

## ARTICLE SEVEN

OFFICERS: The Board of Trustees shall annually elect officers from its own membership consisting of: (1) Chair; (2) Vice Chair; (3) Secretary and Treasurer.

All such officers shall be members of the Board of Trustees, provided however that the Chairman may not also be a member of the Board of Commissioners. The Corporation shall employ a President /Chief Executive Officer, who shall be appointed by the Board of Trustees, with the approval of the Board of Trustees. The President/Chief Executive Officer

shall serve at the pleasure of the Board of Trustees, who shall have authority to discharge the President/Chief Executive Officer. The President/Chief Executive Officer will be responsible to the Trustees for the proper and efficient management of the corporate affairs.

## ARTICLE EIGHT

NOT FOR PROFIT: In no event shall any person, firm or corporation acquire or be entitled to any emoluments, property or things of value from the Corporation other than compensation or benefits earned under a contract of employment or as officers, or under other contracts properly entered into as a business transaction of the Corporation.

The Corporation shall not issue capital stock and shall be operated without profit to any Trustee, officer or any other individual, and no part of the net earnings shall inure, or may lawfully inure, to the benefit of any Trustee, officer or any other individual. No Trustee shall receive compensation for his or her service as a Trustee, but shall be entitled to reasonable reimbursement for expenses incurred in connection with the performance of his or her duties as a Trustee.

## ARTICLE NINE

AUDIT AND BUDGET: The Board of Trustees shall cause annual, certified audits to be made of the Corporation. The Board of Trustees shall also cause a budget to be prepared for each fiscal year.

## ARTICLE TEN

OPERATION AND PLANNING: The Corporation will continue the operation of its hospitals as fully accredited community general hospitals. The Corporation shall also use good faith efforts towards the goal of increasing its utilization and patronage of historically underutilized businesses.

An affirmative vote of sixteen (16) of the twenty (20) members of the Board of Trustees of the Corporation in office and the consent of Board of Commissioners shall be required in order to terminate the provision of emergency medical services or to sell, lease, enter

into a management contract with, merge, dissolve or liquidate the Corporation. If the Board of Commissioners does consent to the sale, lease or other disposition of all or a substantial portion of the assets of the Corporation, then the proceeds of such disposition, net of amounts used to pay or defray the expenses of such disposition and amounts used to pay or defease debt allocable to the disposed assets, shall be remitted to the County to be used exclusively for the accomplishments of the purposes for which the Corporation was formed. In the event of the dissolution or liquidation of the Corporation, after paying or adequately providing for the debts and obligations of the Corporation, the Board of Trustees shall donate, transfer, deliver and convey all of its moneys, properties, and other assets: (a) to any successor organization having purposes which are similar to the existing Corporation's purposes, provided that the successor organization is exempt from taxation under § 501(c)(3) of the Internal Revenue Code of 1986 or the corresponding provisions of any future United States Internal Revenue law and the successor corporation and the donation, transfer, delivery and conveyance to it are approved in writing by the Board of Commissioners; or (b) if there is no successor corporation, then to the County of Cumberland, to be used exclusively for the accomplishments of the purposes for which the Corporation was formed.

#### ARTICLE ELEVEN

ADDRESS: The address of the principle and registered office is 1638 Owen Drive, City of Fayetteville, County of Cumberland, State of North Carolina. The mailing address of the registered office is P. O. Box 2000, Fayetteville, North Carolina 28302. The name of the registered agent is Michael Nagowski, and his address is the same as the registered office stated above.

IN WITNESS WHEREOF, CUMBERLAND COUNTY HOSPITAL SYSTEM, INC. has caused this instrument to be signed in its name by its Chief Executive Officer. These Amended and Restated Articles of Incorporation are to be effective upon filing.

CUMBERLAND COUNTY HOSPITAL SYSTEM INC.

BY:

A handwritten signature in black ink that reads "Michael Nagowski". The signature is written in a cursive style with a large, stylized "M" and "N".

Chief Executive Officer

SECOND RESTATED AND AMENDED  
ARTICLES OF INCORPORATION OF  
CUMBERLAND COUNTY HOSPITAL SYSTEM, INC.

ARTICLE ONE

Formatted: Left

NAME: The name of this Corporation is Cumberland County Hospital System,  
Inc.

ARTICLE TWO

Formatted: Left

DURATION: The period of duration of this Corporation shall be unlimited.

