

CUMBERLAND COUNTY FINANCE COMMITTEE
COURTHOUSE, 117 DICK STREET, 5TH FLOOR, ROOM 564
APRIL 7, 2016 - 10:30 AM
MINUTES

MEMBERS PRESENT: Commissioner Larry Lancaster, Chairman
Commissioner Jeannette Council
Commissioner Kenneth Edge
Commissioner Jimmy Keefe

OTHER COMMISSIONERS

PRESENT: Commissioner Glenn Adams
Commissioner Charles Evans

OTHERS:

Amy Cannon, County Manager
James Lawson, Deputy County Manager
Tracy Jackson, Assistant County Manager
Melissa Cardinali, Assistant County Manager
Sally Shutt, Governmental Affairs Officer
Rick Moorefield, County Attorney
Vicki Evans, Finance Director
Deborah Shaw, Budget Analyst
Heather Harris, Budget Analyst
Buck Wilson, Public Health Director
Wanda Tart, Public Health Director of Nursing
Jane Stevens, Public Health Department
Kim McLamb, Jail Health Administrator
Sylvia McLean, Community Development Director
Earl "Moose" Butler, Cumberland County Sheriff
Ennis Wright, Cumberland County Chief Deputy Sheriff
Ronnie Mitchell, Sheriff's Office Legal Advisor
Jeffrey Brown, Engineering and Infrastructure Director
Candice H. White, Clerk to the Board
Press

Commissioner Lancaster called the meeting to order.

1. APPROVAL OF MINUTES – JANUARY 7, 2016 REGULAR MEETING

MOTION: Commissioner Council moved to approve the January 7, 2016 regular meeting minutes.

SECOND: Commissioner Edge

VOTE: UNANIMOUS (4-0)

2. CONSIDERATION OF REQUEST TO ESTABLISH A NEW POSITION IN THE GUN PERMITS DIVISION OF THE SHERIFF'S OFFICE

BACKGROUND:

A written request was received from the Sheriff's Office to add a new Admin Support Specialist in the Gun Permits Division due to an increase in the volume of permits. The FY2016 budget for concealed weapon permits and ID fees total \$310,000 and \$318,157 has been collected to date. If the Finance Committee approves this new position, the fees that are projected to exceed the current budget may be recognized to fund this request.

RECOMMENDATION/PROPOSED ACTION:

Consider the request to add a new Admin Support Specialist position in the Gun Permits Division of the Sheriff's Office.

Amy Cannon, County Manager, reviewed the background information recorded above. Earl "Moose" Butler, Cumberland County Sheriff, stated the request is for one additional employee to help reduce the overwhelming workload in the Gun Permit Division. Ronnie Mitchell, Sheriff's Office Legal Counsel, provided statistics on the increase in the number of applications processed in 2014 and 2015 and stated first quarter estimates project an increased volume in applications for 2016. Mr. Mitchell explained measures the Sheriff's Office has taken to assist with processing applications online and through electronic kiosks inside the Law Enforcement Center. Mr. Mitchell also explained the fingerprinting process and stated the current processing times are not appropriate for the citizens of Cumberland County.

Mr. Mitchell stated the Sheriff's Office is also asking for an Assistant Supervisor Position to start in the new budget year. Mr. Mitchell stated the Sheriff's Office will need these two employees but the new position in Gun Permits Division is needed immediately.

Commissioner Council inquired regarding the number of staff in the Gun Permit Division. Mr. Mitchell stated there are currently five and it would appear there is a need for seven. Commissioner Council asked whether revenue collections covered the salaries of current staff. Mr. Mitchell responded in the affirmative and stated there is an excess over the payment of salaries. Commissioner Evans asked why this new position could not be filled as part of the FY17 budget. Mr. Mitchell stated that would cause a continuing delay in services. Additional questions followed.

MOTION: Commissioner Lancaster moved to fund at this time the new Admin Support Specialist position in the Gun Permits Division of the Sheriff's Office.

SECOND: Commissioner Keefe

DISCUSSION: Commissioner Council stated she is not opposed to adding the position, but it would help the Board of Commissioners if the Sheriff's Office could wait until the FY17 budget process because this request is a recurring expense and a lot of departments are requesting new positions. Commissioner Keefe asked whether there was something the Sheriff's Office could do internally for the next two to three months. Mr. Mitchell stated there is no funding available to transfer positions. Ms. Cannon stated as County Manager she does not have the authority to create a new position, only the Board of Commissioners can create a new position. Commissioner Lancaster asked what the approximate cost would be between now and July 1 to add the new position. Ms. Cannon responded at the

most, approximately \$6,000. Commissioner Keefe asked the Sheriff's Office to look for \$6,000 to finance the position until the FY17 budget process. Ms. Cannon stated the FY16 budget for concealed weapon permits and ID fees totals \$310,000 and \$318,157 has been collected to date. Ms. Cannon stated FY16 collections exceed what has been budgeted and if the decision is to add the new position at this time, the avenue would be to increase the budget by the amount needed for the new position by utilizing fees in excess of the current budget to date.

