



Wake County

301 South McDowell Street
Raleigh, NC

Meeting Minutes Board of Commissioners

Monday, December 2, 2019

5:00 PM

Wake County Justice Center

Regular Meeting

Meeting Called to Order: Chair Jessica Holmes

Present: 7 - Chair Jessica Holmes, Vice-Chair Greg Ford, Commissioner Vickie Adamson, Commissioner Matt Calabria, Commissioner Susan Evans, Commissioner Sig Hutchinson, and Commissioner James West

Others Present: David Ellis, County Manager; Scott Warren, County Attorney; Denise Hogan, Clerk to the Board; Yvonne Gilyard, Deputy Clerk to the Board; Johnna Rogers, Chief Operating Officer; Bill Greeves, Chief Information and Innovation Officer; and Ben Canada, Assistant to the County Manager

Pledge of Allegiance

Invocation: Dumas Alexander Harshaw, Jr., Ph.D., Pastor

Items of Business

1. [Approval of Agenda](#)

Commissioner West moved, seconded by Vice-Chair Ford, to approve the agenda. The motion passed unanimously.

2. [Approval of the Minutes of the Regular Meeting of November 18, 2019 and the Work Session of November 12, 2019](#)

Commissioner Calabria moved, seconded by Commissioner West, to approve the minutes of the regular meeting of November 18, 2019 and the Work Session of November 12, 2019. The motion passed unanimously.

3. [2019 Enloe Charity Ball Resolution](#)

Attachments: [Enloe Charity Ball 2019 Item Summary.docx](#)
 [Enloe Charity Ball Resolution 12-2-19.docx](#)

Chair Holmes said that the county has some of the brightest stars attending the meeting. She asked the team from the Enloe Charity Ball to come forward. Ms. Angela Lewis, student body president, said that they have raised over \$1 million to date. She thanked the commissioners and community for their ongoing support. She said that the recipients are Southeast Raleigh Promise a charity in Southeast Raleigh which benefits the youth and all citizens in Southeast Raleigh.

Mr. George Barlich, teacher and director of the Enloe Charity Ball, thanked the board for their support. He spoke about the Southeast Promise and their mission. He said that the mission is to raise \$200,000 for Southeast Raleigh Promise.

He said that if citizens are interested they can access the website Enloecharity.org and Enloe Charity Ball on Facebook as ways to connect, donate, and become involved.

Chair Holmes said that it is difficult for people to understand the impact that the students have on the community. She shared a poem "Phenomenal Woman."

Chair Holmes read the resolution aloud.

Chair Holmes moved, seconded by Vice-Chair Ford, that the Board of Commissioners approve the resolution recognizing the students of Enloe High School for their efforts to raise funds and awareness for Southeast Raleigh Promise (SERP). The motion passed unanimously.

4. [Presentation of the Comprehensive Annual Financial Report for the Fiscal Year Ended June 30, 2019](#)

Attachments: [BOC Agenda Item - CAFR Presentation.docx](#)
 [CAFR Presentation 12-2-19.pdf](#)
 [Elliott Davis Presentation 12-2-19.pdf](#)

Ms. Emily Lucas, Chief Financial Officer, thanked staff from her department for their help on this project.

She shared background for today's presentation.

- NCGS 159-34 requires local governments to have external audit of financial statements annually
- County also required to have an audit for compliance with laws, regulations, contracts, and grants related to federal and state programs and internal controls over financial reporting
- Elliott Davis LLP completed the financial statement audit for the fiscal year ended June 30, 2019
- Today's presentation will share FY 2019 operating results, financial position, and audit opinion

She shared a chart of the total county operations-all funds. She presented a chart that provided a summary of all County funds.

She pointed out the middle column of the chart depicts the primary sources of revenue, and the last column showed revenues for the fiscal year. She said the general fund accounts for most county activities, while the debt service fund accounts for all county-issued debt.

She said the county has six special revenue funds, used to account for activities primarily funded by specific or restricted revenue sources, six capital project funds that account for capital programs of the county and other capital programs the county funds. Finally, the county has three proprietary funds, which are business activities offset by charges for services.

She said revenues for all funds for fiscal year 2019 totaled \$2.546 billion, compared to \$2.431 billion in the prior fiscal year, an increase of approximately \$115 million.

Ms. Lucas stated that the primary increase in revenues is the result of increases in property taxes in the general fund as well as the initial transfer in the newly-created affordable housing CIP fund which will be used to fund affordable housing projects and future initiatives.

She said the rest of the presentation will focus on the general fund and that more information about the other funds can be found in the Management Discussion & Analysis and Notes sections of the CAFR.

She shared a chart titled "Most General Fund Revenues are Taxes" which provided an overview of the county's general fund revenues by source. She stated that the primary source of revenue for the general fund is the property tax, followed by sales tax. In all, tax revenues comprise 88 percent of general fund revenues.

She said property tax revenues remain the major source of revenue that local governments can control, through the adoption of a tax rate. The tax rate for fiscal year 2019 was 65.44 cents, per \$100 of assessed value. Of that total tax rate, 46.68 cents supports general fund operations, while 18.76 cents was used to meet debt and capital needs.

Ms. Lucas said for sales tax revenues, the sales tax levy is set and collected by the state and remitted back to counties based on various distribution methods, the primary one being per capita or population.

She said intergovernmental revenues are comprised of various grants and reimbursements from other federal, state, and local governments. Charges for services are direct charges to customers, based either on cost-recovery for the service rendered or statutorily set fees.

She shared a chart showing that the county budget for property taxes is on target. In the general fund, actual property tax revenues increased from \$887.8 million in fiscal year 2018 to \$972.8 million for fiscal year 2019. This \$85.0 million increase resulted from growth in the tax base of approximately \$4.4 billion, a 3.94 cent increase in the property tax rate, and a collection rate of 99.9 percent on current year collections. (was 99.89 percent the prior year, \$42 million increase in FY18) (tax rate from 61.5 to 65.44 cents).

