



Town of Waynesville, NC

Board of Aldermen Regular Meeting

Town Hall, 9 South Main Street, Waynesville, NC 28786

Date: November 10, 2020 Time: 6:30 p.m.

The agenda and all related documentation may be accessed electronically at www.waynesvillenc.gov.
Click on "Government/Mayor & Board" to download materials for town board meetings.

Consider the environment ♦ Conserve resources ♦ Print only when necessary

The Town of Waynesville provides accessible facilities, programs and services for all people, in compliance with the Americans with Disabilities Act (ADA). Should you need assistance or accommodation for this meeting, please contact the Town Clerk at: (828) 452-2491 eward@waynesvillenc.gov

A. CALL TO ORDER - Mayor Gary Caldwell

1. Welcome/Calendar/Announcements
2. Adoption of Minutes

Motion: To approve the minutes of the Board of Aldermen special called meeting held on October 19, 2020 as presented (or as corrected).

B. PUBLIC COMMENT

C. PRESENTATION

3. Presentation from Haywood County's Tax Assessor's Office regarding the process of determining the value of real and personal property.
 - Judy Hickman Haywood County Tax Assessor's Office

D. CALL FOR PUBLIC HEARING

4. Call for a public hearing to consider the designation of the property at 53 Walnut Street as a local Historic Landmark
 - Byron Hickox, Land Use Administrator

Motion: To call for a public hearing on Tuesday, December 8, 2020 beginning at 6:30 p.m. or as closely thereafter as possible in the Town Hall Board Room located at 9 South Main Street, Waynesville. The purpose meeting

E. PUBLIC HEARINGS

5. Public Hearing to consider a request for Annexation for three parcels of property along Dellwood Road and Ivy Hill: 1778 Dellwood Road, PIN 8617-10-6618; “Lot 75” of Ivy Hill Subdivision, PIN 8617-10-6745; and “Lot 77”, PIN 8617-10-7527.
- Elizabeth Teague, Development Services Director

Motion: To find that the map amendment is consistent with the Town’s 2035 Comprehensive Plan and is reasonable and in the public interest.

Motion: To adopt the map amendment ordinance ordinance as presented (or as amended).

6. Public Hearing to consider a Text Amendment to Land Development Standards Section 4.5 – Accessory Uses and Structures
- Elizabeth Teague, Development Services Director

Motion: Motion to find that the proposed text amendment is consistent with the 2035 Comprehensive Plan and is reasonable and in the public interest.

Motion: Motion to approve the proposed text amendment to the Land Development Standards Section 4.5 – Accessory Uses and Structures.

7. Public Hearing regarding a reimbursement agreement between the Town of Waynesville and Tribridge LLC.
- Robert Hites, Town Manager

Motion: Conduct the public hearing and determine the path forward.

F. NEW BUSINESS

8. Galloway Street Drainage Project
- Jeff Stines, Public Services Director

Motion: To consider approval listing Galloway Street drainage project as a Capital item.

9. Water Plant Intake Tower Repairs
- Jeff Stines, Public Services Director

Motion: To consider approval of remaining funds from approved Capital Line (Mud Valves Install) to be used for emergency repairs to Intake Tower dissipater beams and list project as a capital expenditure. Approval for Mud Valves was \$60,000.00, Replacement cost(s) was \$25,870.00 with a balance of \$34,130.00. Dissipater beam project was quoted at \$21,950.00.

10. Request for the Homlessness Taskforce to apply for a grant for the NC Department of Health and Human Service.

- Amy Murphy-Nugen

Motion: To approve Amy Murphy-Nugen of the Homlessness Taskforce to apply for a grant from the NC Department of Health and Human Services.

11. Review of Homlessness Taskforce applications and 5 vacant seats

- Jesse Fowler, Assistant Town Manager

Motion: To review the applications and appoint members to vacant seats at a later meeting.

G. COMMUNICATIONS FROM STAFF

12. Manager's Report

- Town Manager Rob Hites

13. Town Attorney Report

- Town Attorney Bill Cannon

H. COMMUNICATIONS FROM THE MAYOR AND BOARD

I. ADJOURN



TOWN OF WAYNESVILLE

PO Box 100
 16 South Main Street
 Waynesville, NC 28786
 Phone (828) 452-2491 • Fax (828) 456-2000
www.waynesvillenc.gov

CALENDAR November 2020

2020	
Tuesday November 10	Board of Aldermen Meeting – Regular Session
Wednesday November 11	Town Offices Closed – Veterans Day
Tuesday November 24	Board of Alderman Meeting- Regular Session
November 26 & 27th	Town Offices Closed – Thanksgiving Holidays
Tuesday December 8	Board of Aldermen Meeting – Regular Session
December 24, 25 & 28th	Town Closed – Christmas Holidays
Saturday June 5, 2021	Oasis Shriners Spring Celebration Parade

ABC Board	ABC Office – 52 Dayco Drive	November 17 3 rd Tuesday 10:00 AM
Board of Adjustment	Town Hall – 9 S. Main Street	November 3 1 st Tuesday 5:30 PM
Downtown Waynesville Association	UCB Board Room – 165 North Main	November 26 4 th Thursday 12 Noon
Firefighters Relief Fund Board	Fire Station 1 – 1022 N. Main Street	Meets as needed; <i>No meeting currently scheduled</i>
Historic Preservation Commission	Town Hall – 9 S. Main Street	November 4 1 st Wednesday 2:00 PM
Planning Board	Town Hall – 9 S. Main Street	November 19 3 rd Mondays 5:30 PM
Public Art Commission	Town Hall – 9 S. Main Street	November 12 2 nd Thursdays 4:00 PM
Recreation & Parks Advisory Commission	Rec Center Office – 550 Vance Street	November 21 3 rd Wednesday 5:30 PM
Waynesville Housing Authority	Waynesville Towers – 65 Church Street	November 10 2 nd Tuesday 3:30 PM

BOARD/STAFF SCHEDULE

MINUTES OF THE TOWN OF WAYNESVILLE BOARD OF ALDERMEN
Special Meeting
October 19, 2020

THE WAYNESVILLE BOARD OF ALDERMEN held a Special meeting on Monday, October 19, 2020 at 2:00 p.m. in the Town Hall Board Room, located at 9 South Main Street, Waynesville, NC.

A. CALL TO ORDER

Mayor Gary Caldwell called the meeting to order at 2:06 pm with the following members present:

Mayor Gary Caldwell
Mayor Pro Tem Julia Freeman
Alderman Anthony Sutton
Alderman Jon Feichter
Alderman Chuck Dickson

The following staff members were present:

Rob Hites, Town Manager
Jesse Fowler, Assistant Town Manager
Eddie Ward, Town Clerk
Town Attorney William E Cannon, Jr.
Elizabeth Teague, Development Services Director
Tom Maguire, Chief Building Inspector
Willie Smith, Electric Superintendent

1. Welcome

Mayor Gary Caldwell thanked everyone for coming to the Appeal Hearing, and asked Town Attorney William Cannon to open the hearing.

Attorney Cannon stated that this was an appeal of an administrative decision concerning Mr. Jonathon Nowakowski's property located at 101 East Street, Waynesville NC (PIN 8615-36-6895). He added that new evidence could not be introduced in this appeal, and asked Tom Maguire, Chief Building Inspector for the Town of Waynesville, to speak.

Mr. Nowakowski stated he had not had an opportunity to read a hand-out that was presented by Mr. Maguire. The Board voted unanimously to recess the meeting at 2:07 pm for 10 minutes to allow him to review the presentation .

During the recess the Board discussed several issues concerning the Holy Cow Food Truck being placed at the old Jim's Drive Inn in Hazelwood, lighting in Auburn Park, and a drainage line at Galloway Street.

The meeting reconvened at 2:17 pm.

Mr. Maguire gave a brief history of the house on the property stating that the house was a single-family dwelling built about 112 years ago. Eventually the house was converted into four apartments, and there are no records as to when this conversion took place. Recently there was a request to allow a ministry to form a “safe house” called Kaitlynn’s House to occupy the building. Mr. Maguire said that any time there is a change in ownership or account names, the Finance Department requires an Occupancy Inspection to ensure the property is safe to move into. When he did the inspection, he found code deficiencies in the electrical service, and at that point he could not allow the utilities to be changed into the renter’s name without repairs by a licensed electrician.

After another inspection was done by Mr. Willie Smith, Electric Superintendent for the Town of Waynesville, Mr. Nowakowski contacted three electricians but was not able to agree on a timeline or price for the project. Mr. Maguire held a hearing and presented the owner with a fact and order stating that pursuant to Sections 10-156 and 10-158 (a) of the Code of Ordinances to determine if the structure was unsafe and what actions the owner would need to take to correct the hazardous conditions which exist.

Mr. Maguire provided to the Board pictures of the electrical system (included in these minutes) in the house and explained the deficiencies and repairs needed to make the structure safe.

Attorney Cannon asked Mr. Nowakowski to speak.

Mr. Nowakowski stated that the house was originally converted to apartments in the seventies, and four-meter bases were installed by the Town at that time. He said he was told there are no records of a permit or inspections for the meters. He explained that the electrical code changes every three years, and homeowners are not required to upgrade their electrical system when the code changes.

At the hearing that was held on September 25, 2020, Mr. Nowakowski stated that one of the main concerns was the distance from the meter boxes to the disconnects. The rule of thumb with electricians is that the distance should not be greater than five feet. Mr. Nowakowski said that is no actual code for that. Alderman Anthony Sutton asked what the longest distance was from the meters to the breaker box. Mr. Nowakowski answered twenty-five feet.

Mr. Nowakowski stated that this was the first time that he had to have an inspection when new tenants moved in and needed to put the power in their name. In addition, he said that according to Section 38A of the Town Ordinance states that when a petition is filed by five residents of the Town verifying that the structure is unfit for human habitation, there will be an inspection by the Codes Administrator. He said he had an issue with that because there was not a petition filed by five residents of the Town.

Alderman Feichter asked if Kaitlynn’s House was occupying the whole house currently. Mr. Nowakowski said that they were occupying the main house. There are three other apartments that are occupied by different tenants. He explained to the Board that money for the upgrade of the electric had been going to other maintenance of the house.

He expressed that Mr. Maguire had been to the house several time with electricians, but he had never been made aware or seen that the Chief Inspector had been in the house. He had only spoken with the tenants of Caitlyn’s House, and Mr. Nowakowski hasn’t been involved in the whole process. Mr. Maguire told the Board that when he had gone into the house, he had obtained an inspection warrant from the Magistrate.

Mayor Caldwell asked Mr. Maguire if he felt that this structure is unsafe as far as safety hazards to its occupants concerning fire to the building and to adjacent buildings. Mr. Maguire replied yes.

Alderman Feichter asked what the next steps would be. Mr. Maguire told the Board that Mr. Nowakowski would be notified that the tenants would need to be removed from the building and within fifteen days the power would be disconnected. Those things that are deemed hazardous will have to be modified and brought up to code. Alderman Feichter asked if there could be a provision that Mr. Nowakowski engaged a licensed electrician and is actively working on the electric. Mr. Maguire said that if Mr. Nowakowski obtained a licensed electrician and the work started as soon as possible, he would work with him in order to bring the house up to a safe environment.

Mr. Nowakowski stated that there would be publicity and repercussions form having women and children move out of the house in 15 days. He said that it would be at least three to four weeks before he could obtain an electrician because they were so busy at this time of year.

Alderman Anthony Sutton said he felt that there has been ample time for Mr. Nowakowski to come up with a solution since the first notification he received was on September 4, 2020.

Town Attorney William Cannon said it is up to the Board to determine if the current location of the meters is feasible. He said that even though it is not specifically stated in the Code about the distance from the meters to the disconnect, does not mean that it isn’t enforceable.

A motion was made by Alderman Chuck Dickson, seconded by Alderman Jon Feichter, to affirm the October 2, 2020 order of the Code Administrator concerning the property located at 101 East Street (PIN 8615-36-6895). The motion carried unanimously.

With no further business, a motion was made by Alderman Anthony Sutton, seconded by Alderman Jon Feichter, to adjourn at 3:13 pm. The motion carried unanimously

ATTEST:

Gary Caldwell, Mayor

Robert W. Hites, Jr. Town Manager

101 EAST STREET

ELECTRICAL VIOLATIONS

2 SERVICE ENTRANCES

- Each service mast feeds multiple meters.
- The service entrance wires need to have at least 10 feet clearance from the walking surface on the deck.



THIS METER BASE SERVESTHE
ORIGINAL STRUCTURE



THIS METER BASE SERVES THE
REAR ADDITION



SERVICE ENTRANCE CABLES ENTERING THE BUILDING

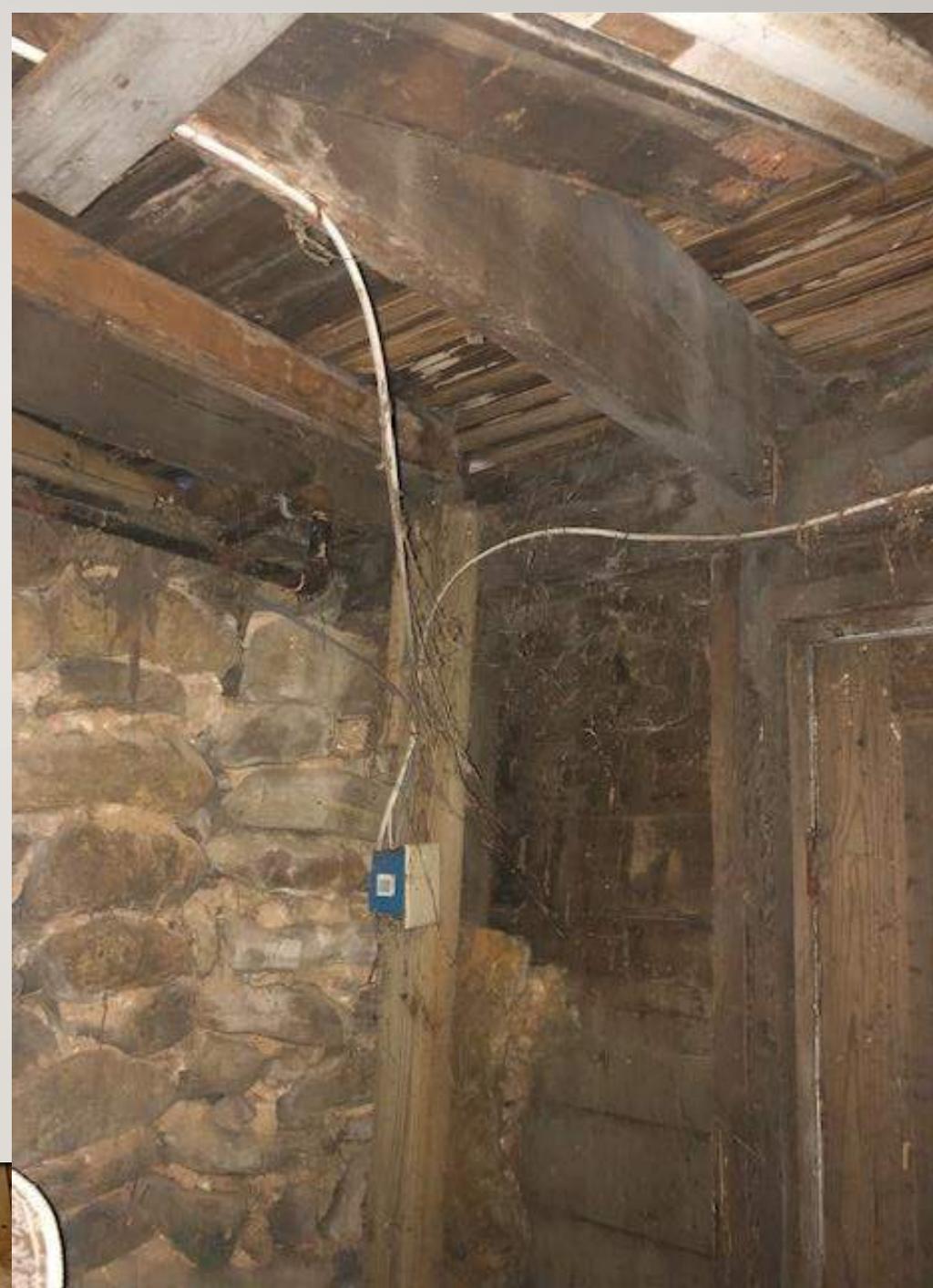
The service entrance cables are unprotected



FIRST POINT OF ENTRANCE OF THE SERVICE ENTRANCE CABLES IN THE BASEMENT



NM CABLE IN THE BASEMENT



SERVICE ENTRANCE CABLE AND NM CABLE IN THE BASEMENT



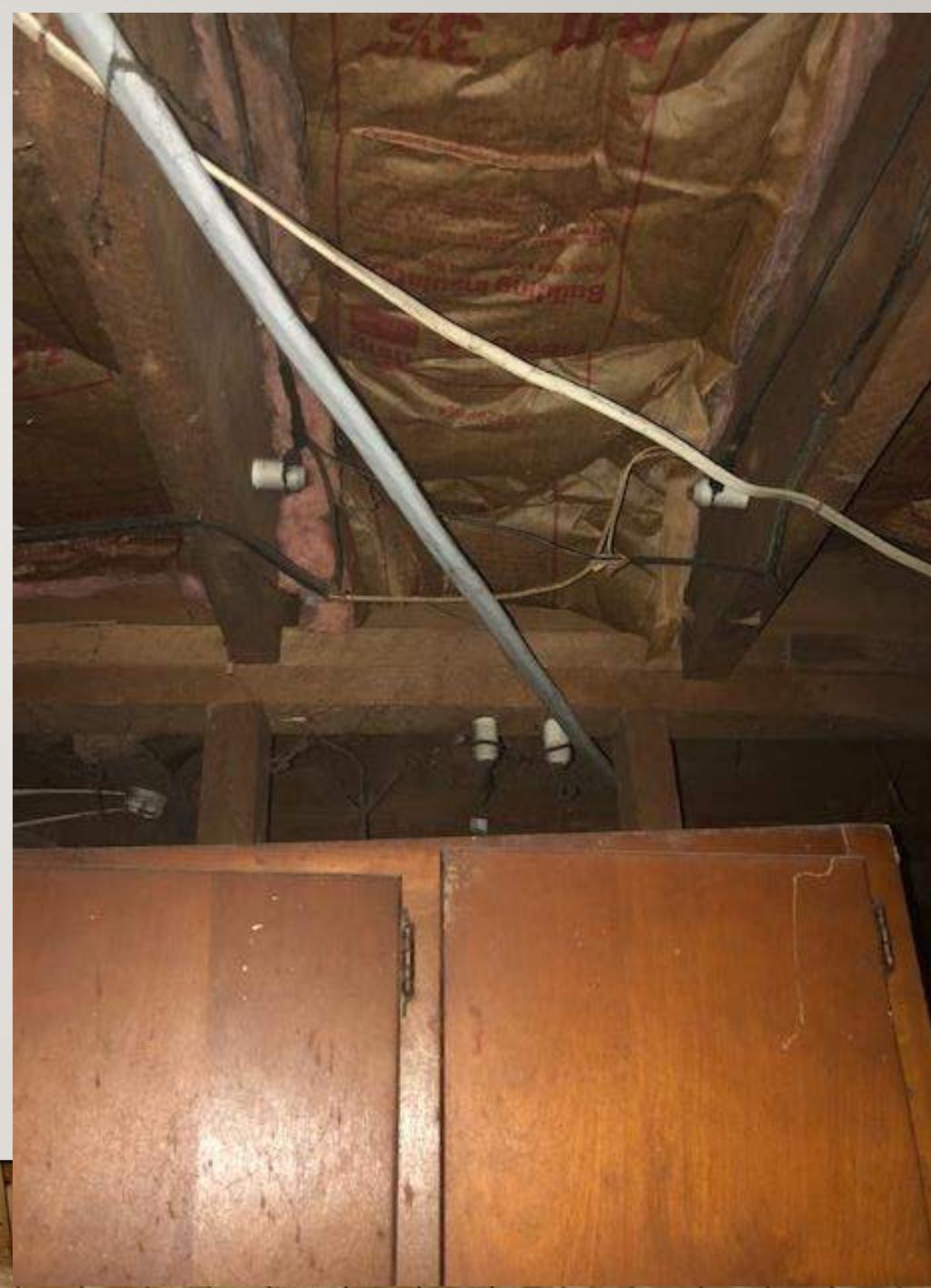
STORAGE IN THE BASEMENT



SERVICE ENTRANCE CABLES AND NM CABLE IN THE BASEMENT



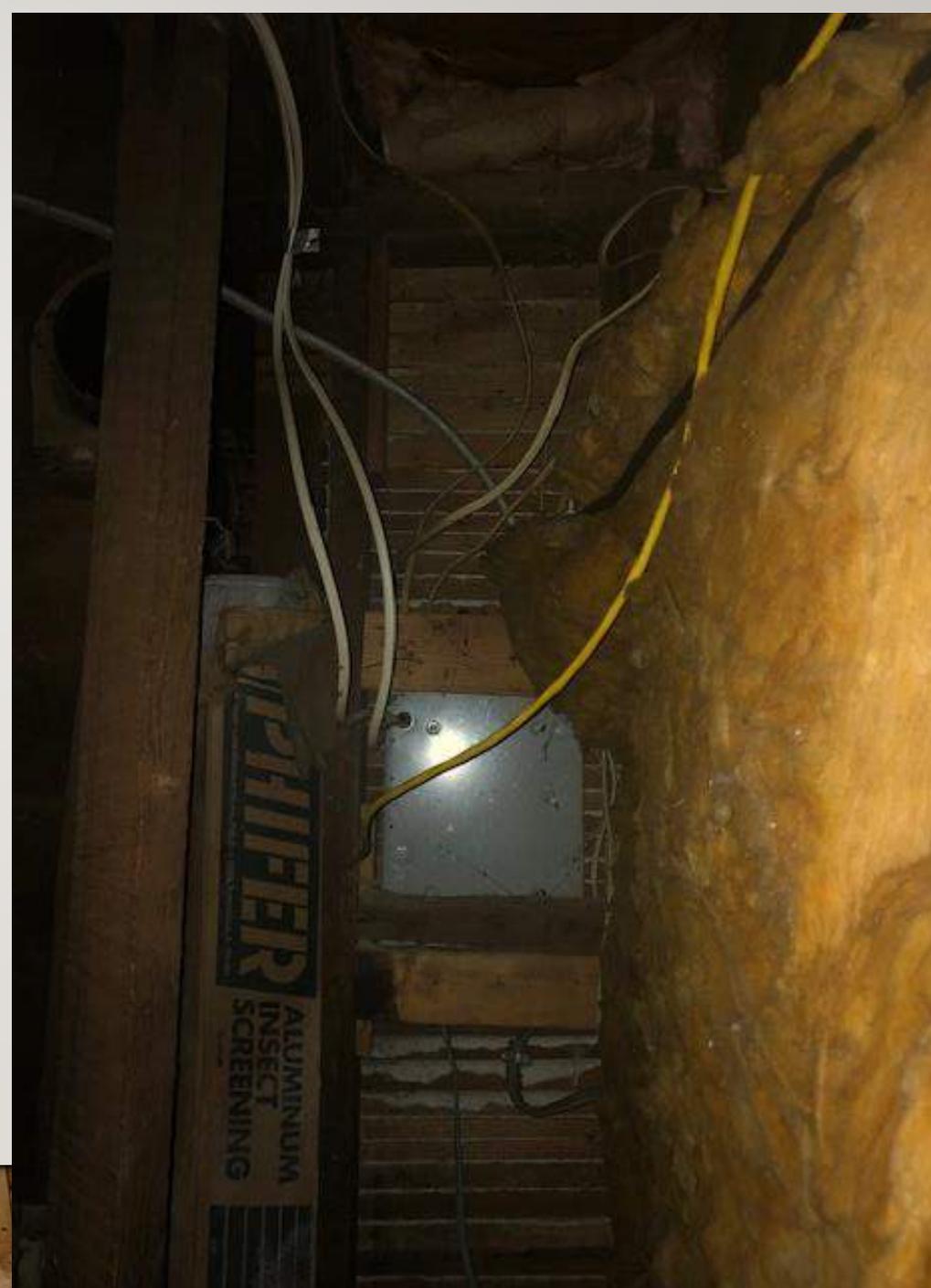
SERVICE ENTRANCE CABLE AND AN ILLEGAL SPLICE OF KNOB AND TUBE WIRING



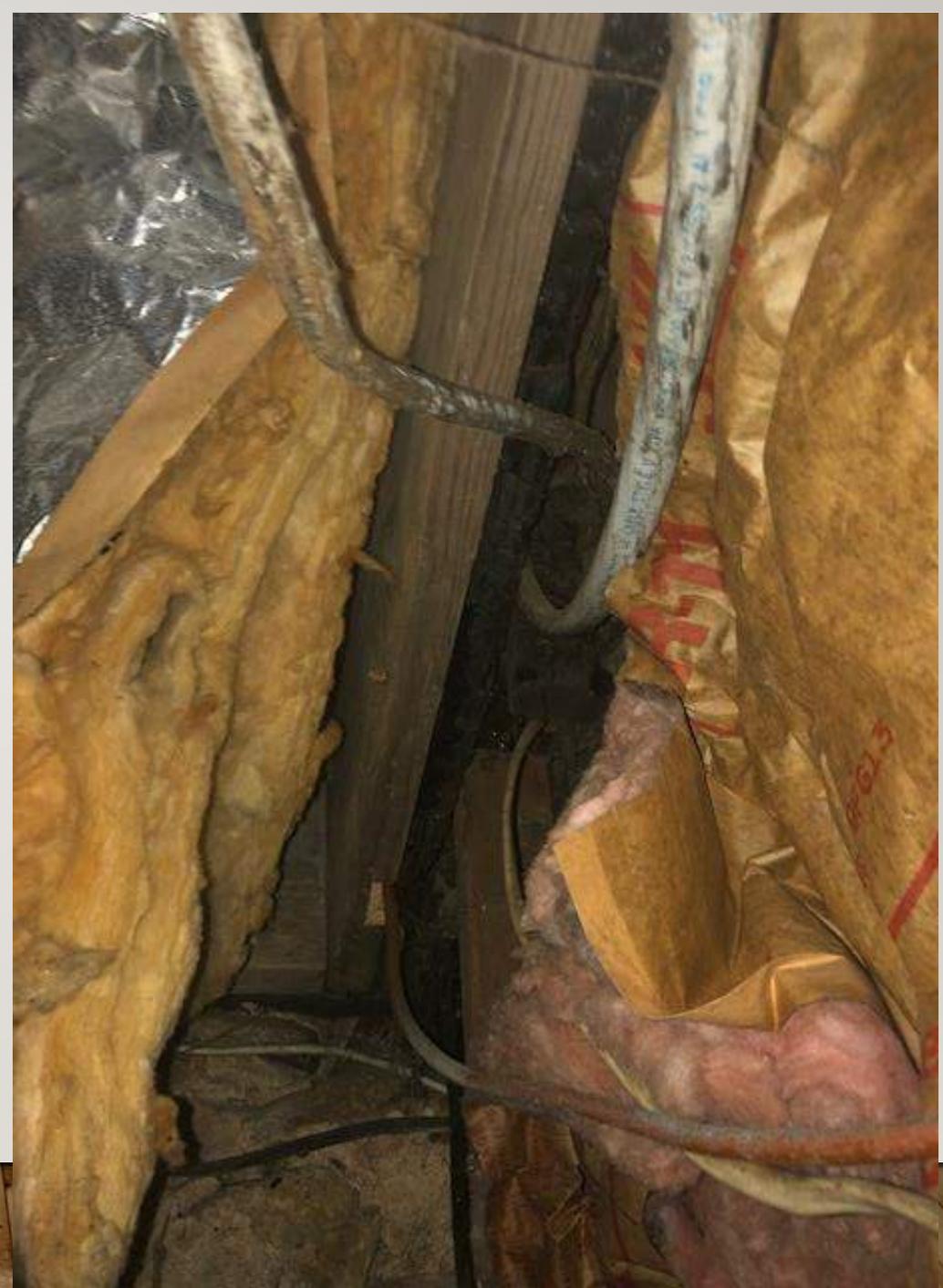
WIRING TO THE REAR OF AN ELECTRICAL PANEL



SAME PANEL DIFFERENT ANGLE



SERVICE ENTRANCE CABLE
RUNNING THROUGH THE FLOOR
JOIST TO A PANEL. THE FLOOR
JOIST HAS FIRE DAMAGE.