AMENDED MOTION: Commissioner Edge moved to allocate the additional money for the Sheriff's Office out of the over realized fees in the Gun Permits Division.

SECOND: Commissioner Keefe

DISCUSSION: Commissioner Edge stated the money could be taken out of over realized fees for the remainder of FY16 and the position could then be dealt with as part of the FY17 budget. Mr. Mitchell asked that this position be continued into the next year along with one additional position. Commissioner Keefe stated the motion only deals with funding until the FY17 budget process.

VOTE ON AMENDED MOTION: UNANIMOUS (4-0)

3. CONSIDERATION OF REQUEST FOR ADDITIONAL COUNTY FUNDING FOR THE JAIL HEALTH PROGRAM

BACKGROUND:

The Jail Health Program provides 24/7 medical care to Cumberland County Detention Center inmates with a current population of 687. Each shift requires one RN, two LPN's and one Med Technician. In addition, one RN Supervisor and two RN's are on staff Monday through Friday during the hours the physician is on site. During this time there is more activity requiring nursing support. Due to staffing requirements to meet the needs of the inmates, temporary nursing staff has been utilized to ensure adequate coverage on all shifts. Temporary staff has been used while employees were using Family Medical Leave and were not on Leave Without Pay Status which resulted in no lapsed salaries to support temporary staff. Also, one nurse retired during this fiscal year and received an annual leave payout resulting in no lapsed salaries accruing for six weeks for this position. Once new staff is hired, temporary staff is maintained to train the new employee. The cost of temporary nursing staff per hour exceeds the budgeted salaries for vacant positions. The Jail Health Program requires overtime pay due to shift work and because they are required to work County observed holidays. Overtime pay will exceed budget as well.

Moving forward, the Public Health Department will improve its internal controls to better manage staffing costs while also meeting the healthcare demands in the Detention Center. In addition, it will assess its staffing model to better organize its coverage during peak periods and in response to priority health concerns. This will include a plan to reduce staffing of its temporary nurses.

Medical costs for private medical care at hospitals and specialty providers are projected to exceed budget also. Each year, medical costs fluctuate based on the severity of illness of the inmates. The budget for these costs was prepared based on the previous year's expenses. Illnesses among inmates have been more common and severe during this fiscal year. The upcoming budget request includes an increase to these line items to attempt to avoid a repeated shortfall.

RECOMMENDATION/PROPOSED ACTION:

Requesting approval of County Fund Balance in the amount of \$346,299 and transfer of \$127,618 of accumulated lapsed salaries from other Health Department programs to support additional Jail Health expenditures anticipated during Fiscal Year 16.

Buck Wilson, Public Health Director, reviewed the background information recorded above. Mr. Wilson stated of the \$473,917 deficit, the Health Department was able to utilize \$127,618 from its current budget, which is separate from the Jail Health Program budget, leaving a projected deficit of \$346,299 for the remainder of the fiscal year. Mr. Wilson explained there are three reasons for the deficit: 1) excessive turnover in nursing staff; 2) a combination of overtime/hazard pay/reclassification of two positions; and 3) medical expenses which are unpredictable.

Excessive Turnover

Mr. Wilson stated thirteen nursing positions have turned over through the third quarter of this fiscal year, two of which have been vacant twice. Mr. Wilson stated this equates to about 7,440 hours without nursing coverage and is roughly equal to five FTE's. Mr. Wilson stated the Health Department has a total of 20 nursing positions, including two supervisory positions. Mr. Wilson stated there are currently three nursing positions vacant and attempts are being made to fill the positions. Mr. Wilson stated keeping nursing positions filled is very challenging; there has been a loss of five positions to Womack, three positions to the VA, one position to a nursing home, one position to a doctor's office and one nurse retired.