Ms. Lucas recognized Tax Administration Director Marcus Kinrade and the Tax Administration Department staff for their work billing and collecting property taxes.

She said the county's portion of actual sales tax distributions increased from \$185.6 million in fiscal year 2018 to \$202.6 million fiscal year 2019, an increase of \$16.9 million from FY 2018 to FY 2019, which was a surprise considering that in FY 2018 the increase in sales tax revenues was only \$8.5 million.

She said the county realized 101.1 percent of its projected sales tax revenue; the difference between budget and actual sales tax revenues is due to continued changes in legislation to increase the sales tax base to include internet sales as well as growth and a strong local economy.

She shared the chart titled "County Realizes over 100 percent of Budgeted Revenues" providing more information on the general fund revenues, stating that actual intergovernmental revenues decreased from \$80.1 million in fiscal year 2018 to \$79.3 million in fiscal year 2019, or a

decrease of \$.8 million.

She said even though this was a decrease from the prior fiscal year, the county received approximately \$12 million more in Intergovernmental Revenues than budgeted. The county received \$5.9 million of excess revenues from the ABC Commission at the end of the fiscal year and approximately \$5.9 million more than anticipated in Human Services for reimbursement of administrative costs within human services functions. The Other Revenues category included the anticipated use of Fund Balance in the budget; however, no *unassigned* fund balance was used. Overall, general fund revenues increased from \$1.246 billion in fiscal year 2018 to \$1.355 billion in fiscal year 2019, or an increase of over \$108 million.

She shared a chart titled "Education Majority of General Fund Expenditures."

She shared a chart about how the County spends its General Fund dollars.

She shared 38 percent of operating expenditures are for education, meaning the allocations of funding for the Wake County Public School System and Wake Technical Community College operations. (WCPSS = 36 percent, WTCC = 2 percent)

In addition to the allocations for operations, the County allocates funding to education through transfers of portions of property and sales tax revenues to the Debt Service Fund and capital project funds. (WCPSS = 17 percent, WTCC = 2 percent) 75 percent of transfers (or 19 percent of total expenditures) go to debt service payments and capital project allocations for the Schools and Wake Tech, bringing the total portion of expenditures allocable to education to 57 percent.

She said the next largest categories of funding are for Human Services and Behavioral Health at 14 percent, followed by Public Safety (meaning EMS, Sheriff's Department and Detention, CCBI, Fire Services, Emergency Management, and Emergency Communications) at 11 percent of expenditures.

She shared a chart showing that the expenditures from the general fund are on trend with the prior year. The chart outlined budget to actual expenditures by function for the fiscal year.

For fiscal year 2019, actual expenditures totaled \$1.32 billion, or 98.4

percent of the total budget. This is similar to last year's financials, where the county expended 98.3 percent of its general fund budget of \$1.25 billion. Actual expenditures for fiscal year 2019 were approximately \$21.3 million below budgeted amounts. Variances between budgeted and actual amounts of expenditures can result from lower than anticipated salary and benefit costs, contract savings, and careful monitoring of department operating budgets.

She said the last category, Transfers to Other Funds, includes the portion of property tax and sales tax revenues dedicated to the county's debt and capital program. (PT = \$293.5 million, ST = \$46.2 million).

She shared where the general fund recognized savings as follows:

- Revenue/Tax Administration which includes Reappraisal services savings due to timing and availability of contract appraisers (\$1.1 million). Unused funds go back into Revaluation Reserve to be used in a future year.
- Health Insurance which is savings recognized within the health and dental plans of \$1.5 million reserved and to be used against costs in future years.
- Non-Departmental savings from various contracts, lower than anticipated expenditures for Hurricane Florence, and unallocated funds from the WCPSS enrollment reserve (\$6.1 million).
- The newly created Housing Department had a savings of (\$1.3 million) resulting from the fact that it has taken time to establish program goals and operations and related staff.
- Behavioral Health had contractual savings with Alliance Behavioral Health from the utilization of state funding and delays in the pilot programs (\$3.4 million). These savings are committed to expenses in future years.
- Emergency Management Services underspent \$1.2 million in budget funds due to vacancies, savings in medical and other supplies, and contracted billing services.

She shared that for fiscal year 2019, total revenues for the general fund exceeded total expenditures by \$35.0 million, increasing total general fund fund balance from \$317.6 million to \$352.6 million.

She shared the forecast versus CAFR results explaining that after the completion and audit of the financial statements, the results of the financial statements are compared to projections previously made in the county's debt and capital model.

Sales tax receipt information runs on a three month lag between collections by merchant and when the county receives them.

She said under intergovernmental revenues the county received additional reimbursement from the state for Human Services activities and \$5.9 million in excess ABC revenue at year end. These funds are reserved for future expenditures such as the recent appropriation to Healing Transitions.

While total general fund fund balance increased \$35.0 million, the county adjusts for changes to restricted and committed categories of fund balance. This includes funds set aside for the county's tax base reappraisal, Register of Deeds automation improvements, and health insurance reserves. In addition, the county sets aside any savings in the behavioral health care contract and excess ABC revenues to use toward future housing, behavioral health, and substance abuse initiatives. After making these adjustments, the net increase in general fund fund balance totaled \$31.6 million.

Ms. Lucas said more information about the allocation of fund balance to specific restricted or committed categories can be found in the Notes section of the CAFR.

Ms. Lucas said that the county continues to meet fund balance policy requirements set by the County Board of Commissioners stating that for Fiscal Year 2019 total combined balances for the General Fund and Debt Service Fund totalled 33.2 percent which is above the policy requirement of 30 percent. She said that maintaining a healthy fund balance:

- Assures that resources are available to meet capital and debt obligations.
- Provides liquidity for routine cash flow needs during the year;
- Serves as a cushion for unexpected or catastrophic events; and these policies are maintained as part of a larger series of guidelines designed to meet various metrics used by the bond rating agencies for their highest bond ratings. More information about the county's debt and capital guidelines can be found in the county's Adopted Budget book.

