
AGENDA
CUMBERLAND COUNTY BOARD OF COMMISSIONERS
COURTHOUSE – ROOM 118
OCTOBER 1, 2007
9:00 AM

INVOCATION Commissioner Edward Melvin

Minister:

Pledge of Allegiance

Recognition of Retired Cumberland County Employee:

Atrice Taylor, Planning & Inspections

Recognition of Outgoing Board Members:

Patrick Hurley, Cumberland County Juvenile Crime Prevention Council
Danny Terry, Cumberland County Emergency Planning Committee

1. Consent Agenda
 - A. Approval of minutes for the September 17, 2007 regular meeting.
 - B. Approval of Land Acquisition for Cumberland County Crown Coliseum.
 - C. Approval of Interlocal Agreement with the Town of Eastover for Collection of Taxes.
 - D. Approval of Sole Source Procurement Request for 911 Systems Upgrade Project.
 - E. Approval of the Cumberland County JobLink Center Re-Chartering Requirements.

F. Budget Revisions:

(1) Planning and Inspections

Revision in the amount of \$72,855 for additional travel survey services. Expenditures will be reimbursed by the 104(f) Grant at 80% (\$67,901) requiring a fund balance appropriation of \$4,954 which is the county's share of the 20% local match. (B08-086) **Funding Source – State and General Fund Fund Balance**

(2) Health

- a. Family Planning - Revision in the amount of \$47,708 to budget additional state funding. (B08-087) **Funding Source – State**
- b. Bioterrorism Response Team – Revision in the amount of \$45,500 to budget additional state funding. (B08-090) **Funding Source - State**
- c. Behavioral Health – Revision in the amount of \$25,000 to establish a new organization for a grant received from Carolina Collaborative Community Care. (B08-093) **Funding Source - Grant**

(3) Senior Aides

Revision in the amount of \$17,957 to appropriate fund balance to refund Senior Service America for overage of cash drawn down FY2007 and not expended. (B08-094) **Funding Source – Senior Aides Fund Balance**

(4) Library Grants

- a. Revision in the amount of \$25,000 to budget for a Basic Equipment Grant awarded from the State to purchase new computers in the children areas at all library locations.(B08-091) **Funding Source – State Grant**
- b. Revision in the amount of \$60,683 to budget for Educational Rate Funds received from local utility companies. The funds will be used for computer technology upgrades. (B08-092) **Funding Source – Grant**

(5) Cooperative Extension

Revision in the amount of \$21,290 to delete a vacant 4-H Program Assistant position and use the funds to contract with North Carolina State University for those services. (B08-066) **Funding Source – Reallocation of Budgeted Expenditures**

(6) General Government Other

Revision in the amount of \$35 to reduce the transfer to the Transportation Fund for the Community Transportation Program due to a change in the State budget. (B08-008A) **Funding Source – General Fund Fund Balance**

(7) Sheriff Grants

Revision in the amount of \$240,056 to recognize a US Department of Justice Byrne Assistance Grant. The grant will be split between the County (\$93,436) and the City of Fayetteville (\$146,620). (B08-097) **Funding Source – Federal**

(8) Workforce Development - Workforce Development –
Career Advancement Accounts

Revision in the amount of \$1,768,000 to establish a new organization and creating six new positions by recognizing new Federal funding for a Career Advancement Accounts program. (B08-098) Funding Source - Federal

ITEMS OF BUSINESS

2. Nominations to Boards and Committees

A. Library Board of Trustees (2 Vacancies)

3. Appointments to Boards and Committees

A. Adult Care Home Community Advisory Committee (1 Vacancy)

Nominee: Edgar F. Merritt (Reappointment)

B. Minimum Housing Appeals Board (4 Vacancies)

Nominees: Regular Members: Charles Lewis
Linda J. Miller

Alternate Members: Clayton O. Burris, Jr.

C. Southeastern Economic Development Commission (1 Vacancy)

Nominee: Ed Melvin

ADJOURN

**THIS MEETING WILL BE BROADCAST LIVE ON TIME WARNER
COMMUNITY CHANNEL 7.**

**MEETINGS: October 15, 2007 (Monday) – 6:45 PM
 November 5, 2007 (Monday) – 9:00 AM
 November 19, 2007 (Monday) – 6:45 PM**



ITEM NO. 1B

COUNTY of CUMBERLAND

Office of the County Attorney

September 25, 2007

MEMORANDUM FOR BOARD OF COMMISSIONERS' OCTOBER 1, 2007 AGENDA: 7

TO: BOARD OF COMMISSIONERS

FROM: HARVEY W. RAYNOR III, DEPUTY COUNTY ATTORNEY *HWR*

THROUGH: GRAINGER R. BARRETT, COUNTY ATTORNEY

SUBJECT: APPROVAL OF LAND ACQUISITION FOR CUMBERLAND COUNTY
CROWN COLISEUM

BACKGROUND: The Civic Center Commission Board has recommended the County purchase five (5) tracts of land located on either side of the drive leading to the Civic Center's main entrance for a combined sale price of \$175,000. The sellers agreed to remove and have removed a structure on the property which had asbestos shingles on the exterior walls. The property is owned by Patterson and Tyndall Investments, LLC (James R. Patterson and Leamon W. Tyndall, Jr., who is a cousin of Richard Player).

RECOMMENDATION AND PROPOSED ACTION: Approve the associated budget revision in the amount of \$175,000 to purchase the contracted property and authorize the County Attorney to proceed with acquiring the property.

HWR/hnw

Budget Office Use	
Budget Revision No.	B08-046
Date Received	8/28/07
Date Completed	

REVENUE				
Revenue Source Code	Description	Current Budget	Increase (Decrease)	Revised Budget
9901	Fund Balance Appropriated	0	175,000	175,000
				-
				-
				-
				-
				-
	Total	0	175,000	175,000

Object Code	Appr Unit	Description	Current Budget	Increase (Decrease)	Revised Budget
3630	858	Capital Outlay - Land	0	175,000	175,000
					-
					-
					-
					-
					-
					-
					-
					-
		Total	0	175,000	175,000

Funding Source: _____ **Fund Balance:** _____
State: _____ **Federal:** _____ **County:** _____ **New:** _____ **Other:** _____
Other: _____ **Fees:** _____ **Prior Year:** _____

Approved By:

_____ **Date:** _____

County Manager

**Board of County
Commissioners**

_____ **Date:** _____



ITEM NO. 1C

COUNTY of CUMBERLAND

Office of the County Attorney

September 24, 2007

MEMORANDUM FOR BOARD OF COMMISSIONERS' MEETING OF OCTOBER 1, 2007

TO: BOARD OF COMMISSIONERS

FROM: GRAINGER R. BARRETT, COUNTY ATTORNEY

SUBJECT: APPROVAL OF INTERLOCAL AGREEMENT WITH THE TOWN OF EASTOVER FOR COLLECTION OF TAXES

BACKGROUND: The recently incorporated Town of Eastover has by resolution requested that the County collect taxes for the Town. The enclosed Interlocal Agreement would provide for collection of the Town's taxes by the County Tax Administrator and would run through June 30, 2012. The Town would compensate the County for tax collection services in the amount of one and one-half percent of revenues collected on behalf of the Town.

RECOMMENDATION: Approve Interlocal Agreement with such changes or additions consistent with this approval as may be satisfactory to the County Manager and the County Attorney, and authorize the Chairman to sign the Agreement on behalf of the County.

INTERLOCAL COOPERATION AGREEMENT
FOR THE COLLECTION OF TAXES
BETWEEN CUMBERLAND COUNTY
AND THE TOWN OF EASTOVER

This contract made and entered into the ____ day of October, 2007, between Cumberland County, a political subdivision of the State of North Carolina, hereinafter referred to as the "County" and the Town of Eastover, a North Carolina municipal corporation, hereinafter referred to as the "Town";

WITNESSETH:

WHEREAS, the governing bodies of the County and the Town have found and determined that it is in the public benefit and interest to provide for the collection by the County of real and personal property taxes levied by the Town as well as certain special assessments assessed by the Town, gross receipts taxes on vehicle rentals and leases, fees authorized to be collected with property taxes, and motor vehicle license fees levied by the Town; and

WHEREAS, the North Carolina General Statutes in Chapter 160A, Article 20, Part 1, provide that units of local government may enter into agreements in order to execute an undertaking providing for the contractual exercise by one unit of any power, function or right, including the collection of taxes, of another unit; and

WHEREAS, the governing bodies of the County and Town have ratified this agreement by resolutions being recorded in their respective minutes;

NOW THEREFORE, for and in consideration of mutual covenants contained herein and the mutual benefits to result therefrom, the parties hereby agree as follows:

1. DEFINITIONS:

- A. Consolidated Tax Bill: A tax bill for both the County and the Town taxes prepared by the County in those situations where both County taxes and Town revenues are due, i.e. where property lies both within the County and the Town.
- B. Non-Consolidated Tax Bill: A tax bill for either County taxes only or Town Revenues only prepared by the County in those situations where only County or only Town taxes are due, i.e. where property lies within the County and outside the Town, or within the Town and outside of the County, or where property is annexed into the Town at anytime other than at the beginning of the fiscal year.
- C. Revenues: Any current or delinquent: property taxes, gross receipts taxes on vehicle rentals and leases, and motor vehicle license fees levied by the County or the Town including interest, penalties or costs; fees such as stormwater fees authorized to be collected with property taxes; and any special assessments due to the Town or County on property being foreclosed on as a part of a tax foreclosure action; which are collectable by the Tax Administrator within the scope of this Agreement,

- D. Tax Administrator: The person appointed by the Board of Commissioners of the County of Cumberland pursuant to N.C.G.S. §105-349, or its successor statute, by whatever title given, and currently known as the Cumberland County Tax Administrator.
 - E. Tax Levy: The amount of Town or County property taxes due for the then current fiscal year as determined by the Tax Administrator. That number is generally determined as the product of the Town and County's tax rate multiplied by the total assessed value of all property listed in the Town or County respectively.
- 2. PURPOSE: The purpose of this Agreement is to establish the undertakings, as provided in N.C.G.S. Chapter 160A, Article 20, Part 1, whereby the Tax Administrator collects for the Town and County all current and delinquent Revenues, as defined in Section 1(c), of this Agreement.
 - 3. METHODS AND PROCEDURES: The methods and procedures which shall be followed by the County, Town and the Tax Administrator to implement this undertaking shall be as follows:
 - A. The Tax Administrator shall perform, on behalf of the Town, those duties specified in N.C.G.S. §105-350, and for all Revenues, shall perform those duties prescribed by the Town Charter with respect to the assessment, levy and collection of taxes, and any other duties specified herein.
 - B. The County shall provide the Tax Administrator with such assistants and employees as are necessary for said Tax Administrator to accomplish his or her duties to collect the Revenues as set forth herein.
 - C. The governing body of the County shall cause to be performed all actions pertaining to or ancillary to the collection of Revenues for the Town, required by N.C.G.S. Chapter 105, including but not limited to the following:
 - 1. Preparation of tax scrolls and tax books or a combined record as required by N.C.G.S. §105-319;
 - 2. Adoption of the Order to Collect Taxes as required by N.C.G.S. § 105-321;
 - 3. Review of listings and evaluations as required by N.C.G.S. Chapter 105, Subchapter II, Article 21;
 - 4. Listing, appraising and assessing of property as required by N.C.G.S., Chapter 105, Subchapter II, Article 22;
 - 5. Delivery of tax receipts to the Tax Administrator as required by N.C.G.S., § 105-352;
 - 6. Execution of settlements as required by N.C.G.S., §105-373.