DIFFERENT ANGLE SHOWING THE FIRE DAMAGE OF THE FLOOR JOIST



ELECTRICAL PANELS LOCATED IN THE BASEMENT



OPEN JUNCTION BOXES IN THE BASEMENT



ILLEGAL SPLICES IN KNOB AND TUBE WIRING



INTERIOR PANEL WITH UNPROTECTED OPENINGS



INTERIOR PANEL WITH UNPROTECTED OPENINGS



PANEL LOCATED IN THE CLOSET OF A BATHROOM



**SAME PANEL SHOWING WIRING
EXTENDING FROM THE PANEL
THAT IS NOT PROTECTED IN A
JUNCTION BOX**



UNPROTECTED NM CABLE RUNNING UP A WALL



UNPROTECTED NM CABLE IN A DROP CEILING



UNPROTECTED NM CABLE FEEDING A BASEBOARD HEATER



**TOWN OF WAYNESVILLE BOARD OF ALDERMEN
REQUEST FOR BOARD ACTION
Meeting Date: 11/10/20**

SUBJECT: Receive a presentation from the County Assessor's office

AGENDA INFORMATION:

Agenda Location: Presentation
Item Number: C3
Department: Administration
Contact: Rob Hites,
Presenter: Rob Hites

BRIEF SUMMARY: Judy Hickman representing the Haywood County Assessor's Office will make a presentation regarding the process of determining the value of Haywood County real and personal property.

MOTION FOR CONSIDERATION: Accept the information

FUNDING SOURCE/IMPACT: None

ATTACHMENTS: None

MANAGER'S COMMENTS AND RECOMMENDATIONS: Receive report for information

**TOWN OF WAYNESVILLE BOARD OF ALDERMEN
REQUEST FOR BOARD ACTION
Meeting Date: November 10, 2020**

SUBJECT:

Call for a Public Hearing to consider the designation of the property at 53 Walnut Street as a Local Historic Landmark.

AGENDA INFORMATION:

Agenda Location: Call for Public Hearing
Item Number: D4
Department: Development Services
Contact: Byron Hickox
Presenter: Byron Hickox

BRIEF SUMMARY:

The property located at 53 Walnut Street (known as the Charles U. Miller House) was constructed between 1906 and 1909. It is an intact example of a Dutch Colonial Revival style house. It is the oldest of several houses that line this section of Walnut Street and is located within the Spread Out National Register Historic District. The house has been renovated with the highest level of attention paid to its historic status and architectural integrity. The owners of the property, Austin and Tina Lee, have requested that it be designated a Local Historic Landmark.

At a special called meeting on October 27, 2020, the Historic Preservation Commission voted unanimously to adopt the proposed ordinance of designation for the Charles U. Miller House.

MOTION FOR CONSIDERATION:

1. Motion to call for a Public Hearing to consider the designation of the property at 53 Walnut Street as a Local Historic Landmark.

FUNDING SOURCE/IMPACT:

N/A

ATTACHMENTS:

1. Proposed Local Historic Landmark Ordinance

MANAGER'S COMMENTS AND RECOMMENDATIONS:

Report For

LEE, CARLTON A
LEE, TINA T
PO BOX 283
LAKE JUNALUSKA, NC 28745

Account Information

PIN: 8615-48-0609

Legal Ref: 917/802

Add Ref: 777/2085
483/2661

Site Information

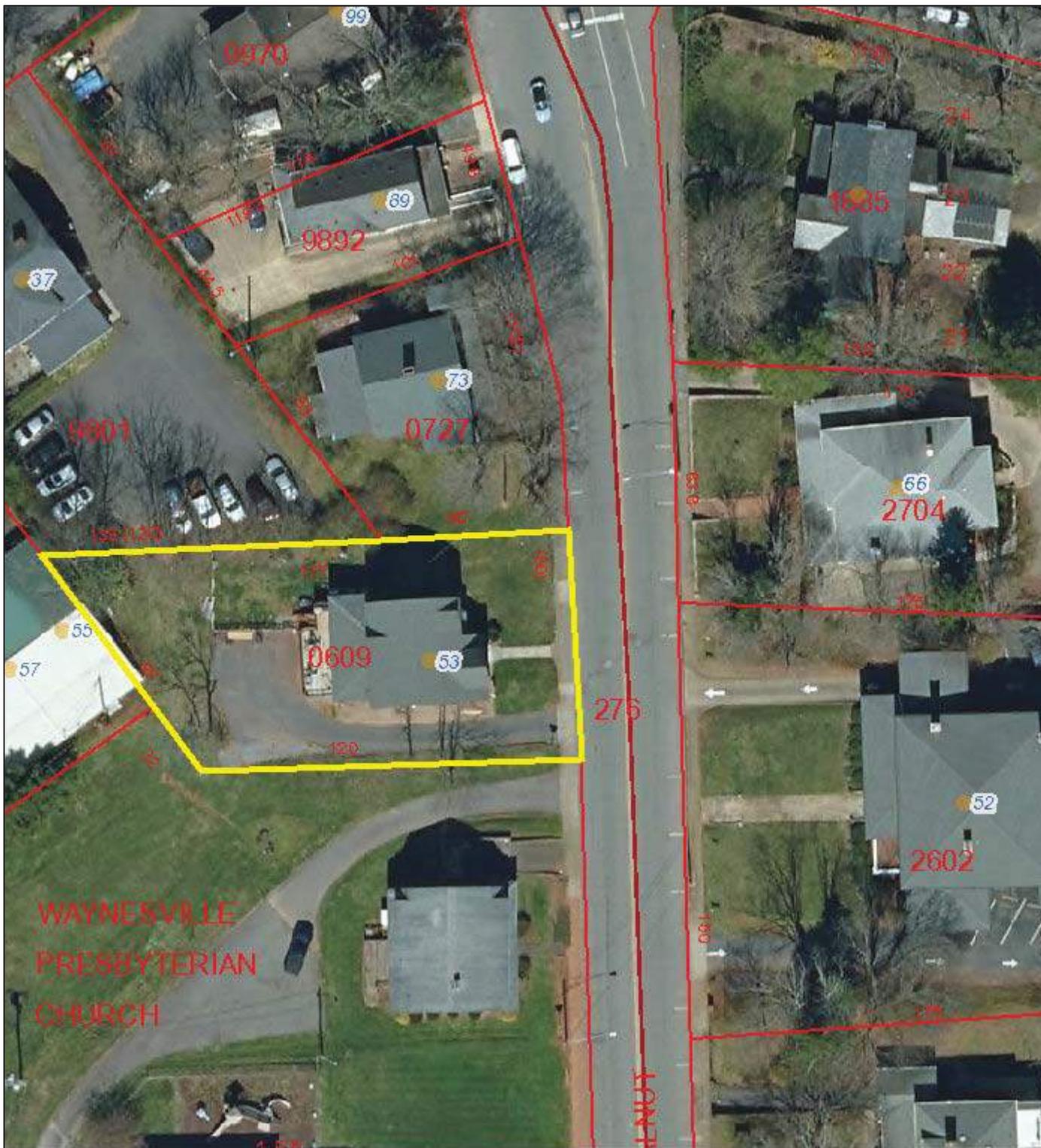
DWELLING

53 WALNUT ST

Heated Area: 2808
Year Built: 1910
Total Acreage: 0.3215
Township: Town of Waynesville

Site Value Information

Land Value: \$96,000
Building Value: \$139,000
Market Value: \$235,000
Deferred Value: \$0
Assessed Value: \$235,000
Sale Price: \$150,000
Sale Date: 11/08/2016



1 inch = 50 feet
November 3, 2020

Disclaimer: The maps on this site are not surveys. They are prepared from the inventory of real property found within this jurisdiction and are compiled from recorded deeds, plats and other public records and data. Users of this site are hereby notified that the aforementioned public primary information sources should be consulted for verification of any information contained on these maps. Haywood county and the website provider assume no legal responsibility for the information contained on these maps.

ORDINANCE NO. O-21-20

**AN ORDINANCE DESIGNATING THE CHARLES U. MILLER HOUSE
AT 53 WALNUT STREET AS A LOCAL HISTORIC LANDMARK**

WHEREAS, the Board of Aldermen of the Town of Waynesville has taken into full consideration all statements and information presented at a public hearing held on the _____ day of _____ on the question of designating a property known as the Charles U. Miller House (PIN 8615-48-0609) as a Local Historic Landmark; and

WHEREAS, the Historic Preservation Commission has demonstrated that the property known as the Charles U. Miller House (PIN 8615-48-0609) possesses special significance in terms of its historical, architectural, and cultural importance; and

WHEREAS, the Historic Preservation Commission has demonstrated that the property known as the Charles U. Miller House (PIN 8615-48-0609) possesses integrity of design, setting, workmanship, and materials; and

WHEREAS, the property known as the Charles U. Miller House (PIN 8615-48-0609) is owned by Carlton A. and Tina T. Lee; and

WHEREAS, after notice duly given, a public hearing was held by the Historic Preservation Commission on October 27, 2020; and

WHEREAS, after notice duly given, a public hearing was held by the Board of Aldermen on _____.

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE TOWN OF WAYNESVILLE, MEETING IN REGULAR SESSION ON _____ AND WITH A MAJORITY OF THE BOARD MEMBERS VOTING IN THE AFFIRMATIVE, THE FOLLOWING:

That the property known as the Charles U. Miller House (PIN 8615-48-0609) and all of the land included in this property is hereby designated a Local Historic Landmark pursuant to Chapter 160A-400.5 of the General Statutes of North Carolina.

ADOPTED this _____ Day of _____, 2020.

ATTEST:

TOWN OF WAYNESVILLE

J. Gary Caldwell, Mayor

Town Clerk – Eddie Ward

APPROVED AS TO FORM:

Town Attorney – William E. Cannon, Jr.

TOWN OF WAYNESVILLE BOARD OF ALDERMEN
REQUEST FOR BOARD ACTION
Meeting Date: November 10, 2020

SUBJECT: Public Hearing to consider a request for Annexation for three parcels of property along Dellwood Road and Ivy Hill: 1778 Dellwood Road, PIN 8617-10-6618; "Lot 75" of Ivy Hill Subdivision, PIN 8617-10-6745; and "Lot 77", PIN 8617-10-7527.

AGENDA INFORMATION:

Agenda Location: Public Hearings
Item Number: E5
Department: Development Services
Contact: Elizabeth Teague, Development Services Director
Presenter: Elizabeth Teague, Development Services Director

BRIEF SUMMARY: The Town adopted the Annexation Ordinance for three lots owned by Roy Rodriguez, President of Big Rods Investments, Inc. a North Carolina Corporation doing business as Dickey's Barbeque. The Town must now assign a zoning designation to each lot since this property is outside of the Town's Extraterritorial Jurisdiction and was formerly part of the unzoned area of Haywood County. The Planning Board made a recommendation for zoning at their regular meeting on October 19 to zone the lot adjacent to Ivey Hill as Dellwood Medium Density Residential, and the lots that are adjacent to Dellwood Road as Dellwood Junaluska Regional Center Commercial. The basis of this recommendation is to maintain consistency with the surrounding area as well as to remain consistent with the 2035 Comprehensive Plan.

MOTION FOR CONSIDERATION:

1. To find that the map amendment is consistent with the Town's 2035 Comprehensive Plan and is reasonable and in the public interest.
2. To adopt the map amendment ordinance ordinance as presented (or as amended).

FUNDING SOURCE/IMPACT: Future action to annex this property will bring nearby properties into the Town of Waynesville with all associated services and tax liabilities, including an existing commercial structure.

ATTACHMENTS:

1. Property Information and Zoning maps from Haywood County Land Records.
2. Planning Board Report and Statement of Consistency.
3. Rezoning Ordinance.

MANAGER'S COMMENTS AND RECOMMENDATIONS:

Report For

BIG RODS INVESTMENTS INC A NC CORP
2404 HEATH PEAK RD
WAYNESVILLE, NC 28785-5919

Account Information

PIN: 8617-10-6618

Legal Ref: 1008/249

Add Ref: 1008/246
CABD/889

Site Information

MORNING SIDE DEVELOPMENT
RESTAURANT WALK-IN
Commercial Use
1778 DELLWOOD RD

Heated Area: 1200
Year Built: 1974
Total Acreage: 0.473
Township: Ivy Hill

Site Value Information

Land Value:
Building Value:
Market Value:
Deferred Value:
Assessed Value:
Sale Price:
Sale Date: 09/21/2020



1 inch = 100 feet
October 5, 2020

Disclaimer: The maps on this site are not surveys. They are prepared from the inventory of real property found within this jurisdiction and are compiled from recorded deeds, plats and other public records and data. Users of this site are hereby notified that the aforementioned public primary information sources should be consulted for verification of any information contained on these maps. Haywood county and the website provider assume no legal responsibility for the information contained on these maps.

Report For

BIG RODS INVESTMENTS INC A NC CORP
2404 HEATH PEAK RD
WAYNESVILLE, NC 28785-5919

Account Information

PIN: 8617-10-6745

Legal Ref: 1008/249

Add Ref: 1008/246
CABD/889

Site Information

IVY HILL DEVELOPMENT

IVY HILL DR

Heated Area:

Year Built:

Total Acreage: 0.35

Township: Ivy Hill

Site Value Information

Land Value: \$6,200

Building Value: \$0

Market Value: \$6,200

Deferred Value: \$0

Assessed Value: \$6,200

Sale Price: \$160,000

Sale Date: 9/22/2020



1 inch = 50 feet
October 5, 2020

Disclaimer: The maps on this site are not surveys. They are prepared from the inventory of real property found within this jurisdiction and are compiled from recorded deeds, plats and other public records and data. Users of this site are hereby notified that the aforementioned public primary information sources should be consulted for verification of any information contained on these maps. Haywood county and the website provider assume no legal responsibility for the information contained on these maps.

Report For

BIG RODS INVESTMENTS INC A NC CORP
2404 HEATH PEAK RD
WAYNESVILLE, NC 28785-5919

Account Information

PIN: 8617-10-7527

Legal Ref: 1008/249

Add Ref: 1008/246
CABD/889

Site Information

IVY HILL DEVELOPMENT

IVY HILL DR

Heated Area:

Year Built:

Total Acreage: 0.52

Township: Ivy Hill

Site Value Information

Land Value: \$20,800

Building Value: \$0

Market Value: \$20,800

Deferred Value: \$0

Assessed Value: \$20,800

Sale Price: \$160,000

Sale Date: 9/22/2020



1 inch = 50 feet
October 5, 2020

Disclaimer: The maps on this site are not surveys. They are prepared from the inventory of real property found within this jurisdiction and are compiled from recorded deeds, plats and other public records and data. Users of this site are hereby notified that the aforementioned public primary information sources should be consulted for verification of any information contained on these maps. Haywood county and the website provider assume no legal responsibility for the information contained on these maps.

Report For

BIG RODS INVESTMENTS INC A NC CORP
2404 HEATH PEAK RD
WAYNESVILLE, NC 28785-5919

Account Information

PIN: 8617-10-6618

Legal Ref: 1008/249

Add Ref: 1008/246
CABD/889

Site Information

MORNING SIDE DEVELOPMENT

RESTAURANT WALK-IN

Commercial Use

1778 DELLWOOD RD

Heated Area: 1200

Year Built: 1974

Total Acreage: 0.473

Township: Ivy Hill

Site Value Information

Land Value:

Building Value:

Market Value:

Deferred Value:

Assessed Value:

Sale Price:

Sale Date: 09/21/2020



1 inch = 200 feet
October 5, 2020

Disclaimer: The maps on this site are not surveys. They are prepared from the inventory of real property found within this jurisdiction and are compiled from recorded deeds, plats and other public records and data. Users of this site are hereby notified that the aforementioned public primary information sources should be consulted for verification of any information contained on these maps. Haywood county and the website provider assume no legal responsibility for the information contained on these maps.



To: Town of Waynesville Planning Board
From: Elizabeth Teague, Planning Director
Date: October 27, 2020
Subject: Planning Board Report and Statement of Consistency
Description: Map Amendment assignment of zoning to newly annexed propertied
Applicant Address: Board of Aldermen Initiated

1. The Planning Board hereby adopts and recommends to the Governing Board the following statement(s):

The zoning map amendments **are approved and are consistent with the Town's comprehensive land use plan** because:

Goal 1: Continue to promote smart growth principles in land use planning and zoning.

- Create walkable and attractive neighborhoods and commercial centers
- Encourage in-fill and context-sensitive development;

Goal 5: Create opportunities for a sustainable economy.

- Promote Waynesville's downtown districts, inns, restaurants, and reputation as the "Gateway to the Smokies."

The zoning amendment and **is reasonable and in the public interest** because:

The proposed zoning is consistent with the surrounding land uses allowing for continued commercial development along the commercial corridor of Dellwood Road and providing a buffer area to the unincorporated residential neighborhood of Ive Hill.

Planning Board Member Gregory Wheeler made a motion, seconded by Don McGowen. The motion passed unanimously.

2. The Planning Board hereby recommends the map amendments as presented. Planning Board member Susan Smith made a motion, seconded by Don McGowen. The motion passed unanimously.

Esther Coulter 10-21-20

Esther Coulter, Administrative Assistant, Date

ORDINANCE NO. O-22-20

AN ORDINANCE AMENDING THE MAP OF THE TOWN OF WAYNESVILLE LAND DEVELOPMENT STANDARDS

WHEREAS, the Town of Waynesville has the authority, pursuant to Part 3 of Article 19 of Chapter 160A of the North Carolina General Statutes, to adopt land development regulations, clarify such regulations, and may amend said regulations from time to time in the interest of the public health, safety and welfare; and

WHEREAS, this Ordinance is consistent with the Town’s 2035 Comprehensive Plan and the Board of Aldermen has adopted a statement of consistency pursuant to NCGS 160A-383 by separate action; and

WHEREAS, the Town of Waynesville Planning Board has reviewed the proposed amendment to the text of the ordinance for its consistency with the 2035 Comprehensive Plan and recommends its enactment by the Board of Aldermen; and

WHEREAS, after notice duly given, a public hearing was held on November 10, 2020;

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE TOWN OF WAYNESVILLE, MEETING IN REGULAR SESSION ON NOVEMBER 10, 2020, AND WITH A MAJORITY OF THE BOARD MEMBERS VOTING IN THE AFFIRMATIVE, THE FOLLOWING:

1. To amend the Town’s Zoning Map as follows:
 - PIN 8617-10-6618 from an unzoned parcel to Dellwood Junaluska Regional Center Commercial District (DJ-RC);
 - PIN 8617-10-7527 from an unzoned parcel to Dellwood Junaluska Regional Center Commercial District (DJ-RC);
 - PIN8617-10-6745 from an unzoned parcel to the Dellwood Medium Density Residential (D-RM);

ADOPTED this the tenth Day of November, 2020.

TOWN OF WAYNESVILLE

J. Gary Caldwell, Mayor

ATTEST:

Eddie Ward, Town Clerk

APPROVED AS TO FORM:

William E. Cannon, Jr., Town Attorney

TOWN OF WAYNESVILLE BOARD OF ALDERMEN
REQUEST FOR BOARD ACTION
Meeting Date: November 10, 2020

SUBJECT: Public Hearing to consider a Text Amendment to Land Development Standards Section 4.5 – Accessory Uses and Structures.

AGENDA INFORMATION:

Agenda Location: Public Hearings
Item Number: E6
Department: Development Services
Contact: Byron Hickox
Presenter: Byron Hickox

BRIEF SUMMARY:

The Land Development Standards Section 4.5 defines accessory structures and establishes in Tables 4.5.2 and 4.5.3 applicable standards, such as the maximum number of accessory structures permitted on a lot, maximum square footage, permitted locations, maximum height, and setbacks. These existing tables categorize lots into only three broad categories, which many consider to be too restrictive, especially for smaller properties. Staff has proposed a more graduated, “sliding” scale to amend the existing standards.

At its September 21, 2020 meeting the Planning Board reviewed the staff proposal and voted to appoint a subcommittee to work with staff to resolve a few points of contention and return with a new proposal. The proposed amendment was considered by the Planning Board at its October 19, 2020 meeting at which the Planning Board voted to recommend to the Board of Aldermen the proposed amendment to this section of the LDS.

MOTIONS FOR CONSIDERATION:

1. Motion to find that the proposed text amendment is consistent with the 2035 Comprehensive Plan and is reasonable and in the public interest.

2. Motion to approve the proposed text amendment to the Land Development Standards Section 4.5 – Accessory Uses and Structures.

FUNDING SOURCE/IMPACT:

N/A

ATTACHMENTS:

1. Staff Report
2. Report and Consistency Statement from the Planning Board
3. Text Amendment Ordinance

MANAGER’S COMMENTS AND RECOMMENDATIONS:

Board of Aldermen Staff Report

Subject: Proposal to Amend LDS Section 4.5
 Ordinance Section: 4.5 – Accessory Uses and Structures
 Applicant: Staff-Initiated
 Meeting Date: November 10, 2020

Background

Accessory structures are defined by the Land Development Standards as follows:

A detached subordinate structure(s), the use of which is clearly incidental to and customarily found in connection with a principal building or use, is subordinate to and serves a principal building or use and is subordinate in area, extent and purpose to the principal building or principal use served. This term includes "accessory buildings."

4.5.2 Location, Setback, and Height

Standards	Single-Family/Two-Family Lots 2 Acres or Less	Single-Family/Two-Family Lots Over 2 Acres	All Other Uses
1. Permitted Location	Side/rear yard only	Permitted in all yards - may not be closer than 30 ft. to right-of-way	Side/rear yard only
2. Side/Rear Yard Encroachment	May not be closer than 5 ft.		Subject to district setbacks (See Section 2.4)
3. Height	Subject to district height provisions (See Section 2.4)		

4.5.3 Maximum Number and Area

Standards	Single-Family/Two-Family Lots Less than 1 Acre	Single-Family/Two-Family Lots 1-3 Acres	All Other Uses and Lots Larger than 3 Acres
1. Maximum Number Permitted	2	2	No Maximum
2. Maximum Area (Accessory Dwelling Unit Area is Exempt)	600 S.F. Per Structure 1,000 s.f. in Aggregate	1,000 S.F. Per Structure 1,400 s.f. in Aggregate	No Maximum

As seen in Tables 4.5.2 and 4.5.3, lots are broken down into three categories per table based on the use being conducted on the lot and on the size of the lot. The primary complaint made by many property owners has been that the maximum number and size of accessory structures is too restrictive for smaller properties. The three categories within Table 4.5.3 are Single-Family/Two-Family Lots Less than 1 Acre, Single-Family/Two-Family Lots 1-3 Acres, and All Other Uses and Lots Larger than 3 Acres. Therefore, according to the LDS, a single-family lot of 0.95 acres would be permitted a considerably smaller accessory structure than a lot of 1.05 acres. These lots would be perceived by most observers to be no different in appearance, scale, or use, yet would have very different allowances for accessory structures.

While there should be some threshold for accessory structure number and size allowances to protect community appearance, the tables place lots into just three broad categories. Based on recent code compliance complaints and accessory permit request, planning staff recommended the creation of a more graduated, “sliding” scale for accessory structure number and size.

At its September 21, 2020 meeting, the Planning Board reviewed a staff proposal for amending the accessory structure standards. There were points of disagreement among board members regarding the maximum number and sizes of accessory structures, especially on residential lots. The Planning Board then appointed a subcommittee to work with staff and bring a proposal back to the full board at its next meeting. The subcommittee, comprised of Susan Teas Smith, Bucky Dykes, and Don McGowan, met with Byron Hickox on October 12, 2020, and created the attached table as a proposed replacement for the current Tables 4.5.2 and 4.5.3.

Planning Board Recommendation

At its October 19, 2020 meeting, the Planning Board reviewed the attached proposal and considered it for consistency with the 2035 Plan and for being reasonable and in the public interest. They voted unanimously to recommend to the Board of Aldermen the attached amendment to LDS Section 4.5.

Consistency with the 2035 Comprehensive Land Development Plan

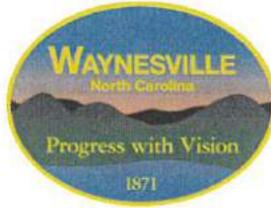
The Planning Board confirmed that the following goals of the Comprehensive Plan apply:

Goal 1: Continue to promote smart growth principles in land use planning and zoning.

- Encourage in-fill and context-sensitive development.
- Reinforce the unique character of Waynesville.

Goal 2: Create a range of housing opportunities and choices.

- Promote a diverse housing stock including market rate, workforce housing and affordable options that appeal to a variety of households.



To: Town of Waynesville Planning Board
From: Elizabeth Teague, Planning Director
Date: November 10, 2020
Subject: Planning Board Report and Statement of Consistency
Description: Text Amendment to LDS Section 4.5 – Accessory Structures
Applicant Address: Board of Aldermen Initiated

1. The Planning Board hereby adopts and recommends to the Governing Board the following statement(s):

The zoning amendments **are approved and are consistent with the Town's comprehensive land use plan** because:

Goal 1: Continue to promote smart growth principles in land use planning and zoning.

- Encourage in-fill and context-sensitive development.
- Reinforce the unique character of Waynesville.

Goal 2: Create a range of housing opportunities and choices.

- Promote a diverse housing stock including market rate, workforce housing and affordable options that appeal to a variety of households.

Planning Board Member John Thomas made a motion, seconded by Don McGowan. The motion passed unanimously.

The zoning amendment and **is reasonable and in the public interest because:**

The text amendment balances the rights of property owners to construct reasonable structures on their property.

Planning Board Member Susan Smith made a motion, seconded by Don McGowan. The motion passed unanimously.

The Planning Board hereby recommends the text amendment as presented. Planning Board member Don McGowan made a motion, seconded Susan Smith. The motion passed unanimously.


Esther Coulter, Administrative Assistant, Date 11-3-20

ORDINANCE NO. _____

**AN ORDINANCE AMENDING THE TEXT OF THE
TOWN OF WAYNESVILLE LAND DEVELOPMENT STANDARDS**

WHEREAS, the Town of Waynesville has the authority, pursuant to Part 3 of Article 19 of Chapter 160A, now Section III of Chapter 1 of 160D, of the North Carolina General Statutes, to adopt land development regulations, clarify such regulations, and may amend said regulations from time to time in the interest of the public health, safety and welfare; and

WHEREAS, the Town of Waynesville Planning Board has reviewed the proposed amendment to the text of the ordinance and recommends that it is consistent with the 2035 Comprehensive Plan and that it is reasonable and in the public interest, and recommends the text amendment for its enactment by the Board of Aldermen; and

WHEREAS, the Board of Aldermen find this Ordinance is consistent with the Town's 2035 Comprehensive Plan and that it is reasonable and in the public interest, allowing the reasonable re-use of pre-existing nonconforming uses and structures, specifically meeting the Comprehensive Plan goals of;

Goal 1: Continue to promote smart growth principles in land use planning and zoning.

- Encourage in-fill and context-sensitive development.
- Reinforce the unique character of Waynesville.

Goal 2: Create a range of housing opportunities and choices.

- Promote a diverse housing stock including market rate, workforce housing and affordable options that appeal to a variety of households.

and;

WHEREAS, after notice duly given, a public hearing was held on October 19, 2020 at the regularly scheduled meeting of the Waynesville Planning Board, and on November 10, 2020 at the regularly scheduled meeting of the Board of Aldermen;

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE TOWN OF WAYNESVILLE, MEETING IN REGULAR SESSION ON November 10, 2020 AND WITH A MAJORITY OF THE BOARD MEMBERS VOTING IN THE AFFIRMATIVE, THE FOLLOWING:

1. That the Land Development Standards Section 4.5 – Accessory Uses and Structures be amended as follows:

Table 4.5.2 – Location, Setback, and Height and Table 4.5.3 – Maximum Number and Area be removed from the Land Development Standards.

