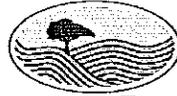


**AGENDA - MEETING**  
**GREENE COUNTY BOARD OF COUNTY COMMISSIONERS**  
**7:00 PM – THE TECH CENTER**  
**Monday - May 16, 2016**

- A. CALL TO ORDER**
  - Invocation/Pledge to the Flag
  
- B. APPROVAL OF AGENDA**
  
- C. CONSENT AGENDA**
  - 1. May 16, 2016 Regular Meeting Minutes
  - 2. Releases/Refunds
  - 3. Consideration of Late Applications for Present Use Value
  - 4. Consideration of Late Applications for Solar Energy Electric System Exclusion
  - 5. Budget Amendment: Health Department
  
- D. PUBLIC COMMENTS**
  
- E. PRESENTATIONS**
  - 1. Sharon Harrison; County Aging Profile, Senior Games Participants
  - 2. ECC Transportation Planner; Patrick Flanagan
  - 3. Kris Overstreet; Animal Control
  - 4. Jeremy Rich; Tax Issue
  
- F. COUNTY MANAGER'S REPORT**
  - 1. Proclamation; Older Americans Month 2015
  - 2. Senior Center Advisory Board; Bylaw Amendment
  - 3. Rate Change; Health
  - 4. Billing Policies Procedures Manual Update
  - 5. Application to Pull Down Lottery Funds
  - 6. Present Budget; set Budget Workshops
  
- G. COUNTY ATTORNEY'S REPORT AND RECOMMENDATIONS**
  
- H. COMMISSIONER'S REPORT AND RECOMMENDATION**
  
- I. CLOSED SESSION – ATTORNEY CLIENT PRIVILEGE**
  
- J. ADJOURN**

Commissioners  
Jerry Jones – Chairman  
Brad Fields – Vice Chairman  
Susan Blizzard  
Bennie Heath  
James T. Shackelford, Jr.



**GREENE COUNTY**  
A Place To Grow. The Way To Live.

County Manager  
Kyle DeHaven

Finance Officer  
Sandy Barss

C

*Home of the North Carolina Sweet Potato Festival*

From: Kyle J. DeHaven, County Manager

Re: Consent Agenda

Date: May 16, 2016

The Consent Agenda for the May 2, 2016 meeting consists of the following items:

- 1.) May 2, 2016 Regular Meeting Minutes
- 2.) Releases/Refunds
- 3.) Consideration for Late Application for Present Use Value
- 4.) Consideration for late applications for solar energy electric system exclusion
- 5.) BA: Health Department

Action Recommended:

**Motion to accept the Consent Agenda**

**Board Action is Needed**

229 Kingold Blvd., Suite D • Snow Hill, NC 28580 • (252) 747-3446 • FAX (252) 747-3884  
[www.co.greene.nc.us](http://www.co.greene.nc.us)

*The mission of Greene County Government is to serve and improve the lives of all citizens by providing high-quality, cost-effective services in an open, professional and ethical environment*

NORTH CAROLINA  
COUNTY OF GREENE

The Greene County Board of Commissioners met in regular session on Monday, May 2, 2016 at 7:00 pm in the Tech Center. Present for the meeting: Chairman Brad Fields, Vice Chairman Susan Blizzard, Commissioners Jerry Jones, Bennie Heath, and James T. Shackelford, Jr. County Manager Kyle DeHaven, County Attorney Borden Parker and Deputy Clerk Kathy Mooring.

**A. Call to Order**

Chairman Brad Fields called the meeting to order and he proceeded to give the Invocation and led the Pledge of Allegiance.

**B. Approval of the Agenda**

Chairman Fields asked for a motion to approve the agenda with the addition of F2 JCPC and to also change Closed Session to Attorney Client Privilege.

On motion by Commissioner Heath and seconded by Commissioner Jones, the Board voted unanimously to approve the agenda with the additions of F2 Pam Stokes, JCPC and change Closed Session to Attorney Client Privilege.

**C. Consent Agenda**

Chairman Fields asked for a motion to approve the Consent Agenda, which consisted of:

- April 18, 2016 Regular Meeting Minutes
- Releases/Refunds
- Consideration of Late Applications for Present Use Value
- Budget Amendment: DSS

Refunds (NCVTS) (TAX & TAG)

Nancy Moore Eastwood	\$24.52	John & Willamina Sugg	\$16.57	Estate of Faye Rackley Strickland	\$75.44
Peggy Cannon Blount	\$47.93	Kathryn Ann Evans	\$12.53	Derek Wayne Moore	\$8.32
Andrew Bailey Cook	\$20.12	Sarah Ann Hunter	\$1.43		

On motion by Commissioner Heath and seconded by Commissioner Jones the Board voted unanimously to approve the Consent Agenda.

#### **D. BOARD OF EQUALIZATION AND REVIEW**

On motion by Commissioner Heath and seconded by Commissioner Jones the Board voted unanimously to Recess the Greene County Board of Commissioners.

1. Vice Chairman Fields Recessed the Greene County Board of Commissioners and Called to Order and Convened the Board of Equalization and Review and turned this Board over to Ms. Becky Sutton.

a. Ms. Sutton asked if there were any appeals to be presented. There was not and Ms. Sutton stated that the Board of Equalization and Review could then adjourn for the year.

On motion by Commissioner Heath and seconded by Commissioner Shackelford the Board voted to unanimously adjourn this Board.

#### **E. PUBLIC COMMENTS**

1. Zeno Dupree, 98 Whitley St, Maury. Mr. Dupree is concerned about debris and trash at an empty lot next to him, the home was taken down and now there is varmints and trash everywhere. Commissioner Blizzard received a letter about this and took it to the Building inspector and they deemed that the lot is a health hazard and a letter was sent to the land owner just last week. She asked Mr. Dupree for his phone number and stated she will gladly keep him informed of the outcome of this situation.

#### **F. PRESENTATIONS**

1. Melissa Reese: Proclamation Declaring May Mental Health Month

Ms. Reese read the proclamation to the Board and on Motion by Commissioner Jones and seconded by Commissioner Shackelford the Board voted unanimously to approve the Proclamation declaring May as Mental Health Month in Greene County.

2. Pam Stokes: JCPC. Ms. Stokes apologized for not making the last meeting and that they had gotten their wires crossed and she couldn't make it. She wanted to update the board on the funds that Greene County would be receiving this next year for JCPC. She stated that the county will again be receiving \$80,688.00 for our Juvenile Programs. \$50,483 will go to the County Extention Office for the restitution and teen court programs, 23,205 will be for Family Preservation Program and \$7,000 for the JCPC Admin.

## **G. COUNTY MANAGER'S REPORT**

Chairman Fields turned the meeting over to the County Manager.

County Manager DeHaven's first order of business was to present the Contract to Audit from Jay Parris, of Barrow, Parris and Davenport, P.A. for FY 2015/16. The proposed Contract price is \$51,500. This is an increase of \$2,500 from the previous year.

Commissioner Blizzard noted that it is recommended to change auditor's every 2 – 3 years to get a fresh perspective on the financials of the county. Commissioner Shackelford stated he feels we should stay with Barrow, Parris and Davenport as they have done an excellent job for us for many years.

On motion by Commissioner Shackelford and seconded by Commissioner Heath the Board voted 3 yea and 2 no (Commissioners Blizzard and Jones) to approve this request

**UPDATES** Mr. DeHaven then presented the following updates:

1. Agfest/Sweet Potato Festival – Put on by the Lions Club. The Greene County Lions Club has expressed an interest in holding an Agfest and Greene County Cares/Greene County Interfaith has also expressed interest in doing a Sweet Potato Festival and it was suggested that they maybe could combine such.

2. BBQ for PAWS – Animal Advisory Board putting on BBQ competition and will be selling plates for \$8.00.

3. Phase 1H Change Order – small change order, wet sand in Maury project just changed tie in with no cost to the county.

## **H. County Attorneys Report and Recommendations**

Nothing

## **I. Commissioner's Report and Recommendations**

Commissioner Blizzard noted that on Thursday May 5<sup>th</sup> National Day of Prayer at courthouse at 6 p.m. and May 6<sup>th</sup> Greene County Cares event at 6 p.m. at Greene Central High School.

Commissioner Jones reminded everyone of the Wounded Warriors Event at the Farmer's Market on Saturday May 7<sup>th</sup>.

Commissioner Heath reported on road projects. Bridges are evaluated every 2 years, the bridge on Warrenton Rd was discussed at last meeting is scheduled for repair in 2018.

**K. Closed Session – Contract Negotiation, Attorney Client Privilege**

**On motion by Commissioner Blizzard and seconded by Commissioner Jones the Board voted unanimously to go into Closed Session.**

**On motion by Commissioner Jones and seconded by Commissioner Blizzard the Board voted unanimously to adjourn closed session.**

**On motion by Commissioner Blizzard and seconded by Commissioner Jones the Board voted unanimously to go back into Closed Session for Personnel.**

**On motion by Commissioner Blizzard and seconded by Commissioner Jones the Board voted unanimously to adjourn closed session.**

**L. Adjournment**

On motion by Commissioner Blizzard and seconded by Commissioner Jones the Board voted unanimously to adjourn the meeting.