- D. The Tax Administrator shall follow the tax collection and settlement procedures set forth in N.C.G.S. Chapter 105, Subchapter and the administrative and accounting practices of Cumberland County, except that the following special procedures shall apply to the extent that they are not inconsistent with said General Statutes:
1. The Tax Administrator, County Manager and Town Manager agree from time to time in writing as to how the Revenues collected for the Town under this Agreement shall be remitted to the Town and about such other administrative matters as shall be necessary to effectuate this Agreement. That understanding may be amended in writing from time to time as technological advancements are made. The County shall be responsible for the safeguarding of all Revenues collected on behalf of the Town until such time as said Revenues are remitted to and received by the Town.
 2. Records maintained by the Tax Administrator shall show separately the amount collected on behalf of each taxing unit and such records shall be available for inspection at any time to the Town, either in written form or on computer tapes.
 3. The Tax Administrator shall prepare and mail one Consolidated Tax Bill per parcel for each parcel on which both County and Town taxes are owed, detailing all County and Town taxes, and fees authorized to be collected with property taxes, due. In the event of a partial payment on such a Consolidated Tax Bill, where the taxpayer has not specifically designated how payment is to be applied, the amount of such payment shall first be applied in satisfaction of the taxes owed with the amount to be applied pro rata to each taxing unit's share of the principal amount of the taxes which were the basis of said collection, then pro rata to each taxing unit's share of the principal amount of the fees which were the basis of said collection, then pro rata to any special assessments to be collected under this Agreement. Any remaining monies shall then be applied to the motor vehicle license fees levied by the Town. The Tax Administrator shall prepare and mail one Non-Consolidated Tax Bill per parcel for each parcel on which either the County only or the Town only taxes are owed.
 4. The Tax Administrator shall collect Revenues due the Town in the same manner as the Tax Administrator collects revenues due the County. The Tax Administrator shall report delinquent Revenues due the Town in the same manner as the Tax Administrator reports delinquent revenues due the County.
 - A. Where both County and Town Revenues are delinquent, any action, including but not limited to a foreclosure action, to collect such Revenues shall be brought in the names of both taxing units.
 - B. Where special assessments are due the Town on property which is the subject of a tax foreclosure action by the County, the Tax Administrator shall collect these special assessments as part of the tax foreclosure proceeding, regardless of whether or not the taxes due are paid subsequent to the institution of the tax foreclosure proceeding. This shall be the only circumstance in which the Tax Administrator shall have the duty to collect

special assessments owing to the Town.

5. Penalties and interest collected, proceeds recovered from tax foreclosures and sales pursuant thereto, and discounts, settlements, or compromises allowed shall be apportioned between the County and the Town *pro rata* in proportion to each taxing unit's share of the principal amount which was the basis of said collections, recoveries or allowances.
6. The Tax Administrator shall make an annual written and oral report and a monthly written report to both governing bodies, which shall include:
 - A. Current property tax collections on behalf of each taxing unit, stated in dollars and as a percentage of the levy;
 - B. Delinquent property tax collections on behalf of taxing unit, stated in dollars and as a percentage of the outstanding levies;
 - C. Collections of County and Town Revenues other than property taxes by type, stated in dollars and as a percentage of the budget projections;
 - D. Significant policy changes and recommendations pertaining to the Office of the Tax Administrator; and
 - E. Significant operational changes and recommendations pertaining to the Office of the Tax Administrator.
7. DURATION:
 - A. This Agreement will take effect as the effective date of United States Department of Justice preclearance of the incorporation of the Town.
 - B. This Agreement shall endure through and until June 30, 2012, unless terminated.

8. FINANCES:

The County shall retain a sum equal to one and one-half percent (1&1/2%) of the actual Revenue collected for the Town as consideration for this Agreement. These monies shall be deducted from the amounts remitted to the Town.

9. APPOINTMENTS: The Tax Administrator shall be appointed by the Cumberland County Board of Commissioners for a term not to exceed four (4) years.
 - A. The appointment of the Tax Administrator shall be made by the governing body of the County in accordance with the provisions of N.C.G.S. § 105-349. The appointment, approval, and acknowledgment thereof will be entered into the minutes of the appropriate proceedings of the governing body of the County.
 - B. Appointments of all assistants, consultants, attorneys or employees provided by the County to implement this undertaking shall be made by the appropriate County officials and shall not be subject to the approval of the Town. Such appointees shall be employees, agents, consultants or contractors, as the case may be, of the County and not of the Town.
10. GENERAL PROVISIONS:
 - A. The participation of the Office of the Tax Administrator in this undertaking; except as otherwise provided by law or this Agreement, shall be under the supervision of the Board of Commissioners of Cumberland County and the County Manager, which officials shall have exclusive authority as provided by law to regulate and control the administration of said Office. Any problems experienced by the Town with regard to this undertaking shall be communicated to the County Manager to be resolved as the County Manager deems appropriate.
 - B. A bond shall be given by the Tax Administrator, in his official capacity pursuant to N.C.G.S. § 105-349(c) in an amount set by the Board of Commissioners. Bonds shall also be given by such of said Tax Administrator's Assistants and Clerks as may be designated by the Board of Commissioners. Such bonds shall be subject to the approval of the Board of Commissioners for the County's and Town's protection and the County shall pay the premiums required therefore. The County shall provide defense to the Tax Administrator to the same extent it does its employees under its applicable policies.
 - C. The governing body of the Town may, at its own expense, provide for an audit of the records relating to taxes owed the Town and collected on its behalf by the Tax Administrator in addition to any audit required by law. The Tax Administrator shall cooperate in any audit provided by the Town pursuant to this subsection.
 - D. Tax settlements shall be made annually by the Tax Administrator to the Board of Commissioners pursuant to N.C.G.S. § 105-373, before tax records are delivered to him for the subsequent tax year. Copies of all tax settlement reports of the Tax Administrator shall be provided to the governing body of the Town.

- E. TERMINATION: This agreement may be terminated by either party with at least six (6) months' prior written notice; provided, however, termination shall be effective only at the end of a fiscal year.
- F. This Agreement shall be recorded in the Office of the Clerk of both the Town and County.
- G. Amendments to this Agreement shall be effective only when reduced to writing and duly executed by parties.
- H. With respect to all Revenues collected by County under the terms of this Agreement, the County shall have sole and absolute authority upon compliance with and subject to applicable law:
1. To set discount schedules after consultation with the Town Manager;
 2. To determine the status and taxability of all property;
 3. To prescribe the minimum amount or percentage of tax liability that may be accepted as a partial payment;
 4. To designate the method or methods of collection to be employed, whether by garnishment, levy, foreclosure, or such other remedy or remedies, against any taxpayer, his or her real or personal property, as may be provided by law;
 5. To employ such professional services, (legal, accounting, etc.) as May be required for the efficient collection of Revenues; and
 6. To make any and all elections, decisions and determinations available to Town and County under the Machinery Act of 1971, (as now in existence or hereafter amended) with respect to the listing, appraisal, assessment of property, refunds and releases, and collection of taxes, except for establishment of Town's tax rate, which shall remain Town's sole responsibility.

IN WITNESS WHEREOF, the parties hereto have caused this instrument to be signed on the day and year first above written, in their respective names by their proper officials by authority of resolutions duly-adopted- by the governing bodies of each of the taxing units.

ATTEST:

TOWN OF EASTOVER

BY: _____
_____, Clerk

BY: _____
CHARLES MCLAURIN
Mayor

ATTEST:

COUNTY OF CUMBERLAND

BY: _____
MARSHA FOGLE, Clerk

BY: _____
KENNETH S. EDGE
Chairman, Board of Commissioners

ITEM NO. 1D

COUNTY of CUMBERLAND

James E. Martin
County Manager

Cliff Spiller
Assistant County Manager


Juanita Pilgrim
Deputy County Manager

Office of the County Manager

Amy H. Cannon
Assistant County Manager

MEMORANDUM FOR BOARD OF COMMISSIONERS AGENDA OF OCTOBER 1, 2007

TO: BOARD OF COUNTY COMMISSIONERS

FROM: JAMES E. MARTIN, COUNTY MANAGER 

DATE: SEPTEMBER 27, 2007

**SUBJECT: APPROVAL OF SOLE SOURCE PROCUREMENT
REQUEST FOR 911 SYSTEMS UPGRADE PROJECT**

BACKGROUND

The attached material provides information on the sole source justification for the Cumberland County 911/Dispatch/EMS Mapping Application Project. This project will replace several existing products and work in conjunction with the newly implemented Ambulance GPS System referred to as CometTracker. This system basically allows a dispatcher to instantly see the location of each in-progress 911 call and each ambulance in Cumberland County. The data is displayed on a large digital map and historical data will be stored and used for reporting purposes as well as statistical trends. Reduced response times, better prevention of intentional 911 misuse (prank calls), and easier dispatch training procedures are all expected benefits of this project. The platform has been carefully analyzed and studied to ensure that this technology will allow for future expansion.

This item was included in the approved 911 Addressing Budget and it is recommended that these funds be used for procurement. The total cost of this implementation will be \$77,000. The additional benefits for procuring this system will provide interoperability with the current IBM Z-series CAD platform, CometTracker System and several other unique aspects of the Cumberland County 911 System. In addition for standardization and compatibility, this is the only available system that has open source allowing maintenance, expansion, updates and development to be performed by Cumberland County Personnel. This results in lower recurring costs for maintenance contracts, less down-time and faster system repairs when needed.

RECOMMENDATION/PROPOSED ACTION

The Purchasing Agent and Management recommend approval of this Sole Source Procurement to Withers & Ravenel.

/ct
CM092707-1



COUNTY OF CUMBERLAND

EMERGENCY SERVICES DEPARTMENT

Ronald "DOC" Nunnery
Director
Fire Marshal

Kenneth Currie
Deputy Director

P.O. DRAWER 1829
FAYETTEVILLE, NORTH CAROLINA

TO: James E. Martin,
County Manager
FROM: Ronald "Doc" Nunnery,
Emergency Services Director
SUBJECT: Sole Source Procurement Request for
911 Systems Upgrade Project

I have attached a contract for the Cumberland County 911/Dispatch/EMS Mapping Application Project. This item was included in the approved 911 Addressing Budget, and it is recommended that these funds be used for procurement. The total cost of this implementation will be \$77,000.

This project will replace several existing products and work in conjunction with the newly implemented Ambulance GPS System referred to as CometTracker. This system basically allows a dispatcher to instantly see the location of each in-progress 911 call and each ambulance in Cumberland County. The data is displayed on a large digital map, and historical data will be stored and used for reporting purposes as well as statistical trends. Reduced response times, better prevention of intentional 911 misuse (prank calls), and easier dispatch training procedures, are all expected benefits of this project. In addition, this platform has been carefully analyzed and studied to ensure that it provides a sufficient level of immediate modernization for our 911 system while incorporating existing technologies and positioning us for future expansion.

It is recommended that this project be sole sourced to Withers and Ravenel of Cary, NC. Withers and Ravenel have provided engineering and custom software solutions to NC agencies since 1983. They have worked on similar projects with Bladen County 911, Fayetteville/PWC, Cary, and Lumber River Council of Governments. This particular system is only available from Withers and Ravenel, and was the only solution that provides interoperability with the current IBM Z-series CAD platform, CometTracker Sytem, and several other unique aspects of the Cumberland County 911 System. In addition, this is the only available system that has open source allowing maintenance, expansion, updates, and development to be performed by Cumberland County Personnel. This results in lower recurring costs for maintenance contracts, less down-time, and faster system repairs when needed.

Should you have any questions or require additional information please contact Ronald "Doc" Nunnery at 910-321-6736.



TASK ORDER NO. 1
BETWEEN
OWNER AND ENGINEER
FOR PROFESSIONAL ENGINEERING SERVICES

FURTHER DESCRIPTION OF BASIC ENGINEERING SERVICES,
AND RELATED MATTERS

This Task Order is dated _____ between CUMBERLAND COUNTY (OWNER or COUNTY), and WITHERS & RAVENEL, INC. (W&R or ENGINEER) for professional engineering services.

CUMBERLAND COUNTY
GIS System for EMS

Withers & Ravenel, Inc. will provide software setup and programming services for the **"GIS SYSTEM FOR EMS"**. The scope of work to be completed will be in accordance with all stated requirements listed in this contract document.