Mr. Wilson stated processes have been put in place over the years in an effort to keep nurses. Mr. Wilson stated the Health Department initiated a temporary staffing contract with Professional Nursing Services (PNS) in February of 2013; however, PNS did not initially have nurses to provide coverage. Mr. Wilson stated PNS realized the need for nurses and the Health Department spent \$2,500 on PNS last year. Mr. Wilson stated PNS offers RN's for \$41 per hour and LPN's for \$32 per hour compared to a staff RN at \$37 per hour including benefits and a staff LPN at \$26 per hour including benefits. Mr. Wilson stated the Health Department tries to use LPN's versus RN's whenever possible. Mr. Wilson explained temporary staff coverage is needed while new staff are being trained, existing staff are out on annual leave or sick leave and for existing staff that retire or resign and use paid annual leave which could be up to six weeks. Mr. Wilson stated unlike clinics at the Health Department, temporary staff are used because patient appointments cannot be rescheduled, patients cannot be put on a waiting list, services cannot be scaled back if a provider or nurse is out, over 50% of inmates in the jail need medication delivered and guidelines/requirements often have time limits on when services must be provided. Mr. Wilson stated excessive turnover equals almost \$200,000 of the \$473,917.

Overtime/Hazard Pay/Reclassification of Two Positions

Mr. Wilson stated overtime/hazard pay/reclassification of 2 positions equals about \$80,000 of the \$473,917. Mr. Wilson explained staff that work overtime are paid overtime rather than given time off and with shift scheduling of 12-hour days, nurses work overtime every other week. Mr. Wilson also stated this year new employees were added to those who could receive hazard pay; whereas, it used to be paid only to nurses. Mr. Wilson further stated two Med Technician positions were reclassified to LPN's.

Unpredictable Medical Expenses

Mr. Wilson stated medical expenses equal approximately \$194,584 of the \$473,917 and although the hope is not to spend that amount, inmate medical expenses are very unpredictable. Mr. Wilson stated measures have been taken to have doctors and nurses available as opposed to transporting inmates by ambulance to the hospital.

Mr. Wilson stated Public Health works closely with County Management on these issues and although the use of temporary staff at a higher cost is not the best staffing model, it has been important to keep staff at this level to make sure services can be provided.

In response to a question posed by Commissioner Keefe, Mr. Wilson stated health care costs are clearly increasing. Mr. Wilson stated while nurses were conducting 67 visits per day, they are now conducting 74 visits per day. Mr. Wilson stated it is a sicker population with more chronic disease, and this includes the younger population. Ms. Cannon confirmed that the County has to provide jail health and stated the Health Department has already overspent its budget so to a certain extent, the County really does not have a choice about redirecting money to get through to the end of the fiscal year. Commissioner Adams stated he has heard the problem but not what the plans are to attack the problem. Mr. Wilson explained he cannot control nurse turnover and his budget was based on the previous year in which there was not a turnover problem. Ms. Cannon confirmed additional staffing were added to the Jail Health Program when the Detention Center was expanded.

Discussion followed about whether everyone who needed to be involved was actually involved in dealing with the issues related to the Jail Health Program. Mr. Mitchell stated this might be a good time and of benefit to all concerned to put together a Request for Proposal (RFP) to see the value private companies place on the Jail Health Program. Mr. Mitchell stated this will also enable the Health Department to evaluate its budget for the Jail Health Program. Discussion continued about the mental health aspect of jail health.

Commissioner Lancaster stated moving forward, he thinks there is consensus to look into the possibility of seeing whether outside management companies are interested in looking at the situation. Ms. Cannon stated it can be a cooperative effort between the Health Department and the Sheriff's Office. Commissioner Council asked that hospital administration be included. Commissioner Keefe stated he would like the Affordable Care Act (ACA) included in the discussions. Mr. Wilson stated the cost to provide ACA coverage would also have to be evaluated.

MOTION: Commissioner Council moved to approve County Fund Balance in the amount of \$346,299 and transfer of \$127,618 of accumulated lapsed salaries from other

Health Department programs to support additional Jail Health expenditures anticipated during FY16.

SECOND: Commissioner Keefe

VOTE: UNANIMOUS (4-0)

Ms. Cannon requested an adjustment to the agenda so that Items 5. and 6. could be moved ahead of Item 4. Consensus of the Committee followed.

4. CONSIDERATION OF REQUEST TO ESTABLISH A JUVENILE CRIME PREVENTION COUNCIL (JCPC) COORDINATOR POSITION

BACKGROUND:

Cumberland County partners with the NC Department of Public Safety (NCDPS) to fund a local Juvenile Crime Prevention Council (JCPC). This partnership is part of a strategy by the NCDPS to mobilize communities to create a multi-disciplinary continuum of care that includes prevention programs for children, early intervention for juvenile offenders and graduated sanctions for repeat offenders.

Currently all JCPC activities are funded through State and County dollars. Cumberland County has also chosen to fund a JCPC Coordinator position through Cumberland County CommuniCare. While the programs are funded 25% County / 75% State, the County funds 100% of the Coordinator position.