ARTICLE THREE

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PURPOSES: The purposes for which the Corporation is organized are:

1. The operation and maintenance of community general hospitals and related facilities.
2. The Corporation shall principally be concerned with the health care of the people of Cumberland County, but the Corporation may also provide health care to other persons who are in need of health care from the Corporation.
3. To contract with physicians and others for the delivery of health care, to construct, maintain and operate or lease health care related buildings and clinics, nursing homes and other related facilities, and to perform all other activities related to health care, principally for the benefit of the people of Cumberland County, but also for the benefit of other people who need health care.
4. This Corporation shall perform no function or activity, except that which is related to the accomplishment of the foregoing purposes.

#### ARTICLE FOUR

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MEMBERS: This Corporation shall have no members.

#### ARTICLE FIVE

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DIRECTORS: The Corporation shall have twenty Trustees who shall be the directors of the Corporation. These Trustees shall direct the management of the Corporation, and perform the duties and have the responsibilities of corporate directors. No Trustee may be removed from office except for just cause by action of a majority of the Board of Trustees.

The Cumberland County Manager and the Chair of the Cape Fear Valley Health Foundation (or his or her designee) shall be non-voting, ex officio members of the Board of Trustees.

The Board of Trustees shall be comprised of the following:

- (a) Seven Trustees who are the seven members of the Cumberland County Board of Commissioners ("Board of Commissioners"), as further reflected herein Seats 1-7.
- (b) Eight at large Trustees, who shall (1) be appointed by the Board of Commissioners, (2) be a resident of Cumberland County, North Carolina or a County in North Carolina where Corporation does business, (3) be eighteen years of age or older, (4) demonstrate an interest in and concern for the quality of health care for Cumberland County's residents and the Corporation's patients, and (5) not be an employee of Cumberland County or the Corporation, as further reflected herein Seats 8-15. Two of these Trustees shall be Medical Doctors currently or previously licensed to practice medicine in the State of North Carolina; one of these Trustees shall be a Nurse currently or previously licensed to practice nursing in the State of North Carolina. The Board of Trustees of Cumberland County Hospital System, Inc. shall nominate one Medical Doctor for each of these



Medical Doctor Trustee positions, when such Trustee's term is expiring. Such nominations shall not be binding upon the Board of Commissioners.

- (c) Five at large members, who shall (1) be appointed by the Board of Trustees, (2) be a resident of Cumberland County, North Carolina, or a County in North Carolina where Corporation does business, (3) be eighteen years of age or older, (4) demonstrate an interest in and concern for the quality of health care for Cumberland County's residents and the Corporation's patients, and (5) except as otherwise set forth in this Article V(c), not be an employee of Cumberland County or the Corporation, as further reflected herein Seats 16-20. Three of these Trustees shall be Medical Doctors currently or previously licensed to practice medicine in the State of North Carolina; one of these Trustees shall be a Nurse currently or previously licensed to practice nursing in the State of North Carolina. Two of these Medical Doctors shall be the Chief and Vice-Chief of the Medical Staff of Cumberland County Hospital System, Inc., regardless of employment status with Corporation. ~~The Medical Society of Cumberland County shall nominate one Medical Doctor for this Medical Doctor Trustee position, when such Trustee's term is expiring. Such nomination shall not be binding upon the Board of Trustees.~~

The term of office for all Trustees shall be three years, provided, however, that each member of the Board of Commissioners shall serve during his or her term of county office, the Chief of Staff and Vice-Chief of Staff shall serve during their terms of office on the medical staff, and further provided that a Trustee appointed to fill an unexpired term shall serve the remainder of that term.

The terms of the members of the Board of Trustees shall be staggered, and appointments shall be made, so that approximately one-third of the Trustees' terms shall expire each year (other than members of the Board of Commissioners or the Chief of Staff or the Vice-Chief of Staff, who shall serve during his or her term in office).