This Task Order presents the scope of work and the associated consulting fees for the GIS System for EMS.

1. The Basic Services of ENGINEER for this Task Order are as follows:

TASK 1 – ConnectGIS Web Interface

TASK 2 – Custom Software Development

TASK 3 – Reporting Module

TASK 4 – Third-party Software Acquisition

TASK 5 – Setup and Training

DETAILED PROJECT APPROACH AND SCOPE OF WORK

Task 1 – ConnectGIS Web Interface

Task 1.1 Primary Application Licensing

Withers & Ravenel will provide the COUNTY with licensing of the ConnectGIS Web Mapping Interface. This software provides a user-friendly way to view data hosted in ESRI ArcIMS software and connected to either geodatabase or shapefile data.

ConnectGIS Includes the Following Features

- Standard mapping features such as pan and identify
- Zoom by window, selection or scale
- Hyperlink multiple layers
- Extract data by spatial location
- Extract a coordinate referenced Jpeg Image
- Remote Administration
- Field name aliases and visibility settings
- Check-box initialized searchable fields
- Automatic use of SQL wildcards
- SQL searches of multiple fields without user knowledge of SQL
- Measure tool
- Buffer tool

W&R will license the use of ConnectGIS to the COUNTY. This will be the full-function version and may be used with an unlimited number of projects on a single server.

Task 1.2 Application Maintenance

ConnectGIS licensing requires an annual maintenance fee of \$2,500.00 which covers standard updates to the software to enable the software to continue to function as future Microsoft Windows and ESRI ArcIMS/ArcGIS Server updates are released. This maintenance does NOT include adding additional features, functionality, database fields or reporting capability. Phone support exceeding five (5) minutes per incident will be billed hourly at current W&R rates in fifteen (15) minute increments.

Task 2 – Custom Software Development

Task 2.1 Vehicle Tracking Integration

A server-based software module will be developed that will accept data output from an existing vehicle tracking system such as the one offered by Sprint-Nextel. This module will transfer the data in such a manner that it can be displayed by the ConnectGIS web interface.

Task 3 – Reporting Module

Task 3.1 Custom Reports

A maximum of ten (10) custom reports will be written to view data contained in the GIS System. These reports will be web-accessible and are to be determined by the COUNTY. Reports of extreme complexity (which includes those reports that may be more simply represented as individual reports) will not be counted as a single report, but instead will be counted as multiple reports as determined by the W&R.

Task 4 – Third-party Software Acquisition

Task 4.1 Third-party Software Acquisition

Third-party software will be required in addition to software provided by W&R. In order to ensure that the correct software is ordered, W&R will work with both the COUNTY and software vendors to assure accurate and timely software acquisition. Two items, Microsoft SQL Server 2005 and ESRI ArcGIS Server Advanced Enterprise will be purchased and resold by W&R on behalf of the COUNTY.

Task 5 – Setup and Training

Task 5.1 Setup

W&R will install the software on a single server. This will include software supplied by W&R as well as third-party software required for the project (excluding Vehicle Tracking Software). Software security will be the responsibility of the COUNTY, and the COUNTY will need to ensure secure channels for the transmission of any sensitive data over the network.

Task 5.2 Training

Designated COUNTY staff will be trained in the use and basic administration of installed software. This includes a maximum of five (5) days of training services. It is suggested that initial training sessions be held for end-users and administrators, and that additional training sessions be provided separately for system administrators. It is also recommended that a minimum of one (1) day of training be reserved for phone support after system launch.

Cost Structure

ConnectGIS Software.....	\$10000
Custom Software Development.....	\$20000
Reporting Module	\$10000
Third-party Software Acquisition.....	No Charge
Software Installation.....	No Charge
Training	\$5000
Contingency.....	\$10000
Annual Maintenance Agreement Ending June 30 th , 2008..	No Charge
ESRI ArcGIS Server Advanced Enterprise Edition	\$20000
Microsoft SQL Server 2005	\$2000

CONTRACT AMOUNT IS LUMP SUM \$77,000**

***First year maintenance ending June 30th 2008 is included at no additional cost. Lump sum amount does not include any hardware/software licensed by any third-party companies other than what appears in itemized list above.*

2. The responsibilities of Owner are as follows:

- Review all project deliverables, including but not limited to databases, forms and reports, and forward comments to W&R staff as appropriate.
- Assist in software testing to ensure that all features work as expected.
- Provide all security systems and implementation.
- Provide all third-party software except Microsoft SQL Server 2005 and ESRI ArcGIS Server Advanced Enterprise Edition.
- Provide all hardware.

3. The time period for the performance of ENGINEER's services are as follows:

- ENGINEER will complete all tasks defined above within a period of 6 months from the date of the contract execution date.

4. OWNER has established the following special provision and/or other consideration and/or requirements and/or exception in respect to this Task Order.

None.

IN WITNESS WHEREOF, the parties have executed this Task Order on this day of _____, 2007.

CUMBERLAND COUNTY

ENGINEER

By: _____

By: _____

Name: _____

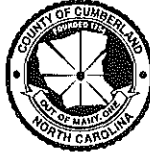
Name: L. Eddie Staley, GISP

Title: _____

Title: GIS/IT Director

Date: _____

Date: _____



COUNTY of CUMBERLAND


Workforce Development Center

September 21, 2007

October 1, 2007 Agenda ItemMEMORANDUM

TO: Board of County Commissioners

THRU: Juanita Pilgrim, Deputy County Manager

FROM: Patrick S. Hurley, Director 

SUBJECT: JobLink Career Center Re-Chartering Requirements

BACKGROUND: The Cumberland County JobLink Career Center is required by the state to re-charter the center every three years. We are currently chartered at a Level II through October 28, 2007. The re-chartering document that we have completed in accordance with the re-chartering matrix will be submitted to the N.C. Division of Workforce Development for their approval as a Level III center. Level III is the highest state charter.

PROPOSED ACTION: Request approval of the Board of County Commissioners to approve the re-chartering document. **Enclosed is the original signatory sheet that requires the signature of Kenneth S. Edge, Chairman of the Board of County Commissioners.**

Attachment



Career Planning, Training and Placement

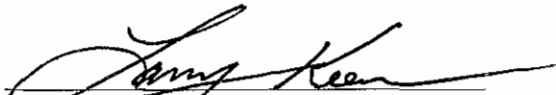
410 Ray Avenue • P.O. Box 1829 • Fayetteville, North Carolina 28302-1829 • (910) 323-3421 Fax: (910) 323-5755

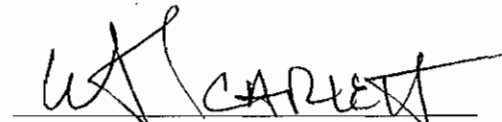
JobLink Career Center Business Plan

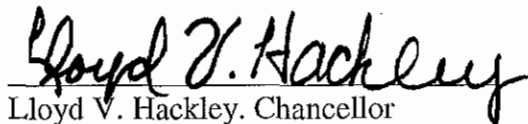
To Maximize the Services of All JobLink Partners

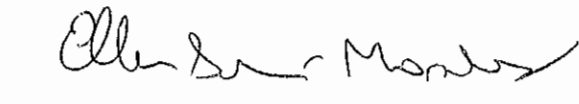
Signature Page


By signature hereto, the parties attest to participation of development of the plan and agree to abide by all terms and conditions of the Business Plan.

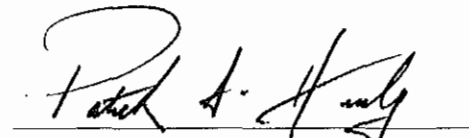

Dr. Larry Keen, President
Fayetteville Technical Community College

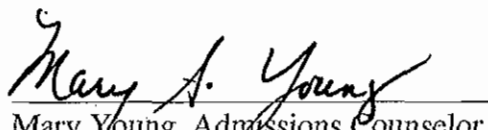

William Scarlett, Director
Department of Social Services

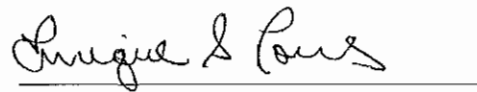

Lloyd V. Hackley, Chancellor
Fayetteville State University


Ellen Scherling-Morales, Manager
Vocational Rehabilitation

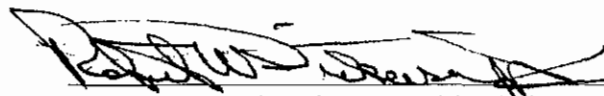

Glenn McQueen, Manager
Employment Security Commission


Patrick S. Hurley, Director
Workforce Development Center
Senior Aides Program

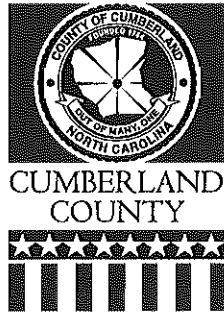

Mary Young, Admissions Counselor
Job Corps


Enrique Torres, Regional Manager
Telamon Corporation

The undersigned Workforce Development Board Chair and designated Chief Elected Official have read the contents of this Business Plan and certify that its contents are in line with local workforce development plans.


Robert W. (Bob) Dickerson, II, Chairman
Workforce Development Board


Kenneth S. Edge, Chairman
Board of Commissioners



CUMBERLAND COUNTY
JOBLINK CAREER CENTER



BUSINESS PLAN

OCTOBER 28, 2007



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INTRODUCTORY SECTION

This Business Plan represents the Cumberland County Local Area JobLink Career Center at the Fayetteville ESC.

1. What is the date, month and year the Plan/Agreement is being entered?

The Cumberland County Business Plan is scheduled to be entered on October 28, 2007.

2. Who are the parties entering into the Plan/Agreement?

They are the following key partner agencies:

- Workforce Development Center (WDC)
- Employment Security Commission (ESC)
- Department of Social Services (DSS)
- Vocational Rehabilitation (VR)
- Fayetteville Technical Community College (FTCC)
- Fayetteville State University (FSU)
- Division of Services for the Blind
- Job Corps
- Telamon Corporation

PART I – DEFINING THE BUSINESS

1. What is the JobLink Career Center's vision and mission in the community?

The vision of the Center is to develop a competitive workforce system that meets the needs of area employers.

Our mission is to provide our workforce and employers the best customer-friendly planning, training and placement services. The result is a workforce ready to meet the challenges of the 21st century. Staff are committed to quality services and continuous improvement that is essential to the fulfillment of the guiding principles of universality, customer choice, integration, customer satisfaction and accountability.

2. Who comprises the JobLink Career Center's current and/or proposed customer base and how is the customer base related to the local labor market needs?

The JobLink Career Center provided services to a universal population. Primary customer groups are job / training seekers and employers. The goal of the center is to meet the workforce needs of the employers by connecting them with qualified job seekers. The job seekers may already have the skills the employer needs or can be trained to obtain the skills needed. Various other segments of the general population are beneficiaries of our labor market information services.

3. What location has been chosen for the JobLink Career Center and why? How may the location change in the future after lease agreements, etc. are considered?

The Cumberland County JobLink Career Center is located in the Employment Security Commission Office, at 410-414 Ray Avenue, Fayetteville, NC. This location is centrally located in the county. Reasons for choosing the ESC site include the wide range of JobLink related services it offers, its proximity to the partner's main sites and its history

of positive interagency program coordination. This site also offers attractive facilities, accessibility through either public or private transportation, ample parking and available space for individual and employer customer services. The Employment Security Commission also staffs a branch office located on the Fort Bragg Military Installation.

PART II – GOVERNANCE AND MANAGEMENT STRUCTURE- DEFINITION OF RELATIONSHIPS AND ROLLS.

1. What is the oversight role of the WDB relative to the JobLink Career Center? What are the roles and responsibilities of the JobLink Career Center in relation to the WDB?