A new table, codified as Table 4.5.2, be added as follows (*in red italics*):

Standards	Single-Family/Two-Family Lots Less Than 0.5 Acre	Single-Family/Two-Family Lots 0.5 Acre – 1 Acre	Single-Family/Two-Family Lots Greater Than 1 Acre – 3 Acres	Single-Family/Two-Family Lots Greater Than 3 Acres – 5 Acres	All Other Lots
Permitted Location	<i>Side or Rear Yard Only</i>	<i>Side or Rear Yard Only</i>	<i>Side or Rear Yard Only</i>	<i>Permitted In All Yards</i>	<i>Permitted In All Yards</i>
Height	<i>Not Greater Than Principal Structure</i>	<i>Not Greater Than Principal Structure</i>	<i>Subject to District Height Standards</i>	<i>Subject to District Height Standards</i>	<i>Subject to District Height Standards</i>
Maximum Number Permitted	2	2	3	No Maximum	No Maximum
Maximum Area	<i>1,000 Square Feet In Aggregate</i>	<i>1,500 Square Feet In Aggregate</i>	<i>1,500 Square Feet Per Structure 2,500 Square Feet In Aggregate</i>	<i>2,000 Square Feet Per Structure 4,000 Square Feet In Aggregate</i>	No Maximum

1. That the Land Development Standards Section 4.5.4 – Other Requirements be amended as follows (*in red italics*):

4.5.4 4.5.3 Other Requirements.

ADOPTED this 10th Day of November, 2020.

TOWN OF WAYNESVILLE

J. Gary Caldwell, Mayor

ATTEST:

Eddie Ward, Town Clerk

APPROVED AS TO FORM:

William Cannon, Town Attorney

**TOWN OF WAYNESVILLE BOARD OF ALDERMEN
REQUEST FOR BOARD ACTION
November 10, 2020**

SUBJECT: Public Hearing regarding a reimbursement agreement between the Town of Waynesville and Tribridge LLC.

AGENDA INFORMATION:

Agenda Location: Public Hearing
Item Number: E7
Department: Administration
Contact: Robert Hites
Presenter: **Robert Hites**

BRIEF SUMMARY: NC General Statute 160A-499 permits businesses and municipalities to enter into agreements where the municipality reimburses the business for public improvements installed by the business during the development of a project. Tribridge LLC intends to construct 210 apartment units on the property previously occupied by a strip shopping center anchored by a BiLo Grocery Store. They anticipate an increase in the tax base in excess of \$25 million. The developer requests that the Town reimburse them \$827,212 over a ten- year period for the public improvements needed to provide streets and utilities to the development. The improvements will be located on property purchased by the Town. In addition to the public improvements the Town will reimburse the developer for property adjacent to Richland Creek. The property will be used to locate a segment of the Town's Greenway and serve as an access point for trout fishers. The developer will reserve 20 units for moderate income tenants for the period of the reimbursement agreement. The ten-year agreement is based on the ad valorem taxes paid to the Town. The first four years of the agreement the Town will reimburse the developer 75% of the taxes paid. The rate will be reduced to 65% for the next two years and the remaining four years will be further reduced to 55%.

MOTION FOR CONSIDERATION: Conduct the public hearing and determine the path forward.

FUNDING SOURCE/IMPACT: General

ATTACHMENTS: 160A-499

MANAGER'S COMMENTS AND RECOMMENDATIONS: One of the primary advantages to a development of this size is that it is being constructed on land that has previously been developed. It is reusing land in the middle of Town, close to recreation, shopping and medical facilities. The development will help preserve undeveloped land on the periphery of Waynesville. I recommend the reimbursement agreement.

§ 160A-499. Reimbursement agreements.

(a) A city may enter into reimbursement agreements with private developers and property owners for the design and construction of municipal infrastructure that is included on the city's Capital Improvement Plan and serves the developer or property owner. For the purpose of this act, municipal infrastructure includes, without limitation, water mains, sanitary sewer lines, lift stations, stormwater lines, streets, curb and gutter, sidewalks, traffic control devices, and other associated facilities.

(b) A city shall enact ordinances setting forth procedures and terms under which such agreements may be approved.

(c) A city may provide for such reimbursements to be paid from any lawful source.

(d) Reimbursement agreements authorized by this section shall not be subject to Article 8 of Chapter 143 of the General Statutes, except as provided by this subsection. A developer or property owner who is party to a reimbursement agreement authorized under this section shall solicit bids in accordance with Article 8 of Chapter 143 of the General Statutes when awarding contracts for work that would have required competitive bidding if the contract had been awarded by the city. (2005-426, s. 8(a).)

TOWN OF WAYNESVILLE BOARD OF ALDERMEN
Meeting Date: November 10, 2020

SUBJECT: Galloway Street Drainage Project

AGENDA INFORMATION:

Agenda Location: New Business
Item Number: F8
Department: Public services
Contact: Jeff Stines, Director of Public Services
Presenter: Jeff Stines, Director of Public Services

BRIEF SUMMARY: Install drainage on Galloway Street per plans submitted by Dana Bolden, Bell Engineering. This project has an estimated cost of approximately \$20,000.00 of which funding is available from Streets and Sanitation Materials and Supplies.

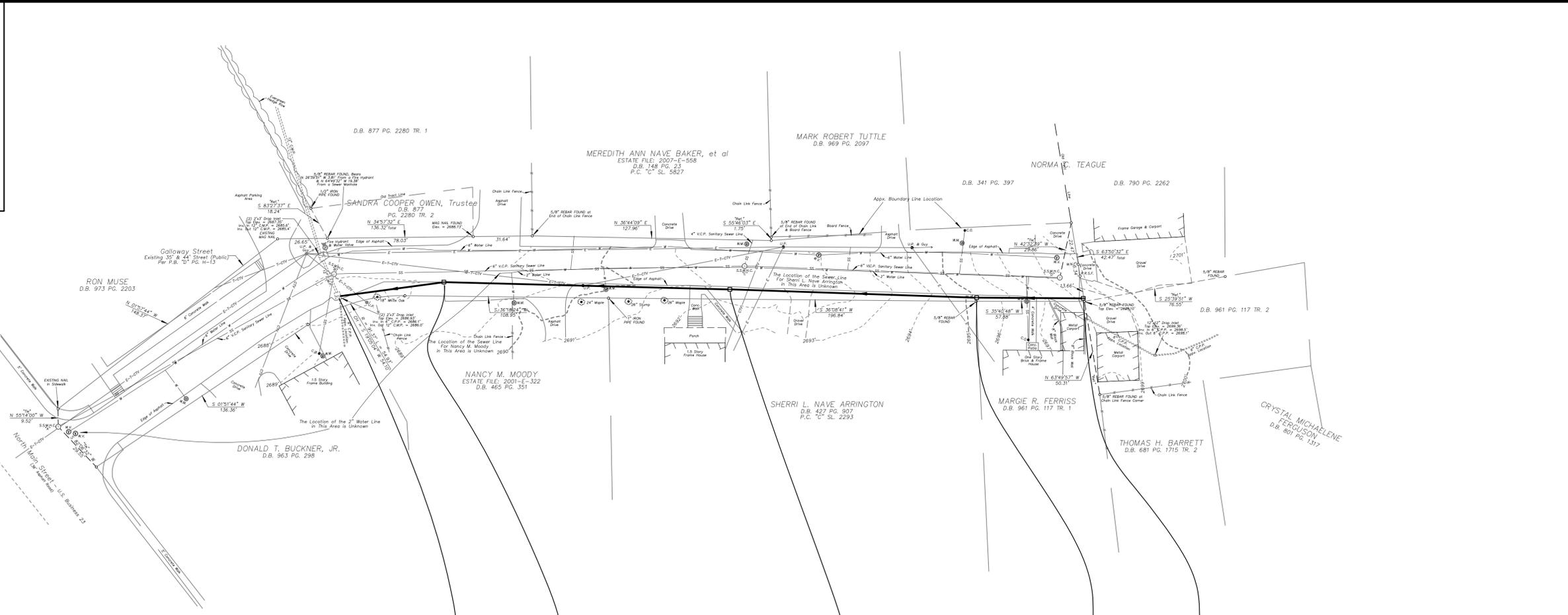
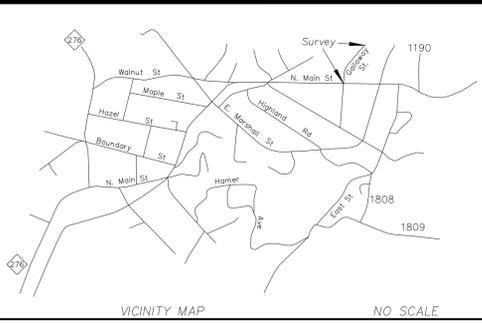
MOTION FOR CONSIDERATION: Motion to consider approval listing Galloway Street drainage project as a Capital item.

FUNDING SOURCE/IMPACT: Streets and Sanitation Materials and Supplies (104510-532920)

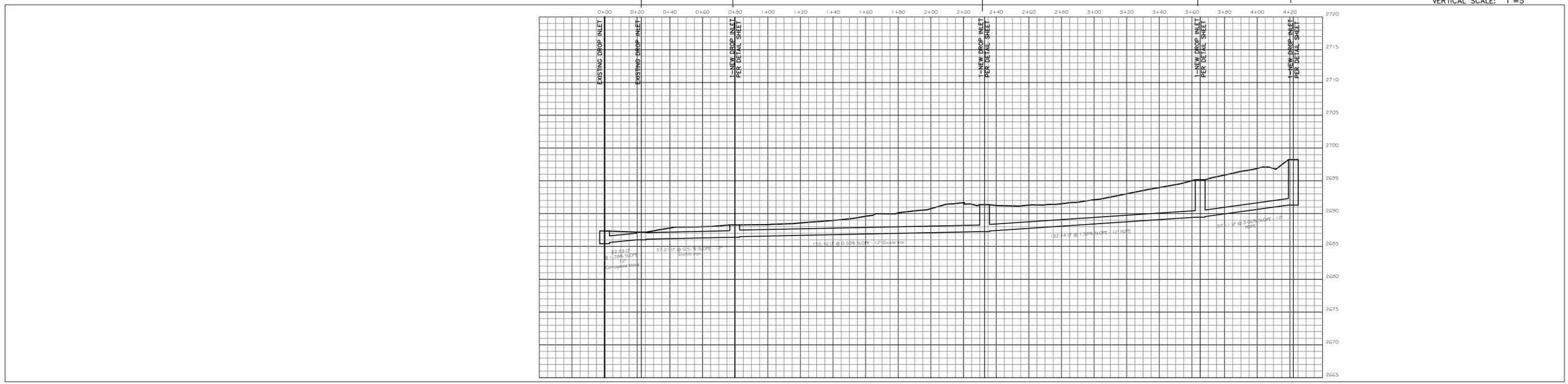
ATTACHMENTS:

1. Cover Sheet
2. Drainage Plans/Design

MANAGER'S COMMENTS AND RECOMMENDATIONS:

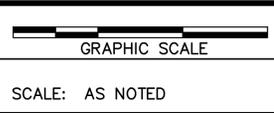


PLAN SCALE: 1"=20'
 PROFILE SCALE:
 HORIZONTAL SCALE: 1"=20'
 VERTICAL SCALE: 1"=5'



INV 02605.60 INV 02605.40 REF. STA=0+00.00 RM2627.35	INV 02606.10 INV 02606.00 REF. STA=0+22.53 RM2627.16	INV 02606.49 INV 02606.39 REF. STA=0+79.74 RM2626.26	INV 02607.36 INV 02607.26 REF. STA=2+32.90 RM2629.37	INV 02609.55 INV 02609.45 REF. STA=3+65.04 RM2629.16	INV 02609.30 INV 02609.20 REF. STA=4+22.16 RM2628.23
---	---	---	---	---	---

DESIGNER	DJB	DATE	BY	REVISION
DRAWN	DRH			
CHECKED	DJB			
APPROVED	DJB			



ALL RIGHTS RESERVED
 THIS DOCUMENT IS THE PROPERTY OF BELL ENGINEERING AND SHALL NOT BE REPRODUCED IN WHOLE OR IN PART OR USED FOR CONSTRUCTION OF OTHER THAN THIS SPECIFIC PROJECT WITHOUT THE WRITTEN PERMISSION OF BELL ENGINEERING.



Lexington, KY (859) 278-5412
 Hopkinsville, KY (270) 886-5466
 Asheville, NC (828) 774-5499

GALLOWAY STREET STORMWATER PROJECT
METROPOLITAN SEWER DISTRICT
ASHEVILLE, NORTH CAROLINA

STORM SEWER PLAN & PROFILE

DIVISION	-
CONTRACT NO.	?
DATE	JANUARY 2020
SHEET NO.	1 OF 2

TOWN OF WAYNESVILLE BOARD OF ALDERMEN
Meeting Date: November 10, 2020

SUBJECT: Water Plant Intake Tower Repairs

AGENDA INFORMATION:

Agenda Location: New Business
Item Number: F9
Department: Public services
Contact: Jeff Stines, Director of Public Services – Kyle Cook, Water Plant Superintendent
Presenter: Jeff Stines, Director of Public Services

BRIEF SUMMARY: Repair dissipater beams in the Intake Tower at the Water Plant

MOTION FOR CONSIDERATION: Motion to consider approval of remaining funds from approved Capital Line (Mud Valves Install) to be used for emergency repairs to Intake Tower dissipater beams and list project as a capital expenditure. Approval for Mud Valves was \$60,000.00, Replacement cost(s) was \$25,870.00 with a balance of \$34,130.00. Dissipater beam project was quoted at \$21,950.00.

FUNDING SOURCE/IMPACT: Water Treatment Equipment (617122-545500)

ATTACHMENTS:

1. Mud Valve Quote
2. Dissipater Beam Quote
3. Dissipater Beam Diagram

MANAGER'S COMMENTS AND RECOMMENDATIONS:

The Perkinson Company

P.O. BOX 241428, CHARLOTTE, NC 28224 Tel: (704) 525-8191 Fax: (704) 527-6232 E-mail:Mail@PerkinsonUSA.com



AUMA Certified
Sales and Service

Quotation For:

Waynesville, NC WTP
Waynesville, NC WTP
16 South Main Street
Waynesville, NC 28786

Quote Number 20008

Quote Date Sep 28, 2020

Page: 1

Phone: 828-456-8497

Fax: 828-456-2014

Customer ID	Expiration Date	Payment Terms	Sales Rep
WAYNESVILLE-NC	10/28/20	Net 30 Days	SETH PERKINSON III

Qty.	Item	Description	Unit Price	Extension
4.00		ANGLE WASTE VLV REPLACEMENT TO REUSE AUMA SA ADD GS WITH AWWA 14" BFV AND FLANGED TOP ON WASTE VLV. COST INCLUDES REWIRE OF ACTUATOR AND ALL FIELD WORK WITH PIPE CONNECTIONS FOR DISCHARGE. CALIBRATION AND TESTING INCLUDED.	6,355.00	25,420.00
1.00		PACKING AND SHIPPING	450.00	450.00

FOB SHIPPING POINT/PREPAY ADD
SEE WWW.PERKINSONUSA.COM FOR TERMS AND CONDITIONS
ALL CREDIT CARD PAYMENTS ARE SUBJECT TO A 3% SURCHARGE

Subtotal	25,870.00
Sales Tax	1,810.90
Total	27,680.90



A.C.M.I

353 Paradise Mtn. Rd
Canton, NC 28716

August 4, 2020

Mr. Kyle Cook
Superintendent
Waynesville Water Treatment

Reference Water Deflector Plates
ACMI Project Proposal Letter

Mr. Cook,

ACMI is pleased to provide you the following Labor Proposal to fabricate and install deflector plates in the Water intake tower. The scope of work for this project is described below:

Scope of Work

ACMI plans to complete the mechanical scope of work as detailed during your project review with Nathan Ashe.

1. ACMI plans to fabricate 48 – 24"x60" stainless plates to cap over top of the concrete deflectors in the Water Intake Tower. We plan to remove any of the loss carbon plates and install these new stainless plates.

Clarifications / Exceptions

There are no provisions in this proposal for the removal of asbestos, lead paint, or other hazardous materials. Identification of these materials will be turned over to the mill for proper removal.

The following clarifications are included for your review, and were used for the basis of this proposal:

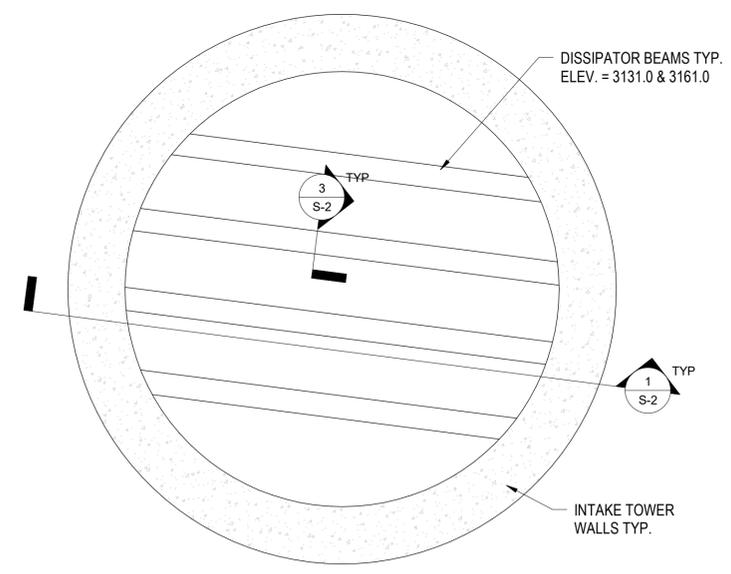
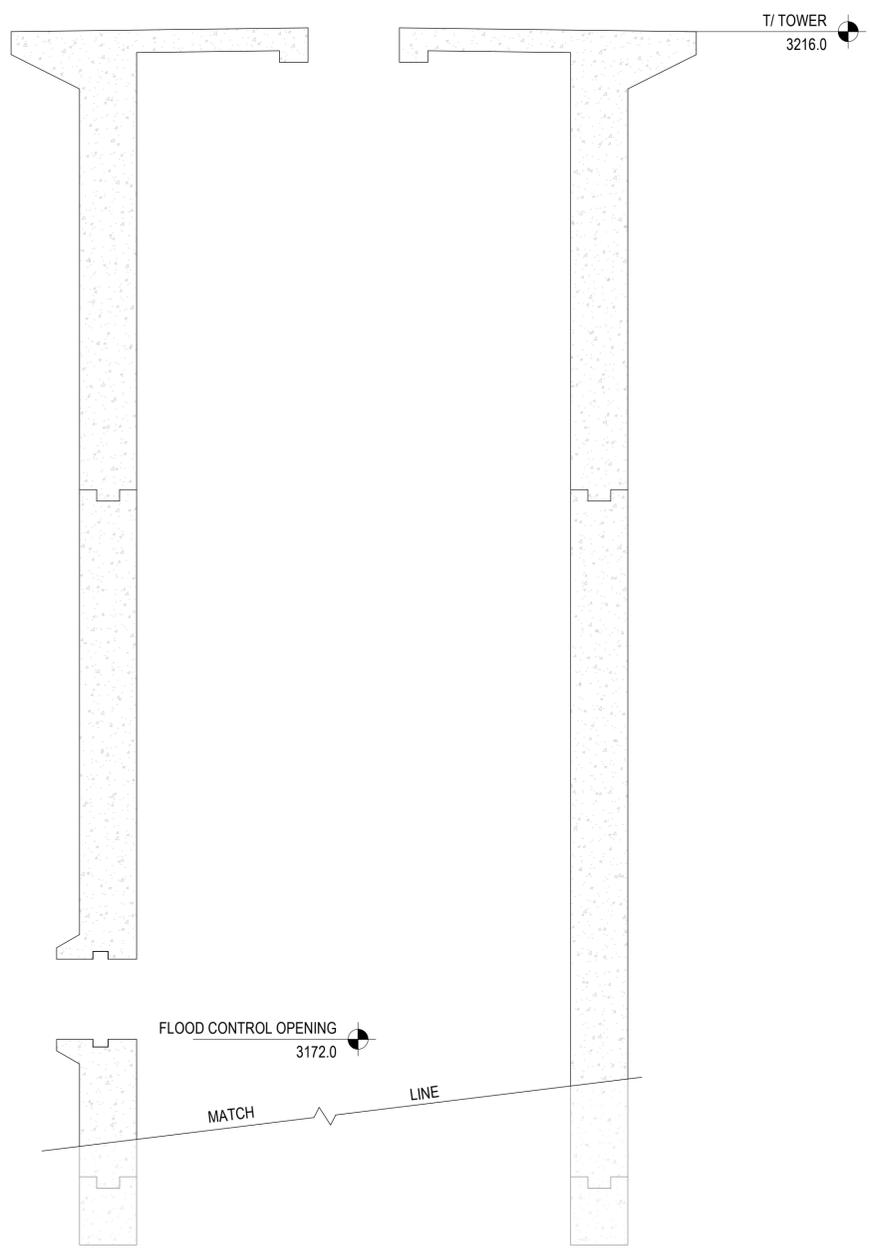
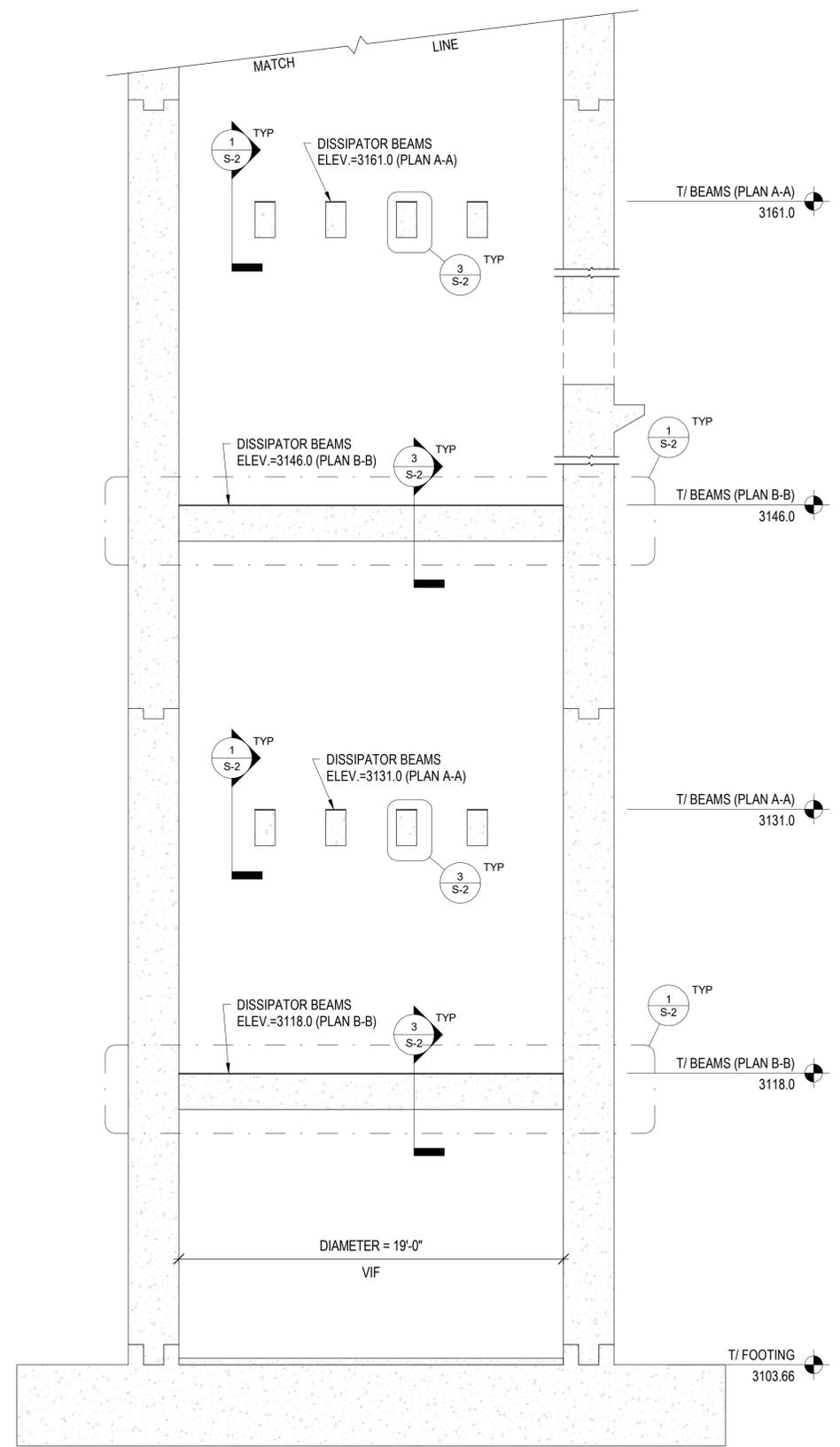
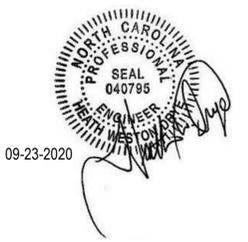
1. ACMI is to supply the supervision, labor, and materials for this project.

Proposal Pricing

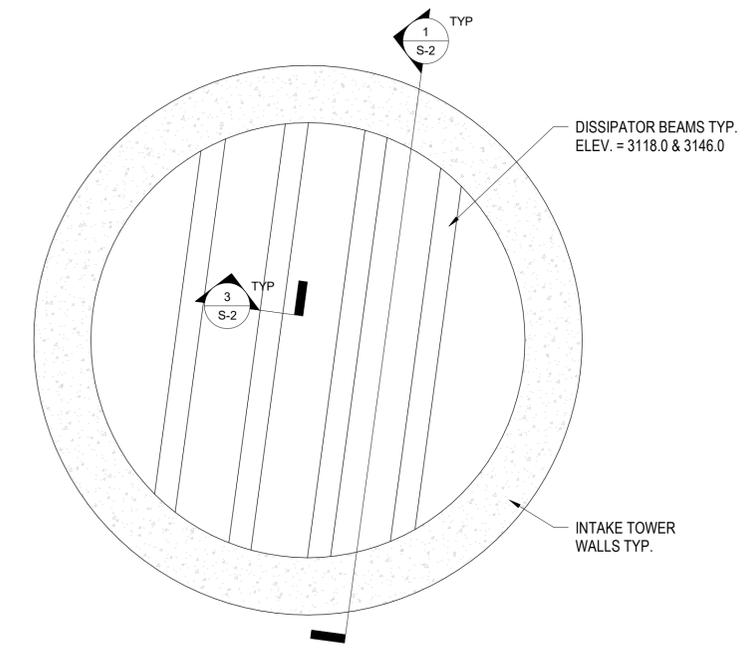
Total Proposal.....\$21,950.00

Please do not hesitate to contact me if you have any questions concerning this proposal. We look forward to working with you on this project.

Nathan L Ashe
ACMI Superintendent
nathanashe@bellsouth.net
(828) 400-5424 Cell



② DISSIPATOR BEAM LAYOUT PLAN A-A
1/4" = 1'-0"



③ DISSIPATOR BEAM LAYOUT PLAN B-B
1/4" = 1'-0"

SCOPE OF WORK:

THE PROJECT SCOPE IS TO INSTALL NEW STAINLESS STEEL COVER PLATES OVER THE EXISTING CONCRETE DISSIPATOR BEAMS (16 TOTAL BEAMS) FOR THE WATER INTAKE TOWER TO HELP PREVENT FURTHER DETERIORATION OF THE CONCRETE BEAMS. STEPS FOR INSTALLATION OF THE STAINLESS STEEL COVER PLATES ARE AS FOLLOWS:

1. REMOVE THE EXISTING STEEL PLATES LOCATED ON THE TOP OF EACH DISSIPATOR BEAM AS REQUIRED.
2. PLACE THE NEW STAINLESS STEEL PLATE COVERS OVER THE EXISTING DISSIPATOR BEAMS.
3. INSTALL TITEN HD SCREW ANCHORS AS SPECIFIED TO FASTEN THE PLATE COVERS TO THE BEAMS AS SPECIFIED HEREIN. CONTRACTORS QUOTING WORK MUST MAKE SITE VISITS AS REQUIRED TO ENSURE PROJECT CONSTRAINTS ARE CONSIDERED WHEN ESTIMATING WORK.

