

Grants Administration

**Davie County,
North Carolina**

**Budget Proposal
FY 2013-2014**

Included Activities

Grants

**Safety Coordinator /
Risk Management**

DEPARTMENTAL ACTIVITIES & GOALS***Davie Domestic Violence and Rape Crisis Center***

- DDV / RCC is a very unique department in that the majority of the funding is from grants. Believing in the work and mission, I extend help to the staff in the area of searching for grant, as well as fundraising projects.
- While conducting general grant searches, I will forward leads to the staff that are potential funding opportunities for their programs, projects, and capital expenses. The staff has been very successful in developing proposals that fit the funding sources. Together, we spend time together brainstorming ideas in an effort to fully develop proposals and to prepare complete, all inclusive budget proposals.
- When a set of fresh eyes are needed for proofreading completed grant applications before the finals are sent to the funding foundations and agencies, I make myself available.

Economic Development

- Managing and assisting the Project Manager with the collection of documentation required by the Golden LEAF Foundation for the Ashley Furniture Top Drawers Project. The Golden LEAF Foundation awarded the County \$2.5 million to help encourage Ashley Furniture Industries to locate in Davie County.
- Completed the Final Progress Report to close out the Rural Center's Building Reuse and Restoration – Development Grant that was awarded to the County for the creation of jobs at the Cornatzer Property acquired by Atec Coatings.

Emergency Management

- With all the changes that the State Emergency Management has gone through in the past few years, Davie County's EM Coordinator, Jerry Myers, and I continue to work with the North Carolina EM Multi-Hazard Field Planner to stay abreast of upcoming funding opportunities. Through the collaboration with the State Planner, we successfully worked through two awards that brought the Regional Message Boards and a Prime Mover Vehicle to DPR 5. Both were regional projects that required a lead agent and our local Emergency Management Coordinator stepped up to the challenge.
- As needed, I am available to help with document updating that the Local Emergency Planning Committee (LEPC) needs in order to remain compliant.

Emergency Medical Services

- Emergency Medical Services' staff and I work together to search for grant opportunities that fund priorities that would help the County provide service to our citizens. Some opportunities include the Assistance to Firefighters Grant Program, United Way grants, Office of the State Fire Marshal, and the Lead the Wave initiative.
- The EMS Training Coordinator is very passionate about his work with the Buckle Up Davie Program. The Program provides child safety seats to families that need them and educates the families and caregivers about the proper installation and use of the seats. Joseph Ashburn, the Training Coordinator, receives training and certification so that a Permanent Checking Station is available in Davie County. We work together to formulate proposals to apply for car seats and other equipment needed.

DEPARTMENTAL ACTIVITIES & GOALS***Energy Conservation***

- Initially, for the sake of qualifying for grants that are offered through the State Energy Office, the County developed an Energy Team that included the County Manager, Inspections Director, Facilities Maintenance, and Grants Administration. We enlisted the help of the NWPCOG's Energy Fellow and developed and adopted an energy plan for the County. We will continue monitoring the State Energy Office activity for funding opportunities from the State and Federal government.
- The Energy Team has been engaged in an energy tracking software with EDUCON and will be working with the company to help implement an employee education program to raise awareness of saving energy. I update energy usage monthly for fourteen different sites in order to track electricity usage, natural gas usage, and water usage. By tracking energy usage, we will be able to analyze the data and determine where we can make improvements to help cut energy usages and ultimately costs. Other areas of interest include capital improvements and cost savings schedules as related to energy consumption.
- Whenever feasible, we apply for rebates through the Duke Energy's Rebate Program. By changing out specific bulbs, fixtures, and HVAC units to a more efficient option, the County has the opportunity to apply for small rebates.

Fire Departments

- Local volunteer fire departments have grant opportunities that are offered through FEMA. Each year I attend workshops for the Assistance to Firefighters Grant (AFG), Staffing for Adequate Fire & Emergency Response Grant (SAFER), and the Fire Prevention and Safety Grants (FP&S) to gather information that is required for developing a successful grant proposal. Many departments have received AFG awards in the past and we are beginning to consider other options through the FP&S program. All fire departments are encouraged to apply and my assistance is always available for developing proposals, applying for grant funding, and troubleshooting any problems that might be incurred with online applications that many agencies now use.
- Fire departments are assisted with any required reports, interim or closeouts, that are required after an award is made to keep the department compliant.
- There are weekly email publications for fire departments that are monitored for possible grant opportunities. Any leads are forwarded to the Fire Marshal and the fire departments for possible consideration.

