

# **AGENDA**

**Personnel/Finance Committee Meeting  
Tuesday, April 7, 2015, 8:30 A.M.  
Boardroom, 2<sup>nd</sup> Floor, City Hall**

*Committee Members: Chairman Raleigh York Jr., Ron Bratton, Scott Styers*

**Call to Order** **Chairman Raleigh York Jr.**

**Approval of Minutes** **March 3, 2015**

- 1. CLOSED SESSION - PERSONNEL**
- 2. Consideration of Records Retention Schedule Amendment**  
Law Enforcement Records, Personnel Records, and  
Budget, Fiscal and Payroll Records
- 3. Consideration of Proposed Guidelines on Social Media**
- 4. Consideration of Revised Ordinance – Recreation Committee**  
Sec. 58-32. – Composition of committee; appointment; terms.
- 5. Updates**  
Report on Thomasville Housing Assistance Program
- 6. Additions**
- 7. Adjournment**

**A quorum of the council may be in attendance and may participate in the discussion, but not vote.**

## MINUTES

Personnel/Finance Committee Meeting  
Tuesday, March 3, 2015, 9:20 A.M.  
Boardroom, 2<sup>nd</sup> Floor, City Hall

PRESENT: Mayor Joe G. Bennett; Council Members: Chairman Raleigh York, Jr.; Ron Bratton; Neal Grimes; Joe Leonard; Joel Pierce; Pat Shelton; Scott Styers; City Manager Kelly Craver; Public Services Director Morgan Huffman; Finance Director Tony Jarrett; and Barney W. Hill.

Chairman York called the meeting to order. A motion was made by Councilman Styers to approve the minutes; Councilman Bratton seconded. The minutes of February 3, 2015 were approved as presented.

### **ADDITIONS TO THE AGENDA**

Item 4- Additions – Closed Session/Personnel  
Item 4-A – Call for Public Hearing/Project I

#### **1. Consideration of CDBG Grant Project Ordinance** Ennis-Flint Inc. Building Reuse

Tony Jarrett said this is a standard grant project ordinance and staff is asking for the recognition of a Community Development Block Grant Reuse Grant up to (the way the document reads) \$500,000 and an appropriation of the same construction rehabilitation. Tony said this is a reimbursement style grant. The company must expend the funds, show documented proof that they have done so and we (the city) then request 50% reimbursement for them and expense it back to the company. Staff requests that this be placed on the regular agenda if Council chooses to accept these funds.

Scott Styers moved that the request be sent to briefing; Ron Bratton seconded the motion.

#### **2. Consideration of Addendum to Hi-Toms Lease Agreement**

Kelly Craver began by saying that sometimes things arise that are not covered in a contract and what the language in a contract means. We had a situation where we found it necessary to define exactly what a "Hi-Toms Event" is in regards to payments made for lease fees for the facility. Kelly and Greg Suire had a long conversation. Mr. Suire agreed with Kelly that a Hi-Toms event must include the Hi-Toms team and that the scheduling of 2 college teams that are not related to the Hi-Toms in any way are not considered a "Hi-Toms Event." Those types of events are not covered in the lease.

The amended agreement contains a rate that is reasonable, knowing the Hi-Toms are the prime customer for the venue. The proposed rate, for additionally scheduled "non Hi-Toms games" is to cover the cost of electricity at Finch Field. Proposed fees are \$75 per day without lights and \$125 per day with lights.

There is language that states “the scheduling of these games shall be subject however to the priority of the Thomasville Senior High School games entitled to through contractual commitments by the city.” Kelly verified that we do have that contractual commitment by the city. Kelly further stated that he will meet with city school staff tomorrow to set up that line of communication to ensure their needs are met.

Pat Shelton inquired about high school practices since they were not addressed in the statement. Committee agreed to add language to state that practices are also covered by the contract.

Chairman York said we needed this in the contract so that all things are covered. Mr. Suire needs to check with the Recreation Department before scheduling any events. Kelly will let the Athletic Director know that they need to communicate with the Recreation Department about their schedule.

This request was moved to briefing.