STAINLESS STEEL TITEN HD SCREW ANCHOR INSTALLATION INSTRUCTIONS:

1. USING A 3/8" CARBIDE DRILL BIT (COMPLYING WITH ANSI B212.15), DRILL A 3-1/2" DEEP HOLE INTO THE CONCRETE DISSIPATOR BEAM.
2. INSERT THE ANCHOR THROUGH THE STAINLESS STEEL PLATE AND INTO THE HOLE.
3. USING A 9/16" WRENCH, TIGHTEN THE THE ANCHOR INTO THE BEAM UNTIL THE HEX-WASHER HEAD CONTACTS THE STEEL PLATE.

MATERIAL SPECIFICATIONS:

3/8"x3" SS TITEN HD SCREW ANCHORS (TYPE 304)THD37300H4SS
STAINLESS STEEL PLATE TYPE 304

No.	Description	Date
1	ISSUED FOR REVIEW	2020-08-24
2	FOR CONSTRUCTION	2020-09-23

TOWN OF WAYNESVILLE
WATER INTAKE TOWER REPAIR
WAYNESVILLE, NC

DRYE-McGLAMERY
ENGINEERING, PLLC
325 MCGILL AVENUE NW SUITE 528
CONCORD, NC 28027

ISSUED FOR CONSTRUCTION

DME PROJECT #: 2020113
DRAWN BY CJH
CHECKED BY HWD

WATER INTAKE TOWER SECTIONS

① INTAKE TOWER SECTION
1/4" = 1'-0"

**TOWN OF WAYNESVILLE BOARD OF ALDERMEN
REQUEST FOR BOARD ACTION
Meeting Date: November 10, 2020**

SUBJECT Request by Amy Murphy-Nugen to Apply for a Grant from the NC Department of Health and Human Service.

AGENDA INFORMATION:

Agenda Location: New Business
Item Number: F10
Department: Administration
Contact: Amy Murphy-Nugen, Homelessness Taskforce Director
Presenter: Amy Murphy-Nugen, Homelessness Taskforce Director

BRIEF SUMMARY: NC Department of Health and Human Services has established a Covid-19 grant program that would fund Opioid Addiction related programs to assist individuals who have experienced jail time in diverting them to alternate treatment programs aside from incarceration. The second element of the grant would be to provide re-entry programs for individuals who are being released from incarceration. The program permits a local government who is involved in law enforcement to apply for \$350,000 per year for a period of two years. There doesn't appear to be any match required. The applicant is responsible for compensating the consultant for preparing the grant should such an arrangement be necessary.

MOTION FOR CONSIDERATION: To approve Amy Murphy-Nugen of the Homelessness Taskforce to apply for a grant from the NC Department of Health and Human Services.

FUNDING SOURCE/IMPACT: Funds would be used to engage a program director, paying rent for office space and all other program related activity.

ATTACHMENTS: Material Provided by State

MANAGER'S COMMENTS AND RECOMMENDATIONS: The Board should determine if this is an activity that they wish to sponsor. It is important to understand that if the program is successful the Town will need to use its General Fund to continue the program beyond year 2. \$350,000 is roughly two cents on Waynesville's ad valorem tax rate.



NCDHHS

Forecasted Grant Opportunity for Local Justice Systems to Combat Opioid Epidemic

NCDHHS has two planned Requests for Applications (RFAs) to advance key strategies of the Opioid Action Plan to support justice-involved individuals and their communities.

Because the RFAs fund complementary strategies, the two RFAs will be staggered, so applicants will know if they've been awarded the first RFA before the second RFA application opens.

The First RFA is the Opioids & COVID-19: Supporting Justice-Involved Individuals with SUD during COVID-19.

Organizations may apply for grants of up to \$350,000 per year for two years to do one or both of the following:

- Create and expand pre- and post-arrest diversion programs to divert people with substance use disorders from jail to appropriate treatment options.
- Create re-entry programs that help connect people to appropriate care upon release from incarceration,

OR they may apply for a total award of up to \$500,000 per for two years to:

- Act as a technical assistance provider to advise and support awardees and other statewide justice-involved overdose prevention initiatives.



The RFA is posted here (<https://www.ncdhhs.gov/about/grant-opportunities/mental-health-developmental-disabilities-substance-abuse-services-grant-opportunities>) on NCDHHS website.

The second RFA, which will be released in January 2021, is part of the program awarded to NCDHHS by the Bureau of Justice Assistance's Comprehensive Opioid Abuse Program (COAP) grant.

As part of this federal grant, NCDHHS will release a Request for Applications to competitively award funds to applicant sites for:

- Pre-arrest or pre-conviction diversion programs, such as Law Enforcement Assisted Diversion (LEAD Programs) and Police Assisted Addiction and Recovery Initiatives (PAARI) that divert low-level offenders to appropriate treatment options.
- Comprehensive jail-based medication assisted treatment programs that provide medication assisted treatment (MAT) to individuals during incarceration and connect them to continued treatment upon release. Comprehensive MAT programs – which include providing buprenorphine, methadone or both – along with group and/or individual therapy services are the gold standard for opioid use disorder treatment.
- Overdose prevention education and naloxone distribution programs to engage people during incarceration and provide harm reduction education on how to prevent overdoses, respond to an overdose and access community resources.

Sites may apply to implement a program that includes one, two or all three of these strategies.

This RFA is still under development and has not yet been released. The RFA will be released by early January 2021 and posted (<https://www.ncdhhs.gov/about/grant-opportunities/mental-health-developmental-disabilities-substance-abuse-services-grant-opportunities>) to the NCDHHS website.

The RFA will provide complete details on application due date, eligibility criteria for applying, allowable use of funds and length of award.

To receive email notifications about when this and other funding opportunities related to opioid epidemic response are available, please sign up for the Opioid And Prescription Drug Abuse Advisory Committee email list.

For additional questions, please contact Elyse Powell, State Opioid Coordinator, at justiceandpublichealth@dhhs.nc.gov (<mailto:justiceandpublichealth@dhhs.nc.gov>).



Mental Health, Developmental Disabilities and Substance Abuse Services Grant Opportunities

[2017 Mental Health, Developmental Disabilities and Substance Abuse Services Grant Opportunities \(/documents/2017-mental-health-developmental-disabilities-and-substance-abuse-services-grant\)](#)

Forecasted Grant Opportunity for Local Justice Systems to Combat Opioid Epidemic (/about/grant-opportunities/mental-health-developmental-disabilities-and-substance-abuse-services)

Share this page:



[Facebook](https://www.facebook.com/sharer/sharer.php?u=https%3A%2F%2Fwww.ncdhhs.gov%2Fabout%2Fgrant-opportunities%2Fmental-health-developmental-disabilities-and-substance-abuse-services) (https://www.facebook.com/sharer/sharer.php?

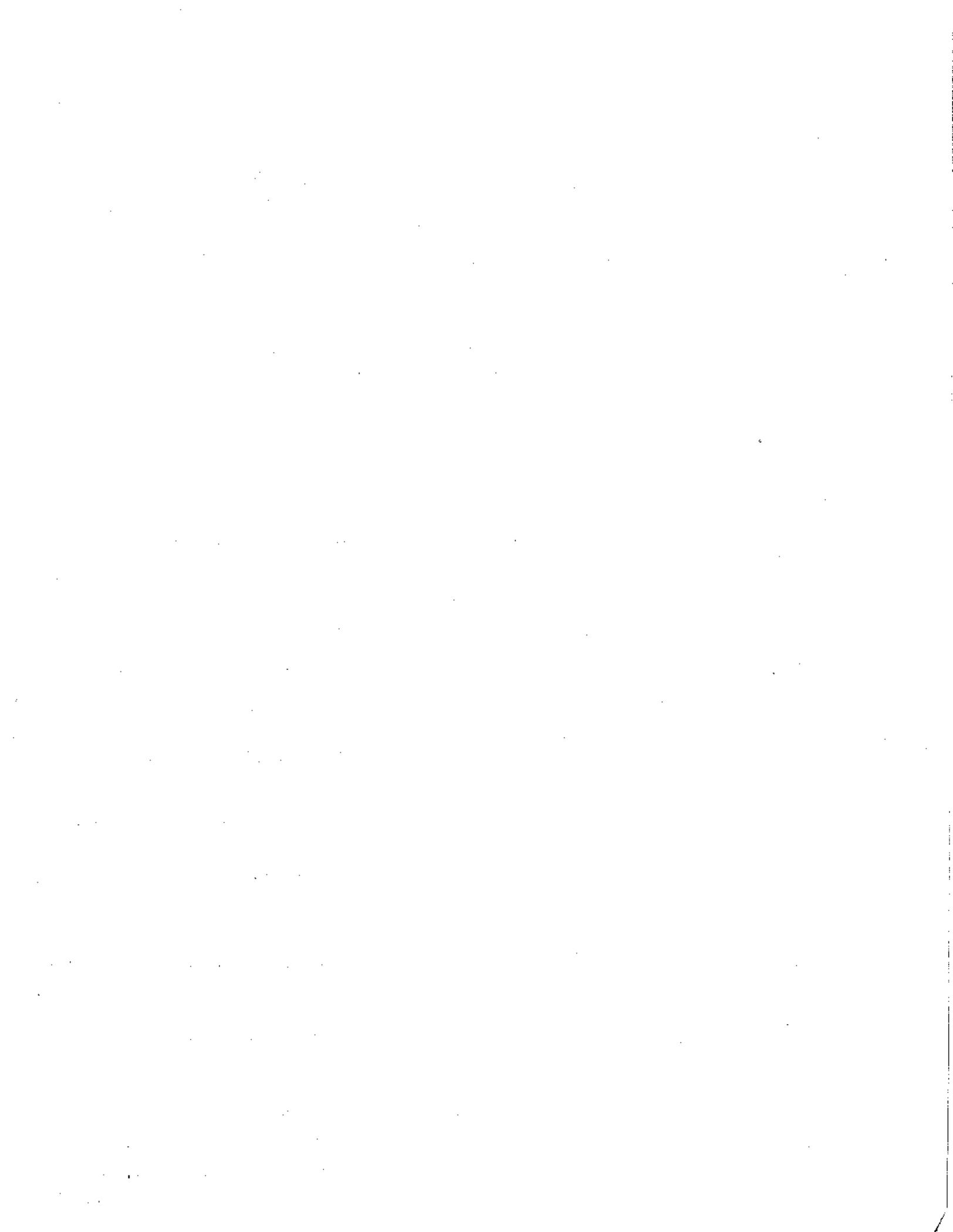
u=https%3A%2F%2Fwww.ncdhhs.gov%2Fabout%2Fgrant-opportunities%2Fmental-health-developmental-disabilities-and-substance-abuse-services)



[Twitter](http://twitter.com/intent/tweet?url=https%3A%2F%2Fwww.ncdhhs.gov%2Fabout%2Fgrant-opportunities%2Fmental-health-developmental-disabilities-and-substance-abuse-services) (http://twitter.com/intent/tweet?url=https%3A%2F%2Fwww.ncdhhs.gov%2Fabout%2Fgrant-

opportunities%2Fmental-health-developmental-disabilities-and-substance-abuse-services)





REQUEST FOR APPLICATIONS

Opioids & COVID: Supporting Justice Involved Individuals with SUD during COVID

RFA Posted	10/29/2020		
Questions Due	11/30/2020		
Applications Due	5:00 pm 12/14/2020		
Anticipated Notice of Award	01/15/2021		
Anticipated Performance Period	12/4/2020 – 9/31/2022		
Service	Substance Use Disorder		
Issuing Agency	Division of Mental Health, Developmental Disabilities and Substance Abuse Services		
E-mail Applications and Questions to	Margaret Bordeaux	Email	justiceandpublichealth@dhhs.nc.gov

THIS REQUEST FOR APPLICATIONS (RFA) advertises the Division’s need for the services described herein and solicits applications offering to provide those services pursuant to the specifications, terms and conditions specified herein. All applications received shall be treated as offers to contract. If the Division decides to accept an application, an authorized representative of the Department will sign in the space provided below. Acceptance shall create a contract that is effective as specified below.

THE UNDERSIGNED HEREBY SUBMITS THE FOLLOWING APPLICATION AND CERTIFIES THAT: (1) he or she is authorized to bind the named Contractor to the terms of this RFA and Application; (2) the Contractor hereby offers and agrees to provide services in the manner and at the costs described in this RFA and Application; (3) this Application shall be valid for 60 days after the end of the application period in which it is submitted.

To Be Completed by Applicant(s):

Applicant Agency Name:	Counties to be Served:
Applicant’s Street Address:	Email Address:
City, State & Zip:	Telephone Number:
Name & Title of Authorized Representative:	DUNS Number:
Signature of Authorized Representative:	Date:

Unsigned or Incomplete Applications Shall Be Returned Without Being Reviewed

NOTICE OF AWARD/FOR NC DHHS USE ONLY: Application accepted and Contract # _____ awarded on _____. The Contract shall begin on _____, and shall terminate on _____.

By: _____

Signature of Authorized Representative Printed Name of Authorized Representative Title of Authorized Representative

Table of Contents

Item	Title
1.0	Introduction
1.1	Purpose
1.2	Background
2.0	Eligibility
3.0	Award Information
4.0	Scope of Work
5.0	Programmatic Requirements and Priorities
6.0	Performance Oversight
7.0	Term of Award/Option to Extend
8.0	Budget
9.0	Reporting Requirements
10.0	Application Content and Instructions
11.0	Evaluation Criteria and Scoring
12.0	Submission Information
13.0	Helpful Resources
Appendix A	Cover Page Template
Appendix B	General Submission Criteria
Appendix C	Budget Template

1.0 INTRODUCTION

This request for applications (RFA) is to advance the goals outlined in the North Carolina Opioid Action Plan to prevent future opioid addiction by addressing the needs of justice-involved individuals with substance use disorder and expanding access to treatment and recovery support.

1.1 PURPOSE

The purpose of the grants awarded under this program is to advance the goal of the North Carolina Opioid Action Plan to reduce opioid overdose deaths by implementing key strategies under Connect to Care: Address the needs of justice involved populations.

Justice involved individuals with substance use disorder are in critical need of support during the COVID pandemic.

1.2 BACKGROUND

The COVID19 pandemic presents a double risk for people that are involved in the justice system. Persons that are incarcerated have been identified as an at-risk population for COVID-19 transmissions, with correctional facilities across the US and in North Carolina being a site of multiple COVID-19 outbreaks and individuals living in congregate settings being one of the most vulnerable groups in this current pandemic. Correctional health is intricately linked to community health, so supporting individuals leaving the justice system in their re-entry to their community is an important opportunity to prevent community transmission.

COVID-19 has also had a disproportionate impact on communities of color, who have been historically marginalized from access to healthcare, substance use treatment and other resources. African Americans and LatinX/Hispanic communities make up a disproportionate number of North Carolina's COVID-19 laboratory confirmed cases and deaths. African Americans make up an estimated 22% of North Carolina's population and 31% (as of May 26, 2020) of laboratory confirmed COVID-19 cases and 35% of deaths. LatinX/Hispanic populations make 9.6% of North Carolina's population and 35% of confirmed COVID-19 cases. People who use drugs from historically marginalized populations (African Americans, Latinx, Native Americans, Immigrants, Refugees, and LGBTQ people) are also more likely to be justice-involved. Research shows people of color experience discrimination at every stage of the criminal justice system and are more likely to be stopped, searched, arrested, convicted, harshly sentenced, and saddled with a lifelong criminal record. This is particularly the case for drug law violations. Nearly 80% of people in federal prison and almost 60% of people in state prison for drug offenses are black or Latino.

In addition, this population has an increased risk of overdose post-release. People recently released from incarceration are 40 times more likely to die of an overdose in the first two weeks post release, and drug overdose continues to be one of the leading causes of death for people recently released from correctional settings. Studies have shown that connections to treatment and care among this population can significantly decrease overdose risks and other undesired health outcomes. However, connections to care during COVID19 are increasingly difficult, as many services may be taking fewer individuals, operating reduced or modified hours, or not operating.

These efforts must be met with appropriate and evidence-based strategies and programming to link individuals with substance use disorder (SUD) to appropriate care, provide access to culturally inclusive services, and reduce their vulnerabilities to COVID-19, overdose mortality, and recidivism. Jails provide unique opportunities to promote public health crisis interventions that can have a meaningful impact on individual, community and societal levels.

For this funding opportunity, NC DHHS recognizes the following as historically marginalized populations :

- African Americans,
- Latinx,
- Native Americans/American Indians,
- Immigrants,

- Refugees, and
- LGBTQ people.

To achieve this purpose, eligible applicants may apply to implement Option 1 (Strategies A and/or B) or Option 2 as highlighted below. More details are in the Project Requirements section.

Option 1:

Strategy A: Pre-arrest or post arrest diversion programs, such as Law Enforcement Assisted Diversion (LEAD Programs) and Police Assisted Addiction and Recovery Initiatives (PAARI), or pre-trial diversion programs, that divert people who commit low-level crimes to appropriate harm reduction, social/health services, treatment, and recovery services.

Strategy B. Comprehensive re-entry planning and navigation support programs support people in navigating treatment and support options during COVID-19, and connecting to the needed treatment, harm reduction programs, and other support services upon release. These programs should also provide naloxone upon release, education on how to prevent overdoses, how to respond to an overdose and how to access community resources.

Option 2:

Technical Assistance Manager to provide support and oversight for programs implementing pre- or post-arrest diversion programs, comprehensive re-entry and discharge programs, or other linkage to care programs.

2.0 ELIGIBILITY

The *Opioids & COVID: Supporting Justice* Involved Individuals with SUD during COVID funds are available to: local government entities (e.g. local law enforcement agencies, jails, community corrections, health departments, EMS agencies, etc), other governmental entities (e.g. prisons), substance use disorder treatment providers, hospitals, health centers, clinics, pharmacies, or other non-profit or for-profit organizations that have a clear history of working with the justice involved persons or people who use drugs.

All applicants must demonstrate a strong working relationship with local law enforcement agencies, jails, courts, or other partners required to implement the proposed programs.

3.0 AWARD INFORMATION

This initiative is funded by the Governor's Mental Health and Substance Use Task Force funds. Total Anticipated Funding: \$10,600,000

Anticipated Number of Awards: It is anticipated that a minimum of 14 awards will be funded through this initiative

Anticipated Award Amount:

- Applicants for Option 1, Strategy A or B may request up to \$250,000 per year for two years (total award: \$500,000)
- Applicants selecting Option1, both strategy A and B, the maximum award amount is \$350,000 per year for two years (total award: \$700,000)
- Applicants for Option 2 may request up to \$500,000 per year for up to two years. (total award: \$1,000,000)

Length of Project: Up to 2 years

Applications will be reviewed and ranked according to the evaluation criteria outlined in the RFA. Applicants must submit a budget detailing the costs for this project that complies with the requirement in this RFA.

It is anticipated that awards will be announced by January 15, 2021.

The Division of Mental Health, Developmental Disabilities and Substance Abuse Services will notify grant recipients electronically via email. Contracts are anticipated to be effective October 1, 2020- September 30, 2022.

4.0 SCOPE OF WORK

An applicant can apply for activities under Option 1 (strategies A and/or B) OR Option 2. An applicant cannot apply for both Option 1 and Option 2. The application should clearly state which strategies it is applying for, and lay out how all the proposed activities included in the program fall under one of these options.

Option 1:

Strategy A: Pre-arrest or post arrest diversion programs, such as Law Enforcement Assisted Diversion (LEAD Programs) and Police Assisted Addiction and Recovery Initiatives (PAARI), or pre-trial diversion programs, that divert people who commit low-level crimes to appropriate harm reduction, social/health services, treatment, and recovery services.

Strategy B. Comprehensive re-entry planning and navigation support programs support people in navigating treatment and support options during COVID-19, and connecting to the needed treatment, harm reduction programs, and other support services upon release. These programs should also provide naloxone upon release, education on how to prevent overdoses, how to respond to an overdose and how to access community resources.

Option 2:

Technical Assistance Manager to provide support and oversight for programs implementing pre- or post-arrest diversion programs, comprehensive re-entry and discharge programs, or other linkage to care programs.

5.0 PROGRAM REQUIREMENTS AND PRIORITIES

All proposals must include:

- A plan for identifying individuals to be included in the program, including any use of screening and assessment tools as appropriate
- A description of how programs will plan for warm transfers from justice partners to appropriate community services and supports; plan may include use of peer support, care coordination or case management.

All proposals must include:

- A plan for identifying individuals to be included in the program, including any use of screening and assessment tools as appropriate
- A description of how programs will plan for warm transfers from justice partners to appropriate community services and supports; plan may include use of peer support, care coordination or case management.

Applicants must confirm that they are meeting all requirements of the specific programs they are proposing to implement in the Application.

Option 1, Strategy A Program Requirements: Pre-arrest Diversion programs, such as Law Enforcement Assisted Diversion (LEAD Programs) and Police Assisted Addiction and Recovery Initiatives (PAARI), or Pre-trial Diversion programs that divert individuals who commit low-level, non-violent, or drug related crimes to appropriate harm reduction, social/health services, treatment, and recovery services.

- Applications must identify the law enforcement agency and local court system partners committed to implementing diversion programs and indicate evidence of commitment and coordination in the application or through letters of support.
- Applications must identify the county Sheriff and other local law enforcement leaders in support of implementing diversion programs

- Outline and describe how participants will be selected for the diversion process and programmatic plans to prioritize historically marginalized populations for diversion. Programs will be required to report demographic information of program participants and individuals served.
- Identify community-based partners and supportive services committed to working with law enforcement and justice systems to ensure availability of resources and referrals for law enforcement and courts to implement diversion programs. Please specify the type of behavioral health, substance use treatment, and other needed services (e.g. primary care, harm reduction, housing, food, job training, etc.) that will be provided to program participants.
 - If your program does not have a diversion coordinator who supports the program by coordinating linkage to care such as behavioral health, substance use treatment, and other needed services, this funding can support someone in this role. Peer support specialists who have lived experience and/or come from directly impacted communities should be considered.
- Include implementation and sustainability plan for naloxone distribution and overdose prevention education to individuals in the diversion program. Budget must include a line item to purchase and distribute naloxone kits.

Option 1, Strategy B Program Requirements : Comprehensive re-entry and jail discharge programs are designed to connect returning citizens to appropriate behavioral health and substance use treatments and supportive services upon release from incarceration. To be eligible to receive funds applicants must:

- Identify the law enforcement agency and local jail partners committed to supporting comprehensive re-entry and jail discharge planning programs and provide evidence of commitment that outlines support of what is proposed in project narrative. If the applicant is not a law enforcement agency, Sheriff's office or Detention Center, application must include a letter of support from the law enforcement agency
- Design a linkage-to-care process that will be used to engage at-risk individuals prior to release from jail, or a description of referral and intake processes and jail discharge planning.
 - The program must have a dedicated linkage coordinator to connect people to behavioral health, substance use treatment, and other needed services. People who have lived experience and/or come from directly impacted communities should be prioritized.
- Outline specific, evidence-based re-entry services that will be provided and describe how these services reduce the risk of overdose among justice-involved individuals, including strategies for connecting individuals to community jail-based MAT upon release from jail and referrals to accessible housing.
 - Linkage and navigation services should be based on the identified needs of the individual and can include navigation to primary care, job training, harm reduction, hepatitis C treatment, etc.
- Outline and describe how participants will be selected for re-entry services and programmatic plans to prioritize historically marginalized populations for program inclusion. Programs will be required to report demographic information of program participants and individuals served.
- Outline and describe how participants will be selected for re-entry services and programmatic plans to prioritize historically marginalized populations for program inclusion. Programs will be required to report demographic information of program participants and individuals served.
- Identify and respond to re-entry program challenges and service gaps related to COVID-19 and how the project plans to address these challenges.
- Include naloxone distribution to individuals and overdose prevention education upon release from incarceration.

Option 2 Program Requirements : Justice & Health Technical Assistance (TA) Manager that provides support and oversight to programs developing justice-involved programs in response to COVID-19 to reduce recidivism and overdose risks, prioritizing applicants selected in Option 1 Strategies (A) and (B). Utilizing harm reduction, public health, and healthcare approaches are required. Applicants must:

- Provide clinical expertise on evidence-based best practices for treating individuals with substance use disorder to each recipient of this Justice & Health RFA to improve health outcomes.
- Provide onboarding training to applicants selected in Strategies (A) and (B). Training must include best practices for program implementation, cultural humility and working with persons who use drugs, and centering race and equity in their work. TA Manager may provide this training themselves or work with experienced partners to provide this training.
- Provide a detailed technical assistance plan that includes method, frequency, and audience of TA to support programs from orientation to implementation and sustainability. In addition, the plan must include monitoring by troubleshooting as needs arise and through proactive engagement, including but not limited to monthly technical assistance calls with each recipient of this Justice & Health RFA. Additional technical assistance described can include:
 - Virtual or in-person training sessions
 - Program assessments
 - Site visits, as appropriate with COVID-19 precautions
 - Dissemination of resources
 - Coaching calls
 - Work with identified partner organizations including law enforcement, jails, and other community partners committed to implementing pre- and post-arrest diversion programs, comprehensive re-entry planning and navigation support programs, medication-assisted treatment in jails, and other linkage-to-care initiatives with justice-involved people.
- Demonstrate a history of working with jails and connecting at-risk individuals to evidence-based behavioral health, SUD interventions, and other needed support services. Evidence of this history must be demonstrated through letters of support.
- Designate at least one individual with lived experience and/or familiarity with the justice system to provide guidance to partnering programs.

6.0 PERFORMANCE OVERSIGHT

The Division of Mental Health, Developmental Disabilities and Substance Abuse Services assumes responsibility for monitoring the performance of the selected applicants and the outcomes of these projects.

7.0 TERM OF AWARD, OPTIONS TO EXTEND

The performance period for this project begins January 15, 2021 and ends September 31, 2022. Grant funds awarded are one-time only funds and may not be extended beyond the contract term.

8.0 BUDGET

Use the budget template provided with this RFA (see Justice & Health RFA Budget Template); if the budget template is not used, zero points will be awarded for the budget section. The budget should be for the two twelve-month periods February 1, 2021 through September 30, 2021 and October 1, 2021 through September 30, 2022. This should be a project specific budget, NOT the budget for your entire organization.

9.0 REPORTING REQUIREMENTS

Successful awardees must submit Financial Status Reports on a monthly basis, depicting accurate expenditures from the previous month for payment no later than the 10th of the month post expenditure. Backup documentation for the Financial Status Reports must be available upon request.

Successful awardees must submit Quarterly Progress Reports must be submitted no later than the 15th of the month after each quarter. Progress Reports are due no later than:

- January 15th – Quarter 1 Report (October, November and December)
- April 15th – Quarter 2 Report (January, February and March)
- July 15th – Quarter 3 Report (April, May and June)

If this contract is terminated prior to the original end date, the Contractor is required to submit a final reimbursement report and to return any unearned funds to the Division within 30 days of the contract termination date or no later than June 10. All payments are contingent upon fund availability.

10.0 APPLICATION CONTENT AND INSTRUCTIONS

The grant application must be submitted as the following two files:

1. One consolidated PDF file with the following:
 - a. A written narrative document, limited to ten pages, single-spaced with 1" margins written in Arial font size 11.
 - b. Letters of support (do not count towards page limit).
2. Completed budget template (provided) - to be submitted as a separate Excel file.

Cover Page with all fields completed, signed by an authorized official of the Applicant organization (not inclusive in the 10-page limit). Please see cover page template in **Appendix A**.