C3

Becky R. Sutton  
Tax Administrator



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229 Kingold Blvd.  
P.O. Box 482  
Snow Hill, NC 28580

(252) 747-3615  
FAX (252) 747-5067

Date: May 10, 2016

To: Greene County Board of Commissioners

From: Becky R. Sutton - Tax Administrator

Subject: GS 105-350 (7)      **Monthly**      **All levy**  
Report of amount collected on each year's taxes and amount remaining  
uncollected - Collections posted as of April 30, 2016

Year		Current		FY2015-2016	Amount Remaining	%
		Month		Collections YTD	Uncollected	Collected
		Adj. Payments+interest		Adj. Payments+interest		
2005		25.00		\$ 2,969.22	\$ 16,462.83	99.77%
2006		199.40		\$ 3,238.73	\$ 13,393.10	99.83%
2007		258.72		\$ 4,029.32	\$ 17,782.52	99.78%
2008		450.00		\$ 17,953.40	\$ 25,723.88	99.68%
2009		333.20		\$ 9,682.39	\$ 24,324.06	99.72%
2010		174.81		\$ 9,203.34	\$ 24,535.90	99.72%
2011		172.48		\$ 13,465.48	\$ 25,077.33	99.72%
2012		719.01		\$ 23,702.52	\$ 30,667.09	99.66%
2013		584.61		\$ 32,230.86	\$ 54,763.40	99.40%
2014		3,914.54		\$ 129,378.05	\$ 79,780.56	99.08%
2015		\$ 128,436.88		\$ 8,546,224.54	\$ 300,920.96	96.59%
<b>Total</b>		\$ 135,268.65		\$ 8,792,077.85	\$ 613,431.63	

MTD Levy added for 2015				
2015 Beginning levy		ytd add'l levy	payments (principal only)	ytd interest(+)
\$	22,995.00	\$ 8,824,206.13	\$ 8,544,128.84	\$ 33,784.46
YTD:	releases	adjustments	refunds	write offs
	\$ (40,456.42)	\$ 6,616.33	\$ (32,812.98)	\$ 1,124.22

Becky R. Sutton  
Tax Administrator



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C4

May 10, 2016

To: Mr. Kyle DeHaven, Greene County Manager  
Greene County Board of Commissioners

From: Becky R. Sutton  
Greene County Tax Administrator

Tax Office Issues:

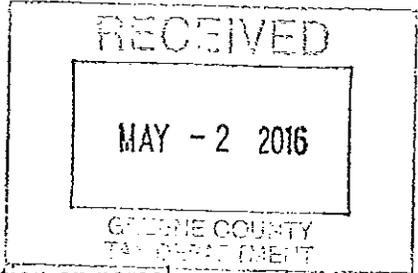
Consideration of Late Applications for Present Use Value

The assessor has no authority to approve a late application for the present use value deferment. However, GS 105-282.1(a1) states "upon a showing of good cause by the applicant for failure to make a timely application, an application for exemption or exclusion filed after the date of the listing period may be approved by the Board of Commissioners". If approved, the application is for the current year and is not retroactive. Due to information on the application being confidential, a copy of the application is not attached.

Attached is a letter from a taxpayer requesting your consideration of their late application. The applicant and parcel meet the eligibility requirements. Consideration of this late application would be appreciated and is recommended since the Board has previously considered other late applications.

Present Use Application:

Lynn A Rhodes & Jason Kelly Smith – Parcel 0600668



TO: Greene County Board of Commissioners  
FROM: LYNN A RHODES & JASON KELLY SMITH  
DATE: \_\_\_\_\_

RE: Request for acceptance of late present use value application on parcel 0600668 and release of deferred bills

Please accept my request for acceptance of my late application for present use value on the above referenced parcels which was originally due by April 18, 2016. My reason for filing

untimely: *I transferred the Wood to the farm to my daughter & grandson because my health is bad. As the landowner did not tell us this paper needed to be filed. Sorry. Jeanette Peric we did not know!*

*Lynn A. Rhodes*  
Lynn A Rhodes

*4-29-2016*  
Date

*Jason Kelly Smith*  
Jason Kelly Smith

*4-29-2016*  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Becky R. Sutton  
Tax Administrator



229 Kingold Blvd.  
P.O. Box 482  
Snow Hill, NC 28580

(252) 747-3615  
FAX (252) 747-5067

C5

May 11, 2016

To: Mr. Kyle DeHaven, Greene County Manager  
Greene County Board of Commissioners

From: Becky R. Sutton  
Greene County Tax Administrator

Tax Office Issues:

Consideration of Late Applications for Solar Energy Electric System Exclusion

The assessor has no authority to approve a late application for the above exclusion. However, GS 105-282.1(a1) states "upon a showing of good cause by the applicant for failure to make a timely application, an application for exemption or exclusion filed after the date of the listing period may be approved by the Board of Commissioners". If approved, the application is for the current year and is not retroactive. A copy of the application is attached.

Attached is a letter from Fresh Air Energy XVI, LLC requesting your consideration of their late application. The applicant and parcel meet the eligibility requirements. Consideration of this late application would be appreciated and is recommended since the Board has previously approved another late application from a solar company.

Please note: The letter also references the acceptance of the late business personal property listing and that request cannot be considered until a tax receipt is issued.

Fresh Air Energy XVI, LLC – Personal Property Number 2661895 – located on parcel 0305811

May 9, 2016

Greene County Board of Commissioners  
Attention: Becky Sutton  
229 Kingold Blvd., Suite B  
Snow Hill, NC 28580

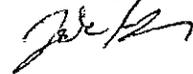
RE: Request for acceptance of late Business Personal Property Listing and  
Exemption Application

To the Greene County Board of Commissioners:

We would like to formally request that you accept our delinquent Business Personal Property Tax Listing and Exemption Application for the 2016 tax year. We installed and own a solar system located at 149 Thornton Lane in Snow Hill which was placed in service at the end of 2015 through an owned subsidiary. Ecoplexus Inc. is a fast growing solar developer that has expanded considerably over the past few years. One of the difficulties we have experienced through this growth is realizing we had inadequate staff to handle all of the asset management needs such as property tax filings. In light of that we are completing the process of hiring a full time asset manager who will make it a top priority to submit and pay property tax filings timely going forward.

Within our pipeline, we have a number of property opportunities in place within the state slated for upcoming construction and we want to ensure we conduct business effectively within the county in order to facilitate that future growth. Thank you very much for your review and consideration.

Sincerely,



John Gorman  
CEO of Ecoplexus Inc. that is the sole member of  
FAE MM 2, LLC that is the manager of FAE LSR 2, LLC  
that is the sole member of Fresh Air Energy XVI, LLC

RECEIVED

MAY 11 2016

GREENE COUNTY  
TAX DEPARTMENT



RECEIVED

MAY 11 2016

APPLICATION for TAX YEAR 2016

GREENE COUNTY  
TAX DEPARTMENT

**Property Tax Exemption or Exclusion**

COUNTY: Greene

MUNICIPALITY: Snow Hill

Full Name of Owner(s): Fresh Air Energy XVI, LLC

Trade Name of Business: \_\_\_\_\_

Mailing Address of Owner: 650 Townsend St., Ste. 315, San Francisco, CA 94103

Phone Numbers: Home: \_\_\_\_\_ Work: 415-24-4751 Cell: \_\_\_\_\_

List the Property Identification Numbers and addresses/locations for the properties included in this application (attach list if needed):

Property ID #: \_\_\_\_\_ Address/Location: 149 Thornton Lane, Snow Hill, NC 28580

Property ID #: \_\_\_\_\_ Address/Location: \_\_\_\_\_

Property ID #: \_\_\_\_\_ Address/Location: \_\_\_\_\_

**Non-Deferment Exemptions and Exclusions**—Check or write in the exemption or exclusion for which this application is made. These exemptions or exclusions do not result in the creation of deferred taxes. However, taxes for prior years of exemption or exclusion may be recoverable if it is later determined that the property did not actually qualify for exemption or exclusion for those prior years.

- |  |  |  |                                     |
|--|--|--|-------------------------------------|
| <input type="checkbox"/> G.S. 105-275(8)             | Pollution abatement/recycling            | <input type="checkbox"/> G.S. 105-278.5  | Religious educational assemblies    |
| <input type="checkbox"/> G.S. 105-275(17)            | Veterans organizations                   | <input type="checkbox"/> G.S. 105-278.6  | Home for the aged, sick, or infirm  |
| <input type="checkbox"/> G.S. 105-275(18),(19)       | Lodges, fraternal & civic purposes       | <input type="checkbox"/> G.S. 105-278.6  | Low- or moderate-income housing     |
| <input type="checkbox"/> G.S. 105-275(20)            | Goodwill industries                      | <input type="checkbox"/> G.S. 105-278.6  | YMCA, SPCA, VFD, orphanage          |
| <input checked="" type="checkbox"/> G.S. 105-275(45) | Solar energy electric system             | <input type="checkbox"/> G.S. 105-278.6A | CCRC-Attach Form AV-11              |
| <input type="checkbox"/> G.S. 105-275(46)            | Charter school property                  | <input type="checkbox"/> G.S. 105-278.7  | Other charitable, educational, etc. |
| <input type="checkbox"/> G.S. 105-277.13             | Brownfields-Attach brownfields agreement | <input type="checkbox"/> G.S. 105-278.8  | Charitable hospital purposes        |
| <input type="checkbox"/> G.S. 105-278.3              | Religious purposes                       | <input type="checkbox"/> G.S. 131A-21    | Medical Care Commission bonds       |
| <input type="checkbox"/> G.S. 105-278.4              | Educational purposes (institutional)     | <input type="checkbox"/> Other:          | _____                               |

**Tax Deferment Programs**—Check the tax deferment program for which this application is made. \*\*\*These programs will result in the creation of deferred taxes that will become immediately due and payable with interest when the property loses eligibility. The number of years for which deferred taxes will become due and payable varies by program. Read the applicable statute carefully.\*\*\*

- |  |   |
|--|---|
| <input type="checkbox"/> G.S. 105-275(12)  | Nonprofit corporation or association organized to receive and administer lands for conservation purposes    |
| <input type="checkbox"/> G.S. 105-275(29a) | Historic district property held as a future site of a historic structure                                    |
| <input type="checkbox"/> G.S. 105-277.14   | Working waterfront property   |
| <input type="checkbox"/> G.S. 105-277.15A  | Site infrastructure land  |
| <input type="checkbox"/> G.S. 105-278      | Historic property-Attach copy of the local ordinance designating property as historic property or landmark. |
| <input type="checkbox"/> G.S. 105-278.6(e) | Nonprofit property held as a future site of low- or moderate-income housing                                 |

Describe the property: Photovoltaic Solar Electric Farm

Describe how you are using the property. If another organization is using the property, give their name, how they are using the property, and any income you receive from their use: Producing and selling solar energy to the local utility.

