



**Office of Franklin County Clerk to the Board**

113 Market Street

Louisburg, NC 27549

Telephone: 919-496-5994

Fax: 919-496-2683

**MEMORANDUM**

TO: Board of Commissioners  
FROM: Kristen G. King, Clerk to the Board  
DATE: January 9, 2012  
SUBJECT: Departmental Quarterly Reports

---

**Aging**

No report submitted.

**Airport**

No report submitted.

**Animal Services**

**Successes**

- On November 5, 2011 held adopt-a-thon at the shelter with staff members and volunteers participating. This event included individuals from AAB, Humane Society, and SPCA. There were approximately 15 animals adopted with donations of dog/cat food and contributions to the shelter. We are already planning a spring adopt-a-thon with a ongoing fundraiser (\$ 1.00 tickets) that includes a utility trailer provided by Commissioner Foy. Thanks to all individuals involved with this event and it was a success because of their participation.
- Staff participated in Christmas parades in the Town of Franklinton, Louisburg, Youngsville and Bunn.
- Several of the existing Animal Control Ordinances have been recommended by the AAB board for changes with clarification and specifics as related to animal control services. This project will be completed in next couple months.
- Elementary School visits have been scheduled in the county for year 2012. These are after school programs that the Franklin County Board of Education has organized throughout the county and presentations are handled by the AAB President and Director of Animal Control. This has been ongoing program past five years.

## Challenges

- Review existing animal services software with features to include accountability with options to be more user friendly.
- Continue to promote animal rescue alternatives and adoption options.
- Review existing emergency process for euthanasia of injured animals.

## **Board of Elections**

### Successes

- Sent out Public Notices notifying voters about the Municipal Election
- Conducted training sessions for precinct workers who would be working at the polls on election day
- Attended Tilting at Windmills – sponsored by the county
- Continued to prepare for municipal election to be held on November 8
- The Board tested all voting equipment to be used for the municipal election
- One-stop voting began on October 20 in our office
- One-stop ended at 1:00 p.m. on Saturday, November 5
- We had 42 people who voted early
- Election day – November 8 – we had a total of 732 people vote in the 6 municipalities
- Reviewed all paper work submitted for the election and staff entered in voting history
- Board members held Canvass on November 15 and certified municipal election
- Attended service award ceremony
- Held an open house for precinct workers who worked during the municipal election
- Director and Deputy Director attended District Meeting in Nash County on December 7.
- Discussed preparing video for District 6 for the May primary election to be put on election website
- Director, Deputy Director and Board members attended election training session at the Sheraton Imperial in Durham on December 12-13
- Preparing to work on redistricting of voters for county, state and congressional offices
- Will begin process so that all voters will be in new districts by the end of January
- In process of scanning voter registrations registered prior to 2000 when scanning capabilities were initiated
- Processed forms received from DSS, VR, DSDHH (Deaf & Hard of Hearing) and the Health Department
- Staff processed voters on DHHS list from State Board of Elections
- Staff processed voters on duplicate list from State Board of Elections
- Staff processed voters on Department of Motor Vehicles list from State Board of Elections
- Staff processed voters on Felony lists from State Board of Elections and Clerk of Court

### Challenges

- Continual changes in elections laws
- Redistricting changes
- Budget

## **Cooperative Extension**

### **Successes**

- On October 4<sup>th</sup> the Franklin County Ag Board held a very successful informational meeting for Voluntary Ag District participants and county officials.
- Franklin County Cooperative Extension held a very well attended Farm-City Week Celebration at the Nelms Farm with over 160 people in attendance.
- Charles Mitchell (Director) attended the Annual NC Tobacco Day and took 8 Franklin County farmers with him.
- Charles Mitchell (Director) started attending a graduate course on New and Aspiring County Extension Directors.
- All Cooperative Extension Staff dealing with agriculture met with the Environmental Department at Novozymes to discuss their nutrient loading rates and application procedures.
- Charles Mitchell (Director) spoke to the Epsom Lions Club about Cooperative Extension and the programs we offer.
- Cooperative Extension partnered with Soil and Water to hold an update on the Natural Resources Conservation Services Compliance Rules.
- In October, Franklin County hosted a very successful North Central District Secretaries meeting with over 35 attendees.
- On November 16<sup>th</sup> there was a Forestry Educational Tour held in partnership with the Franklin County Forest Service with 63 participants in attendance.
- In November, training of the second class of Master Gardeners was completed for the 2011 year.
- Franklin, Vance, Warren, and Granville County Directors planned a District Advisory Leadership Council Training for Volunteers in a 22 County District that was held in Warren County on December 8, 2011.
- There was a pesticide training held for all categories in December with 18 participants in attendance.