The Cumberland County WDB provides advice and policy guidance for planning and oversight of all workforce development programs and services provided at the Center. Its oversight role is to ensure high quality services are provided to business, industry and the general public in meeting their workforce needs.

The Center partners are committed to providing their customers, both individual job seekers and employers with high quality services. Case Managers will continually ensure that programs and services are customer driven and tailored to meet and exceed expectation of the Cumberland County WDB.

Partnering agencies will show their commitment to one-stop goals via a signed written memorandum of understanding. All partners are willing to accept and support training as outlined by the Workforce Development Training Institute. All career center representatives commit to share their knowledge and experiences with others through participation upon request in state, regional, and national conferences, and similar activities as a presenter or other capacity.

The Management Team will gather and use surveys periodically from Customers/Staff feedback to continuously improve the delivery of center services.

- Compliance with JobLink policies and procedures regarding client confidentiality and data security.
- Integration of services to include staff and resources sharing arrangement to meet the needs of customers.

- Agreement to use the JobLink Career Center logo as the predominant logo on all JobLink marketing materials.
- Agreement to display the JobLink Career Center signage.
- Agreement to identify the facility as the JobLink Career Center when greeting customers personally and when answering the telephone.

2. What is the Center's management structure and what are the roles and responsibilities of the partners at the JobLink Career Center as they relate to the management and governance of the Center?

The Center is managed by a management team composed of a member from each of the key partner agencies and a representative from the County Manager's Office to provide guidance and oversight of the Center. The management council will be responsible for recommending policy to the WDB as it pertains to the Center. Each respective staff member will report directly to his/her agency supervisor and site staff will have functional supervision over all co-located agency representatives. Communications between the participating agencies will be ongoing through regular meetings and case management discussions.

Management council meetings are scheduled on an as needed basis. All staff members will participate in team building and customer service training. It is also the duty of the management council to review the Center's Business Plan to ensure ongoing compliance with the chartering criteria.

3. Who is the JobLink Operator and what is the role and responsibilities in the Center? If the JobLink Operator is a consortium of 3 or more entities, what are the roles and responsibilities of each consortium member?

Co-Management of daily operations is conducted by the Employment Security Commission (ESC) Manager and the Workforce Development Center (WDC) Director. These two positions agree to serve as the Center Operators. The Center Operators and other agencies operating out of the Center must agree in accordance with the Memorandum of Understanding (MOU) to use the official system name (JobLink Career Center and JobLink Career Center System) and logo on career center signage, stationary and marketing materials.

The Center Operators do the following:

- Serve as a member of the Managing Partners' Team.
- Oversee the overall operation of the Center.
- Provide day-to-day functional supervision of all staff at the Center.
- Provide orientation and training for partner agency staff co-locating in the Center.
- Schedule partner cross-education and cross-training.
- Represent the Center at community functions.
- Promote understanding and harmony among partner representatives.
- Troubleshoot problems relating to client flow and services.
- Conduct staff meetings on a regular basis.
- Provide reports as needed.

PART III – PRODUCTS AND SERVICES TO BE PROVIDED

1. What are the primary products and services of the JobLink Career Center for employers, individuals and others?

Services are tailored to two primary customer groups: job / training seekers and employers.

Job / Training Seekers – Core Services – All individual job / training seekers are able to access the following general services in the level that most appropriately addresses their individual needs. Services are provided on-site in the Center.

- Orientation / Intake / Basic Assessment: A staff person gives the customer an orientation to inform them of the services provided through the Center. A staff person provides a basic assessment of the customer's needs and assists them in accessing the services they require.
- Online Electronic Services: The Cumberland County JobLink Career Center System and other partners' websites contain links to extensive job databases, online career assessment instruments, tutorials, and other resources. Information is available for career planning and exploration, the labor market, workshops and classes, training providers, financial aid, and partner agencies. Customers can also post resumes online on America's Job Bank (national job bank).
- Eligibility Information for Partner Services: JobLink staff is cross-trained to ensure that they are familiar with partner agency basic eligibility criteria. Staff provides referrals to partner agency services as needed.

- Job Search Assistance: Staff provides assistance to customers to become effective job seekers through the use of center resources, workshops, resume preparation assistance, and screening for specific employment options.
- Selection and Referral: Cross matches are made on all job orders and individuals are called to inform them of employment opportunities by telephone or letter. All referrals are entered on the job order and cross-referenced with on the client information screen. Additional information is added with the feedback information from the employer. Customers may prepare resumes, print and make copies, or save them to a diskette for future use.
- Local, Regional and Statewide Labor Market Information: Staff is trained to be familiar with labor market data and where to access the information. Links to the State Occupational Information Coordinating Committee, America's Info Net, and ESC Labor Market Information Division's Web SARAs, are included on the Cumberland County JobLink Career Center website for easy access for customers and staff, Career Choice magazines and current publications are available in the resource area.
- Financial Aid Information: Staff receives on-going training on financial aid resources to include: FAFSA (Free Application for Federal Student Aid), College Board, College Foundation, and many others. Staff is familiar with partner agencies that provide financial assistance as part of their training activities. Customers can apply for unemployment insurance benefits online, or may meet with a JobLink staff person for assistance.

- Career Development and Counseling: An Employment Counselor is on staff and resources are available to assist customers with career planning through the use of interest and aptitude assessment, career assessment and guidance, testing, and counseling for decisions regarding education and training leading to employment.
- Training / Educational Information Assistance: Training provider information is available to assist customers in making appropriate decisions on education and training programs / options and financial aid. This information is available on NC Stars.
- Performance Outcomes of Service Providers: Information on performance outcomes of local training providers is available on NC Stars. Information on other providers is available on NC Consumer Guide.
- Job Fairs: The JobLink Career Center in Cumberland County participates in various job fairs throughout the County. Career opportunities are also held onsite with other companies. Plans are to participate in additional industry specific job fairs in the future.
- Supportive Services: Staff provides information and appropriate referrals to a variety of agencies offering supportive services based on individual customer needs.
- Orientation to Personal Computers: Staff is available to provide orientation on the Center's technological resources at the customer's request.
- Follow-up Activities (including reassessment services): JobLink staff provides referrals to customers who cannot obtain employment through core services for more intensive services. These services may include but are not limited to assessments, individual or group counseling and training.

Job Seekers – Intensive Services

Intensive services to job seekers are provided through JobLink Career Center staff referrals to the appropriate service provider(s). Services may be provided on-site (co-location) or at the partner agency's location.

Intensive services include:

- Comprehensive assessment of knowledge, skills, abilities and interests by use of various assessment tools and testing.
- Development of an individual employment plan.
- Group counseling.
- Individual career planning.
- Case Management.
- Short-term, pre-vocational and stand alone services, such as adult basic education, English as a second language, general educational development (GED), basic computer literacy, interviewing skills, and soft skills.

Job Seekers – Training Services

Training services to job seekers is available via referral to the appropriate partner agency.

Services are provided on-site (co-location) or off-site (training provider location).

Training services include:

- Occupational skills training, including training for non-traditional employment. (Provided through ITA's for adults and dislocated workers).
- On the Job Training.
- Programs combining workplace training with related instruction, including cooperative education programs.

- Private sector training programs.
- Skill upgrading and retraining.
- Entrepreneurial training.
- Job readiness training.
- Adult education and literacy activities (integrated with other training services).
- Customized training.
- Registered apprenticeship and training programs.

Employers – Core Services

Employment consultants assist employers with obtaining referrals to job listings and by providing information about Unemployment Insurance.

Services to employers include:

- Online Electronic Services: Employers have access to information on the labor market, tax credits, labor laws, and training providers. The ESC websites provide employers with the ability to post job orders, search applicants skills through SkillNet and request that the applicant be contacted and referred to the employer.
- Multiple methods to list job openings: Employers may call, fax, or use the ESC website to list jobs. Job orders are posted on the ESC JOB BANK, ESC website at the employer's request.
- Screening and Referral: Customers are screened and if they meet the employer's requirements then a referral is provided and entered on the job order.
- Information on Training Programs: Training provider information is available on NC Stars.

- Access to America's Career Kit: America's Career Kit integrates with America's Job Bank system and allows employers to post job opening and view resumes online nationwide. Information is available during the JobLink orientation and a link is provided from the JobLink website.
- Labor Market Information: Employers are able to access information on a wide range of labor market issues; including comprehensive wage data, labor force availability and occupational trends, etc.
- Recruitment Assistance: JobLink staff assists employers to identify well-matched candidates for job openings. Employers use office space and conference rooms for recruitment and interviews at the Center.
- Education and Training: Resources are available to assist employers in identifying the best available sources for appropriate education and training for their new or incumbent workers.
- Human Resource Information: Information is available on tax credits, unemployment insurance, labor laws and compliance information. This information is available in the office as well as on-line from the ESC website. Staff is available to assist employers when needed.
- Initial Skills Assessment / Occupational Profile of Positions: Labor market information is available for employers to determine occupational profiles for their positions. This information is available on NC Careers, SOICC, and America's Career Info Net. Other resources are available in the Career Resource Area of the Center.

- Access to Computerized Testing / Training: Non-aptitude testing is available and used by many of the employers in the service area. These tests include typing, spelling, and data entry. On-line tutorials are available for self-help customers who want to learn / upgrade software skills.
- Rapid Response (initial contacts): The Division of Employment and Training contacts employers who are anticipating a substantial layoff of business closure. Local JobLink staff is notified by DET and a date is set for a Rapid Response visit. The local JobLink staff contacts employers who are expecting to layoff fewer than 50 employees. The same services provided through Rapid Response is also made available to these employees of smaller companies when a layoff or closure occurs, even when the WARN Act is not applicable.

Employers – Intensive Services

- Rapid Response: Services are available to assist employers in managing transitions during reorganizations or downsizing. These services include orientations to available resources / services to assist affected employees either on site at the employing location or at the Center, and to provide information on partner agencies' programs.
- Seminars and Informational Workshops: Various workshops are provided throughout the year on topics of interest to employers. These are provided through the Chamber of Commerce, and by various partner agencies, or through contacts made with other organizations.
- Access to Economic Development Programs and Services is achieved through close cooperation between the Cumberland County Business Council.

How will these services be delivered?

Core services are provided on-site. Intensive and training services are provided on-site for partner agencies who co-locate. Referrals to intensive and training services are provided to partners who do not co-locate.

The Center is a user-friendly facility that provides job / training seekers and employers access to a variety of employment and training services from one convenient location.

Key components of service design include universal access, accountability for the quality of the services delivered, customer choice, and integration of services in a seamless system that eliminates duplication.

2. What are the plans for expanded, on-site service delivery by partners and recruitment of non-traditional partners? (Examples of what may be included are: service integration, co-location of partners by full time presence of existing partners, on-site presence of additional partners and extended hours of service.)

Services will be offered primarily onsite at the Center. The Center will offer an inviting environment to customers. Center design allows entering customers to choose the level of service that they require. The evolution from separate, specialized, often competing agencies toward a fully integrated Center will be an ongoing, long-term change process driven by customer needs.

If an individual seeks services at the Center, rather than the partner's site, information about services should be made available to him or her without referral to another location. A partner is not required to route all of its participants through the Center. Participants may receive referral to appropriate training and education programs either on a sequential or concurrent basis. The two non-traditional partners at the Center are

Fayetteville State University and Cumberland County Schools. We encourage the attendance of non-traditional partners at meetings of the Interagency Council, monthly Chamber of Commerce meetings and other events involving multiple agencies.

PART IV – OPERATIONAL METHODS

1. What are the challenges that effect operations at the JobLink Career Center, such as space constraints, staffing, up-to-date equipment, technology, etc.?

Lack of staff to meet the needs of our customers. The goals of the Center are to self-direct customers to specific services.

2. What is the Center's service delivery structure as it relates to the referral process to both on-site and off-site partner services / agencies and customer flow through the Center?