AFFIRMATION: I, the undersigned, declare under penalties of law that this application and any attachments are true and correct to the best of my knowledge and belief. I have read the applicable exemption or exclusion statute. I fully understand that an ineligible transfer of the property or failure to meet the qualifications will result in the loss of eligibility. If applying for a tax deferment program, I fully understand that loss of eligibility will result in removal from the program and the immediate billing of deferred taxes.

Signature(s) of Owner(s): [Signature] Title: CEO of Tax Matters Partner Date: 4/30/16

(All tenants of a tenancy \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

in common must sign.) \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

The Tax Assessor may contact you for additional information after reviewing this application.

<b>BUDGET REVISIONS</b>			
<u>Revenues</u>		<u>Expenditures</u>	
<u>Account #</u>		<u>Account #</u>	
11-172-4382-22	Ebola Preparedness & Response State - 5,000.00	11-544-5275-00	Ebola P&R Contracted Services - 5,000.00
11-172-4383-05	STD Reimbursement + 600.00	11-563-5171-00	CD Operating Expense + 450.00
11-172-4383-21	Communicable Disease Insurance + 500.00	11-563-5171-01	CD Lab Supplies + 500.00
		11-563-5191-00	CD Travel + 100.00
		11-563-5201-00	CD Telephone/Postage + 50.00
<b>TOTAL - 3,900.00</b>		<b>TOTAL - 3,900.00</b>	

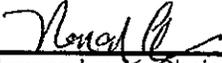
**EBOLA PREPAREDNESS & RESPONSE (\$5,000):** State funding was reduced in this program. We are supposed to receive this funding back in our FY 2016 - 2017 budget to prevent a gap in funding and services over the break between fiscal years and service periods of the Agreement Addendum 613. **COMMUNICABLE DISEASE \$1,100:** Greene County Health Department has already collected more than anticipated in both Medicaid and Insurance revenues in this program. We have increased the budget to cover needed expenses.

Requested by: Michael W. Rhodes Approved by: \_\_\_\_\_

Greene County Health Department  
Board of Health  
May 10, 2016  
Budget Revisions

PROGRAM	BUDGETED	INCREASE/ DECREASE	AMENDED BUDGET
<b><u>COMMUNICABLE DISEASE</u></b>			
<b>Revenues</b>			
Third Party	\$4,000.00	\$600.00	\$4,600.00
Insurance	\$600.00	\$500.00	\$1,100.00
<b>Expenditures</b>			
Operating Expense	\$2,650.00	\$450.00	\$3,100.00
Lab Supplies	\$900.00	\$500.00	\$1,400.00
Travel	\$1,600.00	\$100.00	\$1,700.00
Telephone/Postage	\$250.00	\$50.00	\$300.00
<b><u>EBOLA PREPAREDNESS &amp; RESPONSE</u></b>			
<b>Revenues</b>			
State	\$20,000.00	(\$5,000.00)	\$15,000.00
<b>Expenditures</b>			
Contracted Services	\$6,000.00	(\$5,000.00)	\$1,000.00

**COMMUNICABLE DISEASE \$1,100:** Greene County Health Department has already collected more than anticipated in both Medicaid and Insurance revenues in this program. We have increased the budget to cover needed expenses. **EBOLA PREPAREDNESS & RESPONSE (\$5,000):** State funding was reduced in this program. We are supposed to receive this funding back in our FY 2016 - 2017 budget to prevent a gap in funding and services over the break between fiscal years and service periods of the Agreement Addendum 613.

  
\_\_\_\_\_  
Norman Lewis, Chairman  
Board of Health

5-10-2016  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Michael U. Rhodes, Health Director  
Greene County Health Department

5-10-16  
\_\_\_\_\_  
Date

Commissioners  
Jerry Jones – Chairman  
Brad Fields – Vice Chairman  
Susan Blizzard  
Bennie Heath  
James T. Shackelford, Jr.

County Manager  
Kyle DeHaven

Finance Officer  
Sandy Barss



*Home of the North Carolina Sweet Potato Festival*

WHEREAS, the Greene County Board of Commissioners hereby establishes and sets aside a special time for the purpose of receiving such comments and suggestions in addition to public hearings

NOW, THEREFORE; BE IT RESOLVED that all comments and suggestions addressed to the Greene County Board of Commissioners during the Public Comment Period shall be subject to the following Public Comment Policy:

**1. Policy Purpose**

a. To establish a policy for citizens to appear before the Greene County Board of Commissioners at their regular meetings during the month.

**2. Coverage**

a. This policy, upon adoption by the Greene County Board of Commissioners, shall remain in effect until such time that it is altered, modified, or rescinded by the Greene County Board of Commissioners.

**3. Policy**

a. Anyone desiring to address the Board of Commissioners must sign up with the Deputy County Clerk between 6:45 pm and 7:00 pm on the night of the Greene County Board of Commissioners meeting. The request should be in writing and on a form provided by the Deputy County Clerk. The form shall, as a minimum, provide the requestors name and address.

b. The Public Comment portion of the agenda will be placed at the beginning of the agenda but after all Public Hearings.

c. Each speaker must be recognized by the Chairman as having the exclusive right to be heard.

d. Comments are limited to three minutes per speaker. A speaker cannot give their allotted time/minutes to another speaker to increase that persons allotted time.

e. Speakers must address the entire Greene County Board of Commissioners, not an individual member. Discussions between speakers and the audience will not be allowed.

f. Speakers will be civil in their language and presentation.

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[www.co.greene.nc.us](http://www.co.greene.nc.us)

*The mission of Greene County Government is to serve and improve the lives of all citizens by providing high-quality, cost-effective services in an open, professional and ethical environment*

Commissioners  
Jerry Jones – Chairman  
Brad Fields – Vice Chairman  
Susan Blizzard  
Bennie Heath  
James T. Shackleford, Jr.

County Manager  
Kyle DeHaven

Finance Officer  
Sandy Barss



# GREENE COUNTY

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## *Home of the North Carolina Sweet Potato Festival*

- g. There shall be a maximum of three (3) participants on the same subject. It is recommended that if there are several people who wish to speak on the same subject that they choose one speaker to speak for all.
- h. The time allotted for Public Comment will be 15 minutes. The Board of Commissioners can choose to extend the Public Comment Period, by a majority vote, an additional 15 minutes for a total of 30 minutes for public comments.
- i. Individuals who sign up but cannot speak due to time constraints will be carried to the next regular meeting of the Greene County Board of Commissioners and placed first on the Public Comment Agenda.
- j. For clarification, any Greene County Board of Commissioners may ask the speaker questions. The time used by a Greene County Board of Commissioners to ask a question, or the response to his/her question, will not be counted against the citizens three minute time allotment.
- k. Public comment is not intended to require the Greene County Board of Commissioners to answer any impromptu questions. Action on items brought up during the Public Comment Period will be at the discretion of the Greene County Board of Commissioners.
- l. The public can address the Greene County Board of Commissioners on any issue other than public hearings items and those items that would be covered in closed session, which would include, but not be limited to attorney/client privilege, personnel, land acquisition and contract negotiations.
- m. Anyone desiring to address the Greene County Board of Commissioners on a specific concern requiring more effective and informed action by the Greene County Board of Commissioners should contact the County Manager at least one week prior to the meeting for the topic to be reviewed for consideration to be placed on the agenda. Whenever possible, staff will address the concern directly, but if staff cannot address the issue, it will be placed on the agenda as early as practicable. The person making the request should provide sufficient information pertaining to their concerns to allow the Greene County Board of Commissioners to review the citizen concerns and/or request.

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E1

Commissioners  
Jerry Jones – Chairman  
Brad Fields – Vice Chairman  
Susan Blizzard  
Bennie Heath  
James T. Shackelford, Jr.

County Manager  
Kyle DeHaven  
Finance Officer  
Sandy Barss



# GREENE COUNTY

A Place To Grow. The Way To Live.

*Home of the North Carolina Sweet Potato Festival*

From: Kyle J. DeHaven, County Manager

Re: Sharon Harrison/Tonya Cedars; Senior Games Participants

Date: May 16, 2016

Ms. Sharon Harrison and Ms. Tonya Cedars will recognize the Seniors who participated in the Senior games as well as medals won and accomplishments made.

Action Recommended:

**Information Only**

**No Board action Needed**

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# REQUEST TO BE ON THE AGENDA FOR THE GREENE COUNTY BOARD OF COMMISSIONERS

BOARD MEETING YOU WISH TO PRESENT: May 16<sup>th</sup> , 2016

TOPIC(S) TO BE PRESENTED: County Aging Profile, Senior Games Participants

PRESENTER'S NAME: Tonya Cedars-Area Aging Director & Sharon Harrison-Director, Greene County Senior Center-Senior Games Participants will be present with Medals.

PRESENTER'S MAILING ADDRESS: PO Box 36 Snow Hill, NC 28580

PHONE #: 252-747-5436 FAX #: 252-747-8402

PRESENTER'S EMAIL ADDRESS: [sharrison@co.greene.nc.us](mailto:sharrison@co.greene.nc.us)

THE GREENE COUNTY BOARD OF COMMISSIONERS MEET ON THE 1<sup>ST</sup> AND 3<sup>RD</sup> MONDAY AT 7:00 P.M. EVERY MONTH EXCEPT MONDAY HOLIDAYS, WHEN THE MEETING IS USUALLY HELD ON THE FOLLOWING TUESDAY.

EVERY EFFORT IS MADE TO COMPLETE THE AGENDA BEFORE 12:00 P.M. ON THE THURSDAY BEFORE THE MEETING.

EVERY PRESENTER LISTED ON THE AGENDA WILL BE MAILED OR EMAILED A COPY OF THE AGENDA AS A REMINDER OF THEIR SCHEDULED PRESENTATION AND/OR REQUEST. IF THE PRESENTER WANTS TO PROVIDE HANDOUTS TO THE BOARD PRIOR TO THE MEETING, THE MATERIAL(S) MUST BE RECEIVED BY THE GREENE COUNTY MANAGER'S OFFICE NO LATER THAN 12:00 NOON OF THE WEDNESDAY PRIOR TO THE MEETING.