### **4-H Youth Development**

- During this quarter, 4-H has been busy with school enrichment programs at Cedar Creek Middle School, Laurel Mill Elementary School, Franklinton Elementary School, Louisburg Elementary School, and Long Mill Elementary School. The programs that were introduced to 1,152 students and their teachers included Eco-Wonders, Soil Solutions, Fruit and Vegetable Lessons, Electricity, and Pumpkins.
- Approximately 62 Franklin County youth were very involved in the local Four County 4-H Livestock Show in September, NC State Fair in October, and in the Four County 4-H Pullet Show and Sale in November. Many of the participants won prize money and ribbons for their hard work and their animals in these shows. Franklin County 4-H encourages all youth between the ages of 5 and 18 to participate in the livestock program to gain experience working with animals.
- Franklin County 4-H has maintained nine 4-H community and special interest clubs and has added a new leadership club at Long Mill Elementary School where the youth meet once a month to hold a 4-H meeting and discuss qualities of good leadership.
- Franklin County 4-H County Council continues to meet monthly, if not more often, to develop and deliver programs to the community. The youth have been involved in four community service projects this quarter and they included: collecting socks for soldiers,

cleaning an elderly ladies' yard, packing Shoeboxes for kids to open at Christmas, and making and delivery Christmas cards to the local nursing home.

- Several one-day classes were offered to students during Teacher Workdays and they included: Jewelry Making on October 14; Turkey and Treats on November 23; and, Sassy Santas, Rowdy Reindeer & Snowy Snacks on December 21. All classes were filled to capacity.
- Volunteers continue to be the heart of 4-H and we could not be successful without their dedication and love of youth and 4-H in Franklin County.
- Continued to search for resource funding. Ag Carolina Financial has agreed to help sponsor our Progressive Safety Day in March to further educate Franklin County 4<sup>th</sup> graders on farm safety issues.

### **Agriculture (A&T Technician)**

- October 4, 2011, the Agricultural and Natural Resources Technician attended a High - Tunnel Workshop in Goldsboro at the Center for Environmental Farming Systems. NC A&T State University personnel hosted the workshop to educate participants on all aspects of high-tunnel construction and growing methods.
- On October 20, 2011, the Agricultural and Natural Resources Technician hosted a Small Farms Advisory Council meeting with 4 participants. The purpose of this meeting was to have a better understanding of the needs that affect the small farming community.
- On October 25, 2011, the Agricultural and Natural Resources Technician assisted in the preparation and implementation of Franklin County Farm-City Week Celebration.
- On October 28, 2011, the Ag Technician conducted a professional development meeting in Vance County for 10 area association members.
- On November 16, 2011, the Agricultural and Natural Resources Technician assisted with a Forestry tour held in Franklin County.
- On December 8, 2011, the Agricultural and Natural Resources Technician attended a Workshop in Goldsboro about Silvopastures (incorporating forest in pasturelands).
- On December 14, the Agricultural and Natural Resources Technician attended a conference-planning meeting in Warren County. The conference is entitled "Putting Your Farm Land to Work Planning, Production, Marketing and More!" The conference is designed to educate those interested in small farm issues.

### **Family & Consumer Sciences**

- Parenting Matters every Thursday for 10 weeks
- EFNEP Nutrition Classes for Parents
- Anger Management Classes scheduled every Thursday for 6 weeks
- 7 Habits of Highly Effective People meetings every Friday for 12 weeks
- Adopt a Family and Pay It Forward 2011
- Holiday Family Safety Program
- Established and Met with Franklin County F&CS Advisory Council at least once a month
- Collaborated with Franklin County Arts Council
- Attending professional development classes

### **Agricultural – Livestock**

- Coordinated 2011 Local Food Roast for United Way
- Worked with area youth preparing for NC State Fair livestock competition
- Four County 4-H Livestock Show in Oxford

- Four County 4-H Pullet Show and Sale in November in Warren County
- Advised and attended Beekeeper's Association, Cattlemen's Association and Horse Council meetings
- Attending Professional development classes

### Challenges

- Extension Agent Kimberly Jackson resigned in December to return to her home in Georgia leaving a large hole in our staff. Need approval to recruit and hire an Agriculture agent ASAP.