The pressures of rapid technological innovation, global competition, and recent federal and state legislative changes have created numerous challenges for communities to address their workforce development needs. Yet, these massive changes also have presented wonderful opportunities to enhance service efficiency and growth, as service providers that once operated in competition strive to redefine their roles as partners in a comprehensive workforce development system.

Referrals are provided to customers either through self-referral (self-help customer obtains information from resources available and makes personal contact with provider) or through referral from Center staff.

3. How does the Center plan to address needs of its customers during non-traditional hours?

Hours of operation are 8:00 AM until 5:00 PM, Monday through Friday. Non-traditional hours are provided on an as needed basis. Hours may be expanded to reflect customer

needs, i.e., job fairs, information seminars, workshops and specialized recruitment job orders, in an effort to rapidly respond to an employer.

4. What are the collaborative efforts of the Center's partners in coordinating job development activities, job placement and gathering information on employee skill requirements and other human service needs?

Employment opportunities are shared by partner agencies using the Center. JobLink partners have been trained to use the system for job referrals, job searches and documentation of information on the system. Information on potential employment opportunities are shared with partner agencies through staff meetings, partner meetings, email and individual telephone conversations. The Center has also employed a Business Services Representative. This position works with employers to coordinate business services activities in the Cumberland County Local Area, including identifying employment opportunities for JobLink and WIA customers, as well as, to help increase the services that are offered to JobLink employers.

As a JobLink Center hosted by the Employment Security Commission, it is our goal in all of our programs to provide the services including job placement, job development, job referral, resume preparation assistance, just to name a few. These services are the crux of our service base.

5. What are the Center's plans for gathering customer satisfaction feedback from employers, individuals and JobLink staff? What methods will be used?

Customer satisfaction for job seekers and employers is measured by the degree of satisfaction noted on survey forms, verbal feedback given to the Center and partner agency staff, the successful resolution of customer complaints, repeat customer visits, and

increase in the number of customers using the Center's services. The appropriateness and usefulness of specific services is measured by the number of times the services are used, and the level of satisfaction expressed by the customer utilizing the service. Customer sign-in logs and the JobLink / ESC MIS system documents the number of customers who visit the Center, repeat visits, the types of services they receive and referrals. Survey responses and customer comments are kept on file and are reviewed at Managing Partner and staff meetings.

6. What is the operating budget of the Center and are costs divided among the partners?

This continues to be a work in progress. Currently the Employment Security Commission operates the largest section of the Center followed by the Cumberland County Workforce Development Center. These two agencies pay rent for their respective areas. No other costs are divided among the partners.

PART V – MEASURING SUCCESS – PERFORMANCE GOALS

1. What are the performance goals of the JobLink Career Center and how will they be measured?

Performance goals for the Center are:

- **Job / Training seekers satisfaction**
- **Employer satisfaction**
- **JobLink staff satisfaction**

Customer satisfaction is obtained from surveys of individuals using the Center's services, employers and JobLink staff. Survey cards are in the Career Resource Center and at the reception desk for easy customer access. Surveys are also offered at the end of a workshop or counseling session. Partner agency staff gathers feedback from their customers who have utilized Center services. A customer complaint system is in place for customers to file formal complaints as directed by the U. S. Department of Labor and each complaint is logged.

Complaints are addressed by the JobLink Coordinator / Manager and forwarded to an enforcement agency if needed.

Information gathered from customers is compiled and discussed at staff and managing partners' meetings. Suggestions are evaluated for corrective action (existing service) or implementation (new service) if feasible.

The Center provides a variety of employment and training services for job / training seekers from a single initial location. Customers benefit from:

- Easy access for a universal population;
- A user-friendly facility that is customer focused and outcomes driven;

- A resource for labor market information, job listing, education and training information, career exploration and job placement services, job search and resume assistance, referrals for more intensive services, and specialized services for individuals with special needs;
- Coordinated services to make the best use of scarce resources to provide more comprehensive services to customers without duplication of services.

The primary business objectives of the JobLink Career Center is to:

- Provide individuals and employers with a comprehensive workforce development system that is universally accessible, customer focused and outcomes driven.
- Work together as a team to deliver services to meet individual and employers needs in an effort to eliminate fragmentation, avoid duplication and to maximize available resources.
- Strive to meet and / or exceed all performance standards established by state and local governing bodies.
- Services will be customized to meet specific individual customer needs and will be of high quality.

Organizational effectiveness results for job / training seekers and employers is determined by evaluation of satisfaction levels as noted on customer surveys, complaints, number of customers utilizing services and number of job orders / repeat job orders.

JobLink staff surveys will be utilized to determine the level of staff satisfaction, to solicit information for additional services needed, and for suggestions on service improvements.

2. How will the results of the measures be used for continuous improvement plans of the Center?

The results of these measures will be analyzed by the staff and managing partners to determine the overall feedback from clients, staff and employers. Based upon the feedback, appropriate action will be taken to ensure a continuous improvement of services in the Center.

PART VI - MARKETING

1. What is the short and long-term marketing strategy of the JobLink Career Center?

Please describe the marketing strategy for both job seekers and employers.

Marketing efforts are focused on the Center's main customer groups, job / training seekers and employers. Our short-term strategy will focus on the managing partners and partner staff continuing to direct efforts to the community at large to increase public awareness of the JobLink Career Center and the array of workforce services available at the Center.

These marketing strategies emphasize the JobLink Career Center philosophy of universality, accessibility, service coordination, integration, customer choice, customer satisfaction, and continuous quality improvement and are communicated as they become available and can be offered effectively.

Strategies for communicating the availability of these services include brochures, flyers, local media advertisements and announcements, handouts, and presentations at various agency and community organization meetings, participation in job fairs, business expos, etc.

Our long-term marketing strategy emphasizes enhanced employer services as the economy changes and the needs of employer's change. The Center will focus marketing efforts through site visits, promotional telephone calls, coordination with the Business Council, the economic development office, small business assistance center, continuing education, presentation to civic and community groups and informational meetings with local elected officials. Other marketing efforts geared to employers will include industry specific job fairs, and employer marketing materials and on-site recruiting and training.

Objectives

- Inform business and industry of the quality employment and training services provided through the JobLink Career Center.
- Familiarize job / training seekers with skill building options that will enhance the customer's employability.
- Encourage continued training and skill building that will allow customers the ability to enhance their standard of living, while providing businesses with a more skilled workforce in an era of rapid workforce change due to technology and globalization.
- Encourage staff development and provide training that will help staff develop professionally and enhance services to customers.
- Acquaint the general public to the professional staff that provides quality services.
- Promote the many economical benefits the JobLink Career Center will provide to the community.
- Acquaint the public with the JobLink philosophy of being user friendly, customer driven and universal.
- Acquire customers through satisfied customer referrals.
- Develop a high level of support from the corporate sector, county, state, and local agencies, foundations and other potential investors.

Market Analysis

Market analysis efforts continue to be included in action plans developed for the Center. This ensures that marketing efforts are evaluated and refined on a regular basis. Feedback from customer and business surveys will provide information on specific customer

groups that may need more focused marketing efforts to help them to become aware of services.

JobLink Market Needs

Individual Job / Training Seekers

- Dislocated Workers
 - Retirees
 - School dropouts
 - Youth
 - Recent graduates (high school and college)
 - Persons with disabilities
 - Mandatory job seekers (Unemployment Insurance, Food Stamps, Probation / Parole, Work Release, etc.)
 - In-school students (part-time / full-time jobs)
 - Individuals returning to the labor force
 - Unemployed
 - Under-employer
 - Working poor
 - Individuals seeking career change
 - Individuals in need of training, re-training or skill up-grading
 - Single parents
 - New residents
2. What is the community's awareness of the JobLink Career Center and what is the JobLink Career Center best known for in the community?

Awareness of the Center steadily continues to grow in Cumberland County. This is among the general public, individuals seeking training and employers. One fine example is our advertisement in the Business Council's Image Magazine. Increasing more and more employers call the Center because it has become known for providing an efficient and effective quality service. The Center is best known as a centralized one-stop for employers and job / training seekers. It responds quickly and effectively to customer needs.

PART VII - TERMS

1. What is the process for revising the Business Plan? Include when it can be modified and by whom?

The Cumberland County JobLink Career Center's Business Plan will be revised during each re-charter process. Development of the Business Plan will be a collaborative effort of the JobLink Career Center Managing Partners and staff. The Business Plan will be reviewed twice per year and modifications will be made as needed by the Managing Partners and staff.

PART VIII – SIGNATURE PAGE

1. The signature page must include the signatures of all the partners of the JobLink Career Center.

See enclosed.

**COUNTY OF CUMBERLAND
BUDGET REVISION REQUEST**

Budget Office Use	
Budget Revision No.	B08-086
Date Received	9/12/2007
Date Completed	

Fund No. 101 Agency No. 450 Organ. No. 4502
 Organization Name: Planning & Inspections

ITEM NO. 1F(1)

REVENUE

Revenue Source Code	Description	Current Budget	Increase (Decrease)	Revised Budget
6662	Planning Projects	75,000	67,901	142,901
9901	Fund Balance Appropriated		4,954	
(101-999-9999)				
Total		75,000	72,855	142,901

EXPENDITURES

Object Code	Appr Unit	Description	Current Budget	Increase (Decrease)	Revised Budget
4542	330	Travel Survey	0	72,855	72,855
Total			0	72,855	72,855

Justification:

Revision in the amount of \$72,855 to award new contract to ETC for additional Travel Survey services. Expenditures will be reimbursed by the 104(f) Grant at 80%. A 20% local match (\$14,571) is required, but will be offset by MPO contributions from City of Fayetteville (\$8,597), Town of Hope Mills (\$583) and the Town of Spring Lake (\$437), thus requiring an appropriation of County fund balance in the amount of \$4,954.

Funding Source:

State: _____ Federal: _____ County: _____ New: _____ Other: _____
 Other: _____ Fees: _____ Prior Year: _____

Fund Balance:

Submitted By: Thomas J. Boyd
 Department Head

Date: 9/17/07

Reviewed By: Bob Tucker
 Finance Department

Date: 9/17/07

Reviewed By: Amy Cannon
 Assistant County Mgr

Date: 9/25/07

Approved By:	
County Manager	Date: _____
Board of County Commissioners	Date: _____

**COUNTY OF CUMBERLAND
BUDGET REVISION REQUEST**

Budget Office Use	
Budget Revision No.	<u>808-087</u>
Date Received	<u>9.13.07</u>
Date Completed	

Fund No. 101 Agency No. 431 Organ. No. 4323
 Organization Name: N.C. FAMILY PLANNING

ITEM NO. 1F(2)a

REVENUE

Revenue Source Code	Description	Current Budget	Increase (Decrease)	Revised Budget
4145	N.C. FAMILY PLANNING	375,260	47,708	422,968
		375,260	47,708	422,968

EXPENDITURES

Object Code	Appr Unit	Description	Current Budget	Increase (Decrease)	Revised Budget
4108	225	HEALTH T.A.N.F.	0	47,708	47,708
Total			0	47,708	47,708

Justification:

THIS BUDGET REVISION REQUESTS TO BUDGET FOR ADDITIONAL STATE FUNDING THAT THE DEPARTMENT HAS RECEIVED NOTIFICATION THAT IT CAN EXPECT TO RECEIVE.