Proposal Summary (0 points)

Provide a brief (no more than 500 words) overview of your planned project. Must include a purpose statement describing how your application will address justice and health. Indicate whether your applying under Option 1 or Option 2 *Required, not scored. However, 1 point will be deducted for an incomplete summary, and 2 points will be deducted for a missing summary.*

Organization Background and Qualifications (5 points)

Provide your organization name, counties served/operated in and organization type. Describe your organization and its qualifications for funding, including history of work with people involved in the justice system and history of work with people impacted by substance use, and outcomes/successes of past projects related to the Justice & Health RFA.

Assessment of Need (Problem Statement) (10 points)

Include a description of your organization's needs, population(s) served, geographic area covered by proposed projects, the priority population that this planned project will serve; estimated number of people served by the project; needs of historically marginalized populations in community; identified needs of the population served, including the needs of historically marginalized populations in the community, and ability of the project to meet the needs of the population served and community impact. Applications will be assessed for the inclusion of participant involvement and/or input from communities most impacted in the assessment of need.

Option 1: Provide demographic data, including age, gender, sexual orientation, race/ethnicity, socioeconomic status (including housing and employment status), health insurance status, opioid data (death, emergency department visits, and hospitalizations), etc. in the prioritized community. Provide any other pertinent information as it relates to the need for this project in this community.

Option 2: Demonstrate your organization's experience meeting technical assistance needs of partners, including partners serving people who use drugs, justice-involved populations, and historically marginalized populations.

Applicants should provide citations/reference sources for all community demographic and health status data. Much of the required data is available here:

- Injury and Violence Prevention Poisoning Data
<http://www.injuryfreenc.ncdhhs.gov/DataSurveillance/Poisoning.htm>

- NC Opioid Dashboard <https://injuryfreenc.shinyapps.io/OpioidActionPlan/>
- COVID-19 North Carolina Dashboard <https://covid19.ncdhhs.gov/dashboard>
- NC State Center for Health Statistics Data <https://schs.dph.ncdhhs.gov/data/hsa/>
- NC Social Determinants of Health Dashboard
<http://nc.maps.arcgis.com/apps/MapSeries/index.html?appid=def612b7025b44eaa1e0d7af43f4702b>

Determination of need will be based on NC DPH IVP surveillance data for overdose burden and NCDHHS surveillance data for COVID-19.

Project Description and Narrative (15 points)

Describe your proposed project, in detail. Include how you plan to implement the project. Clearly identify which of the two options you are proposing to implement, and how you will meet the requirements listed under **Project Requirements** for that option. If selecting Option 1, indicate if you plan to implement Strategy A, B, or both. Explain how you will engage the priority population and individuals with lived experience in developing this proposed project, including historically marginalized populations. Detail how this project will address the organization's needs. Describe how you will meet the program goals of your chosen option. Include a timeline for project implementation with specific program objectives as they relate to performance measures and budget (e.g. hiring staff or contractors, enrolling participants, etc.) If you are applying for both Strategy A and B under Option 1, you must address both strategies in your project description and narrative; and also submit a separate budget for each strategy.

Collaboration and Community Support (15 points)

Describe how you will collaborate on this project or initiative with other relevant organizations in your community, and how this project will improve the collaboration between local stakeholders or engage new stakeholders. Describe how you will verify that projects or services are not being duplicated in the community and with the population served. Describe how you will incorporate people with lived experience and directly impacted communities into your collaborations. Describe how you will ensure that people have equitable access to your programs.

If the project involves **direct collaboration or joint collaboration** with other partners, these partners should submit letters of support clearly describing their organization's roles and responsibilities and agreement to participate. Each key partner referenced in the application narrative and/or the budget should have an accompanying letter of support to demonstrate evidence of collaboration. The partnership highlighted in the letter of support should also be reflected in the application narrative.

All applicants must include a letter of support from each of the following:

- **one local organization(s) who works to link justice-involved people to care, including linkages to harm reduction, social/health services, treatment, and recovery services.**
- **one local government public safety agency (such as your local Sheriff's Office or detention center).**

Letters of support should be included with your grant application PDF file as an appendix and will not count toward the narrative page limit of this RFA. Please do not have letters sent separately to the Division. Only letters that are included in your application file will be read by reviewers.

Project Evaluation (10 points)

Describe how you will evaluate your project. All project evaluation plans must indicate willingness to work with NCDHHS and selected technical assistance managers.

For option 1, include the project's influence on increasing the linkage of justice-involved persons to care, including harm reduction, social/health services, treatment, and recovery services. Also, describe how you will

engage the priority population in assisting with the evaluation of this project. The evaluation will include the required performance measures (below) and how you will monitor the project. Describe how you will collect key metrics in your project and describe the metrics that you will evaluate.

Option 1 Required Performance Measures to track during the project:

- Number of unique individuals served
- Number of contacts with individuals
- Demographic information, including race, ethnicity, age, and gender identity of program participants and individuals served
- Demographic information, including race, ethnicity, age, and gender identity of baseline population (demographics of detention center or current program participants if applicable, or demographics of population program is aiming to serve)
- Number of connections to partner services
- Type of partner services connected to (MAT, other treatment, other recovery supports, SSP services, social services, etc)
- Number of naloxone kits distributed by the program
- Number of referrals made to obtain naloxone from another source
- Challenges to completing project goals, strategies for overcoming these challenges, and lessons learned from engaging in the work

For option 2, include the project's impact on how programs are able to better implement their support of justice-involved persons.

Option 2 Required Performance Measure to track during the project:

- Number of programs provided with technical assistance
- Types of technical assistance provided
- Frequency of technical assistance provided
- Challenges in providing technical assistance, strategies for overcoming these challenges, and lessons learned from engaging in the work

Potential Impact (20 points)

Explain why the proposed project is a good use of funding. Describe the potential health impact and other effects on the population the programs will serve, and the community more broadly. Describe how the project will reduce opioid overdose deaths, increase access to services and supports for historically marginalized populations, and support social distancing measures during COVID19. Use research on program outcomes to identify what works. Use research on program outcomes to identify what works. Whenever possible, quantify the possible economic savings and/or gains brought about by the project through program specific data. For option 2, indicate these potential impacts based on the technical assistance your program provides.

Organizational Sustainability (15 points)

Describe how the project will contribute to or promote the capacity of your organization or your community over time to prevent opioid use disorders and overdose deaths and respond to COVID-19 related concerns among justice-involved individuals. Applications must describe how the enhancements, improvements, or increases achieved during the grant year may be sustained past the funding secured during the grant term. Describe obstacles that may affect your organization's ability to sustain this program after the grant cycle and potential solutions to these identified challenges. Detail any funding from other sources that will be used towards this project. Organizations demonstrating funding from other sources or leadership commitment to sustain programs beyond the end of the grant year will be scored higher.

Line Item Budget and Budget Narrative (10 points)

Use the budget template provided with this RFA (see Justice & Health RFA Budget Template); if the budget template is not used, zero points will be awarded for the budget section. The budget should be for the two

twelve-month periods February 1, 2021 through September 30, 2021 and October 1, 2021 through September 30, 2022. This should be a project specific budget, NOT the budget for your entire organization.

For applicants submitting applications to Option 1, A and B, a separate budget is required for each strategy (A and B).

- Human Resources – Staff salaries and expenses for all staff working on the project should be entered into Human Resources. In the narrative (column H), include details about the specific role each staff member will play on the project.
- Operational Expenses – Detail the cost breakdown for the project. Include all relevant details for each line item in the narrative. If items are broken down by unit, include the number of units and the price per unit. **For Option 1 (A and B) a line item is required for naloxone and other medications such as those to treat Opioid Use Disorder and other behavioral health, mental health, and psychosocial needs.**
- Subcontracting Expenses - For each of the subcontractors on the project, please provide the name of the organization column A. Provide the total amount for Period 1 and 2. In the narrative (column H) provide the description of what this partner plans to contribute to the project. Note that a full breakdown of the subcontractor's expenses are not required for this application but we encourage these details to be decided upon before the start of the funding cycle.

For Option 1 A & B: Budget is required to have a line item for naloxone and other medications, such as those to treat OUD and other behavioral health, mental health, and psychosocial needs.

Funds may not be used to purchase vehicles or pay down existing mortgages and/or other loans. Funds may not be used for construction of new facilities.

11.0 EVALUATION CRITERIA AND SCORING

Applications will be evaluated by a team of grant reviewers. Points will be allocated as indicated in the application content and instructions section of this RFA. Applications that are submitted late, or not following the submission instructions, will not be considered.

Applications are reviewed by a multi-disciplinary committee of health and human services providers who are familiar with the subject matter. Staff from applicant organizations may not participate as reviewers. Applications will be evaluated by a committee according to completeness, content, experience with similar projects, ability of the organization's staff, cost, etc. The award of funds to one organization does not mean that the other applications lacked merit, but that, all facts considered, the selected application was deemed to provide the best service to the State.

Organizations are cautioned that this is a request for applications, and the funding agency reserves the unqualified right to reject any and all applications when such rejections are deemed to be in the best interest of the funding agency.

12.0 SUBMISSION INSTRUCTIONS

Grant applications should be emailed to justiceandpublichealth@dhhs.nc.gov by 5:00 p.m. ET on December 14, 2020.

Only electronic copies that are sent to the above email address will be accepted. Applications must be submitted with two files: one consolidated PDF file including letters of support; and completed budget using the provided Excel template.

Multiple application documents or separate attachments will not be reviewed. Incomplete applications

and applications not completed in accordance with the instructions will not be reviewed. Late applications will not be reviewed.

Technical Assistance: A webinar to review the Justice & Health: Communities Supporting Justice-Involved Individuals during COVID-19 RFA will be scheduled for late November 2020.

Questions regarding the grant application may be directed to Margaret Bordeaux or Elyse Powell by email at justiceandpublichealth@dhhs.nc.gov.

Questions may be submitted through November 10, 2020. Frequently Asked Questions will be posted on the DMHDDSAS website at: <https://www.ncdhhs.gov/about/grant-opportunities/mental-health-developmentaldisabilities-substance-abuse-services-grant-opportunities>

13.0 HELPFUL RESOURCES

North Carolina Opioid Action Plan

<https://www.ncdhhs.gov/about/departments-initiatives/opioid-epidemic/north-carolinas-opioid-action-plan>

National Sheriffs Association Jail Based MAT guide

<https://www.sheriffs.org/Jail-Based-MAT>

SAMHSA Guide to MAT in Criminal Justice Settings

[Use of Medication-Assisted Treatment for Opioid Use Disorder in Criminal Justice Settings](#)

RTI International Primer for Implementation of Overdose Education and Naloxone Distribution in Jails and Prisons

https://harmreduction.org/wp-content/uploads/2019/09/Naloxone-Prison-Primer_v2.pdf

Naloxone Saves NC

www.naloxonesaves.org

Pre-arrest Diversion Program

www.nchrc.org/lead/law-enforcement-assisted-diversion

NC Safer Syringe Initiative

www.ncdhhs.gov/divisions/public-health/north-carolina-safer-syringe-initiative

North Carolina Certified Peer Support Specialist Program

<https://pss.unc.edu>

Partnering with Jails to Provide Re-entry

<https://www.urban.org/sites/default/files/publication/29146/412211-Partnering-with-Jails-to-Improve-Reentry-A-Guidebook-for-Community-Based-Organizations.PDF>

More Powerful NC – Law Enforcement Resources During COVID-19

<https://www.morepowerfulnc.org/get-the-facts/law-enforcement-resources-during-covid-19/>

More Powerful NC – Justice System Response

<https://www.morepowerfulnc.org/get-the-facts/justice-system-response/>

Drug User Health Resource Guide

https://epi.dph.ncdhhs.gov/cd/hepatitis/DrugUserHealthResourceGuide_2.19.20-WEB.pdf

Transforming The System

<https://transformingthesystem.org>

COVID-19 Resources for People Who Use Drugs and Other Vulnerable Communities

<https://www.vitalstrategies.org/drug-use-covid-resources/>

Care First, Jails Last

https://lcalternatives.org/wp-content/uploads/2020/03/ATI_Full_Report_single_pages.pdf

Appendix A- Cover page template

To Be Completed by Applicant(s):

Applicant Name:	County:
Applicant's Street Address:	Email Address:
City, State & Zip:	Telephone Number:
Name & Title of Authorized Representative:	DUNS Number:
<p>Program Strategies Selected (Please circle one)</p> <p>Option 1, Strategy A Option 1, Strategy B Option 1, Strategy A and B Option 2</p>	
Counties served through the programs (list counties):	
Signature of Authorized Representative:	Date:

Appendix B

OVERVIEW OF THE SOLICITATION PROCESS

The following is a general description of the process by which agencies or organizations will be selected to complete the goal or objective.

- 1) RFAs are being sent to prospective agencies and organizations.
- 2) Written questions concerning the RFA specifications will be received until the date specified on the cover sheet of this RFA. A summary of all questions and answers will be posted on the RFA website.
- 3) Applications will be received from each agency or organization. The original must be signed and dated by an official authorized to bind the agency or organization.
- 4) All applications must be received by the funding agency not later than the date and time specified on the cover sheet of the RFA. Faxed applications will not be accepted.
- 5) Applications from each responding agency and organization will be logged in at the date and time received.
- 6) At their option, the evaluators may request additional information from any or all Applicants for the purpose of clarification or to amplify the materials presented in any part of the application. However, agencies and organizations are cautioned that the evaluators are not required to request clarification; therefore, all applications should be complete and reflect the most favorable terms available from the agency or organization.
- 7) Applications will be evaluated according to completeness, content, experience with similar projects, ability of the agency's or organization's staff, cost, etc. The award of a grant to one agency and organization does not mean that the other applications lacked merit, but that, all facts considered, the selected application was deemed to provide the best service to the State.
- 8) Agencies and organizations are cautioned that this is a request for applications, and the funding agency reserves the unqualified right to reject any and all applications when such rejections are deemed to be in the best interest of the funding agency.

GENERAL INFORMATION ON SUBMITTING APPLICATIONS

- 1) **Award or Rejection**
All qualified applications will be evaluated and awarded to those agencies or organizations whose capabilities are deemed to be in the best interest of the funding agency. The funding agency reserves the unqualified right to reject any or all offers if determined to be in its best interest. Successful Contractors will be notified no later than 1/15/21.
- 2) **Cost of Application Preparation**
Any cost incurred by an agency or organization in preparing or submitting an application is the agency's or organization's sole responsibility; the funding agency will not reimburse any agency or organization for any pre-award costs incurred.
- 3) **Elaborate Applications**
Elaborate applications in the form of brochures or other presentations beyond that necessary to present a complete and effective application are not desired.
- 4) **Oral Explanations**
The funding agency will not be bound by oral explanations or instructions given at any time during the competitive process or after awarding the grant.
- 5) **Reference to Other Data**
Only information that is received in response to this RFA will be evaluated; reference to information previously submitted will not suffice.
- 6) **Titles**
Titles and headings in this RFA and any subsequent RFA are for convenience only and shall have

no binding force or effect.

- 7) Form of Application
Each application must be submitted on the form provided by the funding agency.
- 8) Exceptions
All applications are subject to the terms and conditions outlined herein. All responses will be controlled by such terms and conditions. The attachment of other terms and condition by any agency and organization may be grounds for rejection of that agency or organization's application.
- 9) Advertising
In submitting its application, agencies and organizations agree not to use the results therefrom or as part of any news release or commercial advertising without prior written approval of the funding agency.
- 10) Right to Submitted Material
All responses, inquiries, or correspondence relating to or in reference to the RFA, and all other reports, charts, displays, schedules, exhibits, and other documentation submitted by the agency or organization will become the property of the funding agency when received.
- 11) Competitive Offer
Pursuant to the provision of G.S. 143-54, and under penalty of perjury, the signer of any application submitted in response to this RFA thereby certifies that this application has not been arrived at collusively or otherwise in violation of either Federal or North Carolina antitrust laws.
- 12) Agency and Organization's Representative
Each agency or organization shall submit with its application the name, address, and telephone number of the person(s) with authority to bind the agency or organization and answer questions or provide clarification concerning the application.
- 13) Subcontracting
Agencies and organizations may propose to subcontract portions of work provided that their applications clearly indicate the scope of the work to be subcontracted, and to whom. All information required about the prime grantee is also required for each proposed subcontractor.
- 14) Proprietary Information
Trade secrets or similar proprietary data which the agency or organization does not wish disclosed to other than personnel involved in the evaluation will be kept confidential to the extent permitted by NCAC TO1: 05B.1501 and G.S. 132-1.3 if identified as follows: Each page shall be identified in boldface at the top and bottom as "CONFIDENTIAL." Any section of the application that is to remain confidential shall also be so marked in boldface on the title page of that section.
- 15) Participation Encouraged
Pursuant to Article 3 and 3C, Chapter 143 of the North Carolina General Statutes and Executive Order No. 77, the funding agency invites and encourages participation in this RFA by businesses owned by minorities, women and the disabled including utilization as subcontractor(s) to perform functions under this Request for Applications.
- 16) Federal Certifications
 - i) Agencies or organizations receiving Federal funds will be required to execute Federal Certifications regarding Non-discrimination, Drug-Free Workplace, Environmental Tobacco Smoke, Debarment, Lobbying, and Lobbying Activities. A copy of the Federal Certifications is included in this RFA for your reference (see Appendix B). Federal Certifications should NOT be signed or returned with the application.

NCDHHS Announces Funding Opportunity to Serve Justice-Involved Individuals as COVID-19 Impacts Opioid Overdoses

Raleigh

Oct 29, 2020

The North Carolina Department of Health and Human Services today released a request for applications to fund up to \$10.6 million in community-based projects to prevent opioid overdoses for people who are involved in the justice system.

"The COVID-19 pandemic has been particularly difficult for people who struggle with substance use disorders, and this funding will help us reduce overdoses in our state," Governor Roy Cooper said. "These programs can make a big difference, but we know that the best way to ensure people without coverage can get the treatment they need is expanding Medicaid to more than half a million working North Carolinians."

During the COVID-19 pandemic, North Carolina has seen a resurgence in another epidemic – the opioid overdose crisis. Since March, North Carolina has seen a 24% increase in emergency department visits for opioid overdoses. Individuals exiting incarceration with substance use disorder are particularly vulnerable to an overdose. According to data prior to the pandemic, formerly incarcerated individuals are 40 times more likely than other North Carolinians to die of an overdose in the first two weeks of re-entering the community. For many residents, COVID-19 has further complicated navigating returning to their community from prisons or jails, as many service providers have shifted the way they operate or now have limited services or hours.

Connecting a person to evidenced based addiction treatment, either before they are incarcerated or once they are leaving jail or prison and re-entering the community, can prevent overdoses and reduce a return to incarceration. This funding opportunity will advance key strategies in the **Opioid Action Plan**

(https://urldefense.com/v3/__https://click.icptrack.com/icp/relay.php?r=39781839&mmsgid=483573&act=20YB&c=1346310&destination=https*3A*2F*2Fwww.ncdhhs.gov*2Ftab-epidemic*2Fnorth-carolinas-opioid-action-plan&cf=13425&v=75cfe2a7ebd81ba&ef0e9d7db316a723dd4884cf42d4bb6aebc91aac1a66f4d9__;JSUJISUIQ!!HYmSToo!OpB1GA2kVY7XbbGYZNELE3J9E_I5zTVzdKIpU) to address the needs of people involved in the justice system, while alleviating pressure on jails and prisons across North Carolina during the COVID-19 pandemic. Community-based organizations, local law enforcement agencies, substance use disorder treatment providers, and others, may apply for grants of up to \$350,000 per year for two years to:

- Create and expand pre- and post-arrest programs to divert people with substance use disorders from jail to appropriate treatment options,
- Create re-entry programs that help connect people to care upon release from incarceration

The grant will additionally award one technical assistance provider to advise and support statewide justice-involved overdose prevention initiatives, and foster peer to peer learning between groups awarded through this grant.

"Substance use disorder is a disease; treatment works and not only saves lives, but reduces recidivism, supports families, and contributes to the economy – it's simply the right thing to do," said Kody H. Kinsley, Deputy Secretary for Behavioral Health and Intellectual and Developmental Disabilities.

This funding opportunity is the first of two RFAs that will fund programs to support justice-involved initiatives. A second RFA will be released in January 2021, which will fund complementary programs. For more information visit [this DHHS page](#)

(https://urldefense.com/v3/__https://click.icptrack.com/icp/relay.php?r=39781839&mmsgid=483573&act=20YB&c=1346310&destination=https*3A*2F*2Fwww.ncdhhs.gov*2Ftab-developmental-disabilities-and-substance-abuse-services&cf=13425&v=f1ccd8d87f0111402bc9fe4dc3bd3610af1d4a49efd2dab9e9531d5903621bc6__;JSUJISUI!!HYmSToo!OpB1GA2kVY7XbbGYZNELE3J9E_I5zTVzdKIpU)

This press release is related to:

Governor's Office (</news/press-releases>)

Healthcare (/news/press-releases?field_press_release_terms_tid=274&field_press_release_terms_tid_op=or)

Contact Information

Ford Porter
govpress@nc.gov (<mailto:govpress@nc.gov>)
919-814-2100

**TOWN OF WAYNESVILLE BOARD OF ALDERMEN
REQUEST FOR BOARD ACTION
November 10, 2020**

SUBJECT: Homelessness Task Force Applications

AGENDA INFORMATION:

Agenda Location: Public Hearing
Item Number: F11
Department: Administration
Contact: Jesse Fowler, Assistant Town Manager
Presenter: **Jesse Fowler, Assistant Town Manager**

BRIEF SUMMARY: At the regular scheduled Board of Aldermen meeting on October 27 the Board requested for staff to present them with the current applications for the Homelessness Taskforce. Currently, there are five vacant seats on the Homelessness Task Force. Attached are those applications for your consideration. Below is a list of Aldermen and the number of appointments open to each.

- Mayor Gary Caldwell: 2
- Alderman Chuck Dickson: 1
- Alderman Jon Feichter: 0
- Alderman Anthony Sutton: 1
- Alderwoman Julia Freeman: 1

MOTION FOR CONSIDERATION: None

FUNDING SOURCE/IMPACT: General

ATTACHMENTS: None



TOWN OF WAYNESVILLE, NORTH CAROLINA

Application for Appointment to Boards/Commissions

Please return to the Town Clerk's office.

16 South Main Street, P.O. Box 100, Waynesville, NC 28786

(828) 452-2491

eward@waynesvillenc.gov

Additional Pages and/or a resume may be attached but is not required

NAME Claudine Robinson Calabro
STREET ADDRESS 4684 Old Clyde Rd Clyde, NC 28721
MAILING ADDRESS 4684 Old Clyde Rd Clyde, NC 28721
PHONE 828-593-8731
E-MAIL claudine.calabro@bhgrecovery.com

Please consider me for appointment to the following board(s) or commission(s):

- | | |
|--|---|
| <input type="checkbox"/> Alcoholic Beverage Control Board | <input type="checkbox"/> Planning Board |
| <input type="checkbox"/> Community Action Forum | <input type="checkbox"/> Public Art Commission |
| <input type="checkbox"/> Board of Adjustment | <input type="checkbox"/> Recreation & Parks Advisory Commission |
| <input type="checkbox"/> Firemen's Relief Fund Board | <input type="checkbox"/> Waynesville Housing Authority |
| <input type="checkbox"/> Historic Preservation Commission | <input type="checkbox"/> 1% Zip Code Subcommittee (TDA) |
| <input checked="" type="checkbox"/> Homelessness Taskforce (adhoc) | <input type="checkbox"/> Cemetery Committee (adhoc) |

I am interested in serving on this board or commission because: I believe there are ways this can be addressed and actually help.

I have experience/expertise in the following areas and/or have served on the following board or commission:

I have experience working with low income families and methadone treatment facilities.

I feel that I can contribute the following to this board or commission I am knowledgeable personally about the taskforce at hand.

Tell us about yourself and your background: Current team member of Behavioral Health Group which I absolutely love, past employee of Mountain Projects, Inc Section 8 program. Past experience being homeless in the past 6 years ago.

If a vacancy exists and I qualify for appointment, I will be contacted for my permission to the appointment. If I am chosen, I will faithfully execute my duty on the selected board or commission.

Claudine Robinson Calabro
Signature

10-30-20
Date

VOLUNTEER MINISTRY CENTER

VMC

Opening Doors for a Better Tomorrow

11 North Broadway
Nashville TN 37217-7408

P.O. Box 27406
Nashville TN 37227

665 524-3926

www.vmcinc.org

Board of Directors 2020

David Arning
Linda Bailey
Amy Cheek
Susan Conway
Robert DeNovo III
Charlie Daniel
Lancy Friedrich
Phillip Furlong
Arney Ivy
Rick Jenkins
Ara Knapp
Ben Knight
Adam Luttrell
Todd Mason
Hunter Purnell
Laura Seymour
Aren Sproles
D. Sullivan
Beth Townsend
Earl Van Hoozier, Jr
Mark Walker

July 15, 2020

Dear Claudine,

It is so great to hear from you and to know that you have made it to a point where you are able to give back to others. It was way back in October 2014 that you were unsheltered. I am humbled that VMC could be a part of your journey back to housing and health. Regardless of any help you may have received, you are the one who did all of the hard work to make your success a reality. I hope that you are able to recognize that and know the amount of strength you possess. What a beautiful thing that you are now helping others along the path towards greater health and stability! Congratulations and thanks for taking the time to let us know how well you are doing.

Sincerely,

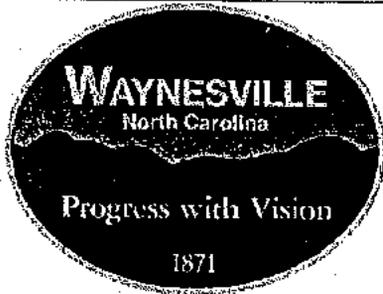
Gabrielle Cline, LCSW
Chief Clinical Services Officer
Volunteer Ministry Center

Rose W. Spangler
Chief Executive Officer



Community Partner

Dedicated to Ending and Preventing Homelessness



TOWN OF WAYNESVILLE, NORTH CAROLINA

Application for Appointment to Boards/Commissions

Please return to the Town Clerk's office.

16 South Main Street, P.O. Box 100, Waynesville, NC 28786

(828) 452-2491

eward@waynesvillenc.gov

Additional Pages and/or a resume may be attached but is not required

NAME JOHN V. BAUS JR
STREET ADDRESS 55 LOVE LANE, WAYNESVILLE NC 28786
MAILING ADDRESS SAME
PHONE 504-239-8080
E-MAIL jvbaus@att.net

Please consider me for appointment to the following board(s) or commission(s):

- Alcoholic Beverage Control Board
Community Action Forum
Board of Adjustment
Firemen's Relief Fund Board
Historic Preservation Commission
Homelessness Taskforce (ad hoc)
Planning Board
Public Art Commission
Recreation & Parks Advisory Commission
Waynesville Housing Authority
1% Zip Code Subcommittee (TDA)
Cemetery Committee (ad hoc)

I am interested in serving on this board or commission because: AS A NEARBY NEIGHBOR AND BUSINESS OWNER (LOVE LANE B&B AND BREAKFAST), I AM CONCERNED ABOUT THE ISSUES RAISED DURING THE RECENT MEETING ABOUT HOMELESSNESS AT FIRST LEVEL

I have experience/expertise in the following areas and/or have served on the following board or commission: I HAVE BEEN A STATE PROSECUTOR, CIVIL LITIGATION ATTORNEY, AND ADMINISTRATIVE JUDGE, AND CAN ASSESS LEGAL ISSUES AND SOLUTIONS. I ALSO RAN A PROPERTY MANAGEMENT COMPANY. I HAVE INTERESTS IN FINDING GOOD SOLUTIONS. I feel that I can contribute the following to this board or commission BECAUSE I HAVE EXPERIENCE IN BOTH LEGAL AND PROPERTY ISSUES. I HAVE EXTENSIVE EXPERIENCE IN PROBLEM ANALYSIS AND RESOLUTION OF CONFLICTS.

Tell us about yourself and your background: SEE RESUME

If a vacancy exists and I qualify for appointment, I will be contacted for my permission to the appointment. If I am chosen, I will faithfully execute my duty on the selected board or commission.

