

# Mecklenburg County

600 East Fourth Street  
Charlotte, NC 28202



## Meeting Agenda

Tuesday, July 7, 2026

5:00 PM

Members of the public can access and view the meeting on the Government Channel or online at: <https://watch.mecknc.gov>

Charlotte-Mecklenburg Government Center  
600 East Fourth Street, Charlotte, NC 28202

### Board of Commissioners

*Chair Mark Jerrell, District 4*  
*Vice Chair Leigh Altman, At-Large*  
*Commissioner Arthur Griffin, At-Large*  
*Commissioner Yvette Townsend-Ingram, At-Large*  
*Commissioner Elaine Powell, District 1*  
*Commissioner Vilma D. Leake, District 2*  
*Commissioner George Dunlap, District 3*  
*Commissioner Laura J. Meier, District 5*  
*Commissioner Susan Rodriguez-McDowell, District 6*

At this time, identify any items you wish to remove from consent

**Informal Session - Room CH-14**

**Staff Briefings - None**

**Closed Session - None**

**CALL TO ORDER - 6 PM - MEETING CHAMBER**

*Mecklenburg County Mission:*

*"To serve Mecklenburg County residents by helping improve their lives and community."*

*Mecklenburg Board of County Commissioners Community Vision*

*"Mecklenburg County will be a community of pride and choice for people to live, learn, work and recreate."*

*FY 2026-2027 Board Budget Priorities*

*~ Economic Development*

*~ Education*

*~ Environmental Stewardship*

*~ Health Equity and Wellness*

*~ Services for Seniors*

*~ Workforce Development*

*~ Reducing Racial Disparities*

**Invocation by Chair Jerrell followed by Pledge of Allegiance to the Flag**

**Awards/Recognition**

[26-0317](#) Proclamation Declaring July 2026 as Park and Recreation Month

**Attachments:** [Designation of July as PR month](#)

[Events PR month](#)

**Arts & Culture Moment - N/A**

**Public Appearance**

[26-0322](#) Public Appearance

**Appointments**

- [26-0239](#) Appointments- Charlotte Water Advisory Committee  
*Attachments:* [CWAC Packet 07.07.2026](#)
- [26-0332](#) Appointments- Women's Advisory Board  
*Attachments:* [WAB Packet 07.07.2026](#)
- [26-0334](#) Appointments- Domestic Violence Advisory Board  
*Attachments:* [DVAB Packet 07.07.2026](#)
- [26-0339](#) Appointments- Town of Mint Hill Planning Board  
*Attachments:* [Town of Mint Hill Planning Board- Recommendation Statement](#)

**Public Hearings - 6:30 PM****Advisory Committee Reports**

- [26-0333](#) Adult Care Home Community and Nursing Home Community Advisory Committee- Annual Report  
*Attachments:* [Meck CAC annual report 2025](#)

**Manager's Report**

- [26-0358](#) MeckACTS Award Winners

**Departmental Directors' Monthly Reports - N/A****Staff Reports & Requests - N/A****County Commissioners Reports & Requests - None****Consent Items**

- [26-0355](#) Pulled Consent Items
- [26-0337](#) Resolution - North Carolina Division of Juvenile Justice and Delinquency Prevention  
*Attachments:* [Mecklenburg JCPC Resolution](#)  
[JJDP Funding Priorities 2025](#)
- [26-0338](#) Resolution to Transfer Ownership of Canine Officer  
*Attachments:* [Canine-Resolution transferring ownership of canine to handler -Sly Deputy Erve](#)  
[Memorandum K-9 Signed](#)

- [26-0341](#) DCR: FY 2026-2027 HOMES Interlocal Agreement  
**Attachments:** [HOMES County-Davidson Resolution\\_Final](#)  
[26-0341 FY27 Interlocal Cooperation Agreement Davidson HOMES Program D'](#)  
[FY27 Interlocal Cooperation Agreement Davidson HOMES Program Final](#)  
[Exhibit A HOMES Funding](#)
- [26-0342](#) Construction Contract - Pressley Road Park  
**Attachments:** [Pressley Road Park - Certified Bid Tabs](#)
- [26-0343](#) Subcontractor Prequalifications - Construction Manager at Risk -  
Mecklenburg County Sheriff's Office  
**Attachments:** [MCSO ASB Renovation Prequal Form 2026.06.10](#)  
[MCSO ASB Scoring Matrix](#)
- [26-0345](#) Construction Contract - Kings Branch at Arrowood Road Stream  
Restoration Phase 2A  
**Attachments:** [Kings Branches 2A - Certified Bid Results](#)
- [26-0348](#) Tax Refunds  
**Attachments:** [Meck Refund no Interest.pdf](#)  
[NCVTS Pending Refund report May 2026.pdf](#)
- [26-0349](#) Storm Water Program - FY26 Hazard Mitigation Floodplain Acquisition  
**Attachments:** [10501\\_BeagleClub\\_FY26](#)
- [26-0350](#) Grant Application - Emergency Solutions Grant from The City of Charlotte  
**Attachments:** [26-0350 ESG Prevention Grant 2026 Project Ordinance](#)
- [26-0351](#) Budget Amendment - Community Support Services - Revenue Increase  
(HUD Continuum of Care 2025)  
**Attachments:** [26-0351 Grant Project Ordinance 2025 HUD CoC - CoC Planning](#)  
[26-0351 Grant Project Ordinance 2025 HUD CoC - DV RRH](#)
- [26-0357](#) CMS Cell Tower Lease Renewal - Ardrey Kell High School
- [26-0359](#) Minutes  
**Attachments:** [3.17.2026 BOCC Meeting Minutes](#)

**26-0361: PENDING: Certified Local Government Grant (CLG) FY27**

[26-0366](#) Grant Application - Substance Abuse and Mental Health Services Mobile Crisis

**Attachments:** [Grant Notice SAMHSA Mobile Crisis Team 2026](#)  
[Mobile Crisis Grant Project Ordinance](#)

[26-0368](#) Stellar Gospel Music Awards

[26-0369](#) Settlement Approval-Property Damage Claim

**Attachments:** [authority request Bocc VAMC145327](#)  
[Revised Guerra authority request](#)

[26-0370](#) Memorandum of Understanding - Charlotte Regional Transportation Planning Organization (CRTPO)

**Attachments:** [26-0370 CRTPO MOU 2026 Update](#)  
[26-0370 CRTPO MOU 2026 Update Signature Page](#)

### Commissioner Reports

**26-0356** Commissioner Reports

### Adjournment

*Upcoming meetings of the Board:*

*Regular Meeting, \*Wednesday, August 7th at 5:00 p.m.*

*Special Accommodations:*

*Anyone needing special accommodations when attending this meeting and/or if this information is needed in an alternative format, please contact the Clerk to the Board. The Clerk is located at 600 East Fourth Street, in the Charlotte-Mecklenburg Government Center, 11th floor, (980-314-2939) or E-mail: [clerk@mecknc.gov](mailto:clerk@mecknc.gov). We request at least 72-hours' notice prior to the meeting to make the appropriate arrangements.*

*The Board reserves the right to deviate from the agenda.*

*Mecklenburg County Vision:*

*"To be the best local government service provider."*

*Mecklenburg County Mission:*

*"To serve Mecklenburg County residents by helping improve their lives and community."*





## Legislation Text

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File #: 26-0317

Meeting Date: 7/7/2026

File Type: Awards/Recognition

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## Proclamation Declaring July 2026 as Park and Recreation Month

### **ACTION:**

**Adopt a proclamation designating July 2026 as Park and Recreation Month**

### **Staff Contact:**

Nick Walker, Director- park and Recreation  
Peter Cook, Deputy Director, Park and Recreation

**Presentation:** Yes

### **BACKGROUND/JUSTIFICATION:**

For 41 years, the United States has celebrated Park and Recreation Month during the month of July to recognize the importance of parks and recreation in establishing and maintaining the quality of life for, and contributing to the physical, economic, and environmental well-being of communities.

Through efforts by the National Recreation and Park Association (NRPA), the U.S. House of Representatives passed an official resolution for Park and Recreation Month in 2009. The NRPA supports the national park and recreation community and the general public in promoting summer programming and celebrations in support of the field.

In creating and maintaining accessible, inclusive, and sustainable parks and programs, the services that Park and Recreation provide are essential to building thriving communities.

### **PROCUREMENT BACKGROUND:**

N/A

### **POLICY IMPACT:**

N/A

### **FISCAL IMPACT:**

N/A

# Mecklenburg County

## North Carolina

# Proclamation

**WHEREAS**, park and recreation is an integral part of communities throughout this country, including Mecklenburg County; and

**WHEREAS**, park and recreation promotes health and wellness, improving the physical and mental health of people who live near and use parks; and

**WHEREAS**, park and recreation promotes time spent in nature, which positively impacts mental health by increasing cognitive performance and well-being, and alleviating illnesses; and

**WHEREAS**, park and recreation encourages physical activities by providing space for popular sports, hiking trails, aquatic facilities and many other activities designed to promote active lifestyles; and

**WHEREAS**, park and recreation programming and education activities, such as out-of-school activities, youth sports, and environmental education, are critical to childhood development; and

**WHEREAS**, park and recreation is fundamental to the environmental well-being of our community; and

**WHEREAS**, park and recreation is essential and adaptable infrastructure that makes our communities resilient in the face of natural disasters and climate change; and

**WHEREAS**, our park and natural recreation areas ensure the ecological beauty of our community and provide a place for children and adults to connect with nature and recreate outdoors; and

**WHEREAS**, the U.S. House of Representatives has designated July as Park and Recreation Month to recognize the more than 160,000 full-time park and recreation professionals along with hundreds of thousands of part-time and seasonal workers who maintain our recreational spaces; and

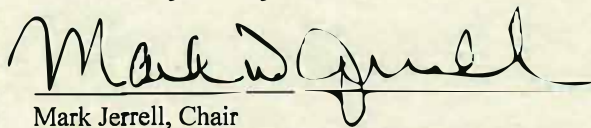
**WHEREAS**, Mecklenburg County recognizes the benefits derived from park and recreation resources.

**NOW THEREFORE, BE IT RESOLVED** by Mecklenburg County that July is recognized as

## Park and Recreation Month

and is celebrating with the national theme "*The Power Of [Connection, Play, Community, Nature, Belonging, Well-Being]*" in the County of Mecklenburg, North Carolina.

This 7th day of July 2026



Mark Jerrell, Chair  
Mecklenburg Board of County Commissioners





## Mecklenburg County Park and Recreation

### **Upcoming Park and Recreation Events:**

#### Meck Fest:

July 11 at Progress Park

August 8 at Tom Hunter Park

September 12 at Unity Park

#### MeckRoots:

July 16 at West Charlotte Recreation Center

July 23 at Naomi Drenan Recreation Center

#### Meck Sounds Concert Series:

July 16 at Pearl Street Park

August 20 at Park Road Park

#### Hummingbird Week:

August 17-23 at Reedy Creek Nature Center and McDowell Nature Center



## Legislation Text

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**File #:** 26-0322

**Meeting Date:** 7/7/2026

**File Type:** Public Appearance

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## Public Appearance

### **ACTION:**

**Receive comments from members of the public desiring to speak on items not appearing on the agenda**

**Staff Contact:** Kristine M. Smith, Clerk to the Board

**Presentation:** No

### **BACKGROUND/JUSTIFICATION:**

Public Appearance is the period during the Board's regular meeting that members of the public are provided the opportunity to speak on matters not appearing on the agenda.

Members of the public who appear during the public appearance portion of a regular meeting may discuss any matter within the jurisdiction of the Board of Commissioners except for the following types of matters:

- a) a matter which appears on the agenda of that meeting of the Board;
- b) a matter which concerns the candidacy of any person for public office, including the candidacy of the person appearing before the Board;
- c) a request that the Board consider funding a certain program or activity, either from the current budget, or by inclusion in a future budget (such funding requests would be made at the Board's annual budget public hearing).

The time limit for speaking is three (3) minutes unless there are four (4) or more speakers who wish to speak concerning the same matter, in which case, all persons wishing to speak on the same matter will be considered a group and given a total of ten (10) minutes. The group (four (4) or more speakers) would divide the ten (10) minutes among themselves. The Board reserves the right to alter these rules on a case by case basis as necessary for the efficient and effective conduct of business.

Members of the Board will not engage in dialogue with public appearance speakers. Comments will be received and followed up on as applicable by County staff and/or members of the Board.

Handouts and/or tokens shall be given to the Clerk for distribution to Board members at the conclusion of the meeting.

Members of the public can also access and view the meeting on the Government Channel or online at: <https://watch.mecknc.gov>.

Members of the public may register to speak in advance online at: <https://mecknc.seamlessdocs.com/sf/clerk>. Members of the public wishing to address the Board during this portion of the meeting must appear in person if the Board is meeting in person. If you do not have internet access, you may call 980-314-2912 to register.

Deadline to Register: Speakers requesting to address the Board of County Commissioners can register online up to 3:00 p.m. EST the day of the meeting. After 3:00pm you must register in person at the meeting location. You can register in person up to the time Public Appearance comes up on the agenda.

Anyone needing special accommodations to attend or view this meeting and/or if this information is needed in an alternative format, please contact the Clerk to the Board at (980) 314-2939 or by E-mail at [Clerk@MeckNC.gov](mailto:Clerk@MeckNC.gov). We request at least 48 hours' notice prior to the meeting to make the appropriate arrangements.

**PROCUREMENT BACKGROUND:**

N/A

**POLICY IMPACT:**

N/A

**FISCAL IMPACT:**

N/A



## Legislation Text

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File #: 26-0239

Meeting Date: 7/7/2026

File Type: Appointments

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### Appointments- Charlotte Water Advisory Committee

**ACTION:**

Reappointment is needed on the Charlotte Water Advisory Committee for one (1) three-year term expiring June 30, 2029. Dan Melvin is eligible for reappointment.

An application is attached.

**Staff Contact:** Kristine M. Smith, Clerk to the Board

**Presentation:** No

**BACKGROUND/JUSTIFICATION:**

Reappointment is needed on the above said board.

**PROCUREMENT BACKGROUND:**

N/A

**POLICY IMPACT:**

N/A

**FISCAL IMPACT:**

N/A

# Charlotte Water Advisory Committee

## At-A-Glance

### Eligible for Reappointment

Name	District	Gender	Ethnicity
Melvin, Dan	5	Male	Caucasian/Non-Hispanic

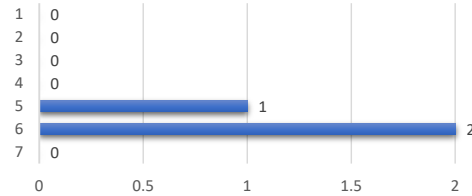
# CHARLOTTE WATER ADVISORY COMMITTEE DEMOGRAPHICS

## Districts

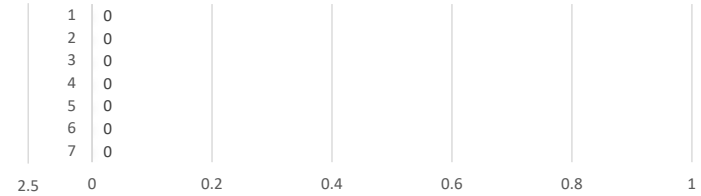
### BOCC Members Only

	Members	Applicants
District 1	0	0
District 2	0	0
District 3	0	0
District 4	0	0
District 5	1	0
District 6	2	0
Other	0	0
<b>Total</b>	<b>3</b>	<b>0</b>

Members by District



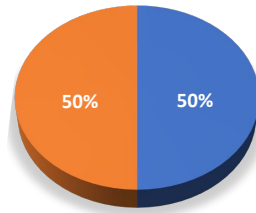
Applicants by District



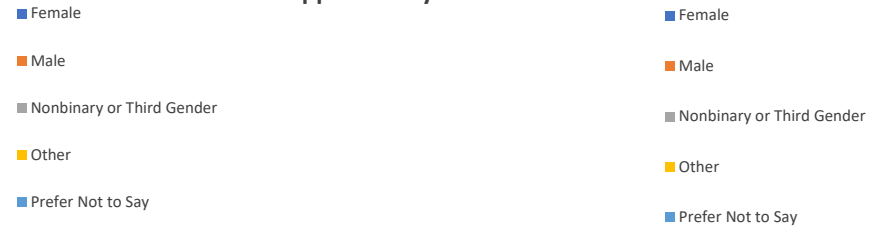
## Gender

	Members	Applicants
Female	1	0
Male	2	0
Nonbinary or Third Gender	0	0
Other	0	0
Prefer Not to Say	0	0
<b>Total</b>	<b>3</b>	<b>0</b>

Members by Gender



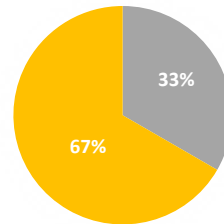
Applicants by Gender



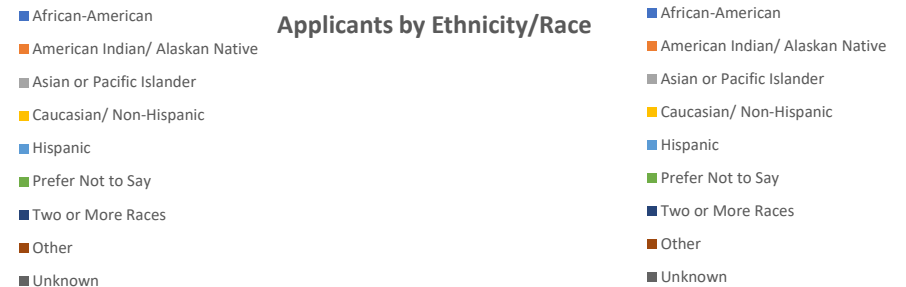
## Ethnicity/Race

	Members	Applicants
African-American	0	0
American Indian/ Alaskan Native	0	0
Asian or Pacific Islander	1	0
Caucasian/ Non-Hispanic	2	0
Hispanic	0	0
Prefer Not to Say	0	0
Two or More Races	0	0
Other	0	0
Unknown	0	0
<b>Total</b>	<b>3</b>	<b>0</b>

Members by Ethnicity/Race



Applicants by Ethnicity/Race



## Statement to Applicants

### Which Boards would you like to apply for?

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Charlotte Water Advisory Committee: Reapplying

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## Profile

Dan  
First Name

Melvin  
Last Name

### What other names have you used? (includes, legal names, aliases, maiden names or professional monikers) NOTE: If none, please note N/A

---

Daniel

dmelvin@landdesign.com  
Email Address

5233 Morrowick Road  
Home Address

Charlotte  
City

NC  
State

28226  
Postal Code

### What Mecklenburg County District do you live in? Please verify below. \*

---

5

### How long have you been a resident of Mecklenburg County? Please include months, or years.

---

8 years

### My age range is (please select one): \*

---

30 to 45

### Ethnicity \*

---

Caucasian/Non-Hispanic

### Gender \*

---

Male

---

## Profile

Dan  
First Name

Melvin  
Last Name

**What other names have you used? (includes, legal names, aliases, maiden names or professional monikers) NOTE: If none, please note N/A**

Daniel

dmelvin@landdesign.com

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**What Mecklenburg County District do you live in? Please verify below. \***

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**How long have you been a resident of Mecklenburg County? Please include months, or years.**

8 years

**My age range is (please select one): \***

30 to 45

**Ethnicity \***

Caucasian/Non-Hispanic

**Gender \***

Male

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**Interests & Experiences**

**Education**

BS Civil Engineering from Florida State University Licensed Professional Engineer in State of North Carolina

LandDesign

Employer

Civil Engineer

Occupation

**Business and civic experience**

Principal and practicing civil engineer at LandDesign, representing real estate developers in both public and private sectors. Demonstrated commercial real estate consultant with experience in development of 50+ projects in Charlotte Mecklenburg from feasibility and entitlements through construction. Extensive experience working with Charlotte Water IDS as a representative of the development community. Currently serving on board for NAIOP as Secretary. Heavily Involved in review of UDO and providing feedback on behalf of commercial real estate community,

## Area of expertise and interests/skills

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Civil Engineering, Commercial Real Estate, Development & Redevelopment, Adaptive Reuse, Urban Infill, Transit Oriented Districts (TOD), Unified Development Ordinance (UDO), Multifamily, High-rise development, Sanitary Sewer Capacity, Water Pressure/Water Modelling, Site Layout and Grading, Storm Drainage Analysis, Storm Water Management.

## Additional Comments

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N/A

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## Additional Information

**If you are or have ever served on a Mecklenburg County board/commission, please answer yes or no. If yes, please disclose the Board and term-end date.**

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Yes - Charlotte Water Advisory Committee, Partial term ending June 30, 2023.

**Why are you interested in serving on the board(s) to which you are applying?**

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I would be honored to have the opportunity to serve the public and development community by providing my perspective on this advisory committee. Charlotte Water plays a critical role in the future development of our community. With the rapid development taking place, especially in the TOD districts, it is important for Charlotte Water to have the strategy and policies in place to keep up with that growth. Also, the UDO that is in the process of being adopted will further change the development patterns and accelerate the pre-construction process for new development. I believe this role needs to be filled with someone who has an understanding of these changes and can help Charlotte Water make decisions in the best interest of all. My perspective is unique due to my background as a professional engineer, which allows me to understand the engineering challenges Charlotte Water faces, as well as my intimate knowledge of the development process. Finally, I have developed strong relationships with many at Charlotte Water over the years and would love the opportunity to work with Charlotte Water in this capacity.

**Have you attended a meeting of the advisory board(s) to which you are applying?**

---

Yes  No

**Hours Per Month Available for Position**

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4

**How did you learn of the vacancy? \***

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Other

**If you answered other - Where did you learn of this vacancy?**

---

Reappointment email

[Dan\\_Melvin-2022.pdf](#)

Upload a Resume

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**Disclosure**

**Are you a Mecklenburg County resident?**

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Yes  No

**Are you a current Mecklenburg County employee? (Mecklenburg County employees are prohibited from serving on any board where appointments are made by the Board of Commissioners. If you are a current, county employee who is to serve in an ex-officio and/or non-voting capacity on any board when required by law, please email clerk@mecknc.gov before submitting an application.)**

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Yes  No

**Are you a current vendor with Mecklenburg County?**

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Yes  No

**If you answered yes to the question above, please explain.**

---

N/A

**• Do you have any personal or business interest that could create a conflict (either real or perceived) if appointed? If yes, please explain the conflict.**

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Yes  No

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**Board Specific Questions**

Question applies to Charlotte Water Advisory Committee

**CWAC: What sector do you represent? \***

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- Real Estate Developer
- Civil Engineer specializing in water and sewer construction

**Disclaimer**

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**I, hereby, authorize Mecklenburg County to verify all information included in this application. I certify that I have read the appointment policy and that the information contained in this application is true according to the best of my knowledge and belief. I certify that I am providing my legal name and address in which I reside. I understand that inaccurate or untrue information will be cause for removal from any appointed advisory board. By submitting this application, I agree to adhere to all County policies pertaining to advisory boards, including attendance. I understand if I do not achieve 65% annual attendance, I will be automatically removed from the board or commission to which I am appointed. I understand that this application is subject to the N.C. Public Records Law (NCGS § 132-1) and may be released upon request.**

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I Agree

**Signature of Applicant (Sign Your Legal Name):**

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Daniel T Melvin

# DAN MELVIN

Civil/Site Engineer

(o) (704) 333-0325 (m) (704) 999-3910 | [dmelvin@landdesign.com](mailto:dmelvin@landdesign.com)

223 N Graham Street, Charlotte, North Carolina 28202

## Summary

As a Principal and Professional Engineer at LandDesign, Dan manages design, budgets, schedule, contracts, and permitting efforts for infrastructure and site development projects throughout the Charlotte region. Dan works on a variety of projects including adaptive reuse, multi-family, mixed use, recreation/institutional, and infrastructure, and has a detailed understanding of the City of Charlotte land development process.

## Experience

**LandDesign, Charlotte, North Carolina**

Jan 2015 to Present

Principal

**DRMP, Charlotte, North Carolina**

Jan 2014 to Dec 2015

Construction Inspector

## Education

**Florida State University, Tallahassee, Florida**

2007 to 2013

Bachelor of Science, Civil Engineering

American Society of Civil Engineers, Florida Engineering Society

## Certifications

Professional Engineer, North Carolina

## Professional Organizations

**Urban Land Institute**

Jul 2016 to Present

Young Leaders Group, Steering Committee

**NAIOP**

Feb 2017 to Present

Board of Directors, Developing Leaders

□ Mecklenburg County, NC

# Charlotte Water Advisory Committee

## Board Details

To review all Capital Improvement items; review changes in rate-setting methodology; review changes in extension policy; sit with City Council at any hearings as required; review water and sewer extension requests for which an agreement has not been reached; present annual report to City Council and County Commission; and review other utility matters as requested.

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### Overview

- **Size** 7 Seats
  - **Term Length** 3 Year
  - **Term Limit** 2 Terms
- 

### Contact

- **Name** LaToya Lindesay
  - **Phone** (980) 240-7465
- 

### Additional

**Qualifications**

Members must be appointed from the following sectors: real estate developer (RED), water and/or sewer contractor (WSC), civil engineer specializing in water and sewer construction (CE), financial expert (FIN), neighborhood leader (NL), and a member designated by City Council as representing the towns of Cornelius, Davidson, Huntersville, Matthews, Mint Hill and Pineville (Towns). Must be a resident of Mecklenburg County.

**Advisory Board Details**

Appointments are made for three year terms with no one serving more than two consecutive full terms. Appointments are made by both the County (3 appointments) and the City of Charlotte (3 by City Council and 1 by the Mayor).

**Meeting Dates/Times**

Monthly - 3rd Thursday at 2:30 p.m.

**Meeting Location**

Franklin Water Treatment Plant 5200 Brookshire Blvd Charlotte, NC 28216

**Time Commitment**

1 to 2 hours per month

**Stipend**

No

**Special Notes****Job Description**

Mecklenburg County, NC

# Charlotte Water Advisory Committee

## Board Roster

### Robert Stewart

**1st Term** Mar 16, 2026 - Mar 15, 2029

**Email** robert.stewart@mtholly.us

**Home Phone** : (704) 201-9565

No Recruitment

**Appointing Authority** CITY COUNCIL

**Category** Recommended by Gaston County

### Barbara Bleiweis

**2nd Term** Jun 21, 2016 - Jun 30, 2022

**Email** barbarableiweis@yahoo.com

**Home Phone** : 7036232495

**Address**

4212 Greenbriar Hills Plantation Rd  
Charlotte, NC 28277

**Appointing Authority** BOCC

**Category** NBHD LDR

### Dan Melvin

**1st Term** Aug 03, 2022 - Jun 30, 2026

**Email** dmelvin@landdesign.com

**Home Phone** Mobile: (704) 999-3910

**Address**

5233 Morrowick Road  
Charlotte, NC 28226

**Appointing Authority** BOCC

**Category** REAL ESTATE DEV

### William Cornett

**2nd Term** May 29, 2019 - Jun 30, 2026

**Email** 224@noemail.com

**Address**

620 24th St  
Charlotte, NC 28206

No Recruitment

**Appointing Authority** CITY COUNCIL

**Category** CONTRACTOR

### Gordan Miller

**2nd Term** Jul 01, 2021 - Jun 30, 2027

**Home Phone** : (704) 847-3140

**Alternate Phone** Home: (704) 618-9170

**Address**

9535 Sardis Glen Drive  
Matthews , NC 28105

No Recruitment

**Appointing Authority** CITY COUNCIL

**Category** TOWNS REPRESENTATIVE

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□

**David Harris**

**1st Term** Jul 02, 2024 - Jun 30, 2027

**Email** engharris@yahoo.com

**Home Phone** Mobile: (727) 421-1730

**Address**

3201 Plantation Road  
Charlotte, NC 28270

**Appointing Authority** BOCC

**Category** CIVIL ENG OR FINANCIAL EXPERT

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□

**Vacancy**

No Recruitment

**Appointing Authority** CITY COUNCIL

**Category** FINANCIAL

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□

**Vacancy**

No Recruitment

**Appointing Authority** MAYOR

**Category** NBHD LDRR



## Legislation Text

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**File #:** 26-0332

**Meeting Date:** 7/7/2026

**File Type:** Appointments

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### **Appointments- Women's Advisory Board**

**ACTION:**

**Nominations/Appointments are needed on the Women's Advisory Board to fill four (4) unexpired terms.**

**Applications are attached, as well as, a recommendation statement from the Chair.**

**Staff Contact:** Kristine M. Smith, Clerk to the Board

**Presentation:** No

**BACKGROUND/JUSTIFICATION:**

Appointments are needed on the above-said board. Four (4) members resigned.

**PROCUREMENT BACKGROUND:**

N/A

**POLICY IMPACT:**

N/A

**FISCAL IMPACT:**

N/A

# Women's Advisory Board

## Applicants At-A-Glance

### Four (4) Unexpired Terms

Name	District	Gender	Ethnicity
Anderson, Darryl	2	Male	Other
Banka, Mythili	1	Female	Asian or Pacific Islander
Barnette, Phyllis	5	Female	African American
Bravo Nunez, Ingrid	1	Female	Hispanic
Brown, Kenya	1	Female	African American
Busby, Flora	4	Female	African American
Covington, Claire	4	Female	Prefer not to Answer
Currie, Erica	3	Female	African American
Dell, Christina	5	Female	Caucasian/Non-Hispanic
Ingam, Nicole	1	Female	African American
Jha, Anvi	6	Female	Prefer not to Answer
Lee, Caitlyn	4	Female	Hispanic/Caucasian
Linyard, Karen	2	Female	African American
Louis-Jeune, Jennifer	5	Female	African American
Lucas, Ebony	5	Female	African American
Maara, Camille	2	Female	African American
Newton, Tara	5	Female	African American
Ray, Porchea	2	Female	African American
Smith, La-Tarra	3	Female	African American
Strong, Allison	2	Female	African American
Trower, Katlyn	3	Female	African American
Wallace, Constance	5	Female	African American

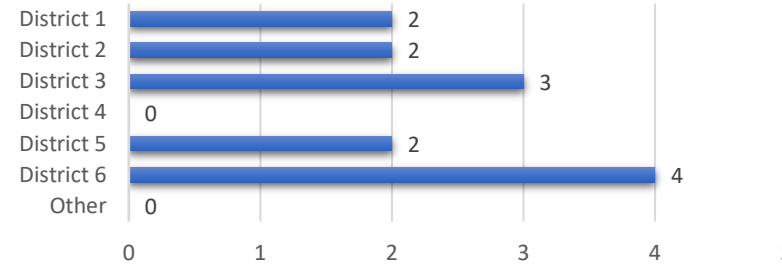
**Note:** Terms will be distributed in the order the applications were received.

# WOMEN'S ADVISORY BOARD DEMOGRAPHICS

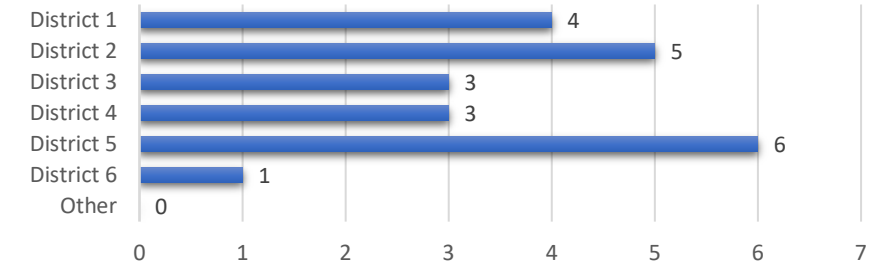
## Districts

	Members	Applicants
District 1	2	4
District 2	2	5
District 3	3	3
District 4	0	3
District 5	2	6
District 6	4	1
Other	0	0
<b>Total</b>	<b>13</b>	<b>22</b>

Members by District



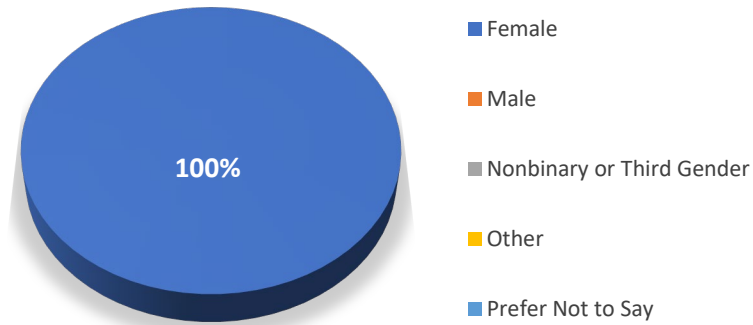
Applicants by District



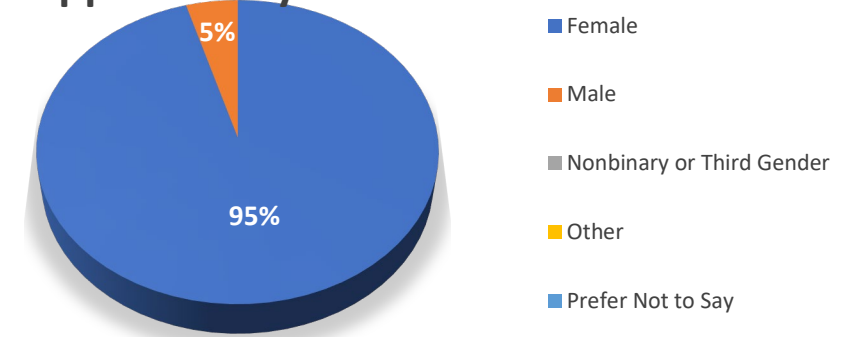
## Gender

	Members	Applicants
Female	13	21
Male	0	1
Nonbinary or Third Gender	0	0
Other	0	0
Prefer Not to Say	0	0
<b>Total</b>	<b>13</b>	<b>22</b>

Members by Gender



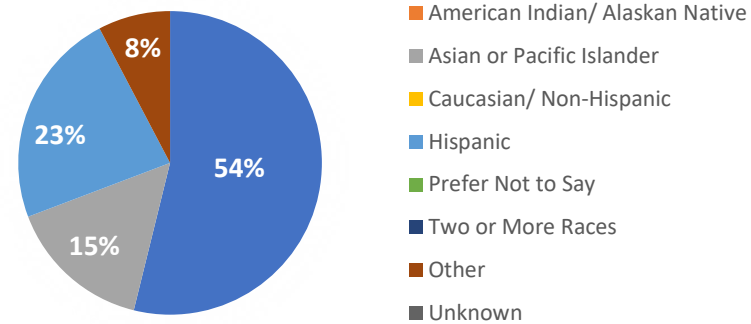
Applicants by Gender



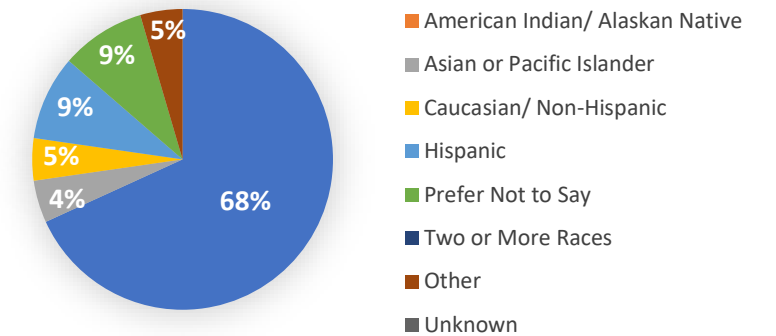
## Ethnicity

	Members	Applicants
African-American	7	15
American Indian/ Alaskan Native	0	0
Asian or Pacific Islander	2	1
Caucasian/ Non-Hispanic	0	1
Hispanic	3	2
Prefer Not to Say	0	2
Two or More Races	0	0
Other	1	1
Unknown	0	0
<b>Total</b>	<b>13</b>	<b>22</b>

Members by Ethnicity



Applicants by Ethnicity



## **Recommendation Statement**



## MECKLENBURG COUNTY

### COMMUNITY SUPPORT SERVICES

MEMO

TO: Mecklenburg Board of County Commissioners  
FROM: Denawa Deniece, Chair of the Women's Advisory Board  
DATE: July 2, 2026  
RE: Recommendations for Nominations to the Women's Advisory Board

We are aware the Mecklenburg Board of County Commissioners is considering applicants for vacant positions on the Women's Advisory Board. We have reviewed the applications submitted and wish to make the following recommendations based on the individuals' qualifications, background, and indicated willingness to serve. Ultimately, we understand the Board of County Commissioners can appoint anyone they deem qualified to serve.

Applicants recommended in order of preference:

1. Kenya Brown (District 1) – Recommended due to experience with trauma informed care and mental health support. Her networking and past partnerships could help elevate WAB.
2. Claire Covington (District 4)- Recommended because her legal background would benefit WAB's ability understand and inform policy.
3. Phyllis Barnette (District 5) – Recommended because of her deep ties and roots in Mecklenburg County and her Public Health background.
4. Caitlyn Lee (District 4) – Recommended because of broad skill set that will strengthen the WAB such as report analytics, data-driven decision making, event planning, and collaboration across sectors.

If you have any questions or require additional information, please feel free to contact the Women's Advisory Board Chair, Denawa Deniece at [denawa.alberti@gmail.com](mailto:denawa.alberti@gmail.com).

---

**Statement to Applicants****Which Boards would you like to apply for?**

---

Women's Advisory Board: Submitted

---

**Profile**

Darryl

First Name

J

Middle  
Initial

Anderson

Last Name

dxa5123@icloud.com

Email Address

8125 Sycamore Creek Drive Apt K

Home Address

Charlotte

City

NC

State

28273

Postal Code

Home: (717) 678-9392

Primary Phone

Alternate Phone

**What Mecklenburg County District do you live in? Please verify below. \*** 2**How long have you been a resident of Mecklenburg County? Please include months, or years.**

---

6 Months

**My age range is (please select one): \*** 30 to 45**Ethnicity \*** Other**Gender \*** Male

---

**Interests & Experiences****Education**

---

Master of Business Ethics & Compliance with a concentration in Forensic Accounting -  
Cambridge College

Darryl J Anderson

---

## Business and civic experience

---

Over 12 years of experience in the banking and financial services industry with JPMorgan Chase, currently serving as a Bankruptcy Support Associate. Skilled in risk management, compliance oversight, and financial process governance, with a background that spans credit analysis, reporting, and regulatory accountability. In parallel, I lead AccessPoint Headquarters (APHQ), where I design and implement compliance-driven frameworks that address inequities in health, housing, and financial access. My civic engagement includes collaborating with legal aid and tenant advocacy networks to address eviction barriers, pursuing habitability claims through civil court, and developing community-focused programs that support Medicare/Medicaid-eligible populations.

---

## Area of expertise and interests/skills

---

Governance, compliance, and risk management in highly regulated industries Bankruptcy, credit analysis, and financial process oversight Data analytics and reporting (Tableau, Alteryx, Excel) to support accountability and transparency Health equity navigation with emphasis on Medicare/Medicaid access Housing and tenant rights advocacy, including eviction defense and habitability enforcement Systems thinking: bridging financial, legal, and health infrastructures to address inequities Conflict resolution, mediation support, and cross-sector collaboration

---

## Additional Comments

---

With over a decade of experience in banking and financial services, my work now focuses on addressing systemic inequities, most recently across healthcare, housing, and administrative systems. I apply governance and compliance expertise to restore agency, dignity, and clarity for populations navigating complex structures. This wide-lens approach allows me to bridge institutional accountability with community advocacy, ensuring that solutions are both equitable and sustainable.