Ms. Lucas said finance staff is available to answer any questions you may have as you read through the CAFR or want additional information about the county's financial policies and guidelines.

Ms. Lucas said that the document has been submitted to the Government Finance Officers Association of the U.S. and Canada for consideration of their achievement of excellence in financial reporting, the county received this award for last year's CAFR marking the 35th consecutive year that the county has received that award and she praised the financial staff.

Mr. Tom McNeish, CPA, Elliot Davis, thanked the finance team and others for their work on the audit. He said that they worked closely with the finance team and offered to answer any questions. He said that the audit process went well with all information being supplied in a fluid and accurate manner.

He shared the overview of the process which involves required communications, the auditor's report and their findings.

Mr. McNeish said the required communications include: audit planning process, materiality in planning and executing the audit, internal control relevant to the audit, auditor's responsibilities under the professional standards, significant accounting policies, management judgements and accounting estimates, financial statement disclosures, and unrecorded and corrected misstatements, management representations, disagreements with management, consultation with other accountants, significant issues discussed with management, difficulties encountered in performing the audit, significant deficiencies and material weaknesses and other written communications.

He shared the audit results and explained the auditor's responsibility to provide an opinion on whether the financial statements conform with generally accepted accounting principals (GAAP), to obtain reasonable (not absolute) assurance with regard to misstatements, he said that audit procedures are not designed to detect fraud. The management's responsibility to prepare and present financial statements in accordance with GAAP and maintain sufficient internal control over those preparations giving a result by the auditor which is based on the financial statements provided.

He discussed the importance of good internal controls, compliance with requirements and reported that they found no significant deficiencies or material weaknesses or any evidence of noncompliance.

He noted that the County makes use of both state and federal grant funds very necessary to provide services so they conduct a separate audit on those centered on grant compliance. They looked at the major program

requirements and stated that in their opinion the county complied in all material respects, there were some deficiencies identified for some of the DSS programs comparable to what has been found in prior years and comparable to findings in most counties in North Carolina. These centered on Claim Documentation, TANF Cap Documentation, and Medicaid Income Verification which in most cases was provided after the fact to show documentation. He said that they found fewer occurrences of this than in the past years audits which is a good finding.

He shared his contact information: Tom McNeish, Tom.McNeish@elliottdavis.com, 919-334-6180 and the company website www.elliottdavis.com

Chair Holmes said that in summary Wake County has a clean bill of health. Mr. McNeish agreed.

Vice Chair Ford thanked Mr. McNeish and Ms. Lucas and her team for their work on this project. He asked if there were reoccurring findings.

Mr. McNeish said that the documents are a re-occurring issue, specifically retaining documentation for when they come in to perform the audit and having it available at the outset rather than needing to be recovered from an outside source. He said that ultimately required verifications are obtained and that is the consistent theme.

Commissioner West asked what is the difference in income verification and documentation. Mr. McNeish shared an example of a person coming in seeking assistance. He said income verification is requested in the form of a pay stub or tax return. Verification is the agency going through that process and the documentation would be a pay stub or tax return which would be saved for when the auditors come to do their reviews.

Chair Holmes said that the County's physical strength is tied to the finance team. She spoke about the AAA bond. She said that citizens are getting more bang for their bucks.

Ms. Lucas said that the thoughtfulness of the board is appreciated.

.

Consent Agenda

Commissioner West moved, seconded by Vice-Chair Ford, to approve the consent agenda. The motion passed unanimously.

5. [Technical Correction to the Resolution Granting the Town of Fuquay-Varina](#)

[Extraterritorial Jurisdiction](#)

Attachments: [Item Summary.docx](#)
[Amendment to the Resolution.pdf](#)

Commissioner West moved, seconded by Vice-Chair Ford, that the Board of Commissioners adopt the attached Amendment to the Resolution granting the Town of Fuquay-Varina Extraterritorial Jurisdiction. The motion passed unanimously.

6. [Resolution Authorizing the North Carolina Department of Transportation to Process All Petitions for Additions to the State Maintained Secondary Road System within Wake County](#)

Attachments: [Item Summary.docx](#)
[Resolution](#)

Commissioner West moved, seconded by Vice-Chair Ford, that the Board of Commissioners adopt a Resolution authorizing the North Carolina Department of Transportation to process all petitions for additions to the State Maintained Secondary Road System within Wake County. The motion passed unanimously.

7. [Amended Petitions from Property Owners in the Crooked Creek Subdivision Requesting County Financing by Special Assessment for Road Improvements](#)

Attachments: [Crooked Creek preliminary resolution amendment report.docx](#)
[crooked creek community map.pdf](#)
[Crooked Creek Petition.pdf](#)
[Preliminary Assessment Resolution Amend- crooked creek.docx](#)

Commissioner West moved, seconded by Vice-Chair Ford, that the Board of Commissioners accept the amended petition from property owners in the Crooked Creek Subdivision and authorize an Amendment to the Preliminary Resolution for County financing by special assessment to improve subdivision roads for acceptance into the NC Department of Transportation Maintained Highway System. The motion passed unanimously.