IN ORDER TO BE LISTED ON THE AGENDA PRESENTER'S MAY:

- CALL (252) 747-3446 OR (252) 747-2866
- EMAIL [kmooring@co.greene.nc.us](mailto:kmooring@co.greene.nc.us)
- MAIL OR DELIVER TO GREENE COUNTY OFFICE COMPLEX, COUNTY MANGER'S OFFICE, 229 KINGOLD BLVD., SUITE D, SNOW HILL, NC 28580.

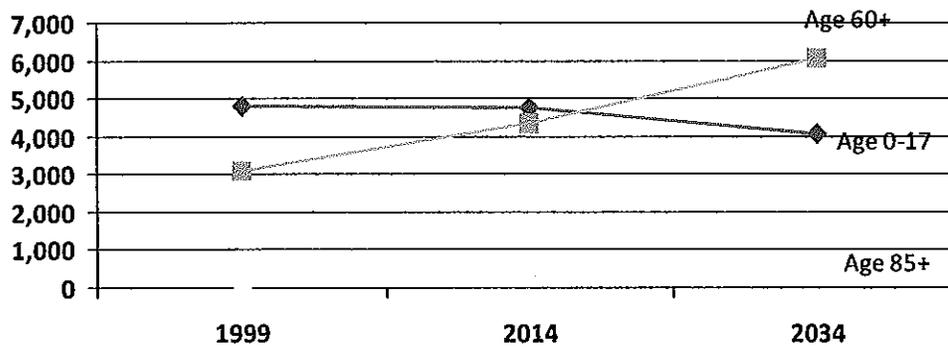


# Greene

## Aging profile

Ages	2014		2034		% Change (2014-2034)
	#	%	#	%	
Total	21,286		21,311		0.1%
0-17	4,761	22%	4,070	19%	-14.5%
18-44	7,597	36%	7,016	33%	-7.6%
45-59	4,558	21%	4,155	19%	-8.8%
60+	4,370	21%	6,070	28%	38.9%
65+	3,018	14%	4,755	22%	57.6%
85+	367	2%	581	3%	58.3%

### Population Change



Projected change of population 65+, by age group (2014-2034)			
Ages	65-74	75-84	85+
County	37%	95%	58%
State	48%	103%	92%

*\* Of the population 65+, the age group 75-84 will grow more rapidly in the next 2 decades. Beyond 2030, the growth will shift into the ages 85+, as the baby boomers move into this age group. However, 44 counties in the state are already projected to have more growth in the 85+ population (2014-2034).*

\*As % of age group

\*Source: NC Office of State Budget and Management, Oct 2015

\*NC population change (2014-2034) is on page 4

# Greene

	<u>County</u>		<u>North Carolina</u>	
	<u>#</u>	<u>%*</u>	<u>#</u>	<u>%*</u>
<b><u>Demography, other, 2014</u></b>				
Veterans (age 65+)	547	18.9%	288,499	21.4%
Grandparents (age 30+) responsible for grandchildren age less than 18	376		100,472	
Grandparents (age 60+) responsible for grandchildren age less than 18	118		34,797	
Persons age 65+ who speak English less than "very well"	59	2.0%	25,242	1.9%
<b><u>Ethnicity/Race, age 65+, 2014</u></b>				
White alone	1,945	67.3%	1,095,770	81.4%
Black or African American alone	882	30.5%	212,964	15.8%
American Indian and Alaska Native alone	0	0.0%	11,118	0.8%
Asian alone	11	0.4%	14,316	1.1%
Hispanic or Latino (of any race)	53	1.8%	20,756	1.5%
Some other race	50	1.7%	4,069	0.3%
Two or more races	0	0.0%	7,615	0.6%
<b><u>Housing, age 65+, 2014</u></b>				
Homeowners	1,629	85.7%	689,387	81.7%
Living alone	943	34.5%	364,683	28.0%
In group quarters	155	5.4%	45,452	3.4%
<b><u>Income/Workforce, age 65+, 2014</u></b>				
Median household income (\$)	34,737		35,024	
In labor force	573	19.8%	211,200	15.7%
<b><u>Level of education, age 65+, 2014</u></b>				
Less than high school graduate	819	28.4%	300,422	22.3%
High school graduate, GED, or alternative	1,286	44.5%	434,826	32.3%
Some college or associate's degree	580	20.1%	320,376	23.8%
Bachelor's degree or higher	203	7.0%	290,468	21.6%

\*County/state %'s are given as a percentage of 65 and over, unless specified  
Source: American Community Survey 2010-2014

# Greene

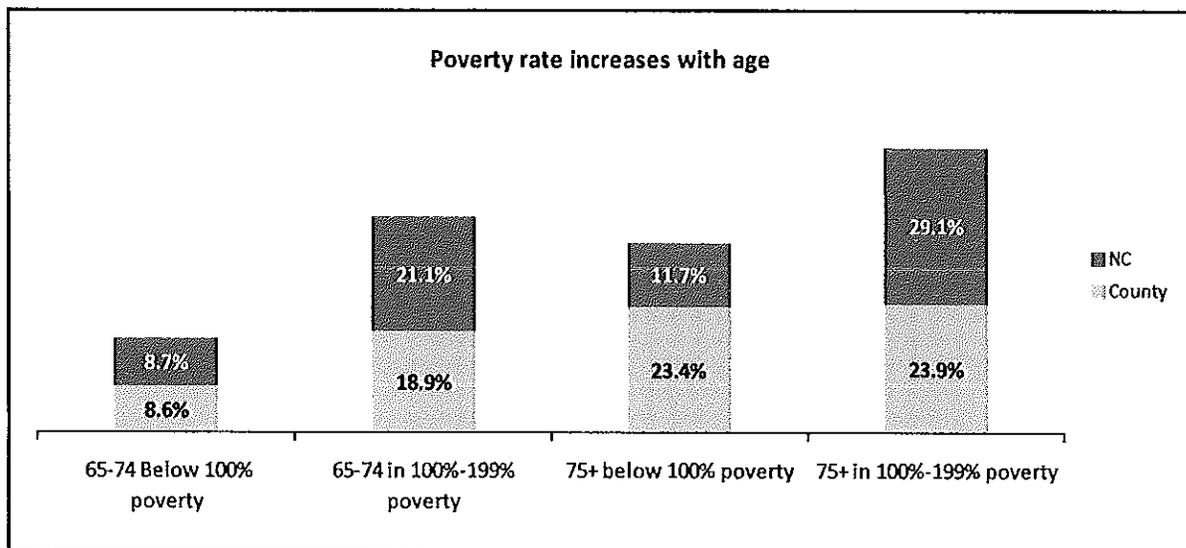
	<u>County</u>		<u>North Carolina</u>	
	#	%*	#	%*
<b><u>Marital status, age 65+, 2014</u></b>				
Now married, except separated	1,456	50.4%	748,299	55.6%
Widowed	945	32.7%	375,141	27.9%
Separated	89	3.1%	20,545	1.5%
Never married	159	5.5%	50,922	3.8%
Divorced	239	8.3%	151,185	11.2%

## **Number of disabilities, age 65+, 2014**

With no disabilities	1,512	55.2%	811,626	62.2%
With one type of disability	471	17.2%	216,059	16.6%
With two or more types of disabilities	754	27.5%	277,153	21.2%

## **Poverty, age 65+, 2014**

Below 100% poverty level	407	14.9%	129,529	9.9%
In 100%-199% poverty level	575	21.0%	317,991	24.4%



*\*as a % of age group*

## References:

- Age groups:** NC Office of State Budget and Management. Population estimates and projections. Retrieved on 10/2015 from [http://www.osbm.state.nc.us/ncosbm/facts\\_and\\_figures/socioeconomic\\_data/population\\_estimates.shtm](http://www.osbm.state.nc.us/ncosbm/facts_and_figures/socioeconomic_data/population_estimates.shtm)
- Disabilities:** US Census Bureau, American Community Survey 2010-2014. Table C18108. Age by number of disabilities (civilian non-institutionalized population)
- Education:** US Census Bureau, American Community Survey 2010-2014. Table B15001. Sex by age by educational attainment for the population 18 years and over
- Grandparents:** US Census Bureau, American Community Survey 2010-2014. Table B10050. Grandparents living with own grandchildren under 18 years by responsibility for own grandchildren by length of time responsible for own grandchildren
- Housing:** US Census Bureau, American Community Survey 2010-2014. Table B25007. Tenure by age of the householder; Table B09020. Household type by relationship for population 65 years and over
- Labor force:** US Census Bureau, American Community Survey 2010-2014. Table B23001. Sex by age by employment status for the population 16 years and over
- Limited English Speaking Ability:** US Census Bureau, American Community Survey 2010-2014. Table B16004. Age by language spoken at home by ability to speak English for the population 5 years and over
- Marital Status:** US Census Bureau, American Community Survey 2010-2014. Table B12002. Sex by marital status by age for the population 16 years and over
- Median household income:** US Census Bureau, American Community Survey 2010-2014. Table B19049. Median household income in the past 12 months
- Poverty:** US Census Bureau, American Community Survey 2010-2014. Table B17024. Age by ratio of income to poverty level in the past 12 months
- Race/Ethnicity:** US Census Bureau, American Community Survey 2010-2014. Tables B01001, B01001A-I. Sex by age
- Veterans:** US Census Bureau, American Community Survey 2010-2014. Table B21001. Sex by age by Veteran status for the civilian population 18 years and over