### **Economic Development**

#### Successes

- Triangle North Franklin:
  - Awarded construction contract to Fred Smith Company.
  - Awarded and executed construction, engineering and inspection contract to Spaulding Norris.
  - Held initial pre-construction meeting for access road, with all relevant parties. Established day and time for ongoing weekly meetings.
- Represented Franklin County at NCEDA (NC Economic Developers Association) fall conference.
- Hosted annual industrial appreciation golf tournament.
- Presentation made at Region 2 airport meeting, which was held at Triangle North Executive Airport.
- Presentation made to brokers and real estate agents at Carolantic Realty in Raleigh. Goal was to make them aware of what incentives Franklin County has to offer and what sites and buildings are available.
- Participated in initial meeting for US corridor study, Phase 2.
- Coordinated with Franklin County Schools Career and Technical Education and Novozymes for press release and public relations on Bioworks class at Franklinton High School.
- Attended annual Rural Partners forum.

#### Challenges

- Continue to examine ways of providing sufficient water pressure for the Youngsville industrial parks.
- Seeking funding for sewer line to Triangle North Franklin.
- Seeking funding sources for US 401 widening and four-laning.

### **Emergency Communications**

#### Successes

- Call Volume:
  - o October 1, 2011 thru December 29, 2011
    - Total Calls logged into CAD = 15,874
    - Total Phone Call Volume: Admin – 23,435; 9-1-1 – 9,690 Total: 33,125

## **Radio Project**

The tower construction and equipment installation is underway for the radio project. The Franklinton and White Level towers are complete. The 9-1-1 tower has been erected and only civil work remains at this site which should be completed in January 2012. Crews have begun installing equipment at the sites for the radio system.

### Challenges

## **Radio Project**

Construction and installation will continue for the project. The project team has been and will continue to work on the cutover and testing plans to ensure a smooth transition to the new system in 2012.

## **Other**

- Begin budget preparations for FY2013.
- Continue to monitor NC 911 Board activity in regards to standards and funding.

## **Emergency Services**

### Successes

- The Franklin County EMS System responded to 1944 EMS calls during the last quarter of 2011.
- OES Staff and Fire Pup visited county elementary schools and daycares to demonstrate fire safety.
- OES Staff provided safety fire extinguisher classes, CPR classes and other various safety related classes to county staff, school system staff and county citizens.
- The EMS Training division began an EMT-Intermediate course for county providers.
- OES Staff placed a new ambulance (remount) in-service
- Five missing person (children) searches with all resulting in successful outcomes

### Challenges

- OES has had 22% turnover in field staff since June 1, 2011 highlighting the on-going challenge of retention and recruitment of qualified EMS professionals
- Relocation of EMS Station 4 (Bunn) to a temporary location, property owner terminated lease
- Renewal of Advanced Teaching Institute through NC OEMS with limited funding and resources
- Providing continuing education through on-line classes without hands-on training
- Communication between field staff and senior staff, unable to fund staff meetings

## **Finance**

No report submitted.

## Health Department

### Successes

- The per episode reimbursement and per-member-per-month monies have just started flowing for the new Coordinated Care for Children and Pregnancy Medical Home Programs.
- The health department is successfully completing Year 2 of the joint FCHD-Volunteers In Medicine Free Clinic with several hundred citizens without a means to pay for healthcare services having received quality healthcare services.
- Completion of the State of The County Health Report (SOTCH)
- Completion and submission of the four (4) year Community Health Assessment
- Completion of the submission package for 2012-2016 State Health Department Accreditation
- Have identified a new partner (Triumph Behavioral Health) for the integrated Mental Health/Substance Abuse-Primary Care treatment model.
- Awarded Year 3 of the joint VIM-FCHD-RHG Grant for 2012 in the amount of \$175,000

### Challenges

- Currently operating without a Health Educator, this position being responsible for ensuring the department meets the ongoing requirements of community outreach and SOTCH, CHA, Accreditation, and other Health Education duties. This position has been defunded in FY2011-2012.
- Currently operating without a departmental Computer Technician responsible for the day-to-day health department computer, internet, and webpage requirements and trouble shooting. This position has been defunded in FY2011-2012.
- The Accreditation process has demonstrated the need for a full time Continuous Quality Improvement Specialist for The Department, to ensure that all monitoring and documentation and adherence to accreditation, regulations, and standards of practice are documented on a daily basis. This would be a new position to which we are needing/looking to be funded for the next budget year.
- The instability of having transient, contract staff, especially providers and the third (3<sup>rd</sup>) Public Health Laboratorian. Contract staff already are funded. Would need to shift contract monies to staff lines. Due to having to compete with Wake County for positions and salaries, contract staff usually cost more than if they were county employees.
- The possibility of the passage of Senate Bill 433 and the implications thereof. Would be a significant increased cost to The County, financially, and in bringing disparate agencies and work cultures together under one roof.

