

# REQUEST FOR BOARD ACTION / CONTRACT CONTROL FORM

Tracking Number: 12a

Date of Request: November 21, 2008

Date Request Received: November 24, 2008

Board Meeting Date Requested: December 1, 2008

Board Meeting Date Assigned: December 1, 2008

**Short Title:** Budget Ordinance To Approve Increase In Health Department Revenues And Expenditures For Fiscal Year 2008-2009: \$3,000.00.

- Request Status:**
- Request is proceeding to Board of Commissioners
  - More information is needed – see attached
  - Request on hold – no further information needed
  - Other:

**Background:** The Centers for Disease Control and Prevention (CDC) has awarded mini grants of \$3,000 to local health agencies. Through this partnership with local health agencies, the Immunization Branch of the Division of Public Health seeks to provide preventive health measures through the administration of vaccine to age appropriate populations within the state.

*(Administrative Use Only)*

Pender County Health Department will utilize the additional funding to improve vaccine storage by purchasing refrigerator freezers to safeguard state supplied as well as private pay vaccines.

### CONTRACT TYPE

- Renewal
- For Service(s)
- Intergovernmental – County as Grantee
  - Federal Grantor
  - State Grantor
  - Grantor
- County as Grantor
  - County Funds
  - Other Funds:
- Revision
- For Equipment

**Specific Action Requested:** Approve increasing programmatic revenues and related expenditures for Pender County Health Department by \$3,000 for the Immunization Program this Fiscal Year 2008-2009.

**PURCHASING** Budgeted Item:  Yes  No  
Date Rec'd:  Reviewed and Approved  
 Comments on Reverse

Requested by: Jack Griffith, Ph.D.  
Department: Health Department  
Title: Health Director  
Contact Phone: 259-1328  
Contact Fax: 259-1258

Date Sent: \_\_\_\_\_  
Signed: \_\_\_\_\_

**ATTORNEY**  Reviewed and Approved  
Date Rec'd:  Legal Problem(s)  
 Comments on Reverse

Date Sent: \_\_\_\_\_  
Signed: \_\_\_\_\_

**FINANCE** Sufficient Funds  Available  
Date Rec'd:  Not Available  
 Budget Amendment Necessary  
 Budgeted Amendment is Attached  
 Comments on Reverse

Date Sent: \_\_\_\_\_  
Signed: \_\_\_\_\_

**CLERK** Signature(s) Required:  
 Board Chairman/County Manager  
 Other:

Date Rec'd Approved by Board:  Yes  No  
At meeting on

**BUDGET ORDINANCE AMENDMENT TITLE:** IMMUNIZATION - HEALTH DEPARTMENT - \$3,000

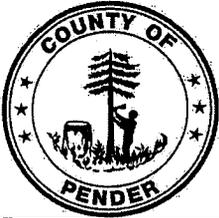
Introduced by: Rick Benton, County Manager

Date: 2008-11-21 Item #: \_\_\_\_\_

Fund: GENERAL

Department: HEALTH

Division: IMMUNIZATION



**PENDER COUNTY, NORTH CAROLINA**

FY 2008-2009 Budget Amendment # \_\_\_\_\_ Date Approved: \_\_\_\_\_  
 Appropriations

REVENUES		EXPENDITURES	
Increase: <input checked="" type="checkbox"/>		Decrease: <input type="checkbox"/>	
Increase: <input type="checkbox"/>		Decrease: <input checked="" type="checkbox"/>	
Account # and Title	Amount	Account # and Title	Amount (leave off \$ sign)
11 375028 IMMUNIZATION	\$3,000.00	900057 407100 OTHER EQUIPMENT	\$3,000.00
Total: \$3,000.00		Total: \$3,000.00	

Reason and Justification for Request:  
 The Centers for Disease Control and Prevention (CDC) has awarded mini grants of \$3,000 to local health agencies.  
 Pender County Health Department will utilize the additional funding to improve vaccine storage by purchasing refrigerator freezers to safeguard state supplied as well as private pay vaccines.