## Glossary

- Disability:** A long-lasting physical, mental, or emotional condition that makes it difficult for a person to do activities such as walking, climbing stairs, dressing, bathing, learning, or remembering
- Group Quarters:** Includes population not living in households. Two general categories of people are recognized. 1). Institutionalized population which includes people under formally authorized, supervised care or custody in institutions (such as correctional facilities, nursing homes and juvenile institutions) and 2) the noninstitutionalized population which includes all people who live in group quarters other than institutions (such as college dorms, military quarters and group homes)
- Hispanic or Latino:** Refers to a person of Cuban, Mexican, Puerto Rican, South or Central American or other Spanish culture or origin regardless of race
- Household:** A household includes all the people who occupy a housing unit as their usual place of residence
- Labor force:** The labor force includes all people classified in the civilian labor force, plus members of the U.S. Armed Forces. The Civilian Labor Force consists of people classified as employed or unemployed
- Median household income:** This includes the income of the householder and all other individuals 15 years old and over in the household, whether they are related to the householder or not. The median divides the income distribution into two equal parts: one-half of the cases falling below the median income and one-half above the median
- Poverty:** The Census Bureau uses a set of money income thresholds that vary by family size and composition to determine who is in poverty. If the total income for a family or unrelated individual falls below the relevant poverty threshold, then the family (and every individual in it) or unrelated individual is considered in poverty. The poverty threshold (2014) for a person 65+ is \$12,316 and for a couple 65+ is \$15,853. These are not the same as Federal Poverty guidelines

### Definitions of other terminology used in the report are available at:

<http://www.census.gov/glossary/>

### NC State Aging Profile

Ages	2014		2034		% Change 2014-2034
	#	%	#	%	
Total	9,953,687		12,020,298		20.8%
60+	2,033,282	20.4%	3,163,037	26.3%	55.6%
65+	1,455,043	14.6%	2,459,532	20.5%	69.0%
85+	169,479	1.7%	325,964	2.7%	92.3%

Commissioners  
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Brad Fields – Vice Chairman  
Susan Blizzard  
Bennie Heath  
James T. Shackelford, Jr.



County Manager  
Kyle DeHaven

Finance Officer  
Sandy Barss

E2

*Home of the North Carolina Sweet Potato Festival*

From: Kyle J. DeHaven, County Manager

Re: Patrick Flanagan; ECC transportation Planner

Date: May 16, 2016

Mr. Patrick Flanagan of the East Carolina Council will update the Board of Commissioners on the present and future plans for transportation in our immediate area.

Action Recommended:

**Informational only**

**No Board Action is Needed**

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E3

Commissioners  
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Brad Fields – Vice Chairman  
Susan Blizzard  
Bennie Heath  
James T. Shackelford, Jr.

County Manager  
Kyle DeHaven  
Finance Officer  
Sandy Barss



*Home of the North Carolina Sweet Potato Festival*

From: Kyle J. DeHaven, County Manager

Re: Kris Overstreet; Animal Control Issues

Date: May 16, 2016

Kris Overstreet has requested to address the Commissioners regarding animal control issues.

Action Recommended:

Informational Only

No Board action is needed.

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To file a complaint of discrimination write USDA, Director, Office of Civil Rights, 1400 Independence Ave., SW, Washington, DC 20250-9410 or call (800) 795-3272 or (202) 720-6382 (TDD)

# REQUEST TO BE ON THE AGENDA FOR THE GREENE COUNTY BOARD OF COMMISSIONERS

BOARD MEETING YOU WISH TO PRESENT: May 16, 20156

TOPIC(S) TO BE PRESENTED: Animal Control

PRESENTER'S NAME: Kris Overstreet

PRESENTER'S MAILING ADDRESS: 191 Hwy 91  
Snow Hill, NC 28580

PHONE #: 252-265-2663 FAX #: n/a

PRESENTER'S EMAIL ADDRESS: Overstreetamy@gmail.com

THE GREENE COUNTY BOARD OF COMMISSIONERS MEET ON THE 1<sup>ST</sup> AND 3<sup>RD</sup> MONDAY AT 7:00 P.M. EVERY MONTH EXCEPT MONDAY HOLIDAYS, WHEN THE MEETING IS USUALLY HELD ON THE FOLLOWING TUESDAY.

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- MAIL OR DELIVER TO GREENE COUNTY OFFICE COMPLEX, COUNTY MANGER'S OFFICE, 229 KINGOLD BLVD., SUITE D, SNOW HILL, NC 28580.



Commissioners  
Jerry Jones – Chairman  
Brad Fields – Vice Chairman  
Susan Blizzard  
Bennie Heath  
James T. Shackelford, Jr.



County Manager  
Kyle DeHaven

Finance Officer  
Sandy Barss

E4

*Home of the North Carolina Sweet Potato Festival*

From: Kyle J. DeHaven, County Manager

Re: Jeremy Rich; Tax issues

Date: May 16, 2016

Jeremy Rich of Infinity Network Services would like to present an issue he is having regarding a tax bill.

Action Recommended:

**Informational Only**

**No Board action is needed.**

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County Manager  
Kyle DeHaven

Finance Officer  
Sandy Barss

#1

*Home of the North Carolina Sweet Potato Festival*

From: Kyle J. DeHaven, County Manager

Re: Proclamation; Older Americans Month 2016

Date: May 16, 2016

Ms. Sharon Harrison of the Greene County Senior Center has presented a proclamation to the Greene County Board of Commissioners that declares May, 2016 as Older Americans Month.

(Ms. Harrison will be present to answer any questions the Board may have.)

Action Recommended:

**Informational Only**

**No Board action is needed.**

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## Older Americans Month 2016

### A PROCLAMATION

**Whereas, *Greene County*** includes communities of older Americans who deserve recognition for their contributions to our nation; and

**Whereas, *Greene County*** recognizes that older adults are trailblazers—advocating for themselves, their peers, and their communities—paving the way for future generations; and

**Whereas, *Greene County*** is committed to raising awareness about issues facing older Americans and helping all individuals to thrive in communities of their choice for as long as possible; and

**Whereas, we** appreciate the value of inclusion and support in helping older adults successfully contribute to and benefit from their communities; and

**Whereas, our community** can provide opportunities to enrich the lives of individuals of all ages by:

- Promoting and engaging in activity, wellness, and social involvement.
- Emphasizing home- and community-based services that support independent living.
- Ensuring community members can benefit from the contributions and experience of older adults.

**Now therefore, *Brad Fields*, Chair of the Greene County Commissioners, do hereby proclaim May 2016 to be Older Americans Month. I urge every resident to take time this month to acknowledge older adults and the people who serve them as powerful and vital individuals who greatly contribute to our community.**

Dated this 1st day of May, 2016  
Greene County Board of Commissioners

Commissioners  
Jerry Jones – Chairman  
Brad Fields – Vice Chairman  
Susan Blizzard  
Bennie Heath  
James T. Shackelford, Jr.



**GREENE COUNTY**  
A Place To Grow. The Way To Live.

F2  
County Manager  
Kyle DeHaven

Finance Officer  
Sandy Barss

*Home of the North Carolina Sweet Potato Festival*

From: Kyle J. DeHaven, County Manager

Re: Senior Center Advisory Board; Bylaw Amendment

Date: May 16, 2016

Ms. Sharon Harrison has submitted an amendment to the Senior Center Advisory Board bylaws which makes the Senior Tar Heel Legislator a permanent member to the Advisory Board. This amendment replaces the 2 year term that had been a restriction before.

Action Recommended:

**Motion to accept the change in Bylaws of the Senior Center Advisory Board as recommended by the Senior Center Advisory Board**

**Board action is needed.**

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5-16-16

During their last meeting on March 16th, 2016, the Senior Center Advisory Board voted to make the Senior Tar Heel Legislator a permanent member to the Advisory Board, not subject to limits of 2-two year terms as stated in the policy for Board/Committee Appointments by the Greene County Board of Commissioners. The Senior Tar Heel Legislators are selected by the Area Agency on Aging, and can serve consecutive terms as allowed by the AAA.

At this time, I am requesting that the Commissioners approve this change for our Advisory Board.

Sincerely,

***Sharon J. Harrison***

DIRECTOR GREENE COUNTY SENIOR CENTER & SERVICES  
PO BOX 36/ 104 GREENRIDGE ROAD  
SNOW HILL, NC 28580  
TEL: (252) 747-5436  
(252) 747-7518  
FAX: (252) 747-8402  
[sharrison@co.greenc.nc.us](mailto:sharrison@co.greenc.nc.us)

Commissioners  
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F3  
County Manager  
Kyle DeHaven  
Finance Officer  
Sandy Barss

*Home of the North Carolina Sweet Potato Festival*

From: Kyle J. DeHaven, County Manager

Re: Health Department; Proposed Fee Change

Date: May 16, 2016

The Greene County Health Department has proposed a Fee Change for services provided in that department. The affected services are attached with the proposed fee changes. The reasoning for the fee increase is to reflect the increased cost in to provide the service. The Greene County Health Department would like to implement this proposed fee change effective June 1, 2016.

Action Recommended:

**Motion to accept the proposed fee change in the Greene County Health Department effective June 1, 2016.**

**Board action is needed.**

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**GCHD Proposal to Increase Fees June 1, 2016**

<b>CPT CODE</b>	<b>DESCRIPTION</b>	<b>CURRENT FEE</b>	<b>PROPOSED FEE</b>	<b>AMOUNT OF INCREASE</b>
17250	Silver Nitrate Treatment	NEW FEE	\$110.00	\$110.00
56501	Condolomata Treatment	NEW FEE	\$270.00	\$270.00
82270	Fecal Occult Blood	\$15.00	\$20.00	\$5.00
86580	TB Skin Test	\$25.00	\$35.00	\$10.00
87205	Gram Stain Urethral	\$15.00	\$35.00	\$20.00
87220	Fungal Scraping	NEW FEE	\$40.00	\$40.00
90473	Intranasal, Oral Only	\$25.00	\$30.00	\$5.00
90636	Hep A/Hep B (Twinrix) Vaccine	\$135.00	\$155.00	\$20.00
90716	Varicella Vaccine	\$140.00	\$170.00	\$30.00
94640	Nebulizer Treatment	\$30.00	\$35.00	\$5.00
94760	Pulse Oximetry	\$20.00	\$25.00	\$5.00
96127	Vanderbilt, PHQ-9	NEW FEE	\$30.00	\$30.00
99173	Vision Screening	\$30.00	\$35.00	\$5.00
99201	Office Visit, New Pat., Level I	\$100.00	\$110.00	\$10.00
99205	Office Visit, New Pat., Level V	\$300.00	\$335.00	\$35.00
99215	Office Visit, Est Pat., Level V	\$250.00	\$260.00	\$10.00
99384	Preventive Examination, NEW, 12 - 17 yr	\$225.00	\$250.00	\$25.00
99394	Preventive Examination, EST, 12 - 17 yr	\$200.00	\$225.00	\$25.00
99397	Preventive Examination, 65+	\$240.00	\$245.00	\$5.00
99420	HEADSSS or EDINBURGH PP DEP	\$20.00	\$40.00	\$20.00

We are requesting to increase the fees as listed above due to the increased cost to provide care for the citizens of Greene County.