Under the current arrangement, the JCPC Coordinator is an employee of CommuniCare; however, the County has total fiduciary responsibility for both local and State dollars in the JCPC program. This arrangement does not allow for alignment of fiduciary responsibility with staff accountability. Additionally, creating a position for JCPC coordination within the County allows flexibility regarding expansion of position duties.

The creation of this position now (April) will allow the recruitment process to begin immediately and have the position filled in July for the start of the fiscal year.

RECOMMENDATION/PROPOSED ACTION:

Staff recommends establishing a JCPC Coordinator position within the Cumberland County Finance Department effective immediately and cease funding of the position through CommuniCare effective July 1, 2016.

Melissa Cardinali, Assistant County Manager, reviewed the background information recorded above. Ms. Cardinali stated staff recommends establishing a JCPC Coordinator position within the Cumberland County Finance Department effective immediately which will allow the County to recruit a position and have it filled by July 1, and effective July 1, cease funding of the JCPC Coordinator position through CommuniCare.

MOTION: Commissioner Council moved to establish a JCPC Coordinator position within the Cumberland County Finance Department effective immediately and cease funding of the position through CommuniCare effective July 1, 2016.

SECOND: Commissioner Edge

VOTE: UNANIMOUS (4-0)

5. CONSIDERATION OF REQUEST FOR CONTRACT MODIFICATION FOR FY2016 AUDIT AND THREE-YEAR EXTENSION PROPOSAL

BACKGROUND:

During fiscal year 2016, the County is implementing a new financial software system and developing a new chart of accounts. This change was not originally contemplated in the scope of work for the fiscal year 2016 audit. However, these changes will cause additional work on the part of the auditors. As a result, Cherry Bekaert has requested an additional \$10,000 fee for report conversion for the fiscal year 2016 financial audit.

Although Cherry Bekaert will be charging the additional fee for the fiscal year 2016 audit, they have provided the County with an opportunity to recoup that fee if or when the County agrees to a three-year contract extension for fiscal years 2017, 2018 and 2019. If the County chooses to accept the extension, Cherry Bekaert will refund the \$10,000 fee for report conversion over the three years by reducing the quoted fee by \$4,000, \$3,000 and \$3,000 for each of the three years, respectively.

Cherry Bekaert has provided several different fee options for consideration over the three years. All options include pricing for report writing and financial and single audit work. A credit for internal audit work is shown in options two and three. An additional credit for report writing being performed by the County is shown under option three. Once the new financial software is fully implemented, the County will be prepared for the report writing function and is already equipped to utilize internal audit staff to complete audit work hours, thereby able to maximize the credit options beginning with the fiscal year 2017 audit.

From the options provided, the most feasible option by fiscal year is summarized in the table below:

	FY2016	FY2017	FY2018	FY2019
	(option 2)	(option 3)	(option 3)	(option 3)
Report writing	\$21,500	\$21,500	\$22,000	\$22,500
Financial & single audit	101,000	95,125	97,650	99,250
Report conversion	10,000	-	-	-
Less: Use of Internal Auditor (235 hours)	(21,000)	(21,000)	(21,500)	(22,000)
Less: All report writing performed by County	-	(15,000)	(15,500)	(16,000)
Less: Recoup report conversion fee	-	(4,000)	(3,000)	(3,000)
Total audit fee - County	\$111,500	\$76,625	\$79,650	\$80,750

In addition, as part of the continuation period, a portion of the hours will again be sub-contracted out to a local minority firm, Willie Cooper, Jr., CPA. The Fayetteville Cumberland County Economic Development Corporation audit and financial statement will be considered separately by the FCCEDC Board.

RECOMMENDATION/PROPOSED ACTION:

Approve the additional \$10,000 fee for report conversion for the fiscal year 2016 audit under option two and engage Cherry Bekaert to perform the annual audit for Cumberland County for fiscal years 2017, 2018 and 2019 under option number three.

Vicki Evans, Finance Director, reviewed the background information recorded above stated although similar to the table recorded above, the table below contains the FY2015 actual audit cost summary.