### **3. Discussion on Committees**

The committee had asked for some revisions to the **volunteer application**. Wendy Martin made those changes and they were presented to committee.

Neal Grimes made note that the Chair City Multicultural Committee meets on the 4<sup>th</sup> Thursday at 7:00 pm.

The Recreation Department meets on Tuesday after the 1<sup>st</sup> Monday of each month.

The committee is fine with the application with the 2 changes noted above.

#### **Lake Thom-a-Lex Recreation Committee**

The appointment of the Council representative will remain at the discretion of the Mayor and for a 2 year term. In the event the Council member cannot fulfill the appointment, the Mayor will name the replacement for the remainder of the term. The appointments will be made on odd years to coincide with the election – in December after the November municipal election.

#### **Recreation Committee**

It was suggested that the Council representative be appointed by the Mayor for a 2 year term.

The School Board member is also an ex-officio member.

After a group discussion, Kelly was directed to development new language altogether for the committee. “Ex-officio” will be deleted, also deleted will be “appointed for a 1 year term” and made “appointed for a 2 year term,” term limits will be eliminated. The Mayor will still have discretion to impose a term limit.

Kelly will make the changes as suggested and present them to committee next month for consideration.

### **4. Additions**

#### **4-A**

Kelly reported that he had received an e-mail regarding another Community Development Block Grant for building reuse. The application is due April 1st. They are asking if the city could hold a Public Hearing this month in support of the application. Kelly said he had talked with EDC about the grant application.

Committee discussed the time and decided to call for the Public Hearing on the evening of March 9<sup>th</sup> at Briefing, and schedule the Special Meeting and Public Hearing to be held on March 23<sup>rd</sup> at 6:00 pm. This will allow adequate time to advertise for the application known as "Project I."

Committee was in agreement with the request.

**Davidson Water** – We have not received the bill from Davidson Water yet but we did use just over 2.2 million gallons of water at a cost of approximately \$4500.

**CLOSED SESSION – Personnel**

No action was taken.

**5. Adjournment**

With no further business to come before the committee, the meeting was adjourned.

**Municipal  
Records Retention Schedule Amendment**

Amending the Municipal Records Retention and Disposition Schedule published September 10, 2012.

**STANDARD 9. LAW ENFORCEMENT RECORDS**

Adding Item 136, Law Enforcement Audio and Video Recordings, as shown on substitute page 90.

**STANDARD 12. PERSONNEL RECORDS**

Amending Item 19, Employee Eligibility Records, as shown on substitute page 105.

**APPROVAL RECOMMENDED**

\_\_\_\_\_  
City/Town Clerk

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Chief Administrative Officer/  
City Manager

*Sarah E. Koonts*

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Sarah E. Koonts, Director  
Division of Archives and Records

**APPROVED**

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Mayor

*Susan W. Kluttz*

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Susan W. Kluttz, Secretary  
Department of Cultural Resources

January 5, 2015

**STANDARD-9: LAW ENFORCEMENT RECORDS**

ITEM #	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
134.	<p><b>WORK RELEASE EARNINGS REPORTS</b> Inmates' work release earnings reports submitted either to the N.C. Department of Corrections or the Clerk of Superior Court.</p>	<p>Destroy in office after 3 years.*</p>	<p>G.S. §148-32.1</p>
135.	<p><b>WRECKER SERVICE RECORDS</b> Records concerning wrecker requests or calls. May include lists of wrecker company's towing and storage rates, rotation lists, notification records when vehicles are towed from private property, and other related records.</p>	<p>a) Destroy in office after 1 year if not made part of a case file. b) If record is made part of a case file follow disposition instructions for <b>CASE HISTORY FILE: FELONIES</b> item 17, page 64; or <b>CASE HISTORY FILE: MISDEMEANORS</b> item 18, page 64.</p>	
136.	<p><b>LAW ENFORCEMENT AUDIO AND VIDEO RECORDINGS</b> Tapes and digital recordings generated by mobile and fixed audio and video recording devices.  Does not include <b>ELECTRONIC/VIDEO RECORDINGS OF INTERROGATIONS (HOMICIDE)</b> item 44, page 71.  See also <b>MOBILE UNIT VIDEO TAPES</b> item 81, page 80.</p>	<p>a) Destroy in office after 30 days if not made part of a case file. b) If record is made part of a case file follow disposition instructions for <b>CASE HISTORY FILE: FELONIES</b> item 17, page 64; or <b>CASE HISTORY FILE: MISDEMEANORS</b> item 18, page 64. c) If record is made part of a citizen complaint follow disposition instructions for <b>CITIZEN COMPLAINTS/ ADMINISTRATIVE INVESTIGATION RECORDS</b> item 21, page 65. d) If record is made part of an internal investigation follow disposition instructions for <b>INTERNAL AFFAIRS CASE RECORDS</b> item 76, page 78.</p>	<p>Comply with applicable provisions of G.S. § 132-1.4 regarding confidentiality of criminal investigation records and G.S. §160a-168 regarding confidentiality of personnel records.</p>