8. [Conveyance of an Easement at South Wake Landfill to Duke Energy Progress, LLC](#)

Attachments: [Agenda Item-Duke Easement Request.docx](#)
[Duke Energy Easement Request ltr 10-2019.pdf](#)
[Duke Energy Easement.pdf](#)
[Exhibit A.pdf](#)

Commissioner West moved, seconded by Vice-Chair Ford, that the Board of Commissioners:

- 1. Approve the conveyance of an easement at South Wake Landfill to Duke Energy Progress, LLC; and**
- 2. Authorize the Chair to execute said deed of easement document (along with any other supporting documentation), subject to the terms and conditions acceptable to the County Attorney. The motion passed unanimously.**

9. [Award Construction Contract in the Amount of \\$1,259,398 for Generator Replacements for the Wake County Office Building and Wake County Courthouse](#)

Attachments: [BOC WCOB - WCCH GenX Replacement.docx](#)
[WCOB WCCH Generators Bid Tab.pdf](#)
[WCOB - WCCH Emergency Power Repl. - Post Bid Addendum No. 1 dated 11-08-19.pdf](#)
[AA WCOB - WCCH Cost Summary.pdf](#)

Commissioner West moved, seconded by Vice-Chair Ford, that the Board of Commissioners:

- 1. Award a construction contract in the amount of \$1,259,398 to Minutemen Restoration and Services, LLC of Sharpsburg, NC for generator replacements in the Wake County Office Building and Wake County Courthouse, and**
- 2. Authorize the County Manager to execute the contract subject to conditions acceptable to the County Attorney. The motion passed unanimously.**

10. [Award Construction Contract for Eva Perry Regional Library Renovation](#)

Attachments: [Item Summary - Eva Perry Lib Renov.docx](#)
[Bid Tabulation.pdf](#)
[Project Cost Summary.pdf](#)

Commissioner West moved, seconded by Vice-Chair Ford, that the Board of Commissioners award a construction contract in the amount of \$1,387,000 to Bar Construction Company, Inc. of Greensboro, NC and authorize the County Manager to execute the contract for the Eva Perry Regional Library Renovation project subject to conditions

acceptable to the County Attorney. The motion passed unanimously.

11. [Wake County Public School System Capital Improvement Program Appropriations and Reallocations](#)

Attachments: [12.2.2019 WCPSS CIP FY 20 Project Contingency Appropriation and Reallocation Item Summary .docx](#)
[BOC Resolution.docx](#)
[Program Contingency Appropriation Continuous CIP 11-19-19.xls](#)

Commissioner West moved, seconded by Vice-Chair Ford, that the Board of Commissioners approve the request to appropriate and reallocate in the Seven Year Capital Improvement Program a total of \$8,532,114 of program contingency funding to support existing life-cycle and mobile project needs and to fund an increase to pre-construction scope for E-51 and E-44. The motion passed unanimously.

12. [Approval of 2020 Board of Commissioners' Meeting Schedule and Budget Calendar](#)

Attachments: [Meeting Schedule Item Summary 12-2-19.docx](#)
[2020-BOC-PROPOSED-DRAFT-MTG-SCHEDULE \(2\).docx](#)

Commissioner West moved, seconded by Vice-Chair Ford, that the Board of Commissioners approve the 2020 Meeting Schedule and Budget Calendar. The motion passed unanimously.

13. [Tax Committee Recommendations for Value Adjustments, Penalty Waivers, Tax Relief Applications, Refund Requests and Various Reports](#)

Attachments: [Tax Collections Item Summary](#)
[Tax Committee Agenda Process.docx](#)
[Executive Summary 1.doc](#)
[Executive Summary 2.doc](#)
[December 2019 Refunds Under 500.pdf](#)
[December 2019 Refunds Over 500.pdf](#)
[Daily Updates For Exemptions.pdf](#)
[Daily Updates For Penalties.pdf](#)
[Daily Updates For Tax Relief.pdf](#)
[Daily Updates For Special Situations.pdf](#)
[Daily Updates For Tax Deferments.pdf](#)
[Municipal Collection Report](#)
[Wake County Collection Report](#)
[Monthly In-Rem Foreclosure Report](#)
[PFB Summary Report.pdf](#)
[Register of Deeds Excise Tax Report.pdf](#)

Commissioner West moved, seconded by Vice-Chair Ford, that the Board of Commissioners approve the attached recommendations by the Tax Committee. The motion passed unanimously.

Public Comments

Ms. Natalie Lew shared her thoughts on the RDU rock quarry. She asked the board not approve funds for the quarry. Ms. Lew referred to a proposal she submitted called the "The RDU Village" which would develop the area into a tourist development and asked the board to weigh the pros and cons of all aspects. She asked the board to look at the social media pages to get an understanding of how residents feel.

Ms. Tina Sherman, member of the Wake County Commission for Women and Moms Rising, said that on behalf of the Moms Rising program and their 4500 members, she thanked the board for their support of the additional paid leave for the care of family members with serious health conditions. She said that since Wake implemented the leave, 18 other counties have done the same.

Ms. Carey Rudell, thanked the board for the serious health condition paid leave plan. She shared how it supports her family on a personal level.

Ms. Alera Waters, Policy Director at Prevent Child Abuse North Carolina, also a member of the steering committee for Moms Rising thanked the board for implementing the serious illness paid leave policy and discussed the effect the policy has on relieving stress for families which in turn lowers

the rate of child maltreatment.

Regular Agenda

14. [Paid Leave for the Care of a Family Member with a Serious Health Condition](#)

Attachments: [Family Leave Item Summary Revised.docx](#)
 [Paid Family illness Leave presentation revised.pdf](#)
 [RESOLUTION TO ESTABLISH PAID FAMILY ILLNESS LEAVE.docx](#)
 [Leave Data - Accruals and Usages.pdf](#)

Ms. Johnna Rogers, Chief Operating Officer, shared the paid leave for the care of a family member with a serious health condition and explained revisions made. Copies of the revised summary were provided to commissioners at the table. The term "family member" will include spouse, parent, guardian, children, sister, brother, grandparents, plus the various combinations of half, step, in-law, and adoptive relationships.