Signature [Handwritten Signature] Date 1/2/20

JOHN V. BAUS JR.

322 ATHERTON DR., METAIRIE, LA 70005
(504) 239-8080 JOHNBAUS@ATT.NET

QUALIFICATIONS

- AV Preeminent rated, experienced lead counsel with extensive federal and state civil trial and appellate experience.
 - 20+ years experience in casualty insurance defense.
 - 15+ years experience as coverage counsel.
 - 10+ years experience in commercial real estate development and construction consulting.
 - Admitted La., Texas, U.S. District Courts, Fifth Circuit, and United States Supreme Court.
 - Experienced in litigation practice, insurance defense (professional liability, general liability, environmental, property, casualty, and automobile), insurance coverage (including marine, pollution, general liability, and professional liability), complex business and financial institution litigation, workers compensation, real estate, corporate, contracts, and healthcare.
-

STATE OF LOUISIANA, DIVISION OF ADMINISTRATIVE LAW,

Administrative Law Judge, Health and Hospitals 2015-2017

JOHN V. BAUS JR. PLC, Solo Practitioner 2003-2015

- Civil practice, including commercial litigation, professional liability defense, insurance coverage, subrogation, certain real estate matters, general civil litigation, criminal litigation, and contracts, corporate, and business law.
- Affiliated with Larzelere Picou Wells Simpson Lonero, LLC 2013-2015

NEW ORLEANS LEASING & PROPERTY LLC, Owner 2005-2013

- Development of commercial properties; consulting, negotiation, leasing, management, property agreements, easements, restrictions, administrative hearings, and construction.

HAMMETT & BAUS / BAUS & DALY, Managing Partner 1991-2002

BLUE, WILLIAMS, & BUCKLEY, Associate Attorney 1987-1991

HAMMETT, LEAKE, & HAMMETT, Associate Attorney 1986-1987

NEW ORLEANS DISTRICT ATTORNEYS OFFICE 1984-1986

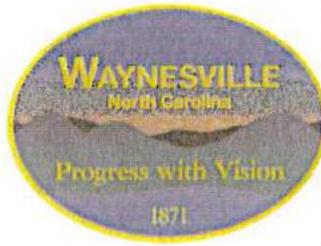
- Senior Trial Attorney; Tried over 125 felony jury trials and 200 bench trials.
-

EDUCATION

University of Virginia, Bachelor of Arts With Honors, Economics
Loyola Law School, Juris Doctorate

SKILLS

- Qualified in all areas of litigation practice, insurance coverage, and complex litigation.
- Qualified in negotiation and preparation of contracts.
- Experienced in law office management, administration, and supervision.
- Microsoft Office, Word, Outlook, and Excel, and in time and billing software.
- Experienced public speaker, as seminar instructor and as volunteer lobbyist for Pump to the River organization.



Gary Caldwell, Mayor
Julia Freeman, Mayor Pro Tem
Clarence "Chuck" Dickson, Alderman
Jon Feichter, Alderman
Anthony Sutton, Alderman

Robert W. Hites, Jr. Town Manager
William E. Cannon, Jr., Town Attorney

February 20, 2020

John V. Baus, Jr.
55 Love Lane
Waynesville, NC 28786

Dear Mr. Baus

On behalf of the Town of Waynesville Mayor and Board of Aldermen, thank you for your interest in serving on the Homelessness Task Force. Although you were not selected for appointment to the core group of the Homelessness Task Force, your application will be kept on file, if future vacancies occur and for the chairman to have if additional sub-committees fitting your skill set are developed.

The Town of Waynesville appreciates you and all of the individuals who provide the valuable service of contributing their time and expertise to the various Boards/Commissions. This work at times can be challenging but is very valuable to the future of Waynesville.

Thank you again for your interest in serving the citizens of Waynesville.

Sincerely,

Gary Caldwell
Mayor

cc: Eddie Ward, Town Clerk
Amy Murphy-Nugen



TOWN OF WAYNESVILLE, NORTH CAROLINA

Application for Appointment to Boards/Commissions

Please return to the Town Clerk's office.

16 South Main Street, P.O. Box 100, Waynesville, NC 28786

(828) 452-2491

eward@waynesvillenc.gov

Additional Pages and/or a resume may be attached but is not required

NAME Chad Warren Brown
STREET ADDRESS 495 Hazelwood Ave / 110 Celtic Ct
MAILING ADDRESS
PHONE 828-452-7502 828-450-4443
E-MAIL cecw@jennoi@yahoo.com

Please consider me for appointment to the following board(s) or commission(s):

- Alcoholic Beverage Control Board
Community Action Forum
Board of Adjustment
Firemen's Relief Fund Board
Historic Preservation Commission
Homelessness Taskforce (adhoc)
Planning Board
Public Art Commission
Recreation & Parks Advisory Commission
Waynesville Housing Authority
1% Zip Code Subcommittee (TDA)
Cemetery Committee (adhoc)

I am interested in serving on this board or commission because: Business Owner / property owner - Future of Hazelwood Area impacted by the influx of vagrant activity

I have experience/expertise in the following areas and/or have served on the following board or commission: Waynesville Fireman 10 yrs service

Business owner / Hazelwood Community Tactical since 1989

I feel that I can contribute the following to this board or commission: Helping solve the problems we have and contribute the help we can

Tell us about yourself and your background: Tuscola Graduate / Haywood Community College NC State cert. Fireman

If a vacancy exists and I qualify for appointment, I will be contacted for my permission to the appointment. If I am chosen, I will faithfully execute my duty on the selected board or commission.

Signature [Handwritten Signature] Date 12/31/19



Gary Caldwell, Mayor
Julia Freeman, Mayor Pro Tem
Clarence "Chuck" Dickson, Alderman
Jon Feichter, Alderman
Anthony Sutton, Alderman

Robert W. Hites, Jr. Town Manager
William E. Cannon, Jr., Town Attorney

February 20, 2020

Chad Warren Brown
495 Hazelwood Avenue
Waynesville, NC 28786

Dear Mr. Brown:

On behalf of the Town of Waynesville Mayor and Board of Aldermen, thank you for your interest in serving on the Homelessness Task Force. Although you were not selected for appointment to the core group of the Homelessness Task Force, your application will be kept on file, if future vacancies occur and for the chairman to have if additional sub-committees fitting your skill set are developed.

The Town of Waynesville appreciates you and all the individuals who provide the valuable service of contributing their time and expertise to the various Boards/Commissions. This work at times can be challenging but is very valuable to the future of Waynesville.

Thank you again for your interest in serving the citizens of Waynesville.

Sincerely,

A handwritten signature in black ink that reads "Gary Caldwell". The signature is written in a cursive style with a large, prominent "G" and "C".

Gary Caldwell
Mayor

cc: Eddie Ward, Town Clerk
Amy Murphy-Nugen



TOWN OF WAYNESVILLE, NORTH CAROLINA

Application for Appointment to Boards/Commissions

Please return to the Town Clerk's office.

16 South Main Street, P.O. Box 100, Waynesville, NC 28786

(828) 452-2491

eward@waynesvillenc.gov

Additional Pages and/or a resume may be attached but is not required

NAME Peggy Harwah
STREET ADDRESS 268 Hemlock St
MAILING ADDRESS Waynesville, NC 28786
PHONE 828-550-3443
E-MAIL PeggyHarwah56@gmail.com

Please consider me for appointment to the following board(s) or commission(s):

- Alcoholic Beverage Control Board
Community Action Forum
Board of Adjustment
Firemen's Relief Fund Board
Historic Preservation Commission
Homelessness Taskforce (ad hoc)
Planning Board
Public Art Commission
Recreation & Parks Advisory Commission
Waynesville Housing Authority
1% Zip Code Subcommittee (TDA)
Cemetery Committee (ad hoc)

I am interested in serving on this board or commission because: I live near Pathways, I see daily the issues & want to be a part of solution.

I have experience/expertise in the following areas and/or have served on the following board or commission:

[Blank lines for listing experience]

I feel that I can contribute the following to this board or commission from seeing daily issues of homelessness.

Tell us about yourself and your background: I have lived in Haywood Co 60+ yrs. Do not work Do Not a criminal background willing to help.

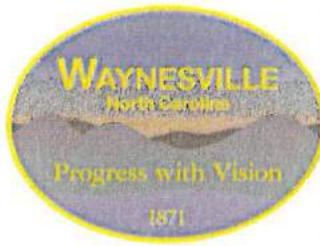
If a vacancy exists and I qualify for appointment, I will be contacted for my permission to the appointment. If I am chosen, I will faithfully execute my duty on the selected board or commission.

[Handwritten Signature]

Signature

1-2-2020

Date



Gary Caldwell, Mayor
Julia Freeman, Mayor Pro Tem
Clarence "Chuck" Dickson, Alderman
Jon Feichter, Alderman
Anthony Sutton, Alderman

Robert W. Hites, Jr. Town Manager
William E. Cannon, Jr., Town Attorney

February 20, 2020

Peggy Hannah
268 Hemlock Street
Waynesville, NC 28786

Dear Ms. Hannah:

On behalf of the Town of Waynesville Mayor and Board of Aldermen, thank you for your interest in serving on the Homelessness Task Force. Although you were not selected for appointment to the core group of the Homelessness Task Force, your application will be kept on file, if future vacancies occur and for the chairman to have if additional sub-committees fitting your skill set are developed.

The Town of Waynesville appreciates you and all the individuals who provide the valuable service of contributing their time and expertise to the various Boards/Commissions. This work at times can be challenging but is very valuable to the future of Waynesville.

Thank you again for your interest in serving the citizens of Waynesville.

Sincerely,

Gary Caldwell
Mayor

cc: Eddie Ward, Town Clerk
Amy Murphy-Nugen



TOWN OF WAYNESVILLE, NORTH CAROLINA

Application for Appointment to Boards/Commissions

Please return to the Town Clerk's office.

16 South Main Street, P.O. Box 100, Waynesville, NC 28786

(828) 452-2491

eward@waynesvillenc.gov

Additional Pages and/or a resume may be attached but is not required

NAME: Amy C. Hendricks

STREET ADDRESS: 132 High Meadow Lane Waynesville, NC 28786

MAILING ADDRESS: Same

PHONE: 828-646-7766

E-MAIL: achendricks@gmail.com

Please consider me for appointment to the following board(s) or commission(s):

- | | |
|--|---|
| <input type="checkbox"/> Alcoholic Beverage Control Board | <input type="checkbox"/> Planning Board |
| <input type="checkbox"/> Community Action Forum | <input type="checkbox"/> Public Art Commission |
| <input type="checkbox"/> Board of Adjustment | <input type="checkbox"/> Recreation & Parks Advisory Commission |
| <input type="checkbox"/> Firemen's Relief Fund Board | <input type="checkbox"/> Waynesville Housing Authority |
| <input type="checkbox"/> Historic Preservation Commission | <input type="checkbox"/> 1% Zip Code Subcommittee (TDA) |
| <input checked="" type="checkbox"/> Homelessness Taskforce (adhoc) | <input type="checkbox"/> Cemetery Committee (adhoc) |

I am interested in serving on this board or commission because I am a resident of Haywood County since 1991 and have chosen to live, work, raise my children and retire in this community. I am a supporter of local businesses in Waynesville and want to see these businesses thrive. However, this cannot happen if we as a community turn a blind eye to the issues surrounding homelessness in our county. I want to be part of this effort in a way that will bring awareness and balance to issues that reach beyond the city limits of Waynesville.

I have experience/expertise in the following areas and/or have served on the following board or commission:

- Participated and lead health-related focus/action groups in our community
- Worked with volunteer organizations that focused on improving the lives of children
- Assisted in the creation of health related policies for Haywood County

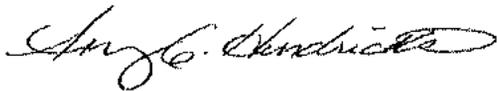
* Please see attached resume

I feel that I can contribute the following to this board or commission by actively listening and hearing the concerns of business owners, as well as those individuals who are addressing the public health concerns surrounding homelessness in our community. I understand this effort will not be

easy and will not be corrected overnight. But I am hopeful that we as a committee can come together to find a solution for the greater good for everyone involved.

Tell us about yourself and your background: First, I am a parent of two adult children, both of which want to return to Haywood County to raise their families someday. So the decision(s) this committee will make will have a lasting impact, which is important for future generations. I also have over 30 years of experience in the field of public health and I feel that this isn't just about homelessness, this is a public health issue.

If a vacancy exists and I qualify for appointment, I will be contacted for my permission to the appointment. If I am chosen, I will faithfully execute my duty on the selected board or commission.



1/2/20

Signature

Date

Upon appointment to a Board/Committee, the information contained herein becomes a matter of public record per NCGS 132-1.

Return Application to Town Clerk's Office

Amy Crary Hendricks

132 High Meadow Lane
Waynesville, NC 28786
achendricks@gmail.com
828.646.7766

Summary of Qualifications

- Goal oriented professional with 20+ years of comprehensive experience in school and community health education with demonstrated creativity and success.
- Expertise in strategic planning, development and implementation of preventive health programs through the coordination of volunteer driven action teams and collaboration with community agencies.
- Highly skilled in the delivery of health information through public presentations in any group settings, including sensitive topics related to life-style and behavioral choices.
- Excellent leadership, interpersonal, and intuitive skills that has enabled the successful delivery of community events over four years; involving the coordination of volunteers, community agencies and the general public.
- Energetic and self-motivated team player that thrives in both independent and collaborative work environments.
- Knowledge of computers and word processing, excellent written communication skills and the ability to multi-task.

Professional Experience

Program Coordinator

2010 – Present NC Fetal Alcohol Prevention Program (FASDinNC) – Asheville, North Carolina

- Develops, implements and maintains the state-wide Fetal Alcohol Prevention Program
- Directs and advises outreach efforts of the FASD Co-Coordinator
- Creates and manages program budget, scope of work and quarterly reports
- Coordinates the provision of education on Fetal Alcohol Spectrum Disorders (FASD)
- Maintains www.FASDinNC.org, including posting weekly blogs and content management
- Networks with health professionals within NC and on a national level to deliver the FASD message

Enrollment Counselor

2008 – 2010 University of Phoenix – Asheville, North Carolina

- Coordinate with enrollment team in the recruitment of eligible students
- Responsible for helping students identify their motivation and resources for achieving a degree
- Develop academic plans for degree completion, following University guidelines and procedures
- Assist students in establishing work, life and school balance during their introductory courses
- Collaborate with graduation team members in assisting students to reach their academic goals

Community Manager

2006 – 2008 American Cancer Society – Asheville, North Carolina

- Coordinated goal oriented fund-raising efforts for multiple counties in Western North Carolina
- Cultivated key relationships within the community to support the work of the American Cancer Society
- Recruited, developed and managed volunteers in support of income and mission delivery goals
- Maintained mission driven services for cancer survivors within served communities
- Delivered tobacco prevention and sun safety programs to schools and community agencies

Healthy Haywood Coordinator

2003– 2006 Haywood County Health Department – Waynesville, North Carolina

- Coordinated a volunteer health coalition, comprised of four health action teams
- Implemented the peer driven alcohol awareness program Teens Against Booze Under 21
- Worked with school based TRU clubs in the implementation of tobacco-free school policies
- Assisted the physical activity action team in implementing school nutrition and physical activity policies
- Provided asthma education for day-care providers and K-3 children on the effects of second-hand smoke

Director/Lead Teacher

1999 – 2003 Long's Chapel Pre-Kindergarten – Lake Junaluska, North Carolina

- Responsible for the hiring, training, supervision and coordination of center's staff
- Established and maintained center's budget in accordance to Long's Chapel guidelines
- Developed and implemented age appropriate curricula and center activities for the staff
- Implemented and upheld center policies in accordance with licensing procedures
- Served as the parent-teacher liaison for center policies and special needs services

Public Health Educator

1991 – 1999 Haywood County Health Department – Waynesville, North Carolina

- Delivered family planning education within schools and community agencies
- Developed, implemented and maintained prenatal and parenting education programs
- Provided HIV education programs to at-risk populations, schools and the community
- Assisted in the collection and interpretation of community health data
- Advised community agencies on related health problems and prevention efforts

Administrative Assistant

1987 – 1990 Department of Health and Rehabilitative Services AIDS Program – Tallahassee, Florida

- Responsible for the review, selection and delivery of health education materials throughout the state
- Assisted lead health educator in the development of community programs and resources
- Presented AIDS awareness programs to college students through student and campus associations
- Collected and interpreted community data related to the counseling-testing program
- Maintained database for public health educators within the state AIDS program

Education

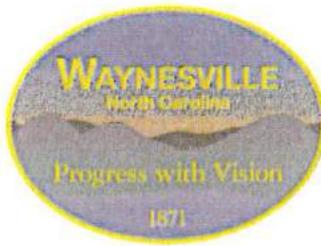
1990 B.S., Health Education, Florida State University – Tallahassee, Florida
 1988 A.A., Tallahassee Community College – Tallahassee, Florida

Certifications

2011 Certified FASD Trainer, Great Lakes FASD Regional Training Center/University of Wisconsin

Professional Affiliations

2014 – Present National Organization on Fetal Alcohol Syndrome Executive Council Member
 2010 – Present National Organization on Fetal Alcohol Syndrome (NOFAS) Affiliate Member
 2010 – 2014 National Association of FASD State Coordinators Member
 2010 – 2014 Safe Babies Court Team Member – Qualla Boundary/ Cherokee, NC
 2003 – 2011 Southwestern Resource Conservation and Development Council Member
 2003 – 2011 Leadership Haywood Alumni Association
 2007 – 2009 President, North Carolina Resource Conservation and Development State Association
 2007 – 2008 Healthy Haywood Cancer Action Team
 2003 – 2006 Big Brothers, Big Sisters Advisory Council



Gary Caldwell, Mayor
Julia Freeman, Mayor Pro Tem
Clarence "Chuck" Dickson, Alderman
Jon Feichter, Alderman
Anthony Sutton, Alderman

Robert W. Hites, Jr. Town Manager
William E. Cannon, Jr., Town Attorney

February 20, 2020

Amy C. Hendricks
132 High Meadow Lane
Waynesville, NC 28786

Dear Ms. Hendricks:

On behalf of the Town of Waynesville Mayor and Board of Aldermen, thank you for your interest in serving on the Homelessness Task Force. Although you were not selected for appointment to the core group of the Homelessness Task Force, your application will be kept on file, if future vacancies occur and for the chairman to have if additional sub-committees fitting your skill set are developed.

The Town of Waynesville appreciates you and all the individuals who provide the valuable service of contributing their time and expertise to the various Boards/Commissions. This work at times can be challenging but is very valuable to the future of Waynesville.

Thank you again for your interest in serving the citizens of Waynesville.

Sincerely,

A handwritten signature in black ink that reads 'Gary Caldwell'.

Gary Caldwell
Mayor

cc: Eddie Ward, Town Clerk
Amy Murphy-Nugen



TOWN OF WAYNESVILLE, NORTH CAROLINA

Application for Appointment to Boards/Commissions

Please return to the Town Clerk's office.

16 South Main Street, P.O. Box 100, Waynesville, NC 28786

(828) 452-2491

eward@waynesvillenc.gov

Additional Pages and/or a resume may be attached but is not required

NAME Destei N. Leger
STREET ADDRESS 310 Discovery Lane, Sylva NC 28779
MAILING ADDRESS P O Box 403, Sylva NC 28779
PHONE (828) 357-7259
E-MAIL destr@hereinjacksoncounty.org

Please consider me for appointment to the following board(s) or commission(s):

- | | |
|---|---|
| <input type="checkbox"/> Alcoholic Beverage Control Board | <input type="checkbox"/> Planning Board |
| <input type="checkbox"/> Community Action Forum | <input type="checkbox"/> Public Art Commission |
| <input type="checkbox"/> Board of Adjustment | <input type="checkbox"/> Recreation & Parks Advisory Commission |
| <input type="checkbox"/> Firemen's Relief Fund Board | <input type="checkbox"/> Waynesville Housing Authority |
| <input type="checkbox"/> Historic Preservation Commission | <input type="checkbox"/> 1% Zip Code Subcommittee (TDA) |
| <input checked="" type="checkbox"/> Homelessness Taskforce (ad hoc) | <input type="checkbox"/> Cemetery Committee (ad hoc) |

I am interested in serving on this board or commission because: I believe addressing Town's homeless concerns will not only assist the town, its residents and its homeless population, but also the entire WNC region & its struggles to adequately address homelessness.

I have experience/expertise in the following areas and/or have served on the following board or commission:

I serve as the Regional Lead for the WNC Homeless Coalition. I am the founding Board President of HERE in Jackson County and have served on multiple committees with the North Carolina Coalition to end Homelessness.

I feel that I can contribute the following to this board or commission: Knowledge of best practices, variety of programming, connection to other homeless resources, knowledge of funding opportunities & trends.

Tell us about yourself and your background: While I am a Jackson resident, my first shelter job was with REACH of Haywood giving me first hand experience & knowledge of Town's struggle with homelessness.

If a vacancy exists and I qualify for appointment, I will be contacted for my permission to the appointment. If I am chosen, I will faithfully execute my duty on the selected board or commission.

Destei Leger
Signature

12.19.19

Date



December 30, 2019

Town Clerk's Office
Attn: Eddie Ward
P O Box 100
Waynesville NC 28723

submitted via email
eward@waynesvillenc.gov

Dear Mr. Ward:

Please find enclosed my Application for Appointment to Boards/Commissions and accompanying Resume. As noted on the enclosed, I am a Jackson County resident with a history of providing homeless services in Haywood County and well developed relationships with Haywood service providers through my role as Regional Lead of the WNC Homeless Coalition.

I am seeking membership on the Homeleneess Task Force because I believe I can offer a voice historically left of our Waynesville's conversations around homelessness. I have extensive knowledge and access to resources surrounding evidence based practices in serving homeless populations. This includes insight for how to best serve those whose homelessness is compounded with mental health and substance use struggles. I believe having information around best practices and evidence based programming which have been successful in other regions similar to ours is a vital missing component in the ongoing conversation of homeleneess inWaynesville.

I appreciate your consideration for this important role. Please feel free to contact me should you have any questions or need any additional information.

Very truly yours,

Destri Leger
Housing Case Manager
(828) 357-7259
destri@hereinjacksoncounty.org

Destri Leger

Ph: (828) 357-7259 • destri@hereinjacksoncounty.org

OBJECTIVE:

Continue evoking positive change and fighting homelessness in Western North Carolina by joining Town of Waynesville's Task Force on Homelessness.

EXPERIENCE:

HERE in Jackson County

P O Box 403, Sylva NC 28779

Ph: (828) 477-4946

09/2019 - Present

Housing Case Manager

Provide housing-focused case management services to clients in a shelter and community setting. These services include an initial assessment of housing barriers and individualized plan to address identified barriers, rental search and relocation assistance, and landlord tenant mediation. Additional duties include grant writing, financial planning and management, volunteer recruitment and supervision, outreach and community engagement.

08/2018 - 08/2019

Founder, Board President

Founded, incorporated and obtained non-profit status for the agency. Secured seed funding for organization through community and government grants.

REACH of Macon County, Inc.

29 Meadowlark Drive, Franklin NC

Ph: (828) 586-8969

10/2018 - 05/2019

Outreach & Development Coordinator

Hired in collaboration with Center for Domestic Peace (CDP) to conduct community outreach for both agencies regarding domestic violence awareness and availability of services, increase CDP agency capacity and community presence, increase funding sources through community grants and local fundraising campaigns, manage daily financials and incoming donations (both monetary and in-kind), as well as direct client services.

REACH of Haywood County, Inc.

P O Box 206, Waynesville NC 28786

Ph: (828) 456-7898

2016 - 2018

Nighttime Shelter Manager

Responsible for overseeing nighttime shelter operations including shelter upkeep, assisting with case management, advocating on clients' behalf with outside agencies including healthcare, law enforcement, social services, etc., crisis line response, planning and conducting weekly support group, participating in Client Services Committee and WNC Homeless Coalition.

2015 – 2016

Nighttime Shelter Advocate

Responsible for overseeing nighttime shelter operations.

Allen & Gooch

2000 Kaliste Saloom Road, Suite 400

Lafayette LA 70508

Ph: (337) 291-1000

2013 – 2015

Legal Secretary

Assistant to one partner and three associate attorneys as well as occasional overflow. Responsible for drafting and filing of legal documents, entering of expenses and billing time, maintaining multiple calendars including scheduling of appointments for both attorneys and claimants, and ensuring all deadlines are met.

2011 – 2013

File Clerk/Receptionist

Responsible for managing receptionist station, handling incoming calls and referrals, checking in and assorting of mail, faxes and other deliveries, maintaining conference rooms' calendars, organizing files and sorting documents for multiple attorneys.

Brother's on the Boulevard

101 Arnold Boulevard

Lafayette LA 70506

Ph: (337) 984-7749

2010 – 2011

Sales Associate

Assisted customers, meeting and exceeding sales goals and ratios, floor and merchandise cleanliness and upkeep, receiving weekly stock shipments, arrangement and display of shoe department.

Journeys Kidz/Journeys Shoes

Mall of Acadiana Lafayette LA 70506

Ph: (337) 406-2544

2009-2010

Store Manager of Journeys Kidz

Responsible for hiring and processing new employees, meeting store and personal sales goals, setting weekly sales goals, creating scheduling, cash management, daily and weekly sales versus goals, daily deposits, weekly evaluation of sales associates, setting up seasonal and promotional visual kits, merchandising floor displays, and maintaining stock room cleanliness and organization.

2009

Assistant Manager of Journeys Shoes

2007-2009

Responsible for overseeing employee activity, visual display maintenance, cash management, deposits and overseeing stock completion.

Sales Association of Journeys Kidz & Journeys

Responsible for meeting and exceeding sales goals and ratios, receiving and sorting stock, and maintaining sales floor and storage room cleanliness.

ADDITIONAL EXPERIENCE

WNC Homeless Coalition, 2016 - present

Leadership positions including Funding Process Lead, Alternate Regional Lead, and Regional Lead. Various responsibilities have included preparing and submitting regional grant submission for six agencies in seven counties, preparing annual and monthly meeting agendas, and monitoring ESG grant recipients for contract compliance.

North Carolina Coalition to End Homelessness - Balance of State, 2016 - present

Steering Committee

Project Review Committee

Funding and Performance Subcommittee

VOLUNTEER EXPERIENCE:

Faith House, Inc. - Domestic Violence Shelter

AVEC Les Enfants - Provides supervised visits for noncustodial parents and children

TEDXVermilion - TED Talk

EDUCATION/TRAINING:

Graduate of Lafayette High School

Two years of attendance at South Louisiana Community College/University of Louisiana at Lafayette

Continuing Education credits received from North Carolina Coalition Against Sexual Assault, 30th Judicial Alliance, North Carolina Coalition to End Homelessness, North Carolina Coalition Against Domestic Violence

REFERENCES:

Brian Alexander
North Carolina Coalition to End Homelessness,
Balance of State Program Director
(828) 771-6968

Kelly Brown
Nantahala Health Foundation,
Board of Directors
(828) 316-7116

Robert Cochran
HERE in Jackson County, Inc.;
Jackson Department of Social Services, Retired
(828) 586-1892

Kim Crawford
North Carolina DHHS,
Emergency Solutions Grant Office Coordinator
(919) 855-4991

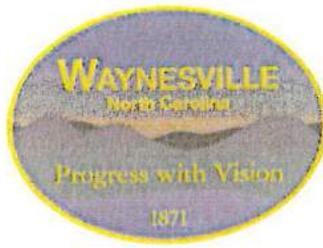
Patsy Davis
Mountain Projects, Inc.,
Executive Director
(828) 452-1447

Paige Dowling
Town of Sylva,
Town Manager
(828) 586-2719

Julia Freeman
REACH of Haywood County, Inc.
Executive Director
Ph: (828) 456-7898

Ron Mau
Jackson County Government,
Board of Commissioners
(828) 399-0401

David Nestler
Town of Sylva
Board of Commissioners
(828) 586-2719



Gary Caldwell, Mayor
Julia Freeman, Mayor Pro Tem
Clarence "Chuck" Dickson, Alderman
Jon Feichter, Alderman
Anthony Sutton, Alderman

Robert W. Hites, Jr. Town Manager
William E. Cannon, Jr., Town Attorney

February 20, 2020

Destri N. Leger
310 Discovery Lane
Sylva, NC 28779

Dear Ms. Leger:

On behalf of the Town of Waynesville Mayor and Board of Aldermen, thank you for your interest in serving on the Homelessness Task Force. Although you were not selected for appointment to the core group of the Homelessness Task Force, your application will be kept on file, if future vacancies occur and for the chairman to have if additional sub-committees fitting your skill set are developed.