Commissioners  
Jerry Jones -- Chairman  
Brad Fields -- Vice Chairman  
Susan Blizzard  
Bennie Heath  
James T. Shackelford, Jr.



County Manager  
Kyle DeHaven  
Finance Officer  
Sandy Barss

Fy

*Home of the North Carolina Sweet Potato Festival*

From: Kyle J. DeHaven, County Manager

Re: Greene County Health Department; Billing Policies and procedures manual update

Date: May 16, 2016

The Greene County Health Department has submitted a revision to their Billing, Eligibility, and Fee Policies and Procedures Manual. The Greene County Manager encourages standards and procedural manual updates. Mr. Michael Rhodes, the Greene County Health Director will be available to answer any questions or concerns the Board of Commissioners may have.

Action Recommended:

**Motion to accept the Billing, Eligibility, and Fee Policies and Procedures Manual Revision**

**No Board action is needed.**

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**GREENE COUNTY HEALTH DEPARTMENT**

**BILLING, ELIGIBILITY AND FEE POLICIES AND  
PROCEDURES MANUAL**

**JUNE 25, 2002**

**FIRST REVISION: MARCH 2, 2005**

**SECOND REVISION: JUNE 26, 2007**

**THIRD REVISION: SEPTEMBER 9, 2009**

**FOURTH REVISION: JUNE 30, 2013**

**FIFTH REVISION: SEPTEMBER 8, 2015**

**SIXTH REVISION: MAY 10, 2016**

## **Greene County Health Department Fees and Eligibility Policies**

***Rationale*** – Public health services are increasingly costly to provide. The Health Department serves the public interest best by assuring that all legally required public health services are furnished for all citizens and then providing as many recommended and requested public health services as it can for those citizens with greatest need.

Fees are a means to help distribute services to citizens of the county and help finance and extend public health resources as government funding cannot support the full cost of providing all requested services in addition to required services. Fees are considered appropriate, in the sense that while the entire population benefits from the availability of subsidized public health services for those in need, it is the actual users of such services who gain benefits for themselves.

Fees for Health Department services are authorized under North Carolina General Statute 130A-39 (g), provided that 1) they are in accordance with a plan recommended by the Health Director and approved by the Board of Health and the County Commissioners, and 2) they are not otherwise prohibited by law.

Moneys generated through reimbursement will be maintained in an identifiable line item in the Health Department and the County Finance Office.

***Fee Collection*** – Fees will be collected after the service is received. If a patient is unable to pay his/her account balance in full, the appropriate health department staff will have the patient sign a payment agreement. An itemized receipt will be provided to individuals who pay and an itemized bill will be sent to individuals who do not complete payment. Enrollment under Title XIX (Medicaid) shall be presumed to constitute full payment for the service.

At the end of the fiscal year, outstanding accounts having no activity in more than 12 months shall be written off as bad debts and submitted to debt setoff (see Bad Debt Write-Off and Debt Setoff Policies).

Any activity in the account shall reactivate the debt and further collection efforts will be undertaken.

Greene County Health Department provides services without regard to religion, race, color, national origin, disability, sex, parity, marital status, age, contraceptive or sexual preference.

All staff members involved in fee services shall consistently follow the established guidelines for fee collection through the policy and procedure statements addressed in this document, and shall hold all client information confidential. Financial eligibility on minors will utilize the income of the parents living in the household or supporting the minor when applicable unless the minor is requesting confidential services. All FP clients have the right to request confidential services.

***Identification*** – *At the beginning of each clinic, if appropriate, each client should establish identity either with a birth certificate, driver's license, military I.D., or passport, visa, or green card, etc. A copy of this identity will be scanned in the Electronic Medical Record.*

## **RESIDENCY CRITERIA**

The following rules apply: Greene County Health Department will see patients for Family Planning, Communicable Disease or Immunization services regardless of residency. Greene County Health Department also provides assurance of health care for prenatal clients through a (MOU) Memorandum of Understanding with other providers in Greene and Pitt Counties. For all other programs, the Health Department has the option to see patients whether they reside in or outside of the county.

## **PROGRAMS REQUIRING ELIGIBILITY DETERMINATION**

Everyone will be eligible for services through Greene County Health Department, regardless of his/her ability to pay. If a patient has any form of third-party reimbursement which is in-network with GCHD, that payer must be billed, unless confidentiality is a barrier. Medicaid will be billed as the payer of last resort. All clients will be informed that GCHD gladly accepts donations through signs placed on the wall where the eligibility process is performed and the information board in the waiting area; however, donations although appreciated and encouraged, are never a prerequisite for provision of any service or supply. The billing of services is never waived due to any donations received from a client.

Greene County Health Department will require “proof of income” when determining eligibility for Health Department programs. If a patient is unable to produce this required information, he/she will be placed on a 100% sliding fee scale status. The proof of income must be received within a period of 10 working days. If proof of income has not been received in this time frame, the 100% sliding fee scale status will apply and the patient will be billed accordingly. Those clients with income >250% of the Federal Poverty Level are charged in accordance with a sliding fee scale designed to cover the cost of providing services. The charges for all services are based on the cost to provide that service. The interviewer has the right to verify income information in all programs; however, the patient must read, understand and sign the income statement in order for the interviewer to check the patient’s income information. The interviewer will request proof of identification, when deemed necessary. Confidentiality of all patients will be upheld in determining income and sliding fee status. Income information collected from the Family Planning Program financial eligibility screening can be used throughout other programs offered in the agency rather than re-verify income or rely solely on the client’s self-report.

## **PROOF OF INCOME**

Proof of income includes the following sources:

- Letter of employment (see attachment)
- Pay check stubs
- Bank statements
- Copy of Disability Statement
- Government Checks
- Alimony
- Retirement Benefit Checks
- Pension
- W-2 Forms or 1099’s
- Income Tax Returns and attachments for the most recent year
- Written statements from employers when the above-mentioned items are unavailable

## **ELIGIBILITY GUIDELINES**

### **Determining Family Size (Economic Unit)**

Household members included for family size determination consist of people living in the home related to the client and those living in the home providing direct or indirect financial support for the client. A family shall be defined as a group of related or non-related individuals who are living together as one economic unit. Individuals are considered members of a single family or economic unit when their production of income and consumption of goods are related.

### **Other Examples Of Economic Units Are:**

1. A foster child assigned by the Department of Social Services is a family of one with income considered to be paid to the foster parent for support of the child. A foster child cannot confer adjunct income eligibility on family members.
2. A student maintaining a separate residence and receiving most of his/her support from his/her parents or guardians may be counted as a dependent of the family. A self-supporting student maintaining a separate residence should be a separate economic unit.

### **DETERMINING DATES OF EMPLOYMENT (SIX MONTH FORMULA)**

1. A continuously employed wage earner must show income from the past 12 months. (One year back from current date).
2. If an individual is unemployed as of current date (day of eligibility interview) or during the past year, he/she must show income for the past six months and an income projection for the future six months.

### **PATIENTS DECLARING ZERO INCOME:**

If a patient is determined to have “zero” income, he/she will be referred to the Department of Social Services. This will occur after his/her visit and will not only verify that the patient is truly a “zero paying patient” but will also give the patient the opportunity to apply for Medicaid. Greene County Health Department does not require a patient to apply for Medicaid. It is the Health Department’s intent to network the patient with available resources.

### **SOURCES OF INCOME COUNTED:**

- Salaries and wages
- Earning from self-employment
- Interest earned on investments
- Periodic trust fund payments
- Unemployment compensation
- Alimony
- Military allotments
- Social Security benefits
- Veterans’ Administration benefits
- Retirement and pension payments
- Worker’s Compensation
- Education stipends in excess for the cost of tuition and books

- All other sources of cash or in-kind income to include rent, lights, water bill, etc. except those specifically excluded

### **SOURCES OF INCOME NOT COUNTED:**

- Proceeds from the sale of an asset
- Public assistance to include AFDC, food stamps, HUD, Work First, Child Support, etc.
- Withdrawals from a bank account
- Inheritances
- Life insurance proceeds or one-time settlements
- Federal Disaster Relief payments
- Payments to volunteers under Title I (VISTA) and Title II (RSVP, foster grandparents) and others of the Domestic Volunteer Service Act of 1973.

### **SPECIFICS TO FAMILY PLANNING (WOMEN’S PREVENTIVE HEALTH SERVICES)**

In the absence of any charges in federal regulations affecting the delivery of services to minors and the assessment of patient charges for services provided to minors, family planning project directors (local Health Directors) may treat un-emancipated minors as a “family of one” and consider them on the basis of their own resources. A third-party in-network source (Title XIX and private insurance) shall be billed if eligibility criteria are met and confidentiality is not a problem.

### **Specifics to Maternal Health**

In the Maternal Health Program, the unborn child will be counted as one in determining financial eligibility. (Example: mother and unborn child would be counted as a household of “two.”)

### **DIRECT PATIENT CHARGES**

1. There shall be no minimum fee requirement or surcharge that is indiscriminately applied to all patients.
2. No patient charges shall be assessed to patients eligible for Medicaid.
3. There shall be a consistently applied method of “aging accounts.” SEE BAD DEBT WRITE-OFF POLICY.
4. No one shall be denied services based solely on the inability to pay.
5. Patients shall be given a receipt each time a payment is collected.
6. Donations shall be accepted from any patient regardless of income status as long as the donation is truly voluntary. There shall be no “schedule of donations,” bills for donation, or implied or overt coercion.
7. Provider will use best efforts to continue to provide services to patients at or below 150% of Federal Poverty Level.