### Human Resources

- The following personnel changes took place from October - December 2011:

#### October 2011

- o **New Hires – 9**
  - Full Time - 2
  - Part Time – 7
- o **Separations – 14**
  - Full Time – 9

Part Time – 5

November 2011

- **New Hires – 11**
  - Full Time – 9
  - Part Time - 2

- **Separations – 8**
  - Full Time – 6
  - Part Time - 2

December 2011

- **New Hires – 7**
  - Full Time - 3
  - Part Time - 4

- **Separations – 1**
  - Full Time – 1

Successes

- The NACO Prescription Drug Discount Card program had the following utilization:

Month	Total Utilizers	Price Savings
September 2011	37	\$2,076.40
October 2011	35	\$1,875.55
November 2011	31	\$1,878.73

- During the months of October – December 2011 a total of 25 applications was received in the Human Resources Department for the positions of EMT – Paramedic (part time), Utilities Maintenance Worker, and Airport Line Associate.
- Assisted Public Utilities with interview for the Utilities Customer Service Representative (full time).
- Assisted Veteran Services with interviews for the Administrative Office Assistant.
- Held Aflac open enrollment meetings for employees.
- Participated in the Tilting at Windmills training.
- Participated in a conference call with NCPERLA.
- Met with a benefit broker to discuss potential offerings for employees.
- Met with Blue Cross Blue Shield to discuss the status of the health plan thus far in the fiscal year.
- Employees and covered family members had the opportunity to receive flu shots in October. We had 100 employees and 36 family members receive their flu shot.

Challenges

- Enhance the County’s performance appraisal tool.
- Implement ways to minimize health care cost.
- Finalize proposed changes to the Franklin County Administrative Manual.

## Wellness Program

- The WOW Committee met on October 13<sup>th</sup>, 27<sup>th</sup>, November 10<sup>th</sup> and December 8<sup>th</sup>.
- The WOW Committee hosted on-site mammograms through the Rex Mammography Van for employees on December 9<sup>th</sup>. A total of 11 employees participate.
- Total utilization of the wellness center by employees for the month of October was 105 visits, November was 251 visits and December was 76 visits (as of 12/15/11).
- Continue working with the WOW Committee to continue to enhance the program and increase participation.
- Met with Franklin Regional Medical Center to discuss potential collaboration opportunities.
- Added a new piece of equipment to the Wellness Center.
- The following programs was hosted during the 4<sup>th</sup> Quarter 2011 by the WOW Committee:

### **October 2011**

Get Well Stay Well

Lunch and Learn     14 attendees

Basketball

(Tuesdays & Thursdays)

Kickball

12 attendees

### **November 2011**

Basketball

(Tuesdays & Thursdays)

Smoking Cessation

3 attendees

Lunch and Learn

### **December 2011**

Basketball

(Tuesdays & Thursdays)

ABC of Managing Stress

16 attendees

Lunch and Learn

Stress Free Movie Day

56 attendees

## **Information Technology**

No report submitted.

## **Library**

### **Successes**

- The Library has the opportunity to purchase (lower cost and no set up fees) new library cards for children. The product can be colorful and unique to our service area. The vendor will send us an oversized template so we can reproduce it and sponsor a design

contest to determine what will be on the card. The vendor is a NC business. We will continue to use the cards that we have on hand for adult circulation.