- New Leave Category

- Following policy workflow process:
 - o Requested by Chair Holmes
 - o Board approved further consideration during November work session
- Paid Family Illness Leave.
- New Leave Category
 - o Provides three (3) weeks of paid leave for an employee caring for a seriously ill parent, spouse, or child.
 - o This leave category will run concurrent with Family Medical Leave Act leave (FMLA).
 - o Employees will not be required to use any annual or sick leave prior to using this new leave category.
 - o The amount of three (3) weeks is based on staff analysis of actual employee leave usage over the past two years.
 - o Available to employees January 1, 2020.
 - o Board motion amends the County's personnel ordinance to establish new leave category and authorizes County Manager to administer the leave.

Chair Holmes said that she asked Ms. Rogers to expand the benefits for families across Wake County and noted that this was first discussed in the

Work Session. She pointed out that in her personal experience the policy as written now does not address non-nuclear family situations and she recommended the changes in order to better reflect the families as they exist throughout our county and deems these changes to be an improvement in the definition.

Vice-Chair Ford thanked Ms. Rogers for her assistance on this item. He said that he supports the policy.

Commissioner Evans said that she supports the change to the personnel policy and it is important to staff. She said that it will help retain staff. She shared that this is a tremendous benefit. She said that she had to work and try to support her mother who was ill. She said that she had to use vacation time to take care of her father. She said that this will be a game changer for Wake County.

Commissioner Calabria echoed the comments of previous commissioners and said that this policy is about being a humane, modern, and responsible employer. He said that when Wake invests in employees they do the right thing and come out ahead and that this is the right thing to do. He said that he is in support of the policy.

Commissioner Hutchinson said that this is great for retention of employees and that Wake County is a great place to work and thanked the team for all their work on the policy.

Commissioner Adamson said that she supports the item and shared her journey with cancer.

Commissioner West said that he supports the comments from the other commissioners. He supports the policy and especially the expansion of the definition of family.

Chair Holmes said a word that comes to mind is "dignity" not only for the person being cared for but also the caregivers. It is good that employees don't have to choose whether they can take care of their parents or not get paid. She said that she hopes Wake County taking this step will encourage other counties to follow their lead.

She thanked Ms. Rogers for her assistance on projects over the years. She said that Ms. Rogers is passionate about employees. She thanked Ms. Rogers for making this a reality.

Ms. Tina Sherman with Moms Rising made a presentation to the board and thanked them for their support of the serious paid leave.

Chair Holmes moved, seconded by Commissioner Evans, that the Board of Commissioners adopt a resolution to amend Section 31.08 of the Personnel Ordinance to establish paid family illness leave and grant the County Manager administrative authority to establish and administer this leave benefit. The motion was passed unanimously.

15. [Public Hearing for 2020-2025 Wake County Consolidated Plan, Analysis of Impediments to Fair Housing Choice, and Citizen Participation Plan](#)

Attachments: [Item Summary](#)
 [Consolidated Plan Presentation 12-2-19.pdf](#)
 [Public Hearing Notice](#)

Ms. Lorena McDowell, Director, Housing Affordability and Community Revitalization, shared the 2020-2025 Consolidated Plan. A public hearing on this plan is mandated every five years by U.S. Department of Housing and Urban Development (HUD). She said there have been several community meetings throughout the county to share this information. Today's hearing is to provide both the commissioners information on the draft and the public the opportunity to share their comments on the record.

Ms. Alicia Arnold, Equitable Housing Division Director, shared the presentation seeking public input and explained that this process helps Wake County prioritize and strategize their spending for this.

Consolidated Plan (Con Plan)

- A five-year strategic plan that describes how Wake County Housing will allocate its Federal funds
- Addresses housing, homelessness and community development needs
- Examines barriers to affordable housing
- Defines priority populations
- Includes an Annual Action Plan

Analysis of Impediments to Fair Housing Choice (AI)

- Examines Fair Housing - includes discrimination and/or lack of choice
- The right to choose housing without regard to a person's **race, color, national origin, religion, sex, disability, and familial status.**
- Persons who are protected from discrimination by fair housing laws are referred to as members of protected classes.

- It includes having access to community assets such as employment, public transit, quality schools, grocery stores, safe parks and playgrounds

Citizen Participation Plan CPP

- Discusses methods of outreach to communities for input into the Consolidated Plan and Annual Action Plan
- Prescribes procedures for notices of public hearings regarding these Plans and their proposed programs
- Explains the process for presenting draft plans to communities for review
- Describes the amendment process when plans need to be altered

She shared estimated consolidated plan timeline.

She said the process began in October 2019 and said that staff has held 25 Community & Stakeholder Engagement sessions in various geographic locations, the first public hearing in December 2019, between November 2019 and March 2020 there will be Data Gathering, Analysis, and Drafting of the plan, in February 2020 there will be a second public hearing followed by a 30 day Public Comment Period through April 2020 and in May 2020 staff will seek adoption of the plan and submit it to HUD.

She shared the funding sources included in the plan, they include:

- Community Development Block Grant (CBDG) - used for housing rehabilitation, land acquisition, public services.
- HOME Investment Partnership Grant (HOME) - primarily construction of affordable housing, and also tenant based rental assistance.
- Housing Opportunities for Persons with AIDS (HOPWA) - long and short term rental assistance & case management.
- Emergency Solutions Grant (ESG) - prevention of homelessness, rapid rehousing, outreach, shelter; currently, we use these all these funds for prevention.

The consolidated Plan is required by HUD in order to receive federal grants, and may also describe County funding used to support initiatives of particular interest to HUD.

She shared projected resources from the abovementioned grants over the next five years. The annual resources would total approximately \$4,529,106 equalling approximately \$22,645,530 for the total five year projection.

She shared whom the County can serve is restricted by income ranges defined by HUD. She shared a table showing the income limits and used the example of a family of four median income level of \$93,100, staff are able to serve clients who are below the 80 percent level of the median income which in this example would be \$74,150.