---

## Additional Information

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**If you are or have ever served on a Mecklenburg County board/commission, please answer yes or no. If yes, please disclose the Board and term-end date.**

---

No

---

## Why are you interested in serving on the board(s) to which you are applying?

---

I am motivated to serve because I understand both the structural and personal sides of inequity. With over a decade of governance and compliance experience in the banking industry, I bring skills in risk management, accountability, and systemic oversight. At the same time, my lived experiences; including navigating housing insecurity, advocating for administrative rights, and working within health equity frameworks. Have given me a direct understanding of the challenges many residents face. I am passionate about using my professional expertise and personal perspective together to strengthen Mecklenburg County's ability to deliver fair, effective, and equitable systems that restore agency and dignity to vulnerable populations.

**Have you attended a meeting of the advisory board(s) to which you are applying?**

---

Yes  No

**Hours Per Month Available for Position**

---

15

**How did you learn of the vacancy? \***

---

Other

**If you answered other - Where did you learn of this vacancy?**

---

Chat GPT inquiry

[NC\\_Board\\_Resume.docx](#)

Upload a Resume

---

**Disclosure**

**Are you a Mecklenburg County resident? \***

---

Yes  No

**Are you a current Mecklenburg County employee? (Mecklenburg County employees are prohibited from serving on any board where appointments are made by the Board of Commissioners. If you are a current, county employee who is to serve in an ex-officio and/or non-voting capacity on any board when required by law, please email [clerk@mecknc.gov](mailto:clerk@mecknc.gov) before submitting an application.)**

---

Yes  No

**Are you a current vendor with Mecklenburg County?**

---

Yes  No

**• Do you have any personal or business interest that could create a conflict (either real or perceived) if appointed? If yes, please explain the conflict.**

---

Yes  No

---

**Board Specific Questions**

## Disclaimer

---

I, hereby, authorize Mecklenburg County to verify all information included in this application. I certify that I have read the appointment policy and that the information contained in this application is true according to the best of my knowledge and belief. I certify that I am providing my legal name and address in which I reside. I understand that inaccurate or untrue information will be cause for removal from any appointed advisory board. By submitting this application, I agree to adhere to all County policies pertaining to advisory boards, including attendance. I understand if I do not achieve 65% annual attendance, I will be automatically removed from the board or commission to which I am appointed. I understand that this application is subject to the N.C. Public Records Law (NCGS § 132-1) and may be released upon request.

---

I Agree

**Signature of Applicant (Sign Your Legal Name):**

---

Darryl J. Anderson

# D. Jamel Anderson

Charlotte, NC • 717-678-9392 • dxa5123@icloud.com

## Professional Résumé - Banking & Compliance Experience

### Professional Summary

Governance and compliance professional with 12+ years of banking and financial services experience, specializing in **risk management, regulatory oversight, and systemic accountability**. I apply these skills to identify common gaps in **health, housing, and financial inequities**, ensuring that individuals navigating complex systems can do so with greater **agency, dignity, clarity, and equity**. My expertise bridges institutional governance and community advocacy, making me equally effective in boardroom strategy and grassroots engagement.

### Core Competencies

- Governance & Compliance Oversight
- Risk Management & Internal Controls
- Financial Reporting & Ethics
- Regulatory Process Management
- Data Analytics (Tableau, Alteryx, Excel)
- Cross-Departmental Training & Communication

### Professional Experience

#### JPMorgan Chase & Co. - Charlotte, NC

*Bankruptcy Support Associate | Reporting Analyst | Credit Specialist*  
2021 - Present

- Ensured compliance with **bankruptcy, credit risk, and regulatory obligations** in high-volume, regulated environments.

- Conducted **risk assessments and compliance reviews** across consumer, corporate, and commercial banking lines.
- Delivered accurate **financial reporting and process controls**, contributing to internal and external audits.
- Utilized advanced **data systems** (Tableau, Alteryx, Excel) to monitor case flow, identify inefficiencies, and recommend process improvements.
- Facilitated **training, cross-department communication, and procedural updates**, reinforcing adherence to federal banking regulations.
- Collaborated with management and legal teams on sensitive cases, maintaining confidentiality and compliance standards.

## **Education**

**M.S. Business Ethics & Compliance (Forensic Accounting concentration)** - Cambridge College

---

**Statement to Applicants**

---

**Profile****Which Boards would you like to apply for?**

---

Women's Advisory Board: Submitted

Mythili

First Name

Banka

Last Name

**What other names have you used? (includes, legal names, aliases, maiden names or professional monikers) NOTE: If none, please note N/A**

---

N/A

mythbanka@gmail.com

Email Address

6416 willow pin lane

Home Address

Huntersville

City

NC

State

28078

Postal Code

Mobile: (302) 563-6984

Primary Phone

Alternate Phone

**What Mecklenburg County District do you live in? Please verify below. \***

---

 1**How long have you been a resident of Mecklenburg County? Please include months, or years.**

---

4 years

**My age range is (please select one): \***

---

 30 to 45**Ethnicity \***

---

 Asian or Pacific islander**Gender \***

---

 Female

---

**Interests & Experiences**

## Education

---

Masters in Information Systems and Technology Management

Egen solutions AI  
Employer

Senior Assistant Director  
Occupation

## Business and civic experience

---

Senior director with 15 years of experience in software engineering and marketing platforms.

## Area of expertise and interests/skills

---

Marketing and Decisioning

---

## Additional Information

**If you are or have ever served on a Mecklenburg County board/commission, please answer yes or no. If yes, please disclose the Board and term-end date.**

Yes, ISTAC and currently serving with the end date coming up soon on 02/2026

## Why are you interested in serving on the board(s) to which you are applying?

---

Being a woman, woman advisory board seemed very interesting and Mecklenburg county has great potential to have women leaders

## Have you attended a meeting of the advisory board(s) to which you are applying?

---

Yes  No

## Hours Per Month Available for Position

---

10

## How did you learn of the vacancy? \*

---

Mecklenburg County Website

[Mythili Resume 2024.pdf](#)

Upload a Resume

---

## Disclosure

## Are you a Mecklenburg County resident?

---

Yes  No

**Are you a current Mecklenburg County employee? (Mecklenburg County employees are prohibited from serving on any board where appointments are made by the Board of Commissioners. If you are a current, county employee who is to serve in an ex-officio and/or non-voting capacity on any board when required by law, please email clerk@mecknc.gov before submitting an application.)**

---

Yes  No

**Are you a current vendor with Mecklenburg County?**

---

Yes  No

**• Do you have any personal or business interest that could create a conflict (either real or perceived) if appointed? If yes, please explain the conflict.**

---

Yes  No

### **Disclaimer**

---

**I, hereby, authorize Mecklenburg County to verify all information included in this application. I certify that I have read the appointment policy and that the information contained in this application is true according to the best of my knowledge and belief. I certify that I am providing my legal name and address in which I reside. I understand that inaccurate or untrue information will be cause for removal from any appointed advisory board. By submitting this application, I agree to adhere to all County policies pertaining to advisory boards, including attendance. I understand if I do not achieve 65% annual attendance, I will be automatically removed from the board or commission to which I am appointed. I understand that this application is subject to the N.C. Public Records Law (NCGS § 132-1) and may be released upon request.**

---

I Agree

**Signature of Applicant (Sign Your Legal Name):**

---

Mythili Banka

---

### **Board Specific Questions**

## Mythili Banka

bankamythili@gmail.com

+1 302 563 6984

---

### SUMMARY:

- Highly experienced Pega CDH Implementation Specialist with 13 years of full lifecycle system development expertise.
  - Proficient in Pega CDH versions 8.6, 8.4, 7.4, 7.3, and 7.2, delivering robust software applications.
  - Skilled in integrating Pega CDH with Customer Data Platforms like Celebrus, Snowflake, and Adobe AEP.
  - Extensive experience in digital marketing, utilizing Pega CDH for care, retail, web, mobile, IVR, and email channels.
  - Expertise in designing use cases for decisioning projects and optimizing Pega CDH implementations for performance.
  - Knowledgeable with Agile, Scrum, and Waterfall methodologies and tools for project management.
  - Master's in Information Systems and Technology Management, with a full scholarship from the University of Delaware.
  - Bachelor's in Computer Science from SASTRA University.
- 

### CERTIFICATIONS:

- Certified Pega Lead System Architect Level 1 V7.4
  - Certified Decisioning Consultant v8
  - Certified Senior Pega Marketing Consultant 71v1.
  - Certified Pega Marketing Consultant 71v1.
  - Certified Pega Business Architect 71v1.
  - Certified Pega Senior System Architect v7.2
- 

### INDUSTRY EXPERIENCE:

- Telecommunications, Finance, Retail, Auto Finance
- 

### SKILLS:

- **Marketing Concepts:** PEGA 8.x, Pega NBA Designer, PEGA Next Best Action Technologies, Pega Simulation Capabilities, Digital Marketing using Mobile and Web Channels, Predictive and Adaptive Analytics, Text Analytics, Eligibility rules, Compatibility rules, Suppression policies, Strategy Design and Execution, Data Flows, Activities, SOAP and REST Services.
  - **Query Languages** : SQL, PL/SQL.
  - **Tools** : PEGA 8.6, 8.4, 7.4, 7.2, Snowflake, DBT, Oracle PLSQL, Campaign Analytics tools, Adobe Tech Stack,
- 

### PROFESSIONAL EXPERIENCE:

#### Egen Solutions – Drive Time , Senior Asst. Director

Oct 2023 – Present

- Superheading the development of data-driven marketing platforms for Drive Time Automotive Group using decisioning platform like Pega CDH and customer data platforms like Snowflake and Twilio
- Specializing in Data, AI, and ML solutions for marketing optimization and developing Adaptive models
- Collaborating with cross-functional teams to execute omnichannel communication strategies for owned and paid channels
- Ensuring personalized and consistent customer interactions across channels.
- Enhancing customer engagement and loyalty through data-driven insights and strategies.

**Ally Financial, Director - Data Management****Nov 2021 – Oct 2023**

- Successfully led the implementation of Pega Customer Decision Hub (CDH) application, resulting in a seamless omnichannel marketing experience for customers across email, IVR, web, and mobile channels.
- Developed and executed customer segmentation strategies, independent of marketing strategies, leading to personalized and relevant interactions with prospects and customers.
- Optimized customer segmentation and personalization capabilities within Pega CDH, significantly improving customer engagement and satisfaction.
- Conducted informative business sessions, educating stakeholders on using Pega effectively for marketing, resulting in improved cross-functional collaboration and alignment.
- Collaborated closely with business and channel product owners to gather requirements, translating business needs into actionable customizations for the Pega CDH application.
- Analyze data using platforms like snowflake to create data transformation strategies to enable usecases in pega along with Data architects
- Provided thought leadership to project implementation and resource management, ensuring the successful completion of the project within the specified timeline and budget.
- Presented project overviews to executive and senior directors, effectively communicating project progress and outcomes.

**Accenture, Pega Decisioning Architect (multiple clients)****Jan 2015 – Oct 2021**

- Owned end-to-end project delivery, encompassing resource management, budgeting, and solution architecting, ensuring successful project outcomes.
- Led discovery sessions and created RFP's, project plans for onboarding new clients across different industries
- Led and mentored the development teams, assigning technical requirements, and fostering creativity to deliver innovative Pega solutions.
- Successfully increased team productivity, leading to improved efficiency and providing exceptional value to clients' investments.
- Managed application support activities and guided the team in performance tuning activities, resulting in optimized application performance.
- Facilitated promotions and ratings for team members based on performance, identified high-

potential individuals for critical assignments, and ensured the continuous growth of direct reportees in technical, functional, and project management capabilities.

- Designed the application enterprise rulesets and class structure, establishing a robust foundation for future scalability and customization.
- Developed REST Integration Services to integrate CDH with platforms like IBM Watson, Adobe Tech stack(AEP, AEM, Analytics)leveraging the power of Pega Decisioning and Pega Rules Engine to deliver innovative and responsive customer experiences.
- Designed marketing strategies to determine the best offers based on customer data, driving personalized and relevant interactions.
- Effectively managed onshore, offshore, and nearshore teams, ensuring adherence to delivery SLAs and achieving project targets.

**Virtusa Consulting Senior System Architect**

**Aug 2014 to Jan 2015**

- Lead a Team of three by mentoring the resources on various areas of the project.
- Support the users and fix the defects raised in Quality Center, ALM.
- Be attentive and provide accurate solutions by analyzing the defects.
- Deployment of the application during the release using Unix in UAT, QA, PROD. Debugging the defects and providing a solution to the users with in SLA..

**Accenture, System Architect**

**Jan 2010 to Jan 2013**

**Responsibilities:**

- Development of the Application based on the Functional Requirements.
- Worked with the Leads and Business Analysts to define business requirements for designing, testing, and analyzed those requirements.
- Design and development of Harness rules, Layout and Sections.
- Actively involved in the User Interface solutions for the clients. Creation of Data models, UI (Sections and Flow actions) as per the use cases.

---

**Statement to Applicants****Which Boards would you like to apply for?**

---

Women's Advisory Board: Submitted

---

**Profile**

Phyllis

First Name

Barnette

Last Name

**What other names have you used? (includes, legal names, aliases, maiden names or professional monikers) NOTE: If none, please note N/A**

---

N/A

prebasics@gmail.com

Email Address

5532 Cherrycrest Ln

Home Address

Charlotte

City

NC

State

28217

Postal Code

Mobile: (704) 231-1469

Primary Phone

Home: (704) 527-3598

Alternate Phone

**What Mecklenburg County District do you live in? Please verify below. \*** 5**How long have you been a resident of Mecklenburg County? Please include months, or years.**

---

60**My age range is (please select one): \*** Over 55**Ethnicity \*** African American**Gender \*** Female**Ethnicity \*** African American

Phyllis Barnette

**Gender \***

Female

---

**Interests & Experiences**

**Education**

DHSc, Clinical Mental Health Counseling

Dr Philly B Consulting

Employer

Principal Consultant

Occupation

**Business and civic experience**

Community advocate, nonprofit administrator and manager, former CRC Member, Former JCPC Member, MH/SUD Clinician

**Area of expertise and interests/skills**

Community advocacy, nonprofit admin/mgmt, youth advocacy, mental health services/support

---

**Additional Information**

**If you are or have ever served on a Mecklenburg County board/commission, please answer yes or no. If yes, please disclose the Board and term-end date.**

6/2023

**Why are you interested in serving on the board(s) to which you are applying?**

Community advocacy and services. Interested in learning more about the business development and the community support services aspects of the ABC Board. Having over 20+ years in the mental health and substance use disorder profession will assist in the annual community grant programs.

**Have you attended a meeting of the advisory board(s) to which you are applying?**

Yes  No

**Hours Per Month Available for Position**

15

**How did you learn of the vacancy? \***

Mecklenburg County Website

[Meck\\_Comm.pdf](#)

Upload a Resume

Phyllis Barnette

---

**Disclosure**

**Are you a Mecklenburg County resident?**

---

Yes  No

**Are you a current Mecklenburg County employee? (Mecklenburg County employees are prohibited from serving on any board where appointments are made by the Board of Commissioners. If you are a current, county employee who is to serve in an ex-officio and/or non-voting capacity on any board when required by law, please email [clerk@mecknc.gov](mailto:clerk@mecknc.gov) before submitting an application.)**

---

Yes  No

**Are you a current vendor with Mecklenburg County?**

---

Yes  No

**• Do you have any personal or business interest that could create a conflict (either real or perceived) if appointed? If yes, please explain the conflict.**

---

Yes  No

---

**Board Specific Questions**

## Disclaimer

---

I, hereby, authorize Mecklenburg County to verify all information included in this application. I certify that I have read the appointment policy and that the information contained in this application is true according to the best of my knowledge and belief. I certify that I am providing my legal name and address in which I reside. I understand that inaccurate or untrue information will be cause for removal from any appointed advisory board. By submitting this application, I agree to adhere to all County policies pertaining to advisory boards, including attendance. I understand if I do not achieve 65% annual attendance, I will be automatically removed from the board or commission to which I am appointed. I understand that this application is subject to the N.C. Public Records Law (NCGS § 132-1) and may be released upon request.

---

I Agree

**Signature of Applicant (Sign Your Legal Name):**

---

Dr Phyllis Y Barnette

**Dr. Phyllis Barnette**  
**Telephone: 704.231.1469 • Email: drphillyb@gmail.com**

---

Mecklenburg County  
700 E. 4<sup>th</sup> Street, Ste 220  
Charlotte, NC 28202

I am writing to express my interest in your Senior Health Program Manager – Office of Chronic Disease Policy and Prevention opportunity. As a seasoned clinical supervisor, public health educator, and leader with years of experience in health and wellness, focused on public health, I am confident that my skill set, and educational background make me an ideal candidate for this role.

My experience includes education of both clients and clinicians and extensive group facilitation of all ages. Experienced in leadership, program development, and implementation of strategic public health initiatives. I have consistently maintained an organized, detail-oriented approach to supervising team members, managing projects, ensuring that objectives are met with efficiency and quality. Other duties and responsibilities include supervising and mentoring emerging professionals—all while fostering a strengths-based environment promoting growth and support. I welcome the opportunity to further discuss how my educational and professional experience can contribute to your organization.

Thank you for considering my application, and I look forward to the chance to engage with you about your opportunity.

Sincerely,

A handwritten signature in black ink, appearing to read "Phyllis Barnette". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Dr. Phyllis Barnette, DHSc, MA, LCAS, CCS

# Dr. Phyllis Barnette

Telephone: 704.231.1469 • Email: drphilyb@gmail.com

---

## PROFESSIONAL SUMMARY

Visionary leader and accomplished professional with a robust background in health and wellness education, program development, and clinical supervision. Expertise in managing multidisciplinary teams, designing and implementing impactful programs, and driving organizational goals. Demonstrated success in fostering environments that promote personal and professional growth, holistic well-being, and equity in service delivery.

---

## Core Competencies

- Behavioral/Mental Health Subject Matter Expert
  - Community Advocacy & Outreach
  - Data-Driven Decision-Making
  - Health & Wellness Educator
  - Leadership & Team Development
  - Organizational Development
  - Project Management
  - Research Project Coordination
  - Rural Health Research Scientist
- 

## PROFESSIONAL EXPERIENCE

### **Anuvia Prevention & Recovery Center**

*Clinical Manager*

**May 2025 - present**

- Administrator and clinical/substance use disorder lead for clients seeking detox and residential program services. behavioral/mental health patients, developed person-centered diagnosis and treatment goals and plans.
- Drive the clinical and substance use disorder supportive services, develop innovative partnerships to expand access to community mental health, substance use disorder and wellness resources and support.
- Health educator/facilitator for clinical and medical team members for the accreditation and licensure requirements and to promote and maintain agency accreditation and service definition requirements.
- Lead group counseling sessions and educational workshops to address substance use prevention and promote holistic well-being.
- Supervise and mentor emerging professionals pursuing licensure, fostering competency and career growth.

### **Zenith Hope Center**

*Contract Clinical Supervisor/Health Educator*

**June 2017 - May 2025**

- Administrator and development lead for health and wellness training tracks for behavioral/mental health patients, developed person-centered diagnosis and treatment goals and plans.
- Drive the development for support of innovative community outreach programs and partnerships to expand access to mental health, substance use disorder and wellness resources.
- Health educator/facilitator for clinical and medical team members for the accreditation and licensure requirements and to promote holistic health and well-being as professionals.

- Lead group counseling sessions and educational workshops to address substance use prevention and promote holistic well-being.
- Supervise and mentor emerging professionals pursuing licensure, fostering competency and career growth.

### **Center 360**

*Executive Director/Remote Learning Program Lead*

**March 2020 –May 2021**

- Cultivated relationships with community stakeholders to expand services and secure long-term funding.
- Directed all aspects of organizational operations, including program development, fundraising, and strategic partnerships.
- Designed and implemented the Remote Learning Program, successfully supporting middle school students' academic and social-emotional needs during the pandemic.
- Supervised staff and volunteers, fostering a collaborative and mission-driven team culture.

### **C4 – Christ Centered Community Counseling**

*Contract Community Mental Health Clinician*

**August 2017 – February 2018**

- Delivered health education and prevention counseling to at-risk youth and families, empowering them to make healthier informed choices.
- Conducted behavioral health research by assessing treatment efficacy and compiling case study reports for clinical evaluations.
- Applied evidence-based methodologies in counseling and health education, contributing to public health research initiatives.

### **Hope Haven, Inc.**

*V.P. of Resident Services*

**June 1999 – July 2012**

- Key leadership role as part of the executive management team, reporting directly to the CEO and contributing to organizational decision-making.
- Directed research projects focused on education, substance use disorder prevention and treatment, healthcare and housing stability, leveraging data-driven decision-making.
- Designed and implemented data collection frameworks to evaluate the effectiveness of health and wellness programs.
- Supervised a multidisciplinary team of four staff members, providing guidance, training, and performance evaluations.

### **PROFESSIONAL/COMMUNITY INVOLVEMENT**

- |  |                        |
|--|------------------------|
| • Addiction Professionals North Carolina (APNC) Board Member           | January 2023 – present |
| • Charlotte Neighborhood Matching Grants (NMG) Fund Board Member       | June 2024 - present    |
| • CLT Bike Camp – Board Member   | May 2014 – present     |
| • Mecklenburg County – Juvenile Crime Prevention Council (JCPC) Member | June 2020 – July 2023  |
| • North Carolina Public Health Association – Public Health Member      | June 2021 - present    |

### **PROFESSIONAL CERTIFICATIONS/LICENSURE**

North Carolina Addictions Specialist Professional Practice Board (NCASPPB)  
 Certified Clinical Supervisor (CCS # 20348)

February 2021

North Carolina Addictions Specialist Practice Board (NCASPPB)  
Licensed Clinical Addictions Specialist (LCAS # 2109)

August 2013

**PUBLIC COMMISSIONS**

NC Notary Public (19940350054)

February 1994

**EDUCATION**

DHSc – Health Sciences (Rural Health Focus) Campbell University

December 2024

M.A. – Clinical Mental Health Counseling UNC-Charlotte

May 2010

B.S. – Social Sciences Gardner-Webb University

May 2004

---

**Statement to Applicants****Which Boards would you like to apply for?**

Women's Advisory Board: Submitted

---

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**Profile**

Ingrid

First Name

Bravo Nunez

Last Name

**What other names have you used? (includes, legal names, aliases, maiden names or professional monikers) NOTE: If none, please note N/A**

N/A

ilbn58@gmail.com

Email Address

10310 Tisbury Rd Apt. 6202

Home Address

Charlotte

City

NC

State

28216

Postal Code

Mobile: (919) 672-1256

Primary Phone

Alternate Phone

**What Mecklenburg County District do you live in? Please verify below. \***

1

**How long have you been a resident of Mecklenburg County? Please include months, or years.**

3 years 3 months

**My age range is (please select one): \***

30 to 45

**Ethnicity \***

Hispanic

**Gender \***

Female

---

**Interests & Experiences**

## Education

---

Master of Healthcare Administration '23 Bachelor of Science in Biology '16

Cross River Therapy  
Employer

Director of Clinical  
Operations  
Occupation

## Business and civic experience

---

No previous business or civic experience

## Area of expertise and interests/skills

---

Community health, diversity and equity inclusion

---

## Additional Information

**If you are or have ever served on a Mecklenburg County board/commission, please answer yes or no. If yes, please disclose the Board and term-end date.**

No

## Why are you interested in serving on the board(s) to which you are applying?

---

I am seeking to gain civic experience through committees that serve interests I am passionate about.

**Have you attended a meeting of the advisory board(s) to which you are applying?**

Yes  No

## Hours Per Month Available for Position

---

5

**How did you learn of the vacancy? \***

Mecklenburg County Website

[Ingrid Bravo Resume\\_Final.25\\_.pdf](#)

Upload a Resume

---

## Disclosure

**Are you a Mecklenburg County resident?**

Yes  No

**Are you a current Mecklenburg County employee? (Mecklenburg County employees are prohibited from serving on any board where appointments are made by the Board of Commissioners. If you are a current, county employee who is to serve in an ex-officio and/or non-voting capacity on any board when required by law, please email clerk@mecknc.gov before submitting an application.)**

---

Yes  No

**Are you a current vendor with Mecklenburg County?**

---

Yes  No

**• Do you have any personal or business interest that could create a conflict (either real or perceived) if appointed? If yes, please explain the conflict.**

---

Yes  No

---

### **Board Specific Questions**

## Disclaimer

---

I, hereby, authorize Mecklenburg County to verify all information included in this application. I certify that I have read the appointment policy and that the information contained in this application is true according to the best of my knowledge and belief. I certify that I am providing my legal name and address in which I reside. I understand that inaccurate or untrue information will be cause for removal from any appointed advisory board. By submitting this application, I agree to adhere to all County policies pertaining to advisory boards, including attendance. I understand if I do not achieve 65% annual attendance, I will be automatically removed from the board or commission to which I am appointed. I understand that this application is subject to the N.C. Public Records Law (NCGS § 132-1) and may be released upon request.

---

I Agree

**Signature of Applicant (Sign Your Legal Name):**

---

Ingrid Bravo Nunez

# Ingrid Bravo Nunez

Charlotte, NC 28216 • Phone: 919-672-1256 • E-Mail: ilbn58@gmail.com

## Education

The University of North Carolina at Wilmington May 2023

- Master of Healthcare Administration

The University of North Carolina at Chapel Hill May 2016

- Bachelor of Science in Biology

## Work Experience

Director of Clinic Operations – Cross River Therapy July 2025 - Present

*Charlotte, NC*

- Oversee operations across multiple clinic sites in collaboration with Clinical Directors and Office Managers
- Supervise and support Office Managers to ensure consistent operational standards and efficiency across locations
- Develop and maintain organization-wide scheduling systems to maximize therapist and clinic utilization
- Partner with clinical and administrative leadership to improve workflows, documentation compliance, and revenue cycle performance

Operations Manager - Cross River Therapy August 2023 - July 2025

*Charlotte, NC*

- Oversee daily operations of the clinic in collaboration with the Clinical Director
- Work with the clinical and support services teams to accept and process referrals
- Develop and maintain the client/therapist master schedule to maximize clinic and therapist utilization
- Ensure clinical staff submit appointment documentation in a timely manner to support revenue cycle targets

Clinic Manager - Integrated Behavioral Health Management November 2022 - August 2023

*Charlotte, NC*

- Supervise daily practice operations including managing budgets, billing, staff scheduling
- Hire, train, and monitor front desk staff
- Credential providers with Medicare, Medicaid, and commercial payers
- Collaborate with providers to develop business strategies and patient services
- Oversee marketing team to ensure promotion of services and patient recruitment
- Serve as privacy and security officer to ensure OSHA and HIPAA compliance

## Skills

- Fluent in Spanish
- Experience with EHR systems: Epic, Cerner, Allscripts, Athena, CentralReach

---

**Statement to Applicants****Which Boards would you like to apply for?**

---

Women's Advisory Board: Submitted

---

**Profile**

Kenya

First Name

E

Middle  
Initial

Brown

Last Name

**What other names have you used? (includes, legal names, aliases, maiden names or professional monikers) NOTE: If none, please note N/A**

---

N/A

kbee02022@gmail.com

Email Address

10320 Tisbury Rd

Home Address

Apt 5206

Suite or Apt

Charlotte

City

NC

State

28216

Postal Code

Home: (704) 267-5539

Primary Phone

Alternate Phone

**What Mecklenburg County District do you live in? Please verify below. \*** 1**How long have you been a resident of Mecklenburg County? Please include months, or years.**

---

5 years**My age range is (please select one): \*** 30 to 45**Ethnicity \*** African American**Gender \*** Female

---

**Interests & Experiences**

Kenya E Brown

## Education

---

My educational background has provided me with a strong foundation in understanding human behavior, social systems, and the factors that impact the well-being of women and families. Through my studies, I developed knowledge in areas such as mental health, family dynamics, and community-based support, which directly inform my approach to working with individuals in the foster care system. My education, combined with my professional experience, allows me to approach challenges with both a theoretical understanding and practical, real-world insight. I am committed to continued learning and staying informed on best practices that support the advancement and well-being of women in our communities.

Gaston County DHHS

Employer

Foster Care SW III and  
Placement SW

Occupation

## Business and civic experience

---

My business and civic experience is rooted in service, leadership, and a commitment to strengthening communities. Through my work in foster care and mental health, I have actively contributed to systems that support vulnerable populations, advocating for resources, stability, and improved outcomes for children and families. I am also in the process of developing a service-based business focused on supporting youth and young women who have experienced abandonment and abuse. This work reflects my commitment to creating structured, impactful programs that address emotional healing, life skills, and long-term empowerment. In addition to my professional work, I value community engagement and connection. I actively participate in local events and environments that foster relationship-building, wellness, and support. My civic mindset is centered on being both a contributor and a collaborator—someone who not only identifies needs within the community but also works toward sustainable, thoughtful solutions. I bring a combination of real-world experience, initiative, and a genuine passion for service, which allows me to contribute meaningfully to efforts that aim to improve the lives of women and families.

## Area of expertise and interests/skills

---

My areas of expertise include foster care systems, trauma-informed care, and mental health support. I have hands-on experience working with children, youth, and families navigating complex emotional and social challenges, including trauma, abandonment, and instability. I specialize in understanding the intersection of mental health and family dynamics, and how systemic barriers impact the well-being and development of women and children. My experience has strengthened my ability to assess needs, provide compassionate support, and advocate for resources that promote long-term stability and healing. My skills include communication, active listening, emotional intelligence, advocacy, and building trust with individuals in vulnerable situations. I am skilled in trauma-informed engagement, crisis awareness, and supporting individuals through difficult life transitions. I am highly interested in women's empowerment, mental health awareness, family support systems, and community-based programs that promote healing and long-term growth. I am also passionate about developing initiatives that support youth and young women who have experienced trauma, with a focus on resilience, self-worth, and life skills development. I thrive in collaborative environments where I can contribute both practical insight and compassionate perspective to support meaningful community impact.

---

## Additional Information

**If you are or have ever served on a Mecklenburg County board/commission, please answer yes or no. If yes, please disclose the Board and term-end date.**

---

No

## Why are you interested in serving on the board(s) to which you are applying?

---

I am deeply aligned with the mission to identify the status of women and create meaningful programs that support their advancement across education, law, health, and family life. My passion for serving women—particularly those who have experienced adversity—drives my desire to be part of a board that is committed to both awareness and action. I believe that understanding the real, lived experiences of women is the foundation for creating impactful change. Whether it's addressing gaps in access to resources, advocating for equitable opportunities, or supporting emotional and mental well-being, I am committed to contributing thoughtful insight and solutions that uplift women in every stage of life. My personal and professional experiences have given me a strong sense of empathy, resilience, and a deep appreciation for community-based support systems. I am especially passionate about empowering young women and creating safe, supportive environments where they can heal, grow, and thrive despite past challenges. Joining this advisory board would allow me to not only contribute to meaningful initiatives, but also collaborate with like-minded individuals who are dedicated to making a lasting impact. I am excited about the opportunity to help shape programs that foster strength, stability, and success for women and families in our community.

## Have you attended a meeting of the advisory board(s) to which you are applying?

---

Yes  No

## Hours Per Month Available for Position

---

3 hours or more

## How did you learn of the vacancy? \*

---

Mecklenburg County Website

[R-KB2026.docx](#)

Upload a Resume

---

## Disclosure

### Are you a Mecklenburg County resident?

---

Yes  No

**Are you a current Mecklenburg County employee? (Mecklenburg County employees are prohibited from serving on any board where appointments are made by the Board of Commissioners. If you are a current, county employee who is to serve in an ex-officio and/or non-voting capacity on any board when required by law, please email [clerk@mecknc.gov](mailto:clerk@mecknc.gov) before submitting an application.)**

---

Yes  No

### Are you a current vendor with Mecklenburg County?

---

Yes  No

• Do you have any personal or business interest that could create a conflict (either real or perceived) if appointed? If yes, please explain the conflict.

Yes  No

---

## Board Specific Questions

### Disclaimer

---

I, hereby, authorize Mecklenburg County to verify all information included in this application. I certify that I have read the appointment policy and that the information contained in this application is true according to the best of my knowledge and belief. I certify that I am providing my legal name and address in which I reside. I understand that inaccurate or untrue information will be cause for removal from any appointed advisory board. By submitting this application, I agree to adhere to all County policies pertaining to advisory boards, including attendance. I understand if I do not achieve 65% annual attendance, I will be automatically removed from the board or commission to which I am appointed. I understand that this application is subject to the N.C. Public Records Law (NCGS § 132-1) and may be released upon request.

---

I Agree

**Signature of Applicant (Sign Your Legal Name):**

---

Kenya Brown

# **KENYA BROWN**

Foster Care & Child Welfare Social Worker

Charlotte, NC

([kbee02022@gmail.com](mailto:kbee02022@gmail.com) Cell:704-267-5539)

## **PROFESSIONAL SUMMARY**

Dedicated and experienced Social Worker with over 15 years of progressive experience in foster care, permanency planning, CPS investigations, and program management. Proven ability to manage complex caseloads, coordinate multidisciplinary services, ensure compliance with state and federal regulations, and advocate for the safety, permanency, and well-being of children and families. Strong background in court proceedings, program development, policy implementation, and leadership within child welfare systems.

## **PROFESSIONAL EXPERIENCE**

**Foster Care Social Worker / Placement Social Worker**

Gaston County Government (DSS) • Charlotte, NC

August 2022 – Present

- Provide comprehensive social work services to children in DSS legal custody residing in foster care
- Arrange and monitor out-of-home placements to ensure safety, stability, and compliance with licensing standards
- Coordinate and facilitate court-ordered visitation between parents and children
- Ensure children receive all required medical, dental, educational, and behavioral health services
- Develop individualized plans of care and work collaboratively with biological families toward reunification when appropriate
- Compile extensive legal documentation to support termination of parental rights and adoption readiness
- Prepare detailed court reports, attend legal meetings, and testify in court as required

## **Foster Care Worker / Foster Care Coordinator**

Thompson Child & Family Focus • Charlotte, NC

May 2021 – August 2022

- Provided support, intervention, and service coordination for foster children and foster families across Central North Carolina

- Ensured compliance with licensing requirements, program standards, and agency policies
- Conducted home visits, assessments, and case documentation
- Supported placement stability through crisis intervention and ongoing family engagement

## **LINKS Social Worker & Foster Care 18-21 Social Worker**

Department of Social Services

May 2017 – December 2020

- Supported permanency planning initiatives for youth transitioning out of foster care
- Coordinated the statewide Foster Care 18–21 Program, leading policy development, training, and consultation
- Managed the LINKS program, supporting youth with life skills, education, housing, and employment readiness
- Led fundraising initiatives, budgeting, merchandising, event planning, and community partnerships
- Assisted with contract management, marketing, public relations, and data reporting
- Supported permanency outcomes and transition planning for older youth

## **CPS Investigator**

Forsyth County Department of Social Services • Winston-Salem, NC

December 2016 – January 2017

- Managed complex and high-risk child protective services investigations
- Conducted in-home and office interviews to assess child safety and family needs
- Interpreted and applied state, county, and departmental policies and regulations
- Prepared detailed reports, case records, and correspondence
- Served in a lead capacity when assigned, assisting with consultation and training
- Participated in policy development and case decision reviews

## **Intensive Case Manager / Foster Care / Licensing**

Mentor Network • Greensboro, NC

October 2014 – January 2016

- Provided intensive case management services to children and families

- Developed individualized care plans tailored to client needs and preferences
- Coordinated services with caregivers, providers, and community agencies
- Supported foster care placements and licensing processes

## **Foster Care Worker / Licensing**

Mentor Network • Greensboro, NC

September 2012 – January 2016

- Worked with foster families on authorizations, documentation, and licensing compliance
- Maintained accurate case files and ensured regulatory adherence

## **Program Manager / Case Manager**

Youth Opportunities • Winston-Salem, NC

February 2008 – August 2011

- Delivered services to children and families in Day Treatment and Community Support programs

- Ensured compliance with agency policies, procedures, and service models
- Managed caseloads, documentation, and service coordination

## **Program Manager**

Bridging to Success • Salisbury, NC

July 2005 – November 2007

- Conducted intake evaluations and progress notes
- Created and updated person-centered treatment plans
- Coordinated services between clients, caregivers, and social service agencies
- Administered medication and ensured treatment compliance
- Recruited, trained, and supervised program staff

## **Counselor / House Parent**

Nazareth Home • Rockwell, NC

December 2004 – March 2005

- Provided counseling to children and adolescents focused on education, social skills, and independent living
- Conducted youth assessments and coordinated services with community resources
- Supported youth transitioning out of care and maintained post-discharge contact

## **EDUCATION**

Bachelor of Science in Psychology

North Carolina A&T State University • Greensboro, NC

## **CORE SKILLS**

- Foster Care & Permanency Planning
- Child Welfare & CPS Investigations
- Case Management & Documentation
- Court Reports & Legal Testimony
- Placement Coordination & Monitoring
- Family Reunification & Adoption Readiness
- Program Development & Policy Implementation

- Licensing & Regulatory Compliance
- Youth Transition & Independent Living Programs
- Crisis Intervention & Advocacy
- Multidisciplinary Collaboration

---

**Statement to Applicants****Which Boards would you like to apply for?**

---

Women's Advisory Board: Submitted

---

**Profile**

Flora

First Name

J

Middle  
Initial

Busby

Last Name

**What other names have you used? (includes, legal names, aliases, maiden names or professional monikers) NOTE: If none, please note N/A**

---

Flora Jean Duncan

jean@actionnc.org

Email Address

1147 Marsh Road

Home Address

Apt. #319

Suite or Apt

Charlotte

City

NC

State

28209

Postal Code

Mobile: (803) 667-0494

Primary Phone

Alternate Phone

**What Mecklenburg County District do you live in? Please verify below. \*** 4**How long have you been a resident of Mecklenburg County? Please include months, or years.**

---

36 years**My age range is (please select one): \*** Over 55**Ethnicity \*** African American**Gender \*** Female

---

**Interests & Experiences**

Flora J Busby

## Education

---

Master's of Science, Human Services from Capella University Bachelor of Science, Business Management, University of Phoenix Associate of Science, Healthcare Accounting, Ultimate Medical Academy

Action NC

Employer

Community Organizer

Occupation

## Business and civic experience

---

Council on Aging Board Chairman - 2017-2018 Action NC Senior Warriors Action Network (SWAN) Director, organize seniors to advocate for affordable housing and healthcare justice, Income Tax Preparation and Bookkeeping

## Area of expertise and interests/skills

---

Speaking at an organized press conference and/or rally. Write editorials for publication. Preparing to be certified in income tax preparation and bookkeeping.

---

## Additional Information

**If you are or have ever served on a Mecklenburg County board/commission, please answer yes or no. If yes, please disclose the Board and term-end date.**

---

Yes, served on the Mecklenburg County Park and Recreation Board in 2002.