~~The current Trustees (as of Restatement of these Articles), their seat numbers for future reference, the length of their current terms (with some terms having received a one-time~~

extension to a permit a common term expiration date in January), and the entity that appoints or elects their successors are as follows:

No./Trustee	Term Commencement & Expiration	Appointing Entity
1. Dr. John T. Henley, Jr.	Term of county political office	County
2. Talmage S. Baggett, Jr.	Term of county political office	County
3. J. Breeden Blackwell, Ed.D.	Term of county political office	County
4. Jeannette M. Council, Ed.D.	Term of county political office	County
5. Kenneth S. Edge	Term of county political office	County
6. Billy R. King	Term of county political office	County
7. Diane Wheatley	Term of county political office	County
8. Mary G. Buie, R.N.	January 2004 — January 2007	County
9. Sid Gautam, Ph.D.	September 2003 — January 2007	County
10. John Griffin, Jr., Ed.D.	January 2005 — January 2008	County
11. Donald W. LaHuffman	September 2003 — January 2007	County
12. Ralph Mitchell	September 2002 — January 2009	County
13. Alice Stephenson	September 2003 — January 2007	County
14. Dr. Rakesh Gupta (Medical Doctor Seat)	January 2005 — January 2008	County
15. Dr. W. Dickson Schaefer (Medical Doctor Seat)	April 2005 — January 2009	County
16. Dr. Nitin Desai (Chief of Staff Seat)	October 2004 — October 2006	Board of Trustees
17. Dr. Dinesh N. Chandra (Vice Chief of Staff Seat)	October 2004 — October 2006	Board of Trustees
18. Dr. David Kisbaugh (Medical Society nominee)	January 2006 — January 2007	Board of Trustees
19. Emmett Fogle	January 2003 — January 2009	Board of Trustees
20. Kathryn Jenifer, R.N.	September 2004 — January 2008	Board of Trustees

All vacancies in the membership of the Board of Trustees by reason of death, resignation, or as otherwise provided by the By-laws, shall be immediately reported by the Board of Trustees to the Board of Commissioners. The Board of Commissioners or the Board of Trustees, depending on the appointing authority for the Trustee, shall fill such vacancies as soon as practicable by appointment for the remainder of the unexpired term only.



The Board of Trustees may suggest to the Board of Commissioners the nomination of appropriate persons for the office of Trustee when any such County Board appointed trusteeship may become open from time to time, for whatever reason.

No person (except members of the Board of Commissioners and the Chief of Staff or the Vice-Chief of Staff) shall serve more than two consecutive full terms of three years as a member of the Board of Trustees; provided, however, upon the request of the Board of Commissioners with respect to its eight at large trustee appointments and approval of the Corporation for all at large trustee appointments, the term of a current member of the Board of Trustees may be extended for an additional year based on special circumstances necessitating consistency and continuity of leadership on the Board of Trustees. Service as a Trustee for the remainder of an unexpired term or of a staggered short term shall not be included in computing maximum consecutive service on the Board of Trustees. Every Trustee shall be subject to and comply with such conflicts of interest statutes, regulations, ordinances, rules, policies and codes as may be applicable.

#### ARTICLE SIX

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POWERS: The Board shall have the power to adopt, alter, amend and rescind the necessary articles and by-laws for the proper functioning of the Board of Trustees and the good government of the corporate affairs by a majority vote of the Trustees in office at the time. However, the Board shall not alter the provisions of Articles Four, Five, Six, or Ten without the consent of the Board of Commissioners.

#### ARTICLE SEVEN

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OFFICERS: The Board of Trustees shall annually elect officers from its own membership consisting of: (1) ChairmanChair; (2) ~~First~~ Vice Chair; (3) ~~Second Vice Chair~~; (4) Secretary and Treasurer.

All such officers shall be members of the Board of Trustees, provided however that the Chairman may not also be a member of the Board of Commissioners. The Corporation shall employ a President /Chief Executive Officer, who shall be appointed by the Board of

Trustees, with the approval of the Board of Trustees. The President/Chief Executive Officer shall serve at the pleasure of the Board of Trustees, who shall have authority to discharge the President/Chief Executive Officer. The President/Chief Executive Officer will be responsible to the Trustees for the proper and efficient management of the corporate affairs.

#### ARTICLE EIGHT

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NOT FOR PROFIT: In no event shall any person, firm or corporation acquire or be entitled to any emoluments, property or things of value from the Corporation other than compensation or benefits earned under a contract of employment or as officers, or under other contracts properly entered into as a business transaction of the Corporation.

The Corporation shall not issue capital stock and shall be operated without profit to any Trustee, officer or any other individual, and no part of the net earnings shall inure, or may lawfully inure, to the benefit of any Trustee, officer or any other individual. No Trustee shall receive compensation for his or her service as a Trustee, but shall be entitled to reasonable reimbursement for expenses incurred in connection with the performance of his or her duties as a Trustee.

#### ARTICLE NINE

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~~Article Nine~~ ARTICLE TEN

AUDIT AND BUDGET: The Board of Trustees shall cause annual, certified audits to be made of the Corporation. The Board of Trustees shall also cause a budget to be prepared for each fiscal year.