Commissioner Calabria asked if the annual totals of the grant allocations will change. Ms. Arnold said that there are minor incremental increases. She said that with HOPWA, Wake County will see a standard increase over the next five years after the federal projections.

She shared the current priority populations as follows:

High Priority:

Renters with an income level at 0-40 percent of the Area Median Income (AMI)

Individuals and families experiencing homelessness

Individuals and families with special needs, not experiencing homelessness

Medium Priority:

Renters with an income level at 41-50 percent of the AMI

Homeowners with an income level at 41-50 percent of the AMI

Low Priority:

Renters with an income level at 51-80 percent of the AMI

Homeowners with an income level at 51-80 percent of the AMI

She said the feedback staff is seeking from public hearings includes who has or what is the greatest need for housing in Wake County, are there barriers to fair housing, and how can they better engage with the public.

Commissioner West asked how HUD will make decisions and if there is a priority with Emergency Solutions Grant or Community Development Block Grant. Ms. Arnold said that it depends on various factors and the populations of a county. She said the the federal government makes the decisions based on those needs.

Vice-Chair Ford asked if someone is in the high or medium category, how could funds be accessed and how are we letting people know what is available. Ms. Arnold said that the information is on the website. She said that staff collaborates with many partners, in addition to using community engagements, social media, and churches that are in eligible areas.

Ms. McDowell said that staff has spent that last year building the housing

department so that they reach out to the community and share the information.

Ms. Arnold said that there is a housing forum located at Swinburne daily where staff assists residents who may be seeking any type of housing and assist with finding resources within the community for them. She said there are plans to expand this assistance to the Oak City Cares location at some point in the future.

Commissioner Adamson asked Ms. Arnold to send the updated information to the board.

Commissioner West asked what method is determined to find impediments in Wake County. Ms. Arnold said that Wake County partners with the City of Raleigh and shares the responsibilities as it relates to impediments. Staff collects data and are required to show the progress they make over each five year period as it relates to addressing those identified impediments.

Chair Holmes said that she is beyond joy for the housing department because a year ago, there was not a housing department.

Chair Holmes opened the public hearing.

Ms. Alice Lutz, CEO, Triangle Family Services, applauded the housing department. She shared comments on the work of the housing department and affordable housing. She said they recently hosted a forum with Congressman Price along with Director of Housing Lorena McDowell on affordable housing and the vulnerable communities. She said that they are in support of the 2020-2025 consolidated plan with some minor adjustments, including renters up to the 50 percent AMI level which she believes will get ahead of future homelessness issues, a coordinated intake line is needed to create one central place for information and assistance referrals, and increased requirements for developers.

Ms. Mary Jane Seyda, CEO, CASA, shared that she is in support of the high population group. She said that 998 household incomes are below AMI. She shared information that was in the News and Observer about families that could not find affordable houses due to the crisis. She said that land has been purchased for 60-80 homes. She shared comments from residents and how affordable housing will change their lives.

Mr. Greg Warren, CEO, DHIC, shared his thoughts on the Wake County Housing Department. He thanked Chair Holmes on her leadership. He said that Wake County has been a partner. He shared the number of vouchers that residents currently hold. He said that DHIC has five staff that

provide counseling services to residents. He said that housing stock is diminishing and that funds are needed to purchase properties. He said that there is a growing relationship with smaller municipalities. He asked the board to encourage all municipalities to support these efforts.

Mr. Warren announced that he will be leaving DHIC in March 2020.

Chair Holmes thanked Mr. Warren for his work with DHIC. She said that the talks turned into reality.

Ms. Tenice Codell, spoke on behalf of the Wake Forest Northeast Community Coalition. She said that she attended one of the housing meetings that was held a few weeks ago. She said that she had concerns about the AMI and who can afford to purchase homes. She said that this sheds light on what the County can do. She asked the board to reach out to the municipalities and ask them to join efforts on affordable housing. She thanked the housing department for their assistance.

Mr. Tim Morgan, Evergreen Construction, said that the housing needs are still great. He said that there are two new senior properties opening and 492 applications were sent out for the property in Raleigh and 252 applications for the one in Cary, both of these communities are 42 unit communities. He said that there is a huge demand for housing assistance. He said that there will be new family development in Garner called Pine Ridge, it will have 72 units and the county has committed just over \$1.2 million toward the \$11.6 million development cost which is 17 percent and a great example of leveraging resources. He said that without the county's support, they would have to seek private funding and increase rents by \$100 per month. He asked the board to reach out to local government.

Chair Holmes closed the public hearing.

Ms. McDowell thanked the board for their support.

Commissioner West moved, seconded by Vice-Chair Ford, that the Board of Commissioners hold a public hearing to receive comments on affordable housing, homeless services, and community development needs of Wake County residents to assist with development of the 2020-2025 Affordable Housing Consolidated Plan, Analysis of Impediments to Fair Housing Choice, and Citizen Participation Plan. The motion passed unanimously.

16. [Launch of Wake Prevent! Initiative](#)

Attachments: [Wake Prevent announcement.docx](#)
[Wake Prevent! BOC Announcement 12.02.2019.pdf](#)

Ms. Lorena McDowell shared the announcement of Wake Prevent! October 1, 2019 was the launch date and the goal for this initiative is to prevent homelessness in Wake County, a gap they found and felt needed filling.

She shared the increased demand for prevention services and pointed out that Wake Prevent! helps renters gain or maintain access to existing affordable units using a best practice approach to prevention and diversion services. The figures she shared showed that 43,000 renters spend 50 percent or more of their income on housing and 60 percent of renters earn less than \$24,000 annually. In addition, Wake County adds over 3,000 new low-income families each year and loses approximately 900 affordable units annually, which adds to the numbers of people ending up homeless.