Audit Cost Summary
** per Cherry Bekaert fee schedule dated March 8, 2016*

	<u>FY2015</u>	<u>FY2016*</u>	<u>FY2017*</u>	<u>FY2018*</u>	<u>FY2019*</u>
	(Actual)	(option 2)	(option 3)	(option 3)	(option 3)
Report Writing	\$21,000	\$21,500	\$21,500	\$22,000	\$22,500
Financial & single audit	97,800	101,000	95,125	97,650	99,250
Report conversion	-	10,000	-	-	-
Less: Use of Internal Auditor	-	(21,000)	(21,000)	(21,500)	(22,000)
Less: All report writing performed by County	-	-	(15,000)	(15,500)	(16,000)
Less: Recoup report conversion Fee	-	-	(4,000)	(3,000)	(3,000)
Total audit fee - County	<u>\$118,800</u>	<u>\$111,500</u>	<u>\$76,625</u>	<u>\$79,650</u>	<u>\$80,750</u>

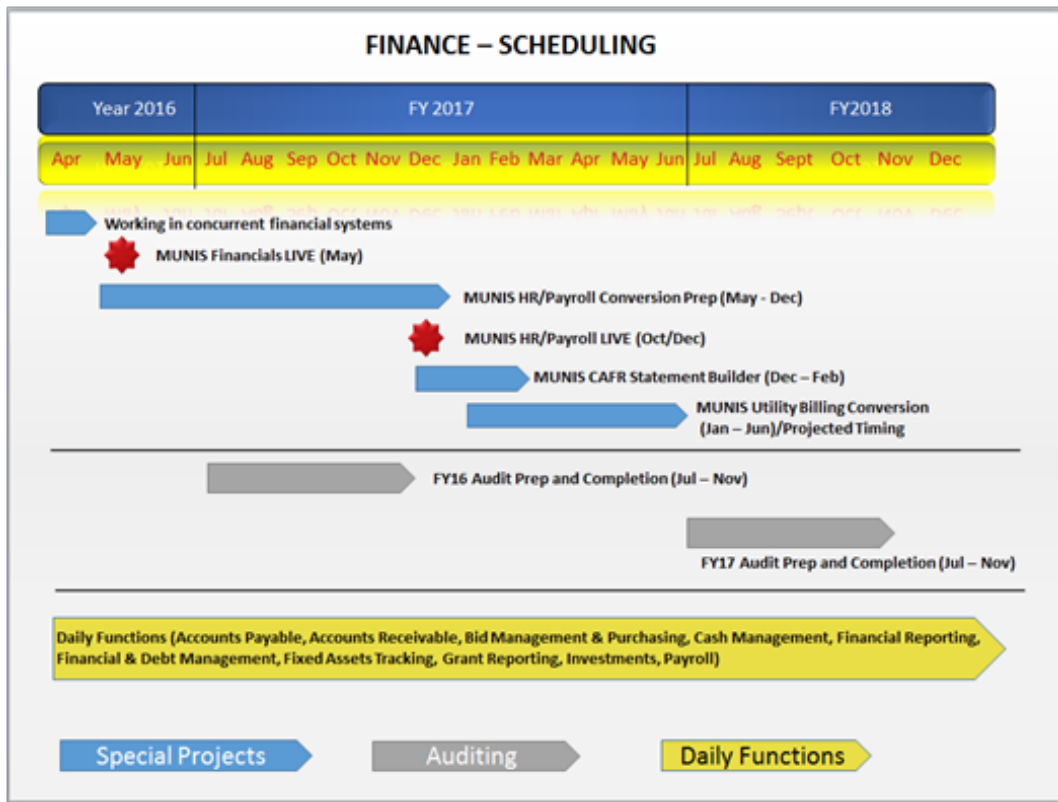
Ms. Evans stated the audit contract is up for discussion now because of the timing of the County’s system conversion to Munis financials and the conversion includes a complete overhaul of the County’s chart of accounts. Ms. Evans stated the entire County’s scheduled go-LIVE is May 1 and because go-LIVE falls within this current fiscal year, there will be an impact on the auditors’ workload. Ms. Evans stated all of Cherry Bekaert’s reports and schedules to produce the CAFR and analyze the County’s work have been based on the old chart of accounts. Ms. Evans stated just as County staff had to adjust from the old to the new structure, Cherry Bekaert will have to do the same to convert their setup. Ms. Evans stated because of this, Cherry Bekaert is requesting an additional \$10,000 fee for the audit report conversion.

Ms. Evans explained during discussions with Cherry Bekaert, they offered to give credit for the \$10,000 if the County agrees to a three-year contract extension. Ms. Evans stated Cherry

Bekaert felt it could absorb that cost over the three-year period which is why they provided the fee schedule at this time.

Ms. Evans stated Cherry Bekaert provided several different fee options to consider and the table recorded above shows the best options to enable the County to take advantage of the offered credits. Ms. Evans explained in addition to the \$10,000, there is another credit for the County’s internal audit staff providing audit work hours and another if the report writing is brought in-house. Ms. Evans explained once Munis financials is fully implemented, the County will have the tools in place to handle report writing in-house. Ms. Evans stated with credits taken for FY17, there is a drop of almost \$35,000.