Dept Mgr. Approval: Jack Griffith, Ph.D.	Date: 2008-11-21	Finance Officer Approval: David McCole	Date: 2008-11-24	Budget Officer Approval:	Date:
Board Approval (When Applicable)		Item #	Date of Minutes		

# REQUEST FOR BOARD ACTION / CONTRACT CONTROL FORM

**Tracking Number:** 126.

**Date of Request:** November 21, 2008

**Date Request Received:** November 24, 2008

**Board Meeting Date Requested:** December 1, 2008

**Board Meeting Date Assigned:** December 1, 2008

**Short Title:** Budget Ordinance To Approve Increase In Health Department Revenues And Expenditures For Fiscal Year 2008-2009: \$5,865.00.

- Request Status:**
- Request is proceeding to Board of Commissioners
  - More information is needed – see attached
  - Request on hold – no further information needed
  - Other:

**Background:** The Cancer Prevention & Control Branch of the North Carolina Department of Public Health allocated \$5,865 to expand local Breast Cancer and Cervical Cancer Programs (BCCCP).

Pender County Health Department will utilize the additional funds to promote effective screening for breast cancer and cervical cancer as well as cardiovascular disease. This strategy will help reduce the risk of these diseases occurring in program eligible women in Pender County.

*(Administrative Use Only)*

**Specific Action Requested:** Approve increasing programmatic revenues and related expenditures for Pender County Health Department by \$5,865 for BCCCP for Fiscal Year 2008-2009.

## CONTRACT TYPE

- Renewal
- For Service(s)
- Intergovernmental – County as Grantee
  - Federal Grantor
  - State Grantor
  - Grantor
- County as Grantor
  - County Funds
  - Other Funds:
- Revision
- For Equipment

**Requested by:** Jack Griffith, Ph.D.  
**Department:** Health Department  
**Title:** Health Director  
**Contact Phone:** 259-1328  
**Contact Fax:** 259-1258

**PURCHASING** Budgeted Item:  Yes  No  
Date Rec'd:  Reviewed and Approved  
 Comments on Reverse

Date Sent: \_\_\_\_\_  
Signed: \_\_\_\_\_

**ATTORNEY**  Reviewed and Approved  
Date Rec'd:  Legal Problem(s)  
 Comments on Reverse

Date Sent: \_\_\_\_\_  
Signed: \_\_\_\_\_

**FINANCE** Sufficient Funds  Available  
Date Rec'd:  Not Available  
 Budget Amendment Necessary  
 Budgeted Amendment is Attached  
 Comments on Reverse

Date Sent: \_\_\_\_\_  
Signed: \_\_\_\_\_

**CLERK** Signature(s) Required:  
 Board Chairman/County Manager  
 Other:

Date Rec'd Approved by Board:  Yes  No  
At meeting on \_\_\_\_\_



# REQUEST FOR BOARD ACTION / CONTRACT CONTROL FORM

Tracking Number: 120.

Date of Request: November 13, 2008

Date Request Received: November 13, 2008

Board Meeting Date Requested: December 1, 2008

Board Meeting Date Assigned: December 1, 2008

**Short Title:** Budget Ordinance To Approve Increase In Health Department Revenues And Expenditures For Fiscal Year 2008-2009: \$23,168.00.

- Request Status:**
- Request is proceeding to Board of Commissioners
  - More information is needed – see attached
  - Request on hold – no further information needed
  - Other:

**Background:** The Local Technical Assistance and Training Program of the North Carolina Division of Public Health awarded Pender County Health Department Random Moment Time Study (RMTS) funds totaling \$23,168 to support any public health program activities within the local health department.

The Random Moment Time Study is designed to explain in detail the processes for staff and the local agency to document time. The study so far has been a success and has allowed North Carolina to bring new Federal funds into the state.

**Specific Action Requested:** Approve increasing programmatic revenues and related expenditures for Pender County Health Department by \$23,168 for General Health for Fiscal Year 2008-2009.