She shared the households who may qualify for assistance which include:

- o Currently fleeing domestic violence
- o Doubled up and has been told by the lease holder to vacate the unit
- o Leaseholder and has received a notice to vacate by the property owner
- o Paying for a hotel/motel without assistance
- o Exiting an institution (mental/physical health or jail/prison) and has no resources or support system to assist upon release

*****For all households: The expected loss of housing must be less than 30 days away and the household's income must be less than 50% of Area Median Income***

She shared a chart showing the factors that are considered when prioritizing people most at risk of homelessness, and based on these factors they can put together an individualized packet and determine what assistance is available. The prioritization process is based on greatest need first, not time of application.

She shared program access plan stating that:

In order to best serve families and individuals, Wake Prevent! only accepts referrals through Coordinated Entry Access Sites, conveniently located throughout the community.

- Prioritizes those of greatest need
- Ensures ease of access

- Allows clients to take care of additional human services needs with other providers on-site simultaneously

She shared coordinated entry access site locations and said they are in many locations throughout the county. They offer scheduled appointments and people in need don't have to give up an entire day waiting to be seen. One center is not on the list below and that is Passage Home which is another available center.

- **Wake County Northern Regional Center** | Wake Forest
- **Wake County Southern Regional Center** | Fuquay-Varina
- **Wake County Eastern Regional Center** | Zebulon
- **Dorcas Ministries** | Cary
- **Wake County Human Services Center** | Raleigh
- **Oak City Cares - Housing Services Center** | Raleigh
- **InterAct - Domestic Violence Services Center** | Raleigh

She shared partnership with the Green Chair Project and invited the board to see their program.

The Green Chair Project reuses gently-used household furnishings to renew lives of participants, who are recovering from or facing homelessness, crisis or disaster.

Through a Wake County Department of Housing Affordability & Community revitalization and Green Chair Project partnership, each Wake Prevent! household will be provided access to all essential furnishings for their home, at no cost to them.

****Households will be required to complete a modified Ready to Rent workshop prior to approval for home furnishings.**

Commissioner Adamson said that citizens have contacted her about the program, many whom are living in hotels and need assistance paying the hotel monthly bill. She asked for details on how citizens can receive assistance. Ms. McDowell said that the program is not for hotel payments, that is what churches can assist with. This program funding is specifically for stable housing.

Commissioner Hutchinson asked how many persons have taken advantage of the program. Ms. McDowell said that there were over 150 vetted referrals in six weeks. There are over 600 residents/applications to date, and within that time fifteen have been housed. She said the biggest barrier they see with this programs is to ensure they have enough funding

and staff and educating landlords to understand the benefits of working with us.

Commissioner West made comments about the coordination of services from different organizations. Ms. McDowell explained that the coordinated access sites are not new and that there are several.

Vice Chair Ford thanked Ms. McDowell and her team. He asked what are the barriers and what needs to be done to assist. He suggested one phone number that connects all and then the funding and staff to manage it. Vice Chair Ford followed up with the question of when the funding is there, who will man the line. Ms. McDowell said it would be up to the community, the partnership could decide to have a vendor come man that line. She agreed this is needed.

Commissioner West about the Partnership which has a role and the County as part of the partnership. He asked what are the strengths, weaknesses, opportunities and threats in relation to getting the partnership to where it needs to be. Ms. McDowell said that the County has been specific about outcomes tied to funding. She said moving forward the process will become much smoother.

Commissioner Calabria said that he is appreciative of the efforts of the housing department. He shared thoughts on the single point of contact. He asked about the image on the website and said that he has received feedback from residents and asked how the information could be more mobile friendly and accessible. He suggested perhaps making the contact points a list rather than an image and add mobile information for phones.

Appointments

17. [Library Commission](#)

Attachments: [Library Commission Item Summary.docx](#)
 [Library Commission Member List.doc](#)
 [Library Commission App Roster .xlsx](#)
 [Library Commission Applicants.pdf](#)
 [Library Commission Board Choices .xlsx](#)
 [Library Commission Attendance 2019 \(Jan 2019-Sept 2019\).xlsx](#)

Vice Chair Ford nominated Mr. Otis Allen for appointment for District 5.

18. [Town of Cary Zoning Board of Adjustment](#)

Attachments: [Town of Cary Zoning Board of Adjustment Item Summary.docx](#)
 [Hilliard Recommendation Letter - Cary.pdf](#)
 [Town of Cary Zoning BOA Member List.doc](#)

Vice Chair Ford nominated Mr. Craig Hilliard.

19. [United Arts Grants Panel](#)

Attachments: [United Arts Grants Panel Item Summary.doc](#)
 [United Arts Grants Panels Member List.doc](#)
 [United Arts Council App Roster .xlsx](#)
 [United Arts Grants Applicants.pdf](#)
 [United Arts Grants Panels Bd Choices .xlsx](#)
 [United Arts Attendance.xlsx](#)

Appointments were deferred to January 6, 2020.

20. [Wake County Water Partnership](#)

Attachments: [Water Partnership Item Summary.doc](#)
 [WP Memberlist.doc](#)
 [Water Partnership Applicant Roster.xlsx](#)
 [Water Partnership Applicant Packet.pdf](#)
 [Water Partnership Board Choices .xlsx](#)
 [Water Partnership Attendance.xlsx](#)

Vice Chair Ford nominated Mr. Billy Lee (Knightdale representative).

Vice-Chair Ford moved, seconded by Commissioner Adamson, to approve the appointments by acclamation. The motion passed unanimously.

21. [Upcoming Vacancies for January](#)

Attachments: [Upcoming vacancies for January 2020.docx](#)

Vice Chair Ford shared the appointments for January 2020.