\*See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS**, page vi.

† See signature page. The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Cultural Resources has scheduled with the disposition instruction "destroy when administrative value ends." Please use the space provided.

STANDARD-12. PERSONNEL RECORDS			
ITEM #	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
18.	<p><b>EMPLOYEE EDUCATIONAL ASSISTANCE PROGRAM RECORDS</b> Includes records requesting tuition assistance, repayments, and other related records.</p> <p>See also <b>PERSONNEL RECORDS (OFFICIAL COPY)</b> item 47, page 112.</p>	<p>Destroy in office 3 years after completion, denial, repayment, or removal from program.*</p>	
19.	<p><b>EMPLOYEE ELIGIBILITY RECORDS</b> Includes the United States Immigration and Naturalization Services, Employment Eligibility Verification (I-9) forms.</p>	<p>Mandatory retention throughout the duration of an individual's employment. After separation, destroy records in office 3 years from date of hire or 1 year from separation, whichever occurs later.</p>	8 USC 1324a(b)(3)
20.	<p><b>EMPLOYEE EXIT INTERVIEW RECORDS</b></p> <p>See also <b>PERSONNEL RECORDS (OFFICIAL COPY)</b> item 47, page 112.</p>	<p>Destroy in office after 1 year.</p>	
21.	<p><b>EMPLOYEE HEALTH CERTIFICATES</b> Includes health or physical examination reports, or certificates created in accordance with Title VII and the Americans with Disabilities Act (ADA).</p>	<p>a) Transfer records as applicable to <b>PERSONNEL RECORDS (OFFICIAL COPY)</b> item 47, page 112.</p> <p>b) Destroy in office all other records 2 years after resolution of all actions.</p>	

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**Municipal  
Records Retention Schedule Amendment**

Amending the Municipal Records Retention and Disposition Schedule published September 10, 2012.

**STANDARD 4. BUDGET, FISCAL AND PAYROLL RECORDS**

Amending item 32 Escheat and Unclaimed Property File as shown on substitute page 29.

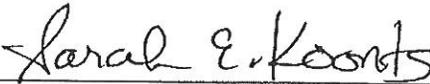
**STANDARD 12. PERSONNEL RECORDS**

Adding item 1-A Accreditation Records as shown on substitute page 101. Superseded  
January 5, 2015  
~~Amending item 19 Employee Eligibility Records as shown on substitute page 105.~~  
Amending items 36 Family Medical Leave Act (FMLA) Records, 42 Leave File, and 43 Leave Without Pay File as shown on substitute pages 110-111.

**APPROVAL RECOMMENDED**

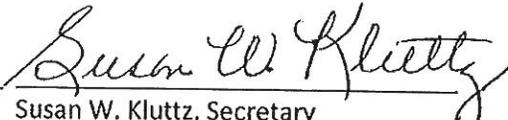
\_\_\_\_\_  
City/Town Clerk

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Chief Administrative Officer/  
City Manager