Requested by: Jack Griffith, Ph.D.  
Department: Health Department  
Title: Director  
Contact Phone: 259-1328  
Contact Fax: 259-1258

(Administrative Use Only)

## CONTRACT TYPE

- Renewal
- For Service(s)
- Intergovernmental – County as Grantee
  - Federal Grantor
  - State Grantor
  - Grantor
- County as Grantor
  - County Funds
  - Other Funds:
- Revision
- For Equipment

**PURCHASING** Budgeted Item:  Yes  No  
Date Rec'd:  Reviewed and Approved  
 Comments on Reverse

Date Sent: Signed:

**ATTORNEY**  Reviewed and Approved  
Date Rec'd:  Legal Problem(s)  
 Comments on Reverse

Date Sent: Signed:

**FINANCE** Sufficient Funds  Available  
Date Rec'd:  Not Available  
 Budget Amendment Necessary  
 Budgeted Amendment is Attached  
 Comments on Reverse

Date Sent: Signed:

**CLERK** Signature(s) Required:  
 Board Chairman/County Manager  
 Other:

Date Rec'd Approved by Board:  Yes  No  
At meeting on

**BUDGET ORDINANCE AMENDMENT TITLE:** GENERAL - HEALTH DEPARTMENT - \$23,168

Introduced by: Rick Benton, County Manager Date: 2008-12-01 Item #: \_\_\_\_\_

Fund: GENERAL Department: HEALTH Division: GENERAL



**PENDER COUNTY, NORTH CAROLINA**

FY 2008-2009 Budget Amendment # \_\_\_\_\_ Date Approved: \_\_\_\_\_  
Appropriations

REVENUES		EXPENDITURES	
Increase: <input checked="" type="checkbox"/>	Decrease: <input type="checkbox"/>	Increase: <input checked="" type="checkbox"/>	Decrease: <input type="checkbox"/>
Account # and Title	Amount	Account # and Title	Amount (leave off \$ sign)
11 375006 HEALTH DEPT/DEHNR	\$23,168.00	900 400200 SALARY	\$7,250.00
		900 400500 FICA	\$555.00
		900 400700 RETIREMENT	\$363.00
		900 403300 SUPPLIES & MATERIALS	\$5,000.00
		900 404600 MEDICAL EXPENSE	\$10,000.00
<b>Total:</b>	<b>\$23,168.00</b>	<b>Total:</b>	<b>\$23,168.00</b>

Reason and Justification for Request:  
The Local Technical Assistance and Training Program of the North Carolina Division of Public Health awarded Pender County Health Department Random Moment Time Study (RMTS) funds totaling \$23,168 to support any public health program activities within the local health department.

Dept Mgr. Approval: Jack Griffith, Ph.D.	Date: 2008-11-13	Finance Officer Approval: David McCole	Date: 2008-11-19	Budget Officer Approval:	Date:
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Board Approval (When Applicable) Item # \_\_\_\_\_ Date of Minutes \_\_\_\_\_

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# REQUEST FOR BOARD ACTION / CONTRACT CONTROL FORM

**Tracking Number:** 120.

**Date of Request:** November 21, 2008

**Date Request Received:** November 24, 2008

**Board Meeting Date Requested:** December 1, 2008

**Board Meeting Date Assigned:** December 1, 2008

**Short Title:** Budget Ordinance To Approve Increase In Health Department Revenues And Expenditures For Fiscal Year 2008-2009: \$48,000.00.

- Request Status:**
- Request is proceeding to Board of Commissioners
  - More information is needed – see attached
  - Request on hold – no further information needed
  - Other:

**Background:** The Local Technical Assistance and Training Program of the North Carolina Division of Public Health awarded Pender County Health Department \$48,000 to support Healthy Carolinians to implement a Diabetes Umbrella Project in Pender County.

*(Administrative Use Only)*

The Diabetes Umbrella Project is designed to help local health departments meet the standards for recognition by the American Diabetes Association (ADA). Health care agencies that are granted recognition by ADA are able to bill Medicare, Medicaid and private insurers for diabetes education.

The prevalence of diabetes in Pender County is 8.8%. The burden of diabetes and diabetes education is expensive for North Carolina in many ways. This program will provide self management training to improve patient quality of life and decrease their risk for complications of diabetes.

**Specific Action Requested:** Approve increasing programmatic revenues and related expenditures for Pender County Health Department by \$48,000 for Healthy Carolinians this Fiscal Year 2008-2009.