Ms. Evans stated there has been a suggestion to conduct a Request for Proposal (RFP) for the audit and although she concurs it is best practice to periodically complete a competitive RFP process to ensure the County is getting the best deal possible, it will be difficult to accomplish with the system conversion projects that are going to continue until at least FY18. Ms. Evans stated exempt level Finance staff have been consistently working between 48-60 hours per week because of the additional work required for system conversion.



Ms. Evans reviewed the Finance Department’s scheduling for the next year and a half as shown above and stated at present, Finance staff are keying in both the new and old systems and non-exempt staff are working overtime to complete the extra keying in. Ms. Evans stated the Finance Department also has two temporary staff members working through this process. Ms. Evans stated this conversion will be followed by Human Resources conversion and payroll conversion which will be done while the FY16 audit work is underway. Ms. Evans stated during the second half of FY17, Finance staff will be working on the CAFR statement builder and utility billing

conversion, followed by the FY17 audit. Ms. Evans stated the special projects and audit prep and completion will be underway while Finance staff are handling their normal daily duties as well. Ms. Evans stated waiting until after the three year extension with Cherry Bekaert would be the best timing for an effective RFP process which could take up to three months to put together.

Commissioner Adams asked how putting out a proposal would affect the system conversion process. Ms. Cardinali stated she has been through an RFP audit process several times and can say from experience that the actual process of creating the rather large RFP document will be time and labor intensive for the Finance Director and Finance staff. Ms. Cardinali stated once created, the document will then have to come before the Audit Committee. Ms. Cardinali explained there is a qualifications packet and a cost packet because one should not determine the end result on cost before a qualified firm is known. Ms. Cardinali stated in a county with less dollars than Cumberland, she received nine very thick responses. Ms. Cardinali stated staff and the Audit Committee will have to wade through all of the responses, grade each one and then determine who moves forward. Ms. Cardinali stated the cost side of the house is then opened. Ms. Cardinali stated the RFP process is time intensive and Finance staff are already pulling a lot of overtime with the system conversion and the audit process. Ms. Cardinali stated to embark on an RFP process at this time would create an additional burden and she cannot be sure that the best possible RFP process can be conducted when Finance staff are already distracted and focused on other projects. Ms. Cardinali stated the Munis Financials project is a \$1.5 million project which the County wants to be successful.

Ms. Cardinali also stated the Local Government Commission maintains a data bank of all audits and prices paid, and Cherry Bekaert is comparable in like size and like audit. Ms. Cardinali stated it is best practice to complete a competitive RFP process but the request would be to see if it can be delayed at least through the FY17 audit. Ms. Cardinali stated if the audit firm is not engaged by December, no one will respond and the end result will be that there is no auditor. Ms. Cannon stated there is no resistance to an RFP process but at present, the County is challenged by time and projects.

Discussion followed regarding the options. Ms. Cannon stated the most pressing issue and step one is to amend the current contract. Ms. Cannon stated if there is not a desire to go the full three years, then she would ask that consideration be given to at least through FY18 to get the County through the conversion. Ms. Cannon stated Finance staffing is very low for a County of this size. Commissioner Adams stated expanding the department may be a consideration.

MOTION: Commissioner Council moved to approve Option 2 to amend the current year contract and add \$10,000 for the report conversion; to approve Option 3 with the stipulation to go out for an RFP at the end of FY2019; and to include enough personnel to perform the basic duties.

SECOND: Commissioner Lancaster

VOTE: UNANIMOUS (4-0)

6. **CONSIDERATION OF RECOMMENDED CHANGES FROM THE CITY COUNCIL TO THE INTERLOCAL AGREEMENT BETWEEN CUMBERLAND COUNTY AND THE CITY OF FAYETTEVILLE TO ADDRESS HOMELESSNESS**

BACKGROUND:

Both the City and County adopted strategic plans in 2015 to address homelessness and both governing bodies indicated that working cooperatively to reduce homelessness in our community was a priority. City and County staff jointly developed an Interlocal Agreement, which the Board of Commissioners approved on November 16, 2015, and forwarded to the City Council for consideration at its November 23, 2015 regular meeting. The original agreement proposed two new positions that would be jointly funded by the City and County: a Homeless Coordinator and a Data & Evaluation Analyst position. Both positions would be assigned to the Cumberland County Community Development Department.