  
\_\_\_\_\_  
Sarah E. Koonts, Director  
Division of Archives and Records

**APPROVED**

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Mayor

  
\_\_\_\_\_  
Susan W. Kluttz, Secretary  
Department of Cultural Resources

August 29, 2013

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Municipality

STANDARD-4: BUDGET, FISCAL AND PAYROLL RECORDS			
ITEM #	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
27.	DAILY DETAIL REPORTS	Destroy in office after 1 year.*	
28.	DEPOSITS	a) Destroy in office official/audit copies after 3 years.* b) Destroy in office remaining records after 1 year.	G.S. § 159-32
29.	DETAIL REPORT FILE (FINANCIAL RECORDS FOR GENERAL FUND OR GENERAL LEDGER)	a) Destroy in office annual reports after 3 years.* b) Destroy in office all other reports after 1 year.	
30.	DIRECT DEPOSIT APPLICATIONS/AUTHORIZATIONS Includes related records such as bank account numbers and routing numbers.	Destroy in office when superseded or obsolete.	Comply with applicable confidentiality provisions of G.S. §132-1.10(b)(5) regarding personal identifying information.
31.	DISTRICT INVESTMENT RECORDS	Destroy in office after 3 years.*	
32.	ESCHEAT AND UNCLAIMED PROPERTY FILE	a) Destroy in office after 10 years if report was filed prior to July 16, 2012.* b) Destroy in office after 5 years if report was filed after July 16, 2012.*	Comply with applicable provisions of G.S. §116B-60 and §116B-73.
33.	EXPENDITURE REPORTS	Destroy in office after 3 years.*	
34.	FACILITY SERVICE AND MAINTENANCE AGREEMENTS See also GRANTS: FINANCIAL item 36, page 30.	a) Destroy in office depreciation schedules 3 years after asset is fully depreciated or disposed. b) Destroy in office remaining records after 3 years.*	

\*See AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS, page vi.

† See signature page. The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Cultural Resources has scheduled with the disposition instruction "destroy when administrative value ends." Please use the space provided.

STANDARD-12. PERSONNEL RECORDS			
ITEM #	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
1.	ABOLISHED POSITION FILE	Destroy in office when administrative value ends.† Agency Policy: Destroy in office after _____	
1-A.	ACCREDITATION RECORDS Records concerning compliance with those standards outlined by professional accreditation programs.	Destroy in office 1 year after accreditation is obtained, renewed, or no longer valid.*	
2.	ADDRESS FILE	Destroy in office when superseded or obsolete.	
3.	ADS AND NOTICES OF OVERTIME, PROMOTION, AND TRAINING OPPORTUNITIES	Destroy in office 1 year from date record was made.	29 CFR 1627.3
4.	AFFIRMATIVE ACTION FILE	a) Destroy in office all reports, analyses, and statistical data after 5 years. b) Destroy in office affirmative action plans 5 years from date superseded.	29 CFR 30.8(b)(e) 29 CFR 1608.4
5.	APPRENTICESHIP PROGRAM RECORDS	Destroy in office 5 years from the date of enrollment.	29 CFR 30.8(e)
6.	APTITUDE AND SKILLS TESTING RECORDS Records concerning aptitude and skills tests required of job applicants or of current employees to qualify for promotion or transfer. May include civil service examinations. See also <u>EMPLOYMENT SELECTION RECORDS</u> item 32, page 109.	a) Destroy in office applicant and employee test papers 2 years from date record was created. b) Destroy in office validation studies and copies of tests 2 years after no longer in use. c) Destroy in office records relating to the planning and administration of tests in office after 2 years.	29 CFR 1602.31 29 CFR 1602.40 29 CFR 1602.49

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**STANDARD-12. PERSONNEL RECORDS**