Requested by: Jack Griffith, Ph.D.  
Department: Health Department  
Title: Health Director  
Contact Phone: 259-1328  
Contact Fax: 259-1258

## CONTRACT TYPE

- Renewal
- For Service(s)
- Intergovernmental – County as Grantee
  - Federal Grantor
  - State Grantor
  - Grantor
- County as Grantor
  - County Funds
  - Other Funds:
- Revision
- For Equipment

**PURCHASING** Budgeted Item:  Yes  No  
Date Rec'd:  Reviewed and Approved  
 Comments on Reverse

Date Sent: \_\_\_\_\_  
Signed: \_\_\_\_\_

**ATTORNEY**  Reviewed and Approved  
Date Rec'd:  Legal Problem(s)  
 Comments on Reverse

Date Sent: \_\_\_\_\_  
Signed: \_\_\_\_\_

**FINANCE** Sufficient Funds  Available  Not Available  
Date Rec'd:  Budget Amendment Necessary  
 Budgeted Amendment is Attached  
 Comments on Reverse

Date Sent: \_\_\_\_\_  
Signed: \_\_\_\_\_

**CLERK** Signature(s) Required:  
 Board Chairman/County Manager  
 Other:

Date Rec'd Approved by Board:  Yes  No  
At meeting on

**BUDGET ORDINANCE AMENDMENT TITLE:** HEALTHY CAROLINIANS - HEALTH DEPARTMENT - \$48,000

Introduced by: Rick Benton, County Manager

Date: 2008-11-21 Item #: \_\_\_\_\_

Fund: GENERAL

Department: HEALTH

Division: HEALTHY CAROLINIANS



**PENDER COUNTY, NORTH CAROLINA**

FY 2008-2009  
Appropriations

Budget Amendment # \_\_\_\_\_ Date Approved: \_\_\_\_\_

REVENUES		EXPENDITURES	
Increase: <input checked="" type="checkbox"/>	Decrease: <input type="checkbox"/>	Increase: <input checked="" type="checkbox"/>	Decrease: <input type="checkbox"/>
Account # and Title	Amount	Account # and Title	Amount (leave off \$ sign)
11 375037 HEALTHY CAROLINIANS	\$48,000.00	900060 400200 SALARY	\$28,000.00
		900060 400500 FICA	\$2,142.00
		900060 400600 INSURANCE	\$3,200.00
		900060 400700 RETIREMENT	\$1,400.00
		900060 401100 TELEPHONE	\$800.00
		900060 403300 SUPPLIES	\$1,458.00
		900060 404500 CONTRACT SERVICES	\$4,000.00
		900060 404600 MEDICAL EXPENSE	\$6,000.00
		900060 405500 TRAINING	\$1,000.00
<b>Total:</b>	<b>\$48,000.00</b>	<b>Total:</b>	<b>\$48,000.00</b>

Reason and Justification for Request:  
 The Local Technical Assistance and Training Program of the North Carolina Division of Public Health awarded Pender County Health Department \$48,000 to support Healthy Carolinians implement a Diabetes Umbrella Project in Pender County.

Dept Mgr. Approval: Jack Griffith, Ph.D.	Date: 2008-11-21	Finance Officer Approval: David McCole	Date: 2008-11-24	Budget Officer Approval: _____	Date: _____
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Board Approval (When Applicable)    Item # \_\_\_\_\_    Date of Minutes \_\_\_\_\_

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# REQUEST FOR BOARD ACTION / CONTRACT CONTROL FORM

Tracking Number: 12e.

Date of Request: November 21, 2008

Date Request Received: November 24, 2008

Board Meeting Date Requested: December 1, 2008

Board Meeting Date Assigned: December 1, 2008

**Short Title:** Budget Ordinance To Approve An Increase In Health Department Revenues And Expenditures For Fiscal Year 2008-2009: \$75,000.00.

**Request Status:**  
 Request is proceeding to Board of Commissioners  
 More information is needed – see attached  
 Request on hold – no further information needed  
 Other:

**Background:** In FY 2006 Pender County Health Department was awarded \$147,435, in FY 2007 was awarded \$75,000, and in FY 2008 was also awarded \$75,000 from the Community Health Grant by the North Carolina Office of Research, Demonstrations, and Rural Health Development which is offered and awarded to medically indigent counties to focus on developing and conducting preventive and primary care services.