The Town of Waynesville appreciates you and all the individuals who provide the valuable service of contributing their time and expertise to the various Boards/Commissions. This work at times can be challenging but is very valuable to the future of Waynesville.

Thank you again for your interest in serving the citizens of Waynesville.

Sincerely,

A handwritten signature in black ink that reads "Gary Caldwell". The signature is written in a cursive style.

Gary Caldwell
Mayor

cc: Eddie Ward, Town Clerk
Amy Murphy-Nugen



TOWN OF, WAYNESVILLE, NORTH CAROLINA

Application for Appointment to Boards/Commissions

Please return to the Town Clerk's office.

16 South Main Street, P.O. Box 100, Waynesville, NC 28786

(828) 452-2491

eward@waynesvillenc.gov

Additional Pages and/or a resume may be attached but is not required

NAME Shelbia Dyer-Hyatt
STREET ADDRESS 70 Spruce Street, Waynesville, NC 28786
MAILING ADDRESS P.O. Box 181, Hazelwood, NC 28738
PHONE 828-550-5699
E-MAIL Shelbiahyatt@gmail.com

Please consider me for appointment to the following board(s) or commission(s):

- Alcoholic Beverage Control Board
- Community Action Forum
- Board of Adjustment
- Firemen's Relief Fund Board
- Historic Preservation Commission
- Homelessness Taskforce (ad hoc)
- Planning Board
- Public Art Commission
- Recreation & Parks Advisory Commission
- Waynesville Housing Authority
- 1% Zip Code Subcommittee (TDA)
- Cemetery Committee (ad hoc)

I am interested in serving on this board or commission because: I am acutely aware of the homelessness that is impacting our small community. I understand through personal experience that the reasons for being homeless is due to many factors, not just one issue or crisis.

I have experience/expertise in the following areas and/or have served on the following board or commission:

Due to my many years working at a Community Action Agency (Mountain Projects Inc), I gained much experience by networking with like minded agencies such as Habitat for Humanity, United Way, local churches, and North Carolina Housing Finance Agency in regards to housing issues. I feel that I can contribute the following to this board or commission

Now that I am retired, I feel like my past connections and dedication to the under served in our community can be used to help explore sustainable solutions to our homeless situation.

Tell us about yourself and your background: I have lived all my life in the community of Hazelwood. I attended Western Carolina University and hold a Paralegal Degree from Southwestern CC. I have enjoyed the opportunity of working in the banking and housing options industries for over 30 years.

If a vacancy exists and I qualify for appointment, I will be contacted for my permission to the appointment. If I am chosen, I will faithfully execute my duty on the selected board or commission.

Shelbia Dyer-Hyatt [Signature] 1-2-2020
Signature Date

Shelbia Dyer-Hyatt

Homelessness
Taskforce application

Dear board of Alderman and Mayor of Town of Waynesville, NC:

I wanted to share a little more information than can be printed on your application for the Homelessness Taskforce Board application.

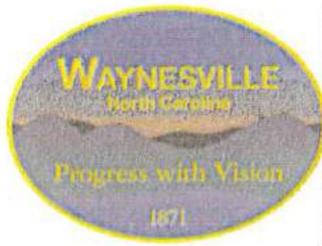
I have lived in Waynesville all my life, specifically the Old Hazelwood Community. I love our city and like many others in our community want the best for our small town.

I have worked in the lending sector of banking and home loan origination for most of my adult life. Prior to 2015 I served my community through my employment at our local community action agency, Mountain Projects Inc. for almost 15 years. While there I had the honor of working to help the most vulnerable sector of our community find decent safe housing through a program called the "SelfHelp Housing Initiative". Mountain Projects sponsored this program through a grant and the new houses built were financed with monies from the United States Department of Agriculture, Rural Development Division. At times I was able to collaborate with the North Carolina Housing Finance Agency to assist with additional resources during the building process.

The above mentioned program targeted the underserved working families to break the cycle of inadequate housing options by helping each family acquire a subsidized home loan based on their ability to pay. Each applicant had to contribute a predetermined amount of sweat equity into building their home building process which thereby served as the family's down payment. During the loan development process each family had to participate in financial fitness and budgeting classes before they follow through with the loan application process. This process could take up to two years to develop a credit worthy applicant with the ability and tools to become a home owner.

I feel that I have tools that I have used in my past profession that may be able to help our homeless population navigate through the difficult situation they are currently experience. As we all should acknowledge, homelessness is a multifaceted predicament that needs more than a one size fits all solution.

Thank you for your consideration,



Gary Caldwell, Mayor
Julia Freeman, Mayor Pro Tem
Clarence "Chuck" Dickson, Alderman
Jon Feichter, Alderman
Anthony Sutton, Alderman

Robert W. Hites, Jr. Town Manager
William E. Cannon, Jr., Town Attorney

February 20, 2020

Shelbia Dyer-Hyatt
70 Spruce Street
Waynesville, NC 28786

Dear Ms. Hyatt:

On behalf of the Town of Waynesville Mayor and Board of Aldermen, thank you for your interest in serving on the Homelessness Task Force. Although you were not selected for appointment to the core group of the Homelessness Task Force, your application will be kept on file, if future vacancies occur and for the chairman to have if additional sub-committees fitting your skill set are developed.

The Town of Waynesville appreciates you and all the individuals who provide the valuable service of contributing their time and expertise to the various Boards/Commissions. This work at times can be challenging but is very valuable to the future of Waynesville.

Thank you again for your interest in serving the citizens of Waynesville.

Sincerely,

Gary Caldwell
Mayor

cc: Eddie Ward, Town Clerk
Amy Murphy-Nugen



TOWN OF WAYNESVILLE, NORTH CAROLINA

Application for Appointment to Boards/Commissions

Please return to the Town Clerk's office.

16 South Main Street, P.O. Box 100, Waynesville, NC 28786

(828) 452-2491

eward@waynesvillenc.gov

Additional Pages and/or a resume may be attached but is not required

NAME ANDREW MORGAN
STREET ADDRESS 151 CINDY LANE, WAYNESVILLE, NC 28786
MAILING ADDRESS
PHONE 774 804 0078
E-MAIL ASiddaway@gmail.com

Please consider me for appointment to the following board(s) or commission(s):

- Alcoholic Beverage Control Board
Community Action Forum
Board of Adjustment
Firemen's Relief Fund Board
Historic Preservation Commission
Homelessness Taskforce (adhoc)
Planning Board
Public Art Commission
Recreation & Parks Advisory Commission
Waynesville Housing Authority
1% Zip Code Subcommittee (TDA)
Cemetery Committee (adhoc)

I am interested in serving on this board or commission because: I care deeply about people, the community & helping others.

I have experience/expertise in the following areas and/or have served on the following board or commission:

I take time out of my own schedule to speak with many in the homeless community & would like to do more. Currently, I have been making care packages & distributing them on my own.

I feel that I can contribute the following to this board or commission I am a 34 year old married father & have many more years to contribute to this initiative. I am a "people person" & can speak with, relate to & build rapport with many people from many backgrounds & often times those in the homeless community need an audience or advocate who can speak with them on their own level & not make them feel bad.

Tell us about yourself and your background: I moved to WAYNESVILLE nearly 4 years ago & have been an active face in the homeless community since.

If a vacancy exists and I qualify for appointment, I will be contacted for my permission to the appointment. If I am chosen, I will faithfully execute my duty on the selected board or commission.

Signature [Handwritten Signature]

Date 1-2-2020



Gary Caldwell, Mayor
Julia Freeman, Mayor Pro Tem
Clarence "Chuck" Dickson, Alderman
Jon Feichter, Alderman
Anthony Sutton, Alderman

Robert W. Hites, Jr. Town Manager
William E. Cannon, Jr., Town Attorney

February 20, 2020

Andrew Morgan
151 Cindy Lane
Waynesville, NC 28786

Dear Mr. Morgan:

On behalf of the Town of Waynesville Mayor and Board of Aldermen, thank you for your interest in serving on the Homelessness Task Force. Although you were not selected for appointment to the core group of the Homelessness Task Force, your application will be kept on file, if future vacancies occur and for the chairman to have if additional sub-committees fitting your skill set are developed.

The Town of Waynesville appreciates you and all the individuals who provide the valuable service of contributing their time and expertise to the various Boards/Commissions. This work at times can be challenging but is very valuable to the future of Waynesville.

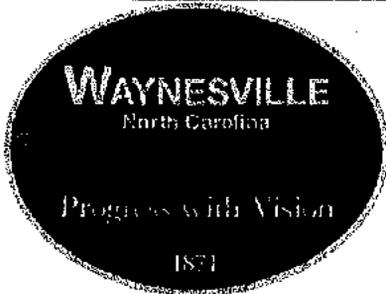
Thank you again for your interest in serving the citizens of Waynesville.

Sincerely,

A handwritten signature in black ink that reads "Gary Caldwell". The signature is written in a cursive style with a large, prominent "G" and "C".

Gary Caldwell
Mayor

cc: Eddie Ward, Town Clerk
Amy Murphy-Nugen



TOWN OF WAYNESVILLE, NORTH CAROLINA

Application for Appointment to Boards/Commissions

Please return to the Town Clerk's office.

16 South Main Street, P.O. Box 100, Waynesville, NC 28786

(828) 452-2491

eward@waynesvillenc.gov

Additional Pages and/or a resume may be attached but is not required

NAME Ren D. Reid
STREET ADDRESS 91 Hersham Drive
MAILING ADDRESS Waynesville, N.C. 28786
PHONE 828 - 246 - 5305
E-MAIL renreid1956@gmail.com

Please consider me for appointment to the following board(s) or commission(s):

- Alcoholic Beverage Control Board
- Community Action Forum
- Board of Adjustment
- Firemen's Relief Fund Board
- Historic Preservation Commission
- Homelessness Taskforce (ad hoc)
- Planning Board
- Public Art Commission
- Recreation & Parks Advisory Commission
- Waynesville Housing Authority
- 1% Zip Code Subcommittee (TDA)
- Cemetery Committee (ad hoc)

I am interested in serving on this board or commission because: Have previously sat on and applying for The Town of Waynesville Planning Board. Strongly believe that both boards could and should work together (hand-in-hand) with each other in the over-all well being of the people in the community and I have experience/expertise in the following areas and/or have served on the following board or commission:

the Future planning of The Frog Level to Build It's Future!

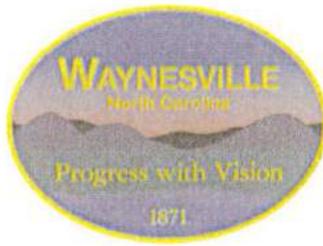
I feel that I can contribute the following to this board or commission: Previous experience dealing with homeless people as a former (retired) Deputy Sheriff / Police Officer in Broward County FLA.

Tell us about yourself and your background: (see above)

If a vacancy exists and I qualify for appointment, I will be contacted for my permission to the appointment. If I am chosen, I will faithfully execute my duty on the selected board or commission.

Ren D. Reid
Signature

Dec. 17th, 2019
Date



Gary Caldwell, Mayor
Julia Freeman, Mayor Pro Tem
Clarence "Chuck" Dickson, Alderman
Jon Feichter, Alderman
Anthony Sutton, Alderman

Robert W. Hites, Jr. Town Manager
William E. Cannon, Jr., Town Attorney

February 20, 2020

Ron Reid
91 Worsham Drive
Waynesville, NC 28786

Dear Mr. Reid:

On behalf of the Town of Waynesville Mayor and Board of Aldermen, thank you for your interest in serving on the Homelessness Task Force. Although you were not selected for appointment to the core group of the Homelessness Task Force, your application will be kept on file, if future vacancies occur and for the chairman to have if additional sub-committees fitting your skill set are developed.

The Town of Waynesville appreciates you and all the individuals who provide the valuable service of contributing their time and expertise to the various Boards/Commissions. This work at times can be challenging but is very valuable to the future of Waynesville.

Thank you again for your interest in serving the citizens of Waynesville.

Sincerely,

Gary Caldwell
Mayor

cc: Eddie Ward, Town Clerk
Amy Murphy-Nugen



TOWN OF WAYNESVILLE, NORTH CAROLINA

Application for Appointment to Boards/Commissions

Please return to the Town Clerk's office.

16 South Main Street, P.O. Box 100, Waynesville, NC 28786

(828) 452-2491

eward@waynesvillenc.gov

Additional Pages and/or a resume may be attached but is not required

NAME CLIFFORD RUFF
STREET ADDRESS 64 Brook St, Waynesville, NC
MAILING ADDRESS PO Box 71 Hazelwood, N.C.
PHONE 828-734-8005
E-MAIL CRUFF55@gmail.com

Please consider me for appointment to the following board(s) or commission(s):

- Alcoholic Beverage Control Board
Community Action Forum
Board of Adjustment
Firemen's Relief Fund Board
Historic Preservation Commission
Homelessness Taskforce (adhoc)
Planning Board
Public Art Commission
Recreation & Parks Advisory Commission
Waynesville Housing Authority
1% Zip Code Subcommittee (TDA)
Cemetery Committee (adhoc)

I am interested in serving on this board or commission because: I think the Homeless situation has affected my neighborhood directly and I understand both sides of the situation.

I have experience/expertise in the following areas and/or have served on the following board or commission:

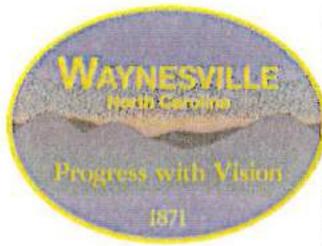
I feel that I can contribute the following to this board or commission because I think new ideas from both sides can lead to a solution to the problem.

Tell us about yourself and your background: life long resident of Waynesville, graduated Tuscola High School 1973. Waynesville is a special place and we need to be proactive instead of reactive to situations.

If a vacancy exists and I qualify for appointment, I will be contacted for my permission to the appointment. If I am chosen, I will faithfully execute my duty on the selected board or commission.

Signature Clifford Ruff

Date 12-31-19



Gary Caldwell, Mayor
Julia Freeman, Mayor Pro Tem
Clarence "Chuck" Dickson, Alderman
Jon Feichter, Alderman
Anthony Sutton, Alderman

Robert W. Hites, Jr. Town Manager
William E. Cannon, Jr., Town Attorney

February 20, 2020

Clifford Ruff
64 Brook Street
Waynesville, NC 28786

Dear Mr. Ruff:

On behalf of the Town of Waynesville Mayor and Board of Aldermen, thank you for your interest in serving on the Homelessness Task Force. Although you were not selected for appointment to the core group of the Homelessness Task Force, your application will be kept on file, if future vacancies occur and for the chairman to have if additional sub-committees fitting your skill set are developed.

The Town of Waynesville appreciates you and all the individuals who provide the valuable service of contributing their time and expertise to the various Boards/Commissions. This work at times can be challenging but is very valuable to the future of Waynesville.

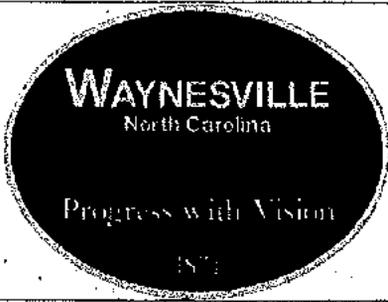
Thank you again for your interest in serving the citizens of Waynesville.

Sincerely,

A handwritten signature in black ink that reads "Gary Caldwell". The signature is written in a cursive style with a large, prominent "G" and "C".

Gary Caldwell
Mayor

cc: Eddie Ward, Town Clerk
Amy Murphy-Nugen



TOWN OF WAYNESVILLE, NORTH CAROLINA

Application for Appointment to Boards/Commissions

Please return to the Town Clerk's office.

16 South Main Street, P.O. Box 100, Waynesville, NC 28786

(828) 452-2491

eward@waynesvillenc.gov

Additional Pages and/or a resume may be attached but is not required

NAME Johanna Schneider
STREET ADDRESS 12 Fairway Drive
MAILING ADDRESS Asheville NC 28805
PHONE 828-712-6885
E-MAIL ~~laxa~~ Johanna.SchneiderRNPTA@gmail.com

Please consider me for appointment to the following board(s) or commission(s):

- | | |
|---|---|
| <input type="checkbox"/> Alcoholic Beverage Control Board | <input type="checkbox"/> Planning Board |
| <input type="checkbox"/> Community Action Forum | <input type="checkbox"/> Public Art Commission |
| <input type="checkbox"/> Board of Adjustment | <input type="checkbox"/> Recreation & Parks Advisory Commission |
| <input type="checkbox"/> Firemen's Relief Fund Board | <input type="checkbox"/> Waynesville Housing Authority |
| <input type="checkbox"/> Historic Preservation Commission | <input type="checkbox"/> 1% Zip Code Subcommittee (TDA) |
| <input checked="" type="checkbox"/> <u>Homelessness Taskforce (adhoc)</u> | <input type="checkbox"/> Cemetery Committee (adhoc) |

I am interested in serving on this board or commission because: I have an elevated desire to work towards resolving this growing issue in our community

I have experience/expertise in the following areas and/or have served on the following board or commission:
I have over 30 yrs experience in real estate and am currently working full time as an RN at Capestone Mission where a large % of our patients are homeless.

I feel that I can contribute the following to this board or commission:
I think that my close knowledge of individuals that are homeless, will give insight to their needs and perhaps look at what circumstances got them there.

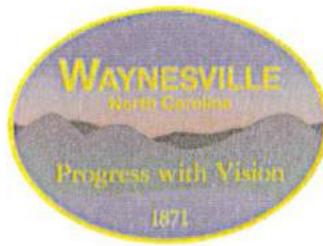
Tell us about yourself and your background: I have lived in Asheville for 24 years, raised 2 daughters on my own have had several careers, currently working in the mental health field.

If a vacancy exists and I qualify for appointment, I will be contacted for my permission to the appointment. If I am chosen, I will faithfully execute my duty on the selected board or commission.

Johanna Schneider
Signature

12/19/2019
Date

Gary Caldwell, Mayor
Julia Freeman, Mayor Pro Tem
Clarence "Chuck" Dickson, Alderman
Jon Feichter, Alderman
Anthony Sutton, Alderman



Robert W. Hites, Jr. Town Manager
William E. Cannon, Jr., Town Attorney

February 20, 2020

Johanna Schneider
12 Fairway Drive
Asheville, NC 28805

Dear Ms. Schneider:

On behalf of the Town of Waynesville Mayor and Board of Aldermen, thank you for your interest in serving on the Homelessness Task Force. Although you were not selected for appointment to the core group of the Homelessness Task Force, your application will be kept on file, if future vacancies occur and for the chairman to have if additional sub-committees fitting your skill set are developed.

The Town of Waynesville appreciates you and all the individuals who provide the valuable service of contributing their time and expertise to the various Boards/Commissions. This work at times can be challenging but is very valuable to the future of Waynesville.

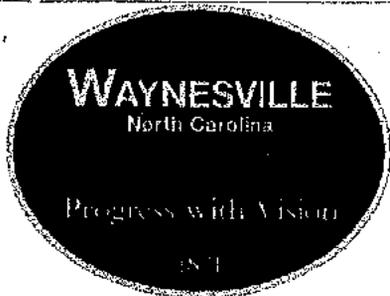
Thank you again for your interest in serving the citizens of Waynesville.

Sincerely,

A handwritten signature in black ink that reads "Gary Caldwell". The signature is written in a cursive style with a large, prominent "G" and "C".

Gary Caldwell
Mayor

cc: Eddie Ward, Town Clerk
Amy Murphy-Nugen



TOWN OF WAYNESVILLE, NORTH CAROLINA

Application for Appointment to Boards/Commissions

Please return to the Town Clerk's office.

16 South Main Street, P.O. Box 100, Waynesville, NC 28786

(828) 452-2491

eward@waynesvilenc.gov

Additional Pages and/or a resume may be attached but is not required

NAME Lynda C Schoenbeck
STREET ADDRESS 391 Violet Ridge
MAILING ADDRESS 391 Violet Ridge Waynesville NC 28785
PHONE 802-760-0040
E-MAIL schoenbeck.lynda@gmail.com

Please consider me for appointment to the following board(s) or commission(s):

- Alcoholic Beverage Control Board
Community Action Forum
Board of Adjustment
Firemen's Relief Fund Board
Historic Preservation Commission
Homelessness Taskforce (adhoc)
Planning Board
Public Art Commission
Recreation & Parks Advisory Commission
Waynesville Housing Authority
1% Zip Code Subcommittee (TDA)
Cemetery Committee (adhoc)

I am interested in serving on this board or commission because:
I have an interest in assisting the county in addressing the issue of increasing homelessness. As rents continue to increase and salaries stagnate this has become an issue for the working poor as well as those who cannot/are unable to work.

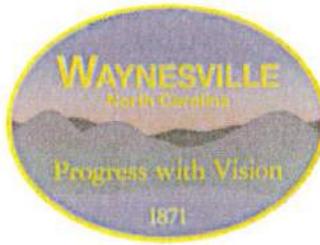
I have experience/expertise in the following areas and/or have served on the following board or commission:
As a Human Services Division Chief in Arlington County VA from 2003 to 2006 I was responsible for a number of social service programs, including the County shelter system and federal grants issued to address homelessness and aid in long-term planning. In addition I was the Executive Director of the Arlington County Workforce Investment Board, which focused on training, retraining and employment opportunities for those in need.

I feel that I can contribute the following to this board or commission
I believe my over 30 years experience as a Clinical Social Worker and Social Services Administrator working in and supervising programs that addressed the social/cultural/economic barriers that contribute to the issue of homelessness would be helpful to the Homeless Taskforce.

Tell us about yourself and your background:
I moved to NC from Vermont in late 2015 to enjoy the mountains, the sunshine! and more temperate winter climate. I am currently employed and have attached my resume for review. I would like to become more involved through volunteer opportunities with my adopted community of Waynesville.

If a vacancy exists and I qualify for appointment, I will be contacted for my permission to the appointment. If I am chosen, I will faithfully execute my duty on the selected board or commission.

Signature: [Handwritten Signature] Date: 12/30/19



Gary Caldwell, Mayor
Julia Freeman, Mayor Pro Tem
Clarence "Chuck" Dickson, Alderman
Jon Feichter, Alderman
Anthony Sutton, Alderman

Robert W. Hites, Jr. Town Manager
William E. Cannon, Jr., Town Attorney

February 20, 2020

Lynda C. Schoenbeck
391 Violet Ridge
Waynesville, NC 28786

Dear Ms. Schoenbeck:

On behalf of the Town of Waynesville Mayor and Board of Aldermen, thank you for your interest in serving on the Homelessness Task Force. Although you were not selected for appointment to the core group of the Homelessness Task Force, your application will be kept on file, if future vacancies occur and for the chairman to have if additional sub-committees fitting your skill set are developed.

The Town of Waynesville appreciates you and all the individuals who provide the valuable service of contributing their time and expertise to the various Boards/Commissions. This work at times can be challenging but is very valuable to the future of Waynesville.

Thank you again for your interest in serving the citizens of Waynesville.

Sincerely,

Gary Caldwell
Mayor

cc: Eddie Ward, Town Clerk
Amy Murphy-Nugen

PROFESSIONAL RESUME

Lynda C. Schoenbeck, MSW, LCSW
391 Violet Ridge
Waynesville NC 28785

802-760-0040
schoenbeck.lynda@gmail.com

North Carolina LCSW License: C010157

EDUCATION:

Bachelor's in Social Work *University of Vermont*
Master's in Social Work *University of Vermont/1996*

EXPERIENCE:

January 2019 to present

CMHC with LBJ Job Corps, Franklin, NC:

Part-time contract (11 hours per week) providing Assessment and mental health services to resident students ages 16 to 24. Conduct weekly CPP informational meetings, Stress & Anger Management groups, and established a weekly meditation group for interested student.

June 2016 to present

Sole practitioner/private clinical practice, Offices in Asheville and Waynesville, NC:

- Provide in-office and tele-health psychotherapy/counseling services to individuals, couples and families.
- Contracts with EAN (NC Employee Assistance Network, Inc.) providing employee assistance services to various NC businesses.

January 2010 through October 2015:

State of Vermont resident/Sole practitioner/private practice: Waterbury Center, Vermont

- Provided psychotherapy/counseling services to children, adults, families and couples
- Provided older adolescents and adults psychotherapy groups for trauma, mid-life and later life transition issues, school success, meditation and mindfulness
- Contracted to provide Supervision/oversight to GAL volunteers in the Vermont Guardian ad Litem Program under the oversight of Vermont Court Administrator's Office
- Contracted by the State of Vermont to provide EAP services to State of Vermont employees

Vermont Parent Representation Center, Inc: Part-time contract January 2011 to March 2012

- A non-profit organization providing free legal, clinical social work and peer support services to parents/ caretakers involved with Vermont's child protection system
- Provided clinical services and case management to parents in their home and community
- Interfaced with the VT child protection system, schools, community mental health and other services, as well as attorneys and the courts

Dept. for Children & Families: Emergency Services Program: Part-time February 2008 to January 2010.

- Provided emergency crisis counseling and support to children, youth, families and foster families. while attending a training program to update my clinical skills
- Documented and reviewed reports of suspected abuse and neglect of children and youth and Adult Protective Services. Initiated collaborative crisis response and placement services when necessary
- Left to pursue private practice.

VT Dept. for Children & Families: October 2006 to January 2008

Quality Assurance Coordinator:

- Provided quality assurance activities, data analysis and development of protocols related to child welfare services delivered by state districts
- Responsible for federal CFSR/PIP organizing and reporting activities, policy development, grant writing
- Represented the Department on various Agency of Human Services inter-departmental policy and planning teams related to QA/PI, family engagement pilot and other state initiatives

Department of Human Services, Arlington County Government, Virginia: April 2003 to October, 2006

Division Chief, Economic Independence Division and Supervisory Director of the Workforce Investment Act (WIA) Employment Program

- Member of the Executive Management and Leadership Team in a co-located 800+ staff human service organization
- Executive Director of the Arlington County Community Workforce Investment Board (WIB)
- Provided budgetary, programmatic and quality assurance oversight, administrative leadership and policy development for a department with more than fifteen (15) separate programs
- Oversaw several special projects such as the restructuring the Division's TANF/VIEW program, co-project manager for the Department's comprehensive business process re-design and development of divisional business continuity plans for emergency preparedness
- Direct supervision of nine Bureau Chiefs; responsible for a professional staff of 160+ and a budget of \$28,000,000

Additional Employment: Adjunct Faculty: Master's in Social Work Program, George Mason University, Arlington, VA

VT Dept. for Children and Families (DCF) (various roles & promotions) June, 1993 through March 2003:

District Director/Burlington District Office: June 2000 to March 2003.

- Manager of Vermont's largest public child welfare district office
- Leadership, management and oversight of programs, budgets and quality delivery of intake, investigative/assessment services, substitute care and adoption programs, and juvenile justice casework practice, grant/contract management and program development
- Responsible for district budget of approximately \$12,000,000, 50+ state permanent and contract staff

Intake/Investigative Unit Supervisor: VT July 1999 to June 2000.

- Recruited to return to the Department from the Division of Developmental Disabilities and Mental Health (*see below) following a child fatality
- Responsible for assisting with District's community public relations issues, part of a state-wide team re-drafting risk of harm investigative policies and internal district office procedures, in addition to ongoing intake/investigative unit supervisory responsibilities
- Promoted to District Director in 2000

Intake/Investigative Social Worker/Supervisor: July 1993 to July 1998.