Health Department and Healthy Carolinians

- As a Healthy Carolinians Steering Committee member for the past ten years, I sit at the round table as the community talks about health issues in our county. Ideas are discussed about how to improve the health of our population through education on Physical Activity, Chronic Health, STDs, Mental Health, and much more. I watch for funding opportunities that might fit the priorities of the Healthy Carolinians.
- The Health Department is the fiscal agent for the Buckle Up Davie program and the Health Promotions Coordinator, Brandi Patti, is one of our Certified Car Seat Educators. One of the challenges currently at hand, is finding other volunteers from law enforcement and fire departments that are willing to take the week long course to become a certified technician. With just two certified technicians, it is quite a challenge to have seat checks once a month and continue with appointments too.
- The Health Promotions Coordinator and I are still searching for funding to help with a "Davie Smiles Program" that would offer dental hygiene products and education to young children. After the retirement of the dental hygienist assigned to the schools and with State budget cuts, there is a huge void and other dental education programs are needed.

DEPARTMENTAL ACTIVITIES & GOALS***Housing and Rehab***

- Serving my tenth year on the Surry County Housing Consortium. With the recent change in the Piedmont Triad Regional Council staff, the Consortium is meeting more frequently and addressing unresolved issues that involve recommendations by HUD, revisions to the Consortium by-laws, and general concerns of the board members. The Consortium had been meeting annually for the past several years but with staff changes, the expectation is that to be more effective, additional meetings are needed.
- Working closely with Carolina Governmental Services' Michael Walser, Michael Kepley and Amanda Whitaker as a County contact on an array of projects in the area of housing repair and rehab. When questions are received from individuals or volunteer housing groups, I enlist the help of Carolina to find the answers needed.
- Represented the County at the workshop for the 2012 Urgent Repair Program, where the North Carolina Housing Finance Agency awarded Davie County \$75,000. These funds help to improve housing conditions which pose an imminent threat to the life or safety of very low income homeowners and can be used to provide accessibility modifications and repairs needed to prevent displacement of the very low income homeowners with special accessibility needs such as the frail, elderly, and persons with disabilities.

HUBSCO Construction Reporting

- North Carolina Department of Administration—Office for Historically Underutilized Businesses requires reporting of all construction projects. The County must have a representative trained to maintain quarterly reporting whether the County is involved in a construction project or not. When the County is engaged in a construction project, it is necessary to do an extensive report detailing all bids, contractors, subs, designers, engineers, etc. that are involved in the construction and even those that were not awarded the job.

Identification Card Design and Production

- The Grants Administration office produces individual ID cards for all new employees at the County, Mocksville Police Department, and Cooleemee Police Department. During new hire orientation or by appointment, employees have photos taken and an ID issued for employment.
- Many of our volunteer fire departments have contacted me about designing and producing ID cards for the firefighters. I work with the departments to design a card unique to their department and then place the firefighter's name and photo on the cards.

North Carolina Identity Management System

- The North Carolina Identity Management System (NCID) is the standard identity management and access service provided to state, local, business, and individual users. NCID provides a high degree of security and access control to real-time resources. Many State systems and grant programs require employees to have an NCID number in order to log reports, submit grants, and requests funds. The Grants Administration office manages the NCID process for multiple departments in the County, including the County Manager, Finance, Department of Social Services, Sheriff's Office, Domestic Violence, and Elections.