- We anticipate the ability to acquire an upgrade to Internet Service in all locations as of July 1, 2012. We will benefit from cost savings by dropping a cable modem in Louisburg and we will deliver the advantage of faster downloads and faster uploads with new modems and at a considerable annual cost savings relative to what we pay now. The ability to upgrade the Internet Service Provider baud rate will contribute significantly to maintain excellent system performance.
- We are in a good position to apply for an EZ LSAT Collection Development grant to augment our e-book collection! Jeffrey Hamilton will provide more details when he visits on the 19th with the e-reader petting zoo. I think that some of those funds may facilitate us keeping a significant number of e-titles in reserve for the exclusive access of our patrons. We will look further into that.
- E-Rate application materials are on schedule for 2012/2013 Universal Service discounts.
- The Children' on-line language program Muzzy is available at the Library's County www site. It is the leading program of its kind and is simple, direct and entertaining. It provides children with access to a second language at a young age when they are most likely to retain what they learn. It gives all children in the county an advantage relative to language comprehension and development that can and will contribute considerably to their social, academic and economic success.
- We have installed 4 new public access PCs in the Youngsville Library. Thanks are due to the Friends of the Youngsville Library for contributing to that initiative.
- During the Christmas and New Year's break Franklin County Maintenance is making a large effort to address maintenance needs throughout the library system in order to make patron visits more comfortable, safe and pleasant.
- The expansion of the Graphic Novel collection and other young adult titles has begun to deliver significant circulation improvements for that program.

### Challenges

- The catalog upgrade is in a good place. Here is a quote from the facilitator, Equinox. "Most of the data has been loaded at this point, by the way; I'm just working on the transactional data like checkouts, debts, and hold requests." Ben Ostrowsky. The other libraries that have completed the migration process have consistently offered to help "iron out," any conundrums that we may encounter subsequent to going live. The long rows are in front of us as we go live in January and put into real time the operational exercises that we have been training to provide. We do not anticipate a walk in the park but staff morale and acceptance is high right now and we are going to be fine with this transition. The public benefit is what keeps us motivated.

### Maintenance

#### Successes

- Remodeled area for the Health Department, constructed walls and tile
- Constructed an Office for the Historical Society in the Probation and Parole Office
- Painted Exterior Trim on the Probation Office
- Installed crossties at the Cooperative Extension Building for landscaping
- Install new floor tile at the Probation and Parole Building
- Install new carpet in the Juvenile Services office at Annex Courthouse
- Cleaned out Volunteers in Medicine office space and repainted

- Repaired exterior window in Judge's chamber at the Annex Courthouse
- Prep spare office at the Tax Office to accommodate new employee with paint and furniture
- Pull cable and wiring for camera installation at the Animal Shelter
- Assisted Animal Control with hauling of dog food from Henderson
- Cut down trees in front of Animal Shelter for better view
- Patch holes in walls and paint Sheriff's Office
- Remove a wall and constructed another wall to divide large office in to two offices at DSS
- Install Carpet in new office at DSS
- Assisted Board of Elections with delivery and pick up of voting equipment
- Picked up and delivered and installed a dishwasher for the Cooperative Extension
- Constructed (9) map frames for the Board of Elections
- Repaired outside lighting at the Cooperative Extension
- Cleaned gutters and roof of debris from oak trees at the Cooperative Extension
- Removed old equipment from the Wellness Center and made room for new equipment
- Quarterly HVAC PM maintenance
- Decorate County Facilities for the Christmas Holidays

### **Parks and Recreation**

No report submitted.

### **Planning Department**

#### **Permitting and Subdivision Activity Summary**

#### **PERMITS**

Permit Type			YTD	YTD
	Oct 11 – Dec 11	Oct 10 – Dec 10	7/1/11-6/30/12	7/1/10-6/30/11
Single Family Dwelling	26	28	59	136
Mobile Homes	23	20	42	97
Residential Renovations	15	10	30	70
Commercial	9	11	16	34
Decks/Porches	14	14	41	72
Storage Buildings	23	15	41	77
Signs	1	6	3	15
Electrical	80	80	190	341
Other	158	171	325	603
Wells/Septics	81	81	163	366
Public Utilities	10	16	26	61
<b>TOTAL</b>	<b>440</b>	<b>452</b>	<b>936</b>	<b>1872</b>

#### **INSPECTIONS PERFORMED**

	Oct 11 – Dec 11	Oct 10 – Dec 10	7/1/11-6/30/12	7/1/10-6/30/11
Commercial	106	168	294	776
Residential	1502	1850	3574	8045
Fire	135	148	226	675

#### **PLANS REVIEWED**

	Oct 11 – Dec 11	Oct 10 – Dec 10	7/1/11-6/30/12	7/1/10-6/30/11
Commercial	13	22	27	88
Residential	62	60	154	336