Funding Source: State: 47,708 Federal: _____ Fund Balance: County: _____ New: _____ Other: _____
 Other: _____ Fees: _____ Prior Year: _____

Submitted By: [Signature]
 Department Head

Date: 9/12/07

Reviewed By: [Signature]
 Finance Department

Date: 9.13.07

Reviewed By: [Signature]
 Deputy Assistant County Mgr

Date: 9/25/07

Approved By:	
County Manager	Date: _____
Board of County Commissioners	Date: _____

**COUNTY OF CUMBERLAND
BUDGET REVISION REQUEST**

Budget Office Use	
Budget Revision No.	<u>308-090</u>
Date Received	<u>9.24.07</u>
Date Completed	

Fund No. 101 Agency No. 431 Organ. No. 4308
Organization Name: REGIONAL BIOTERRORISM RESPONSE TEAM

ITEM NO. 1 F(2) b

REVENUE

Revenue Source Code	Description	Current Budget	Increase (Decrease)	Revised Budget
4187	REGIONAL BIOTERRORISM RESPONSE TEAM	373,282	45,500	418,782
		373,282	45,500	418,782

EXPENDITURES

Object Code	Appr Unit	Description	Current Budget	Increase (Decrease)	Revised Budget
3390	168	CONTRACTED SERVICES	168,106	26,694	194,800
3470	168	TRAVEL	4,000	9,403	13,403
3474	168	TRAINING	3,000	9,403	12,403
Total			175,106	45,500	220,606

Justification:

THIS BUDGET REVISION REQUESTS TO BUDGET FOR ADDITIONAL STATE FUNDING THAT THE DEPARTMENT HAS BEEN NOTIFIED THAT IT CAN EXPECT TO RECEIVE.

Funding Source: State: 45,500 Federal: _____ Fund Balance: County: _____ New: _____ Other: _____
Other: _____ Fees: _____ Prior Year: _____

Submitted By: [Signature] Department Head
Reviewed By: [Signature] Finance Department
Reviewed By: [Signature] Deputy Assistant County Mgr

Date: 9/19/07

Date: 9.21.07

Date: 9/25/07

Approved By:

Date: _____

County Manager

Board of County Commissioners

Date: _____

**COUNTY OF CUMBERLAND
BUDGET REVISION REQUEST**

Budget Office Use	
Budget Revision No.	<u>B08-093</u>
Date Received	<u>9-21-07</u>
Date Completed	

Fund No. 101 Agency No. 431 Organ. No. NEW
 Organization Name: BEHAVIORAL HEALTH CO - LOCATION PROGRAM

ITEM NO. 1F(2)c

REVENUE

Revenue Source Code	Description	Current Budget	Increase (Decrease)	Revised Budget
NEW	BEHAVIORAL HEALTH CO - LOCATION PROGRAM	0	25,000	25,000
		-	25,000	25,000

EXPENDITURES

Object Code	Appr Unit	Description	Current Budget	Increase (Decrease)	Revised Budget
NEW		BEHAVIORAL HEALTH CO - LOCATION PROGRAM	0	25,000	25,000
Total			0	25,000	25,000

Justification:

THIS BUDGET REVISION REQUESTS TO BUDGET FOR A GRANT RECEIVED FROM CAROLINA COLLABORATIVE COMMUNITY CARE, INC. IN ORDER TO DEVELOP A PROGRAM THAT WILL BUILD A PRACTICE INFRASTRUCTURE TO INCORPORATE THE BEHAVIORAL HEALTH NEEDS OF PATIENTS IN THE PRIMARY CARE SETTING.

Funding Source:

State: _____
 Other: _____

Federal: _____
 Fees: _____

Fund Balance:
 County: _____

New: _____
 Prior Year: _____

Other: 25,000

Submitted By: Arlene R. Raymon
 Department Head
 Reviewed By: Kelly A. Aitry
 Finance Department
 Reviewed By: Amy C. Cannon
 Deputy/Assistant County Mgr

Date: 9/20/07
 Date: 9/21/07
 Date: 9/21/07

Approved By:	
County Manager	Date: _____
Board of County Commissioners	Date: _____

**COUNTY OF CUMBERLAND
BUDGET REVISION REQUEST**

Budget Office Use	
Budget Revision No.	B08-094
Date Received	9/24/2007
Date Completed	

Fund No. 139 Agency No. 450 Organ. No. 4560
Organization Name: Senior Aides

ITEM NO. 1F(3)

REVENUE

Revenue Source Code	Description	Current Budget	Increase (Decrease)	Revised Budget
9901	Fund Balance Appropriated	0	17,957	17,957
		0	17,957	17,957

EXPENDITURES

Object Code	Appr Unit	Description	Current Budget	Increase (Decrease)	Revised Budget
2620	642	Refunds	0	17,957	17,957
Total			0	17,957	17,957

Justification:

Revision in the amount of \$17,957 to appropriate fund balance to refund Senior Service America for overage of cash drawn down in FY2007 and not expended.

Funding Source:

State: _____
Other: _____

Federal: _____
Fees: _____

Fund Balance:

County: _____ New: _____
Prior Year: 17,957

Other: _____

Submitted By: _____

Date: _____

Reviewed By: Kelly Outry

Date: 9/24/07

Reviewed By: Amyd Cannon

Date: 9/25/07

Deputy/Assistant County Mgr

Approved By:

County Manager

Board of County Commissioners

Date: _____

Date: _____

**COUNTY OF CUMBERLAND
BUDGET REVISION REQUEST**

Budget Office Use	
Budget Revision No.	<u>B08-091</u>
Date Received	<u>9/17/2007</u>
Date Completed	

Fund No. 101 Agency No. 440 Organ. No. 4408
 Organization Name: Library - Grants

ITEM NO. 1F(4)a

REVENUE

Revenue Source Code	Description	Current Budget	Increase (Decrease)	Revised Budget
4666	Library Grants	0	25,000	25,000
		0	25,000	25,000

EXPENDITURES

Object Code	Appr Unit	Description	Current Budget	Increase (Decrease)	Revised Budget
NEW		LSTA Grant - Children's Computers	0	25,000	25,000
Total			0	25,000	25,000

Justification:

The Library has been awarded a Basic Equipment Grant from the State Library to purchase new computers for our children's areas at all of our library locations. The grant is for \$25,000 with an additional \$17,900 match from the E-rate funds the library has received for this fiscal year.

Funding Source:

State: \$25,000
 Other: _____

Federal: _____
 Fees: _____

Fund Balance:

County: _____ New: _____
 Prior Year: _____

Other: 25,000

Submitted By: [Signature]
 Department Head

Date: 9/18/07

Reviewed By: [Signature]
 Finance Department

Date: 9.21.07

Reviewed By: [Signature]
 Deputy/Assistant County Mgr

Date: 9/25/07

Approved By:

Date: _____

County Manager

Board of County Commissioners

Date: _____

**COUNTY OF CUMBERLAND
BUDGET REVISION REQUEST**

Budget Office Use	
Budget Revision No.	<u>308.092</u>
Date Received	<u>9/20/2007</u>
Date Completed	

Fund No. 101 Agency No. 440 Organ. No. 4408
 Organization Name: Library - Grants

ITEM NO. 1F(4)6

REVENUE

Revenue Source Code	Description	Current Budget	Increase (Decrease)	Revised Budget
4666	Library Grants	25,000	60,683	85,683

0 60,683

EXPENDITURES

Object Code	Appr Unit	Description	Current Budget	Increase (Decrease)	Revised Budget
349A		E-Rate	0	60,683	60,683

Total 0 60,683 60,683

Justification:

The Library has received three of its E-rate checks for FY 08. We would like to use these funds for items not funded in the County's budget. Some expenditures will be for a laptop computer, digital cameras for the library branches, a new computer server for training databases, software enhancements to our children's filtering software (CIPA act) and some computer diagnostic software.

Funding Source:

State: _____ Federal: _____ County: _____ New: _____ Other: 60,683
 Other: _____ Fees: _____ Prior Year: _____

Submitted By: [Signature] Date: 9-20-07
 Department Head

Reviewed By: [Signature] Date: 9.21.07
 Finance Department

Reviewed By: [Signature] Date: 9/25/07
 Deputy Assistant County Mgr

Approved By:

County Manager

Board of County Commissioners

Date: _____

Date: _____

**COUNTY OF CUMBERLAND
BUDGET REVISION REQUEST**

Budget Office Use	
Budget Revision No.	B08-066
Date Received	9/11/2007
Date Completed	

Fund No. 101 Agency No. 450 Organ. No. 4506

Organization Name: Cooperative Extension

ITEM NO. 1F(5)

REVENUE

Revenue Source Code	Description	Current Budget	Increase (Decrease)	Revised Budget
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Total

EXPENDITURES

Object Code	Appr Unit	Description	Current Budget	Increase (Decrease)	Revised Budget
1210	339	Salaries - Regular	328,834	(13,887)	314,947
1810	339	FICA Match	22,020	(1,062)	20,958
1820	339	Retirement	16,412	(685)	15,727
1824	339	401(k)	3,348	(134)	3,214
1830	339	Medical Insurance	49,553	(4,925)	44,628
1860	339	Workers Comp	4,450	(597)	3,853
3394	340	Contracted Services - Extension Agents	57,000	21,290	78,290

Total	481,617	-	481,617
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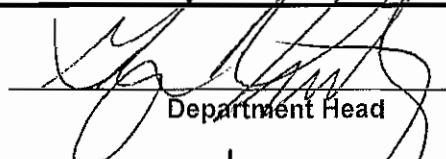
Justification:

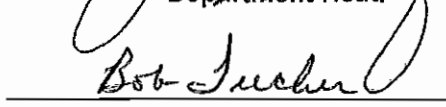
To delete a budgeted position (EXS0013) that has been vacant for all of FY 2008 and to fund a new .75 FTE "send-in" extension agent.

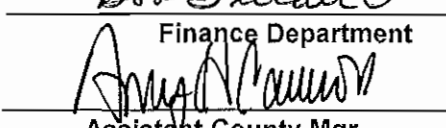
Funding Source:

State: _____ Federal: _____ County: _____ New: _____ Other: _____
Other: _____ Fees: _____ Prior Year: _____

Fund Balance:

Submitted By:  Date: 9/12/07
Department Head

Reviewed By:  Date: 9/12/07
Finance Department

Reviewed By:  Date: 9/25/07
Assistant County Mgr

Approved By:	
County Manager	Date: _____
Board of County Commissioners	Date: _____

**COUNTY OF CUMBERLAND
BUDGET REVISION REQUEST**

Budget Office Use

Budget Revision No. B08-008A

Date Received 9/25/2007

Date Completed _____

Fund No. 101 Agency No. 412 Organ. No. 4195

Organization Name: General Government Other

ITEM NO. LF(6)

REVENUE

Revenue Source Code	Description	Current Budget	Increase (Decrease)	Revised Budget
9901 (101-999-9999)	Fund Balance Appropriated		(35)	

Total (35)

EXPENDITURES

Object Code	Appr Unit	Description	Current Budget	Increase (Decrease)	Revised Budget
389H	091	Transfer to Fund 454	23,590	(35)	23,555

Total 23,590 (35) 23,555

Justification:

Revision in the amount of \$35 to reduce the required General Fund Transfer (local match) to the Community Transportation Program (Fund 454) per the adopted State budget. The transfer was previously adjusted in Fund 454 (see Budget Revision B08-008), but the transfer adjustment in the General Fund was inadvertently omitted.

Funding Source:

State: _____ Federal: _____ Fund Balance: _____ County: _____ New: _____ Other: _____
Other: _____ Fees: _____ Prior Year: _____

Submitted By: _____

Date: _____

Reviewed By: HeA Department Head

Date: 9/25/07

Reviewed By: Bob Tucker Finance Department

Date: 9/25/07

Reviewed By: Amy A. Cannon Assistant County Mgr

Date: _____

Approved By:

County Manager

Board of County Commissioners

Date: _____

Date: _____

**COUNTY OF CUMBERLAND
BUDGET REVISION REQUEST**

Budget Office Use	
Budget Revision No.	B08-097
Date Received	9/25/2007
Date Completed	

Fund No. 101 Agency No. 422 Organ. No. 4218
Organization Name: Sheriff Grants

ITEM NO. IF(1)

REVENUE

Revenue Source Code	Description	Current Budget	Increase (Decrease)	Revised Budget
4041	Byrne Justice Assistance Grant 2007	0	240,056	240,056

Total 0 240,056 240,056

EXPENDITURES

Object Code	Appr Unit	Description	Current Budget	Increase (Decrease)	Revised Budget
4003	126	Police Information Net	0	93,436	93,436
4010	126	Fayetteville Grant	0	146,620	146,620

0 240,056 240,056

Justification:

Revision to recognize US Department of Justice Grant. This grant was allocated to Cumberland County to administer to both the County and City of Fayetteville. Grant 2007-JV-BX-0379.