Regular Agenda (continued)

22. [2019 State of the County Address](#)

Attachments: [State of the County Item Summary 11-18-19.docx](#)

Chair Holmes said that it has been an absolute honor to serve as Chair of the Wake County Board of Commissioners. She said she remembered when about five years ago she was the youngest person to be elected in

Wake County and today she is the youngest to ever yield the gavel. She thanked her mentor Commissioner West who taught her that leadership is not about position but that leadership is about the work. She said that the board went to work for the least of these. She said that the board has taken the approach that no man or women be left behind. She said the many programs that have been supported by the board. She is proud of the work this board has done with many new programs and investments in homelessness of women. She said they have enhanced and made investments in our educational system like no other board, from Pre-K to K-12 and continuing through out Community College System of Wake Tech.

Chair Holmes said that the board had many partners many of whom were there tonight along with the municipalities throughout Wake County.

She acknowledged Mayor Frank Eagles and his support of the board. She said that he will always be her Mayor, friend, and mentor.

The State of the County video presentation was shared.

Chair Holmes said that work is being done. She said if she had a list with libraries, better parks, more affordable housing, better education for our students, more money for educators there would be a check mark next to all of these. She said that traditionally the State of the County is a message from the Chair but she thought it was important to include the entire Board of Commissioners. She said that all of the commissioners play a vital role in Wake County. Commissioner Calabria, Commissioner Adamson, Commissioner West, Commissioner Ford, Commissioner Evans, Commissioner Hutchinson all are key to making the work happen. She said there an opportunity to do more and while it is important that we celebrate all we have accomplished thus far, we know what we have done and now we must go on to decide what we are going to do in 2020.

23. [Election of Chair of the Board for a Term of One Year - Denise Hogan, Clerk to the Board, calls for nominations for Chair. The new Chair is elected and then presides over the meeting](#)

Ms. Denise Hogan, Clerk to the Board, called for nominations for Chair of the Board of Commissioners.

Chair Holmes nominated Vice-Chair Ford.

Chair Holmes moved, seconded by Commissioner Evans, to close nominations and confirm by acclamation to elect Commissioner Ford to serve as Chairman. The motion passed unanimously.

Chairman Ford thanked Commissioner Holmes and his fellow commissioners and shared his appreciation of their trust and confidence. He pledged to work hard and continue on the path they have started. He thanked the county staff and all the tremendous work that they do every day for all people in the county.

He thanked his family and husband Anthony for the past support and for being here tonight and their three children at home for serving along with him and all the sacrifices that they have made as well.

He said every one of the commissioners is a leader and he sees his role as one of keeping the impediments out of the way to help everyone they serve.

24. [Election of Vice-Chair for a Term of One Year - Chair Presides over Election](#)

Chairman Ford called for nominations. He nominated Commissioner Adamson.

Commissioner Holmes seconded the nomination. The motion passed unanimously.

The meeting went into recess and the meeting reconvened.

Vice-Chair Adamson said she was deeply honored by the vote of confidence from her fellow commissioners and she looks forward to serving as the Vice Chair for the next year working toward the shared goal of making Wake County a better place for all of our citizens to work, live, play, and learn. She quoted Dr. West who told her every time he saw her during the election cycle "remember your position gives you power and your behavior gives you respect" she said she would carry that on with her. She thanked her husband who was in attendance tonight for his support and for being the best political husband anyone could have.

Vice-Chair Adamson told Chairman Ford that she was ready to get busy with the work ahead.

Chairman Ford moved, seconded by Commissioner Holmes, to close the nominations and confirm by acclamation to elect Commissioner

Vickie Adamson as Vice-Chair. The motion passed unanimously.**25. [Recognition of Chair Jessica Holmes](#)**

Chairman Ford invited Commissioner Holmes to the lectern in front. He said it was his absolute pleasure to express thanks and gratitude on behalf of the board and community to her for her leadership and work over the past two years. He said her leadership approach was refreshing and enlightening and it was something he was going to try to emulate. He said she brought vulnerability, honesty, and authenticity to the role of Chair and it has made the entire board more approachable. He presented her with a plaque of appreciation. He said that he knows she will go on to do more great things.

Commissioner Holmes thanked the board for giving her the opportunity to serve in a leadership position. She said she wanted it to be more than a title and she was reminded of something her grandmother would tell her - to judge a tree by its fruit - she hopes that the fruit of her leadership has been a legacy of affordable housing, a legacy of education, a legacy of focusing on not just the people who normally get attention but everyone because she truly wants all of our community members to have the same opportunities, to go from rural eastern North Carolina and become a first generation college graduate. She said that equity and equality have been consistent themes throughout her work and she looks forward to continuing that work. She is very proud to be doing the work with each of the board members.

Chairman Ford thanked her for a job well done.

Other Business

Vice-Chair Adamson shared thoughts about the animal shelter. She said that the Whitley Law Firm is donating \$5,000 to the animal shelter to assist with finding pets a home.

Commissioner Hutchinson gave a report on a recent Growth and Sustainability meeting where they discussed off site septic systems. Staff updated their regulations to meet State standards and to give a higher level of environmental cleanliness for our watershed. Commissioners also received an update on the One Water Summit where Wake county had 26 delegates from all levels, they learned about integrated water systems and how to use that methodology to ensure a 100 year sustainable water supply for Wake County.

Closed Session

Attorney Warren said that there was a need for a closed session and the closed session was pursuant to N. C. G. S. 143-318 11 (a) 4, to discuss matters related to the location or expansion of industries or other business in the area served by Wake County including an agreement of economic development incentives that may be offered by Wake County in negotiations.

He congratulated Chairman Ford and Vice Chair Adamson on their nominations.

The meeting went into recess, then the meeting reconvened.

No action was taken by the board.

Adjourn

Chair Ford moved, seconded by Commissioner Holmes, to adjourn the meeting. The motion passed unanimously.

Respectfully submitted,

Yvonne Gilyard, NCCCC
Clerk to the Board
Wake County Board of Commissioners