## REVENUES

Department	Oct 11 – Dec 11	Oct 10 – Dec 10	YTD	
			7/1/11-6/30/12	7/1/10-6/30/11
Permit Fees	\$79,552.68	\$82,525.90	\$178,559.68	\$387,721.80
Fire Inspections	\$3069	\$4358	\$5736	\$16,385.50
Res. Plan Review	\$2225	\$2150	\$5250	\$11,440
Com. Plan Review	\$1300	\$3050	\$4500	\$9800
Environmental Health Fees	\$22,160	\$22,480	\$45,825	\$100,530
Public Utilities	\$17,600	\$26,219	\$47,459.50	\$105,438
Planning Fees	\$25,596.78	\$9965.52	\$61,759.95	\$65,509.12
APSO Fees	N/A	\$11,020	N/A	\$72,790
<b>TOTAL</b>	<b>\$150,203.46</b>	<b>\$161,768.42</b>	<b>\$349,090.13</b>	<b>\$769,614.42</b>

## SUBDIVISION APPROVAL

Oct 11 – Dec 11		Oct 10 – Dec 10		7/1/11-6/30/12		7/1/10-6/30/11	
0 Subdivisions	0 Lots	0 Subdivisions	0 Lots	0 Subdivisions	0 Lots	0 Subdivisions	0 Lots

## Public Utilities

### Successes

- Once again the Director participated in the annual mock interviews at Franklinton High School. The sessions help prepare the senior class for real world expectations as they move on to the next endeavor in their lives.
- FCPU hired an additional staff member this past month to fill one of two open slots generated by the retirement of two senior employees. Anticipation is that the additional opening will be filled upon our return from the holiday break. Several staff members were rewarded with promotions as a result of the retirements and their continued hard work.
- FCPU awarded two different projects this past month to separate contractors. Corbett Contractors was awarded the bid for completion of Ray's Creek Phase III which includes the installation of some 4000 ft of forcemain along Cedar Creek Road. HG Reynolds Company was awarded the bid for the construction of the Phase I utilities at the Triangle North HUB Site. This project will include installation of gravity sewer, sewer forcemain, and a water line extension.
- FCPU received an updated and revised NPDES permit for discharge into Cedar Creek. Staff had asked for the revision based on the low flows that we were experiencing at the plant. Ultimately the permit has reduced our monitoring/sampling schedule which will result in a cost savings to the department. The permit however did not address some other concerns staff had expressed therefore we will be seeking additional changes through NC DWQ after the first of the year.

### Challenges

- FCPU responded to a sewer blockage on US Hwy 1 that caused damage in the CVS located in Youngsville. The blockage appeared to be the result of grease build up that is most likely deposited from multiple restaurants in the area. Staff will be increasing inspections in the area and all grease traps will be sampled again after the first of the year.

## **Register of Deeds**

### **Successes**

- Collections for month of September, 2011           \$55,505.00
  - Collections for month of October, 2011           \$42,896.50
  - Collections for month of November, 2011       \$38,890.50
  - For a total of \$137,292.00 of which an estimated \$92,000 stays in the county.
- The VRAS (Vital Records Automation System) program continues to bring in additional money for our county, in addition to being a great benefit for people living here in the county that were not born in Franklin County. The public can come here and obtain copies of their birth certificates even if they were born in another county in NC after 1971. It will save people time and money.
  - Two bills became effective October 1, 2011 that changed the current fee schedule. These bills have made it easier to determine the cost of documents that are recorded here in our office. It also simplified the way the state collects their portion of money.
  - We have taken steps to better preserve the marriage records in our office. We are in the process of placing all of those documents in protective sleeves and binders. By doing this the public will still have access to them, but will not have to handle the actual document itself. Some of these records are over 142 years old and very fragile. The documents would have continued to fall apart if something had not been done to protect them.

### **Challenges**

- We had no way of knowing just how many marriage records that we have housed here in our office, which in turn made it difficult to determine the cost of the “marriage protection project”. That cost has exceeded the amount I estimated by a great deal. I am determined to finish the project that we started, but that means acquiring additional funding. Our marriage records go back to 1869 and the records are very important and really need this in order to preserve them for the future.
- We really need to upgrade our system that we use to index all of our information, and of course like everything else it is at a high cost. I’ve tried to determine if we would be okay holding off on upgrading for a little longer, which I think could be possible if we extend current warranties and increase memory on our current computers, also at a certain cost. Either way it is a constant challenge to stay on top of the ever changing technology with very limited funds.