ITEM #	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
35.	<b>EQUAL PAY RECORDS</b> Includes reports, studies, aggregated or summarized data, and similar documentation compiled to comply with the Equal Pay Act.	Destroy in office after 2 years.	29 CFR 1620.32
36.	<b>FAMILY MEDICAL LEAVE ACT (FMLA) RECORDS</b> Records concerning leave taken, premium payments, employer notice, medical examinations considered in connection with personnel action, disputes with employees over FMLA and other related records.	Item discontinued. See LEAVE FILE, item 42, page 111.	
37.	<b>FRINGE BENEFITS FILE</b>	Destroy in office when administrative value ends. † Agency Policy: Destroy in office after _____	
38.	<b>GRIEVANCE FILE</b> Includes initial complaint, investigations, actions, summary, and disposition. May include disciplinary correspondence, including email.  See also <b>DISCIPLINARY FILE</b> item 11, page 102 and <b>PERSONNEL RECORDS (OFFICIAL COPY)</b> item 47, page 112.	Destroy in office after 2 years.	
39.	<b>HEALTH INSURANCE FILE</b> Completed claim forms and other records concerning employees covered by health plans.	Destroy in office after 2 years.*	
40.	<b>INCREMENTS FILE</b>	Destroy in office when released from all audits.	
41.	<b>INTERNSHIP PROGRAM FILE</b> Records concerning interns and students.	Destroy in office after 3 years.	

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STANDARD-12. PERSONNEL RECORDS			
ITEM #	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
42.	<b>LEAVE FILE</b> Records concerning employee leave, including requests for and approval of sick, vacation, overtime, buy-back, shared, donated, military, etc. Includes premium payments, employer notice, medical examinations considered in connection with personnel action, disputes with employees over the Family Medical Leave Act (FMLA), and other related records.	Destroy in office 3 years after return of employee or termination of employment.*	29 CFR 825.110(b)(2)(i) 29 CFR 825.500(b)
43.	<b>LEAVE WITHOUT PAY FILE</b>	Item discontinued. See <b>LEAVE FILE</b> , item 42, page 111.	
44.	<b>LONGEVITY PAY REQUESTS</b>	Destroy in office when released from all audits.	
45.	<b>MERIT AND SENIORITY SYSTEM RECORDS</b>	a) Destroy in office employee-specific records after 3 years. b) Destroy in office system and plan records 1 year after no longer in effect.	29 CFR 1627.3
46.	<b>PERSONNEL ACTION NOTICES</b> Records used to create or change information in the personnel records of individual employees concerning such issues as hiring, termination, transfer, pay grade, position or job title, name change and leave.	a) Transfer records as applicable to <b>PERSONNEL RECORDS (OFFICIAL COPY)</b> item 47, page 112. b) Destroy in office all remaining records 2 years from date record was created, received, or the personnel action involved.	

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Proposed April 2015

City of Thomasville's Guidelines on Social Media  
(Including personal Web sites, wikis, blogs and online communities)

At the City of Thomasville, we neither encourage nor discourage your personal participation (off duty and using personal/non-City equipment) in social media. Our goal in offering these guidelines is to provide you with best practices so that, if you choose to participate, you can do so appropriately and effectively. We also think it's important for you to know the City's expectations for virtual communications that involve Town activities, issues, staff, and volunteers.

1. While blogs, wikis and other forms of online discourse are individual interactions, please remember that to our citizens, you are always a representative of the City of Thomasville.
2. Respect your audience and welcome feedback about your posts. Don't use ethnic slurs, personal insults, obscenity, etc., and show proper consideration for others' privacy and for topics that may be considered objectionable or inflammatory. If your posting reflects negatively on the City (the organization as a whole or co-workers individually) – by being lewd, illegal or offensive – it can become a personnel issue. Keep in mind that the City's Personnel Ordinance stipulates that personal detrimental conduct – on or off duty -- can be grounds for discipline or dismissal.
3. Know the legal risks of participating in social media. You can be held personally legally and financially responsible for the things you say and do, including defaming a person or entity with your posts; don't use other people's writings or images without their permission; respect copyright, fair use and financial disclosure laws.
4. Don't pick fights, be the first to correct your own mistakes, and don't alter previous posts without indicating that you have done so.
5. Try to add value. Provide worthwhile information and perspective.
6. Protect your privacy and your reputation. Be mindful that what you post will be public for a long time, even if you think you've successfully removed the posting from the Internet.
7. When posting about online references and original source materials, link to them directly. Remember: there is only one official Web site for the Town. Direct people to the Town's Web site for information about Town services, projects, programs, etc.
8. To help ensure that no one mistakes your personal postings with official Town communications, please refrain from posting videos, photographs, or other images of yourself in/with/alongside City of Thomasville property including but not limited to vehicles, uniforms/clothing, offices, etc.
9. Your participation in social media during breaks at work or from work devices should be extremely limited and in accordance with these guidelines, the City's

Technology Use and Communications Policy. (Article V)

10. If your personal participation in social media starts to involve the City, let your supervisor and the Public Information Office know.