The County and City collectively budgeted \$150,000 in FY16 for this endeavor (\$100,000 from the County and \$50,000 from the City). It was estimated that approximately \$63,777 would be utilized for salaries and benefits for the remainder of FY16; \$9,000 was committed to the Homeless Information System needed for compiling data about the homeless, and the remaining \$77,223 would be utilized to fill gaps in services for rapid re-housing and preventing homelessness. Completing an interlocal agreement and hiring the homeless specialists were to serve as the foundation for expanding programs and services for the homeless. The interlocal agreement also called for the creation of a homeless committee made up of City and County staff, Community Development departments from the City and County and the Homeless Coordinator position; this committee would continue to work to identify the appropriate strategic pathways to address homeless issues in the community.

- At its November 23, 2015, meeting, the City Council tabled the item until its January 4, 2016, work session.
- At the January 4, 2016, work session, the City Council discussed the agreement and placed it on the January 25, 2016, agenda.
- At the January 25, 2016, meeting, the City Council tabled item for further discussion at its February 8, 2016, meeting. The agreement was placed on the February 22, 2016.
- On February 22, 2016, the City Council approved the attached modifications to the agreement and forwarded it to the County Commissioners for review and approval.

MODIFICATIONS

The City approved hiring and sharing in the funding of only the Data Analyst position. The Interlocal Agreement recorded below reflects the City's approved revisions, which include adding an elected official from each governing body to the proposed Homeless Committee.

The Council also approved starting discussions in the form of a resolution with the County and Continuum of Care to provide a more formal structure for strategic goals and community efforts.

RECOMMENDATION/PROPOSED ACTION:

Staff recommends:

- Consideration and approval of the revised Interlocal Agreement.
- Approval to hire the Data & Evaluation Analyst position as soon as possible in order to fully implement the HUD-required Homeless Management Information System (also known as "HMIS").
- Consideration of placing the appointment of a commissioner to serve on the Homeless Committee on the April 18, 2016, Board of Commissioners agenda.

- Begin discussions regarding the structure and strategic goals of the local Continuum of Care Committee through the Homeless Committee addressed in the Interlocal Agreement.

NORTH CAROLINA

INTERLOCAL AGREEMENT BETWEEN
CUMBERLAND COUNTY AND THE CITY
OF FAYETTEVILLE TO ADDRESS
HOMELESSNESS

CUMBERLAND COUNTY

Approved by the Cumberland County Board of Commissioners _____

Approved by the Fayetteville City Council _____

This interlocal agreement is made pursuant to Article 20, Chapter 160A of the General Statutes of North Carolina by and between Cumberland County, a body corporate and politic and a political subdivision of the State of North Carolina, and the City of Fayetteville, a municipal corporation existing under the laws of the State of North Carolina.

WITNESSETH:

Whereas, the parties have funded programs and services to address homelessness by their respective community development agencies for a number of years; and

Whereas, the parties desire to establish a partnership that addresses homelessness through the formation of an advisory committee, appropriate programs and services, and the hiring of a Data & Evaluation Analyst, to be jointly funded by the parties and assigned to the Cumberland County Community Development Department.

Now therefore, in consideration of the mutual covenants set forth herein, and pursuant to the specific authority granted to them by Article 20, Chapter 160A of the General Statutes of North Carolina, the parties agree as follows:

(1) The purpose of this agreement is for the parties to jointly undertake the provision of community-wide programs and services that address homelessness.

(2) The duration of the agreement shall be for so long as the parties maintain the aforementioned personnel for the purpose of providing programs and services to address homelessness (the “undertaking”).

(3) A Homeless Committee consisting of a member of City Council, a member of the County Commissioners, an Assistant County Manager, Governmental Affairs Officer, Deputy City Manager, Chairman of the Cumberland County Continuum of Care (CoC), City and County Community Development Directors, and the Data & Evaluation Analyst will meet regularly to coordinate and develop strategies to address homelessness through community-wide programs and services.

(4) The Data & Evaluation Analyst shall be an employee of Cumberland County and shall report to the Community Development Director for Cumberland County.

(5) The parties will jointly fund the Data & Evaluation Analyst and associated programs and services in a sufficient amount to cover all the costs incurred by it necessary to the execution of the undertaking in accordance as budgeted and approved by the parties.

(6) This agreement may be amended at any time by the execution of an amendment approved by the governing boards of both parties.

(7) This agreement may be terminated at the end of any fiscal year by the vote of either governing board with written notice of such termination being given to the other governing board at least sixty (60) days prior to the date of termination.

This interlocal agreement has been approved by the governing board of each party and entered into the minutes of the meeting at which such action was taken as indicated above.

REVISION:

Staff is updating the agenda information recorded above.