**Why are you interested in serving on the board(s) to which you are applying?**

---

Besides empowering women, I aspire to foster community resilience, drive organizational change, and secure representation in decision-making roles. To serve on a Women's Auxiliary Board would enable empowerment, spiritual development, and support for women's causes.

**Have you attended a meeting of the advisory board(s) to which you are applying?**

---

Yes  No

**Hours Per Month Available for Position**

---

12

**How did you learn of the vacancy? \***

---

Word of Mouth

[Busby Flora Updated Resume\\_032023.docx](#)

Upload a Resume

---

## Disclosure

Flora J Busby

**Are you a Mecklenburg County resident?**

---

Yes  No

**Are you a current Mecklenburg County employee? (Mecklenburg County employees are prohibited from serving on any board where appointments are made by the Board of Commissioners. If you are a current, county employee who is to serve in an ex-officio and/or non-voting capacity on any board when required by law, please email [clerk@mecknc.gov](mailto:clerk@mecknc.gov) before submitting an application.)**

---

Yes  No

**Are you a current vendor with Mecklenburg County?**

---

Yes  No

**• Do you have any personal or business interest that could create a conflict (either real or perceived) if appointed? If yes, please explain the conflict.**

---

Yes  No

---

## **Board Specific Questions**

## Disclaimer

---

I, hereby, authorize Mecklenburg County to verify all information included in this application. I certify that I have read the appointment policy and that the information contained in this application is true according to the best of my knowledge and belief. I certify that I am providing my legal name and address in which I reside. I understand that inaccurate or untrue information will be cause for removal from any appointed advisory board. By submitting this application, I agree to adhere to all County policies pertaining to advisory boards, including attendance. I understand if I do not achieve 65% annual attendance, I will be automatically removed from the board or commission to which I am appointed. I understand that this application is subject to the N.C. Public Records Law (NCGS § 132-1) and may be released upon request.

---

I Agree

**Signature of Applicant (Sign Your Legal Name):**

---

Flora Jean Busby

**Flora Jean Busby**

1147 Marsh Rd Apt 319 ▪ Charlotte, NC 28209 ▪ 803-667-0494 ▪ jean@actionnc.org

**Professional Profile**

Detailed-oriented and customer service-focused professional with management and leadership experience. Able to process payments and payroll, accurately record financial transactions, make bank deposits, and collect debts. Develop and encourage cooperative relationships and work within established standards, principles, and ethics of the organization.

- Ultimate Medical Academy – HIPPA Essentials for Healthcare Professionals Certificate.
- Video Communication Platforms – Zoom
- Microsoft Office Applications – Word, Excel, PowerPoint, and Outlook; Type 45 WPM.

**Key Qualifications**

Accounts Receivable (A/R) ▪ Accounts Payable (A/P) ▪ Payment Posting ▪ Claims Processing ▪ Revenue Cycle ▪ Data Entry  
▪ Medical Billing ▪ Reimbursement Cycle ▪ Bookkeeping ▪ Invoicing ▪ Reconciliation ▪ Payroll Accounting ▪ Payroll Taxes  
▪ Balance Sheets ▪ Medical Records Management ▪ Financial Statements/Reporting ▪ Financial Auditing ▪ General Ledger ▪  
Medical Terminology ▪ EOBs (Explanation of Benefits) ▪ Government/Third Party Payers ▪ Medicare/Medicaid ▪ Introduction  
to ICD-10 ▪ CPT ▪ HCPCS ▪ HIPAA Compliance ▪ Interpersonal Communications

**Education**

**Ultimate Medical Academy | Associate of Science Degree – Healthcare Accounting, 2023**

Fully accredited, accelerated program providing instruction in healthcare accounting to include basic accounting concepts. Program content includes key accounting and healthcare functions such as cost accounting, payroll accounting, financial reporting, optimizing the reimbursement cycle, introduction to diagnostic and procedural coding, and computer applications. Research, professional writing, critical thinking, and communication skills are emphasized throughout the program.

**Cappella University | Master of Science in Human Services, 2013**

Specialization in the Management of Nonprofit Agencies

**University of Phoenix | Bachelor of Science in Business Management, 2011**

**Experience**

Action NC– Charlotte, NC

08/2012-Present

**Organizing Director**

- Recruit and organize 40 dues-paying Action NC Seniors members.
- Train Seniors on speaking to the press at healthcare press conferences and rallies.
- Lead lobby activities at the General Assembly in Raleigh, NC, and Washington, DC.
- Speak at Healthcare press conferences and rallies.
- Published in major local newspapers on the Expansion of Medicaid and Medicare.
- Supervise the Quality Control of Voter Registration and the Get Out to Vote campaign.
- Facilitate monthly Senior Warrior's Zoom Conferences
- Host a series of "Across Generational" activities with Seniors, Young Adults, and Youth.
- Recipient of the President Award, NAACP Charlotte Mecklenburg Branch in 2016
- Supervised successful Volunteer Income Tax Assistance (VITA) sites from 2006-2009.
- Awarded IRS Community Leadership Award from 2006-2009.

**Volunteer Experience**

Mecklenburg County Council on Aging – Charlotte, NC

06/2017 – 04/2020

- Elected COA Board Chair – 1/02/2018 – 1/02/2019
- Organized one Legislative Breakfast
- Organized two Community Health Fairs

Charlotte Mecklenburg Women’s Equality Day, 2014 – Charlotte, NC

02/2014 – 08/2014

- Awarded Certificate of Appreciation

- Planning Committee for Women's Equality Day
- Assisted with confirming the location of the event

Mecklenburg County Parks and Recreation – Charlotte, NC

06/2004 – 06/2005

- Met monthly with the Parks and Recreation Board
- Encouraged Parks & Recreation Board to finance youth activity outings
- Facilitated youth trips to Carolina Panther's Training Camp

---

**Statement to Applicants****Which Boards would you like to apply for?**

---

Women's Advisory Board: Submitted

---

**Profile**

Claire

First Name

N

Middle  
Initial

Covington

Last Name

**What other names have you used? (includes, legal names, aliases, maiden names or professional monikers) NOTE: If none, please note N/A**

---

N/A

claire@covingtonus.com

Email Address

1916 Ashland Avenue

Home Address

Charlotte

City

NC

State

28205

Postal Code

Home: (312) 498-5151

Primary Phone

Alternate Phone

**What Mecklenburg County District do you live in? Please verify below. \*** 4**How long have you been a resident of Mecklenburg County? Please include months, or years.**

---

94 months**My age range is (please select one): \*** 46 to 55**Ethnicity \*** Prefer not to Answer**Gender \*** Prefer not to say

---

**Interests & Experiences**

## Education

---

Undergraduate degree from Tulane University in the wonderfully diverse city of New Orleans, LA. JD from the always amazing Chicago, Illinois.

Wise Covington PLLC

Employer

Co-Founder

Occupation

## Business and civic experience

---

I am an attorney with experience in regulatory analysis, policy review, and community advocacy. My legal practice has equipped me with the ability to critically evaluate ordinances, administrative rules, and municipal policies, and to advocate clearly on behalf of constituents and stakeholders. I previously helped Stephanie Sneed's campaign when she beat the incumbent to win the School Board race in Dist. 4.

## Area of expertise and interests/skills

---

I lived in Chicago for 10 years without a car, so I have a strong interest in active transportation, urban mobility, and the development of safe, accessible infrastructure for cyclists of all ages and abilities. My legal background allows me to analyze proposed policies and funding mechanisms, identify gaps in existing frameworks, and communicate complex issues clearly to diverse audiences.

## Additional Comments

---

I live in Plaza Midwood, where I chose to raise my two young children in part because of the neighborhood's walkability and proximity to local joints accessible by bike. Cycling is not just a personal value for our family: it is central to how we live and move through our community. Last weekend, we biked to Rosie's Coffee Shop and Garden. However, as a parent navigating these streets with young children, I am acutely aware of the safety challenges that cyclists face. Personally, I'm aware of at least one cyclist death near my home. As such, I am committed to making Mecklenburg County a safer, more connected place for riders of all ages and abilities, and I believe my legal and analytical skills can contribute meaningfully to the committee's efforts to expand infrastructure and improve cycling safety for all residents.

---

## Additional Information

**If you are or have ever served on a Mecklenburg County board/commission, please answer yes or no. If yes, please disclose the Board and term-end date.**

---

None.

**Why are you interested in serving on the board(s) to which you are applying?**

---

I'm interested in community involvement!

**Have you attended a meeting of the advisory board(s) to which you are applying?**

---

Yes  No

**Hours Per Month Available for Position**

---

10

**How did you learn of the vacancy? \***

---

Other

**If you answered other - Where did you learn of this vacancy?**

---

Ms. Leigh Altman sent me an email!

---

## **Disclosure**

**Are you a Mecklenburg County resident?**

---

Yes  No

**Are you a current Mecklenburg County employee? (Mecklenburg County employees are prohibited from serving on any board where appointments are made by the Board of Commissioners. If you are a current, county employee who is to serve in an ex-officio and/or non-voting capacity on any board when required by law, please email [clerk@mecknc.gov](mailto:clerk@mecknc.gov) before submitting an application.)**

---

Yes  No

**Are you a current vendor with Mecklenburg County?**

---

Yes  No

**• Do you have any personal or business interest that could create a conflict (either real or perceived) if appointed? If yes, please explain the conflict.**

---

Yes  No

---

## **Board Specific Questions**

## Disclaimer

---

**I, hereby, authorize Mecklenburg County to verify all information included in this application. I certify that I have read the appointment policy and that the information contained in this application is true according to the best of my knowledge and belief. I certify that I am providing my legal name and address in which I reside. I understand that inaccurate or untrue information will be cause for removal from any appointed advisory board. By submitting this application, I agree to adhere to all County policies pertaining to advisory boards, including attendance. I understand if I do not achieve 65% annual attendance, I will be automatically removed from the board or commission to which I am appointed. I understand that this application is subject to the N.C. Public Records Law (NCGS § 132-1) and may be released upon request.**

---

I Agree

**Signature of Applicant (Sign Your Legal Name):**

---

Claire N. Covington

---

**Statement to Applicants****Which Boards would you like to apply for?**

---

Women's Advisory Board: Submitted

---

**Profile**

Erica

First Name

D

Middle  
Initial

Currie

Last Name

**What other names have you used? (includes, legal names, aliases, maiden names or professional monikers) NOTE: If none, please note N/A**

---

Erica Doswell

ericadcurrie@gmail.com

Email Address

1405 Yerton Court

Home Address

Charlotte

City

NC

State

28213

Postal Code

Mobile: (914) 467-8458

Primary Phone

Alternate Phone

**What Mecklenburg County District do you live in? Please verify below. \*** 3**How long have you been a resident of Mecklenburg County? Please include months, or years.**

---

7 years, 6 months**My age range is (please select one): \*** 30 to 45**Ethnicity \*** African American**Gender \*** Female

---

**Interests & Experiences**

Erica D Currie

## Education

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University of Pittsburgh School of Nursing, New York University Steinhart School of Culture, Education and Human Development -Masters Program

### Independent

Employer

### Volunteerism, Community Involvement

Occupation

## Business and civic experience

---

I bring a professional background in the beauty industry, where I served as a Regional Beauty Consultant and Product Developer, working under independent contracts with leading brands including L'Oréal and Estée Lauder Companies. In this role, I led training and development initiatives across multiple brand portfolios and collaborated closely with cross-functional teams. My work also included annual involvement in New York Fashion Week, where I partnered with designers, brand leaders, creative teams, and visual coordinators to execute cohesive, high-impact presentations aligned with each show's vision. Currently, I serve as a full-time household manager while dedicating significant time to community leadership and governance. I am a Board Member of The Doswell for Good Foundation, a family-founded philanthropic organization, and serve on the Board of Directors for Piedmont Progressive Preschool, where I also chair the fundraising committee. In addition, I serve on the Board of Directors for my HOA and actively support local arts and cultural organizations including Queen City Arts, Wing Haven, and Charlotte Symphony.

## Area of expertise and interests/skills

---

My expertise lies in partnership development and community coordination, with a focus on building meaningful relationships that strengthen engagement across arts, culture, and community initiatives. I excel at quickly establishing trust and identifying opportunities that create mutual value for both organizations and the partners they serve. I bring a creative, solutions-oriented approach, connecting people, ideas, and resources in ways that may not be immediately obvious, but through thoughtful storytelling and strategic positioning, foster deeper connection and collaboration. I am particularly interested in expanding access to the arts, supporting creative programming, and building partnerships that enhance community participation and cultural vitality.

---

## Additional Information

**If you are or have ever served on a Mecklenburg County board/commission, please answer yes or no. If yes, please disclose the Board and term-end date.**

---

No

**Why are you interested in serving on the board(s) to which you are applying?**

---

I am interested in serving Charlotte in a capacity that allows me to contribute to the continued growth, connection, and vitality of my city. My professional background in partnership development and community engagement, combined with my current board service and volunteerism has centered on building meaningful relationships, aligning diverse stakeholders, and creating opportunities that strengthen both organizations and the communities they serve. I am particularly drawn to spaces where thoughtful collaboration can lead to greater access, representation, and impact. Through my work, I have developed a strong ability to connect people, ideas, and resources in ways that foster engagement and shared purpose. Whether supporting community initiatives, arts and cultural organizations, or educational environments, I bring a strategic yet creative approach grounded in listening, storytelling, and action. I would value the opportunity to contribute this perspective in service of the city—helping to deepen community relationships, expand access to resources and programming, and support initiatives that reflect and uplift the diverse voices within Charlotte.

**Have you attended a meeting of the advisory board(s) to which you are applying?**

---

Yes  No

**Hours Per Month Available for Position**

---

20-25

**How did you learn of the vacancy? \***

---

Word of Mouth

[EDCSummary.pdf](#)

Upload a Resume

---

**Disclosure**

**Are you a Mecklenburg County resident?**

---

Yes  No

**Are you a current Mecklenburg County employee? (Mecklenburg County employees are prohibited from serving on any board where appointments are made by the Board of Commissioners. If you are a current, county employee who is to serve in an ex-officio and/or non-voting capacity on any board when required by law, please email [clerk@mecknc.gov](mailto:clerk@mecknc.gov) before submitting an application.)**

---

Yes  No

**Are you a current vendor with Mecklenburg County?**

---

Yes  No

• Do you have any personal or business interest that could create a conflict (either real or perceived) if appointed? If yes, please explain the conflict.

Yes  No

---

## Board Specific Questions

### Disclaimer

---

I, hereby, authorize Mecklenburg County to verify all information included in this application. I certify that I have read the appointment policy and that the information contained in this application is true according to the best of my knowledge and belief. I certify that I am providing my legal name and address in which I reside. I understand that inaccurate or untrue information will be cause for removal from any appointed advisory board. By submitting this application, I agree to adhere to all County policies pertaining to advisory boards, including attendance. I understand if I do not achieve 65% annual attendance, I will be automatically removed from the board or commission to which I am appointed. I understand that this application is subject to the N.C. Public Records Law (NCGS § 132-1) and may be released upon request.

---

I Agree

**Signature of Applicant (Sign Your Legal Name):**

---

Erica Doswell Currie



# ERICA DOSWELL CURRIE

## EDUCATION

2010-2011

**NEW YORK UNIVERSITY**

**Masters Program**

Steinhardt School of Culture, Education  
and Human Development

2000-2005

**UNIVERSITY OF PITTSBURGH**

**Undergraduate Program**

Nursing BSN

Minor Marketing

## GET IN TOUCH

914-467-8458

e.doswell@me.com



## PROFESSIONAL SUMMARY

Community engagement and partnership development leader with a background in brand strategy, education, and multi-market relationship management. Former beauty industry executive with a proven track record of driving growth, inspiring teams, and collaborating with multiple brands under the L'Oreal and Estee Lauder Brand Portfolios. Currently focused on nonprofit leadership, board governance, and strengthening community partnerships across arts, education, neighborhood initiatives, and volunteerism.

## CORE EXPERTISE

- Partnership Development & Strategic Collaboration
- Community Engagement & Outreach
- Board Governance & Nonprofit Leadership
- Fundraising & Event Strategy
- Product Packaging and Placement
- Brand Strategy & Storytelling
- Program & Initiative Coordination

## INDUSTRY & CREATIVE EXPERIENCE

- Collaborated with designers, creative teams, and brand leaders during twelve FW and SS New York Fashion Week seasons and two FW Paris and Milan Fashion Weeks under Gucci Westman and Diane Kendal
- Supported backstage execution, brand storytelling, and visual presentation goal alignment

## COMMUNITY LEADERSHIP & BOARD EXPERIENCE

Board of Directors and Engagement Chair

The Doswell for Good Foundation (Family-founded 501(c)(3))

- Provide governance and strategic direction for philanthropic initiatives
- Support partnership development and community engagement efforts

Board of Directors & Fundraising Chair

Piedmont Progressive Preschool

- Serve on the Board of Directors, contributing to organizational strategy and growth
- Chair the fundraising committee, leading initiatives and donor engagement efforts

Executive Board Director

Newell Place Homeowners Association

- Support neighborhood planning, communication, and community initiatives

## COMMUNITY INVOLVEMENT

- Volunteer, Queen City Arts, Marketing Committee Member
- Volunteer, Wing Haven
- Volunteer, Charlotte Symphony

# ERICA DOSWELL CURRIE

## PROFESSIONAL EXPERIENCE

### Founder/Principal

EDC Beauty Inc.

Established 2018

- Founded and led a boutique consulting firm bridging consumer insights, retail experience, and brand strategy
- Advised beauty brands on product development, education, and market positioning
- Translated consumer and retail feedback into actionable strategies for brand growth
- Developed training programs and educational assets for retail and brand partners
- Consulted for private clients on beauty goals and curated product choices and procedures to achieve goals

### Sales and Education Manager Northeast US

Farmacy Beauty

2016 – 2020

- Collaborated with brand founders, creative leadership, and Englewood Lab to develop and refine product concepts, ensuring alignment with evolving consumer trends and market demand.
- Managed a team of 7, including account executives and educators,
- Developed national education strategies across retail and e-commerce platforms

### Senior Account Executive

Sunday Riley Modern Cosmetics

2014 – 2016

- Managed a multi-state territory across key accounts including Sephora and luxury department stores Barneys New York, Bergdorf Goodman, Bloomingdales, as well as indie partners Bluemercury, SpaceNK driving brand growth and market expansion
- Developed and executed integrated sales and education strategies to increase product penetration and customer engagement
- Built, trained, and scaled regional support teams to enhance in-store performance and brand consistency
- Cultivated strong relationships with retail leadership and cross-functional partners to align on business objectives

### Account Coordinator

Hourglass Cosmetics

2011 – 2013

- Executed comprehensive training programs at the store, regional, and cluster level, elevating product knowledge and sales effectiveness across teams
- Recruited, scheduled, and developed a network of market trainers to support education initiatives and field execution
- Partnered with retail leadership, district managers, and in-store teams to align on sales goals, brand priorities, and promotional strategies
- Planned and executed regional events and in-store activations to drive customer engagement and brand awareness

---

**Statement to Applicants****Which Boards would you like to apply for?**

Women's Advisory Board: Submitted

---

**Profile**

Christina

First Name

Dell

Last Name

christina\_dell@outlook.com

Email Address

10223 Prince Edward Lane

Home Address

Charlotte

City

NC

State

28277

Postal Code

Mobile: (704) 890-9620

Primary Phone

Alternate Phone

**What Mecklenburg County District do you live in? Please verify below. \***

5

**How long have you been a resident of Mecklenburg County? Please include months, or years.**

7 months

**My age range is (please select one): \***

46 to 55

**Ethnicity \***

Caucasian-Non-Hispanic

**Gender \***

Female

---

**Interests & Experiences****Education**

Bachelor of Music

Unemployed

Employer

Looking for work

Occupation

---

## Business and civic experience

Over 20 years working for the municipal government in Ottawa Canada. Experience as supervisor in the Parks and Recreation department and several years working in Volunteer and Employee recruitment with HR. I have experience running community centers, including hiring and training employees and volunteers.

---

## Area of expertise and interests/skills

Expertise in direct and written contact with clients, stakeholders and Municipal Government Councilors Extensive supervisory experience in various Municipal operational service roles Proficiency with Municipal Business Support Services in planning, training, outreach & development Champion Equity, Diversity and Inclusivity Also have a love of music and the arts.

---

## Additional Comments

As noted above I am currently unemployed, I moved to Charlotte in March and am still looking for employment. My most recent employer was the City of Ottawa in Ontario Canada which I left only due to my move to the US. Also, I live in District 7 which was not an option in the drop down list above.

---

## Additional Information

**If you are or have ever served on a Mecklenburg County board/commission, please answer yes or no. If yes, please disclose the Board and term-end date.**

No.

**Why are you interested in serving on the board(s) to which you are applying?**

As a permanent US resident and a new resident of Charlotte I wish to be involved in my new community and am very interested in participating in a board. Of the boards with current openings I felt my background and experience was best suited for the 3 boards for which I have chosen to put forth my application.

**Have you attended a meeting of the advisory board(s) to which you are applying?**

Yes  No

**Hours Per Month Available for Position**

12

**How did you learn of the vacancy? \***

Mecklenburg County Website

[Christina Dell Resume 2025.docx](#)

Upload a Resume

---

**Disclosure**

**Are you a Mecklenburg County resident?**

---

Yes  No

**Are you a current Mecklenburg County employee? (Mecklenburg County employees are prohibited from serving on any board where appointments are made by the Board of Commissioners. If you are a current, county employee who is to serve in an ex-officio and/or non-voting capacity on any board when required by law, please email [clerk@mecknc.gov](mailto:clerk@mecknc.gov) before submitting an application.)**

---

Yes  No

**Are you a current vendor with Mecklenburg County?**

---

Yes  No

**• Do you have any personal or business interest that could create a conflict (either real or perceived) if appointed? If yes, please explain the conflict.**

---

Yes  No

---

**Board Specific Questions**

## Disclaimer

---

**I, hereby, authorize Mecklenburg County to verify all information included in this application. I certify that I have read the appointment policy and that the information contained in this application is true according to the best of my knowledge and belief. I certify that I am providing my legal name and address in which I reside. I understand that inaccurate or untrue information will be cause for removal from any appointed advisory board. By submitting this application, I agree to adhere to all County policies pertaining to advisory boards, including attendance. I understand if I do not achieve 65% annual attendance, I will be automatically removed from the board or commission to which I am appointed. I understand that this application is subject to the N.C. Public Records Law (NCGS § 132-1) and may be released upon request.**

---

I Agree

**Signature of Applicant (Sign Your Legal Name):**

---

Christina Dell

# Christina Dell

10223 Prince Edward Lane  
9620

Charlotte, NC 28277

Christina\_Dell@outlook.com

---

704-890-

## **Profile**

Expertise in direct and written contact with clients, stakeholders and Municipal Government Councilors

Extensive supervisory experience in various Municipal operational service roles

Proficiency with Municipal Business Support Services in planning, training, outreach & development

Ability to self-start, problem solve and work with minimal supervision

Champions Equity, Diversity and Inclusivity

## **Experience**

### **Coordinator - HR Planning, Training & Development**

City of Ottawa, Ottawa, ON

June 2019 - March 2025

Responsible for playing a key role in the coordination, planning, procurement, development, delivery and evaluation of departmental HR and training strategies to support and enhance the organization's commitment to a performance improvement approach to human resources.

- Leads eligibility list hiring and recruitment process.
- Developed terms of reference and team structure for Equity and Diversity Champion team.
- Communicates policies and procedures and provides updates to departmental employees.
- Maintains affiliation agreements with colleges on behalf of the Recreation department.
- Led transition to SharePoint intranet and maintains content ensuring accuracy.
- Manages department wide projects with external partners.
- Leads and Coordinates branch of Municipal Emergency Team.
- Organizes, communicates and participates in Recruitment & Outreach Events

### **Recreation Supervisor - Various Community Centres**

City of Ottawa, Ottawa, ON

August 2013 - June 2019

Responsible for the day-to-day operation and budget of facilities and service delivery for recreation venues. Ensures the operations, processes and services are customer-centric and efficient and delivers community recreation programs.

Coordinates and identifies new ways of delivering a variety of programs and

services by collaborating and integrating services with other city departments, partnering with outside agencies and associations, participating in community relations projects, and establishing and maintaining linkages within the community. Manages the work of full-time, part-time and volunteer staff with responsibility for performance appraisals, probationary assessments and discipline.

- Administered and monitored facility-based operational budgets for multiple recreation facilities.
- Led a full-time and part-time work force of over 100 employees in a unionized environment.
- Coordinated the delivery of over 100 programs each season for a diverse clientele.
- Created linkages with community associations to identify recreational needs of the community.
- Completed weekly cash management revenue and financial reports along with bank deposits.
- Managed facility usage and maintained bookings and rental contracts for user groups.

### **Program Coordinator - Various Community Centres**

City of Ottawa, Ottawa, ON September 2004 - August 2013

Responsible for coordinating and supervising the delivery of a wide range of recreation programs and services offered through City of Ottawa Recreation Facilities to a diverse group of clients of varying ages and abilities.

- Hired, trained, scheduled and evaluated over 80 part-time staff and contract instructors.
- Scheduled and organized programs to maximize efficient use of instructors and facility space.
- Input program data into online system for registration and inclusion in marketing guides.
- Organized and coordinated special events and workshops to enhance visibility in the community.
- Conducted research and organized statistics, including inventory of all available area programming, resident surveys, participant attendance and facilities usage.
- Implemented marketing strategies by drafting articles, publicity campaigns and communications with community groups and associations.

### **Education**

Bachelor of Music Honours, Carleton University - Ottawa, ON, Canada

## **Professional Development**

Health and Safety & Workplace Worker, Supervisor & Inspection Training  
Province of Ontario Emergency and Incident Management Certifications  
Project Management - Introduction  
Presentation Skills  
Leadership, Communication and Client-Centric focused workshops

## **Additional Information**

Computer skills

- O365 - Word, SharePoint, Teams, Excel
- SAP HR and Budget Management
- Recreation Management Software

References available upon request

---

**Statement to Applicants****Which Boards would you like to apply for?**

---

Women's Advisory Board: Submitted

---

**Profile**

Nicole

First Name

S

Middle  
Initial

Ingam

Last Name

**What other names have you used? (includes, legal names, aliases, maiden names or professional monikers) NOTE: If none, please note N/A**

---

Nicholson

nicole@stacynicole.com

Email Address

5026 Kellaheer Place

Home Address

Charlotte

City

NC

State

28216

Postal Code

Mobile: (240) 500-8263

Primary Phone

Business: (704) 595-3766

Alternate Phone

**What Mecklenburg County District do you live in? Please verify below. \*** 1**How long have you been a resident of Mecklenburg County? Please include months, or years.**

---

15 Months**My age range is (please select one): \*** 46 to 55**Ethnicity \*** African American**Gender \*** Female

---

**Interests & Experiences**

Nicole S Ingam

## Education

---

Bachelor of Science in Family and Child Consumer Sciences, Florida State University  
Associate of Arts in Interior Design, Lanier Technical College  
Educational background focused on human-centered environments, family dynamics, and functional design, providing a strong foundation for understanding how living spaces, community infrastructure, and access to resources impact the well-being of women and families.

Stacy Nicole interiors, Inc.

Employer

Interior Designer

Occupation

## Business and civic experience

---

Extensive civic and volunteer leadership experience, including active membership in the Junior League (Atlanta, Washington, DC, Raleigh, and Charlotte chapters). Former Member and Chair of the Washington County Commission for Women (MD), Member of Maryland Commission for Women, Co-Chair of Listening Tour, and past Chair of the Wake County Commission for Women (NC), where I contributed to policy discussions, community programming, and advocacy initiatives impacting women and families. Additional community involvement includes work with The Green Chair Project and ongoing engagement as a community advocate supporting initiatives related to housing, economic empowerment, and quality of life.

## Area of expertise and interests/skills

---

My expertise spans interior design, project management, and small business leadership, with a strong focus on how the built environment impacts safety, functionality, and quality of life for women and families. I bring experience in strategic planning, stakeholder engagement, and community advocacy, along with a deep understanding of housing, design accessibility, and economic empowerment. My interests include advancing equitable access to safe and functional living spaces, supporting women-owned businesses, and contributing to initiatives that strengthen family stability and community development within Mecklenburg County.

## Additional Comments

---

As a community-focused interior designer, and business owner. As the founder and principal designer of Stacy Nicole Interiors, I bring over 19 years of experience creating functional, safe, and elevated residential and commercial environments that directly impact how individuals and families live and thrive. My work extends beyond design into community advocacy and civic leadership. I have previously served as Chair of the Washington County Commission for Women (Maryland), a member of the Maryland Commission for Women, and Co-Chair of the Listening Tour initiative. I also served as Chair of the Wake County Commission for Women (North Carolina), where I contributed to initiatives focused on women's empowerment, family stability, and community engagement. My educational background in Family and Child Consumer Sciences, combined with hands-on experience in construction and project management, provides a unique perspective on how housing, environment, and access to resources influence quality of life. I am particularly passionate about advancing opportunities for women, supporting economic empowerment, and contributing to policies that strengthen communities. As a business owner and single mother, I bring both professional expertise and lived experience to my work, offering a well-rounded and solution-oriented perspective to leadership and service.

---

## Additional Information

**If you are or have ever served on a Mecklenburg County board/commission, please answer yes or no. If yes, please disclose the Board and term-end date.**

No, I have served on the Washington County Commission for Women (MD), Former Chair (2012- 2014); MARYland Commision for Women (2014- 2017) Wake County Commission for Women (NC), Former Chair (2018- 2019).

**Why are you interested in serving on the board(s) to which you are applying?**

I am interested in serving on the Mecklenburg County Women’s Advisory Board because I am deeply committed to advancing opportunities, equity, and quality of life for women in our community. My professional work and civic leadership have consistently centered on creating environments and systems that support women’s success, whether through housing, economic opportunity, or community engagement. I see this board as an opportunity to collaborate with county leaders and fellow advocates to help shape meaningful policies and initiatives that address the evolving needs of women in Mecklenburg County. Having previously served in leadership roles on women-focused commissions, I understand the importance of thoughtful advocacy, data-informed decision-making, and community-driven solutions. I am eager to contribute my experience, perspective, and dedication to helping Mecklenburg County continue to be a place where women and families can thrive.

**Have you attended a meeting of the advisory board(s) to which you are applying?**

Yes  No

**Hours Per Month Available for Position**

15-20

**How did you learn of the vacancy? \***

Mecklenburg County Website

**If you answered other - Where did you learn of this vacancy?**

n/a

[Design\\_Resume.pdf](#)

Upload a Resume

---

**Disclosure**

**Are you a Mecklenburg County resident?**

Yes  No

**Are you a current Mecklenburg County employee? (Mecklenburg County employees are prohibited from serving on any board where appointments are made by the Board of Commissioners. If you are a current, county employee who is to serve in an ex-officio and/or non-voting capacity on any board when required by law, please email clerk@mecknc.gov before submitting an application.)**

---

Yes  No

**Are you a current vendor with Mecklenburg County?**

---

Yes  No

**If you answered yes to the question above, please explain.**

---

I don't think so.

**• Do you have any personal or business interest that could create a conflict (either real or perceived) if appointed? If yes, please explain the conflict.**

---

Yes  No

---

### **Board Specific Questions**

## Disclaimer

---

I, hereby, authorize Mecklenburg County to verify all information included in this application. I certify that I have read the appointment policy and that the information contained in this application is true according to the best of my knowledge and belief. I certify that I am providing my legal name and address in which I reside. I understand that inaccurate or untrue information will be cause for removal from any appointed advisory board. By submitting this application, I agree to adhere to all County policies pertaining to advisory boards, including attendance. I understand if I do not achieve 65% annual attendance, I will be automatically removed from the board or commission to which I am appointed. I understand that this application is subject to the N.C. Public Records Law (NCGS § 132-1) and may be released upon request.

---

I Agree

**Signature of Applicant (Sign Your Legal Name):**

---

Nicole Stacy Alicia Ingram

# NICOLE S. INGRAM

INTERIOR DESIGNER -  
LUXURY RESIDENTIAL &  
COMMERCIAL PROJECTS

## / CONTACT

(240)500-8263  
ningram74@icloud.com  
@msnicoleingram

## / EDUCATION

### **Bachelor of Science, Family & Child Consumer Science**

Florida State University

### **Associate of Arts, Interior Design**

Lanier Technical College

## / CORE COMPETENCIES

- CAD Drafting & Design Documentation
- FF&E Procurement & Sourcing
- Luxury Staging & Styling
- Client Presentations & Mood Boards
- Project Management
- Vendor & Contractor Coordination

## / CERTIFICATIONS

- OSHA 10 Certified
- ASID Allied Member

## / SOFTWARE

- AutoCAD
- Adobe Suite

## / PROFILE

Award-winning designer with 14+ years of experience in luxury residential and commercial interiors. Expert in space planning, FF&E sourcing, staging, and CAD documentation. Proven ability to collaborate with builders and trades to execute elevated, functional designs. Strong background in vendor management, installation oversight, and client walkthroughs. OSHA 10 Certified.

## / PROFESSIONAL EXPERIENCE

### **Stacy Nicole Interiors, Inc. - Charlotte, NC** **Principal Interior Designer | Jan 2011 - Present**

- Manage multiple design projects with overlapping schedules and budgets.
- Coordinate subcontractors, deliveries, and installations to meet timelines.
- Conduct on-site walkthroughs to ensure project progress and quality control.
- Lead designer on luxury home projects, collaborating with builders and homeowners to design elevated, livable interiors.

### **Collated Construction - Cumming, GA** **Chief Operating Officer | 2003 - 2010**

- Oversaw scheduling, site coordination, and contractor performance.
- Managed procurement and material logistics for design-build projects.
- Directed client communications and milestone reporting.

---

**Statement to Applicants****Which Boards would you like to apply for?**

Women's Advisory Board: Submitted

---

**Profile**

Anvi

First Name

Jha

Last Name

**What other names have you used? (includes, legal names, aliases, maiden names or professional monikers) NOTE: If none, please note N/A**

N/A

anvijha16@gmail.com

Email Address

11908 Sir Francis Drake Dr

Home Address

Charlotte

City

NC

State

28277

Postal Code

Home: (980) 310-8789

Primary Phone

Home: (415) 335-8130

Alternate Phone

**What Mecklenburg County District do you live in? Please verify below. \*** 6**How long have you been a resident of Mecklenburg County? Please include months, or years.**

Around 10 Years

**My age range is (please select one): \*** Under 18**Ethnicity \*** Prefer not to Answer**Gender \*** Female

---

**Interests & Experiences**

## Education

---

Providence High School- Sophomore

None

Employer

Students

Occupation

## Business and civic experience

---

Founding Member|Director of Marketing Enginuity (United Nations organization) I helped expand access to STEM education in underserved African communities by supporting the development of 124 STEM kits, and raising around \$2000, impacting over 1,500 students  
Legislative Ambassador|American Cancer Society Cancer Action Network (ACSCAN) As a North Carolina Legislative Ambassador for ACSCAN, I worked to educate the public about the Medicare Multi-Cancer Early Detection Screening Coverage Act and encouraged community members to sign petitions supporting expanded cancer screening coverage. President| American Cancer Society (Charlotte Chapter) Led fundraising and volunteer efforts, raising \$400 for cancer research Organized team participation in a Breast Cancer Walkathon to support cancer awareness and research. Board Member | Teen Lifestyle Medicine (TLM) National, teen-led organization supported by Stanford University advocating for science-based healthy habits among students. Supports student leaders in building wellness-focused school clubs that promote long-term physical and mental health through education and peer leadership. North Carolina State Ambassador & Director of Chapters| Excel Academe Excel Academe is a nonprofit dedicated to breaking down barriers in STEM and making access to complex subjects easier for students. Assisted in planning free math competitions in several states. Co-Founder | Head of Outreach | Lifeline Olympiad Co-founded an Emergency Medical Services competition for high schoolers around the country, free of charge, and raised \$200

## Area of expertise and interests/skills

---

ThinkNeuro Intern/Co-Associate: Worked on research with teams of scholars from UCLA and Berkeley to research on neural circuits and neurodevelopmental disorders (2024-2026)  
Frontlines Internship: Published Research on Artificial Intelligence(AI), which was then used by Virginia Legislators to implement new laws on AI later on top paper in SSRN OP-Ed Paper: Wrote an Op-Ed on the effects of high school on teenagers with Stanford Research Fellow Liam Julian  
Science Olympiad: Competing in Science Olympiad for 4 years in events: Disease Detectives, Fossils, Meteorology, Crimebusters,Towers, Bridges, Air Trajectory (2022-2026)  
National Honors Society of Dance Arts: Inducted in 2025, demonstrated artistic merit and academic achievements in the field of dance. Harvard STRIPED Youth Corps: Policy Translation with teams across the nation to take action against sales of over-the-counter diet pills and supplements to minors. Track and Field Team| Varsity Indoor and Outdoor Seasons (2024- Current) Publication in Youth Tech and Ethics: Paper on Environmental Racism and the Neurological Effects  
Community Service and Volunteering: 200+ Hours with Camp Boomerang of Brace Family YMCA- Program aimed at neurodivergent kids having fun during the summer! (2024-2025) 50+ Hours with Children's Daycare of Brace Family YMCA (2024) 12 Hours with Second Harvest Food Bank of Metrolina (2025) Expertise: In working with others and projects.

## Additional Comments

---

I'm beyond excited about this opportunity. I hope to achieve great things on these councils.

---

## Additional Information

**If you are or have ever served on a Mecklenburg County board/commission, please answer yes or no. If yes, please disclose the Board and term-end date.**

---

No

## Why are you interested in serving on the board(s) to which you are applying?

---

Helping others has always been deeply important to me. Since I was a kid, I have felt a strong responsibility to serve my community in any way I could, whether through volunteering, tutoring peers, or assisting with community projects. I believe that real change begins at the local level, and I am passionate about supporting youth who may not always have access to guidance or opportunity. The mission of the Juvenile Crime Prevention Council resonates with me because it focuses not only on preventing delinquency but on creating community-based solutions that uplift and empower young people. I believe that prevention, mentorship, and education are far more powerful than punishment alone. By providing support systems and positive alternatives, I hope to help the youth make better choices and build stronger futures. I would be honored to contribute my time, dedication, and perspective to the JCPC and to work toward strengthening the Mecklenburg County community. With that, I would also love to join the Women's Advisory Board. Progress for females is not instant; it requires intentional action, advocacy, and collaboration. I am motivated to apply for the Women's Advisory Board because I want to be part of meaningful conversations that directly impact the lives of women in Mecklenburg County. Identifying gaps in education, healthcare access, economic opportunity, and social support is the first step toward building stronger systems that truly serve women at every stage of life. The work of the Nursing Home Advisory Committee stands out to me because it centers on accountability and human connection. Long-term care residents deserve not only medical attention, but also respect, dignity, and consistent oversight to ensure their rights are protected. Serving as a bridge between residents and county leadership is a responsibility that requires attentiveness, empathy, and integrity, qualities I hope to bring to my service.