DEPARTMENTAL ACTIVITIES & GOALS*Risk Management and Safety Committee*

- In the event of any accident or injury, supervisors and county employees contact me and forward all incident information so that the incident is reported to the insurance carrier in a timely manner. Supervisors or safety representatives conduct an investigation of the incident to determine if safety policies and procedures were followed and if changes are needed to keep employees safe. The Safety Committee will review all incidents at the meeting that follows the event.
- When employees are injured, I am the contact for the County that will approve the initial medical treatment and provide all information to the insurance carrier. If the employee has difficulties with billing, prescriptions, treatment, or anything else, I am the contact that will assist in resolving the issue.
- As the Risk Manager, I maintain all required Notices and Recordkeeping required by NCDOL and OSHA. The OSHA 300 Log of Work-Related Injuries and Illnesses is updated and filed in the Grants Administration office.
- As acting risk manager, I participate in the NCACC Pool's Regional Meetings to receive the latest updates and changes from the Pool. Working with Craig Sappenfield, NCACC Risk Control Specialist for Davie County and Charlie Eaton, Property and Casualty Program Specialist, we develop safety plans that will assist the County in lowering their risks.
- The NCACC Pool requires that each county complete a Safety Assessment each year. The County receives points for Safety Programs in place that ultimately determine discounts to our premiums. The Safety Committee in turn works hard to implement new safety plans and procedures that are recommended by the Pool.
- As the Safety Coordinator, I present the County's Safety Plan to all new employees attending the Employee Orientation meetings. We review the Safety Manual, Emergency Evacuation, Office and Fire Safety, and On the Job Injury Reporting.
- The Executive Safety Committee and I organize the Annual Safety Training that is offered to all employees. Last year, employees participated in a video presentation, "Driven to Distraction", that helped bring awareness about how easily we are distracted when driving and how the outcomes are not always pleasant. This year with the help of the Fire Marshal, we plan to offer fire extinguisher training and fire prevention tips to all employees.
- The Executive Committee and the full Safety Committee took on the huge feat of revising the County Safety Manual. The entire Safety Manual, which includes twelve sections, was reviewed by the safety representatives and then sent to the Executive Committee for review. Changes and updates were made, copies were made, and each department helped assemble their department's manual to the new revised version. This new manual contains additions made to Vehicle Safety and Return to Work sections. A Master Safety Manual will be kept in the County Manager's Office for reference.
- The NCACC Insurance Renewal Application for the County is submitted by the Grants Administration office each year. Department managers, Facilities Maintenance, Brian Whitley, and Clerk to the Board, Brenda Hunter assist with the collecting of the data needed for the application and help with verification and accuracy of all County property.

DEPARTMENTAL ACTIVITIES & GOALS***Parks and Recreation***

- Participated in the Parks and Recreation Trust Fund (PARTF) workshop to obtain the latest requirements for the application process.
- Continuously searching for funding opportunities for the following:
 - Cooleemee Parks and Recreation—funding for programs and capital projects
 - Davie County Little League—funding to expand the Little League program
 - Davie Youth Complex—funds to upgrade and expand the fields
 - Mocksville/Davie Parks and Recreation—funding for upgrades, expansion, and programs
 - Cooleemee RiverPark—funds that would help further develop the park
 - Davie County Schools—funds to update and expand playgrounds and recreational activity

Davie County Schools

- Many ideas are often discussed about programs needed in the schools to help our students. It is often very difficult to find funders whose priorities match the organization. A list of ideas mentioned include:
 - Readiness and Emergency Planning
 - School Security Planning
 - School security technology
 - DVR technology for school buses
 - Student health
 - Juvenile Crime Prevention
 - Musical Program Expansion
 - Amplifiers for radio use inside buildings
 - Childhood Obesity
 - Backpack Buddy programs
 - Drug Free Schools Initiative
 - Boys and Girls Clubs

Workplace Health and Wellness Program

- Periodic meetings of the Workplace Health and Wellness committee scheduled and directed by Stacy Moyer, HR Coordinator, to offer suggestions to our employees about being healthy. Ideas are discussed as to how we can promote healthier lifestyles for our County employees. We plan County Employees' Health Fairs, contests that promote diet and exercise, walking clubs, Lunch and Learn for Financial Wellness, "Date with a Dietician", and other fun and helpful activities for our employees.

DEPARTMENTAL ACTIVITIES & GOALS*Sheriff's Office and other local Law Enforcement*

- By participating in the Governor's Crime Commission Workshop, I am able to stay knowledgeable of the GCC's priorities. The information is shared with Cooleemee PD, Mocksville PD, and Sheriff's Office. I am available to law enforcement to help develop proposals and to assist with any electronic application processes.
- Mocksville Police Department closeouts for the Edward Byrne ARRA JAG award were completed.
- Continuously searching for funds to help law enforcement with the following projects:
 - Highway Safety
 - Crash Investigation equipment
 - All Terrain vehicles
 - Drug Interdiction
 - Domestic Violence Unit
 - Warrant Unit
 - DARE programs
 - Law Enforcement Equipment
 - Additional Patrol Staff
 - Emergency Vehicle Drivers Training
 - Additional School Resource Officers
 - Mocksville PD—Active Shooter Program
 - Police vehicles
- Continued the coordination of the "Bears on Patrol" program to keep a supply of bears on hand. Each deputy is provided stuffed animals by a local churches and individuals that are kept in his car. The deputy will present the toy to any frightened child that may be encounter on any call.