### **FEE COLLECTION POLICY**

In accordance with G.S.130A-39 (g) which allows local health departments to implement a fee for services rendered, Greene County Health Department, with the approval of Greene County Board of Health and Greene County Commissioners, will implement specific fees for services and seek reimbursement. Specific methods used in seeking reimbursement will be through third party in-network coverage, including Medicaid, Medicare, private insurance and individual patient pay. The agency will adhere to billing procedures as specified by State regulations in seeking reimbursement

for services provided under State mandated programs. The Greene County Health Department Director has the authority to change the fee charged for any particular service, due to the change in cost of providing that service.

1. The Federal Poverty Scale, 101% to 250%, provided by the State will determine charges in all programs. Those clients with income >250% of the Federal Poverty Level are charged in accordance with a sliding fee scale designed to cover the cost of providing services. The charges for all services are based on the cost to provide that service.
2. Upon each clinic visit, the Billing Office staff will determine the income and sliding fee scale status of each patient. The Financial Eligibility staff will be responsible for documentation of financial eligibility inside Patagonia EMR. Patients without required verification will be expected to pay full charge (100%) until income documentation is received. Private pay clients will be encouraged to pay the total amount in full when services are rendered. If a balance remains, a payment agreement and schedule will be established and signed by the patient. Statements will be mailed monthly when confidentiality is not jeopardized.
3. An automated accounts receivable system will be used that reflects total charges, adjustments, balances and amounts collected.
4. Emergency services will never be denied.
5. Service denials or restrictions (e.g. prioritizing appointments) will be applied to patients who do not make a "good faith effort" to pay unless restricted by State or Federal regulations. Services will not be denied to patients at or below 150% of poverty level. [Health Department staff can restrict visits or delay appointments 2 months or more for 60%-80%-100% pay patients. Health Department staff cannot restrict visits or delay appointments for 40%-20%-0% pay patients.] **Family Planning patients will not be denied a service due to an outstanding balance. Family Planning patients are not required to meet with the Health Director in an attempt to collect a delinquent account.**
6. Flat rate fees are based on costs when they are not part of another service and are subject to change.
7. The Health Director has the right to circumvent in cases where just cause has been shown for the client's inability to pay for Family Planning services when the client does not qualify for the sliding fee scale.
8. For Title X compliance, clients who fall at or below 100% of the federal poverty level are not charged for Family Planning services.
9. Donations although appreciated and encouraged, are never a prerequisite for provision of any service or supply. The billing of services is never waived due to any donations received from a client.
10. This agency seeks funding for services provided in Family Planning from other sources not required by Title X.

## CURRENT FLAT RATE FEE SCHEDULE

▪ TB Skin Test	\$25.00 (\$35.00 Effective June 1, 2016)
▪ Pregnancy Test	\$25.00
▪ Hepatitis A (2 doses)	***
▪ Hepatitis B (3 doses)	***
▪ Varicella (over 18 yrs old)	***
▪ Meningococcal	***
▪ Flu	***

▪ **Pneumococcal**

\*\*\*

**\*\*\*THE FEES FOR ALL VACCINES WILL BE BASED ON THE MEDICAID OR MEDICARE REIMBURSEMENT RATE OR THE ACTUAL COSTS TO THE HEALTH DEPARTMENT IN PROVIDING THE VACCINES.**

11. There will be no charge for immunizations and any communicable disease services related to STD, TB, etc. However, when a patient has any form of third-party reimbursement, that payer must be billed, **unless confidentiality is a barrier.**
12. Income documentation/declaration is valid for one year unless there has been change in earnings or economic unit. Each time the patient presents himself/herself for a service, Clinical Office Support Staff shall ask if there has been a change in the patient's income since his/her last visit. Eligibility Staff will document this change in the patient's electronic health record or on the paper DHHS 3014 Form if the EHR is unavailable.

## **CLINIC FLOW PROCEDURES**

### **Call-In Appointments**

Health department employee will be responsible for assuring the client understands his/her responsibility.

Health Department employee will be responsible for obtaining third-party in-network insurance coverage information from patient. When patient has private in-network insurance coverage, health department staff will verify coverage on individual. Health Department staff shall inform patient when his/her insurance company does not cover types/costs of services requested from Greene County Health Department and allow the patient to decide if he/she still wants to schedule an appointment at the health department and pay his/her cost or schedule an appointment with another medical provider.

### **Patient will also be informed of the following:**

1. Patient will be reminded to bring his/her Medicaid, Medicare, Health Choice, private in-network insurance card, etc. and advised that co-payments are due at time of service and are not subject to the sliding fee scale. **Services will not be denied due to inability to pay.**
2. Proof of income is required and the results of not bringing proof of income are discussed.
3. The economic unit is explained as necessary.
4. The six months formula for determining employment status and projecting income is explained to patient.
5. Acceptable sources of verification of income are explained. If necessary, a letter of employment will be mailed to the patient so he/she can acquire proof of income prior to scheduled appointment.
6. The patient will be reminded that payment is due the same day of service unless he/she is determined to be at 100% poverty level (zero pay).

## Walk-In Appointments

Patient will be informed of the above information.

## Mailed Appointments

The employee mailing appointments will ensure that the appointment letter, reminder letter and appointment card reflects the responsibility of the patient. The "Financial Eligibility Instruction Letter" will be mailed to the patient as deemed necessary.

## Registration

1. Patient takes a number and sits down in the waiting room until his/her number is called.
2. When his/her number is called, the patient comes to the front desk to verify his/her demographics. The patient is also asked if he/she has any medical insurance.
3. Patient is given a "Patient Information Form" to complete.
4. Patient is given a copy of the Greene County Health Department Notice of Privacy Practices and DHHS 3096 form (PERMISSION TO USE AND DISCLOSE PATIENT HEALTH INFORMATION) as required.
5. Patient provides identification (driver license or other source of picture id) as deemed necessary.
6. Patient is forwarded to the Financial Eligibility Clerk.

## FINANCIAL ELIGIBILITY

1. Patient provides Medicaid, Medicare, Health Choice, or private insurance in-network card/information. Front Desk Clerk/Financial Eligibility Interviewer makes a copy of both sides of the card for verification purposes.
2. Patient signs an Authorization and Release of Information form.
3. Eligibility Clerk completes the financial eligibility screen in the electronic health record or the Financial Eligibility Application (DHHS 3014).
4. Financial Eligibility Clerk tells patient his/her percentage of pay.
5. Financial Interviewer calls for verification of insurance benefits. If the Health Department is not a provider with the specific insurance company, Financial Eligibility Clerk will inform the patient.
6. After patient has received medical/health services, he/she is routed back to the Check-out Clerk for payment of services and explanation of insurance information.
7. When patient is unable to pay the total amount of his/her bill, patient will sign a payment agreement. When the patient does not bring his/her required proof of income, he/she will be required to pay 100% of costs and sign a payment agreement. If proof of income is provided within 10 working days, patient charges shall be adjusted according to sliding fee scale.
8. A patient will be routed to the Lead Worker when he/she has a balance exceeding \$200 and patient has made no effort to pay on his/her account. **Family Planning patients are not required to meet with the Health Director in an attempt to collect a delinquent account.**

9. All staff who are processing encounters will be responsible daily for ensuring that all encounter forms are filed away.
10. The Front Desk Staff will ensure the patient has followed the above steps prior to giving him/her an appointment.

## **FISCAL PROCEDURES**

1. Petty cash will be maintained in a secure location in the amount of \$25 at the front desk.
2. Cash will not be given for difference in payment and check amount.
3. Petty cash funds will not be used to cash personal checks.
4. Fees collected will be given to the Accounting Technician each afternoon, no later than 3:00 P.M.
5. The Accounting Technician will sign the Deposit Log Sheet verifying the amount of money received from the employee. The employee will also sign the sheet verifying the amount of money transferred to the Accounting Technician.
6. At the end of each workday, the employee maintaining petty cash funds will lock his/her petty cash lockbox, retain the key and give the lockbox to the accounting Technician for safe keeping. At the beginning of each workday, the Accounting Technician will return the locked petty cash lockbox to the employee maintaining petty cash funds or another designated employee as appropriate.
7. Cash box will be audited by the Accounting Technician or designee on a monthly basis or as needed in order to comply with the Greene County's Cash Control policies and procedures.

## **POLICIES AND PROCEDURES COMMITTEE**

The Policies and Procedures Committee of Greene County Health department formulates draft revisions to established policies and procedures regarding billing and collection practices as stated herein:

1. CPT (Current Procedural Terminology) and ICD (Internal Classification of Diseases – 10<sup>th</sup> Revision) coding and activate changes appropriately.
2. Understand and interpret insurance policies, updates, deletions and changes.
3. Define the State Memorandums from DMA (Division of Medical Assistance) as it relates to the Health Department.
4. Recommend changes in established policy to the Health Director, Board of Health and County Commissioners.
5. Inform staff of changes and implement training appropriately.
6. Research problem areas and find satisfactory solutions.
7. Revise Health Department Manuals annually or as needed.
8. Hold scheduled committee meeting determined by the severity of the concerns.

The committee will be comprised of a representative from areas of the Health Department to include: Health Director, Accounting Technician, Nursing Director, Laboratory, Billing Supervisor and Administrative Officer.

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**Programs that offer special services such as Environmental Health and WIC (Women, Infant, and Children) may not be affected by the policies and procedures as outlined in this manual\*\*\***

\*\*\*

## **BILLING INSURANCE POLICIES AND PROCEDURES**

**The following sequence will be used when filing insurance:**

The patient will sign the (Assignment of Benefits) when eligibility is determined. The copy of the insurance card will be scanned into Patagonia EMR.

The Billing Clerk files the insurance claim using the procedure code specified on the encounter form by the Nursing/Medical staff. The Billing Clerk will not be responsible for coding procedures. Procedure codes are updated annually by the Nursing/Medical Staff using the CPT/ICD-10 Code Book.