- Provided child welfare family assessments and intervention services for at-risk families experiencing issues related to child/youth protection, safety and well-being
- Promoted to District Intake/Investigative Unit Supervisor, November 1996. Responsible for review and assignment of reports of physical and sexual abuse and neglect of children and adolescents; clinical and administrative supervision and oversight of eight (8) investigative staff, graduate student interns, staff training, investigations, assessments and interstate-home studies
- Placed on special part-time assignment in Department's Central Office, Waterbury, VT to provide coordination and budgetary review of Department's Wraparound Program; participated in a "train the trainer" program related to statewide training initiative on Family Centered Practice. June, 1994 through January of 1995

**In 1998 left DCF for promotional opportunity with State of VT Dept. of Mental Health (see next page). Recruited back to DCF one year later following a tragic child death to assist DCF with re-drafting of protocols/procedures and provide public relations and community education on abuse & neglect.*

Dept. of Developmental Disabilities and Mental Health, Waterbury, VT: July 1998 to June 1999

State Children's Services Operations Manager:

- Provided training and technical assistance for children's mental health services (ages birth to 17) to the statewide network of designated community mental health agencies and statewide school districts
- Oversaw budget/management of Vermont's HCFA 372 Home/Community waiver for children diagnosed with mental illness
- Developed departmental contracts, rates and service standards for IDEA (Individuals with Disability Education Act) policies and expenditures
- Developed Q/A Q/I evaluation of community and statewide systems of residential facilities
- Drafted policies, procedures and outcome measurement related to child and family statewide mental health services

Advanced/specialized training:

- Masters Graduate Degree field placement: Student Guidance/Case Management Montpelier VT Middle School; conducted student social skills training, participation in IEP student/parent team meetings, individual student support and other student support activities and counseling.
- Budgeting and finance, data analysis for government and non-profits

Prior work history, clinical trainings and special recognitions available upon request.



TOWN OF WAYNESVILLE, NORTH CAROLINA

Application for Appointment to Boards/Commissions

Please return to the Town Clerk's office.

16 South Main Street, P.O. Box 100, Waynesville, NC 28786

(828) 452-2491

eward@waynesvillenc.gov

Additional Pages and/or a resume may be attached but is not required

NAME Miranda S. Shuler
STREET ADDRESS 319 Dolan Road, Waynesville, NC 28786
MAILING ADDRESS
PHONE (828) 476-6033
E-MAIL mshuler@chspa.com

Please consider me for appointment to the following board(s) or commission(s):

- Alcoholic Beverage Control Board
Community Action Forum
Board of Adjustment
Firemen's Relief Fund Board
Historic Preservation Commission
X Homelessness Taskforce (adhoc)
Planning Board
Public Art Commission
Recreation & Parks Advisory Commission
Waynesville Housing Authority
1% Zip Code Subcommittee (TDA)
Cemetery Committee (adhoc)

I am interested in serving on this board or commission because:

I have previously worked with law enforcement on this issue including the tent camp, I deal with this issue on a daily basis, and I want to help fix the problems and help those that need help.

I have experience/expertise in the following areas and/or have served on the following board or commission:

I have 17 1/2 years of experience in the legal field working with the courts, criminals, individuals without means, and other matters, I have also worked with giving back in the community to those less fortunate and to the schools. I donate my time and work well on boards and in work environments.

I feel that I can contribute the following to this board or commission as I am a research based problem solving type of person, I will hear all sides to help formulate a plan of action. I am extremely organized, well managing of responsibility, and it has been requested by several parties that I apply for this position as I live this situation daily.

Tell us about yourself and your background:

I have 17 1/2 years of current legal/attorney experience. I have for the last 9 years managed a large lawfirm and rent apartments through HUD/Mcn Projects. I am a doer who gets things done and will make things happen.

If a vacancy exists and I qualify for appointment, I will be contacted for my permission to the appointment. If I am chosen, I will faithfully execute my duty on the selected board or commission.

Miranda Shuler
Signature

12/30/2019
Date

Gary Caldwell, Mayor
Julia Freeman, Mayor Pro Tem
Clarence "Chuck" Dickson, Alderman
Jon Feichter, Alderman
Anthony Sutton, Alderman



Robert W. Hites, Jr. Town Manager
William E. Cannon, Jr., Town Attorney

February 20, 2020

Miranda Shuler
319 Dolan Road
Waynesville, NC 28786

Dear Ms. Shuler:

On behalf of the Town of Waynesville Mayor and Board of Aldermen, thank you for your interest in serving on the Homelessness Task Force. Although you were not selected for appointment to the core group of the Homelessness Task Force, your application will be kept on file, if future vacancies occur and for the chairman to have if additional sub-committees fitting your skill set are developed.

The Town of Waynesville appreciates you and all the individuals who provide the valuable service of contributing their time and expertise to the various Boards/Commissions. This work at times can be challenging but is very valuable to the future of Waynesville.

Thank you again for your interest in serving the citizens of Waynesville.

Sincerely,

A handwritten signature in black ink that reads "Gary Caldwell". The signature is written in a cursive style with a large, prominent "G" and "C".

Gary Caldwell
Mayor

cc: Eddie Ward, Town Clerk
Amy Murphy-Nugen



TOWN OF WAYNESVILLE, NORTH CAROLINA

Application for Appointment to Boards/Commissions

Please return to the Town Clerk's office.

16 South Main Street, P.O. Box 100, Waynesville, NC 28786

(828) 452-2491

eward@waynesvillenc.gov

Additional Pages and/or a resume may be attached but is not required

NAME MARIE (BILLYE) SIMMERS
STREET ADDRESS 250 CORTLAND CT, WAYNESVILLE, NC
MAILING ADDRESS SAME
PHONE 203-525-2725
E-MAIL BILLYESIMMERS@gmail.com

Please consider me for appointment to the following board(s) or commission(s):

- | | |
|--|---|
| <input type="checkbox"/> Alcoholic Beverage Control Board | <input type="checkbox"/> Planning Board |
| <input type="checkbox"/> Community Action Forum | <input type="checkbox"/> Public Art Commission |
| <input type="checkbox"/> Board of Adjustment | <input type="checkbox"/> Recreation & Parks Advisory Commission |
| <input type="checkbox"/> Firemen's Relief Fund Board | <input type="checkbox"/> Waynesville Housing Authority |
| <input type="checkbox"/> Historic Preservation Commission | <input type="checkbox"/> 1% Zip Code Subcommittee (TDA) |
| <input checked="" type="checkbox"/> Homelessness Taskforce (adhoc) | <input type="checkbox"/> Cemetery Committee (adhoc) |

I am interested in serving on this board or commission because: I believe it is vital to identify the root causes of homelessness and evaluate the resources available.

I have experience/expertise in the following areas and/or have served on the following board or commission:

I am currently serving on the Nursing Home Community Advisory Committee AND the Steering Committee for HAYDRE (Haywood Dementia Response Efforts)

I feel that I can contribute the following to this board or commission Please see my Resume attached

Tell us about yourself and your background: Please See my Resume

If a vacancy exists and I qualify for appointment, I will be contacted for my permission to the appointment. If I am chosen, I will faithfully execute my duty on the selected board or commission.

Marie Simmers
Signature

12-30-2019
Date

Marie (Billye) Simmers

250 Cortland Court
Waynesville, North Carolina 28786
(203) 525-2725

EDUCATION

Walden University, Minneapolis, MN, Library privileges with Indiana University
Ph.D. Health Psychology, 1995-2009; [Complete all but Dissertation]

University of Hartford, West Hartford, CT
Master's level program in Applied Neuroscience, 1987-1990
Transferred credits to Walden University for Ph.D. program

Livingston University, Livingston, Alabama
B.A. Degree, Major-English, Minor-Psychology; Graduated Summa Cum Laude, 1982-1987

PROFESSIONAL EXPERIENCE

2017 Moved from CT to NC

9/2012 to 2017

Case Management /Resource Facilitation for persons with Traumatic Brain Injury
Resource Facilitation is a partnership that helps individuals with brain injuries, families, professionals, and communities get and use information, services, and supports to make informed choices. The process combines individualized coordination of services, information and referral, and community capacity building.

2000 to 2017

Allied Community Resources, East Windsor, Connecticut
Volunteer Trainer for the CT Acquired Brain Injury Medicaid Waiver
Providing Basic and Advanced Training on Acquired Brain Injury and Traumatic Brain Injury

11/2001-5/1/2012

Connecticut Department of Mental Health and Addiction Services
Statewide Director of Acquired Brain Injury Community Services
Developed and Directed Statewide Services for Persons with Acquired Brain Injury (ABI) and Mental Illness

*The Program consisted of:

- Six Regional ABI Community Integration Specialists /Case Managers
- Six ABI Group Homes placed around the state
- Individualized Transitional Placement Programs with Direct Care Supports, enabling individuals to discharge from psychiatric institutions into communities of their choice
- Housing and Subsidy Program, enabling individuals to secure and maintain housing in the community of their choice
- Specialized Substance Treatment to address ABI and Substance Misuse
- Training and Education Program to provide basic and advanced training on:
 - Brain Injury 101
 - Behavior Changes with TBI
 - ABI and Mental Illness
 - Treatment and interventions for Behavioral Issues after TBI
 - Brain Injury and Sexuality
 - Overview of the CT ABI Medicaid Waiver
 - Neuropsychological Evaluations and TBI

6/98-11/2001

Brain Injury Association of Connecticut, Rocky Hill, CT

Executive Director

Responsibilities:

- * Fund raising; coordinated preparations for the Annual Golf Tournament
- * Combined Health Appeal; networked and provided exhibits for awareness of ABI
- * Organized office to utilize all available space
- * Established process to utilize volunteers within the office
- * Coordinated Annual Recreational Weekend for membership
- * Developed the Annual Budget
- * Legislative involvement; testifying on committees

2/96-2/98

Datahr Rehabilitation Institute, Mt. Kisco, NY

Coordinator Community Day Programs, Reported to the Executive Director

Created a psycho-social community re-entry program funded by The Home and Community Based Waiver of New York State serving 38 individuals

Responsibilities same as those in Connecticut, (See below)

- * Designed the program area; managed the program budget
- * Provided case management for select clients
- * Coordinated the volunteer program
- * Developed training for staff and volunteers regarding brain/behavior relationships
- * Counseled clients and families regarding adjustment issues for community re-entry

11/90-2/96

Datahr Rehabilitation Institute, Brookfield, CT

Cognitive Rehabilitation Therapist / Supervisor Day Program

Program addressed interpersonal and social skills, cognitive skills, and pre-vocational training for community re-entry serving 36 individuals

Responsibilities:

- * Supervision of staff, volunteers, and interns
- * Developed overall program format, client-specific programs, and tools to monitor client progress
- * Administered assessments
- * Developed individual treatment plan as a member of an interdisciplinary treatment team
- * Interacted with residential, vocational, and clinical staff
- * Conducted individual and group activities
- * Implemented behavior programs and strategies under the supervision of Behavior Analyst
- * Interacted with state inspectors from Department of Public Health

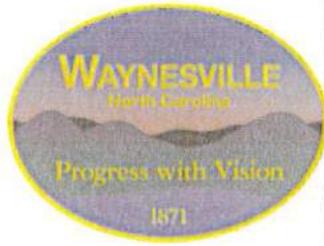
5/88-6/90

Woodmere Health Care Center, Plantsville, CT

Cognitive Rehabilitation Therapist

Responsibilities:

- * Administered assessments and developed treatment programs to address attention, memory, and problem solving impairments for patients with acquired brain injury
- * Developed and implemented behavior programs under the supervision of consulting Psychologist
- * Coordinated Low Vision Services with Ophthalmology Consultants, Dr. William Padula and Dr. Robert Perlin
- * Administered vision screening to assess acuities and visual fields
- * Performed vision therapy for binocularity deficits
- * Supervised an internship for a Cognitive Rehab Therapist trainee



Gary Caldwell, Mayor
Julia Freeman, Mayor Pro Tem
Clarence "Chuck" Dickson, Alderman
Jon Feichter, Alderman
Anthony Sutton, Alderman

Robert W. Hites, Jr. Town Manager
William E. Cannon, Jr., Town Attorney

February 20, 2020

Marie (Billye) Simmers
250 Cortland Ct.
Waynesville, NC 28786

Dear Ms. Simmers:

On behalf of the Town of Waynesville Mayor and Board of Aldermen, thank you for your interest in serving on the Homelessness Task Force. Although you were not selected for appointment to the core group of the Homelessness Task Force, your application will be kept on file, if future vacancies occur and for the chairman to have if additional sub-committees fitting your skill set are developed.

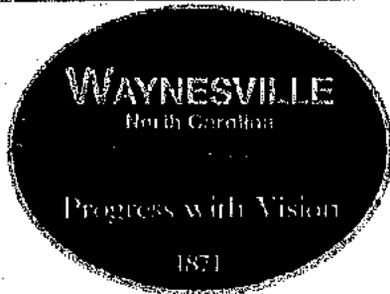
The Town of Waynesville appreciates you and all the individuals who provide the valuable service of contributing their time and expertise to the various Boards/Commissions. This work at times can be challenging but is very valuable to the future of Waynesville.

Thank you again for your interest in serving the citizens of Waynesville.

Sincerely,

Gary Caldwell
Mayor

cc: Eddie Ward, Town Clerk
Amy Murphy-Nugen



TOWN OF WAYNESVILLE, NORTH CAROLINA

Application for Appointment to Boards/Commissions

Please return to the Town Clerk's office.

16 South Main Street, P.O. Box 100, Waynesville, NC 28786

(828) 452-2491

eward@waynesvillenc.gov

Additional Pages and/or a resume may be attached but is not required

NAME Travis Justin Smith
STREET ADDRESS 1404 Brown Ave Waynesville NC 28786
MAILING ADDRESS 1404 Brown Ave Waynesville NC 28786
PHONE 828-246-9226
E-MAIL trianto1404@yahoo.com

Please consider me for appointment to the following board(s) or commission(s):

- Alcoholic Beverage Control Board
Community Action Forum
Board of Adjustment
Firemen's Relief Fund Board
Historic Preservation Commission
Homelessness Taskforce (adhoc)
Planning Board
Public Art Commission
Recreation & Parks Advisory Commission
Waynesville Housing Authority
1% Zip Code Subcommittee (TDA)
Cemetery Committee (adhoc)

I am interested in serving on this board or commission because: I work down a business within 1 block of Pathways and I am directly impacted by what goes on there

I have experience/expertise in the following areas and/or have served on the following board or commission: had experience dealing with vacancies on or about my property and suffered from

I feel that I can contribute the following to this board or commission: The perspective of a small business owner and property owner

Tell us about yourself and your background: Bachelor Degree in Criminal Justice from Western Carolina University Small Business owner

If a vacancy exists and I qualify for appointment, I will be contacted for my permission to the appointment. If I am chosen, I will faithfully execute my duty on the selected board or commission.

Signature Travis Justin Smith Date 12-31-19



Gary Caldwell, Mayor
Julia Freeman, Mayor Pro Tem
Clarence "Chuck" Dickson, Alderman
Jon Feichter, Alderman
Anthony Sutton, Alderman

Robert W. Hites, Jr. Town Manager
William E. Cannon, Jr., Town Attorney

February 20, 2020

Travis Dustin Smith
1404 Brown Avenue
Waynesville, NC 28786

Dear Mr. Smith:

On behalf of the Town of Waynesville Mayor and Board of Aldermen, thank you for your interest in serving on the Homelessness Task Force. Although you were not selected for appointment to the core group of the Homelessness Task Force, your application will be kept on file, if future vacancies occur and for the chairman to have if additional sub-committees fitting your skill set are developed.

The Town of Waynesville appreciates you and all the individuals who provide the valuable service of contributing their time and expertise to the various Boards/Commissions. This work at times can be challenging but is very valuable to the future of Waynesville.

Thank you again for your interest in serving the citizens of Waynesville.

Sincerely,

Gary Caldwell
Mayor

cc: Eddie Ward, Town Clerk
Amy Murphy-Nugen



TOWN OF WAYNESVILLE, NORTH CAROLINA

Application for Appointment to Boards/Commissions

Please return to the Town Clerk's office.

16 South Main Street, P.O. Box 100, Waynesville, NC 28786

(828) 452-2491

eward@waynesvillenc.gov

Additional Pages and/or a resume may be attached but is not required

NAME Stephanie Sutton
STREET ADDRESS 140 ValleyView Terr. Waynesville, NC 28786
MAILING ADDRESS Same
PHONE 828-508-1117
E-MAIL StSutton1972@yahoo.com

Please consider me for appointment to the following board(s) or commission(s):

- Alcoholic Beverage Control Board
Community Action Forum
Board of Adjustment
Firemen's Relief Fund Board
Historic Preservation Commission
Homelessness Taskforce (adhoc)
Planning Board
Public Art Commission
Recreation & Parks Advisory Commission
Waynesville Housing Authority
1% Zip Code Subcommittee (TDA)
Cemetery Committee (adhoc)

I am interested in serving on this board or commission because: I live in the town limits, and I own a business in the town limits. I see firsthand, each and every day the impact of homelessness on our community.

I have experience/expertise in the following areas and/or have served on the following board or commission: I have not served on any boards, but I have owned a successful business in Haywood Co. for 11 years. I have a vested interest in our town, and I am a very compassionate person who sympathize with the needs of our homeless population.

I feel that I can contribute the following to this board or commission: I think I have a great balance of passion & compassion. Although many of our current issues are unique to Haywood Co

Tell us about yourself and your background: As I said earlier, my husband is a Coordinator and I own Mountaineer Oxygen Services, Inc. and have two children, ages 18 & 13. I am a Christian who has

If a vacancy exists and I qualify for appointment, I will be contacted for my permission to the appointment. If I am chosen, I will faithfully execute my duty on the selected board or commission.

Stephanie Sutton
Signature

1/2/20
Date

③ I do not think we have to "reinvent the wheel". I am committed to gathering research & data from other similar communities, and looking at ways we can incorporate those successes into our community. I am an active learner, and very open minded to "outside of the box" solutions.

④ Served as a Sunday School teacher for over 12 years (elementary-adult age classes). I have served with FUME at the Open Door numerous times. My son & I routinely served Sunday meals at Pathways in 2017/2018. As a personal belief, I think a "hand up" approach vs. "hand outs" is effective & very much needed. I want to see our town leaders & our community combat this homeless issue with compassion, understanding, and with proven approaches/plans & accountability.



Gary Caldwell, Mayor
Julia Freeman, Mayor Pro Tem
Clarence "Chuck" Dickson, Alderman
Jon Feichter, Alderman
Anthony Sutton, Alderman

Robert W. Hites, Jr. Town Manager
William E. Cannon, Jr., Town Attorney

February 20, 2020

Stephanie Sutton
140 Valley View Terrace
Waynesville, NC 28786

Dear Ms. Sutton:

On behalf of the Town of Waynesville Mayor and Board of Aldermen, thank you for your interest in serving on the Homelessness Task Force. Although you were not selected for appointment to the core group of the Homelessness Task Force, your application will be kept on file, if future vacancies occur and for the chairman to have if additional sub-committees fitting your skill set are developed.

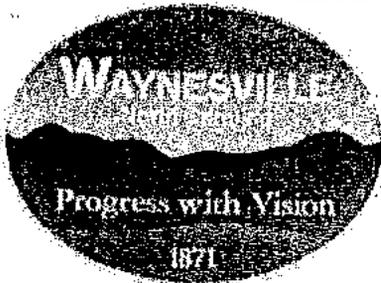
The Town of Waynesville appreciates you and all the individuals who provide the valuable service of contributing their time and expertise to the various Boards/Commissions. This work at times can be challenging but is very valuable to the future of Waynesville.

Thank you again for your interest in serving the citizens of Waynesville.

Sincerely,

Gary Caldwell
Mayor

cc: Eddie Ward, Town Clerk
Amy Murphy-Nugen



TOWN OF WAYNESVILLE, NORTH CAROLINA

Application for Appointment to Boards/Commissions

Please return to the Town Clerk's office.

16 South Main Street, P.O. Box 100, Waynesville, NC 28786

(828) 452-2491

eward@waynesvillenc.gov

Additional Pages and/or a resume may be attached but is not required

NAME Barbara Stuteville
STREET ADDRESS 378 Walnut drive Maggie Valley NC 28758
MAILING ADDRESS
PHONE 828-550-5749
E-MAIL barbara.rudowski1011@gmail.com

Please consider me for appointment to the following board(s) or commission(s):

- Alcoholic Beverage Control Board
Community Action Forum
Board of Adjustment
Firemen's Relief Fund Board
Historic Preservation Commission
Homelessness Taskforce (adhoc)
Planning Board
Public Art Commission
Recreation & Parks Advisory Commission
Waynesville Housing Authority
1% Zip Code Subcommittee (TDA)
Cemetery Committee (adhoc)

I am interested in serving on this board or commission because: I was once homeless and an addict with two children.

I have experience/expertise in the following areas and/or have served on the following board or commission: I have never served on a board or commission.

I feel that I can contribute the following to this board or commission: A true understanding of the issue and some solutions.

Tell us about yourself and your background: I have worked at Meridian and the Open Door. I know what the 27 homeless people in Frog level need and want.

If a vacancy exists and I qualify for appointment, I will be contacted for my permission to the appointment. If I am chosen, I will faithfully execute my duty on the selected board or commission.

Handwritten signature of Barbara Stuteville

Signature

12/19/2019

Date

Barbara Stuteville

378 Walnut Drive ~ Maggie Valley, North Carolina 28751

828.550.5749 ~ barbara.rudowski1011@gmail.com

QUALIFICATIONS PROFILE

Seeking full-time employment in the medical or administrative environment. Reliable, trustworthy, dedicated, patient-focused and committed to providing excellent patient care.

Key Skills:

- Detailed Oriented
- Clerical Procedures
- Leadership Skills
- Customer Service
- Multi-tasking
- Organizational Skills

Computer Skills: Microsoft Word, Excel, PowerPoint and Medical Software.

PROFESSIONAL WORK EXPERIENCE

Open Door ~ Waynesville, NC ~ 11/2018 to 11/2019

Administrative Coordinator

- Prepared monthly billing reports, payroll, and budget and bank deposits.
- Responsible for family member intakes.
- Processed emergency assistance for family members.
- Updated several administrative reports.
- Processed and distributed donation letters
- Processed charities donations for facility.

Blue Mountain Urology ~ Clyde, NC ~ 8/2015 to 8/2017

Medical Assistant

- Recorded patients' medical history, vital statistics and information such as test results in medical records.
- Prepared treatment rooms for patient examinations, keeping the rooms neat and clean.
- Interviewed patients to obtain medical information and measure their vital signs, weight, and height.
- Show patients to examination rooms and prepared them for the physician.
- Prepared and administered medications as directed by a physician.
- Performed bladder scopes, dilations, urinary catheter / SP Tube changes and prostate biopsy.

Hazelwood Family Medicine ~ Waynesville, NC ~ Spring 2014

Externship -- Medical Assistant

-
- Worked on EHR system inputting patients' vital signs, chief complaints, history of present illness and past medical history.
- Spent time at front desk inputting appointments, collecting co-payments, answering phones, and filing / entering new patient information into charts.
- Administered injections according to policies and procedures.

EDUCATION AND SPECIAL CERTIFICATIONS

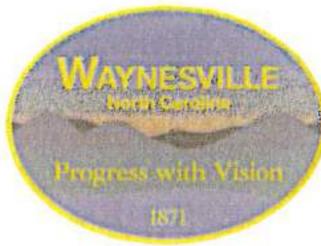
Haywood Community College ~ Clyde, NC ~ 2014

Associate in Applied Science - Medical Assisting

Certificate in Medical Office Administration

- GPA 3.36
- Full member of National Honor Society of Leadership and Success
- Student Association of Medical Assistants Vice President - 2012-2013
- Student Government President - 2013-2014

Medical Billing and Coding -- Proficient in ICD9, ICD10, and CPT Coding



Gary Caldwell, Mayor
Julia Freeman, Mayor Pro Tem
Clarence "Chuck" Dickson, Alderman
Jon Feichter, Alderman
Anthony Sutton, Alderman

Robert W. Hites, Jr. Town Manager
William E. Cannon, Jr., Town Attorney

February 20, 2020

Barbara Stuteville
317 Walnut Drive
Maggie Valley, NC 28751

Dear Ms. Stuteville:

On behalf of the Town of Waynesville Mayor and Board of Aldermen, thank you for your interest in serving on the Homelessness Task Force. Although you were not selected for appointment to the core group of the Homelessness Task Force, your application will be kept on file, if future vacancies occur and for the chairman to have if additional sub-committees fitting your skill set are developed.

The Town of Waynesville appreciates you and all the individuals who provide the valuable service of contributing their time and expertise to the various Boards/Commissions. This work at times can be challenging but is very valuable to the future of Waynesville.

Thank you again for your interest in serving the citizens of Waynesville.

Sincerely,

A handwritten signature in black ink that reads "Gary Caldwell". The signature is written in a cursive, flowing style.

Gary Caldwell
Mayor

cc: Eddie Ward, Town Clerk
Amy Murphy-Nugen

TOWN OF WAYNESVILLE, NORTH CAROLINA

Application for Appointment to Boards/Commissions

Please return to the Town Clerk's office, 16 South Main Street, P.O. Box 100, Waynesville, NC 28786

(828) 452-2491

eward@waynesvillenc.gov

NAME Roger Thomas

STREET ADDRESS 187 Trillium End Lane 28786

MAILING ADDRESS same

PHONE 757-291-4880

E-MAIL yogaman558@gmail.com

Please consider me for appointment to the following board(s) or commission(s): Homelessness Taskforce (ad hoc)

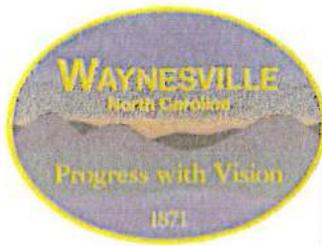
I am interested in serving on this board or commission because: I have a family member who has lived in Pathway's several times over the last four years. I actually think he could be a valuable resource on this commission as well.

I have experience/expertise in the following areas and/or have served on the following board or commission: I have served on a Public Library commission in Virginia Beach in 2009. I was a commercial real estate Property Manager in my career

I feel that I can contribute the following to this board or commission: I have experience with the issues of homelessness and substance abuse in my family. I have outstanding financial understanding of family budgeting from my experience as an Executor and a Trustee of my parent's estates. I possess the ability to write proficiently and have technological competence for administration and secretarial duties.

Tell us about yourself and your background: My family had a summer home in Balsam from 1958-2003. We were originally from Daytona Beach FL and I grew up in Virginia Beach VA. I was educated in private day school and the University of Virginia with a major in Speech Communication. I was a Naval officer prior to my career in Commercial Real Estate Property Management. I have been retired since 2002. I am single and have lived near Balsam in Haywood County since Nov 2011.

If a vacancy exists and I qualify for appointment, I will be contacted for my permission to the appointment. If I am chosen, I will faithfully execute my duty on the selected board or commission.



Gary Caldwell, Mayor
Julia Freeman, Mayor Pro Tem
Clarence "Chuck" Dickson, Alderman
Jon Feichter, Alderman
Anthony Sutton, Alderman

Robert W. Hites, Jr. Town Manager
William E. Cannon, Jr., Town Attorney

February 20, 2020

Roger Thomas
187 Trillium End Lane
Waynesville, NC 28786

Dear Mr. Thomas:

On behalf of the Town of Waynesville Mayor and Board of Aldermen, thank you for your interest in serving on the Homelessness Task Force. Although you were not selected for appointment to the core group of the Homelessness Task Force, your application will be kept on file, if future vacancies occur and for the chairman to have if additional sub-committees fitting your skill set are developed.

The Town of Waynesville appreciates you and all the individuals who provide the valuable service of contributing their time and expertise to the various Boards/Commissions. This work at times can be challenging but is very valuable to the future of Waynesville.

Thank you again for your interest in serving the citizens of Waynesville.

Sincerely,

Gary Caldwell
Mayor

cc: Eddie Ward, Town Clerk
Amy Murphy-Nugen