United Way of Davie County

- As the lead coordinator for the County's United Way Campaign, assisting the Health Department and Social Services representatives, the 2012 Pledge Campaign totals are as follows:
 - Health Department pledged \$1546
 - Social Services pledged \$958
 - All other County departments pledged \$3902These pledges will be used to help fund programs through agencies that serve Davie County citizens.
- As a member of the United Way Full Board that meets every other month, I currently serve as the Grant Writing Chair. I volunteer to assist with the Community Investment process where a panel of community volunteers comes together to review all grant applications and determine where our United Way funds should go.
- United Way of Davie County is becoming more involved in community events, making a presence at Halloween on Main Street, Chamber events on the Square, the Christmas Parade, and much more. The Day of Caring Event, 211, and the new "Get Connected" website are other ways that United Way is making a difference in the County.

DEPARTMENTAL ACTIVITIES & GOALS*Other Activities**CareNet Counseling of Davie County*

- Serving as a new member to the Davie County CareNet board. CareNet is a professional, community-based counseling organization affiliated with Wake Forest Baptist Health and located beside the First Baptist Church in Mocksville

Davie County Hospital

- Serving as a member of the Hospital Advisory Board. This board plans an annual golf tournament in the spring and participates in activities and events to help promote the new hospital.

Emergency Food and Shelter Program

- Federal funds come through the State for the EFSP grant. The grant requires a board to be established to address local issues and to allocate the funds. I have recently joined the board and we plan to look for ways to address food and shelter issues in the County.

Hope Homes

- Recently joined the board of Hope Homes. The Purpose and Mission is: "Through God's Grace, Hope Homes has been established to provide housing to those in need of shelter who otherwise cannot provide it for themselves. We have been charged by God to provide a firm foundation, build walls of Faith, and cover it with God's Love."

Smart Start of Davie County

- Participate with the fundraising committee to plan and implement the annual Upscale Hoedown. This year's event was held at the historical WinMock barn in Kinderton and the attendance was overwhelming. The purpose of the event is to raise funds to supplement State budget cuts and to implement new programs in areas where funds are needed.

A Storehouse for Jesus

- Storehouse now has a Grant Writing Team that works together to search and apply for grant funds. This team is responsible for interim and final reporting, assistance with the State reporting, and surveys requested by the North Carolina Association of Free Clinics. We work together to search for potential funders, develop proposals, and complete applications for funds that address the many needs of our clients. I currently serve on the SFJ Board as the Vice President.

ORGANIZATIONAL STRUCTURE

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graph TD; A["Beth Dirks,  
County Manager"] --- B["Kim Harris,  
Grants  
Administrator"]
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Beth Dirks,
County Manager

Kim Harris,
Grants
Administrator

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Division _____

REQUEST FOR NEW POSITION

Title:	Number:	Full-time <input type="checkbox"/>	Annual Salary:
		Temporary <input type="checkbox"/>	
Hiring Date:	1 st Year Cost:	2 nd Year Cost:	

Duties/Responsibilities of Position:

No Request

Justify Need for Position in Detail:

Cost of New Equipment/Furniture for Position:

ACTIVITY JUSTIFICATION

Activity: Grants Coordinator	Number of Employees 0.5	# of Full-time <u>0.5</u> # of Part-Time <u>0</u>	Annual Cost: \$33,696
Mandated by GS - NCGS # _____	County Cost: \$33,696		Federal/State Cost: 0

Each Employee, Job Title, Duties/Responsibilities of Positions in the Activity:

Kim Harris, Grants Coordinator (50% for Grants)

Grants Coordinator Responsibilities:

- Planning, researching, organizing, applying for and administering grants in which the County desires and is eligible to receive.
- Meet with departments interested in seeking grant funds, listening to ideas, and assisting in the development of a grant proposal.
- Assist all departments with proposal development, grant applications, and grant reporting needs.
- Research priorities of funding agencies and foundations for which County departments would be eligible to apply.
- Complete a grant application for potential funders and submit all required documentation.
- Assist citizens and other nonprofits, whose missions would benefit the County, with grant opportunities.
- Develop and maintain grant writing skills and knowledge of grant opportunities.
- Complete and update all federal and state reporting requirements for grant funding.
- Complete all foundation funding reports as required, such as Cost Reports, Semi Annual Reports, and Final Closeout Reports.
- Assist local fire departments with proposal development, grant applications, award acceptance and certifications, and funding reports.
- Assist local law enforcement departments with grant research, proposal development, grant applications, award acceptance and certifications, and funding reports as needed.

Identification Card Design and Production:

- Manage hardware and software for the photo identification system.
- Upon request, design and produce cards for local volunteer fire departments, Davie Rescue Squad, Cooleemee Police Department and Mocksville Police Department

Justify Need for Each Position in Detail (use additional pages if necessary):

Per the Federal Funding Accountability and Transparency Act (FFATA) federal regulations, all grantees and subgrantees receiving federal grant awards must have a Data Universal Numbering System (DUNS) Number and be registered with the Central Contractor Registration (CCR). The DUNS number is a unique nine-character number that identifies an organization. It is a tool of the federal government to track how federal money is distributed. The grants coordinator provides updates for the County and its departments with a DUNS number. The grants coordinator also must renew and revalidate the County's registration at least every 12 months to ensure that all information is up to date and in sync with changes that may have been made to DUNS and IRS information.

The County has its own DUNS number and CCR that are kept up-to-date, as well as individual departments in the county such as Sheriff's Office, Domestic Violence, EMS, Elections, etc., have their own unique numbers. The grants coordinator serves as an Authorized Organization Representative (AOR) and a Point of Contact (POC) for the County and its departments to keep information current.

Federal changes in reporting now require the County and its departments to register with SAM, the System for Award Management. The federal procurement systems and the Catalog of Federal Domestic Assistance are combining into one new system. This consolidation is being done in phases and the grants coordinator has started the migration for the County. Information currently being held in the Central Contractor Registry is being migrated over to SAM and registration and updates will be required in the new system. Eventually when migration is complete, all up dates and registrations will be done in SAM.

The North Carolina Department of Administration—Office for Historically Underutilized Businesses requires reporting for all construction projects undertaken by the County. The grants coordinator participated in training offered by the HUBSCO office. Documentation and reporting is required for construction projects beginning at the bidding process. Data must be collected on all construction companies, sub-contractors, engineers, designers, etc. for those that put in a bid as well as those that are awarded the bid. If there are no construction projects, a quarterly "no construction activity" report is all that is required.

Federal funding requires multiple reporting to be completed which is the responsibility of the Grants Coordinator. These requirements may vary but most often include Grants Management Systems (GMS) reporting quarterly and annually, Performance Measurement Tool (PMT) reporting quarterly, and Financial Status Reports quarterly. All federal funding also requires a closeout at the end of the grant period. There is no Federal reporting required at this time.

Grant writing is a complex activity with many different facets. Finding the right fit between a need and a funding agency can be the most difficult aspect. Funders are looking for programs that share their vision and address their priorities. County departments have to work diligently to mold their needs into a proposal that will be appealing to the foundation. Developing a proposal can take weeks of discussion and brainstorming and the grants coordinator helps with this development. Applications are then written and reviewed numerous times for errors. The grants coordinator sometimes must maneuver through different electronic, internet based applications in order to get a successful submission. After a submission and hopefully an award, the grants coordinator manages all reporting that is required. Each foundation and funding agency has their own requirements so the grants coordinator is responsible for making sure the departments provide the information required.

For example, the recent award to the County by the Golden LEAF required the County to submit a Work Plan and Timeline for the Ashley Furniture Project. The grants coordinator, with the help of the project manager and the finance director, developed the timeline and plan of how the County would report the creation of jobs and the investment by the Company. A plan was also developed for the County to plan for lease payments and expending proceeds as set forth in the award agreement. Interim reports, including documentation are due bi-annually through 2016.

In the “Back of the Envelope Calculations” for 2012, the Golden LEAF award of \$2.5 million is included for the “WOW” effect. Although my department was not responsible for securing this grant, I have the responsibility of keeping the Project Manager on task and submitting required reports to Golden LEAF.