## **Sheriff Department**

No report submitted.

## **Social Services**

### **Successes**

- From October 2011 to December 2011 the Adult Medicaid Unit received 98 % or above in the MQB program, 98 % or above in the MAD program and 98 % or above in the MAA

program on their Monthly Adjusted Report Card for applications processed timely from September 2011 to November 2011.

- From October 2011 to December 2011 the Family and Children's Medicaid Unit received 98 % or above on their Monthly Adjusted Applications' Report Card and 95 % or above on their Monthly NC Health Choice Adjusted Time Report Card.
- Medicaid Transportation authorized 341 trips in September, 378 in October and 330 in November for appointments that were covered by Medicaid.
- The Foster Care/Adoptions Unit completed 5 agency adoptions during this quarter.
- Angels for the Angel Tree went up at Wal-Mart on November 16<sup>th</sup>. There were approximately 235 angels representing the Christmas wishes of 60 children in agency custody.
- For Thanksgiving 10 local churches, businesses or organizations sponsored 72 families with food.
- In November 2011, Care and Share assisted 775 families representing 1,932 individuals. The Back Pack Program served 540 school children.
- The Children Services staff held a Christmas party for the younger foster children and their foster parents on December 21<sup>st</sup>. The older youth in foster care had a Christmas party on December 22<sup>nd</sup>.
- Child Support collected \$347,979.09 for the month of October and \$376,074.24 for the month of November. The agency has collected 40.52% of their goal for total collections and is the 5<sup>th</sup> highest percentage in a region of 13 counties. Currently the goal for cases under order is 90.82% and at the end of November Child Support was slightly above at 90.84.
- The department's local chapter of NCSSA (NC Social Services Association) provided lunch for the VIP Services for the Blind participants for Thanksgiving.
- NCSSA also provided gifts for their annual Elderly Project by sponsoring local residents of Family Care and Adult Care Homes that would not otherwise receive a gift for Christmas.
- For Christmas the agency had 2 sponsors that did food for Christmas meals for 56 families.
- NC Fast has several mile stones coming up and the agency is preparing for those changes now.
- For Christmas the agency assisted 235 families and coordinated with 43 sponsors.

## **Soil & Water Conservation**

### **Successes**

- United States Department of Agriculture (USDA) hosted a Benefit and Conservation Compliance meeting on November 2. The Franklin Soil & Water Conservation District (FSWCD) and personnel from USDA worked together to notify Franklin County producers and encourage attendance at the meeting. State office personnel from Natural Resources Conservation Service (NRCS) and the Farm Service Agency (FSA) addressed questions and concerns about Highly Erodible Land (HEL) land and USDA conservation compliance.
- The United States Department of Agriculture's Natural Resources Conservation Service (NRCS) is announcing the availability of three national Farm Bill initiatives for North Carolina farmers. The initiatives are Organic Initiative, Seasonal High Tunnel Initiative and On-Farm Energy Initiative. Each is available to eligible farmers under the Environmental Quality Incentives Program (EQIP) authorized under the 2008 Farm Bill. Funding will soon be available for these national EQIP initiatives in North Carolina. Now

is the time for farmers to work with their local USDA Service Center to establish eligibility and apply so that their applications can be considered for funding availability. Applications for programs will be taken anytime throughout the year. However, NRCS will begin the application ranking process starting February 3, 2012 for available funds. Applications are ranked based on the greatest environmental benefit.