## Have you attended a meeting of the advisory board(s) to which you are applying?

---

Yes  No

## Hours Per Month Available for Position

---

40 hours (altogether)

## How did you learn of the vacancy? \*

---

Other

## If you answered other - Where did you learn of this vacancy?

---

Group

[Resume\\_4\\_1\\_.pdf](#)

Upload a Resume

---

## Disclosure

### Are you a Mecklenburg County resident?

---

Yes  No

**Are you a current Mecklenburg County employee? (Mecklenburg County employees are prohibited from serving on any board where appointments are made by the Board of Commissioners. If you are a current, county employee who is to serve in an ex-officio and/or non-voting capacity on any board when required by law, please email [clerk@mecknc.gov](mailto:clerk@mecknc.gov) before submitting an application.)**

---

Yes  No

**Are you a current vendor with Mecklenburg County?**

---

Yes  No

**• Do you have any personal or business interest that could create a conflict (either real or perceived) if appointed? If yes, please explain the conflict.**

---

Yes  No

---

### **Board Specific Questions**

## Disclaimer

---

I, hereby, authorize Mecklenburg County to verify all information included in this application. I certify that I have read the appointment policy and that the information contained in this application is true according to the best of my knowledge and belief. I certify that I am providing my legal name and address in which I reside. I understand that inaccurate or untrue information will be cause for removal from any appointed advisory board. By submitting this application, I agree to adhere to all County policies pertaining to advisory boards, including attendance. I understand if I do not achieve 65% annual attendance, I will be automatically removed from the board or commission to which I am appointed. I understand that this application is subject to the N.C. Public Records Law (NCGS § 132-1) and may be released upon request.

---

I Agree

**Signature of Applicant (Sign Your Legal Name):**

---

Anvi Jha

# ANVI JHA

A student at Providence High School (Grad. Yr. 2028)

Mainly interested in the medical field and medical affiliations, as well as public speaking and advocacy.

## EXPERIENCE

### Brace Family YMCA — Hemby Program Center

Volunteer | June 2024 – Present

Provided 200+ hours of volunteer service supporting Camp Boomerang and preschool programs, assisting with child supervision, activity coordination, and fostering a safe, inclusive environment for young children.

### Mayor's Youth Council - Active Representative

August 2024–Current

Worked with schooling issues, homeless issues, violence issues, and budget cuts.

### Think Neuro

Neuroscience Intern | June 2025 – August 2025

- Selected for a neuroscience-focused internship, collaborating with UC Berkeley students and faculty
- Engaged in structured research discussions exploring **brain function, neural networks, and cognitive neuroscience**
- Developed foundational exposure to **academic neuroscience research, scientific literature analysis, and data interpretation**

Co-Associate | August 2025 – Present

- Served as a Co-Associate for a **10+ member neuroscience research cohort**
- Supported initiatives focused on **neural networks, research collaboration, and scientific communication**

### FUND-ED - Executive Director

June 2025- Current

Part of the executive board of a nonprofit to teach and bring financial education to students around the world, as well as basic education.

### International outreach ambassador- TBSKIDS central

International outreach ambassador for an international nonprofit that raises awareness for kids and adults with TB.

### Member - PROJECT EDSA

CHARLOTTE, NC

[anvijha16@gmail.com](mailto:anvijha16@gmail.com)

## SKILLS

Able to create and organize events, reach out to people, and promote events.

Able to effectively communicate urgent matters to others with simplicity.

Able to demonstrate strong empathetic levels to any

A true extrovert at heart, if anyone requires talking or reaching out to people. I'm on the job.

## AWARDS

**Placed Gold at NC STATE Science Olympiad** - I placed gold in three events in the science olympiad: Towers, Meteorology, and Fossils. Placed in Disease Detectives x2

Wake Forest Regenerative Medicine Essentials Competition and Symposium.

Presidential Volunteer Service Award—Gold

Inner View NC Volunteer Merit Award

Won the pages of peace competition (1st Place)

Excellence Award in Horizons Academic Essay Prize- Top 20% out of 2000 entries.

**LANGUAGE-I speak conversational Hindi, and I am fluent in English.**

Participant in initiatives aimed at **raising awareness of eating disorders and mental health challenges**. Supporter of educational campaigns and advocacy efforts promoting prevention and early intervention.

### **Frontlines Intern-**

Selected for a **highly competitive research program (12% acceptance rate)**, contributed to research that **assisted Virginian legislators in developing AI-related policy and legislation**. Supported analysis on the societal impacts of artificial intelligence, bridging research with public policy.

### **Duke EMS Program**

Participated in an online program focused on emergency medical response and health education, I learned how to assess medical situations, respond to emergencies, and apply scientific principles to real-world healthcare scenarios.

### **Teen Lifestyle Medicine Board- Executive Board**

National, teen-led organization supported by Stanford University advocating for science-based healthy habits among students. Supports student leaders in building wellness-focused school clubs that promote long-term physical and mental health through education and peer leadership.

### **Legislative Ambassador | American Cancer Society Cancer Action Network (ACSCAN)**

As a North Carolina Legislative Ambassador for ACSCAN, I worked to educate the public about the Medicare Multi-Cancer Early Detection Screening Coverage Act and encouraged community members to sign petitions supporting expanded cancer screening coverage.

## **PROJECTS**

### **Engenuity (United Nations–Affiliated Organization) Founding Member | Director of Marketing**

- Co-founded and led marketing strategy for a UN-affiliated initiative expanding STEM education access in underserved African communities
- Supported the development and distribution of 124 hands-on STEM kits, raising approximately \$2,000 and impacting 1,500+ students
- Facilitated the design and assembly of STEM kits, gaining applied experience in programming, electrical engineering, and hardware construction

Built and tested functional components, including radios and Bluetooth speakers, to support experiential learning

### **American Cancer Society CLT CHAPTER- President**

Founded and led the Charlotte chapter of the American Cancer Society, recruiting and organizing members, coordinating community outreach initiatives, and leading fundraising efforts that raised \$400 to support cancer research, awareness, and patient support programs.

## **Clubs and Extracurriculars-**

### **Key Club Member**

- **Participated in community service initiatives, including donations of clothing, food drives, and card-writing campaigns**

### **French Club Freshman Representative**

- **Represented freshman class interests and supported cultural and language-focused activities**

### **Technology Student Association (TSA) Member**

- **Compete in STEM-focused events, including Biotechnology and Fashion Design**

### **Science Olympiad Current Member**

- **Competed in science and engineering events emphasizing problem-solving, teamwork, and technical knowledge**

### **United Nations Club Secretary**

- **Manage meeting documentation, communications, and organizational logistics**
- **Support discussions on global issues, diplomacy, and international policy**

## **Excel Academe- NC State Ambassador**

Excel Academe is a nonprofit dedicated to breaking down barriers in STEM and making access to complex subjects easier for students. Assisted in planning free math competitions in several states

## **Lifeline Olympiad- Head of Outreach/Starter**

Co-founded an Emergency Medical Services competition for high schoolers around the country, free of charge.

## **Publication in SSRN**

Co-authored a research paper as an intern with the Frontlines Foundation analyzing the use of artificial intelligence in elderly-targeted scams and evaluating the societal drawbacks of AI in everyday applications  
Research was featured alongside top-performing papers on SSRN, highlighting its relevance and impact in the field of AI ethics and public policy

## **OP-Ed Bold Magazine**

Published an op-ed analyzing the systemic and developmental effects of high school culture on teenagers, co-authored with Stanford Research Fellow Liam Julian

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**Statement to Applicants****Which Boards would you like to apply for?**

Women's Advisory Board: Submitted

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**Profile**

Caitlyn

First Name

T

Middle  
Initial

Lee

Last Name

ctesslee@gmail.com

Email Address

11607 Millside Dr.

Home Address

Unit 308

Suite or Apt

Charlotte

City

NC

State

28215

Postal Code

Mobile: (910) 998-2928

Primary Phone

Alternate Phone

**What Mecklenburg County District do you live in? Please verify below. \***

4

**How long have you been a resident of Mecklenburg County? Please include months, or years.**

3 months

**My age range is (please select one): \***

30 to 45

**Ethnicity \***

Hispanic

Caucasian-Non-Hispanic

**Gender \***

Female

---

**Interests & Experiences****Education**

I hold a Master of Science in Industrial Organizational Psychology and a Bachelor of Science in Psychology.

Caitlyn T Lee

Humane Society of Charlotte

Employer

Community Support  
Specialist

Occupation

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## Business and civic experience

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I bring a unique blend of operational leadership and community engagement experience. Over the past decade, I've led strategic business operations across public health services, animal welfare, and non-profit sectors. I'm specialized in organizational development, performance analysis, and cross-functional team alignment. In all my roles, I am a motivated leader that's guided by solution-focused thinking and optimizing areas of growth. In my civic work, I've consistently engaged with the community through volunteer leadership, public events, and advocacy. I've organized and supported initiatives ranging from senior care animal enrichment, beach preservation, mental health awareness, and shelter support. My roles have included volunteer coordinator, chamber of commerce representative, and program organizer. I am commitment to building strong, connected, and compassionate communities. Community Health (7+ yrs experience). Animal Welfare Services (2+ yrs experience).

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## Area of expertise and interests/skills

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I specialize in operational strategy, organizational development, and community engagement. My core strengths include process improvement, report analytics, data-driven decision-making, and cross-sector collaboration. I'm passionate about building sustainable systems that improve access to care, for both people and animals. I'm interested in creating inclusive community-centered solutions that aid the county's vision and mission. I'm also skilled in event planning, project management, and building bridges between community partners. My interests lie at the intersection of health equity, community relationships, and humane service delivery.

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## Additional Comments

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Core competencies that have directly contributed to my impact efforts: - Event Planning and Coordination - Operational Strategy & Execution - Stake Holder Communication - Performance Data Reporting - Budget & Resource Management - Project & Program Management - Marketing and Network Outreach

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## Additional Information

**If you are or have ever served on a Mecklenburg County board/commission, please answer yes or no. If yes, please disclose the Board and term-end date.**

---

No.

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## Why are you interested in serving on the board(s) to which you are applying?

---

I'm interested in serving on the Advisory Board because I'm passionate about building bridges between organizations, non-profits, small businesses, and the communities they serve. I've worked directly with diverse populations to address both human and animal needs through accessible, compassionate care. I've seen how vital trust, communication, and effective leadership aids collaborative impact. I'm hoping to bring innovation and collaboration to Mecklenburg County like that of which I've brought to others. The opportunity to be on an Advisory Board holds a broader platform where I can help shape strategy, promote equity, and support programs that reflect the real relationship building in a community. I am passionate about practices within government where my skills can best be served and hoping to continue gaining a stronger understanding of how the framework within government functions, particularly as they relate to policy implementation and community engagement.

**Have you attended a meeting of the advisory board(s) to which you are applying?**

Yes  No

**Hours Per Month Available for Position**

20 hours

**How did you learn of the vacancy? \***

Mecklenburg County Website

[Ops\\_CTL\\_Resume\\_25\\_.pdf](#)

Upload a Resume

---

## **Disclosure**

**Are you a Mecklenburg County resident?**

Yes  No

**Are you a current Mecklenburg County employee? (Mecklenburg County employees are prohibited from serving on any board where appointments are made by the Board of Commissioners. If you are a current, county employee who is to serve in an ex-officio and/or non-voting capacity on any board when required by law, please email [clerk@mecknc.gov](mailto:clerk@mecknc.gov) before submitting an application.)**

Yes  No

**Are you a current vendor with Mecklenburg County?**

Yes  No

**• Do you have any personal or business interest that could create a conflict (either real or perceived) if appointed? If yes, please explain the conflict.**

Yes  No

---

## **Board Specific Questions**

## Disclaimer

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---

I Agree

**Signature of Applicant (Sign Your Legal Name):**

---

Caitlyn Tessa Lee

# C. TESSA LEE

ctesslee@gmail.com

(910) 998-2928

Charlotte, NC

Results-oriented operations leader with a background in organizational development, process optimization, and team performance management. Known for designing and implementing efficient systems, leading report analytics, and aligning cross-functional teams with strategic goals. Adept at transforming complex challenges into scalable operational solutions across healthcare, nonprofit, and business sectors.

## PROFESSIONAL EXPERIENCE

### **Humane Society of Charlotte - Charlotte, NC**

#### **Community Support Services**

*September 25' - Present, 40+ hrs/wk*

Assists and empowers pet owners in solving pet related concerns by providing resources and information about internal and external programs with assistance options. Aides coordination support to Pet Food Bank operations. Supports departmental cross-channel communications.

### **River Road Animal Hospital - Southport, NC**

#### **Business Operations & Development Strategist**

*February 25' - July 2025, 40 + hrs/wk*

Led operational redesign aligning practice goals with stakeholder vision and industry benchmarks. Implemented scalable systems for documentation, inventory control, and budgeting. Conducted Network analyses. Introduced monthly stakeholder reports utilizing key performance indicators (KPIs) and ROI metrics. Managed vendor coordination, community outreach logistics, and physical/digital asset branding.

### **Eastern Carolina Veterinary Referral Emergency & Specialty Hospital - Wilmington, NC**

#### **Referral Relationship Manager**

*September 24' - January 25', 50+ hrs/wk*

Enhanced internal operations through ETL optimization and improved data reporting models. Supported HR and internal audits via staff feedback systems and review processes. Oversaw digital transformation of internal/external platforms and launched departmental alignment strategies. Applied SWOT analysis to inform high-impact decisions across operations and marketing. Led network of 140+ referral practices.

### **RHA Health Services- Wilmington, NC**

#### **Crisis Management Responding**

*May 23' - March 24', 50+ hrs/wk*

Facilitated rapid-response operational decisions for high-need community populations. Implemented tracking systems for program effectiveness, staff allocation, and task distribution. Coordinated interdepartmental communication to meet cross-functional performance goals.

### **RHA Health Services - Wilmington, NC**

#### **Team Lead Specialized Case Manager**

*October 21' - November 22', 45+ hrs/wk*

Managed caseload operations for over 50+ clients, overseeing state-funded housing transitions. Developed team training models and operational frameworks for compliance and quality assurance. Conducted formal investigations and managed internal documentation for state audits

## CORE COMPETENCIES

- Operational Strategy & Execution
- Process Improvement & Efficiency Systems
- Organizational Change Management
- Cross-functional Leadership
- Staff Development
- Data-Driven Decision Making
- Performance Analysis & Reporting
- Budget & Resource Management
- Project & Program Management

## EDUCATION

MS in Industrial Organization Psychology

Grand Canyon University

*October 23'*

BS in Psychology

Kennesaw State University

*July 16'*

## C. Tessa Lee

ctesslee@gmail.com - (910) 998-2928 - Charlotte, NC

---

### **RHA Health Services - Asheville, NC**

#### **Residential Treatment Specialist**

*February 19' - November 21', 40 hrs/wk*

Creation for project planning grant opportunities. Directed operations for residential care programs, including staffing, logistics, and compliance. Developed systems for long-term aftercare planning and coordinated grant-based initiatives.

### **Eliada Homes - Asheville, NC**

#### **Program Manager**

*April 18' - September 18', 50+ hrs/wk*

Supervised 15+ staff members and aligned operations with regulatory care models. Developed scheduling solutions and optimized resource allocation under budget constraints.

### **Trails Carolina - Lake Toxaway, NC**

#### **Lead Field Instructor**

*March 17' - April 18', 45 hrs/wk*

Oversaw wilderness-based programs, coordinated team logistics, and conducted training for field staff. Maintained detailed documentation aligned with treatment goals and crisis intervention strategies.

## **COMMUNITY INVOLVEMENT**

- **(July 25') Senior Enrichment with Animal Care - Event Organizer**  
The Landings of Oak Island Enrichment Event & River Road Animal Hospital - Oak Island, NC
- **(May 25') Beach Clean Up - Event Organizer/Volunteer**  
Oak Island Beach Preservation Clean-up & River Road Animal Hospital - Oak Island, NC
- **(Feb 25' - July 25') Business representative support for community planning and events**  
Member Representative - Southport Chamber of Commerce
- **(January 25') Animal Shelter Volunteer**  
Sgt. Peppers Friends - Oranjestad, Aruba
- **(September 22' - September 23') Volunteer Representative, Event Organizer**  
National Alliance on Mental Illness - Wilmington, NC
- **(October 20' - October 21') Animal Volunteer Intake Coordinator**  
Asheville Humane Society - Asheville, NC
- **(October 20' - January 21') Volunteer Animal Assistant**  
Heart of Foothills Animal Shelter - Asheville, NC
- **(June 16' - July 16') Cape Coast Intern**  
Kennesaw State University - Ghana
- **(February 16' - April 16') Activity enrichment for IDD student charter - Internship**  
Jacob's Ladder - Roswell, GA
- **(August 14' - July 16') Active Minds Chapter Vice President**  
Kennesaw State University - Kennesaw, GA

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**Statement to Applicants****Which Boards would you like to apply for?**

Women's Advisory Board: Submitted

---

**Profile**

Karen

First Name

Linyard

Last Name

**What other names have you used? (includes, legal names, aliases, maiden names or professional monikers) NOTE: If none, please note N/A**

Karen Legree, Karen Bunn, and Karen Rockhead

rockh.kar@gmail.com

Email Address

3313 Ringtail Lane

Home Address

Charlotte

City

NC

State

28216

Postal Code

Mobile: (704) 201-5095

Primary Phone

Alternate Phone

**What Mecklenburg County District do you live in? Please verify below. \***

2

**How long have you been a resident of Mecklenburg County? Please include months, or years.**

17

**My age range is (please select one): \***

46 to 55

**Ethnicity \***

African American

**Gender \***

Female

---

**Interests & Experiences**

## Education

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Project Management Certificate Program, University of California Irvine, March 2022 Doctor of Business Administration, Walden University, March 2021 Master of Business Administration, ECPI University, April 2017 Bachelor of Science in Healthcare Administration, ECPI University, January 2015 Practical Nurse Program, Dutchess BOCES, June 2004

Atrium Health

Employer

Project Manager

Occupation

## Business and civic experience

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I have served as a volunteer and in leadership roles of several community organizations in the past. I currently serve on the South Piedmont AHEC Scholars Regional Advisory Committee.

## Area of expertise and interests/skills

---

I have an extensive background in the healthcare field, process improvement and strategic planning. My strengths include planning, organization and problem resolution. I have an interest in continued learning and growth, volunteerism and giving back to my community.

---

## Additional Information

**If you are or have ever served on a Mecklenburg County board/commission, please answer yes or no. If yes, please disclose the Board and term-end date.**

---

No.

## Why are you interested in serving on the board(s) to which you are applying?

---

I am interested in serving on the Women's Advisory Board because I would love the opportunity to collaborate with board members, residents and community leaders to help advance opportunities and access for women in our community. I believe my experiences and background in organizational improvement, consulting and healthcare would be valuable in helping to achieve set goals. Serving on this board would allow me to give back to my community and impact meaningful and sustainable change.

## Have you attended a meeting of the advisory board(s) to which you are applying?

---

Yes  No

## Hours Per Month Available for Position

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8

## How did you learn of the vacancy? \*

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Mecklenburg County Website

[Linyard\\_Karen\\_Resume\\_.pdf](#)

Upload a Resume

---

**Disclosure**

**Are you a Mecklenburg County resident?**

---

Yes  No

**Are you a current Mecklenburg County employee? (Mecklenburg County employees are prohibited from serving on any board where appointments are made by the Board of Commissioners. If you are a current, county employee who is to serve in an ex-officio and/or non-voting capacity on any board when required by law, please email [clerk@mecknc.gov](mailto:clerk@mecknc.gov) before submitting an application.)**

---

Yes  No

**Are you a current vendor with Mecklenburg County?**

---

Yes  No

**• Do you have any personal or business interest that could create a conflict (either real or perceived) if appointed? If yes, please explain the conflict.**

---

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---

**Board Specific Questions**

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---

I Agree

**Signature of Applicant (Sign Your Legal Name):**

---

Karen Linyard

# Karen Linyard

---

Rockh.kar@gmail.com • 704-201-5095 • Charlotte, NC 28216

Strategic and results-driven Project Manager with over a decade of experience leading complex, cross-functional initiatives in healthcare operations and organizational performance. Proven ability to manage full project lifecycles—from initiation through closure—while driving enterprise-wide change and stakeholder engagement. Skilled in evaluating multifaceted impacts, developing comprehensive engagement strategies, and implementing performance metrics that support sustainable transformation. Adept at collaborating with senior leaders, sponsors, and cross-functional teams to clarify requirements, influence policy, and deliver measurable outcomes. Holds a Doctor of Business Administration with a focus on Consulting, with a solid foundation in change management, strategic planning, and resource optimization.

## **Core Competencies:**

- Strategic Planning & Execution
- Healthcare Operations & Ambulatory Care
- Transition & Acquisition Management
- Regulatory Compliance & Risk Mitigation
- Performance Improvement & Quality Assurance
- Data Analysis & Financial Reporting
- Change Management & Stakeholder Engagement
- Training, Coaching & Team Development

## **Professional Experience**

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**ATRIUM HEALTH • Charlotte, NC • 2008 - Present**

*Spearheaded multiple cross-functional initiatives aimed at reducing operational inefficiencies and eliminating waste across ambulatory care and transition services. These efforts led to increased access to care, streamlined workflows, and optimized resource utilization.*

### **PROJECT MANAGER (2017 – PRESENT)**

Oversee projects from conception and development to closeout to assure continuous adherence to the operational plan. Streamline processes within ambulatory units to build upon business strategies. Collect and analyze data to identify gaps in project performance, determine next steps, and institute solutions to improve patient care. Lead cross-functional teams in the assessment, resolution, and implementation of project improvements in accordance with regulatory agencies, accrediting entities, company policies, and ethical business practices. Provide training on all new functional procedures to ensure proper and timely implementation

### **Key Accomplishments:**

- Lead strategic transitions of over 30 ambulatory care practices, improving access for thousands of patients and streamlining workflows for 500+ clinicians.
- Directed the consolidation of 28 tax IDs into 4, impacting 74 practice locations and 600+ clinicians, ensuring compliance and operational continuity.
- Collaborated to implement process improvements in Gastroenterology referrals, reducing delays and enhancing patient access.
- Served as Organization Administrator for COVID Vaccine Management System, coordinating site enrollments with NC DHHS.
- Launched patient call centers in Georgia market, improving regional support and service delivery.
- Developed and implemented Medallia Performance Improvement Plan for Medical Group leaders.
- Standardized triage communication, reducing ER visits by 51% and improving care coordination.
- Increased first-call resolution by 60%, enhancing patient satisfaction and operational efficiency.
- Piloted workflow enhancements for 50+ clinicians and 75 teammates across 7 locations, improving communication and productivity.

# Karen Linyard

---

## OPERATIONS ASSOCIATE II (2015 – 2017)

Delivered high-quality programs and solutions that met business and patient needs. Managed site assessments, performed comprehensive analysis of workflow processes, determined staffing requirements, and assessed training needs. Created detailed project design documents and task-level project plans to organize cross-functional teams focused on the quality of patient care.

### Key Accomplishments:

- Led implementation of Standard Work processes across 3 practices, achieving 95% competency among staff.
- Delivered training to 200+ clinical staff, improving adherence to protocols and patient care quality.
- Successfully onboarded new team members, enhancing team cohesion and readiness.

## LICENSED PRACTICAL NURSE / CLINICAL ASSISTANT II (2008– 2015)

Provided quality nursing care through the treatment of patients in ambulatory care units. Performed and assisted with various in-patient procedures. Coordinated additional care for diagnostic imaging and referral to specialists. Oversaw coordination of various administrative clinical activities.

### Key Accomplishments:

- Managed a **\$40K clinical supplies budget**, maintaining cost efficiency and resource availability.
- Conducted annual in-service training, ensuring compliance and staff competency.
- Introduced daily improvement huddles, enhancing team communication and problem-solving.

**HIGHLAND ASSISTED LIVING** • Highland, NY • 2006 - 2008  
*Provided quality nursing care for residents in a 46-bed facility.*

## LICENSED PRACTICAL NURSE

Managed four Personal Care Assistants including on-boarding, training, performance feedback, mentorship, and disciplinary actions. Provide basic and advanced treatment to patients while optimizing wellness. Coordinated medication management, and symptom documentation. Maintained detailed documentation on patient condition and treatment plans in compliance with HIPAA regulations and state and federal guidelines.

### Key Accomplishments:

- Streamlined policies and processes that resulted in the reduction of administered medication errors and improved patient safety.
- Conducted initial and annual in-service training for facility employees.
- Held weekly and daily (as needed) safety reviews of facilities to ensure environment was safe for residents.

**FISHKILL CENTER FOR REHABILITATION AND NURSING** • Beacon, NY • 2004 - 2008  
*Provided quality nursing care for residents in a long-term care facility.*

## LICENSED PRACTICAL NURSE

Provided basic and advanced treatment to patients, optimizing wellness in a vulnerable patient population. Coordinated medication management, and symptom documentation. Provided patient education and information on treatment plans to family members as needed. Maintained detailed documentation on patient condition and treatment plans in compliance with HIPAA regulations and state and federal guidelines.

### Key Accomplishments:

- Delivered compassionate, quality care to an average of 20 residents per shift ensuring adherence to individualized treatment plans.
- Built strong relationships with residents and families to increase trust in care delivery.
- Collaborated with interdisciplinary teams to develop and revise treatment plans to enhance patient outcomes and promote care coordination.

# Karen Linyard

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## Leadership Development

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### Participant – Leadership Connect Series with Vice President

*Atrium Health – Charlotte, NC*

*January 2025 – September 2025*

- Completed a 6-session leadership development program focused on communication and strategic thinking.
- Engaged in group discussion on goal setting, leadership imperatives, and problem solving
- Read and discussed *The Secret* by Ken Blanchard and Mark Miller, and *The Heart of Leadership* by Mark Miller

### Participant – Emotional Intelligence for Leaders

*LEAD Program – Zoom*

*January 2025*

- Engaged in a session focused on self-awareness, self-regulation, empathy, and social skill development.

### Participant – Project Management – Change Management Principles

*Online seminar – Zoom*

*February 2025*

- Attended a session focused on change management models and the impact on successful project management outcomes.

### Participant – Mentoring Program

*Greater Charlotte Healthcare Executives Group Mentor Program – Charlotte, NC*

*September 2017 – September 2018*

- Completed monthly mentoring sessions with an assigned mentor focused on goal setting and career development.

## Education & Credentials

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- Doctor of Business Administration (Consulting) – Walden University, 2021
- MBA, Healthcare Administration – ECPI University, 2017
- BS, Healthcare Administration (Acute Care Track) – ECPI University, 2015
- Project Management Certificate – UC Irvine, 2022
- Practical Nurse Program – Dutchess BOCES, 2004
- Lean Six Sigma Green Belt Certified – Expert Rating, 2015
- Licensed Practical Nurse – NC Board of Nursing (Exp. Aug 2026)

## Leadership & Community Engagement

---

- AHEC Scholars Advisory Committee Member – Provides strategic guidance for regional healthcare education.
- Health & Wellness Ministry, New Zion Church – Organizes health events and serves on emergency response team.
- PTSA President, Mallard Creek HS – Led strategic initiatives, fundraising, and advocacy for student success.
- President, Divine Nine Alliance, Walden University – Promoted academic excellence and professional development.
- Committee Co-Chair, Policies & Procedures, Delta Sigma Theta Sorority, Incorporated – Led policy updates and governance alignment.

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**Statement to Applicants****Which Boards would you like to apply for?**

Women's Advisory Board: Submitted

---

**Profile**

Jennifer

First Name

Louis-jeune

Last Name

**What other names have you used? (includes, legal names, aliases, maiden names or professional monikers) NOTE: If none, please note N/A**

JENNIFER LYN RUSHING

jlouisj@me.com

Email Address

5501 WINDSWEPT DRIVE

Home Address

CHARLOTTE

City

NC

State

28226

Postal Code

Mobile: (917) 751-1723

Primary Phone

Alternate Phone

**What Mecklenburg County District do you live in? Please verify below. \***

5

**How long have you been a resident of Mecklenburg County? Please include months, or years.**

4 YEARS 10 MONTHS

**My age range is (please select one): \***

30 to 45

**Ethnicity \***

African American

**Gender \***

Female

---

**Interests & Experiences**

## Education

---

EMORY UNIVERSITY, B.A. 2005 FORDHAM UNIVERSITY SCHOOL OF LAW, J.D. 2008

LAW OFFICES OF JAMES  
SCOTT FARRIN

Employer

ATTORNEY

Occupation

## Business and civic experience

---

I strive to be an active member of my community. Prior to living in Mecklenburg County, I was on a town committee for the Town of Chappaqua, New York, and also ran for town council. I am also the founder of a non-profit, Court Closet, that provides clothing for incarcerated individuals.

## Area of expertise and interests/skills

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I have extensive experience in many areas of the law. My varied experiences give me a strong foundation to understand and navigate complex issues. I am a skilled advocate and communicator, both in verbal and written communication. I am interested in being involved in my chosen community.

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## Additional Information

**If you are or have ever served on a Mecklenburg County board/commission, please answer yes or no. If yes, please disclose the Board and term-end date.**

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No.

**Why are you interested in serving on the board(s) to which you are applying?**

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I am interested in serving on a board because I recognize the value of the government engaging with the public. Being more involved in the community will allow me to contribute to meaningful initiatives that improve the lives of residents and address critical issues affecting the neighborhoods of this county that I have grown to love. Additionally, serving on a board presents an invaluable opportunity to learn from diverse perspectives and experiences. I am committed to developing my understanding of the needs of our community and best practices in public service. I am particularly passionate about collaborating with others to ensure that all community members have access to justice and legal resources. I look forward to bringing my skills, expertise, and dedication to this important work.

**Have you attended a meeting of the advisory board(s) to which you are applying?**

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Yes  No

**Hours Per Month Available for Position**

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10-20

**How did you learn of the vacancy? \***

---

Other

**If you answered other - Where did you learn of this vacancy?**

Email from Leigh Altman

[JLouis-Jeune\\_2025\\_Resume.pdf](#)

Upload a Resume

---

**Disclosure**

**Are you a Mecklenburg County resident?**

Yes  No

**Are you a current Mecklenburg County employee? (Mecklenburg County employees are prohibited from serving on any board where appointments are made by the Board of Commissioners. If you are a current, county employee who is to serve in an ex-officio and/or non-voting capacity on any board when required by law, please email [clerk@mecknc.gov](mailto:clerk@mecknc.gov) before submitting an application.)**

Yes  No

**Are you a current vendor with Mecklenburg County?**

Yes  No

**• Do you have any personal or business interest that could create a conflict (either real or perceived) if appointed? If yes, please explain the conflict.**

Yes  No

---

**Board Specific Questions**

## Disclaimer

---

**I, hereby, authorize Mecklenburg County to verify all information included in this application. I certify that I have read the appointment policy and that the information contained in this application is true according to the best of my knowledge and belief. I certify that I am providing my legal name and address in which I reside. I understand that inaccurate or untrue information will be cause for removal from any appointed advisory board. By submitting this application, I agree to adhere to all County policies pertaining to advisory boards, including attendance. I understand if I do not achieve 65% annual attendance, I will be automatically removed from the board or commission to which I am appointed. I understand that this application is subject to the N.C. Public Records Law (NCGS § 132-1) and may be released upon request.**

---

I Agree

**Signature of Applicant (Sign Your Legal Name):**

---

Jennifer Rushing Louis-Jeune

**JENNIFER R. LOUIS-JEUNE**

Charlotte, North Carolina 28226

Phone: 917-751-1723

Email: [jennifer@jljlaw.com](mailto:jennifer@jljlaw.com)

**BAR ADMISSIONS**

State of North Carolina, 4 <sup>th</sup> Circuit Court of Appeals, Western & Middle Districts of North Carolina	September 2022
Supreme Court of the United States	June 2022
State of New York, 2 <sup>nd</sup> Circuit Court of Appeals, Southern & Eastern Districts of New York	June 2009
State of New Jersey & District of New Jersey	November 2008

**EDUCATION**

**Fordham University School of Law**

J.D. May 2008

Honors and Activities: Recipient Robert Aram Renzulli Prize in Criminal Law; Stein Scholar for Public Interest

**Emory University**

B.A. Psychology, Minor Spanish, May 2005

**PROFESSIONAL EXPERIENCE**

**Law Offices of James Scott Farrin, Remote**

*Associate Attorney*, February 2025 – Present

- Represented mass torts plaintiffs in state and federal multidistrict litigation matters
- Represented class action plaintiffs in state court
- Developed processes and procedures for case management

**Keller Postman, LLC., Remote**

*Attorney*, June 2023 – February 2025

- Represented mass torts plaintiffs in state and federal multidistrict litigation matters
- Drafted complex pleadings and motions, corresponded with clients, communicated with courts and outside counsel, conducted legal research in multiple jurisdictions using Westlaw, prepared and conducted depositions
- Conducted initial case reviews, coordinated with communications and technology teams to streamline client outreach, organized and distilled information for the filing of thousands of cases

**State of North Carolina Judicial Branch, Charlotte, NC**

*Magistrate*, January 2023 – June 2023

- Conducted criminal proceedings, including initial appearances, setting conditions of release, issuing search warrants and warrants for arrest
- Conducted civil proceedings, including hearing small claims cases, entering orders for summary ejection, determining involuntary commitments and performing marriages

**Law Office of Jennifer R. Louis-Jeune, New York, NY, Charlotte, NC**

*Solo Practitioner*, December 2013 – December 2022; July 2023 – Present

- Represented approximately 100 indigent federal defendants from arrest through appeal including:
  - 5 federal trials, in SDNY and EDNY, including one acquittal
  - Preparing and conducting pretrial hearings and trials
  - Drafting and filing motions and briefs
  - Communicating with the court and opposing counsel
  - Negotiating plea agreements, deferred prosecution agreements and non-prosecution agreements
  - Conducting legal research and analysis
  - Supervising associate counsel, paralegals and law students

**JENNIFER R. LOUIS-JEUNE**

Charlotte, North Carolina 28226

Phone: 917-751-1723

Email: [jennifer@jljlaw.com](mailto:jennifer@jljlaw.com)

- Reviewing e-discovery
- Conducting document review, e-discovery tagging and depositions in civil litigation cases
- Represented numerous state criminal defendants from arrest through case resolution
- Member of Criminal Justice Panel in the Western District of North Carolina, Jan. 2024, Southern and Eastern Districts of New York, Jan. 2019 and Jan. 2021
- Mentee in Southern District Criminal Justice Act Mentoring Program, August 2016-December 2017
- Member of Westchester County 18B Panel, Jan. 2015-Jan. 2022
- Active security clearance: Top Secret

**Fordham University School of Law, New York, NY**

*Adjunct Professor, Federal Litigation Clinic; Co-Counsel, Lincoln Square Legal Services, Jan. 2020-Aug. 2021*

- Co-taught seminar course for 5 semesters
- Supervised students in the representation of indigent persons in federal criminal and civil matters in the Southern District of New York, Second Circuit Court of Appeals and District of Delaware

**Gottlieb & Janey, LLC, New York, NY**

*Associate, Aug. 2016 – March 2017*

- Represented full docket private clients in state and federal criminal matters
- Oversaw extensive investigation, research and preparation for high profile murder trial
- Drafted successful motion to squash subpoenas for search of electronic evidence
- Drafted motion to vacate murder conviction
- Conducted research and prepared or trial in multi-million-dollar federal money laundering case
- Supervised a team of paralegals and associate attorneys

**Law Offices of Adam D. Perlmutter, P.C., New York, NY**

*Associate, June 2009 – June 2012*

- Represented private clients in state matters, with a focus on driving while intoxicated cases, and federal assigned matters
- Responsible for a full docket of private and assigned cases from arrest through appeal
- Supervised more than 20 attorneys and paralegals in discovery review for federal organized crime trial
- Drafted successful mitigation report to the Dept. of Justice to request denial of request for death penalty authorization

**Robert Half International, New York, NY**

*Contract Attorney, Mar 2009 – June 2009*

**Fordham University School of Law, New York, NY**

*Fellow, Sustainable Development Initiative, August 2008 – March 2009*

- Drafted proposed legislation to the United Nations regarding 2030 sustainable development goals
- Drafted proposed guidelines for promoting the rule of law in Ghana and presented to the Supreme Court of Ghana
- Accompanied the Supreme Court of Ghana to training in Washington D.C. with members of the United States Supreme Court

**PRO BONO**

**American Civil Liberties Union of Louisiana, Alexandria, LA**

*Of Counsel, August 2020 – 2023*

- Partnered with the ACLU of Louisiana to file lawsuit to challenge policing practices in Louisiana
- Investigated case and filed Section 1983 suit in the Western District of Louisiana for three plaintiffs, including:
  - Propounding and answering discovery requests
  - Conducting depositions
  - Drafting and filing Section 1983 complaint

**JENNIFER R. LOUIS-JEUNE**

Charlotte, North Carolina 28226

Phone: 917-751-1723

Email: [jennifer@jljlaw.com](mailto:jennifer@jljlaw.com)

- Drafting and filing motions
- Communicating with opposing counsel, communication with court and negotiating settlement

**Howard University Law School**, New York, NY

*Volunteer Professor*, Criminal Justice Clinic, September 2021– May 2022

- Supervised students in the representation of clients during partnership with the ACLU of Louisiana

**LANGUAGES**

Proficient in Spanish

**TECHNICAL SKILLS**

Proficient user of digital tools, such as legal research databases, e-discovery software, document management software and digital communication, including: Westlaw/Lexis, Microsoft Office/Google Workspace, Power BI, Relativity, Goldfynch, eVoucher, eCourts, Filevine, Adobe, Zoom/Microsoft Teams

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**Statement to Applicants****Which Boards would you like to apply for?**

---

Women's Advisory Board: Submitted

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**Profile**

Ebony

First Name

S

Middle  
Initial

Lucas

Last Name

**What other names have you used? (includes, legal names, aliases, maiden names or professional monikers) NOTE: If none, please note N/A**

---

Ebony Minger

bluziva@gmail.com

Email Address

9301 Westbury Woods Drive Apt A

Home Address

Charlotte

City

NC

State

28277

Postal Code

Mobile: (704) 790-9027

Primary Phone

Alternate Phone

**What Mecklenburg County District do you live in? Please verify below. \*** 5**How long have you been a resident of Mecklenburg County? Please include months, or years.**

---

20years**My age range is (please select one): \*** 30 to 45**Ethnicity \*** African American**Gender \*** Female

---

**Interests & Experiences**

Ebony S Lucas

## Education

---

Paralegal Diploma 2021 MEd degree in Teaching with a minor in Educational leadership B.A Degree in Education with a minor in philosophy Served as an Educator in the public and private sector for over 18 years. Managing a \$25,000 Title I budget as a Parent Facilitator while coordinating large-scale family literacy events featured in local media Worked as a Literacy Coach in a non-profit organization, delivering ELLCO(Literacy assessments) trained teachers, and modeling evidence-based instructional strategies Founder of The LMNC USA STEM Consulting Group, Inc., focused on education consulting and workforce development

LMNC USA STEM Consulting  
Group, Inc.,

Employer

Director

Occupation

## Business and civic experience

---

I have professional and community experience supporting program administration, compliance review, and family engagement initiatives. As a Parent Educator working with a federally funded Title I Literacy Program, I assisted in managing grant-funded literacy initiatives, including oversight of the Title I literacy budget, monitoring expenditures, and maintaining documentation to ensure alignment with grant requirements and program objectives. My work involved coordinating with school administrators, educators, and families to implement literacy programs and ensure resources were used effectively to support student success. This role required careful documentation review, program monitoring, and communication with multiple stakeholders to ensure transparency and accountability in the use of grant funds. In addition to my program experience, I earned a Paralegal Diploma with Honors, which provided formal training in legal research, regulatory analysis, and identifying compliance issues within complex documentation and policies. This training strengthened my ability to analyze records, recognize legal considerations, and approach program oversight with a strong compliance and accountability perspective. I have also been actively engaged in community advocacy and civic participation, particularly in areas related to education, housing security, public accountability, and access to services for families and children with disabilities. Through these experiences, I have developed strong analytical, organizational, and communication skills that support effective collaboration with public agencies, community stakeholders, and program participants.