~~Article Ten~~ ARTICLE TEN

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OPERATION AND PLANNING: The Corporation will continue the operation of its hospitals as fully accredited community general hospitals. The Corporation shall also use good faith efforts towards the goal of increasing its utilization and patronage of historically underutilized businesses.

An affirmative vote of sixteen (16) of the twenty (20) members of the Board of Trustees of the Corporation in office and the consent of Board of Commissioners shall be required in order to terminate the provision of emergency medical services or to sell, lease, enter into a management contract with, merge, dissolve or liquidate the Corporation. If the Board of Commissioners does consent to the sale, lease or other disposition of all or a substantial portion of the assets of the Corporation, then the proceeds of such disposition, net of amounts used to pay or defray the expenses of such disposition and amounts used to pay or defease debt allocable to the disposed assets, shall be remitted to the County to be used exclusively for the accomplishments of the purposes for which the Corporation was formed. In the event of the dissolution or liquidation of the Corporation, after paying or adequately providing for the debts and obligations of the Corporation, the Board of Trustees shall donate, transfer, deliver and convey all of its moneys, properties, and other assets: (a) to any successor organization having purposes which are similar to the existing Corporation's purposes, provided that the successor organization is exempt from taxation under § 501(c)(3) of the Internal Revenue Code of 1986 or the corresponding provisions of any future United States Internal Revenue law and the successor corporation and the donation, transfer, delivery and conveyance to it are approved in writing by the Board of Commissioners; or (b) if there is no successor corporation, then to the County of Cumberland, to be used exclusively for the accomplishments of the purposes for which the Corporation was formed.

ARTICLE ELEVEN

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ADDRESS: The address of the ~~principle and~~ registered office is 1638 Owen Drive, City of Fayetteville, County of Cumberland, State of North Carolina. The mailing address of the registered office is P. O. Box 2000, Fayetteville, North Carolina 28302. The name of the registered agent is ~~Richard H. Parks~~Michael Nagowski, and his address is the same as the registered office stated above.

IN WITNESS WHEREOF, CUMBERLAND COUNTY HOSPITAL SYSTEM, INC. has caused this instrument to be signed in its name by its Chief Executive Officer. These Amended and Restated Articles of Incorporation are to be effective upon filing.

CUMBERLAND COUNTY HOSPITAL SYSTEM INC.

BY: \_\_\_\_\_  
Chief Executive Officer

AMY H. CANNON  
County Manager

MELISSA C. CARDINALI  
Assistant County Manager



**CUMBERLAND**  
★ **COUNTY** ★  
NORTH CAROLINA

DUANE T. HOLDER  
Assistant County Manager

TRACY JACKSON  
Assistant County Manager

SALLY S. SHUTT  
Assistant County Manager

## OFFICE OF THE COUNTY MANAGER

### MEMO FOR THE AGENDA OF THE FEBRUARY 1, 2018 MEETING OF THE POLICY COMMITTEE

**TO:** MEMBERS OF THE POLICY COMMITTEE

**FROM:** AMY H. CANNON, COUNTY MANAGER *AHC*

**DATE:** JANUARY 25, 2018

**SUBJECT:** UPDATE/DISCUSSION ON ENFORCEMENT MATTERS ON  
US 301 BUSINESS NEAR THE CUMBERLAND COUNTY  
COLISEUM COMPLEX

**Requested:** Commissioner Charles Evans

**Presented By:**

**Estimate of Committee Time Needed:** 10 MINUTES

#### BACKGROUND

Commissioner Evans requested an update and discussion on enforcement matters on US 301 Business near the Cumberland County Coliseum Complex. In addition, he is requesting background information from the County Attorney on Nuisance and Abatement as prescribed in the County Ordinance.

#### RECOMMENDATION/PROPOSED ACTION

For information and discussion only.