(Administrative Use Only)

FY 2009, Pender County Health Department is again the recipient of a \$75,000 Community Health Grant to expand the existing preventive and primary care services. It is the intent of this department to increase access of primary health care and dental care for migrant farmworkers in Pender County.

The Outreach staff will utilize the Mobile Clinic and provide work-site primary health and dental screenings.

## CONTRACT TYPE

Renewal  
 For Service(s)  
 Intergovernmental – County as Grantee  
 Federal Grantor  
 State Grantor  
 Grantor  
 County as Grantor  
 County Funds  
 Other Funds

Revision  
 For Equipment

## PURCHASING

Date Rec'd:

Budgeted Item:  Yes  No  
 Reviewed and Approved  
 Comments on Reverse

Date Sent:

Signed:

**Specific Action Requested:** Approve increasing programmatic revenues and related expenditures for Pender County Health Department by \$75,000 for Mobile Health Program this Fiscal Year 2008-2009.

Requested by: Jack Griffith, Ph.D.  
Department: Health Department  
Title: Health Director  
Contact Phone: 259-1328  
Contact Fax: 259-1258

## ATTORNEY

Date Rec'd:

Reviewed and Approved  
 Legal Problem(s)  
 Comments on Reverse

Date Sent:

Signed:

## FINANCE

Date Rec'd:

Sufficient Funds  Available  
 Not Available  
 Budget Amendment Necessary  
 Budgeted Amendment is Attached  
 Comments on Reverse

Date Sent:

Signed:

## CLERK

Date Rec'd:

Signature(s) Required:  
 Board Chairman/County Manager  
 Other:

Approved by Board:  Yes  No  
At meeting on

**BUDGET ORDINANCE AMENDMENT TITLE:** MOBILE HEALTH CLINIC - HEALTH DEPARTMENT - \$75,000

Introduced by: Rick Benton, County Manager

Date: 2008-11-21 Item #: \_\_\_\_\_

Fund: GENERAL

Department: HEALTH

Division: MOBILE HEALTH CLINIC



**PENDER COUNTY, NORTH CAROLINA**

FY 2008-2009 Budget Amendment # \_\_\_\_\_ Date Approved: \_\_\_\_\_  
 Appropriations

REVENUES		EXPENDITURES	
Increase: <input checked="" type="checkbox"/>	Decrease: <input type="checkbox"/>	Increase: <input checked="" type="checkbox"/>	Decrease: <input type="checkbox"/>
Account # and Title	Amount	Account # and Title	Amount (leave off \$ sign)
11 375036 MIGRANT GRANT	\$75,000.00	900060 400200 SALARY	\$44,000.00
		900060 400500 FICA	\$3,366.00
		900060 400600 INSURANCE	\$10,048.00
		900060 400700 RETIREMENT	\$2,200.00
		900060 401100 TELEPHONE	\$822.00
		900060 403100 GAS	\$1,500.00
		900060 403300 SUPPLIES	\$2,375.00
		900060 404500 CONTRACT SERVICES	\$2,000.00
		900060 404600 MEDICAL EXPENSE	\$5,500.00
		900060 405500 TRAINING	\$1,000.00
		900060 407100 OTHER EQUIPMENT	\$2,189.00
<b>Total:</b>	<b>\$75,000.00</b>	<b>Total:</b>	<b>\$75,000.00</b>

Reason and Justification for Request:  
 FY 2009, Pender County Health Department is again the recipient of a \$75,000 Community Health Grant to expand the existing preventive and primary care services. It is the intent of this department to increase access of primary health care and dental care for migrant farmworkers in Pender County.

Dept Mgr. Approval: Jack Griffith, Ph.D.	Date: 2008-11-21	Finance Officer Approval: David McCole	Date: 2008-11-24	Budget Officer Approval:	Date:
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Board Approval (When Applicable)	Item #	Date of Minutes
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# REQUEST FOR BOARD ACTION / CONTRACT CONTROL FORM

**Tracking Number:** 12f.

**Date of Request:** November 21, 2008

**Date Request Received:** November 24, 2008

**Board Meeting Date Requested:** December 1, 2008

**Board Meeting Date Assigned:** December 1, 2008

**Short Title:** Budget Ordinance To Approve A Decrease In Health Department Revenues And Expenditures For Fiscal Year 2008-2009: \$100,000.00.