## Area of expertise and interests/skills

---

Grant compliance monitoring and Title I program budget oversight Review and analysis of financial and program documentation Legal research and regulatory analysis (Paralegal Diploma - Honors) Program evaluation and policy compliance review Disability rights awareness and knowledge of disability-related laws and protections Strong analytical, documentation, and problem-solving skills Stakeholder communication and information gathering Community advocacy and family engagement in education programs Interest in public accountability, grant oversight, and effective use of public resources

## Additional Comments

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I am committed to public service, accountability, and ensuring that programs funded through public resources are implemented effectively and in compliance with applicable laws and regulations. My background in program oversight, legal research, and community advocacy has given me a strong appreciation for transparency, ethical decision-making, and thoughtful policy implementation. As both a professional and a caregiver for a child with a disability, I also bring a personal commitment to disability rights awareness, accessibility, and ensuring that programs and policies are inclusive and responsive to the needs of families and vulnerable populations. Additionally, having experienced homelessness, I have a firsthand understanding of housing insecurity and the challenges faced by those in vulnerable living situations. I welcome the opportunity to contribute my analytical skills, attention to detail, and community perspective in a way that supports responsible governance and meaningful outcomes for the community.

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## Additional Information

If you are or have ever served on a Mecklenburg County board/commission, please answer yes or no. If yes, please disclose the Board and term-end date.

no

**Why are you interested in serving on the board(s) to which you are applying?**

Serving on this board would allow me to contribute my skills in analysis, policy review, and stakeholder communication to support responsible decision-making, promote equity and accessibility, and help ensure that resources are used effectively to benefit the community. I am motivated by the opportunity to have a tangible, positive impact on programs that directly affect education, housing, and family support in Mecklenburg County.

**Have you attended a meeting of the advisory board(s) to which you are applying?**

Yes  No

**Hours Per Month Available for Position**

8

**How did you learn of the vacancy? \***

Other

**If you answered other - Where did you learn of this vacancy?**

bocc.mecknc.gov website

[ELucasResume2026\\_1\\_1.pdf](#)

Upload a Resume

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## Disclosure

**Are you a Mecklenburg County resident?**

Yes  No

**Are you a current Mecklenburg County employee? (Mecklenburg County employees are prohibited from serving on any board where appointments are made by the Board of Commissioners. If you are a current, county employee who is to serve in an ex-officio and/or non-voting capacity on any board when required by law, please email [clerk@mecknc.gov](mailto:clerk@mecknc.gov) before submitting an application.)**

Yes  No

**Are you a current vendor with Mecklenburg County?**

Yes  No

• Do you have any personal or business interest that could create a conflict (either real or perceived) if appointed? If yes, please explain the conflict.

Yes  No

---

## Board Specific Questions

### Disclaimer

I, hereby, authorize Mecklenburg County to verify all information included in this application. I certify that I have read the appointment policy and that the information contained in this application is true according to the best of my knowledge and belief. I certify that I am providing my legal name and address in which I reside. I understand that inaccurate or untrue information will be cause for removal from any appointed advisory board. By submitting this application, I agree to adhere to all County policies pertaining to advisory boards, including attendance. I understand if I do not achieve 65% annual attendance, I will be automatically removed from the board or commission to which I am appointed. I understand that this application is subject to the N.C. Public Records Law (NCGS § 132-1) and may be released upon request.

I Agree

**Signature of Applicant (Sign Your Legal Name):**

Ebony Lucas

Ebony S Lucas




# Ebony S. Lucas

Author, Consultant, Change Agent

Accomplished educator, literacy specialist, and community leader with 18+ years of experience improving instructional quality, coaching educators, and strengthening family engagement. Highly skilled in curriculum design, early literacy intervention, behavior support, and culturally responsive practices.

## CONTACT

 (704) 790- 9027

 ebonylucas44@gmail.com

 Charlotte, NC

## EDUCATION

Paralegal Diploma - Ashworth College,  
2021 (Cum Laude)

M.Ed., Educational Leadership - AIU  
University, 2018 (Cum Laude)  
(Commencement Speaker)

B.A., Liberal Arts & Elementary Education  
Shaw University, 2009

High School Diploma - E.E. Waddell High  
School

## AREAS OF EXPERTISE

Critical Thinking

Digital Marketing

Negotiation

Leadership

Curriculum Development

Culturally Responsive Practices

## WORK EXPERIENCE

2021- 2023

MCS Academy (Kindergarten Teacher)  
Charlotte, NC

Improved literacy and numeracy through  
differentiated instruction.

Built strong family partnerships through  
consistent communication

2018-2020

Child Care Resources Inc — Literacy Coach  
Charlotte, NC

Delivered ELLCO assessments and  
strengthened literacy instruction.

Trained teachers in MyIGDIs progress  
monitoring. Modeled evidence-based  
strategies improving teaching quality

2017- 2018

Queen City STEM School K-1 Teacher  
Charlotte, NC

Implemented Journeys & Go Math with  
measurable gains. Used DIBELS assessments to  
guide instruction.

2016- 2017

Cobb County School District - Title I Parent Facilitator  
Austell, GA

Managed 25,000 Title I budget and ensured  
compliance. Coordinated Family Literacy Night  
featured in local media.



## CONTACT

 (704) 790- 9027

 ebonylucas44@gmail.com

 Charlotte, NC

## HONORS & AWARDS

Autism Black 2026 Ambassador

Who's Who Black Charlotte 2025 Nominee

Ms. North Carolina AUS 2026 (Current Title)

Ms. Central NC 2025 AUS

Ms. Elite Woman NC 2025

Published Author - "Dear Little Black Prince" (2025)

Honor Society Member (2022-2023)

Golden Key National Honor Society Member (2021)

Family Literacy Night Organizer - Featured in the Marietta Daily Journal Newspaper

Founder, Miss M.O.M Pageant - Featured in Raleigh News & Observer

Miss Black Charlotte USA 2009-2010

Shaw University Miss Senior 2000

## VOLUNTEER (select)

Salvation Army Center for hope

Iota Phi lambda Sorority INC

Zeta Phi Beta Sorority INC

# Ebony S. Lucas

Public Speaker

## WORK EXPERIENCE CONTINUED

2012-2015

Charlotte-Mecklenburg Schools — Instructional Assistant (K-1)

Charlotte, NC

Supported small-group literacy instruction contributing to significant growth.

2008- 2012

Bright Horizons (BOA Center) Lead Teacher

Charlotte, NC / Atlanta, GA

Designed developmentally appropriate learning experiences and enhanced parent communication.

2003 - 2008

La Petite Academy - Lead Teacher

Charlotte, NC

Developed individualized lesson plans supporting cognitive and social-emotional growth.

Founder

2023 - Present

LMNC USA STEM Consulting Group, INC

Charlotte, NC

Leveraged consultative skills and background to create an organization focused on promoting higher education and trade skills, while providing educational consulting to companies and schools, changing the perception of Minorities in America.

Authored the children book "Dear Little Black Prince". With a Black boy as the leading protagonist. Currently less than 2% of children's books are written by a Black author.

Impacted over 5000 educators, parents, and children storyteller at conferences, partner with local Charlotte Mecklenburg library, bookstores, and classrooms.

## Ebony by the Numbers



16+ years of consulting experience



Presented to 2000+ people at speaking engagements



Ability to navigate ambiguous situations on time and with high quality

---

**Statement to Applicants****Which Boards would you like to apply for?**

Women's Advisory Board: Submitted

---

**Profile**

Camille

First Name

Maara

Last Name

**What other names have you used? (includes, legal names, aliases, maiden names or professional monikers) NOTE: If none, please note N/A**

N/A

camille@charlotteangels.org

Email Address

5306 Swearngan Rd

Home Address

Charlotte

City

NC

State

28216

Postal Code

Home: (704) 506-3367

Primary Phone

Alternate Phone

**What Mecklenburg County District do you live in? Please verify below. \***

2

**How long have you been a resident of Mecklenburg County? Please include months, or years.**

41 years

**My age range is (please select one): \***

30 to 45

**Ethnicity \***

African American

**Gender \***

Female

---

**Interests & Experiences**

## Education

---

Graduate from East Meck High School class of 1999. Some college--CPCC Matthews, UNCC

Solventum

Employer

Medicare Billing  
Representative

Occupation

## Business and civic experience

---

As Co-Executive Director of Charlotte Angels, I lead initiatives that support children, youth, and families impacted by foster care throughout Mecklenburg County. My responsibilities include strategic planning, fundraising, community partnerships, program development, volunteer engagement, public speaking, and advocacy efforts that strengthen support systems for vulnerable families. Through my leadership role, I collaborate with local government agencies, schools, nonprofits, faith organizations, corporate partners, and community stakeholders to address issues impacting children and families in the foster care community. I have organized and led county-wide community events, fundraising initiatives, educational symposiums, and family engagement programs focused on mentorship, mental wellness, and community support. In addition to my nonprofit leadership experience, I have nearly two decades of professional experience in healthcare billing and auditing operations, where I manage complex accounts, ensure compliance, and work within highly detail-oriented systems. This experience has strengthened my organizational, analytical, and communication skills. My civic involvement includes advocacy for foster care awareness, collaboration with Mecklenburg County community partners, participation in leadership and nonprofit initiatives across Charlotte, and ongoing efforts to increase community engagement and equitable support for families and youth. I am passionate about serving Mecklenburg County through collaborative leadership, community connection, and meaningful advocacy.

## Area of expertise and interests/skills

---

My areas of expertise include nonprofit leadership, community engagement, fundraising, advocacy, program development, public relations, volunteer management, and strategic partnership building. I have extensive experience working with children, youth, and families impacted by foster care, with a strong focus on mentorship, family support, mental wellness, and community-based solutions. My professional background also includes healthcare operations, auditing, compliance, and account management, which has strengthened my organizational, analytical, and problem-solving abilities. My interests and skills include community advocacy, public speaking, event planning, relationship building, leadership development, collaborative problem solving, and increasing access to resources for underserved populations. I am especially passionate about empowering women, strengthening families, supporting youth development, and creating meaningful community partnerships that drive lasting impact throughout Mecklenburg County.

---

## Additional Information

**If you are or have ever served on a Mecklenburg County board/commission, please answer yes or no. If yes, please disclose the Board and term-end date.**

---

No

**Why are you interested in serving on the board(s) to which you are applying?**

I am interested in serving on the Women’s Advisory Board because I am passionate about advocating for women, children, and families throughout Mecklenburg County and helping ensure that community voices are represented in meaningful ways. Through my work with Charlotte Angels, I have seen firsthand how important collaboration, access to resources, and strong community support systems are in creating positive outcomes for families. I believe my experience in nonprofit leadership, community engagement, and advocacy would allow me to contribute thoughtfully to conversations surrounding the needs and challenges facing women in our community. I am especially interested in supporting initiatives that promote equity, mental wellness, family stability, leadership opportunities, and access to supportive services. Serving on this board would allow me to further my commitment to public service while working alongside other community leaders to help create informed recommendations and meaningful impact for Mecklenburg County residents.

**Have you attended a meeting of the advisory board(s) to which you are applying?**

Yes  No

**Hours Per Month Available for Position**

15

**How did you learn of the vacancy? \***

Social Media

---

**Disclosure**

**Are you a Mecklenburg County resident?**

Yes  No

**Are you a current Mecklenburg County employee? (Mecklenburg County employees are prohibited from serving on any board where appointments are made by the Board of Commissioners. If you are a current, county employee who is to serve in an ex-officio and/or non-voting capacity on any board when required by law, please email [clerk@mecknc.gov](mailto:clerk@mecknc.gov) before submitting an application.)**

Yes  No

**Are you a current vendor with Mecklenburg County?**

Yes  No

**• Do you have any personal or business interest that could create a conflict (either real or perceived) if appointed? If yes, please explain the conflict.**

Yes  No

---

## Board Specific Questions

### Disclaimer

---

I, hereby, authorize Mecklenburg County to verify all information included in this application. I certify that I have read the appointment policy and that the information contained in this application is true according to the best of my knowledge and belief. I certify that I am providing my legal name and address in which I reside. I understand that inaccurate or untrue information will be cause for removal from any appointed advisory board. By submitting this application, I agree to adhere to all County policies pertaining to advisory boards, including attendance. I understand if I do not achieve 65% annual attendance, I will be automatically removed from the board or commission to which I am appointed. I understand that this application is subject to the N.C. Public Records Law (NCGS § 132-1) and may be released upon request.

---

I Agree

**Signature of Applicant (Sign Your Legal Name):**

---

Camille Maara

---

**Statement to Applicants****Which Boards would you like to apply for?**

Women's Advisory Board: Submitted

---

**Profile**

Tara

First Name

Newton

Last Name

**What other names have you used? (includes, legal names, aliases, maiden names or professional monikers) NOTE: If none, please note N/A**

N/A

tnewtc@gmail.com

Email Address

6301 Welford Rd

Home Address

Charlotte

City

NC

State

28211

Postal Code

Home: (253) 279-7163

Primary Phone

Alternate Phone

**What Mecklenburg County District do you live in? Please verify below. \*** 5**How long have you been a resident of Mecklenburg County? Please include months, or years.**

1yr, 2 mos, 15 days

**My age range is (please select one): \*** 46 to 55**Ethnicity \*** African American**Gender \*** Female

---

**Interests & Experiences**

## Education

---

Bachelor of Arts in Civic Engagement, The Evergreen State College Associate Degree in Social Work and Mental Health, Pierce College

Freedom Communities

Employer

Family Success Coach

Occupation

## Business and civic experience

---

I bring more than 10 years of experience in nonprofit leadership, community engagement, advocacy, and family support services. My work has included program management, volunteer engagement, community partnerships, workforce development, resource navigation, and direct support to individuals and families. In addition to my professional experience, I have served in several civic leadership roles. I served on the Board of Directors for Community Health Care in Tacoma, Washington, supporting efforts related to patient advocacy, access to care, and organizational governance. I also served on the Board of Just & Healthy Food Systems, a community-led initiative focused on advancing food access, food sovereignty, and equitable food systems. Through this work, I collaborated with community leaders and partners to address barriers to healthy, culturally relevant food and strengthen community well-being. Additionally, I served on the Political Leadership Council with SAGE Leaders, where I participated in candidate endorsement and evaluation processes, conducted research, and helped identify and support community-centered leaders seeking public office. Through both my professional and volunteer leadership, I have worked to strengthen communities, increase access to resources, and support individuals and families in achieving greater stability and opportunity.

## Area of expertise and interests/skills

---

Community engagement, family stability, workforce development, economic mobility, program development, nonprofit leadership, strategic partnerships, volunteer management, advocacy, public speaking, group facilitation, and resource navigation. I am particularly interested in advancing opportunities for women and families through education, employment, health, leadership development, and community collaboration.

## Additional Comments

---

As a Mecklenburg County resident and nonprofit professional, I am committed to strengthening opportunities for women and families. Through my current work with mothers in Mecklenburg County, I see firsthand both the challenges women face and the strengths they bring to their families and communities. I would welcome the opportunity to contribute that perspective while learning from fellow board members and community leaders.

---

## Additional Information

**If you are or have ever served on a Mecklenburg County board/commission, please answer yes or no. If yes, please disclose the Board and term-end date.**

---

No

### Why are you interested in serving on the board(s) to which you are applying?

---

I am interested in serving on the Women's Advisory Board because I am passionate about advancing opportunities for women and strengthening the systems that support them. Throughout my career, I have worked alongside women navigating employment, education, housing, healthcare, caregiving responsibilities, and financial challenges while striving to create better futures for themselves and their families. In my current role, I work closely with mothers in Mecklenburg County and have a firsthand view of both the barriers women face and the resilience they demonstrate every day. These experiences have reinforced my belief that women should have a voice in shaping policies, programs, and community solutions that affect their lives. I would be honored to contribute my professional experience, community perspective, and commitment to service while working collaboratively with fellow board members to identify needs, elevate community voices, and support initiatives that improve outcomes for women throughout Mecklenburg County.

### Have you attended a meeting of the advisory board(s) to which you are applying?

---

Yes  No

### Hours Per Month Available for Position

---

10 hours

### How did you learn of the vacancy? \*

---

Mecklenburg County Website

[Newton\\_Resume\\_6.2026.docx](#)

Upload a Resume

---

### Disclosure

#### Are you a Mecklenburg County resident?

---

Yes  No

**Are you a current Mecklenburg County employee? (Mecklenburg County employees are prohibited from serving on any board where appointments are made by the Board of Commissioners. If you are a current, county employee who is to serve in an ex-officio and/or non-voting capacity on any board when required by law, please email [clerk@mecknc.gov](mailto:clerk@mecknc.gov) before submitting an application.)**

---

Yes  No

#### Are you a current vendor with Mecklenburg County?

---

Yes  No

• Do you have any personal or business interest that could create a conflict (either real or perceived) if appointed? If yes, please explain the conflict.

Yes  No

---

## Board Specific Questions

### Disclaimer

---

I, hereby, authorize Mecklenburg County to verify all information included in this application. I certify that I have read the appointment policy and that the information contained in this application is true according to the best of my knowledge and belief. I certify that I am providing my legal name and address in which I reside. I understand that inaccurate or untrue information will be cause for removal from any appointed advisory board. By submitting this application, I agree to adhere to all County policies pertaining to advisory boards, including attendance. I understand if I do not achieve 65% annual attendance, I will be automatically removed from the board or commission to which I am appointed. I understand that this application is subject to the N.C. Public Records Law (NCGS § 132-1) and may be released upon request.

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I Agree

**Signature of Applicant (Sign Your Legal Name):**

---

Tara Newton

# TARA NEWTON

Email: tnewtc@gmail.com | Phone: 253-279-7163

## PROFESSIONAL SUMMARY

Community-centered leader and advocate with 10+ years of experience supporting families, youth, and underserved communities through advocacy, coaching, and systems navigation in nonprofit and public-sector settings. Proven ability to build trust, facilitate goal-setting, remove barriers to stability, and manage records, budgets, and compliant documentation while delivering strong, people-centered service. Highly organized, systems-focused, and experienced working with grants, cross-functional teams, and community partners in fast paced environments.

## CORE COMPETENCIES

Program & Operations Management • Grant & Contract Administration • Budget & Financial Compliance • Public Health & Food Access • Staff Leadership & Development • Community Partnerships • Equity-Centered Program Design • Data & Compliance Reporting • Systems & Capacity Building • Stakeholder Engagement

## PROFESSIONAL EXPERIENCE

### **Family Success Coach | Freedom Communities | Charlotte, NC | Jan 2026 – Present**

- Facilitate participant success through goal-centered coaching, resource coordination, and barrier reduction strategies
- Cultivate partnerships and connect participants to workforce, education, and community-based opportunities
- Manage documentation, reporting, and participant tracking to support program accountability and outcomes

### **Principal Consultant | R&S Collective | Remote | Dec 2024 – Oct 2025**

- Provided program, operations, and capacity-building support to nonprofits and community-based initiatives
- Developed workplans, reporting tools, and internal systems to strengthen accountability and execution
- Supported partners with grant documentation, compliance tracking, and stakeholder coordination
- Advised leaders navigating complex philanthropic and public funding environments

### **Deputy Director | Rainbow Center | Tacoma, WA | Nov 2022 – Jan 2024**

- Provided senior operational leadership supporting organizational strategy, execution, and sustainability
- Supervised staff and volunteers; developed workplans, coached performance, and strengthened team culture
- Oversaw grant-funded programs, ensuring accurate documentation, reporting, and quality standards
- Strengthened partnerships with nonprofits, public agencies, and community stakeholders

### **Advocacy Manager | Rainbow Center | Tacoma, WA | Nov 2020 – Nov 2022**

- Managed advocacy, community engagement, and crisis-response initiatives
- Coordinated cross-agency referrals to improve access to housing, mental health, and basic needs
- Improved internal documentation and communication workflows to support service continuity

### **PROGRAM HIGHLIGHT**

#### **Caring with Pride | Tacoma, WA | 2021 – 2022**

- Launched and coordinated a community-based food and basic-needs initiative during COVID-19
- Managed partnerships with St. Leo Parish Food Connection and Alma / Alma Mater Tacoma
- Delivered consistent, dignity-centered support while reducing barriers to access for community members
- Developed a focused outreach component for unhoused youth (ages 13–26) in collaboration with partners

### **COMMUNITY LEADERSHIP & GOVERNANCE**

#### **Board Member | Just & Healthy Food System (JHFS) | Tacoma, WA | 2019 – 2023**

- Supported strategy and partnerships advancing BIPOC-centered food justice and culturally relevant access

#### **Board Member | Evergreen Empowerment Group (EEG) | Tacoma, WA | 2016 – 2023**

- Supported governance and strategic direction for initiatives addressing economic empowerment and housing stability

#### **Board Member | Hilltop Urban Gardens (HUG) | Tacoma, WA | 2015 – 2021**

- Advanced food sovereignty, land justice, and culturally rooted wellness initiatives

#### **Volunteer | Village Keepers | Tacoma, WA | 2015 – 2016**

- Supported meal programs and basic-needs services for at-risk youth and young adults experiencing homelessness

### **LEADERSHIP DEVELOPMENT & FELLOWSHIPS**

American Leadership Forum (ALF) – Senior Fellow, Class XXX

Puget Sound Sage Leaders – Community Leadership Institute

### **AWARDS & RECOGNITION**

Community Leadership & Impact Award – 2023

Recognized for sustained leadership, advocacy, and community impact advancing equity and inclusive systems.

### **EDUCATION**

Bachelor of Arts – Civic Engagement | The Evergreen State College | Tacoma, WA

Associate of Arts – Social Work / Mental Health | Pierce College | Tacoma, WA

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**Statement to Applicants****Which Boards would you like to apply for?**

Women's Advisory Board: Submitted

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**Profile**

Porchea

First Name

Ray

Last Name

**What other names have you used? (includes, legal names, aliases, maiden names or professional monikers) NOTE: If none, please note N/A**

N/A

porchearay86@gmail.com

Email Address

126 Park Fairfax Dr

Home Address

Charlotte

City

NC

State

28208

Postal Code

Home: (704) 608-6252

Primary Phone

Alternate Phone

**What Mecklenburg County District do you live in? Please verify below. \***

2

**How long have you been a resident of Mecklenburg County? Please include months, or years.**

40

**My age range is (please select one): \***

30 to 45

**Ethnicity \***

African American

**Gender \***

Female

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**Interests & Experiences**

## Education

---

West Charlotte High School

Habitat for humanity

Employer

Critical home repair

Occupation

## Business and civic experience

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I currently work in construction with Habitat for Humanity's Critical Home Repair program in the Charlotte region, where I assist with major home repairs for low-income homeowners. Through this work, I regularly see how housing conditions directly impact women, particularly single mothers and caregivers who are often responsible for maintaining household stability under limited resources. Previously, I served as an AmeriCorps member with Habitat for Humanity in new construction, gaining hands-on experience in residential building and supporting community housing efforts. My experience has given me a strong understanding of the connection between housing stability, family well-being, and economic opportunity, especially for women and children in underserved communities. I am also the founder of a community-focused nonprofit initiative, Rooted, which centers on Black mental health, wellness, and community empowerment, with an emphasis on supporting women and families through community-based resources and advocacy.

## Area of expertise and interests/skills

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Construction and residential home repair with experience supporting safe, stable housing for low-income families through Habitat for Humanity's Critical Home Repair program. Through this work, I have seen how housing conditions directly affect women, especially single mothers and caregivers who are often managing household stability under limited financial and physical resources. Community development and grassroots advocacy focused on housing stability, wellness, and family support through my nonprofit initiative, Rooted. Interests include affordable housing, community development, mental health, family stability, and policies and systems that improve outcomes for women and children in underserved communities. Skills include hands-on construction knowledge, problem-solving, teamwork, communication with homeowners and contractors, and the ability to assess and respond to community needs in practical, real-world settings.

## Additional Comments

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I am interested in serving on the Women's Advisory Board because I am committed to understanding and supporting the real-life conditions that impact women and families in Mecklenburg County. Through my work in residential construction and home repair, I have seen firsthand how housing stability affects women's ability to care for their families, maintain financial stability, and build long-term security. I bring a practical, on-the-ground perspective from working directly in communities, and I am eager to contribute that experience to discussions that help shape more effective support systems and resources for women. I am also committed to continuing to learn about local policies and programs that impact women's quality of life and opportunities.

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## Additional Information

**If you are or have ever served on a Mecklenburg County board/commission, please answer yes or no. If yes, please disclose the Board and term-end date.**

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No

**Why are you interested in serving on the board(s) to which you are applying?**

I am interested in serving on the Women’s Advisory Board because I am committed to understanding and supporting the real conditions that impact women and families in Mecklenburg County. Through my work in residential construction and home repair, I regularly see how housing stability directly affects women, particularly single mothers and caregivers who are responsible for maintaining household stability under limited resources. I am interested in bringing a practical, on-the-ground perspective to conversations about housing, family stability, and community wellbeing. I also want to deepen my understanding of local systems and policies that influence opportunities and outcomes for women. Serving on this board would allow me to contribute my experience while also learning and growing in how I can better support women and families through community-based solutions and advocacy.

**Have you attended a meeting of the advisory board(s) to which you are applying?**

Yes  No

**Hours Per Month Available for Position**

8-10 hours a month

**How did you learn of the vacancy? \***

Mecklenburg County Website

[porchea\\_ray\\_resume.pdf](#)

Upload a Resume

---

**Disclosure**

**Are you a Mecklenburg County resident?**

Yes  No

**Are you a current Mecklenburg County employee? (Mecklenburg County employees are prohibited from serving on any board where appointments are made by the Board of Commissioners. If you are a current, county employee who is to serve in an ex-officio and/or non-voting capacity on any board when required by law, please email [clerk@mecknc.gov](mailto:clerk@mecknc.gov) before submitting an application.)**

Yes  No

**Are you a current vendor with Mecklenburg County?**

Yes  No

**• Do you have any personal or business interest that could create a conflict (either real or perceived) if appointed? If yes, please explain the conflict.**

Yes  No

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## Board Specific Questions

### Disclaimer

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I, hereby, authorize Mecklenburg County to verify all information included in this application. I certify that I have read the appointment policy and that the information contained in this application is true according to the best of my knowledge and belief. I certify that I am providing my legal name and address in which I reside. I understand that inaccurate or untrue information will be cause for removal from any appointed advisory board. By submitting this application, I agree to adhere to all County policies pertaining to advisory boards, including attendance. I understand if I do not achieve 65% annual attendance, I will be automatically removed from the board or commission to which I am appointed. I understand that this application is subject to the N.C. Public Records Law (NCGS § 132-1) and may be released upon request.

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I Agree

**Signature of Applicant (Sign Your Legal Name):**

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Porchea Ray

# PORCHEA RAY

Charlotte, NC | (704) 608-6252 | porchearay@gmail.com

## PROFESSIONAL SUMMARY

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Housing and community development professional with experience supporting affordable housing initiatives, emergency home repair operations, housing stabilization efforts, and residential project coordination. Skilled in coordinating with homeowners, contractors, subcontractors, volunteers, and internal teams to support timely project completion, regulatory compliance, and positive community outcomes. Background includes affordable housing construction, emergency housing response, mortgage servicing, disaster recovery support, and project documentation. Experienced working with vulnerable populations including older adults, low-income homeowners, and families experiencing housing instability.

## CORE COMPETENCIES

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- Affordable Housing & Neighborhood Services
- Housing Project Coordination
- Housing Stabilization & Emergency Response
- Construction & Residential Repair Coordination
- Stakeholder & Community Engagement
- Project Tracking & Documentation
- Contractor & Subcontractor Coordination
- Resident & Homeowner Support
- Workflow Coordination & Scheduling
- Data Tracking & Reporting
- Microsoft Office Suite (Excel, Word, Outlook)
- Cross-Functional Communication

## PROFESSIONAL EXPERIENCE

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### Critical Home Repair Construction Assistant

November 2024 – Present

*Habitat for Humanity Charlotte Region*

*Charlotte, NC*

- Coordinate and support residential repair projects serving older adults, low-income homeowners, and vulnerable families through affordable housing preservation initiatives
- Support emergency housing repair situations including plumbing failures, weather-related damage, and urgent home safety concerns requiring rapid prioritization and coordination
- Collaborate with homeowners, subcontractors, inspectors, volunteers, and internal teams to support project completion and positive homeowner experiences
- Assist with project scheduling, workflow coordination, material readiness, documentation, and day-to-day operational support across multiple active projects
- Support housing stabilization efforts by helping homeowners remain safely in their homes through critical repairs and emergency response coordination
- Maintain project files, communication tracking, and documentation related to project progress and repair activities

**Construction Crew Leader****November 2023 – November 2024***Habitat for Humanity Charlotte Region**Charlotte, NC*

- Led volunteer teams supporting residential construction and affordable housing projects
- Assisted with project planning, task coordination, safety oversight, and construction workflow management
- Coordinated communication between homeowners, volunteers, subcontractors, and staff throughout project execution
- Supported timely completion of construction milestones while maintaining quality and safety standards
- Assisted with tracking project progress and maintaining organized jobsite operations

**Part-Time Project Manager – Handy Helper Program****December 2024 – March 2025***Shepherd's Center of Charlotte**Charlotte, NC*

- Coordinated minor home repair projects supporting older adults aging safely and independently in their homes
- Managed volunteer scheduling, homeowner communication, and project assignments across multiple service requests
- Maintained project records, tracking documentation, and operational coordination to support program efficiency
- Assisted in improving home accessibility, safety, and housing stability for senior homeowners

**Construction Instructor****January 2023 – May 2023***She Built This City**Charlotte, NC*

- Delivered hands-on construction training and workforce development instruction to individuals with varying experience levels
- Taught construction safety, project organization, and foundational building skills in community-based educational settings

**Substitute Teacher (ELA & Science)****January 2023 – Present***Charlotte Lab School**Charlotte, NC*

- Managed classroom operations and maintained organized instructional environments
- Demonstrated communication, adaptability, and problem-solving skills in fast-paced settings

**Loan Processor****October 2021 – October 2022***Computershare**Charlotte, NC*

- Processed mortgage and financial documentation with accuracy and compliance adherence
- Maintained organized loan records and supported workflow tracking across multiple files and deadlines
- Communicated with clients and internal teams to support efficient loan processing operations

**Natural Disaster Mortgage Loan Processor (FEMA-Related Servicing)**

**March 2016 – September 2020**

*Wells Fargo*

*Charlotte, NC*

- Supported homeowners impacted by natural disasters through mortgage servicing, loan modification, and foreclosure prevention programs
- Assisted borrowers experiencing housing instability and financial hardship through repayment and recovery solutions
- Maintained compliance with mortgage servicing regulations, documentation requirements, and reporting standards
- Communicated with distressed homeowners during crisis situations requiring empathy, professionalism, and problem-solving skills

**EDUCATION**

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**High School Diploma**

*Charlotte, NC*

*West Charlotte High School*

**ADDITIONAL QUALIFICATIONS**

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- Extensive experience supporting affordable housing preservation and housing stabilization initiatives
- Strong understanding of residential repair operations, homeowner communication, and project coordination
- Experience working with vulnerable populations including seniors, low-income homeowners, and disaster-impacted families
- Valid driver's license

---

**Statement to Applicants****Which Boards would you like to apply for?**

Women's Advisory Board: Submitted

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**Profile**

La-tarra

First Name

Smith

Last Name

**What other names have you used? (includes, legal names, aliases, maiden names or professional monikers) NOTE: If none, please note N/A**

Tarra Smith

tarra@thrivehousingnc.org

Email Address

8420 IBM Drive

Home Address

Apt 515

Suite or Apt

Charlotte

City

NC

State

28262

Postal Code

Home: (973) 955-7738

Primary Phone

Business: (704) 218-9272

Alternate Phone

**What Mecklenburg County District do you live in? Please verify below. \***

3

**How long have you been a resident of Mecklenburg County? Please include months, or years.**

20 years

**My age range is (please select one): \***

46 to 55

**Ethnicity \***

African American

**Gender \***

Female

---

**Interests & Experiences**

La-tarra Smith

## Education

---

Advance Career Technology - IT/Networking Technology CPCC - Computer Science

Wells Fargo

Employer

Banking - Institutional  
Investment Operations  
Specialist (AVP)

Occupation

## Business and civic experience

---

I am the Founder and Executive Director of Thrive Transitional Services, LLC, a Charlotte-based transitional housing organization focused on providing structured housing for single adult women and veterans. Through this work, I have been actively involved in community outreach, housing stability efforts, and partnership-building within Mecklenburg County to address homelessness and housing insecurity. Professionally, I bring over 20 years of experience in banking and financial services, primarily on the operations side of financial institutions. My background includes process management, risk awareness, and organizational operations. Earlier in my career, I earned a technical diploma in Networking Technology. Although technology has evolved significantly since then, that foundation gives me a strong understanding of systems infrastructure, data security, and the importance of operational efficiency in modern organizations. Civically, I am deeply interested in addressing housing instability, supporting women in transition, and contributing to initiatives that serve vulnerable populations, including survivors of domestic violence. While I have not previously served on a formal board, I am eager to contribute my operational expertise, community engagement efforts, and commitment to ethical leadership in a governance capacity.

## Area of expertise and interests/skills

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My primary areas of expertise include financial operations, process management, and risk awareness. With over 20 years of experience in banking and financial services operations, I have developed strong skills in risk management, internal controls, and process improvement. As the Founder and Executive Director of Thrive Transitional Services, LLC, I have gained hands-on experience in startup planning, policy development, community outreach, and partnership building focused on housing stability. This work has deepened my commitment to serving vulnerable populations, including women, survivors of domestic violence, and veterans. I bring strong organizational skills, ethical decision-making, confidentiality awareness, and a collaborative mindset. I am especially interested in contributing to initiatives that promote stability, accountability, and long-term positive outcomes within the community.

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## Additional Information

**If you are or have ever served on a Mecklenburg County board/commission, please answer yes or no. If yes, please disclose the Board and term-end date.**

---

N/A

**Why are you interested in serving on the board(s) to which you are applying?**

---

I am interested in serving on this board because I believe strong communities are built through engaged civic leadership and collaborative decision-making. I am at a stage in my professional and personal life where I want to contribute my skills, perspective, and time in a more structured and meaningful way. Furthermore, my recent work in launching a community-focused housing initiative has expanded my awareness of the broader challenges facing individuals and families in Mecklenburg County. This has strengthened my desire to engage beyond my own work and contribute to initiatives that create measurable, lasting impact.

**Have you attended a meeting of the advisory board(s) to which you are applying?**

Yes  No

**Hours Per Month Available for Position**

Up to 12 hours per month

**How did you learn of the vacancy? \***

NotifyMe Email

---

## **Disclosure**

**Are you a Mecklenburg County resident?**

Yes  No

**Are you a current Mecklenburg County employee? (Mecklenburg County employees are prohibited from serving on any board where appointments are made by the Board of Commissioners. If you are a current, county employee who is to serve in an ex-officio and/or non-voting capacity on any board when required by law, please email [clerk@mecknc.gov](mailto:clerk@mecknc.gov) before submitting an application.)**

Yes  No

**Are you a current vendor with Mecklenburg County?**

Yes  No

**If you answered yes to the question above, please explain.**

Yes. I am the Founder and Executive Director of Thrive Transitional Services, LLC, which is registered on select Mecklenburg County vendor platforms as a housing provider. The registration allows the organization to receive payment for housing services if referrals are made through approved County channels only. If appointed to serve on a board, I would fully comply with all conflict-of-interest policies, including disclosure requirements and recusal from any discussions or decisions involving matters that could present a perceived or actual conflict.

**• Do you have any personal or business interest that could create a conflict (either real or perceived) if appointed? If yes, please explain the conflict.**

Yes  No

---

## **Board Specific Questions**

**Disclaimer**

---

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---

I Agree

**Signature of Applicant (Sign Your Legal Name):**

---

La-Tarra Smith

---

**Statement to Applicants****Which Boards would you like to apply for?**

Women's Advisory Board: Submitted

---

---

**Profile**

Allison

First Name

M

Middle  
Initial

Strong

Last Name

**What other names have you used? (includes, legal names, aliases, maiden names or professional monikers) NOTE: If none, please note N/A**

Allison Strong Johnson

iammonalisa2@gmail.com

Email Address

5840 Dixie River Rd.

Home Address

Unit 316

Suite or Apt

Charlotte

City

NC

State

28278

Postal Code

Mobile: (704) 589-8116

Primary Phone

Home: (704) 589-8116

Alternate Phone

**What Mecklenburg County District do you live in? Please verify below. \***

2

**How long have you been a resident of Mecklenburg County? Please include months, or years.**

9 years, 3 days

**My age range is (please select one): \***

Over 55

**Ethnicity \***

African American

**Gender \***

Female

---

**Interests & Experiences**

Allison M Strong

## Education

---

Bachelor of Arts, English & Political Science Juris Doctor, Law

Trusted Scribe, LLC

Employer

Professional Writer

Occupation

## Business and civic experience

---

Founder & CEO, Trusted Scribe, LLC Trusted Scribe, LLC is a boutique technical writing and strategic communications consultancy specializing in highly regulated, process-driven environments. Drawing on deep experience across banking, financial services, legal, education, fintech, cybersecurity, healthcare, and compliance functions, the firm translates complex legal, technical, and operational requirements into clear, defensible documentation. Core deliverables include policies and procedures (SOPs), RFPs, governance and control artifacts, regulatory and risk documentation, internal communications, and thought-leadership content—developed with precision, traceability, and audit readiness in mind.

## Area of expertise and interests/skills

---

Professional writing of any kind: legal, financial, curricula, thought leadership, fintech, compliance, copywriting, copyediting, proofreading, resume writing, marketing, RFPs, and grant writing.

## Additional Comments

---

I also assist PhD candidates in writing their dissertations.

---

## Additional Information

**If you are or have ever served on a Mecklenburg County board/commission, please answer yes or no. If yes, please disclose the Board and term-end date.**

---

no

**Why are you interested in serving on the board(s) to which you are applying?**

---

I love being a woman and I seek to serve women and champion causes that uplift and support us.

**Have you attended a meeting of the advisory board(s) to which you are applying?**

---

Yes  No

**Hours Per Month Available for Position**

---

As many as needed to support the board's purposes.