CM012518-5



AMY H. CANNON  
County Manager

MELISSA C. CARDINALI  
Assistant County Manager



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Assistant County Manager

**OFFICE OF THE COUNTY MANAGER**

**MEMORANDUM FOR THE AGENDA OF THE FEBRUARY 1, 2018**  
**MEETING OF THE POLICY COMMITTEE**

**TO:** MEMBERS OF THE POLICY COMMITTEE

**FROM:** DUANE HOLDER, ASSISTANT COUNTY MANAGER

**THROUGH:** AMY CANNON, COUNTY MANAGER

**DATE:** JANUARY 25, 2018

**SUBJECT:** UPDATE ON PUBLIC HEALTH INTERNAL AUDIT  
NOTIFICATION PROGRESS

**Requested by:** Commissioner Charles Evans

**Presenter(s):** Duane Holder, Assistant County Manager

**Estimate of Committee Time Needed:** 5 Minutes

**BACKGROUND:**

As was last reported to the Board, the Public Health Department, to date, has confirmed contact and response from 129 of the 159 women affected by the failed notifications in the Breast & Cervical Cancer Program (BCCCP). While we are pleased to have achieved more than an 81% success rate, it has been several weeks since we have had a patient to make contact with us in response to our efforts.

The Health Department continues to utilize and exhaust internal resources for locating and receiving a response from the remaining 30 women. In addition to another round of certified letters, staff will utilize available media resources in an effort to reach out to those affected. The following remaining steps will be taken:

1. Executing another round of certified letters for the remaining patients
2. An assertive outreach to the media to update them on our notification progress, and articulation of internal process changes that have occurred as a result of the internal audit
3. Utilization of internal County resources (e.g., County website) in coordination with PIO to provide information/outreach to remaining women

Additionally, Health Department staff will continue to monitor for returned letters, research and track through utilization of the enhanced tracking software system, and receive phone call inquiries. Staff remain committed to successful contact of all remaining patients.

**RECOMMENDATION/PROPOSED ACTION:**

This is for information only.



**CUMBERLAND**  
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NORTH CAROLINA

**DEPARTMENT OF PUBLIC HEALTH**

**MEMO FOR THE AGENDA OF THE FEBRUARY 1, 2018**  
**REGULAR MEETING OF THE POLICY COMMITTEE**

TO: Policy Committee Members  
FROM: Rodney Jenkins, Interim Health Director- *Rodney E. Jenkins, Jr.*  
THROUGH: Duane Holder, Assistant County Manager  
DATE: December 22, 2017  
SUBJECT: Update on Partnership with Stedman Wade Health Services Inc.  
  
Requested by: Duane Holder, Assistant County Manager  
Presenter(s): Rodney Jenkins, Interim Health Director  
Estimate of Committee Time Needed: 10 minutes

**BACKGROUND**

The Health Department partnered with Stedman Wade Health Services, Inc. to provide Adult Health primary care services to uninsured and underserved Cumberland County citizens beginning October 2, 2017. An update on the partnership was provided to the Board of Health during their regular meeting held on December 19, 2017. The Interim Health Director will provide the same update to the Board of County Commissioner's Policy Committee.

**RECOMMENDATION/PROPOSED ACTION**

No action needed – for information only.

cc: Candice York, CCDPH Finance Officer  
File



AMY H. CANNON  
County Manager

MELISSA C. CARDINALI  
Assistant County Manager



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NORTH CAROLINA

DUANE T. HOLDER  
Assistant County Manager

TRACY JACKSON  
Assistant County Manager

SALLY S. SHUTT  
Assistant County Manager

**OFFICE OF THE COUNTY MANAGER**

**MEMORANDUM FOR THE AGENDA OF THE FEBRUARY 1, 2018**  
**MEETING OF THE POLICY COMMITTEE**

**TO: MEMBERS OF THE POLICY COMMITTEE**

**FROM: DUANE HOLDER, ASSISTANT COUNTY MANAGER**

**THROUGH: AMY CANNON, COUNTY MANAGER**

**DATE: JANUARY 24, 2018**

**SUBJECT: DISCUSSION OF HEALTH DEPARTMENT QUALITY ASSURANCE REVIEW**

**Requested by: Commissioner Charles Evans**

**Presenter(s): Duane Holder, Assistant County Manager**

**Estimate of Committee Time Needed: 5 Minutes**

**BACKGROUND:**

During the October 16, 2017, regular meeting of the Board of County Commissioners, Commissioner Evans expressed his desire for the Public Health Department to undergo an external quality assurance review. He requested Management to bring to the Policy Committee examples of other counties in the state that have undergone such reviews and to provide the names of the entities that conducted the reviews.

A statewide inquiry was made to all Local Health Directors to determine whether their agencies had undergone such a review and if so, to provide the organization(s) that conducted the reviews. Several Directors responded that their agencies had undergone the regular and routine external audits and reviews conducted by the State of North Carolina and/or the US Food & Drug Administration. For purposes of information, attached you will find a summary of the various audits and reviews that are currently conducted at the Cumberland County Department of Public Health.