**Request Status:**  
 Request is proceeding to Board of Commissioners  
 More information is needed – see attached  
 Request on hold – no further information needed  
 Other:

**Background:** The \$100,000 North Carolina Farmworker Health Program within the Office of Rural Health and Community Care Grant was not awarded to Pender County Health Department.

The grant was initially applied for to provide primary health care and dental care to the seasonal migrant farmworkers in Pender County.

*(Administrative Use Only)*

**Specific Action Requested:** Authorize Decrease in Health Department Revenues and Expenditures in the amount not to exceed \$100,000 for the Mobile Clinic Program this Fiscal Year 2008-2009.

**Requested by:** Jack Griffith, Ph.D.  
**Department:** Health Department  
**Title:** Health Director  
**Contact Phone:** 259-1328  
**Contact Fax:** 259-1258

## CONTRACT TYPE

- Renewal  
 For Service(s)  
 Intergovernmental – County as Grantee  
 County as Grantor
- Revision  
 For Equipment  
 Federal Grantor  
 State Grantor  
 Grantor  
 County Funds  
 Other Funds:

**PURCHASING** Budgeted Item:  Yes  No  
Date Rec'd:  Reviewed and Approved  
 Comments on Reverse

Date Sent:

Signed:

**ATTORNEY**  Reviewed and Approved  
Date Rec'd:  Legal Problem(s)  
 Comments on Reverse

Date Sent:

Signed:

**FINANCE** Sufficient Funds  Available  
Date Rec'd:  Not Available  
 Budget Amendment Necessary  
 Budgeted Amendment is Attached  
 Comments on Reverse

Date Sent:

Signed:

**CLERK** Signature(s) Required:  
 Board Chairman/County Manager  
 Other:

Date Rec'd Approved by Board:  Yes  No  
At meeting on

**BUDGET ORDINANCE AMENDMENT TITLE:** MOBILE HEALTH CLINIC - HEALTH DEPARTMENT - \$100,000

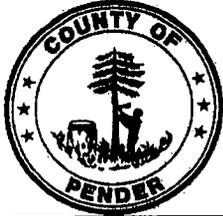
Introduced by: Rick Benton, County Manager

Date: 2008-11-21 Item #: \_\_\_\_\_

Fund: GENERAL

Department: HEALTH

Division: MOBILE HEALTH CLINIC



**PENDER COUNTY, NORTH CAROLINA**

FY 2008-2009  
Appropriations

Budget Amendment # \_\_\_\_\_

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

REVENUES		EXPENDITURES	
Increase: <input checked="" type="checkbox"/>	Decrease: <input type="checkbox"/>	Increase: <input type="checkbox"/>	Decrease: <input checked="" type="checkbox"/>
Account # and Title	Amount	Account # and Title	Amount (leave off \$ sign)
11 375036 MIGRANT GRANT	\$-100,000.00	900060 400200 SALARY	\$-63,498.00
00		900060 400500 FICA	\$-4,858.00
		900060 400600 INSURANCE	\$-12,269.00
		900060 400700 RETIREMENT	\$-3,175.00
		900060 401400 TRAVEL	\$-1,000.00
		900060 403100 GAS	\$-2,000.00
		900060 403300 SUPPLIES	\$-1,200.00
		900060 404500 CONTRACT SERVICES	\$-5,000.00
		900060 404600 MEDICAL EXPENSE	\$-5,000.00
		900060 405500 TRAINING	\$-1,000.00
		900060 406000 COMPUTER EXPENSE	\$-1,000.00
<b>Total:</b>	<b>\$-100,000.00</b>	<b>Total:</b>	<b>\$-100,000.00</b>

Reason and Justification for Request:

Pender County Health Department was not awarded the \$100,000 NC Farmworker Health Program grant

Dept Mgr. Approval: Date:  
Jack Griffith, Ph.D. 2008-11-21

Finance Officer Approval: Date:  
David McCole 2008-11-24

Budget Officer Approval: Date:

Board Approval (When Applicable)

Item #

Date of Minutes

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