**How did you learn of the vacancy? \***

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NotifyMe Email

**If you answered other - Where did you learn of this vacancy?**

---

n/a

[Allison\\_Strong\\_Resume\\_2026.pdf](#)

Upload a Resume

---

## **Disclosure**

**Are you a Mecklenburg County resident?**

---

Yes  No

**Are you a current Mecklenburg County employee? (Mecklenburg County employees are prohibited from serving on any board where appointments are made by the Board of Commissioners. If you are a current, county employee who is to serve in an ex-officio and/or non-voting capacity on any board when required by law, please email [clerk@mecknc.gov](mailto:clerk@mecknc.gov) before submitting an application.)**

---

Yes  No

**Are you a current vendor with Mecklenburg County?**

---

Yes  No

**If you answered yes to the question above, please explain.**

---

I am currently pursuing vendor registration; however, I will not engage in any work or assignments that present a potential conflict of interest.

**• Do you have any personal or business interest that could create a conflict (either real or perceived) if appointed? If yes, please explain the conflict.**

---

Yes  No

---

## **Board Specific Questions**

## Disclaimer

---

**I, hereby, authorize Mecklenburg County to verify all information included in this application. I certify that I have read the appointment policy and that the information contained in this application is true according to the best of my knowledge and belief. I certify that I am providing my legal name and address in which I reside. I understand that inaccurate or untrue information will be cause for removal from any appointed advisory board. By submitting this application, I agree to adhere to all County policies pertaining to advisory boards, including attendance. I understand if I do not achieve 65% annual attendance, I will be automatically removed from the board or commission to which I am appointed. I understand that this application is subject to the N.C. Public Records Law (NCGS § 132-1) and may be released upon request.**

---

I Agree

**Signature of Applicant (Sign Your Legal Name):**

---

Allison Strong

# ALLISON M. STRONG

Charlotte, NC ♦ USC ♦ [jammonalisa2@gmail.com](mailto:jammonalisa2@gmail.com) ♦ <https://www.linkedin.com/in/allisonstrong-id/>

## SR. COMMUNICATIONS STRATEGIST/TECHNICAL WRITER

A results-driven **Senior Communications Strategist** with deep expertise in executive communications, organizational messaging, and integrated communications planning. Proven ability to translate complex information into clear, compelling narratives that align with leadership priorities and advance organizational objectives. Experienced in advising senior leaders, managing high-visibility initiatives, and delivering high-quality internal and external communications across digital, print, and stakeholder channels. Recognized for strong judgment, cross-functional collaboration, and the ability to drive engagement, consistency, and impact in fast-paced environments. As a communications strategist, I lead integrated strategies that inform, engage, and inspire audiences while driving clarity, alignment, and impact.

With more than 10 years of experience in creating content for marketing, legal, fintech, and banking sectors, I am skilled in developing documents, policies, procedures, and digital assets, as well as overseeing editorial planning, approval, and publishing from start to finish. As a **Senior Technical Writer**, I specialize in crafting and maintaining comprehensive documentation, including user manuals, installation guides, and UI/UX documentation, to ensure seamless understanding and usage of digital products and services. I collaborate with SMEs, engineers, developers, product managers, and stakeholders to gather accurate and detailed information, ensuring the precision and completeness of all content. I create and update self-service resources such as FAQs, troubleshooting guides, and knowledge base articles, enabling users to resolve common issues independently. Throughout, I maintain a high standard of grammar, consistency, and alignment with company style guides, ensuring that complex technical concepts are clearly communicated to both technical and non-technical audiences, incorporating AI-powered research and documentation tools to improve accuracy, clarity, and efficiency in technical content development.

Additionally, I design instructional materials such as training manuals, QRGs, online help, white papers, newsletters, and tutorials to support both internal and external training programs, combining creative concepting with copywriting for various channels and audiences.

As a strategic, persuasive, and detail-oriented project manager, I thrive in cross-functional environments, creating impactful deliverables tailored to diverse goals. Fluent in concepting and copywriting for multiple campaigns and end-users; a strategic, persuasive, and analytically nuanced creator.

## CORE COMPETENCIES

- ◆ Data Encryption
- ◆ Copyediting/writing
- ◆ Cloud Security
- ◆ Legal/Compliance
- ◆ Technical Writing
- ◆ Digital Campaigns
- ◆ Audit/Governance
- ◆ SDLC
- ◆ Copilot
- ◆ Procedure Writing
- ◆ Marketing Comms
- ◆ Cybersecurity
- ◆ Corporate Comms
- ◆ C-Suite Comms
- ◆ Change Management
- ◆ ChatGPT
- ◆ Leadership Influencer
- ◆ Stakeholder Mgmt.
- ◆ KPI Ownership
- ◆ Grammarly

## CAREER EXPERIENCE

**Senior Policy & Procedure Writer** | Wells Fargo Bank, Charlotte, NC

04/2025 – 12/2025

Tasked with providing comprehensive procedural writing support to the Payment Operations and Management Support (POMS) for international and domestic wire transfers and Escalation teams by documenting new processes, developing detailed step-by-step guides, and updating existing bank procedures to align with evolving industry standards.

- Lead the development, revision, and maintenance of detailed payment operational procedures for domestic and international wire transfer processes in alignment with regulatory requirements and

internal risk controls using AI tools to rewrite dense/technical content for clear, plain language explanations.

- Leverage AI-assisted writing and analysis tools to accelerate the creation, review, and refinement of complex documentation, improving accuracy, consistency, and turnaround time in a highly regulated environment. Utilized AI tools to support data validation, trend analysis, and quality control across high-visibility deliverables.
- Collaborate with Control/Risk Teams to ensure content aligns with brand tone, messaging, and strategic goals, compliance to check for legal and regulatory adherence; and control teams (risk/audit) to ensure content does not introduce operational or reputational risk.
- Partner with subject matter experts (SMEs), operations managers, compliance officers, and risk partners to gather information, validate processes, and ensure accuracy and completeness of procedural documentation.
- Translate complex financial and compliance requirements into clear, user-friendly procedural guides, job aids, and workflow documentation for front-line wire transfer operations teams and run readability checks to catch overly complex phrasing.
- Ensure documentation complies with Wells Fargo's enterprise procedure governance standards, including formatting, version control, and audit traceability, ensuring adherence to style guidelines and terminology consistency.
- Develop and maintain Standard Operating Procedures (SOPs) for FED ISO based financial messaging systems, including Fedwire and SWIFT formats.
- Translate complex technical and regulatory requirements into clear, user-friendly procedural guides, job aids and workflow documentation for frontline wire transfer operations teams.
- Collaborate with compliance, operations, and IT teams to ensure procedures align with evolving regulatory standards and internal controls.
- Maintain detailed knowledge bases in Confluence tied to Jira tickets, improving traceability and knowledge sharing across risk, compliance, and security teams.

**IT Cybersecurity Technical Writer** | Bank of America, Charlotte, NC

06/2024 – 04/2025

Tasked with collaborating with security engineering, security architecture, product management, and project management teams to produce required project artifacts, including solution design documents, service specifications, security control specifications, user guides, support scripts, documentation for audit and governance, and presentation materials for various internal and external audiences. Skilled in cybersecurity concepts and protocols, such as digital identity, authentication, data encryption, API protocols, cloud security, and security risk management.

- Co-editor of the Global Information Security monthly newsletter, disseminated to teammates in more than 40 countries.
- Collaborate cross-functionally with engineering, production, and Quality Assurance, requesting engineers to clarify ambiguous behavior; verified functionality with QA; ensured documentation matched product requirements and discovered undocumented features or breaking changes before release.
- Utilize AI-enabled productivity tools to streamline documentation workflows, enhance reporting accuracy, and support large-scale content updates aligned with compliance and operational standards. This included using AI to assist with document analysis, revision tracking, and structured data support for enterprise programs.
- Write clear, concise, and comprehensive documentation for cybersecurity, software products and services, such as user guides, playbooks, procedures, policies, release notes, and FAQs.
- Review and edit documentation written by developers and provide constructive feedback.
- Research and validate the technical features, user scenarios, and best practices of software.

- Coordinate with software engineers, leads and other stakeholders to gather feedback, resolve issues, and ensure alignment of documentation with the software development lifecycle.
- Contribute to the improvement of documentation processes, standards, and style guidelines.
- Skilled in agile story writing.

**Sr. Manager, Grant & Technical Writer** | Trusted Scribe, LLC, Charlotte, NC

02/2024 – 06/2024

Identify, define, and develop funding sources to support existing and planned program activities; lead the development, writing, and submission of grant proposals to federal, state, and private funding agencies; research, draft grant requests, and submit reports.

- Manage a team of writers to ensure deadlines are met and content is consistent with brand and style guides.
- Leverage AI-assisted writing and analysis tools to accelerate the creation, review, and refinement of complex documentation, improving accuracy, consistency, and turnaround time
- Plan email marketing campaigns and oversee execution.
- Edit and proofread content for grammar, punctuation, spelling, style, format, and clarity.

**Sr. Communications Consultant** | Wells Fargo Bank, Charlotte, NC

05/2023 – 02/2024

Write, edit, and project-manage enterprise-wide remediation communication deliverables for home lending, equity, and mortgage, including letter templates, call center FAQs/scripts, and internal messaging, cross functionally with compliance, control, and legal.

- Collaborate with and lead cross-functional business groups and project teams to ensure consistent messaging.
- Adapt to high productivity in a fast-paced and evolving workplace.
- Communications Lead for the creation and project management of remediation deliverables, including customer-facing communications and FAQs for customer service agents.
- Experience in policy governance and procedure drafting in a highly regulated environment.
- Draft business policies and facilitate procedure development by driving working group sessions with key stakeholders.

**Sr. Technical Writer/Content Strategist** | Trusted Scribe, LLC, Charlotte, NC

12/2022 - 04/2023

Research, draft, and submit proposals and grant applications which enable organizations, individuals, and nonprofits to receive grant funding; work with organizational leadership to identify financial needs and meet annual milestones and goals.

- Conduct research and create strategies that influence key business priorities.
- Demonstrated experience writing and producing complex technical documentation for IT and non-IT staff.
- Support AI-assisted development of thought leadership content to drive clarity, consistency, and audience engagement.
- Proficient track changes, styles, formatting, tables, and version control.
- Proficient in PowerPoint to create and update presentations with text, tables, and graphics.
- Proficient using SharePoint for document management, collaborative updates, and sharing work.

Develop and implement strategies and content for enterprise-wide digital campaigns for Schwab's suite of financial services, working closely with brand standards, compliance, and legal requirements. Gather marketing specifications, develop and implement plans for successful product launches.

- Write clear, persuasive copy for digital and print channels, including websites, email campaigns, advertisements, landing pages, and social media.
- Develop brand-aligned messaging that translated business objectives into compelling customer-focused narratives.
- Collaborate with marketing, design, product, and leadership teams to ensure copy accuracy, consistency, and strategic alignment.
- Partner with the design and content teams to deliver digital messages using Workfront.
- Ensure platform-wide consistency through documentation and naming convention uniformity.
- Communicate and implement technical strategies with cross-functional teams.

- Develop engaging content aligned with Brand Central and the Style Guide, including facilitator guides, participator guides, reference guides, meeting-in-a-box, video scripts, PowerPoint decks, and knowledge checks.
- Improved the end-to-end experience of ECMO's enterprise-wide learning design deliverables by conducting usability reviews with SMEs, identifying issues, and proposing design recommendations.
- Demonstrated ability to plan/prioritize work activities to manage multiple simultaneous assignments and timelines using Agile/Scrum methodology.
- Experience using Word, including track changes, styles, formatting, tables, and images.
- Experience using SharePoint for document management, collaborative updates, and sharing work.
- Collaborate with research, UX and visual designers, engineers, product managers, SMEs throughout the enterprise to deliver compelling UX solutions. Draft content and manage the approval flow using JIRA/Confluence.

## NOTED CAREER EXPERIENCE

<b>Legal Document Analyst</b> , Consilio Law Firm, Charlotte, NC	09/2021 - 03/2022
<b>Senior Risk/Compliance Analyst</b> , USAA Bank, Charlotte, NC	08/2021 - 09/2021
<b>Technical Writer</b> , Wells Fargo Bank, Charlotte, NC	03/2021 - 05/2021
<b>Technical Writer</b> , Bank of America, Charlotte, NC	11/2020 - 01/2021
<b>Technical Writer/Business Analyst</b> , Zenmonics, Inc., Charlotte, NC	01/2019 - 06/2019
<b>Technical Writer/Developer</b> , Wells Fargo Bank, Charlotte, NC	06/2019 - 10/2019
<b>Business Systems Consultant V</b> , Wells Fargo Bank, Charlotte, NC	08/2018 - 10/2018
<b>Technical Writer</b> , Wells Fargo Bank, Charlotte, NC	11/2017 - 06/2018
<b>Legal Documentation Analyst</b> , Consilio Law Firm, Charlotte, NC	07/2017 - 11/2017
<b>Director of Training</b> , Snelling Staffing, Freehold, NJ	12/2015 - 01/2017
<b>Senior Manager, New Business Development</b> , Green Lab Financial Drexel Hill,	07/2013 - 07/2015
<b>Adjunct Professor/GED Instructor</b> , Camden, County College, Blackwood, NJ	09/2007 - 12/2010

## EDUCATION

**Juris Doctor**, University of Georgia School of Law, Athens, GA

**Bachelor of Arts, English and Political Science**, Rutgers University, New Brunswick, NJ

## TECHNICAL SKILLS

Microsoft365, SharePoint, MS Teams, CoPilot, ChatGPT, Google Suite, Agile, Waterfall, Sprint Planning, Content Creation, Cloud Content Management, Jira/Confluence, Kanban, Salesforce, OneNote, Outlook Express, Slack, Workfront, Document Management Systems

## PORTFOLIO

[allisonstrong-portfolio](#)

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**Statement to Applicants****Which Boards would you like to apply for?**

Women's Advisory Board: Submitted

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**Profile**

Kaytlyn

First Name

D

Middle  
Initial

Trower

Last Name

**What other names have you used? (includes, legal names, aliases, maiden names or professional monikers) NOTE: If none, please note N/A**

n/a

kaytlyntrow25@gmail.com

Email Address

8518 Ashley Hill Ct, Apt G

Home Address

Charlotte

City

NC

State

28262

Postal Code

Mobile: (203) 543-4224

Primary Phone

Alternate Phone

**What Mecklenburg County District do you live in? Please verify below. \***

3

**How long have you been a resident of Mecklenburg County? Please include months, or years.**

11 months

**My age range is (please select one): \***

18 to 29

**Ethnicity \***

African American

**Gender \***

Female

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**Interests & Experiences**

Kaytlyn D Trower

## Education

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Hampton University, B.A in Psychology Mercer University, M.S in Clinical Rehabilitation Counseling

Division of Services for the  
Blind  
Employer

Certified Rehabilitation  
Counselor  
Occupation

## Business and civic experience

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Throughout my life I have held many different positions of leadership. In high school, I was the Youth Leader of my church, in college I became a RBT working with children with Autism, in my graduate training I became a member of Chi Sigma Iota. As a new resident in Mecklenburg, I am looking for an opportunity to give back to the community in a meaningful way.

## Area of expertise and interests/skills

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I have worked with children with Development and Intellectual disorders for 10 years. My biggest area of interest is Advocacy for all individuals who are struggling to be accepted or not afforded the same opportunities and resources. I enjoy networking and assisting individuals with meeting their goals.

---

## Additional Information

**If you are or have ever served on a Mecklenburg County board/commission, please answer yes or no. If yes, please disclose the Board and term-end date.**

No

**Why are you interested in serving on the board(s) to which you are applying?**

Each of the boards I have chosen deal directly with advocacy in fields that I have worked in and feel a strong passion to protect. I have the ability to help to make a difference I want to be apart of that change and representation for others that they can be apart of it too.

**Have you attended a meeting of the advisory board(s) to which you are applying?**

Yes  No

**Hours Per Month Available for Position**

10

**How did you learn of the vacancy? \***

Other

**If you answered other - Where did you learn of this vacancy?**

I have family who reside on boards in Connecticut which is where I am from. During a conversation with them about next steps it was recommended to check to see what opportunities were available.

---

## Disclosure

**Are you a Mecklenburg County resident?**

Yes  No

**Are you a current Mecklenburg County employee? (Mecklenburg County employees are prohibited from serving on any board where appointments are made by the Board of Commissioners. If you are a current, county employee who is to serve in an ex-officio and/or non-voting capacity on any board when required by law, please email [clerk@mecknc.gov](mailto:clerk@mecknc.gov) before submitting an application.)**

Yes  No

**Are you a current vendor with Mecklenburg County?**

Yes  No

**• Do you have any personal or business interest that could create a conflict (either real or perceived) if appointed? If yes, please explain the conflict.**

Yes  No

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## Board Specific Questions

## Disclaimer

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I, hereby, authorize Mecklenburg County to verify all information included in this application. I certify that I have read the appointment policy and that the information contained in this application is true according to the best of my knowledge and belief. I certify that I am providing my legal name and address in which I reside. I understand that inaccurate or untrue information will be cause for removal from any appointed advisory board. By submitting this application, I agree to adhere to all County policies pertaining to advisory boards, including attendance. I understand if I do not achieve 65% annual attendance, I will be automatically removed from the board or commission to which I am appointed. I understand that this application is subject to the N.C. Public Records Law (NCGS § 132-1) and may be released upon request.

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I Agree

**Signature of Applicant (Sign Your Legal Name):**

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Kaytlyn Trower

KAYTLYN TROWER, M.S., CRC, NCC  
8518 Ashley Hill Ct, Apt G  
Charlotte, NC, 28262  
203-543-4224  
[Kaytlyntrow25@gmail.com](mailto:Kaytlyntrow25@gmail.com)

## **PROFESSIONAL SUMMARY**

Certified Rehabilitation Counselor (CRC) and National Certified Counselor (NCC) with experience providing vocational rehabilitation services, counseling, case management, and advocacy for individuals with disabilities. Skilled in managing diverse caseloads, developing individualized employment plans, coordinating community resources, and supporting consumers in achieving competitive integrated employment. Dedicated to promoting independence, accessibility, and equitable opportunities through person-centered counseling and rehabilitation services.

## **PROFESSIONAL EXPERIENCE**

### **Vocational Rehabilitation Counselor**

Division of Services for the Blind  
North Carolina  
July 18, 2025 – Present

- Manage a caseload of 50+ consumers with visual impairments, providing individualized vocational rehabilitation counseling and guidance.
- Assist consumers in obtaining and maintaining competitive integrated employment through assessment, career planning, job readiness training, and placement services.
- Develop, implement, and monitor Individualized Plans for Employment (IPEs) to support consumers in achieving vocational goals.
- Coordinate with employers, educators, medical providers, and community partners to secure services, accommodations, and employment opportunities.
- Maintain accurate case documentation and ensure compliance with state and federal vocational rehabilitation regulations.
- Advocate for consumer independence, accessibility, and equal access to employment and community resources.

### **Intern Counselor**

Atlanta Metropolitan State College  
Atlanta, GA  
January 2023 – December 2023

- Conducted individual counseling sessions and participated in seminars and workshops focused on counseling techniques and professional development.
- Collaborated with supervisors to review cases, discuss interventions, and strengthen clinical decision-making skills.
- Established rapport with clients and assisted in developing individualized treatment plans.
- Maintained confidential records and documentation in accordance with ethical and professional standards.
- Supported clients' emotional, behavioral, and psychological growth through evidence-based interventions.

## **Registered Behavior Technician**

Centria Healthcare

Atlanta, GA

February 2022 – June 2025

- Provided one-on-one Applied Behavior Analysis (ABA) therapy services to clients with developmental disabilities.
- Collaborated with interdisciplinary teams to implement treatment plans and monitor client progress.
- Prepared detailed documentation and case notes to support continuity of care.
- Trained families on skill generalization strategies across home, school, and community environments.
- Contributed to positive behavioral outcomes through implementation of individualized interventions.

## **Inclusion Specialist**

Adaptive Learning Center

Atlanta, GA

August 2021 – February 2022

- Developed and implemented Therapy Education Plans (TEPs) in collaboration with teachers, therapists, and families.
- Conducted curriculum-based assessments and documented student progress toward individualized goals.
- Promoted inclusion and participation for students with diverse learning needs.

## **Additional Behavioral Health Experience**

Behavior Technician | Behavioral Health & Wellness Center | 2018 – 2020

Behavioral Specialist | Hillside Inc. | 2020

ABA Behavioral Therapist | Therapyland | 2020 – 2021

Registered Behavior Technician | All Kids First | 2021

Paraprofessional | Delta-T Group | 2018

- Provided behavioral support, parent training, crisis intervention, skill development, and documentation services for children and families across educational, clinical, and community settings.

## **EDUCATION**

Master of Science in Clinical Rehabilitation Counseling

Mercer University

Atlanta, GA

December 2023

GPA: 3.9

Bachelor of Arts in Psychology

Hampton University

Hampton, VA

May 2020

## **CERTIFICATIONS**

- Certified Rehabilitation Counselor (CRC)
- National Certified Counselor (NCC)
- First Aid/CPR/AED Certified
- Mental Health First Aid Certified

## **CORE COMPETENCIES**

- Vocational Rehabilitation Counseling
- Case Management & Documentation
- Disability Advocacy & Accessibility Services
- Employment Planning & Job Placement
- Career Assessment & Counseling
- Individualized Plans for Employment (IPEs)
- Community Resource Coordination
- Motivational Interviewing
- Counseling & Communication Skills
- Regulatory Compliance & Recordkeeping
- Professional Collaboration & Teamwork
- Crisis Intervention & Problem Solving
- Time Management & Organization

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**Statement to Applicants****Which Boards would you like to apply for?**

Women's Advisory Board: Submitted

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**Profile**

Constance

First Name

Wallace

Last Name

**What other names have you used? (includes, legal names, aliases, maiden names or professional monikers) NOTE: If none, please note N/A**

N/A

constancewallace@bellsouth.net

Email Address

5620 Chalyce Lane

Home Address

Charlotte

City

NC

State

28270

Postal Code

Home: (678) 641-4415

Primary Phone

Alternate Phone

**What Mecklenburg County District do you live in? Please verify below. \***

5

**How long have you been a resident of Mecklenburg County? Please include months, or years.**

5 years

**My age range is (please select one): \***

30 to 45

**Ethnicity \***

African American

**Gender \***

Female

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**Interests & Experiences**

## Education

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Bachelor of Arts in Psychology, Spelman College Master of Science in Professional Counseling, Georgia State University

Self-Employed

Employer

Mental Health Therapist

Occupation

## Business and civic experience

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Business & Professional Experience Founder & Owner, Positive Outlook Group — Established and operates a mental health private practice serving a predominantly female clientele, providing counseling and therapeutic services to individuals navigating a wide range of personal and systemic challenges. Mental Health Counselor, U.S. Military Installations — Provided clinical mental health services to military personnel and their families across installations worldwide, demonstrating adaptability and cross-cultural competence in high-stakes environments. Child Sexual Abuse Specialist & Court-Qualified Expert Witness — Delivered specialized therapeutic services to children who experienced sexual abuse and testified in court proceedings as an expert witness, bridging clinical expertise with the legal system to advocate for child victims. Domestic Violence Shelter Counselor — Provided mental health support and crisis intervention to women and families in domestic violence shelters, offering trauma-informed care to some of the most vulnerable members of the community. Clinician, Women & Children's Substance Abuse Rehabilitation Center — Delivered specialized counseling services at a rehabilitation facility exclusively serving women and children, addressing the intersection of addiction, trauma, and family stability. College Panel Speaker — Invited panelist at multiple college campuses, addressing a variety of topics related to mental health, women's wellness, and professional development. Civic & Community Experience Board Member, InTech Foundation — Served on the board of directors, contributing to organizational governance and community-focused initiatives. President, National Alumnae Association of Spelman College - Augusta Chapter — Led the local alumnae chapter, directing programming, membership engagement, and community outreach efforts. Chair, Membership Committee, National Alumnae Association of Spelman College - Charlotte Chapter — Currently leading membership strategy and growth for the Charlotte chapter of one of the nation's most distinguished alumnae associations. Southeast Regional Delegate, National Alumnae Association of Spelman College — Represented the Southeast region at the national level, contributing to association-wide policy, programming, and advocacy.

## Area of expertise and interests/skills

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Areas of Expertise & Interests/Skills Clinical Licensure & Credentials Licensed Professional Counselor (LPC) Licensed Clinical Mental Health Counselor (LCMHC) Clinical Specializations Cognitive Behavioral Therapy (CBT) Eye Movement Desensitization and Reprocessing (EMDR) Trauma-Informed Care Child Sexual Abuse Assessment & Treatment Domestic Violence & Crisis Intervention Substance Abuse Recovery — Women & Children Military Family Mental Health & Cross-Cultural Counseling Community & Civic Leadership Nonprofit Board Governance Alumnae Association Leadership & Membership Development Public Speaking & College Panel Facilitation Regional & National Organizational Representation Advocacy & Systems Navigation Expert Witness Testimony — Child Sexual Abuse Cases Women's Health & Wellness Advocacy Social Services & Community Resource Navigation Collaborative Program Development

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## Additional Information

**If you are or have ever served on a Mecklenburg County board/commission, please answer yes or no. If yes, please disclose the Board and term-end date.**

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No, I have never served on a Mecklenburg County Board

## Why are you interested in serving on the board(s) to which you are applying?

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My interest in serving on the Women's Advisory Board is rooted in both personal experience and professional purpose. As a graduate of a women's college, I know firsthand how transformative it is to be in spaces that actively invest in women's leadership, voice, and potential. That experience planted a seed that has only grown deeper over time. Today, as a mental health counselor in private practice, I work primarily with women — and I see daily how interconnected their challenges truly are. A client's mental health is rarely separate from her employment stress, her family dynamics, her access to legal or financial resources, or her sense of belonging in her community. The WAB's holistic focus across education, employment, family, health, law, finance, and social services reflects exactly that reality. I want to bring my clinical perspective to this work — to help identify gaps in the status of women in our county and to advocate for programs that meet women where they are. I am deeply committed to Mecklenburg County and eager to contribute to collaborative, community-driven leadership that moves the needle for women here.

## Have you attended a meeting of the advisory board(s) to which you are applying?

---

Yes  No

## Hours Per Month Available for Position

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4

## How did you learn of the vacancy? \*

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Other

## If you answered other - Where did you learn of this vacancy?

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I received an email from Commissioner Leigh Altman.

[CV.pdf](#)

Upload a Resume

---

## Disclosure

### Are you a Mecklenburg County resident?

---

Yes  No

**Are you a current Mecklenburg County employee? (Mecklenburg County employees are prohibited from serving on any board where appointments are made by the Board of Commissioners. If you are a current, county employee who is to serve in an ex-officio and/or non-voting capacity on any board when required by law, please email [clerk@mecknc.gov](mailto:clerk@mecknc.gov) before submitting an application.)**

---

Yes  No

### Are you a current vendor with Mecklenburg County?

---

Yes  No

• Do you have any personal or business interest that could create a conflict (either real or perceived) if appointed? If yes, please explain the conflict.

Yes  No

---

## Board Specific Questions

### Disclaimer

---

I, hereby, authorize Mecklenburg County to verify all information included in this application. I certify that I have read the appointment policy and that the information contained in this application is true according to the best of my knowledge and belief. I certify that I am providing my legal name and address in which I reside. I understand that inaccurate or untrue information will be cause for removal from any appointed advisory board. By submitting this application, I agree to adhere to all County policies pertaining to advisory boards, including attendance. I understand if I do not achieve 65% annual attendance, I will be automatically removed from the board or commission to which I am appointed. I understand that this application is subject to the N.C. Public Records Law (NCGS § 132-1) and may be released upon request.

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I Agree

**Signature of Applicant (Sign Your Legal Name):**


---

Constance Wallace


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 678-641-4415

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 Constance@positiveoutlookllc.com

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 5620 Chalyce Lane  
Charlotte, NC 28270

# Constance Wallace, LPC, LCMHC

## Licensed Mental Health Clinician

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A compassionate and dedicated licensed mental health clinician with nearly 20 years of professional expertise. Skilled in building collaborative relationships with clients, students, and community organizations.

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## SKILLS

- \* Crisis Intervention
- \* Case Management Proficiency
- \* Efficient Communication
- \* Individual Counseling
- \* Assessment and diagnosis
- \* Multidisciplinary collaboration
- \* Treatment Planning
- \* Trauma-Focused Cognitive Behavior Therapy (TF-CBT)
- \* EMDR Trained

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## LICENSURE

**Licensed Professional Counselor (LPC)**

**Licensed Clinical Mental Health Counselor (LCMHC)**

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## MEMBERSHIP

**ACA Member**

American Counseling Association

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## PROFESSIONAL SUMMARY

- \* Nearly 20 years of experience providing counseling, specializing in various forms of trauma, conflict resolution and communication.
- \* Experience working with students in various school settings.
- \* Created countless presentations for schools and organizations in the community.
- \* Skilled in creating healthy relationships with clients, students, and organizations.
- \* Knowledgeable in leading others in group discussions and instruction.

---

## EDUCATION

**Master of Science in Professional Counseling**

Aug 2003-May 2005

Georgia State University  
Atlanta, GA

**Bachelor of Arts in Psychology**

Aug 1999-May 2003

Spelman College  
Atlanta, GA

# EXPERIENCE

---

## **Founder/Owner & Psychotherapist, Positive Outlook Group**

**September 2017–Present**

- \* Provide individual counseling to adolescents and adults presenting with various mental health issues.
- \* Presentations to organizations focused on child sexual abuse.
- \* Participate on panels at colleges and universities to discuss various topics related to mental health.

## **Managed Health Network**

### **Senior Military & Family Life Counselor**

**May 2014–September 2020**

- \* Facilitated monthly forums addressing the needs of caregivers of wounded, injured, or ill military service members.
- \* Briefed senior members of the military command on significant issues affecting service members and families.
- \* Provided marriage counseling, family therapy, and individual counseling to military members and their children.

## **City of Alexandria, Sexual Assault Center**

### **Senior Therapist/Advocate**

**November 2012–May 2014**

- \* Provided individual therapy to adults and children who experienced sexual abuse.
- \* Facilitated group therapy to adults who experienced sexual abuse as a child or adult.
- \* Assisted clients in the hospital, courtroom, and police station in the role of an advocate.

## **Military & Family Life Consultant at Military Installations throughout the world**

**August 2009–October 2012**

- \* Provided short-term, solution oriented services to military personnel and families.
- \* Led groups in elementary and middle schools focused on coping skills for children of military members.
- \* Suggested behavioral interventions, parenting skills, and child development education to parents and staff members.

# EXPERIENCE

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## **Georgia Center for Child Advocacy**

### **Psychotherapist/Forensic Interviewer/Forensic Evaluator**

**February 2007–August 2009**

- \* Conducted forensic interviews with children to gather information about possible sexual abuse and/or witness to homicide.
- \* Provided individual and group therapy to children and teenagers to discuss sexual abuse.
- \* Facilitated presentations to organizations in the community, which focused on the prevention of child sexual abuse.

## **St. Jude's Recovery Center**

### **Case Manager/Substance Abuse Counselor**

**August 2005–February 2007**

- \* Created treatment plans as a guide to help clients remain clean and sober.
- \* Completed intake assessments to determine the mental health and substance abuse diagnosis of clients.
- \* Facilitated psycho-educational groups which focused on spirituality, domestic violence, and the 1st step of Alcoholics Anonymous (AA).

# PRESENTATIONS

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- \* **Spelman College**  
Provided information to college students about child sexual abuse and prevention.
- \* **Neighbor to Family**  
Presentation was provided to foster parents with information on ways to help children with a sexual abuse history.
- \* **Alexandria Center for Children**  
Provided information to parents on how to recognize signs of child sexual abuse, and prevent abuse using the Darkness to Light curriculum.
- \* **Licensed Professional Counselor's Association Convention**  
Presented information on how to prevent child sexual abuse using information from Darkness to Light's Stewards of Children's prevention program.
- \* **Child Enrichment Inc.**  
Presentation included information regarding Vicarious Trauma to the Multidisciplinary Case Review Team.
- \* **Sexual Assault Center**  
Provided information to volunteers to the sexual assault hotline regarding the effect of trauma on the brain, specifically during a sexual assault.

## PANELS

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\* **Spelman College**

**Emotional Labor & Creative Practice Panel**

Shared ways to navigate emotional labor while performing art based social justice work and grounding techniques for coping.

\* **Georgia State University**

**Racial Battle Fatigue**

Presented information on racial trauma, signs of Post-Traumatic Stress Disorder, and coping techniques.

## PUBLICATIONS

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\* **The Atlanta Voice**

In this article, I provide information on the impact of trauma, such as domestic violence, and the type of support needed for survivors of violence.

\* **Voyage Savannah**

This article spotlights the origins of my private practice, the impact of COVID-19, and coping skills to manage unexpected changes.

## REFERENCES

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\* **References are available upon request.**

Mecklenburg County, NC

# Women's Advisory Board

## Board Details

The Women's Advisory Board is to identify periodically the Status of Women in Mecklenburg County; to work toward the betterment of the status of women in education, employment, family, community, health, law, finance, and social services; and to provide community leadership opportunities by initiating and promoting programs designed to serve the needs of women.

Must be a resident of Mecklenburg County.

### Mission Statement

The mission of the Women's Advisory Board is to promote the critical and emerging needs of women in Mecklenburg County through education and service.

### Purpose

The WAB is to identify periodically the status of women in Mecklenburg County; to recommend ways to work toward the betterment of the status of women in education, employment, family, community, health, law, finance, and social services; to work collaboratively with other organizations; and to provide community leadership opportunities by initiating and promoting programs designed to serve the needs of women.

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## Overview

**Size** 15 Seats

**Term Length** 3 Year

**Term Limit** 2 Terms

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## Contact

**Name** Elyse Hamilton-Childres, Abigail Wyatt

**Phone** (704) 900-9343

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## Additional

**Qualifications**

Must be a resident of Mecklenburg County.

**Advisory Board Details**

Contact staff advisor for more information.

**Meeting Dates/Times**

Monthly - 4th Monday at 5:30 p.m.

**Meeting Location**

Valerie C. Woodward Center - Ste. 4023 3205 Freedom Drive Charlotte, NC 28202

**Time Commitment**

3 hours per month

**Stipend**

No

**Special Notes****Job Description**

# Women's Advisory Board

## Board Roster

### Kandice L Mcqueen

**1st Term** Oct 03, 2023 - Apr 30, 2027

**Email** kandiced@me.com

**Appointing Authority** BOCC

**Home Phone** Mobile: (803) 389-4883

**Address**

12347 Hunting Birds Lane  
Charlotte , NC 28278

### Holly Sullivan

**Partial Term** Mar 17, 2026 - Apr 30, 2027

**Email** hollydbyrd@gmail.com

**Appointing Authority** BOCC

**Home Phone** Home: (980) 223-9881

**Address**

5432 Dolphin Ln  
Charlotte, NY 28215

### Kaovny M Jonas

**Partial Term** Mar 17, 2026 - Apr 30, 2027

**Email** kmjonas@clproject.org

**Appointing Authority** BOCC

**Home Phone** Mobile: (803) 467-9931

**Address**

16214 Fieldstone Trace  
Charlotte, NC 28278

### Dayna Alexander

**Partial Term** Mar 17, 2026 - Nov 30, 2027

**Email** dayna\_alexander@hotmail.com

**Appointing Authority** BOCC

**Home Phone** Mobile: (704) 942-4006

**Address**

11126 Pagebrook Lane  
Charlotte, NC 28214

### Ronea Chambers

**Partial Term** Apr 01, 2025 - Nov 30, 2027

**Email** asnwdrp@yahoo.com

**Appointing Authority** BOCC

**Home Phone** Mobile: (301) 653-0053

**Address**

14136 Lissadell circle  
Charlotte , NC 28277

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□ **Denawa D Alberti**

**2nd Term** Dec 21, 2021 - Nov 30, 2027

**Email** denawa.alberti@gmail.com

**Appointing Authority** BOCC

**Home Phone** Mobile: (919) 464-8161

**Address**

4235 Millennium Ave Apt. 12101  
Charlotte, NC 28217

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□ **Olga Better Stemmer**

**1st Term** Jan 22, 2025 - Nov 30, 2027

**Email** olga.better@gmail.com

**Appointing Authority** BOCC

**Home Phone** Mobile: (704) 352-2856

**Address**

5230 Furman PL  
Charlotte, NC 28210

---

□ **Catherine Etemad**

**1st Term** May 20, 2025 - Apr 30, 2028

**Email** catherine.etemad@htb.com

**Appointing Authority** BOCC

**Home Phone** Mobile: (310) 709-9003

**Address**

15014 Ockeechobee ct  
Mint Hill, NC 28227

---

□ **Camellia T Nixon**

**1st Term** Oct 03, 2023 - Nov 30, 2028

**Email** camellia.nixon@gmail.com

**Appointing Authority** BOCC

**Home Phone** Mobile: (704) 453-4732

**Address**

1622 MERRIMAN AVE  
CHARLOTTE, NC 28203

---

□ **Tanya L Fowlkes**

**1st Term** Mar 17, 2026 - Mar 31, 2029

**Email** tfowlkes@gmail.com

**Appointing Authority** BOCC

**Home Phone** Mobile: (757) 814-0267

**Address**

3650 Full Moon Avenue Apt 2721  
Charlotte, NC 28262

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□

**Shante L Acuna**

**1st Term** Mar 17, 2026 - Mar 31, 2029

**Email** shante.acuna@gmail.com

**Appointing Authority** BOCC

**Home Phone** Home: (704) 303-6039

**Alternate Phone** Home: (704) 315-3654

**Address**

12205 westbury glen court  
Charlotte, NC 28262

---

□

**Vacancy**

**Appointing Authority** BOCC

---

□

**Vacancy**

**Appointing Authority** BOCC

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□

**Vacancy**

**Appointing Authority** BOCC

---

□

**Vacancy**

**Appointing Authority** BOCC



Legislation Text

---

File #: 26-0334

Meeting Date: 7/7/2026

File Type: Appointments

---

## Appointments- Domestic Violence Advisory Board

### **ACTION:**

**Nominations/Appointment is needed on the Domestic Violence Advisory Board to fill one (1) unexpired term expiring April 30, 2027.**

**Applications are attached, as well as, a recommendation statement from the Chair.**

**Staff Contact:** Kristine M. Smith, Clerk to the Board

**Presentation:** No

### **BACKGROUND/JUSTIFICATION:**

Appointment is needed on the above said board.