<i>Back of the Envelope Calculations</i>					
Calendar Year	2008	2009	2010	2011	2012
Total Dollars Requested through Grant Applications	\$1,073,669	\$2,997,355	\$3,376,602	\$871,209	\$4,186,543
Funding Totals Awarded	\$134,850	\$284,293	\$429,308	\$177,349	\$2,592,900

ACTIVITY JUSTIFICATION

Activity: Safety Coordinator Risk Management	Number of Employees <p style="text-align: center;">0.5</p>	# of Full-time <u>0.5</u> # of Part-Time <u>0</u>	Annual Cost: <p style="text-align: center;">\$33,696</p>
Mandated by GS - NCGS § 95-143	County Cost: <p style="text-align: center;">\$33,696</p>		Federal/State Cost: <p style="text-align: center;">0</p>

Each Employee, Job Title, Duties/Responsibilities of Positions in the Activity:

Kim Harris, Grants Coordinator (50% for Safety Coordinator and Risk Management)

Risk Management Responsibilities:

- Report and manage all Workers Compensation and Property and Liability claims to the insurance company.
- Report and maintain all records and claims that pertain to on the job injuries.
- Do a follow up Investigation of any injury reported for possible improvement and prevention procedures.
- Keep OSHA 300 logs up-to-date.
- Provide each safety representative with OSHA 300A Forms that must be posted in each department from February to April of each year.
- Update the “Steps to Reporting an On the Job Injury” as needed to insure the best reporting time to the insurance carrier.
- Report and maintain all information related to any Property and Liability claim.
- Collect and provide information that may be requested by the Insurance Carrier or by attorneys that may be working on behalf of the County.
- Complete applications for Workers Compensation and Property and Liability insurance for the County including annual Insurance Renewal Applications for the NCACC Pool or applications to obtain competitive bids from other carriers.
- Participate in the NCACC Pool’s Regional Meetings to receive general information about insurance coverage, restructuring, changes involving the renewal, and any updates from the legal department.
- Complete a Safety Assessment required by the Pool annually to determine the County’s eligibility for discounts.

Safety Coordinator Responsibilities:

- Meet with new department managers to provide a brief introduction and orientation about the Davie County Safety Committee and the importance of participation from their Safety Representative. Provide the department managers with a copy of the responsibilities of a Safety Representative that is found in the Safety Manual.
- Provide an overview of the Davie County Safety Policy and Injury Reporting Procedures at new hire orientation. Orientation includes a review of the Safety Manual, Emergency Evacuations, Office and Fire Safety, and On the Job Injury Reporting.
- Coordinate annual Safety Education/Training between the Executive Committee and the NCACC Pool.
- Update the departmental Training Records as Scavenger Hunt results from new employees are received from HR and annually after Safety Education/Training participation. Include an up-to-date copy annually in the Master Safety Manual.
- Serve on the Safety Committee's Executive Committee.
- Provide information about the latest injuries to the Safety Committee for review and discussion. Share investigation findings and discuss possible ways to improve our policies and procedures in an effort to prevent injuries.

Executive Committee Member Responsibilities:

- With assistance from the NCACC Pool, review the OSHA and NFPA regulations for updates or revisions annually and as needed. Answer questions and provide consultation regarding OSHA regulations.
- With assistance from the NCACC Pool, review and revise the Safety Plans and Policies annually and as needed with changes in regulations.
- Review and revise the Safety Inspections Forms annually and as needed implement changes to the regulations and the inspection forms.
- Review and revise the Safety Orientation Scavenger Hunt as needed.
- Print and distribute revised Safety Plans.
- Plan, implement, and evaluate the annual Safety Education/Training. Present evaluation to the Safety Committee and the County Manager.
- Ensure that departmental Hazardous Material Inventories are updated at least annually and copies are placed in the Master Safety Manual in the County Manager's Office.
- Coordinate and schedule a safety inspection of each department with the Public Facilities Director, NCACC Risk Manager, and the Safety Representative from that department at least every other year.
- Participate in official OSHA inspections as they occur along with the County Manager, Department Managers, NCACC Pool, and involved parties.