Funding Source: State: _____ Federal: 240,056 County: _____ New: _____ Other: _____
Other: _____ Fees: _____ Prior Year: _____

Submitted By: _____ Date: _____
Reviewed By: Howard Albina Date: 9/25/07
Reviewed By: Amador C. Common Date: 9/25/07
Deputy Assistant County Mgr

Approved By:	
County Manager	Date: _____
Board of County Commissioners	Date: _____

**COUNTY OF CUMBERLAND
BUDGET REVISION REQUEST**

Budget Office Use	
Budget Revision No.	<u>B08-098</u>
Date Received	<u>9-26-07</u>
Date Completed	

Fund No. 136 Agency No. 450 Organ. No. New

Organization Name: Career Advancement Accounts

ITEM NO. 1 F(8)

REVENUE

Revenue Source Code	Description	Current Budget	Increase (Decrease)	Revised Budget
New	Career Advancement Accounts	0	1,768,000	1,768,000
Total		0	1,768,000	1,768,000

EXPENDITURES

Object Code	Appr Unit	Description	Current Budget	Increase (Decrease)	Revised Budget
1210	New	Salaries-Wages Regular	0	214,518	214,518
1270	New	Longevity	0	1,739	1,739
1810	New	FICA Match	0	16,547	16,547
1820	New	Retirement	0	10,596	10,596
1824	New	401K County	0	2,164	2,164
1830	New	Medical Insurance	0	32,013	32,013
1860	New	Workers' Comp	0	241	241
2992	New	Department Supplies	0	10,000	10,000
2994	New	Misc Furniture/Equipment	0	4,500	4,500
2995	New	Computer Software	0	50,000	50,000
3204	New	Medical	0	1,000	1,000
New	New	Career Advancement Account	0	1,029,182	1,029,182
Total			0	1,372,500	1,372,500

Justification:

Budget Revision to establish a new organization to recognize new Federal Funding for a "Career Advancement Accounts" program. These funds will be used to maintain the offices in the Spring Lake Resource Center with six new positions.

Page 1 of 2

Funding Source:

State: _____
Other: _____

Fund Balance:

Federal: 1,768,000
Fees: _____

County: _____
Prior Year: _____

New: _____
Other: _____

Submitted By: _____

Department Head

Date: _____

Reviewed By: Kelly Centry

Budget Analyst

Date: 9-26-07

Reviewed By: Amy McQuinn

Deputy Assistant County Mgr

Date: 9/27/07

Reviewed By: _____

Information Services

Date: _____

Approved By:

County Manager

Board of County
Commissioners

Date: _____

Date: _____

Budget Office Use	
Budget Revision No.	<u>B08.098</u>
Date Received	<u>9.25.07</u>
Date Completed	

Organization Name: Career Advancement Accounts

pg 2 of 2

Revenue Source Code	Description	Current Budget	Increase (Decrease)	Revised Budget
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Object Code

3313	New	FTCC Training	0	85,000	85,000
3314	New	OST Reimbursements	0	100,000	100,000
3315	New	Occupational Skills training	0	25,000	25,000
3360	New	Other Services	0	100,000	100,000
3401	New	Advertising	0	25,000	25,000
3419	New	Miscellaneous	0	2,000	2,000
3420	New	Insurance & Bonds	0	8,000	8,000
3440	New	Postage	0	1,500	1,500
3455	New	Printing	0	15,000	15,000
3470	New	Travel	0	10,000	10,000
3472	New	Client Travel	0	15,000	15,000
3474	New	Training/Staff Development	0	4,500	4,500
2994	New	Misc Furniture/Equipment	0	4,500	4,500
		Total	0	395,500	395,500

Page 2 of 2

State:
Other:

**Federal:
Fees:**

County:

New:
Year:

Other:

Department Head

Date: 9.26.07

Budget Analyst

Deputy/Assistant County Mgr

Date: 4/27/07

Information Services

Approved By:

Date:

County Manager

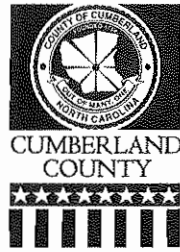
**Board of County
Commissioners**

Date:

KENNETH S. EDGE
Chairman

J. BREEDEN BLACKWELL
Vice Chairman

JEANNETTE M. COUNCIL
JOHN T. HENLEY, JR.
BILLY R. KING
EDWARD G. MELVIN
DIANE WHEATLEY



MARSHA S. FOGLE
Clerk to the Board


MARIE COLGAN
Deputy Clerk

BOARD OF COMMISSIONERS

5th Floor, New Courthouse • P.O. Box 1829 • Fayetteville, North Carolina 28302-1829
(910) 678-7771 • Fax: (910) 678-7770

September 21, 2007

October 1, 2007 Agenda Item

TO: Board of Commissioners
FROM: Marie Colgan, Deputy Clerk 
SUBJECT: Library Board of Trustees Vacancies (2)

The Library Board of Trustees will have the following vacancies effective December 31, 2007:

Robbin Tatum – Completed first term. Eligible for reappointment to serve another three year term. The Library Board of Trustees recommends the reappointment.

Sylvia G. Ray – Completed second term. Not Eligible for reappointment. The Library Board of Trustees has recommended the appointment of **Willie Wright**.

I have attached the current membership list and applicant list for this board.

PROPOSED ACTION: Make nominations to fill the vacancies (2).

Attachments

pc: Jerry Thrasher, Library Director

CUMBERLAND COUNTY PUBLIC LIBRARY & INFORMATION CENTER

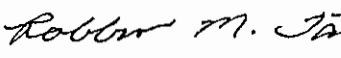
300 Maiden Lane

Fayetteville, North Carolina 28301-5000

Phone: 910/483-1580 x 102 Fax: 910/486-5372

MEMORANDUM

TO: Kenneth S. Edge, Chairman
Cumberland County Board of Commissioners

FROM: Robbin M. Tatum, Chair 
Cumberland County Library Board of Trustees

DATE: September 20, 2007

SUBJECT: Recommendations for Library Board Reappointments

The Library Board of Trustees wishes to make the following recommendations for Library Trustees for the 2008-2010 term:

1. The Trustees recommend Ms. Robbin M. Tatum for re-appointment to a second 3-year term, January 1, 2008 through December 31, 2010; and
2. The Trustees recommend Mr. Willie Wright for appointment to a first 3-year term, January 1, 2008 through December 31, 2010.

The Board of Trustees unanimously approved these candidates at their regular meeting on Thursday, September 20, 2007.

Attached to this memo is the report of the Trustees 2007 Nominating Committee. The Committee consisted of Chair Maxine McCoy and Committee members Fred Littlejohn and Susan Walters, with Trustee Chair Robbin Tatum an *ex officio* member. Also included in this packet are copies of the nominees' letters of interest and their résumés.

Both candidates may also be contacting individual Commissioners to express their interest in re-appointment/appointment to the Board.

Please let us know if you have any questions. Thank you for your consideration and that of the Board of Commissioners.

RMT:wf

Attachments (3): Report of the Library Board of Trustees 2007 Nominating Committee
Copies of letters of interest and résumés for Board appointment for candidates
Robbin M. Tatum and Willie Wright

bcc: Juanita Pilgrim, Deputy County Manager

LIBRARY BOARD OF TRUSTEES

12/06

3 Year Term

<u>Name/Address</u>	<u>Date Appointed</u>	<u>Term</u>	<u>Expires</u>	<u>Eligible For Reappointment</u>
Dr. Polly Davis (W/F) Research & Planning Office, FTCC PO Box 35236 Fayetteville, NC 28303-0236 484-5887/678-8322 (W)	09/06	1 st	Dec/09 12/31/09	Yes
Nellie L. McCoy (B/F) P.O. Box 514 Spring Lake, NC 28390-3004 497-2890 (H)	11/06	1st full	Dec/09 12/31/09	Yes
Fred D. Littlejohn (W/M) 6101 Moncreiffe Road Fayetteville, NC 28311-2900 822-1007 (H)	11/05	2nd	Dec/08 12/31/08	No
Maxine McCoy (W/F) 112 Hillside Avenue Fayetteville, NC 28301-4828 485-1944 (H)	11/06	2nd	Dec/09 12/31/09	No
Sylvia G. Ray (W/F) 204 Hillside Avenue Fayetteville, NC 28301-4830 484-8781/323-3377(W)	11/04	2nd	Dec/07 12/31/07	No
Susan Walters (W/F) 4100 Yarborough Road Hope Mills, NC 28348 483-1252 (H)	11/05	1st	Dec/08 12/31/08	Yes
Robbin Tatum (W/F) 6080 Cedar Creek Road Fayetteville, NC 28312-7559 433-2955/678-2402(W)	11/04	1st full	Dec/07 12/31/07	Yes

(Dr. Davis was appointed 9/06; however, her first term will not begin until January 2007 after Richard Higgins' board appointment expires.)

Library Liaison: Commissioner J. Breeden Blackwell

Contact: Jerry Thrasher, Library Director

Meeting Date: 3rd Thursday of each month at 9:05 AM - Different Libraries within the County

APPLICANTS FOR
LIBRARY BOARD

<u>NAME/ADDRESS/PHONE</u>	<u>OCCUPATION</u>	<u>EDUCATIONAL BACKGROUND</u>
CAMPBELL, REBECCA (W/F) 7027 DARNELL STREET FAYETTEVILLE, NC 28314 487-1555/432-6393 (W)	DIRECTOR, FT BRAGG DEPT OF EDUC AND LIBRARIES	Ed.D – SPECIAL EDUC.
FENNER, SHANESSA L. (B/F) 5710-08 IVANHOE COURT FAYETTEVILLE, NC 28314 487-9603/436-4381(W)	PRINCIPAL	BA – ELEM. EDUCATION MA – ELEM. EDUCATION MSA – SCHOOL ADMIN.
FRANKLIN, BETTY (W/F) 6499 PERICAT DRIVE FAYETTEVILLE, NC 28306 425-0008/323-3418(W)	OFFICE ADMINISTRATOR	HS, SALES & NEGOTIATING COURSES
JOHANNES, ULRICH (W/M) 516 THORNGATE DRIVE FAYETTEVILLE, NC 28303 864-0420/433-1718(W)	ASSOC. NETWORK ADMINISTRATOR	BACHELORS – INFORMA- TION TECHNOLOGY
LEE, DELMAR T. (B/M) 7112 AVILA DRIVE FAYETTEVILLE, NC 28314 864-5482	RETIRED SUBSTITUTE TEACHER	AS – AVIONICS BS/MS/EDUCATION
MYERS, WYNELLA A. (B/F) 706 SARAZAN DRIVE FAYETTEVILLE, NC 28303 822-5526/864-5196(W) **SERVES ON THE ADULT CARE HOME COMMUNITY ADVISORY BOARD**	BUSINESS MANAGER	MA – SUPERVISION & MGT BA – MATH
NICHOLS, WILLIAM R. (W/M) 1240 MAGNOLIA CHURCH ROAD STEDMAN, NC 28391 483-3934/433-1924(W) **SERVES ON THE NURSING HOME ADVISORY BOARD**	SURVEYOR (CITY) ORDAINED MINISTER	ASSOCIATE: MARKETING
SPAIN, PHYLLIS M. (B/F) PO BOX 821 SPRING LAKE, NC 28390 484-4726/916-4974(W) **SERVES ON THE MENTAL HEALTH BOARD**	MINISTER/CHAPLAIN	DOCTORATE OF MINISTRY CLINICAL PASTORAL ED.
WADDLE, ROBERTA (W/F) 3941 GAINEY ROAD FAYETTEVILLE, NC 28306 484-7936	SEMI RETIRED	BS – BIOLOGY ED. MS – BOTANY ASSOC – EDP
WINSTEAD, SUSAN (C/F) 3204 BROADVIEW DRIVE FAYETTEVILLE, NC 28301 306-0148/630-1587(W)	BUSINESS CONSULTANT TECHNOLOGY MANAGER	BA – POLITICAL SCIENCE MS – BUSINESS ADMIN.