### **PROCUREMENT BACKGROUND:**

N/A

### **POLICY IMPACT:**

N/A

### **FISCAL IMPACT:**

N/A

# Domestic Violence Advisory Board

## Applicants At-A-Glance

**One (1) Unexpired Term expiring April 30, 2027**

<b>Name</b>	<b>District</b>	<b>Gender</b>	<b>Ethnicity</b>
Anderson, Ebony	2	Female	African American
Butler, Ceretha	2	Female	African American
Cathey-Williams, Dana	2	Female	African American
Hammonds, Brittany	4	Female	American Indian/Alaskan Native American
Monaghan, Quinn	3	Male	Caucasian/Non-Hispanic
Ryon, Sarah-Ann	6	Female	Caucasian/Non-Hispanic
Smith, La-Terra	3	Female	African American

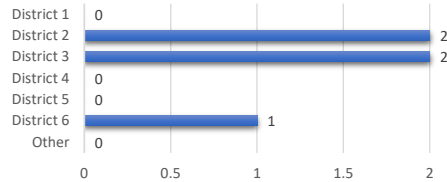
# DOMESTIC VIOLENCE ADVISORY BOARD DEMOGRAPHICS

## Districts

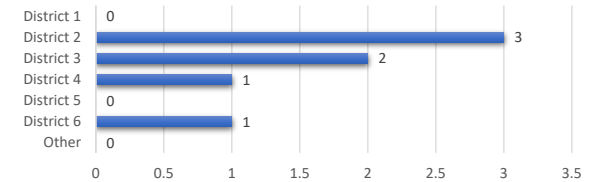
	Members	Applicants
District 1	0	0
District 2	2	3
District 3	2	2
District 4	0	1
District 5	0	0
District 6	1	1
Other	0	0
<b>Total</b>	<b>5</b>	<b>7</b>

### BOCC Members Only

Members by District



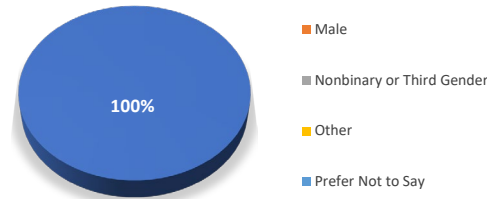
Applicants by District



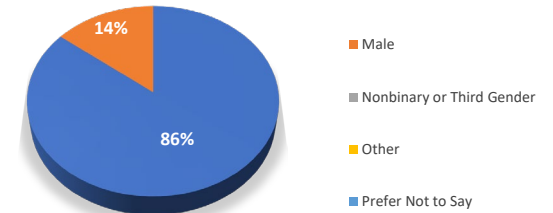
## Gender

	Members	Applicants
Female	5	6
Male	0	1
Nonbinary or Third Gender	0	0
Other	0	0
Prefer Not to Say	0	0
<b>Total</b>	<b>5</b>	<b>7</b>

Members by Gender



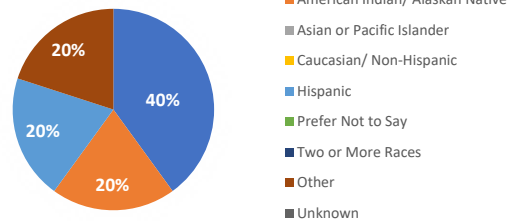
Applicants by Gender



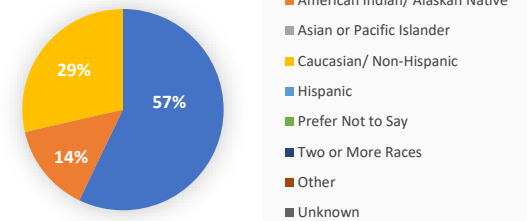
## Ethnicity

	Members	Applicants
African-American	2	4
American Indian/ Alaskan Native	1	1
Asian or Pacific Islander	0	0
Caucasian/ Non-Hispanic	0	2
Hispanic	1	0
Prefer Not to Say	0	0
Two or More Races	0	0
Other	1	0
Unknown	0	0
<b>Total</b>	<b>5</b>	<b>7</b>

Members by Ethnicity



Applicants by Ethnicity



# **Recommendation Statement**



# MECKLENBURG COUNTY

## COMMUNITY SUPPORT SERVICES

MEMO

TO: Mecklenburg Board of County Commissioners  
FROM: Veronica Leonard, Chair of the Domestic Violence Advisory Board  
DATE: July 2, 2026  
RE: Recommendations for Nominations to the Domestic Violence Advisory Board

We are aware the Mecklenburg Board of County Commissioners is considering applicants for vacant positions on the Domestic Violence Advisory Board. We have reviewed the applications submitted and wish to make the following recommendations based on the individuals' qualifications, background, and indicated willingness to serve. Ultimately, we understand the Board of County Commissioners can appoint anyone they deem qualified to serve.

Applicants recommended in order of preference:

1. Sarah-Ann Ryon (District 6) – Recommended due to active involvement with the DVAB over the past several months. Ms. Ryon has attended multiple DVAB meetings, participated in events, and demonstrated value and knowledge in her engagement with the board. Ms. Ryon is a survivor and is also on the Survivor Input Task Force for The Umbrella Center. It would be helpful to have her as a DVAB member to keep the advisory board connected as The Umbrella Center prepares for opening in 2027. Ms. Ryon has been putting in the work to demonstrate she is serious about her application to DVAB.
2. Brittany Hammonds (District 4) – Recommended because Ms. Hammonds was a DVAB member several years ago, and she demonstrated great investment and value to the advisory board during her service. Ms. Hammonds has communicated her desire to become re-engaged with DVAB, and we would welcome her back.

If you have any questions or require additional information, please feel free to contact the Domestic Violence Advisory Board Chair, Veronica Leonard at [veramaeme@proton.me](mailto:veramaeme@proton.me).

---

**Statement to Applicants****Which Boards would you like to apply for?**

---

Domestic Violence Advisory Board: Submitted

---

**Profile**

Ebony

First Name

S

Middle  
Initial

Anderson

Last Name

**What other names have you used? (includes, legal names, aliases, maiden names or professional monikers) NOTE: If none, please note N/A**

---

Blackmon

eanderson111083@yahoo.com

Email Address

2617 Southwest Blvd

Home Address

Charlotte

City

NC

State

28216

Postal Code

Home: (980) 298-8876

Primary Phone

Alternate Phone

**What Mecklenburg County District do you live in? Please verify below. \*** 2**How long have you been a resident of Mecklenburg County? Please include months, or years.**

---

44 years**My age range is (please select one): \*** 30 to 45**Ethnicity \*** African American**Gender \*** Female

---

**Interests & Experiences**

Ebony S Anderson

## Education

---

West Charlotte High School: Graduated 2000 Brookstone College of Business: Graduate 2005/certified medical assistant

Carter's Child Care

Employer

Director

Occupation

## Business and civic experience

---

Founder and Executive Director of Love Above Scars, a community organization focused on domestic violence awareness, prevention, survivor support, and healthy relationship education. Experienced in organizing community outreach events, youth workshops, donation drives, and public awareness campaigns in Mecklenburg County. Collaborate with local organizations, schools, and community members to provide resources and education. Strong background in leadership, advocacy, event planning, and community engagement.

## Area of expertise and interests/skills

---

Domestic violence prevention and survivor advocacy, trauma-informed support, youth and teen relationship education, public speaking, community outreach, volunteer coordination, program development, partnership building, and resource navigation. Passionate about strengthening services for survivors, prevention education, and helping families heal through awareness and support.

## Additional Comments

---

As a survivor of domestic violence, I bring both personal insight and professional dedication to this work. My lived experience allows me to understand the barriers survivors face while also advocating for meaningful solutions. I am committed to helping Mecklenburg County improve awareness, prevention efforts, and access to support services for individuals and families affected by domestic violence. I would be honored to serve and contribute my voice, compassion, and community experience to the Advisory Board.

---

## Additional Information

**If you are or have ever served on a Mecklenburg County board/commission, please answer yes or no. If yes, please disclose the Board and term-end date.**

---

No

## Why are you interested in serving on the board(s) to which you are applying?

---

I am interested in serving on the Mecklenburg County Domestic Violence Advisory Board because I am deeply committed to helping survivors, strengthening prevention efforts, and improving community awareness around domestic violence. As both a survivor and advocate, I understand the challenges many individuals and families face when seeking safety, healing, and support. Through my work in the community, I have seen the importance of education, accessible resources, and collaboration among agencies and organizations. I would value the opportunity to bring my lived experience, passion for service, and community outreach background to the board in order to help create meaningful solutions, support survivors, and promote healthier relationships throughout Mecklenburg County. Serving on this board would allow me to use my voice and experience to make a lasting impact in the lives of others.

**Have you attended a meeting of the advisory board(s) to which you are applying?**

Yes  No

**Hours Per Month Available for Position**

12

**How did you learn of the vacancy? \***

Mecklenburg County Website

[Ebony Anderson Board Resume.docx](#)

Upload a Resume

---

## **Disclosure**

**Are you a Mecklenburg County resident?**

Yes  No

**Are you a current Mecklenburg County employee? (Mecklenburg County employees are prohibited from serving on any board where appointments are made by the Board of Commissioners. If you are a current, county employee who is to serve in an ex-officio and/or non-voting capacity on any board when required by law, please email [clerk@mecknc.gov](mailto:clerk@mecknc.gov) before submitting an application.)**

Yes  No

**Are you a current vendor with Mecklenburg County?**

Yes  No

**• Do you have any personal or business interest that could create a conflict (either real or perceived) if appointed? If yes, please explain the conflict.**

Yes  No

---

## **Board Specific Questions**

## Disclaimer

---

**I, hereby, authorize Mecklenburg County to verify all information included in this application. I certify that I have read the appointment policy and that the information contained in this application is true according to the best of my knowledge and belief. I certify that I am providing my legal name and address in which I reside. I understand that inaccurate or untrue information will be cause for removal from any appointed advisory board. By submitting this application, I agree to adhere to all County policies pertaining to advisory boards, including attendance. I understand if I do not achieve 65% annual attendance, I will be automatically removed from the board or commission to which I am appointed. I understand that this application is subject to the N.C. Public Records Law (NCGS § 132-1) and may be released upon request.**

---

I Agree

**Signature of Applicant (Sign Your Legal Name):**

---

Ebony Anderson

# Ebony Anderson

---

Charlotte, NC • 980-298-8876 • eanderson111083@gmail.com

## Professional Summary

Dedicated community advocate, domestic violence survivor leader, and healthcare professional with over 20 years of experience supporting individuals and families. Founder of Love Above Scars, focused on domestic violence awareness, prevention, youth education, and survivor empowerment.

## Professional Experience

Founder / Executive Director, Love Above Scars - Charlotte, NC | 2025-Present

- Founded community-based organization focused on domestic violence prevention and survivor support
- Lead awareness campaigns and outreach events
- Build partnerships with local organizations and schools
- Advocate for survivors and connect families with resources

Certified Medical Assistant / Healthcare Professional | 20+ Years

- Provided patient care and administrative support
- Maintained confidentiality and compassionate communication
- Assisted diverse populations in healthcare settings

## Community Leadership & Service

- Domestic violence awareness educator and speaker
- Youth mentor promoting healthy relationships
- Organizer of community donation drives and outreach initiatives

## Core Skills

Leadership, Advocacy, Public Speaking, Community Outreach, Program Development, Event Planning, Crisis Support, Trauma-Informed Care

---

**Statement to Applicants****Which Boards would you like to apply for?**

---

Domestic Violence Advisory Board: Submitted

---

**Profile**

Ceretha

First Name

M

Middle  
Initial

Butler

Last Name

**What other names have you used? (includes, legal names, aliases, maiden names or professional monikers) NOTE: If none, please note N/A**

---

N/A

cee123mbutl@yahoo.com

Email Address

17130 Eloise Boyette Street #202

Home Address

Charlotte, NC

City

NC

State

28273

Postal Code

Home: (704) 775-1714

Primary Phone

Alternate Phone

**What Mecklenburg County District do you live in? Please verify below. \***

---

 2**How long have you been a resident of Mecklenburg County? Please include months, or years.**

---

36 yrs**My age range is (please select one): \***

---

 Over 55**Ethnicity \***

---

 African American**Gender \***

---

 Female

---

**Interests & Experiences**

## Education

---

A.A.S. in Police Science B.S. in Criminal Justice and Human Services M.S. Human Resource Management Certification in Job/Career Coaching

Salvation Army Women's Shelter

Employer

Employment Specialist/Workforce Development

Occupation

## Business and civic experience

---

1. Vice Chair of Women's Commission in Gaston County 2. Volunteered for 10 years as a Guardian Ad Litem in Mecklenburg County 3. Volunteered with various organizations around the city to help with families experiencing homelessness 4. Organizing community events (food and clothing drives and back to school activities 5. Lead yearly church-based programs that support community engagement such as domestic violence and mental health

## Area of expertise and interests/skills

---

domestic violence advocacy, mental health support, case management, workforce development. Planning and implementing community program.

---

## Additional Information

**If you are or have ever served on a Mecklenburg County board/commission, please answer yes or no. If yes, please disclose the Board and term-end date.**

---

No

**Why are you interested in serving on the board(s) to which you are applying?**

---

My interest in serving on the committees come from my passion for helping others and making changes within our community. I have witnessed the barriers many people face when seeking support, and I am driven to be a part of the solution. I like the fact that there is a team that works closely together to resolve issues, make suggestions, and create meaningful changes within our community. This is what drives me to want to be a part of such a great opportunity.

**Have you attended a meeting of the advisory board(s) to which you are applying?**

---

Yes  No

**Hours Per Month Available for Position**

---

15

**How did you learn of the vacancy? \***

---

NotifyMe Email

**If you answered other - Where did you learn of this vacancy?**

---

N/A

---

## Disclosure

**Are you a Mecklenburg County resident?**

Yes  No

**Are you a current Mecklenburg County employee? (Mecklenburg County employees are prohibited from serving on any board where appointments are made by the Board of Commissioners. If you are a current, county employee who is to serve in an ex-officio and/or non-voting capacity on any board when required by law, please email [clerk@mecknc.gov](mailto:clerk@mecknc.gov) before submitting an application.)**

Yes  No

**Are you a current vendor with Mecklenburg County?**

Yes  No

**If you answered yes to the question above, please explain.**

N/A

**• Do you have any personal or business interest that could create a conflict (either real or perceived) if appointed? If yes, please explain the conflict.**

Yes  No

---

## Board Specific Questions

## Disclaimer

---

**I, hereby, authorize Mecklenburg County to verify all information included in this application. I certify that I have read the appointment policy and that the information contained in this application is true according to the best of my knowledge and belief. I certify that I am providing my legal name and address in which I reside. I understand that inaccurate or untrue information will be cause for removal from any appointed advisory board. By submitting this application, I agree to adhere to all County policies pertaining to advisory boards, including attendance. I understand if I do not achieve 65% annual attendance, I will be automatically removed from the board or commission to which I am appointed. I understand that this application is subject to the N.C. Public Records Law (NCGS § 132-1) and may be released upon request.**

---

I Agree

**Signature of Applicant (Sign Your Legal Name):**

---

Ceretha Mitchell Butler

# **Ceretha M. Butler**

Phone: 704-775-1714

E-mail:Cee123mbutl@yahoo.com

## **Qualifications and Skills**

\*14 Years Project Management \*19 Years Employment Services \*Recruitment \*Investigation Skill \*Information Tracking Conduct Employee Training & Issues \*Leadership Development & Evaluation \*De-escalation, \*Implementation \*Knowledge of State and Federal Laws \*Supportive Strategic Initiatives \*Excellent Interpersonal Skills \*8 Years Fraud Investigator \*Excellent Negotiation Skills \*Microsoft Office Products \*Organized \*Conflict Resolution \*Company Specific Software Knowledge \*Case Management

## **Work History**

### **2023 to Present, Salvation Army, Employment Case Manager, Charlotte, NC**

- Supervise, manage, and direct employment projects and opportunities for various clients.
- Understanding employment related laws and regulations.
- Interview many organization representatives to establish strong partnership collaboration.
- Address client barriers daily and provide crisis intervention.
- Assist in planning and implementing community outreach initiatives quarterly.
- Conduct one on one meetings with clients.
- Invite, collaborate, and partner with community organizations for connection of available resources.
- Host company meetings with partner organizations connecting new and innovative ideas to service clients.
- Develop individual plans for clients mapping their employment goals.
- Coordinate client referrals to appropriate community and internal resources.
- Responsible for working with staff members and hall residents to facilitate a healthy and holistic environment.
- Develop individualized care plans that address the needs of clients and goals.
- Provide case management and service coordination for clients looking for housing, employment, and other services.
- Work closely with other housing case managers to get clients into safe and secure homes.
- Work closely with individuals with mental health, substance abuse, and other behavioral disorders.

### **2021 to 2022, Wells Fargo/Strategic Staffing, Senior Quality Assurance Administrator, Charlotte, NC**

- Review, approve, and communicate root cause and corrective actions.

- Prepare calibration score and facilitate calibrations across the team to ensure consistency.
- Identifying gaps and risks in quality assurance programs and processes and recommending improvements.
- Escalating key maintenance errors and ensuring all documentation is in order
- Facilitate monthly team meetings.
- Managing cases involving harassment, retaliation, and other unethical behavior involving employees.
- Monitored and tracked performance metrics.
- Make decisions on disputes which impact quality results.
- Progressive discipline and heavy employee investigations.
- Oversee allegations from 2<sup>nd</sup> level investigators complaints of harassment and work complaints against customers or other individuals.
- Identify and assess financial risks.

**2005 to 2022, The Wayne E. Mitchell Center, Executive Director, Charlotte, NC**

- Work closely to interpret appropriate laws and advises employees on new updates.
- Recruit volunteers to perform monthly community project.
- Oversee and monitor all team events successfully.
- Responsible for retaining and onboarding staff.
- Recruit staff and implement trainings and workshops.
- Plan, organize, and oversee job fairs, health fairs, and disseminate information.
- Oversee recruitment and training of 18 volunteers to assist with community programming.
- Prepare and oversee all outreach programing.
- Planning, organizing, and overseeing all projects to achieve specific goals.
- Managing all resources, task, and other individuals to deliver results.

- Creating various project plans and goals.
- Public speaking and representing the organization.

## Education

*International Association of Professions Career College- 2024 Career Coach/Counseling Certification*

*Walden University*

*MS, 03/2017, Major: Human Resource Management/Business*

*University of Phoenix*

*BS, 9/2014, Major: Criminal Justice/Human Service*

*Volunteer Positions:*

*Vice Chairperson Women's Commission Gastonia, NC*

*Youth Advocate for West Charlotte High School Violence Prevention*

*GAL Case Manager for abuse /neglected children*

*Project Manager for various Church activities throughout the year*

---

**Statement to Applicants****Which Boards would you like to apply for?**

---

Domestic Violence Advisory Board: Submitted

---

**Profile**

Dana

First Name

Cathey-williams

Last Name

butterfly03.dc@gmail.com

Email Address

6801 Tuckaseegee Road

Home Address

Charlotte

City

NC

State

28214

Postal Code

Home: (678) 849-4651

Primary Phone

Home: (678) 849-4651

Alternate Phone

**What Mecklenburg County District do you live in? Please verify below. \*** 2**How long have you been a resident of Mecklenburg County? Please include months, or years.**

---

40 Years

**My age range is (please select one): \*** 46 to 55**Ethnicity \*** African American**Gender \*** Female

---

**Interests & Experiences****Education**

---

Doctrine in Religious Study and Christian Therapy

Piedmont Airlines

Employer

Customer Service Manager

Occupation

## Business and civic experience

---

Dr. Dana Cathey-Williams, Psy.D., is the Founder and Clinical Director of ABC Christian Therapy Center and ButterflyLife Ministries, where she provides trauma-informed, faith-based counseling for youth, families, and marriages. With over 10 years of experience in community outreach, domestic violence advocacy, and youth mentorship, she partners with civic leaders to promote healing, empowerment, and positive transformation within the community.

## Area of expertise and interests/skills

---

Dr. Dana Cathey-Williams, Psy.D., is an experienced trauma and domestic violence advocate dedicated to helping individuals, families, and youth heal from abuse and rebuild their lives through faith-based counseling and empowerment. With over seven years of leadership in domestic violence prevention, awareness campaigns, and survivor support, she brings expertise in trauma recovery, family restoration, and emotional wellness. Her strengths include program development, community outreach, and mentoring youth to break cycles of violence and walk in purpose, confidence, and faith.

---

## Additional Information

**If you are or have ever served on a Mecklenburg County board/commission, please answer yes or no. If yes, please disclose the Board and term-end date.**

---

No

## Why are you interested in serving on the board(s) to which you are applying?

---

I am and have been committed to preventing domestic violence and supporting youth and families affected by abuse and Trauma. My focus is not just the victim but also the perpetrator. Serving on this board allows me to use my counseling and advocacy experience to empower young people, break cycles of violence, get to the Root of things and promote safe, supportive communities.

## Have you attended a meeting of the advisory board(s) to which you are applying?

---

Yes  No

## Hours Per Month Available for Position

---

20 hours

## How did you learn of the vacancy? \*

---

Mecklenburg County Website

[1Dana\\_Cathey-Williams\\_Resume\\_and\\_Cover\\_Letter.docx](#)

Upload a Resume

Dana Cathey-williams

---

**Disclosure**

**Are you a Mecklenburg County resident?**

---

Yes  No

**Are you a current Mecklenburg County employee? (Mecklenburg County employees are prohibited from serving on any board where appointments are made by the Board of Commissioners. If you are a current, county employee who is to serve in an ex-officio and/or non-voting capacity on any board when required by law, please email clerk@mecknc.gov before submitting an application.)**

---

Yes  No

**Are you a current vendor with Mecklenburg County?**

---

Yes  No

**If you answered yes to the question above, please explain.**

---

Even though I am A vendor I have not currently used the services.

**• Do you have any personal or business interest that could create a conflict (either real or perceived) if appointed? If yes, please explain the conflict.**

---

Yes  No

---

**Board Specific Questions**

## Disclaimer

---

I, hereby, authorize Mecklenburg County to verify all information included in this application. I certify that I have read the appointment policy and that the information contained in this application is true according to the best of my knowledge and belief. I certify that I am providing my legal name and address in which I reside. I understand that inaccurate or untrue information will be cause for removal from any appointed advisory board. By submitting this application, I agree to adhere to all County policies pertaining to advisory boards, including attendance. I understand if I do not achieve 65% annual attendance, I will be automatically removed from the board or commission to which I am appointed. I understand that this application is subject to the N.C. Public Records Law (NCGS § 132-1) and may be released upon request.

---

I Agree

**Signature of Applicant (Sign Your Legal Name):**

---

Dana Cathey-Williams

# DANA CATHEY-WILLIAMS

---

408 Little Pond Lane, Breaux Bridge LA, 70517

678-849-4651

dwilliamsauthor@gmail.com

dana.williams@aa.com

## OBJECTIVE

Promote a safe working environment for customers and fellow employees.  
Become affective in every area of the travel industry.

## PROFESSIONAL EXPERIENCE

### **2018-Present Envoy Airlines**

#### **Agent/ICM Coordinator, LA**

- Marshall aircraft, load and unload bags
- Clean and service aircraft
- De-ice aircraft
- Prepare itineraries, compute fares, issue refunds, issue tickets
- Coordinate procedure changes, audit, monitor data, report and identify discrepancies
- Prepare corrective action reports

### **2016-18 Piedmont Airlines**

#### **Customer Service Gate Manager, NC**

- Manage Floor Operations on a daily basis, correct non-compliant behavior and impose disciplinary Actions.
- Brief Agents on a daily basis
- Give Customer Service Agents daily task and assignments, met and exceeded all performance goals

### **2012-15 D. Williams Salon**

#### **Owner Operator, Cosmetologist, LA**

- Established long term relationships with women in the salon to create a lasting business
- Resolved guest complaints in a timely efficient manner

**2008-2012**

**Salon Dajar**

**Owner Operator, Cosmetologist, GA**

- Established long term relationships with women in the salon to create a lasting business
- Empowered women in the salon while serving them
- Resolved guest complaints in a timely efficient manner
- Planned monthly meetings, arranged all travel events for shows conferences and classes for independent contractors
- Responsible for making profit, in charge of branding, hiring staff, cash flow, balancing register, opening and closing salon.
- Interacted with clients daily, hairstyling and performed other beauty procedures

**1997-2008**

**Salon Dajar**

**Owner Operator, Cosmetologist, NC**

- Established long term relationships with women in the salon to create a lasting business
- Empowered Women on a daily basis while serving them
- Resolved guest complaints in a timely efficient manner
- Planned monthly meetings, arranged all travel events for shows conferences and classes for independent contractors
- Responsible for making profit, in charge of branding, hiring staff, cash flow, balancing register, opening and closing salon.
- Interacted with clients daily, hairstyling and performed other beauty procedures

**2009- Present**

**Georgia International Travel**

**Travel Agent, GA**

- Prepare and plan trips for clients
- Maintain Client Data Base/ Customer Service

**1997-99 Don's International  
Cosmetologist, NC**

## **EDUCATION**

2018-2020 **Hope Bible Institute**

Bachelor Degree - Religious Studies and Theology

Master Degree - Religious Studies and Theology

1993-95 **Carolina Beauty College**

Cosmetology License, Class President

1990-92 **American Business and fashion Institute**

**Travel Business**

Certificate of Completion Class President

1985-89 **Harding High School**

## **SPECIAL SKILLS**

Certified Peer Support Specialist

Motivational Speaker for Women's Support and Empowerment Groups

Certificate in Family Counseling

---

**Statement to Applicants****Which Boards would you like to apply for?**

---

Domestic Violence Advisory Board: Submitted

---

**Profile**

Brittany

First Name

Hammonds

Last Name

**What other names have you used? (includes, legal names, aliases, maiden names or professional monikers) NOTE: If none, please note N/A**

---

N/A

brittanyhammondslcsw@gmail.com

Email Address

2606 Eastport Rd

Home Address

7

Suite or Apt

Charlotte

City

NC

State

28205

Postal Code

Home: (980) 475-9395

Primary Phone

Alternate Phone

**What Mecklenburg County District do you live in? Please verify below. \*** 4**How long have you been a resident of Mecklenburg County? Please include months, or years.**

---

12 years**My age range is (please select one): \*** 30 to 45**Ethnicity \*** American Indian/Alaskan native Aleutian**Gender \*** Female

---

**Interests & Experiences**

Brittany Hammonds

## Education

---

Masters Degree-MSW Doctorate Degree-DSW

University Psychological  
Associates/UNCC

Employer

Therapist/Lecturer

Occupation

## Business and civic experience

---

I currently work in a private practice facility providing therapy services for mental health and substance abuse. I also am full time lecturer at UNCC. I also provide clinical supervision to provisionally licensed therapist.

## Area of expertise and interests/skills

---

I am interested in vulnerable populations. I am Native American and enjoy working with indigenous populations. I am also interested in substance abuse and mental health. I am a LCSW and a LCAS. Substance abuse is my specialty.

---

## Additional Information

**If you are or have ever served on a Mecklenburg County board/commission, please answer yes or no. If yes, please disclose the Board and term-end date.**

---

Yes; 2022-DVAB

## Why are you interested in serving on the board(s) to which you are applying?

---

I love substance abuse and have worked in community mental health. I have worked with clients from all backgrounds dealing with substance abuse.

**Have you attended a meeting of the advisory board(s) to which you are applying?**

---

Yes  No

## Hours Per Month Available for Position

---

approximately 15 hours

**How did you learn of the vacancy? \***

---

Mecklenburg County Website

[2023\\_CV.docx](#)

Upload a Resume

---

## Disclosure

**Are you a Mecklenburg County resident?**

---

Yes  No

Brittany Hammonds

**Are you a current Mecklenburg County employee? (Mecklenburg County employees are prohibited from serving on any board where appointments are made by the Board of Commissioners. If you are a current, county employee who is to serve in an ex-officio and/or non-voting capacity on any board when required by law, please email clerk@mecknc.gov before submitting an application.)**

---

Yes  No

**Are you a current vendor with Mecklenburg County?**

---

Yes  No

**• Do you have any personal or business interest that could create a conflict (either real or perceived) if appointed? If yes, please explain the conflict.**

---

Yes  No

---

### **Board Specific Questions**

## Disclaimer

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I, hereby, authorize Mecklenburg County to verify all information included in this application. I certify that I have read the appointment policy and that the information contained in this application is true according to the best of my knowledge and belief. I certify that I am providing my legal name and address in which I reside. I understand that inaccurate or untrue information will be cause for removal from any appointed advisory board. By submitting this application, I agree to adhere to all County policies pertaining to advisory boards, including attendance. I understand if I do not achieve 65% annual attendance, I will be automatically removed from the board or commission to which I am appointed. I understand that this application is subject to the N.C. Public Records Law (NCGS § 132-1) and may be released upon request.

---

I Agree

**Signature of Applicant (Sign Your Legal Name):**

---

Brittany Hammonds

# Brittany M. Hammonds

DSW, LCSW, LCAS, CCS

Charlotte, NC 28205

[brittanyhammondslcsw@gmail.com](mailto:brittanyhammondslcsw@gmail.com)

980-475-9395

## Summary:

A recent Doctor of Social Work graduate with over 7 years of experience in community mental health agencies, private practice, working with marginalized populations and tribal nations providing services to enhance mental and physical well-being. I possess an in-depth knowledge of clinical work such as assessment, treatment (group, individual, and family treatment), and culturally relevant interventions, that fully engage students in the learning process. Deeply invested in achieving a clinical and/or tenure track position, committee contributions, and an accomplishment-oriented approach to teaching.

## Skill Highlights:

- Lectures
- Student Mentoring
- Conference Participation
- Curriculum Development
- Assessment
- Service on Committees
- Qualitative Research
- Teaching students with different lifestyles
- Creative, experiential approaches to teaching
- Leadership

## Education:

Doctor of Social Work  
Tulane University, New Orleans, LA

Dec 2021

Master of Social Work  
The University of North Carolina at Charlotte, Charlotte, NC

May 2015

Bachelor of Sociology

May 2012

The University of North Carolina at Chapel Hill, Chapel Hill, NC

Internship

Clinical Intern, Anuvia Prevention and Recovery Center

2014-2015

Intern, Big Brothers Big Sisters of Greater Charlotte

2013-2014

**Practice Experience**

Therapist, University Psychological Associates

May 2021-present

Clinical Manager, The Blanchard Institute

Jan 2021-May 2021

Clinical Supervisor, Anuvia Prevention and Recovery Center

Aug 2017-Dec 2020

Therapist, NewLife Counseling and Consultation

April 2017-Mar 2018

Therapist, Steps for Success, Inc

July 2016-Mar 2017

Clinical Counselor, Anuvia Prevention and Recovery Center

May 2015-Aug 2017

**Teaching Experience**

Adjunct Instructor, UNC-Charlotte

Jan 2023-present

Mental Health Assessment

Adjunct Instructor, UNC-Charlotte

Aug 2022-present

Field Education

Adjunct Instructor, California Institute of Integral Studies

Sept 2022-Dec 2022

Dialectical Behavioral Therapy

Adjunct Instructor, California Institute of Integral Studies

June 2022-Aug 2022

MCPC 6401-01: Research Methods

Adjunct Instructor, Tulane University

Aug 2021-Dec 2021

SOWK 7310: Direct Social Work Practice

Faculty of Field Education, Winthrop University

Aug 2020-present

Site Supervisor of Interns, Pfeiffer University MFT Prog

Jan 2021-May 2021

Site Supervisor of MSW interns, The University of North Carolina  
At Charlotte

Aug 2017-Dec 2020

Site Supervisor of MSW interns, Winthrop University

Aug 2017-Dec 2020

Guest Lecturer, Central Piedmont Community College  
*Substance Abuse 101*

April 23<sup>rd</sup>, 2019

Guest Lecturer, Pfeiffer University  
*Substance Abuse 101 and Treatment Options*

July 2<sup>nd</sup>, 2019

### **Peer-Reviewed Articles**

1. Blakey, J.M., Payne, S. & **Hammonds, B.** (Submitted 11/21). Are you going to get online? Black administrators navigating and negotiating White cultural norms. *Reflections: Narrative of Professional Helping*.

### **Presentations**

*Self-Care and Covid 19*

Trainer, Concord University

February 2021

*Self-Care and Burnout*

Trainer, Anuvia Prevention and Recovery Center

November 2019

### **Professional Memberships**

Interdisciplinary Minority Fellowship Program (IMFP)

Nov 2020-Nov 2021

Intercontinental American Indigenous Research Association

March 2020-present

Domestic Violence Advisory Board (DVAB)

April 2019-present

### **Licensure:**

Licensed Clinical Social Worker (LCSW)

August 2017

Licensed Independent Social Worker-Clinical Practice (LISW-CP)

May 2022

Licensed Clinical Addictions Specialist (LCAS)

July 2017

Certified Clinical Supervisor (CCS)

November 2019

### **Awards and Honors**

Phi Alpha Honor Society

2014

---

**Statement to Applicants****Which Boards would you like to apply for?**

---

Domestic Violence Advisory Board: Submitted

---

**Profile**

Quinn

First Name

J

Middle  
Initial

Monaghan

Last Name

quinnjm99@gmail.com

Email Address

8116 Marett Ct.

Home Address

Charlotte

City

NC

State

28269

Postal Code

Mobile: (610) 621-3174

Primary Phone

Alternate Phone

**What Mecklenburg County District do you live in? Please verify below. \*** 3**How long have you been a resident of Mecklenburg County? Please include months, or years.**

3+ years

**My age range is (please select one): \*** 18 to 29**Ethnicity \*** Caucasian-Non-Hispanic**Gender \*** Male

---

**Interests & Experiences****Education**

---

M.A. Sociology, University of North Carolina at Charlotte, 2025 B.A. Applied Psychology,  
Pennsylvania State University at Berks, 2022

n.a  
Employer

n.a  
Occupation

---

### **Business and civic experience**

I currently serve on the Board of Directors of One Voice Chorus (OVC) Charlotte, and have extensive research, teaching, and policy & data analysis experience from graduate school. Attached is my LinkedIn profile. <https://www.linkedin.com/in/quinn-monaghan-3632101a1/>

---

### **Area of expertise and interests/skills**

Inequities and Education Advocacy, Data Analysis, Statistics, Policy Analysis, Technical Writing, Administrative work, Scientific and other Research, Public Health, Arts and Culture, Communications, Public Policy, and much more.

---

### **Additional Comments**

I appreciate the consideration!

---

### **Additional Information**

**If you are or have ever served on a Mecklenburg County board/commission, please answer yes or no. If yes, please disclose the Board and term-end date.**

No

---

### **Why are you interested in serving on the board(s) to which you are applying?**

Overarching: I appreciate the broader work, even bureaucracy, that goes into making important projects and administration necessary for such a large city come to fruition. Additionally, given my difficulty in finding employment currently, I am hoping to develop my knowledge of local government and offer my skills for the benefit of the community wherever applicable. I also imagine this could provide a continuing networking experience! I would love to learn what goes into Public Art firsthand as someone who started my academic career as an architecture student. I have always had a massive appreciation for spatial arts and the built environment. As a Master's holder in Sociology, I recognize the enormous importance of Elder care and preparing our city better for the aging population. The US is about to undergo a massive shift in average age, with Boomers being the largest generation the US has had to reach retirement age at once. Charlotte's residents deserve to be well-positioned for this care need. I understand this issue personally, as someone with aging parents, one of whom is experiencing early dementia. I have long advocated for the visibility and rights of domestic and sexual violence victims, as someone with leadership experience in multiple LGBTQ+ organizations of all demographics (namely, young adults). Queer identity is relevant to this issue, namely because queer individuals are more likely than non-queer folks to experience both forms of violence. Separately, I would say that protecting, educating, and providing justice for youth is my biggest personal desire in the Charlotte community and beyond.

---

### **Have you attended a meeting of the advisory board(s) to which you are applying?**

Yes  No

---

### **Hours Per Month Available for Position**

10+ (Albeit, this is subject to change with my employment status)

**How did you learn of the vacancy? \***

Clerk Web Page

**If you answered other - Where did you learn of this vacancy?**

n/a

[QM\\_resume\\_Meck\\_boards.docx](#)

Upload a Resume

---

## **Disclosure**

**Are you a Mecklenburg County resident?**

Yes  No

**Are you a current Mecklenburg County employee? (Mecklenburg County employees are prohibited from serving on any board where appointments are made by the Board of Commissioners. If you are a current, county employee who is to serve in an ex-officio and/or non-voting capacity on any board when required by law, please email [clerk@mecknc.gov](mailto:clerk@mecknc.gov) before submitting an application.)**

Yes  No

**Are you a current vendor with Mecklenburg County?**

Yes  No

**If you answered yes to the question above, please explain.**

n/a

**• Do you have any personal or business interest that could create a conflict (either real or perceived) if appointed? If yes, please explain the conflict.**

Yes  No

---

## **Board Specific Questions**

Question applies to Adult Care Home Community Advisory Committee

**Based upon qualifications for the Adult Care Home Community Advisory Committee, do you agree that neither you nor your immediate family fall into any of the following situations: No person or immediate family member of a person with a financial interest in a home served by this committee, no employee or governing board member of a home served by this committee, and no immediate family member of a resident in a home served by this committee may be a member of this committee.**

Yes  No

## Disclaimer

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**I, hereby, authorize Mecklenburg County to verify all information included in this application. I certify that I have read the appointment policy and that the information contained in this application is true according to the best of my knowledge and belief. I certify that I am providing my legal name and address in which I reside. I understand that inaccurate or untrue information will be cause for removal from any appointed advisory board. By submitting this application, I agree to adhere to all County policies pertaining to advisory boards, including attendance. I understand if I do not achieve 65% annual attendance, I will be automatically removed from the board or commission to which I am appointed. I understand that this application is subject to the N.C. Public Records Law (NCGS § 132-1) and may be released upon request.**

---

I Agree

**Signature of Applicant (Sign Your Legal Name):**

---

Quinn John Monaghan

# Quinn J. Monaghan

Charlotte, NC | (610) 621-3174 | quinnjm99@gmail.com

## Professional Summary

Dedicated professional with 7+ years of experience in academic, administrative, and communication roles. Skilled in research coordination, technical writing, and curriculum development. Measurable ability to leverage data-informed decision-making. Adept at managing multiple priorities in bureaucratic, fast-paced, and high-confidentiality environments.

## Skills and Competencies

Oral & Written Communication, Data Collection & Database Management, Event & Workshop Planning, Curriculum Development, Instruction, Report Writing & Research Communication, Interpersonal & Cross-Cultural Communication, Human Rights Advocacy

## Education

M.A. in Sociology: Applied Methods, Organizational Sciences, Communications, and Administration

- University of North Carolina at Charlotte | August 2025

B.A. in Applied Psychology: 500+ hours of practicum (Research, Data Analysis, Leadership)

- Pennsylvania State University, Berks Campus | May 2022

## Experience

**Volunteer Board Member | One Voice Chorus Charlotte | July 2024 – Present**

- Workforce Management. Developmental support and Donor stewardship.

**Graduate Research & Teaching Assistant | UNC Charlotte | Sep 2022 – Sep 2024**

- Conducted analyses and management of massive datasets for five faculty members, giving regular reports on findings and pitching next steps.
- Facilitated undergraduate instruction, mentoring, and curriculum development for 200+ students per semester while advancing own quantitative research.
- Developed and delivered lesson materials, workshops, and tutoring sessions focused on research methods and professionalization.
- Managed and directed juniors in shared faculty research projects.

**Research Intern | Greater Reading LGBT Center | Aug 2021 – Dec 2021**

- Led community-based support groups and designed data-informed programs.
- Advocated for youth, victimized populations, and local public health allocations.
- Improved organizational impact via resource reallocation and audits.

**Patient Screener and Data Entry Professional | Tower Health | Feb 2021 – Aug 2021**

- Tracked, collected, and protected sensitive data while educating patients on dozens of health-related resources and organizing records.

**Enumerator | U.S. Census Bureau | Jul 2020 – Sep 2020**

- Conducted direct data collection in a compliance-heavy federal project.