- District staff stayed very busy working on conservation plans for the Conservation Reserve Program (CRP). All conservation plans for CRP General signup 41 have been completed, signed and submitted to FSA.
- The United States Department of Agriculture's Natural Resources Conservation Service (NRCS) has announced funding will soon be available for conservation programs in North Carolina. These federal programs, authorized under the 2008 Farm Bill, provide financial and technical assistance to farmers and forest land owners to protect soil, water and other natural resources. Now is the time for farmers and forest land owners to work with their local USDA Service Center to establish eligibility and apply for conservation programs so that their applications can be considered when funds become available. Farm Bill conservation program assistance will be made available through the Environmental Quality Incentives Program (EQIP), Wildlife Habitat Incentive Program (WHIP) and Conservation Stewardship Program (CSP), all administered by NRCS. Farmers can submit applications for programs anytime throughout the year. However, NRCS will begin the application ranking process for eligible applications starting February 3, 2012 for possible funding consideration. For an application to be considered complete for ranking, the following criteria apply:
  1. All land and producer eligibility requirements must have been met.
  2. A conservation plan identifying conservation practices to be included for proposed funding must be finalized for the enrolled land.
- FSWCD printed and distributed informational brochures announcing the District Poster and Essay Contests to over 2000 elementary and middle school students. The contest ends on January 30 and winning posters will be eligible for the Area IV contest to compete against eleven surrounding counties. The District utilized the services of Correction Enterprises which resulted in a substantial savings on printing costs.
- District and NRCS staff participated in a Forestry Workshop and Field Day on November 16. Hosted by Franklin Cooperative Extension Service, the workshop was attended by approximately 65 producers from Franklin and surrounding counties. Topics of the workshop included information about forestry cost share programs, macroeconomics and forestry, present use tax values, and wildlife biology. Participants went on a field tour in the afternoon and observed practices such as a site preparation for a burn, chemical spraying & understory burning practices, and pre-commercial thinning.

### Challenges

- We are still working with many producers in the county to help them develop conservation plans that will address HEL. Conservation 'tech' teams and 'compliance' teams have been formed by the USDA-NRCS State office and are working with local producers to help them find solutions to correct erosion problems so they can maintain their compliance with USDA Farm Bill programs.

### Solid Waste

No report submitted.

## **Tax Assessors**

### **Successes**

- We have successfully revised our personal property listing abstracts for this year by adding situs to accounts with mobile homes. This will assist taxpayers with knowing where each of the personal property accounts are located due to this physical situs address being stated on the form.
- We have developed an in-house Electronic Appeal Process that will be used during our upcoming reassessment appeals period. This process will eliminate the need for our citizens to visit our office or the need to actually mail any material to our office. This process will allow them to attach documents and send all information pertinent to their property electronically so that we can complete the review. This resulted from previous concerns from taxpayers stating that they had to take off from work to complete this process.
- We continue to monitor and make suggestions to our Reassessment Contractor as to market value indicators throughout our County.
- Our office has successfully upgraded our CAMA system to a newer version without any problems. We are currently working on tweaking data that flows to our Assessors website for the convenience of our taxpayers.

### **Challenges**

- We have been very active in assisting our Reassessment Contractor complete this project on time and by improving accuracy. Due to this along with our other duties and responsibilities, we fully expect this very busy time to continue until this project is completed.

## **Tax Collections**

### **Successes**

- Our office continues to make progress in collecting delinquent property taxes through garnishments and attachments.
- We have completed an upgrade to our Collections software without any significant issues or concerns.
- Due to property tax bills becoming past due this upcoming month, the collections office will be extremely busy the next few weeks limiting our efforts on prior years taxes while focusing full attention to taxpayers visiting our office.

### **Challenges**

- Due to the continuing economic conditions and employment situation, it has been very difficult in our efforts to collect delinquent taxes. We continue with our efforts and hope that these conditions improve within the next year.

## **GIS**

### **Successes**

- Our GIS staff is currently assisting the reassessment project by completing maps

needed for review as well as exporting and importing data files that are used in the review of values. With this project reaching the end, these reviews and changes require constant needs from the GIS Department.

- Our office has begun a project of making sure all zoning within the towns are up to date and accurate. We are currently discussing how we can assist the towns in maintaining these mapping layers so they stay current and correct.
- We have implemented a project where we actively seek information from other departments as to how our GIS maps or data can assist them in their daily responsibilities. We hope to start getting feedback from this program beginning with the New Year.

### Challenges

- N/A at this time.

### **Veterans Services**

#### Successes

- Conducted successful Veterans Day program with many positive comments from attendees.
- Presented Louisburg High School Band and instructor with US and NC State flags for display on the stage.
- Filled vacant Administrative Assistant Position (Part Time).
- Met with the commanders of each local American Legion Post.
- Was selected to assist with the update/re-write of State Training Manual for Veterans Service Officers.
- Attended EDC meeting focused on “Returning Heroes and Wounded Warrior Tax Credit” programs.

#### Challenges

- Begin processing applications for Annual Scholarship Program.
- Begin work on possible ways to help Louisburg High School get new curtains for the Stage in the Auditorium.
- Begin Eligibility Verification Report/Medical Expense Report period.