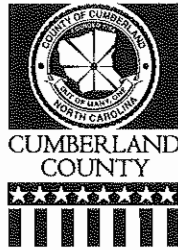
LIBRARY BOARD OF TRUSTEES – Page 2

<u>NAME/ADDRESS/PHONE</u>	<u>OCCUPATION</u>	<u>EDUCATIONAL BACKGROUND</u>
WRIGHT, WILLIE (B/M) 196 DARROCK COURT FAYETTEVILLE, NC 28311 822-6415/488-2384	EDUCATION – CCSS	MASTERS – MANAGEMENT MASTERS – EDUCATION

KENNETH S. EDGE
Chairman

J. BREEDEN BLACKWELL
Vice Chairman

JEANNETTE M. COUNCIL
JOHN T. HENLEY, JR.
BILLY R. KING
EDWARD G. MELVIN
DIANE WHEATLEY



MARSHA S. FOGLE
Clerk to the Board

MARIE COLGAN
Deputy Clerk

BOARD OF COMMISSIONERS

5th Floor, New Courthouse • P.O. Box 1829 • Fayetteville, North Carolina 28302-1829
(910) 678-7771 • Fax: (910) 678-7770

September 18, 2007

October 1, 2007 Agenda Item

TO: Board of Commissioners
FROM: Marie Colgan, Deputy Clerk *MC*
SUBJECT: Adult Care Home Community Advisory Committee

BACKGROUND: On September 17, 2007, the Board of Commissioners nominated the following to fill a vacancy on the Adult Care Home Community Advisory Committee:

Edgar F. Merritt (reappointment)

I have attached the current membership list for this committee.

PROPOSED ACTION: Appoint the above vacancy.

Attachment

pc: Andrea Wright-Valdez, Mid-Carolina Area Agency on Aging

ADULT CARE HOME COMMUNITY ADVISORY COMMITTEE
Initial Appointment 1 Year/Subsequent Term 3 Years

<u>Name/Address</u>	<u>Date Appointed</u>	<u>Term</u>	<u>Expires</u>	<u>Eligible For Reappointment</u>
Ernestine Mack (/F) 6916 Kizer Drive Fayetteville, NC 28314 717-4229	2/07	Initial	Feb/08 2/28/08	Yes
Lonnie E. Johnson (B/M) 5206 Landmark Drive Fayetteville, NC 28311 488-8372/224-4841(C)	02/07	Initial	Feb/08 02/28/08	Yes
Mary Ann Brown-Jackson 1959B James Hamner Way Fayetteville, NC 28311 822-1311/893-8151 x330 (W)	1/06	1 st	Jan/09 1/31/09	Yes
Edgar F. Merritt (B/M) 1506 Boros Drive Fayetteville, NC 28303 822-2976/286-2552(W)	10/06	Initial	Oct/07 10/31/07	Yes
Herma Jean Bradley (/F) 714 Topeka Street Fayetteville, NC 28301 822-3689	6/06	1 st	June/09 6/30/09	Yes
Mexie Fields (/F) 1815 Primrose Drive Fayetteville, NC 28301 488-8432	1/06	1 st	Jan/10 1/31/10	Yes
James Ingram (B/M) P.O. Box 87671 Fayetteville, NC 28304 257-1831/488-8415(W)	1/05	1 st	Jan/10 1/31/10	Yes
Benita Briggs 1116 Bingham Drive Fayetteville, NC 28304 822-1154/672-1294	5/07	1 st	May/08 5/30/08	Yes

Adult Care Home Community Advisory Committee, page 2

<u>Name/Address</u>	<u>Date Appointed</u>	<u>Term</u>	<u>Expires</u>	<u>Eligible For Reappointment</u>
Jacqueline S. Wolfe (W/F) 1812 Manchester Street Fayetteville, NC 28303 484-8588/484-5146 (W)	2/07	Initial	Feb/08 2/28/08	Yes
Stephanie Hodges (W/F) 3424 Harrisburg Road Fayetteville, NC 28306 **serves on the Nursing Home Advisory Board 429-9300/584-0358 (C)	10/06	1 st	Nov/09 11/30/09	Yes
Wynella A. Myers (B/F) 706 Sarazan Drive Fayetteville, NC 28303 822-5526/273-8483 (C)	8/07	1 st	Aug/10 8/31/10	Yes
Janet Pelley 6131 Lochview Drive Fayetteville, NC 28311 488-4947	4/06	2 nd	April/09 4/30/09	No
John Poulos (W/M) 3025 Brechin Road Fayetteville, NC 28303 867-2622/424-4242(W)	6/06	2 nd	June/09 6/30/09	No
Teresa R. McNeill (B/F) 3518 Pickerel Street Fayetteville, NC 283068 480-0313/483-3648, Ext. 1109 (W)/229-7981 (C)	2/07	Initial	Feb/08 2/28/08	Yes
Dr. Claudett Tompkins (B/F) 260 Old Farm Road Fayetteville, NC 28314 864-5336/424-4797(W)	9/06	2 nd	Aug/09 8/31/09	No
Kim Howard (W/F) 6018 Lakaway Drive Fayetteville, NC 28306 308-5974	4/07	Initial	Apr/08 4/30/08	Yes

CONTACT: Andrea Wright-Valdez, Regional Ombudsman, Mid-Carolina Area Agency on Aging,
P. O. Box 1510, Fayetteville, NC 28302. Phone: 323-4191, x 25, fax # 323-9330
MEETINGS: Quarterly: March, June, September, December 1st Thursday of Particular Month,
10:00 AM, Blue Street Senior Center

KENNETH S. EDGE
Chairman

J. BREEDEN BLACKWELL
Vice Chairman

JEANNETTE M. COUNCIL
JOHN T. HENLEY, JR.
BILLY R. KING
EDWARD G. MELVIN
DIANE WHEATLEY



MARSHA S. FOGLE
Clerk to the Board

MARIE COLGAN
Deputy Clerk

BOARD OF COMMISSIONERS

5th Floor, New Courthouse • P.O. Box 1829 • Fayetteville, North Carolina 28302-1829
(910) 678-7771 • Fax: (910) 678-7770

September 18, 2007

October 1, 2007 Agenda Item

TO: Board of Commissioners

FROM: Marie Colgan, Deputy Clerk *MC*

SUBJECT: Minimum Housing Appeals Board

BACKGROUND: On September 17, 2006, the Board of Commissioners nominated the following individuals to fill four vacancies on the Minimum Housing Appeals Board.

Regular Members: **Charles Lewis** (new appointment)
Linda J. Miller (new appointment)

Alternate Members: **Clayton O. Burris, Jr.** (new appointment)
Leesa Jensen (new appointment)

I have attached the current membership list for this Board.

PROPOSED ACTION: **Appoint the above 4 (four) vacancies.**

Attachment

pc: Charisse Brown, Planning/Inspections Department

MINIMUM HOUSING APPEALS BOARD
3 Year Staggered Terms

<u>Name/Address</u>	<u>Date Appointed</u>	<u>Term</u>	<u>Expires</u>	<u>Eligible For Reappointment</u>
Willie McKoy (B/M) 1632 Greenock Avenue Fayetteville, NC 28304-2930 423-2196	09/04	2nd	Oct/07 10/31/07	No
I. J. McNeil(B/M) 821 Oakcrest Drive Fayetteville, NC 28301 822-3152	10/06	2 nd	Oct/09 10/31/09	No
Jimmy Ragland (B/M) 906C Greenleaf Drive Fayetteville, NC 28314 867-6972	09/04	1st	Oct/07 10/31/07	Yes
Clyde V. Vaughan (W/M) 126 West Circle Court Fayetteville, NC 28301 497-8237 or 8238	9/05	1 st	Oct/08 10/31/08	Yes
John Williams (B/M) 7712 Guinevere Court Fayetteville, NC 28314 864-9536/944-7612(W)	11/05	1st	Nov/08 11/30/08	Yes
<u>(Alternate Members)</u>				
Deborah Ann Dantzler (B/F) 421 Old Farm Road Fayetteville, NC 28314 487-2548/488-2120, ext. 7494(W)	8/05 to fill unexp. term	1st	Dec/07 12/31/07	Yes
Louis L. King (W/M) 1004 Greenhouse Drive Hope Mills, NC 28348 425-3732	12/05	1 st	Dec/08 12/31/08	Yes
Charles Lewis (B/M) 3300 Morganton Road Fayetteville, NC 28303 485-7755/257-9656(W)	2/05 to fill unexp. term	1 st	Oct/07 10/31/07	Yes

Minimum Housing Appeals Board, Page 2

<u>Name/Address</u>	<u>Date Appointed</u>	<u>Term</u>	<u>Expires</u>	<u>Eligible For Reappointment</u>
Anthony L. Maccy (W/M) 2026 Poplar Drive Fayetteville, NC 28304 425-4989	10/05	1 st	Oct/08 10/31/08	Yes
Linda J. Miller 5815 Cherrystone Drive Fayetteville, NC 28311 480-0063/822-7923(W)	1/05	1 st	Jan/08 1/31/08	Yes

Meetings: Quarterly - Second Tuesday of the first month of each quarter per calendar year -
(January, April, July, October)
Old Courthouse, 130 Gillespie St., 6:30 PM

Contact: Charisse Brown, ext. 6643, Planning and Inspections Department

KENNETH S. EDGE
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J. BREEDEN BLACKWELL
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BOARD OF COMMISSIONERS

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ITEM NO.

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MARSHA S. FOGLE
Clerk to the Board

MARIE COLGAN
Deputy Clerk

September 18, 2006

October 1, 2007 Agenda Item

TO: Board of Commissioners
FROM: Marie Colgan, Deputy Clerk *MC*
SUBJECT: Southeastern Economic Development Commission

BACKGROUND: On September 17, 2007, the Board of Commissioners nominated **Ed Melvin** to serve on the Southeastern Economic Development Commission.

I have attached the current membership list for this Commission.

PROPOSED ACTION: Appoint the above.

Attachment

Celebrating Our Past...Embracing Our Future

SOUTHEASTERN ECONOMIC DEVELOPMENT COMMISSION
COUNTY APPOINTEES
(4 year terms)

Name/Address	<u>Date</u> Appointed	Term	Expires	<u>Eligible For</u> Reappointment
*Juanita Pilgrim (B/F) Deputy County Manager P.O. Box 1829 Fayetteville, North Carolina 28302 678-7723	12/05	2 nd	Sept/09 9/30/09	No
Erik Wells (W/M) Chief Executive Officer, Schoollink 3641 Sycamore Dairy Road Fayetteville, North Carolina 28303 223-2116 ext. 104	09/04	2nd	Sept/08 9/30/08	No
Kenneth Edge (W/M) County Commissioner P.O. Box 1829 Fayetteville, North Carolina 28302 678-7771 or 678-7772	10/03	2nd	Oct/07 10/31/07	No
Jeannette Council (B/F) County Commissioner P.O. Box 1829 Fayetteville, North Carolina 28302 678-7771 or 678-7772	09/06	1st	Sept/10 9/30/10	Yes

*Designated to serve on the Executive Committee.

Meets the 4th Tuesday at 10 am – Elizabethtown Airport, Airport Rd. (Commissioner Edge and Council only attends the annual meeting-usually in April)

Members appointed by the Board of Commissioners in November of 2001.

Terms were staggered initially when members were appointed on 11/5/01.

Contact: Juanita Pilgrim or Pamela Bostic – 862-6985/fax # 862-6986