There were three agencies that had external reviews conducted by entities other than the State or federal government. Those entities included:

- Rutherford-Polk-McDowell Health District: Dixon Hughes Goodman
- Guilford County Department of Health: Institute for Public Health
- Mecklenburg County Health Department
  - Clinical services review: Navigant
  - Organizational Structure & Organizational Culture: Praxis Partners

**RECOMMENDATION/PROPOSED ACTION:**

This is for information only.

**CUMBERLAND COUNTY  
DEPARTMENT OF PUBLIC HEALTH  
SUMMARY OF EXTERNAL AUDITS & REVIEWS**

<b>Division</b>	<b>Consultant/Auditor</b>	<b>Authority</b>	<b>Frequency of Audits/Monitoring</b>
BCCCP/WISEWOMAN	Cynthia Herndon	NC Division of Public Health-Cancer Branch	every 2 years
Billing/Finance/Fiscal Management	Sandra Tedder	NC Division of Public Health-Local Technical Assistance and Training Branch	every 2 years
Care Coordination for Children	Stephanie Fisher	NC Division of Public Health-Youth and Children's Branch	every 3 years
Child Health	Stephanie Fisher	NC Division of Public Health-Youth and Children's Branch	every 3 years
Environmental Health	Melissa Ham	NC Division of Public Health-Food Protection Branch (Food and Lodging)	every 4 years
Environmental Health	Beverly Baldinger	NC Division of Public Health-Child Care, School and Lead Program (Daycares, Schools, Lead)	every 4 years
Environmental Health	Terry Chappelle	NC Division of Public Health-Tattoo Program/Swimming Pool Program	every 4 years
Environmental Health	Teresa Davis/Nancy Deal	NC Division of Public Health-Migrant Housing Program, Onsite Water Protection Program, Private Drinking Water Well Program	every 4 years
Family Planning	Betty Cox	NC Division of Public Health-Women's Health Branch	every 3 years
Immunizations	Tammy Pentony/Becky Batchelor	NC Department of Health and Human Services Immunization Branch	Annually
Laboratory	Food and Drug Administration	Food and Drug Administration	unannounced inspections
Maternity	Betty Cox	NC Division of Public Health-Women's Health Branch	every 3 years
Newborn Post Partum Home Visiting Program	Debbie Moyer	NC Division of Public Health-Youth and Children's Branch	every 3 years
Pregnancy Care Management	Debroah Smith	NC Division of Public Health-Youth and Children's Branch	every 3 years
School Health	Amy Levy	NC Division of Public Health Youth and Children's Branch	Semi-Annually/Annually
Single Audit - Federally Funded Programs	Cherry Beckart & Holland	Office of the State Auditor	Annually
STD	Vivian Mears	NC Division of Public Health-Communicable Disease Branch	every 2 years
Tuberculosis Control Program	Myra Allen	NC Division of Public Health-Communicable Disease Branch	Annually
WIC	Vivian Hansen	NC Division of Public Health-Women's Infants and Children Division	every 2 years with a Self-Assessment required in off years

AMY H. CANNON  
County Manager

MELISSA C. CARDINALI  
Assistant County Manager



**CUMBERLAND**  
★ **COUNTY** ★  
NORTH CAROLINA

ITEM NO. 6.

DUANE T. HOLDER  
Assistant County Manager

TRACY JACKSON  
Assistant County Manager

SALLY S. SHUTT  
Assistant County Manager

## OFFICE OF THE COUNTY MANAGER

### MEMO FOR THE AGENDA OF THE FEBRUARY 1, 2018 MEETING OF THE POLICY COMMITTEE

**TO:** POLICY COMMITTEE MEMBERS  
**FROM:** SALLY SHUTT, ASSISTANT COUNTY MANAGER  
**THROUGH:** AMY CANNON, COUNTY MANAGER  
**DATE:** JANUARY 24, 2018  
**SUBJECT:** PUBLIC INFORMATION & GOVERNMENTAL AFFAIRS UPDATE

**Requested by:** Amy Cannon  
**Presenter(s):** Sally Shutt  
**Estimate of Committee Time Needed:** 10 minutes

**BACKGROUND:** Each month the Policy Committee will receive a short update regarding County communications projects and governmental affairs topics.

**RECOMMENDATION/PROPOSED ACTION:** For information purposes only.