The local Continuum of Care is seeking to transition from an advisory board to a non-profit provider of services to the homeless. In light of this development, it may be more appropriate for the City and County, as the funding partners, to develop the strategy to address homelessness moving forward. As these discussions take place, Cumberland County Community Development will continue to provide services to the homeless as outlined in the report recorded below.

REVISED RECOMMENDATION/PROPOSED ACTION:

Staff recommends:

- Taking no action regarding the proposed Interlocal Agreement, but beginning discussions with the City regarding strategic goals to address homelessness in Fayetteville and Cumberland County.
- Jointly developing a comprehensive strategy to reduce homelessness *and* identify a formal structure for implementation.
- Approval to hire the Data & Evaluation Analyst position as soon as possible in order to fully implement the HUD-required Homeless Management Information System (also known as “HMIS”).

Cumberland County Community Development addresses homelessness through the administration and provision of various programs. CCCD builds strong partnerships with other providers in the community to ensure those who are homeless or at-risk of being homeless are receiving the assistance needed to ensure long-term stability. Currently, Cumberland County Community Development manages the following programs:

1. Safe Homes for New Beginnings: Through partnership, this program provides permanent supportive housing (five units) and case management services to single adults who are homeless and have a substance abuse disorder. For the program year (Nov. 1, 2014 – Dec. 31, 2015), this program has served eight homeless individuals.
2. Robin’s Meadow Transitional Housing Program: This is a 12-unit transitional housing program for homeless families where they are allowed to stay for up to 24 months to

receive case management services that will help them become self-sufficient. Currently, 38 individuals are being served. Since June 1, 2015, seven families have exited the program and all seven families (21 individuals) became self-sufficient to where they were able to move on to permanent housing.

3. Care Center Transitional Housing Program: Last year, Cumberland County Community Development took over as grantee for this transitional housing program for families fleeing from domestic violence. We currently are serving 11 families. These families are able to stay in the program for up to 12 months and work with a case manager to become self-sufficient. Since May 2015, we have moved six families to permanent housing.
4. Projects for Assistance in Transition from Homelessness: Since July 1, 2015, the PATH team has provided financial assistance (either security deposit or utility deposit) to approximately 93 individuals. In addition to housing, the main goal of the program is to connect them to mental health services. The PATH Team also consists of a Peer Support Specialist that actually conducts street outreach to connect those living in places not meant for habitation to services that will help move them into a stable environment.
5. Emergency Solutions Grant: As recipient of ESG, CCCD partners with other providers in the community to provide shelter for individuals / families and rapid re-housing and homeless prevention services. Last fiscal year, we served 27 households for homelessness prevention and 15 households for rapid re-housing.

Ms. Cannon called attention to the revised information and revised recommendation/proposed action recorded above. Commissioner Adams stated the Board of Commissioners likely needs to decide early on whether it wants to join the City by going with an outside agency/private group to address homelessness. A brief discussion followed.

Ms. Cannon explained the Data and Evaluation Analyst position is an ongoing HUD requirement to manage the homeless population and the services as they are utilized or not utilized. Ms. Cannon stated it will be a constant position; the County currently receives HUD funding for homelessness and as a part of HUD funding, the County becomes a part of the coordinated HUD-required Homeless Management Information System also known as "HMIS". Ms. Cannon stated this position will manage all of the resources, work with all of the agencies and provide constant vetting of data about the homeless. Ms. Cannon stated HUD is looking to the County as a HUD provider to make sure there is good information. Ms. Cannon stated the City agreed to partially fund the Data and Evaluation Analyst position.

MOTION: Commissioner Council moved to hire the Data and Evaluation Analyst position.
SECOND: Commissioner Edge
VOTE: UNANIMOUS (4-0)

7. MONTHLY FINANCIAL REPORT

BACKGROUND:

The financial report is included as of February 29, 2016. Highlights include:

- Revenues
 - Ad Valorem tax collections are continuing to appear strong
 - Sales and other taxes are just slightly above collections at this time last fiscal year
 - Sales & service revenues are lagging slightly behind this point in fiscal year 2015. This is attributable to a lag in that some of January's receipts were posted in the month of February.
- Expenditures
 - General Fund expenditures remain in line with budget and previous year patterns.
- Crown center expense summary/prepared food and beverage and motel tax
 - Total year-to-date event income over operating expenses is trending very close to last fiscal year

RECOMMENDATION/PROPOSED ACTION:

No action needed – for information purposes only.

8. OTHER MATTERS OF BUSINESS

There were no other matters of business.

There being no further business, the meeting adjourned at 11:10 a.m.