11. If you believe your work should involve social media or you want to respond to a post, talk to your supervisor and the Public Information Office before doing so.

12. Remember: true and complete anonymity on the Internet does not exist. So, when personally blogging about the City of Thomasville or any issue involving the City of Thomasville, you have a responsibility to identify yourself - name and, when relevant, role at the City of Thomasville. Write in the first person, and include a disclaimer that makes it clear that your postings are your own and don't necessarily represent City of Thomasville's positions, strategies or opinions.

## **Current Ordinance Language**

Sec. 58-32. - Composition of committee; appointment; terms.

The recreation committee shall consist of nine members in total, of whom seven shall be regular members and two shall be ex officio members. All members shall serve with the same duties and powers.

Regular members: One regular member shall be appointed by the mayor and the remaining six regular members shall be appointed by the city council. Members are not required to be residents of the city but should have an interest in the enhancement of the city recreation programs and in the goals of the government of the city as expressed by the policies of the city council as implemented by the city recreation department. The committee shall advise the city council and the parks and recreation department as to public recreation concerns, including but not limited to long-term goals, capital outlay, fees and charges, and programs. The committee shall also recommend to the city council such rules and regulations for the operation of municipal public parks and recreation areas as shall seem appropriate to the committee.

Three of the regular members shall be appointed for a term of one year, three shall be appointed for a term of two years, and one shall be appointed for a term of three years. As the term of each member expires, each new term shall have a duration of three years, but no member shall immediately succeed himself or herself beyond two consecutive terms.

Ex officio members: One of the ex officio members shall be appointed from the membership of the city council and the other shall be a representative of the school system which serves the city. The council representative shall be appointed for a term of one year and the school system representative shall be appointed for a term of three years. No ex officio member shall serve a term of office to exceed six years.

## **Revised Language**

**Sec. 58-32. - Composition of committee; appointment; terms.**

**The recreation committee shall consist of nine members in total, of whom, seven shall be at large members and two shall be designated members. All members shall serve with the same duties and powers.**

**At Large members: All at large members shall be appointed by the city council for a term of 3 years. Members are not required to be residents of the city but should have an interest in the enhancement of the city recreation programs and in the goals of the government of the city as expressed by the policies of the city council as implemented by the city recreation department. The committee shall advise the city council and the parks and recreation department as to public recreation concerns, including but not limited to long-term goals, capital outlay, fees and charges, and programs. The committee shall also recommend to the city council such rules and regulations for the operation of municipal public parks and recreation areas as shall seem appropriate to the committee.**

**Designated Members:** One of the designated members shall be appointed from the membership of the city council. The council representative shall be appointed by the mayor for a term of two years. The other designated member shall be the Athletic Director of Thomasville High School. That appointment shall be by the City Council.

City of Thomasville North Carolina  
 Report for Thomasville Housing Assistance Program  
 March 2014-March 2015

Activity	Results	Number Served
Housing Counseling	Provided Housing Counseling including Financial Literacy Education, Foreclosure Prevention, Referrals to Housing Services	71 Housing Counseling
Home Repairs	Spent \$30,673.93 (NCHFA Grant Urgent Repair Program)	15 urgent repairs
Volunteer Labor/ Donations for Thomasville	Secured \$9,155 in donations for Thomasville Repairs & Veteran's Outreach Event	15 Repairs &

Total Funds Leveraged (In a Non-Workcamp Year)                      \$39,828.93

Housing Opportunities for Upcoming Fiscal Year July 1-June 30<sup>th</sup> 2016

- Co-Host Group WorkCamp June 21<sup>st</sup> 2015 (approximately 25 repair projects in Thomasville)
- Urgent Repair 2015 (Approximately 15 projects in Thomasville)
- Community Home Loan Pool (3-5 Homes In Thomasville)
- Coordinated Project With Thomasville Housing Agencies