Identification Card Design and Production:

- Manage hardware and software for the photo identification system.
- Design and produce cards for Davie County employees.
- Produce Proximity Identification Cards for County employees located in buildings with access control doors.
- Collect photos and employee information at new employee orientation and print the appropriate identification card.

Justify Need for Each Position in Detail (use additional pages if necessary):

With the help of the NCACC Regional Risk Management Representative, the Safety Committee, Safety Coordinator, and the Executive Committee have stepped up and taken on new responsibilities to insure that the County makes Safety a priority in every department and location. In order to receive insurance credits and discounts, the Safety Committee works diligently to make all areas as safe as it can be. Because Davie County is a small county, a full time Risk Manager would not practical, although many counties have found it necessary to have a full time position to manage all safety issues and injury reporting.

U. S. Department of Labor - OSHA and General Statute for NCDOL require reporting with each injury involving an employee, along with annual summaries and reports.

*U. S. Department of Labor—Occupational Safety and Health Administration
29 CFR Part 1904; Docket No. R-02; RIN 1218-AB24; Reporting Occupational Injury and Illness Data to OSHA*

Federal Registry # 62:6434-6442

*NCGS Chapter 95: Department of Labor and Labor Regulations
§ 95-143. Record keeping and reporting.*

The chart below shows the County’s most recent years’ summaries regarding injuries reported. Although the County does not have a formal written policy for Return to Work, department managers are working hard to bring employees back to work after an injury, sometimes on light duty. This reduces the number of days away from work and history shows that by bringing employees back as soon as possible, the overall costs are reduced. Return to Work policies also help to minimize the cases that escalate to a lawsuit.

Summary of Work Related Injuries and Illnesses as reported to the Department of Labor

Calendar Year	Total Reported Injuries	# Days Away from Work	# Days with Restrictions
2008	29	87	62
2009	31	263	36
2010	44	414	350
2011	37	41	206
2012	41	50	15

Although our goal is to have no accidents or injuries, the reality is that accidents will happen. The Risk Manager is the County's point of contact to manage the incident from many perspectives. It is important for an employee that is injured or that has been involved in an accident to have a point of contact that can assist with the necessary reporting of the claims. Claims may drag on for weeks or months and it is necessary to have a knowledgeable person available to work with the claims examiner, department managers, medical providers, law enforcement, auto repair shops, service providers of all kinds, and other insurance carriers, to make sure the incident is handled properly. If claims escalate, information can be pulled together and submitted by the Risk Manager to attorneys representing the County.

Below are the most recent updates to the County's claims history. Total claims and the number of open claims are included for the past five years. Net costs incurred shows where a few claims were very costly.

Workers Compensation Claims Summary

Fiscal Year	Total Claims	Open Claims	Net Costs Incurred
2008/2009	20		\$19,879
2009/2010	31	1	\$626,529
2010/2011	25		\$74,966
2011/2012	29	2	\$38,684
2012/2013	8	1	\$3,657

Property and Liability Claims Summary

Fiscal Year	Total Claims	Open Claims	Net Costs Incurred
2006/2007	16		\$41,241
2007/2008	11		\$176,227
2008/2009	17		\$418,809
2009/2010	17		\$60,433
2010/2011	23		\$24,155
2011/2012	13		\$24,802
2012/2013	7		\$4,935

ANNUAL BUDGET ESTIMATE - SUMMARY CAPITAL OUTLAY REQUEST

Department: Grants Administration

Item	Remarks	Account No.	Requested		Recommended	
			Quantity	Cost	Quantity	Cost
Canon SX130		51810-580600	1	\$ 650		
Totals			1	\$ 650		

CAPITAL OUTLAY DETAIL

Name of Project or Equipment: Canon SX130 Camera

Description:

Canon SX130 Camera
Compatible with IDCentre Silver v6.5 upgrade
SD card and AC adapter
Image Capture Plus

Justification:

We will be upgrading to IDCentre Silver v6.5 on the new computer. Current camera will not be compatible.