The Billing Clerk will be responsible for either filing electronic claims or completing and mailing the claim to the individual insurance company when applicable. A copy of the encounter form, HCFA 1500 form, insurance card and the assignment of benefits will be maintained in the Billing Office.

The following sequence is used for initial and delinquent claims:

1. The initial claim is billed via the clearinghouse through the electronic health records system.
2. The denied claim is re-billed within ten (10) days following receipt of a denied claim.
3. If the claim is denied again or determined not re-billable, the claim will be posted as denied and the patient will be informed via account statement of his/her responsibility for payment.

## **PAYMENT POLICY**

1. After services have been received, the Office Assistant IV (Checkout Clerk) will inform the patient of the cost of the service for that visit and the balance of his/her account.
2. Payments can be made by cash, check, money order, and credit/debit card. Medicaid and Blue Cross Blue Shield payments are electronically deposited with an accompanying remittance advice issued for payment detail. Payment information will be documented in order to debit the appropriate account.
3. Payment is due at the time service(s) is rendered.
4. Patient will be given a receipt indicating any payment made to his/her account.
5. If the patient is unable to pay the account in full, the patient will sign a payment agreement.

## COLLECTION PROCEDURES

1. Statements will be mailed to patients on a monthly basis, unless confidentiality is a barrier.
2. When the outstanding account balance is \$50 or more and when there has been no activity on the account for 12 months or more, the Administrative Assistant will send a letter that informs the patient the health department intends to submit the debt owed by the patient for collection by setoff. This procedure is subject to guidance from the state for only the Family Planning Program.

## SETOFF DEBT COLLECTION

1. A debt for setoff may not be submitted for setoff collection until Greene County Health Department has given notice to the patient and given the patient an opportunity to pay the past due amount, be heard and the claim has been finally determined.
2. Greene County Health Department must send **written notice** to the patient that the health department intends to submit the debt owed by the patient for collection by setoff.
3. The Notice must:
  - a. Explain the basis for the health department's claim to debt;
  - b. Inform the patient that the agency intends to apply the patient's tax refund against the debt;
  - c. Inform the patient that a collection fee of \$20 will be added to the debt if it is submitted for setoff;
  - d. Inform the patient that he/she has the right to contest the matter by filing a request for a hearing with the health department;
  - e. Inform the patient that he/she has **30 days** (after the date the health department mailed the notice of the proposed action to the patient) to file a **written request** for a hearing with the health department.
  - f. Inform the patient that a decision made after a hearing must determine whether a debt is owed to the health department and the amount of the debt;
  - g. Inform the patient that a request for a hearing is considered to be filed when it is delivered for mailing with postage prepaid and properly addressed; and
  - h. Inform the patient that failure to request a hearing within the required time will result in setoff of the debt against the patient's tax refund and or education lottery winnings of \$600 or more.
4. Notice of Hearing After Request By Patient
  - a. Inform the patient of the time, date, and the place for the hearing
  - b. Inform the patient who will hear the challenge
  - c. Provide the patient with a pre-hearing contact person
  - d. Inform the patient that after the hearing, the health department will mail to the patient's last known address, a written decision as to whether the debt is owed and the amount.
5. Post Hearing Procedure

- a. Advise the patient of the hearing decision
  - b. Inform the patient that he/she disagrees with the decision made at the hearing, the patient may file a petition for a contested case under Article 3 of Chapter 150B of the General Statutes (the Administrative Procedure Act); and
  - c. Inform the patient that the petition for a contested case must be filed within 30 days after the patient receives a copy of the local decision.
  - d. **Send this notification letter by certified mail return receipt requested since the appeal time runs from the date the patient receives notification of the decision.**
6. Tracking Sheet  
Greene County Health Department staff will use the Patient Information Tracking Sheet to ensure compliance with the requirements of the Setoff Debt Collection Act before submitting the debt to the CLEARINGHOUSE for collection.

## **BAD DEBT POLICY**

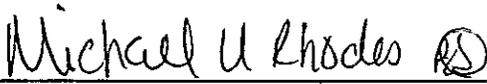
1. An account will be considered a "Bad Debt" when there has been no activity on the account for more than 12 months.
2. All collection statements returned by the post office will be filed in the patient's chart.
3. A Bad Debt report with program totals will be prepared on a yearly basis by the Billing Supervisor for the Health Director's review and approval.
4. Accounts that the Health Director determines are uncollectible will be submitted to the Board of Health, on a yearly basis, for approval to be written off **and** submitted to debt setoff for collection (provided the debt is at least 60 days old and \$50 or greater).
5. The accounts receivable system shall indicated the recording of the bill as Bad Debt and evidence shall be on file to document required billings.
6. **The patient shall never be informed that a debt has been written off.**
7. When a patient returns to the clinic after his/her account has been determined as a bad debt, the patient's account balance is reinstated and the billing process resumes.
8. When a payment is received from debt setoff, the same amount of the setoff payment will be reinstated on the patient's account and the setoff payment is posted accordingly.
9. A patient who has been determined to be 100%, 80% or 60% pay according to the sliding fee scale, has an outstanding balance, and has made no attempt to pay on his/her account may have his/her appointment prioritized. **Family Planning patients will not be denied a service due to an outstanding balance.**

**GREENE COUNTY HEALTH DEPARTMENT**  
**BILING, ELIGIBILITY AND FEE POLICIES AND**  
**PROCEDURES MANUAL**

**Revision Approved by the Board of Health on May 10, 2016**

  
\_\_\_\_\_  
**Norman Lewis**  
**Board of Health**

5/10/2016  
**Date**

  
\_\_\_\_\_  
**Michael U. Rhodes**  
**Health Director**

05/10/2016  
**Date**

Commissioners  
Jerry Jones – Chairman  
Brad Fields – Vice Chairman  
Susan Blizzard  
Bennie Heath  
James T. Shackelford, Jr.



County Manager  
Kyle DeHaven

Finance Officer  
Sandy Barss

F5

*Home of the North Carolina Sweet Potato Festival*

From: Kyle J. DeHaven, County Manager

Re: Application to pull down NC Lottery Funds

Date: May 16, 2016

The County Manager is requesting the approval of an application to request the 2015/16 Lottery funds to assist in funding of the Intermediate School Debt Funding. This application has been approved by the Greene County Board of Education. The Amount available to be drawn down is \$211,700.

Action Recommended:

**Motion to approve the application to request lottery funds to assist in school debt service payment**

**Board action is needed.**

229 Kingold Blvd., Suite D • Snow Hill, NC 28580 • (252) 747-3446 • FAX (252) 747-3884  
[www.co.greene.nc.us](http://www.co.greene.nc.us)

*The mission of Greene County Government is to serve and improve the lives of all citizens by providing high-quality, cost-effective services in an open, professional and ethical environment*

**APPLICATION  
PUBLIC SCHOOL BUILDING CAPITAL FUND  
NORTH CAROLINA EDUCATION LOTTERY**

Approved: \_\_\_\_\_

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

County: Greene

Contact Person: Kyle Dehaven

LEA: Greene County Schools (400)

Title: County Manager

Address: 301 Kingold Blvd, Snow Hill, NC 28580

Phone: 252-747-3446

Project Title: Greene County Intermediate School - Debt Service

Location: 614 Middle School Road, Snow Hill, NC 28580

Type of Facility: Public School Building

North Carolina General Statutes, Chapter 18C, provides that a portion of the proceeds of the North Carolina State Lottery Fund be transferred to the Public School Building Capital Fund in accordance with G.S. 115C-546.2. Further, G.S. 115C-546.2 (d) has been amended to include the following:

- (3) No county shall have to provide matching funds.
- (4) A county may use monies in this Fund to pay for school construction projects in local school administrative units and to retire indebtedness incurred for school construction projects.
- (5) A county may not use monies in this Fund to pay for school technology needs.

As used in this section, "Public School Buildings" shall include only facilities for individual schools that are used for instructional and related purposes, and does not include central administration, maintenance, or other facilities. *Applications must be submitted within one year following the date of final payment to the Contractor or Vendor.*

Short description of Construction Project: Debt Service Payment on USDA Greene County Intermediate School Loan:

Estimated Costs:

Purchase of Land	_____	\$	_____
Planning and Design Services	_____		_____
New Construction	_____		_____
Additions / Renovations	_____		_____
Repair	_____		_____
Debt Payment / Bond Payment	_____		211,700.00
<b>TOTAL</b>	_____	<b>\$</b>	<b>211,700.00</b>

Estimated Project Beginning Date: \_\_\_\_\_ Est. Project Completion Date: \_\_\_\_\_

We, the undersigned, agree to submit a statement of state monies expended for this project within 60 days following completion of the project.

The County Commissioners and the Board of Education do hereby jointly request approval of the above project, and request release of \$ 211,700.00 from the Public School Building Capital Fund (Lottery Distribution). We certify that the project herein described is within the parameters of G.S. 115C-546.

(Signature — Chair, County Commissioners)

(Date)

*Patricia Lee Adams*

(Signature — Chair, Board of Education)

(Date)

Commissioners  
Jerry Jones – Chairman  
Brad Fields – Vice Chairman  
Susan Blizzard  
Bennie Heath  
James T. Shackelford, Jr.



**GREENE COUNTY**  
A Place To Grow. The Way To Live.

County Manager  
Kyle DeHaven  
Finance Officer  
Sandy Barss

FLO

*Home of the North Carolina Sweet Potato Festival*

From: Kyle J. DeHaven, County Manager

Re: FY 16/17 budget

Date: May 16, 2016

The County Manager will present a proposed FY 16/17 budget. The County Manager will then recommend/ask for dates in which the Board of County Commissioners would like to meet to have budget workshops to go over the aforementioned budget. The County Manager would then ask that a Public Hearing be set for June 6<sup>th</sup> at 7:00 pm to adopt the FY 16/17 budget

Action Recommended:

**Set dates for budget workshops**

**No Board action is needed.**

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[www.co.greene.nc.us](http://www.co.greene.nc.us)

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