Estimated Cost:

\$650

Estimated Annual Operation / Maintenance Cost:

na

SPECIAL WORK PROJECT

Location:

No Request

Description:

Justification:

Estimated Cost:

Org	Emp #	Last	First	Job Desc	Service Date	Yrs Svc	Jul 13 - Jun 14	Grade	Hourly	Annual	Request	Grd	Mgr	Grd	Board	Grd
51810	458	HARRIS	KIMBERLY	GRANTS ADMINISTRATION	01/02/2002	12	69			49,511						

TOTAL FULL TIME
 TOTAL PART TIME
 TOTAL
 LONGEVITY
 FICA
 HOSPITAL
 RETIREMENT
 401K

TOTAL AUTHORIZED POSITIONS 1 FULL TIME

**COUNTY OF DAVIE BUDGET
2013-2014 FISCAL YEAR**

		PRIOR YR ACT	CURR ACTUAL	CURR REVISED	REQUESTED	MANAGER	BOARD
		JUNE 2012	2012-2013	2012-2013	2013-2014	2013-2014	2013-2014
GRANTS ADMINISTRATION							
51810	510010	SALARIES AND WAGES	49,520.96	21,629.60	50,511.00	49,511.00	
51810	510020	PART-TIME SALARIES	0.00	0.00	0.00		
51810	510040	LONGEVITY	320.00	350.00	350.00	380.00	
51810	520050	FICA	3,736.65	1,649.68	3,891.00	3,788.00	
51810	520060	GROUP HOSPITAL INSURANCE	0.00	0.00	8,845.00	8,845.00	
51810	520070	RETIREMENT	3,463.91	1,481.44	3,535.00	3,337.00	
51810	520080	WORKMENS COMPENSATION	137.66	170.16	166.00	166.00	
51810	520100	ECS UNEMPLOYMENT INSURANCE	0.00	0.00	0.00		
51810	520110	GROUP LIFE INSURANCE	40.80	17.00	46.00	46.00	
51810	520120	401K-EMPLOYER SUPPLEMENT	5,307.51	2,277.94	1,500.00	1,485.00	
51810	520130	YMCA MEMBERSHIP	0.00	0.00	0.00		
51810	520250	EMPLOYEE MEDICAL EXPENSE	0.00	0.00	0.00		
51810	520260	EMPLOYEE EDUCATION REIMBURSEME	0.00	0.00	0.00		
51810	530120	POSTAGE	107.71	0.00	150.00	100.00	
51810	530250	PRINTING & BINDING	0.00	0.00	0.00		
51810	530300	VEHICLE TIRES	0.00	0.00	0.00		
51810	530310	VEHICLE GAS & OIL	0.00	0.00	0.00		
51810	530320	OFFICE SUPPLIES	599.33	0.00	600.00	500.00	
51810	530330	DEPARTMENT SUPPLIES	908.53	0.00	1,100.00	900.00	
51810	532340	SUPPLIES - BOOKLETS	0.00	0.00	0.00		
51810	540090	ED & TRAINING - CO EMPLY	0.00	0.00	0.00		
51810	540100	EDUCATION & TRAINING	0.00	0.00	400.00	400.00	
51810	540110	TELEPHONE	691.59	247.61	780.00	780.00	
51810	540130	UTILITIES	0.00	0.00	0.00		
51810	540140	TRAVEL	234.24	115.07	200.00	200.00	
51810	540210	BUILDING & EQUIPMENT RENTAL	0.00	0.00	0.00		
51810	540450	PURCHASED SERVICES	0.00	0.00	0.00		
51810	541540	COMPUTER SERVICES	0.00	0.00	0.00		
51810	541550	CONSULTANTS	0.00	0.00	0.00		
51810	550160	EQUIPMENT MAINTENANCE	770.00	0.00	1,250.00	2,300.00	
51810	550170	VEHICLE MAINTENANCE	0.00	0.00	0.00		
51810	560120	SPECIAL EVENTS	0.00	0.00	0.00		
51810	560260	ADVERTISING	0.00	0.00	0.00		
51810	560530	DUES & SUBSCRIPTIONS	35.00	0.00	100.00	100.00	
51810	560540	INSURANCE & BONDS	0.00	0.00	0.00		
51810	560570	MISCELLANEOUS	0.00	0.00	0.00		
51810	560600	BUILDING INSURANCE	0.00	0.00	0.00		
51810	580600	EQUIPMENT & FURNITURE	1,327.36	0.00	0.00	650.00	
51810	580620	COMPUTER HARDWARE	0.00	0.00	0.00		
TOTAL GRANTS ADMINISTRATION			67,201.25	27,938.50	73,424.00	73,488.00	