## Leadership & Service

- Treasurer, UNCC Sociology Graduate Student Association (2023 and 2024)
- President, Penn State Berks Rainbow Alliance (2019 – 2022)
- Presenter and Volunteer, Southern Sociological Society Conferences (2023 and 2024)
- Election Official, Berks County, PA (2021 and 2022)

<https://www.linkedin.com/in/quinn-monaghan-3632101a1/>

---

**Statement to Applicants****Which Boards would you like to apply for?**

---

Domestic Violence Advisory Board: Submitted

---

**Profile**

Sarah-ann

First Name

E

Middle  
Initial

Ryon

Last Name

**What other names have you used? (includes, legal names, aliases, maiden names or professional monikers) NOTE: If none, please note N/A**

---

Sarah-Ann Powers

sarahannp@yahoo.com

Email Address

16827 Rudence Ct

Home Address

Charlotte

City

NC

State

28278

Postal Code

Home: (860) 836-5241

Primary Phone

Alternate Phone

**What Mecklenburg County District do you live in? Please verify below. \*** 6**How long have you been a resident of Mecklenburg County? Please include months, or years.**

---

10 years**My age range is (please select one): \*** 46 to 55**Ethnicity \*** Caucasian/Non-Hispanic**Gender \*** Female

---

**Interests & Experiences**

## Education

---

High School, Leadership Development Institute (2022), Six Sigma Certification (2025), PMI (Project Management Institute) Training (2023)

ADI Global

Employer

Sr. Business Analyst

Occupation

## Business and civic experience

---

I'm a Senior Business Analyst and community advocate who approaches every system, process, and decision with equal parts insight and empathy. Professionally, I focus on operational efficiency, process improvement, and customer experience transformation—partnering with leaders and cross-functional teams to deliver strategic, CRM-driven solutions that create measurable business impact. Personally, I am an Advocate for Domestic Violence Survivors in the Charlotte area, serving on the Mecklenburg County Domestic Violence Speakers Bureau, and the Safe Alliance Survivor Input Taskforce for the Umbrella Center. This work allows me to elevate survivor voices, drive awareness, and contribute to programs and policies that support safety, dignity, and long-term healing. Across all that I do, my mission is consistent: to strengthen systems, amplify voices, and help create meaningful, sustainable change.

## Area of expertise and interests/skills

---

Please see above.

---

## Additional Information

**If you are or have ever served on a Mecklenburg County board/commission, please answer yes or no. If yes, please disclose the Board and term-end date.**

---

No.

## Why are you interested in serving on the board(s) to which you are applying?

---

I am interested in serving on the Domestic Violence Advisory Board because I am passionate about supporting survivors and helping strengthen the resources and awareness available within our community. As someone committed to advocacy and education, I would value the opportunity to contribute my perspective, collaborate with others, and help create meaningful change for individuals and families affected by domestic violence.

**Have you attended a meeting of the advisory board(s) to which you are applying?**

---

Yes  No

## Hours Per Month Available for Position

---

5-8 hours

**How did you learn of the vacancy? \***

---

Other

**If you answered other - Where did you learn of this vacancy?**

LinkedIn

[Sarah\\_Ryon\\_Resume.docx](#)

Upload a Resume

---

## **Disclosure**

**Are you a Mecklenburg County resident?**

Yes  No

**Are you a current Mecklenburg County employee? (Mecklenburg County employees are prohibited from serving on any board where appointments are made by the Board of Commissioners. If you are a current, county employee who is to serve in an ex-officio and/or non-voting capacity on any board when required by law, please email [clerk@mecknc.gov](mailto:clerk@mecknc.gov) before submitting an application.)**

Yes  No

**Are you a current vendor with Mecklenburg County?**

Yes  No

**• Do you have any personal or business interest that could create a conflict (either real or perceived) if appointed? If yes, please explain the conflict.**

Yes  No

---

## **Board Specific Questions**

## Disclaimer

---

I, hereby, authorize Mecklenburg County to verify all information included in this application. I certify that I have read the appointment policy and that the information contained in this application is true according to the best of my knowledge and belief. I certify that I am providing my legal name and address in which I reside. I understand that inaccurate or untrue information will be cause for removal from any appointed advisory board. By submitting this application, I agree to adhere to all County policies pertaining to advisory boards, including attendance. I understand if I do not achieve 65% annual attendance, I will be automatically removed from the board or commission to which I am appointed. I understand that this application is subject to the N.C. Public Records Law (NCGS § 132-1) and may be released upon request.

---

I Agree

**Signature of Applicant (Sign Your Legal Name):**

---

Sarah-Ann E. Ryon

# SARAH RYON

sarahannp@yahoo.com | 860.836.5241 | Charlotte, NC 28278 | WWW: linkedin.com/in/sarahryon/

## Summary

With several decades of experience as a project professional in both corporate and non-profit sectors, I've honed my organizational and relational competencies, positioning myself as a catalyst for team empowerment and project success.

My objective is to apply my skillset to generate a positive impact within our community and among the individuals with whom I interact daily.

## Skills

- High level of communication and interpersonal skills to cultivate and maintain relationships
- Stakeholder Management
- Project Management
- Software Development Lifecycle
- Technical Tools (Planner, Visio, Trello, Asana, Jira, Confluence, Salesforce, Raiser's Edge, Virtuous)
- Experienced with a variety of project methodologies (Waterfall, Agile)
- Analytical and Critical Thinking
- Change Management
- PMBOK Knowledge & Training
- Member of DEI and Women's Technology Employee Groups

## Experience

ADI | Charlotte, NC

**SR BUSINESS ANALYST**

05/2025 - current

- Led cross-functional collaboration across Partner Support, Technical Support, Parasol, Assist, and Education teams to align business objectives with technical solutions, ensuring timely and budget-conscious project delivery.
- Improved operational efficiency by conducting in-depth process mapping, root cause analysis, and workflow evaluations, identifying bottlenecks and driving data-informed enhancements across key customer service functions.
- Built strong, trust-based relationships with Snap One and AID leadership to drive collaboration, streamline project execution, and champion continuous improvement within a rapidly changing organizational structure.

Snap One (ADI) | Charlotte, NC

**IT PROJECT MANAGER /**

**SR BUSINESS ANALYST**

02/2023 - 05/2025

- Facilitated daily Scrum stand-ups for the Salesforce development team, leveraging the Kanban process to track progress, remove blockers, and ensure continuous delivery; proactively managed and prioritized the team's backlog to align with evolving business needs and project goals.
- Implemented a global e-signature solution, streamlining document workflows and enhancing accessibility for Partners worldwide, resulting in increased efficiency and compliance.
- Designed use case scenarios to demonstrate how users interact with the system or application, primarily working with the Salesforce and Digital Experience/eCommerce platforms.

Junior League of Charlotte | Charlotte, NC

**OPERATIONS & ADMINISTRATIVE  
DIRECTOR**

07/2022 - 02/2023

- Develop strategic partnerships with local non-profits, in partnership with JLC leadership, to support the JLC mission and strategic plan
- Maintains operational responsibility for the day-to-day administrative and financial management of the JLC
- Provides executive support to the JLC President, CFO, and Executive Vice President

SIM USA | Charlotte, NC  
**PMO MANAGER**  
06/2021 - 06/2022

- Provides facilities and vendor management services for the JLC office.
- Provide leadership for the IS Business Analysts by maintaining energy and enthusiasm in a fast-paced environment
- Led a cross-functional team of 15 in the successful implementation of a new CRM Donor Management software and online Donor Portal (Virtuous & RaiseDonors).
- Function as the IS representative and key relationship stakeholder for our SaaS vendors
- Provide executive leadership, project stakeholders and the Technical Steering Committee with the information needed to assess and decide which proposals have the highest potential value, impact and strategic alignment.

SIM USA | Charlotte, NC  
**BUSINESS SOFTWARE PROJECT MANAGER**  
06/2017 - 06/2021

- Successfully led the project team in building and implementing our new online Giving Site (homegrown)
- Database manager for our constituent intelligence database, Blackbaud Raiser's Edge
- Facilitated training for Donor Care and maintained policies & procedures.

Palmetto Women's Center | Rock Hill, SC  
**PATIENT SERVICES MANAGER**  
09/2015 - 06/2017

- Recruited, hired and trained all volunteers, providing direct supervision, ongoing staff development and continuing education to employees
- Developed and updated policies and procedures, EMR database manager, maintaining compliance with statutory, regulatory and local, state and federal guidelines relating to HIPAA, benefits administration and general liability
- Spearheaded our Annual Fundraising Gala Event for 500+ guests

VOYA Financial Services | Windsor, CT  
**SENIOR BUSINESS ANALYST**  
08/1995 - 05/2015

- Serve as an effective liaison between business stakeholders and IT customers.
- Implemented process mapping techniques to document workflows, enabling better understanding and communication among teams.
- Prepared detailed business requirements documents (BRDs) and functional specifications, ensuring clear communication of project scope and expectations.
- Utilized user stories and use cases to capture requirements effectively, streamlining the development process.

## Certifications

---

- Lean Six Sigma Foundations
- PMP Candidate
- bCRE, Blackbaud Certified in Raiser's Edge
- Leadership Development Institute certification course

## Volunteer Work

---

- Survivor's Task Force of the Charlotte Mecklenburg Family Justice Center (2023 - present)
- Served as Board of Directors, Secretary for the Palmetto Women's Center (2022-2023)
- SAFE Place, York County, Pregnancy Resource Counselor (2017-2018)

---

**Statement to Applicants****Which Boards would you like to apply for?**

---

Domestic Violence Advisory Board: Submitted

---

**Profile**

La-tarra

First Name

Smith

Last Name

**What other names have you used? (includes, legal names, aliases, maiden names or professional monikers) NOTE: If none, please note N/A**

---

Tarra Smith

tarra@thrivehousingnc.org

Email Address

8420 IBM Drive

Home Address

Apt 515

Suite or Apt

Charlotte

City

NC

State

28262

Postal Code

Home: (973) 955-7738

Primary Phone

Business: (704) 218-9272

Alternate Phone

**What Mecklenburg County District do you live in? Please verify below. \*** 3**How long have you been a resident of Mecklenburg County? Please include months, or years.**

---

20 years**My age range is (please select one): \*** 46 to 55**Ethnicity \*** African American**Gender \*** Female

---

**Interests & Experiences**

La-tarra Smith

## Education

---

Advance Career Technology - IT/Networking Technology CPCC - Computer Science

Wells Fargo

Employer

Banking - Institutional  
Investment Operations  
Specialist (AVP)

Occupation

## Business and civic experience

---

I am the Founder and Executive Director of Thrive Transitional Services, LLC, a Charlotte-based transitional housing organization focused on providing structured housing for single adult women and veterans. Through this work, I have been actively involved in community outreach, housing stability efforts, and partnership-building within Mecklenburg County to address homelessness and housing insecurity. Professionally, I bring over 20 years of experience in banking and financial services, primarily on the operations side of financial institutions. My background includes process management, risk awareness, and organizational operations. Earlier in my career, I earned a technical diploma in Networking Technology. Although technology has evolved significantly since then, that foundation gives me a strong understanding of systems infrastructure, data security, and the importance of operational efficiency in modern organizations. Civically, I am deeply interested in addressing housing instability, supporting women in transition, and contributing to initiatives that serve vulnerable populations, including survivors of domestic violence. While I have not previously served on a formal board, I am eager to contribute my operational expertise, community engagement efforts, and commitment to ethical leadership in a governance capacity.

## Area of expertise and interests/skills

---

My primary areas of expertise include financial operations, process management, and risk awareness. With over 20 years of experience in banking and financial services operations, I have developed strong skills in risk management, internal controls, and process improvement. As the Founder and Executive Director of Thrive Transitional Services, LLC, I have gained hands-on experience in startup planning, policy development, community outreach, and partnership building focused on housing stability. This work has deepened my commitment to serving vulnerable populations, including women, survivors of domestic violence, and veterans. I bring strong organizational skills, ethical decision-making, confidentiality awareness, and a collaborative mindset. I am especially interested in contributing to initiatives that promote stability, accountability, and long-term positive outcomes within the community.

---

## Additional Information

**If you are or have ever served on a Mecklenburg County board/commission, please answer yes or no. If yes, please disclose the Board and term-end date.**

---

N/A

**Why are you interested in serving on the board(s) to which you are applying?**

---

I am interested in serving on this board because I believe strong communities are built through engaged civic leadership and collaborative decision-making. I am at a stage in my professional and personal life where I want to contribute my skills, perspective, and time in a more structured and meaningful way. Furthermore, my recent work in launching a community-focused housing initiative has expanded my awareness of the broader challenges facing individuals and families in Mecklenburg County. This has strengthened my desire to engage beyond my own work and contribute to initiatives that create measurable, lasting impact.

**Have you attended a meeting of the advisory board(s) to which you are applying?**

Yes  No

**Hours Per Month Available for Position**

Up to 12 hours per month

**How did you learn of the vacancy? \***

NotifyMe Email

---

## **Disclosure**

**Are you a Mecklenburg County resident?**

Yes  No

**Are you a current Mecklenburg County employee? (Mecklenburg County employees are prohibited from serving on any board where appointments are made by the Board of Commissioners. If you are a current, county employee who is to serve in an ex-officio and/or non-voting capacity on any board when required by law, please email [clerk@mecknc.gov](mailto:clerk@mecknc.gov) before submitting an application.)**

Yes  No

**Are you a current vendor with Mecklenburg County?**

Yes  No

**If you answered yes to the question above, please explain.**

Yes. I am the Founder and Executive Director of Thrive Transitional Services, LLC, which is registered on select Mecklenburg County vendor platforms as a housing provider. The registration allows the organization to receive payment for housing services if referrals are made through approved County channels only. If appointed to serve on a board, I would fully comply with all conflict-of-interest policies, including disclosure requirements and recusal from any discussions or decisions involving matters that could present a perceived or actual conflict.

**• Do you have any personal or business interest that could create a conflict (either real or perceived) if appointed? If yes, please explain the conflict.**

Yes  No

---

## **Board Specific Questions**

**Disclaimer**

---

**I, hereby, authorize Mecklenburg County to verify all information included in this application. I certify that I have read the appointment policy and that the information contained in this application is true according to the best of my knowledge and belief. I certify that I am providing my legal name and address in which I reside. I understand that inaccurate or untrue information will be cause for removal from any appointed advisory board. By submitting this application, I agree to adhere to all County policies pertaining to advisory boards, including attendance. I understand if I do not achieve 65% annual attendance, I will be automatically removed from the board or commission to which I am appointed. I understand that this application is subject to the N.C. Public Records Law (NCGS § 132-1) and may be released upon request.**

---

I Agree

**Signature of Applicant (Sign Your Legal Name):**

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La-Tarra Smith

Mecklenburg County, NC

# Domestic Violence Advisory Board

## Board Details

To periodically review and evaluate all Charlotte and Mecklenburg County domestic violence services, and make appropriate recommendations to Charlotte City Council and the Board of County Commissioners to identify gaps, or need for additional services to meet the needs of victims of domestic violence and their children. To provide vigorous advocacy for domestic violence victims and play a role in increasing public awareness and education as to the problems of domestic violence and its related costs to victims and the community.

## Overview

- **Size** 12 Seats
- **Term Length** 3 Year
- **Term Limit** 2 Terms

## Contact

- **Name** Elyse Hamilton-Childres, Tanya Hughes, Abigail Wyatt
- **Phone** (980) 390-8839

## Additional

**Qualifications**

Must be a resident of Mecklenburg County.

**Advisory Board Details**

12 Members (2 by Mayor, 4 by City Council, 6 by County Commission)

**Meeting Dates/Times**

Monthly - 2nd Monday at 6:15 p.m.

**Meeting Location**

Valerie C. Woodard Center - Ste. 4000 3205 Freedom Drive Charlotte, NC 28208

**Time Commitment**

3 hours per month

**Stipend**

No

**Special Notes****Job Description**

# Domestic Violence Advisory Board

## Board Roster

### Carla Brafford

**Partial Term** Jan 21, 2026 - Apr 30, 2027

**Email** carla.brafford@gmail.com

**Appointing Authority** BOCC

**Home Phone** Home: (704) 904-5066

**Alternate Phone** Home: (704) 444-2903

**Address**

9016 Twilight Hill Ct  
Charlotte, NC 28277

### Angelia Buford-Hayes

**1st Term** Aug 28, 2024 - Sep 21, 2028

**Email** abufordhayes@yahoo.com

No Recruitment

**Home Phone** : (980) 825-9287

**Appointing Authority** City Council

### Ineabelle Geena Cruz

**Partial Term** Nov 19, 2024 - Apr 30, 2027

**Email** igeenacruz@gmail.com

**Appointing Authority** BOCC

**Home Phone** Mobile: (585) 208-3285

**Alternate Phone** Business: (980) 403-0175

**Address**

7415 Canova Lane  
Charlotte, NC 28278

### Frances E Davis

**1st Term** Sep 04, 2024 - Apr 30, 2027

**Email** davisfe60@gmail.com

**Appointing Authority** BOCC

**Home Phone** Mobile: (704) 351-9073

**Address**

4427 looking glass lane  
Charlotte , NC 28269

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□ **Anque Deberry**

**Partial Term** Jan 21, 2026 - Apr 30, 2027

**Email** anquedeberry@gmail.com

**Appointing Authority** BOCC

**Home Phone** Home: (702) 343-6999

**Address**

10104 Pineshadow Drive  
Unit 106  
Charlotte, NC 28262

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□ **Heber Diez**

**1st Term** Oct 19, 2023 - Sep 21, 2028

**Email** heber.l.diez@gmail.com

No Recruitment

**Home Phone** : (980) 264-9395

**Appointing Authority** CITY COUNCIL

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□ **Christie L Hammond**

**Partial Term** Jan 21, 2026 - Apr 30, 2027

**Email** christie.lyles@gmail.com

**Appointing Authority** BOCC

**Home Phone** Mobile: (704) 632-5725

**Address**

5045 Daybell Street  
Charlotte, NC 28214

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□ **Christine Hart**

**2nd Term** Sep 22, 2021 - Sep 21, 2027

**Email** mailto:christinehartesq@gmail.com

No Recruitment

**Home Phone** :

**Appointing Authority** City Council

**Address**

125 Remount Road  
C1 Suite 426  
Charlotte, NC 28203

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□ **Veronica Leonard**

**1st Term** May 01, 2024 - Apr 30, 2027

**Email** asherdee.welby@xylem.com

No Recruitment

**Home Phone** Home: (980) 301-3720

**Appointing Authority** MAYOR

**Alternate Phone** Home: (980) 301-3720

**Address**

9099 Mail Service Center, ACP 2523; Raleigh,  
NC 27699  
Charlotte, NC 28211

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□ **Tanisha Patterson-Powe**

**2nd Term** Sep 10, 2018 - Sep 21, 2026

**Email** 437@noemail.com

No Recruitment

**Appointing Authority** CITY COUNCIL

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□ **Vacancy**

**Appointing Authority** BOCC

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□ **Vacancy**

No Recruitment

**Appointing Authority** MAYOR



## Legislation Text

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File #: 26-0339

Meeting Date: 7/7/2026

File Type: Appointments

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### Appointments- Town of Mint Hill Planning Board

**ACTION:**

**Appoint Daniela Hawkins as an ETJ member to the Town of Mint Hill Planning Board for a two-year term expiring June 30, 2028.**

**An application is attached, as well as, a statement from the Town Clerk.**

**Staff Contact:** Kristine M. Smith, Clerk to the Board

**Presentation:** No

**BACKGROUND/JUSTIFICATION:**

By order of G.S. 160A-362, the Board of County Commissioners shall appoint a Town Planning Board extraterritorial jurisdiction representative.

The Planning Board advises the mayor and commissioners on zoning and land use decisions in the town.

**PROCUREMENT BACKGROUND:**

N/A

**POLICY IMPACT:**

N/A

**FISCAL IMPACT:**

N/A

**From:** Michelle Wells  
**Sent:** Friday, June 12, 2026 8:02 AM  
**To:** Little, Madison S. <madison.little@mecklenburgcountync.gov>; Cassie Brooks <cbrooks@admin.minthill.com>  
**Subject:** Mint Hill ETJ

Upon the motion of Commissioner Henderson, seconded by Commissioner Trey Long, the Board unanimously recommended Daniela Hawkins to be appointed to the Mint Hill Planning Board as an ETJ member. Ms. Hawkins' term would expire June 30, 2028.

Have a great Friday!  
Michelle

*Michelle Wells*  
*Town Clerk*  
*Town of Mint Hill*  
*4430 Mint Hill Village Lane*  
*Mint Hill, North Carolina 28227*  
*704-545-9726*  
[mwells@minthill.com](mailto:mwells@minthill.com)

*Upcoming Events:* [www.minthillevents.org](http://www.minthillevents.org)

**Family Fun Night-** Saturday, June 20<sup>th</sup> & Saturday, July 18<sup>th</sup> & Saturday, August 15<sup>th</sup> Veterans Park, 8850 Fairview Rd

**Music & Brews-** Saturday, September 19<sup>th</sup> -6:30-9- Veterans Park, 8850 Fairview Rd

**Madness Pop-Up-** Saturday, October 3, 2026-10-4- Veterans Park, 8850 Fairview Rd

**Mint Hill Madness-** Thu. Oct 15 – Sat. Oct 17, 2026- Veterans Park, 8850 Fairview Rd

**Veterans Breakfast-** Saturday, November 7, 2026- 8-10 am- Arlington Baptist Church

**Christmas Parade and Tree Lighting-** Saturday, December 5, 2026- 5:30-9- Downtown Mint Hill

**Mingle and Jingle-** Friday, December 11, 2026- 5-9, MHCC 11524 Bain School Rd

Please be aware that email sent to and/or from this email address is subject to North Carolina Public Records Law and may be disclosed to third parties. A copy of this email will be saved in an email archive database.

# Memo

**To: Mayor and Board of Commissioners**  
**From: Cassie Brooks**  
**Date: June 1, 2026**  
**Subject: Planning Board**

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**The term for the following ETJ member of the Planning Board will expire on June 30, 2026:**

Thomas (Tom) Gatz

Thomas (Tom) Gatz will be concluding his service on the Planning Board upon the expiration of his term, June 30, 2026. The selected applicant for appointment will serve until June 30, 2028.

APPLICATION FOR NOMINATION  
(Please type or print with ink.)

WHICH ADVISORY BODY (COMMITTEE/BOARD, ETC.) IS APPLICANT  
INTERESTED IN SERVING?

Regular Meeting Times

Planning Board/ Park and Recreation Committee 3<sup>rd</sup> Monday of each month-6:30 p.m.  
 Zoning Board of Adjustment 4<sup>th</sup> Monday of each month- 6:30 p.m.

Background Information

Name Daniela Hawkins Home Phone 703-402-9870  
Home Address 10941 Tara Oaks Dr. Charlotte, NC 28227  
Occupation Management Consulting - Office Phone \_\_\_\_\_  
Business Address Partner at CAPCO  
101 S. Tryon St Suite 2600, CLT.  
Email Address Daniela.R.Hawkins@gmail.com  
Hours per Month Available to Serve 4-8; As Needed  
Other Boards/Committees/Presently Serving on and Term Expiration Date N/A

Education Bachelors Degree - Virginia Tech.

Business and Civic Experience/Skills Previous Roles: Big Brothers Big Sisters  
of the Carolinas. Docent at Smithsonian Museum of American  
Areas of Expertise and Interest/Skills Project Management. To serve <sup>History.</sup>  
as a voice for the community members of Mint Hill.

The Board of Commissioners policy requires that all appointees must be current on all  
Town/County taxes/fees (i.e., real estate, personal property and vehicle taxes/fees, storm water  
fees). Please indicate your status:  Paid  Unpaid

I understand that this application will be kept in the active files for two years only.

Daniela R Hawkins  
Signature of the Applicant

June 8, 2026  
Date



## Legislation Text

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**File #:** 26-0333

**Meeting Date:** 7/7/2026

**File Type:** Advisory Committee Reports

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### **Adult Care Home Community and Nursing Home Community Advisory Committee- Annual Report**

**ACTION:**

**Receive an annual report of the Adult Care Home Community and Nursing Home Community Advisory Committees.**

**Staff Contact:** Kisha High, Regional Ombudsman, Mecklenburg County Assisted Living and Family Care Homes  
Hillary Kaylor, Regional Ombudsman, Mecklenburg County Nursing Homes

**Presentation:** Yes

**BACKGROUND/JUSTIFICATION:**

The Board's Appointment Policy states that all Committees must report at least annually to the Board of County Commissioners on their activities. Reports can be submitted to the Clerk to the Board for distribution to the Board in writing or for formal presentation at a Regular Meeting.

**PROCUREMENT BACKGROUND:**

N/A

**POLICY IMPACT:**

N/A

**FISCAL IMPACT:**

N/A

# ANNUAL REPORT

of the  
MECKLENBURG COUNTY  
NURSING HOME COMMUNITY ADVISORY COMMITTEE  
&  
ADULT CARE HOME COMMUNITY ADVISORY COMMITTEE  
**REPORTING YEAR 2025**

## MECKLENBURG COUNTY FACILITIES AND CAC MEMBERSHIP

FACILITY TYPE	HOMES	BEDS	COMMITTEE MEMBERS ALOTTED	ACTUAL MEMBERS
Nursing Home	32	3737	35	9
Adult Care Home	40	3107	47	6
Family Care Home	29	208		

**We wish to thank the Commissioners for their effort to fill the vacancies and the prompt attention and support of the Clerk to the Commissioners and Clerk to the Board.**

### **2025 COMMITTEE Activities & Accomplishments –**

- Advocated for long-term care (LTC) residents in adult care homes and nursing facilities thru regular quarterly visits.
- Worked with facility staff, families, and residents toward resolution of grievances and concerns and shared resources. Facilities are still impacted related to staffing issues and securing permanent staff. They also continue to have outbreaks yearly related to flu , RSV and other airborne illnesses.
- Committee members received quarterly training and technical assistance from the regional long-term care ombudsman and 100 % were offered additional trainings through Centralina Area Agency on Aging and were invited to webinars, an April Volunteer celebration, and a Holiday Volunteer Celebration in December that many attended.
  - This was **the fifth year** the Nursing Home committee awarded Hero Awards for LTC staff in nursing homes, recognizing exceptional workers that were nominated by nursing home residents and staff members. The six workers selected included CNA's, an activity director, therapist, and nursing staff. Each award winner received a gift card and certificate for their hard work. This is a great community initiative and helps with morale for the direct care staff

and partnering with our group of volunteers. We also recognized everyone who was nominated with a certificate.

- Some members of our committees also take part in state advocacy groups such as Friends of Residents (FOR) and The Governor's Advocacy Council and attend meetings virtually and in person.
- The CAC Orientation process has made becoming a CAC member a more lengthy and difficult process. We do receive many applications and are thankful for those, but when they are presented with 36-hour training options and the commitment to do on-site facility visits it does affect their willingness to serve.

### **COMMITTEE GOALS FOR 2026**

- 1. Share volunteer opportunities to those interested in completing the 36-hour training both virtually and in person.**
- 2. Each volunteer will attend required Quarterly Training meetings. (18 hours)**
- 3. Maintain the number of facility visits in the community and advocate current LTC issues with in the community.**

### **Committee Challenges and Requests for Assistance from the County Commissioners**

- **Committee Support-** We are grateful for the support of the County Clerk and County Commissioners, and we would like to thank you for your interest in this group and its impact on the community.
- We see continued concerns with basic quality of life issues such as quality and quantity of food choices, staff turnover and constant change in administration/management or ownership of the facilities.
- The issue of transparency is something we advocate often and currently there is no reporting of consolidated financial information to the regulatory oversight organizations that would allow the audit and review of the transactions that siphon off funds intended for the care and welfare of Nursing Home residents. The committee is concerned about the total lack of transparency dealing with nursing home ownership that allows venture capital firms to transfer Medicaid, Medicare and private pay funds that are intended for the care and welfare of the residents to their subsidiary organizations.
- **New Government Administration** - With changes in Federal and State administration, and the new rules governing nursing homes, members will be vigilant for concerns in facilities they see and will stay abreast of any new policy changes that affect this oversight. There is still no staffing rule in place for nursing home staffing.

- **New Growth for Long Term Care Facilities-** There is continued growth in our county. It is also important to note that there are many new independent livings constructed in town which also offers housing option for seniors and older or disabled adults, but we are still in need of **affordable housing options**. The assisted living options for care are limited when it comes to State County Special Assistance/Medicaid, only **five** assisted living communities (ACH) currently accept this form of payment upon move in. The average Private Pay rate is \$6,500-12,000, leaving an exceptionally large gap in affordability for older adults who make too much for State County Special Assistance, but do not have enough to pay private pay rates. This is increasingly becoming a major problem for older adults in Mecklenburg County.
- We have seen a new interest in opening Family Care Homes- which are those smaller 6 person or less homes that are similar in care to a larger assisted living- **29 currently open**.
- We are happy to answer any questions from the county commissioners or anything related to long-term care or this report.

THIS REPORT COMPLETED ON BEHALF AND WITH THE INPUT OF THE MEMBERS OF THE NURSING HOME AND ADULT CARE HOME COMMUNITY ADVISORY COMMITTEES. THE REGIONAL OMBUDSMAN WILL DISTRIBUTE THIS REPORT TO THE COUNTY COMMISSIONERS, THE COUNTY DEPARTMENT OF SOCIAL SERVICES, AND THE NC DIVISION OF AGING AND ADULT SERVICES.

Hillary Kaylor & Rochelle McIver, Regional Ombudsman



&



2-10-2026

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Date Prepared

For questions or comments about this report, contact:

Hillary Kaylor or Rochelle McIver

Centralina Area Agency on Aging

Centralina Regional Council

[hkaylor@centralina.org](mailto:hkaylor@centralina.org) & [rmciver@centralina.org](mailto:rmciver@centralina.org)



## Legislation Text

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**File #:** 26-0358

**Meeting Date:** 7/7/2026

**File Type:** Manager's Report

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### MeckActs Award Winners

**ACTION:**

**Recognize the four award winners**

**Staff Contact:** Joannette Freeman, Human Resources Director

**Presentation:** Yes

**BACKGROUND/JUSTIFICATION:**

MeckACTS Awards is a program that recognizes four employees who exemplify the MeckACTS Competency Model. The County relies on employees to nominate their peers and share the extraordinary efforts being made within County departments by dedicated employees.

**PROCUREMENT BACKGROUND:**

N/A

**POLICY IMPACT:**

N/A

**FISCAL IMPACT:**

N/A



## Legislation Text

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**File #:** 26-0355

**Meeting Date:** 7/7/2026

**File Type:** Consent

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### **Pulled Consent Items**

#### **ACTION:**

**Receive as information the items Commissioners have pulled from the Consent Agenda**

**Staff Contact:** Kristine M. Smith, Clerk to the Board

**Presentation:** No

#### **BACKGROUND/JUSTIFICATION:**

Commissioners may remove agenda items from the Consent Agenda for a separate vote, for public awareness, and/or to make comments. The attachment lists items pulled from the Consent Agenda.

#### **PROCUREMENT BACKGROUND:**

N/A

#### **POLICY IMPACT:**

N/A

#### **FISCAL IMPACT:**

N/A



## Legislation Text

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File #: 26-0337

Meeting Date: 7/7/2026

File Type: Consent

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### **Resolution - North Carolina Division of Juvenile Justice and Delinquency Prevention**

#### **ACTION:**

**Adopt a resolution supporting the NC Division of Juvenile Justice and Delinquency Prevention's legislative request for increased recurring funding for Juvenile Crime Prevention Councils.**

**Staff Contact:** Sonya L. Harper, Director of Criminal Justice Services

**Presentation:** No

#### **BACKGROUND/JUSTIFICATION:**

This item requires Board approval. Juvenile Crime Prevention Councils serve as advisory committees to local boards of county commissioners who in turn, share NCDJJDP's mission to provide prevention, diversion and intervention programming to ensure community safety and rehabilitation of juvenile offenders. The attached resolution supports NCDJJDP's legislative agenda for increased funding for Juvenile Crime Prevention Councils and signifies Mecklenburg County's shared value of ensuring youth and their families have access to supportive services.

#### **PROCUREMENT BACKGROUND:**

N/A

#### **POLICY IMPACT:**

N/A

#### **FISCAL IMPACT:**

N/A



## MECKLENBURG COUNTY BOARD OF COMMISSIONERS

**RESOLUTION SUPPORTING NC DIVISION OF JUVENILE JUSTICE AND DELINQUENCY PREVENTION LEGISLATIVE REQUESTS FOR INCREASED RECURRING FUNDING FOR JUVENILE CRIME PREVENTION COUNCILS, COMMUNITY PROGRAMS, JUVENILE CRISIS AND ASSESSMENT CENTERS, SHORT-TERM RESIDENTIAL CONTRACT SITES, TRANSITIONAL LIVING PROGRAMS, MEDICAL/MENTAL HEALTH CRISIS UNIT CAPACITY INCREASE, and NC SECURE ALL FIREARMS EFFECTIVELY CAMPAIGN.**

**WHEREAS** the North Carolina Division of Juvenile Justice and Delinquency Prevention (NCDJJD) provides a service array of intervention/prevention programming; clinical and crisis intervention services; residential and transitional living programs; juvenile court and community supervision services; and short- and long-term facility confinement services that impact Mecklenburg County youth and families; and

**WHEREAS** the NCDJJD provides community supervision and case management services through Juvenile Court Services that includes referrals to evidence-based local delinquency intervention and prevention programs to reduce recidivism; and

**WHEREAS** the overarching mission of NCDJJD and the local Juvenile Crime Prevention Council (JCPC) is to provide diversion programming to ensure the protection of the community and rehabilitation of youth offenders in the least restrictive, most age-appropriate way possible; and

**WHEREAS** Mecklenburg County borders the Cabarrus Regional Detention Center in Concord and has a vested interest in ensuring that juveniles receive access to community-based intervention and prevention programs as a first response to (1) prevent Juvenile Justice system involvement or interrupt Justice system trajectory once involved; and (2) reduce costs incurred by the County to house youth in a secure detention facility; and

**WHEREAS** JCPC-funded government and non-profit sectors are experiencing inflation that has outgrown existing legislative JCPC allocations, preventing the County from funding a robust service array of delinquency intervention and prevention services to supplement the County's public safety initiatives; and

**WHEREAS** NCDJJD and the County have enjoyed a decades long partnership and see the value of ensuring that youth and families have access to supportive services provided by JCPC-funded intervention and prevention programs and other programmatic responses in the NCDJJD service array that directly impact Mecklenburg County youth and families; and

**WHEREAS** the Mecklenburg County JCPC has been a good steward of legislative dollars by funding impactful evidence-based intervention and prevention programs while also braiding in county revenues and resources to expand programmatic reach.

**WHEREAS** North Carolina is experiencing a rise in gun violence among juveniles, with firearms being the leading cause of death among the juvenile population;

**NOW THEREFORE BE IT RESOLVED**, that Mecklenburg County Commissioners support the adequate and timely requests for reoccurring funds for Juvenile Crime Prevention Councils, Community Programs, Juvenile Crisis and Assessment Centers, Short-term Residential Contract Sites, Transitional Living Programs, and Medical/ Mental Health Crisis Unit Capacity Increase, and NC SAFE Campaigns that will ensure the immediate and ongoing protection of the community and strengthen rehabilitative services for those juveniles most in need.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2026.

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Chair, Mecklenburg County Board of Commissioners

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Clerk to the Board of County Commissioners

## DJJDP Funding Priorities

- 1. Provide compression relief and adjust Salary schedule (step pay plan) (\$10.6 million)**
  - a. Compression Relief (\$4,309,908): Funding to (1) relieve compression between staff and supervisors to create career chains that promote skill development, retention, and expertise and aid succession, (2) test a temporary job class for counselors in facilities, (3) advertising to reach a larger applicant pool and (3) reinstate academic assistance lost upon Adult Correction separation, supporting career growth.
  - b. Salary Schedule (\$6.3 million annualized): Facility Operations vacancy rate is 30% and a quarter of all JJDP positions are vacant. Notable improvements were made with the implementation of the step salary plans for four hard-to-hire, direct care positions. The most recent salary schedule (step salary plan) decreased youth services behavioral specialist vacancies from 73% to 42%. Juvenile Justice was able to hire 383 employees last calendar year alone. However, improvements have leveled off and vacancies remain our top priority. People are our greatest resource. Juvenile Justice seeks to continue the success of the step pay plan by increasing existing salary schedules based on experience.
- 2. Community programming (\$10.8 million)**
  - a. Inflationary Increases (\$4.9 million): As a result of inflation, fewer youth are able to be served now than prior to the pandemic. Restore those services to the community-based and residential service sites that serve over 1,200 juveniles who have elevated risk and needs profiles and need specialized treatment (substance use/abuse, aggression/violence, mental health problems, family problems, school problems, etc.).
    - i. The Eastern (Kinston) and Western (Asheville) Juvenile Crisis and Assessment Centers are highly utilized, but under-funded program sites who typically serve youth who are pre-adjudicated or are in immediate crisis and need an out-of-home placement. Add back 4 beds to the Eastern Area Juvenile Crisis and Assessment Center. Sustain the 9-bed program at the Western Area Multi-purpose Crisis and Assessment Center.
    - ii. The male short-term residential contract sites (Boomer, Candor and Yanceyville) serve Level II adjudicated juveniles with elevated risk/needs profiles. Allow for full earning by the vendor up to 120 beds of male short-term residential sites.
    - iii. The Transitional Living programs serve Level II and Level III juvenile justice involved youth ages 16-21. Add back 8 transitional living beds for males or females ages 16-21.
  - b. Implement new law instituting a juvenile capacity standard (\$928,900): [SL2023-114 \(HB 186\)](#) is effective January 1, 2025 and establishes a new juvenile capacity standard to stand trial. Methodist Home for Children provides remediation programming services to restore the juvenile's capacity and avoid dismissal of DJJDP jurisdiction.
  - c. JCPC Funds (\$5 million): Last increased in 2019, Juvenile Crime Prevention Councils in each of the 100 counties across the state are facing the same inflationary pressures of operating programs and services. Funds are tailored locally to address critical needs of the community.



**3. Medical/Mental Health Crisis Unit (\$3.8 million)**

- a. Youth admitted to secure custody facilities with severe injuries from gunshot wounds and critical mental health care crises are increasing.
- b. This 20-bed unit will provide specialized mental health and health care services to youth with high needs in those areas, offering services like hospitalization step-down observation and alternative to psychiatric commitment. This unit within an existing JJDP secure custody facility will not provide hospitalization services or offer laboratory screenings, but rather will be a staffed resource for trauma and crisis related monitoring. Depending on the severity of the case, as much typical programming as possible would be delivered in this environment (food/nutrition, education, counseling, recreation/movement, etc.).

**4. Maintenance and security equipment upgrades (\$2.7 million R, \$555,000 NR)**

- a. Maintenance (\$1,157,029 R and \$555,000 NR) The separation of Adult Correction from the DPS left juvenile justice with inadequate resources to handle the maintenance of our facilities. Thirteen (13) maintenance staff, tools and equipment are requested to address critical needs and optimize operational efficiency across regional yards and facilities, including youth development centers, juvenile detention centers, and Methodist Multipurpose Group Homes.
- b. Security Equipment Upgrades (\$1,550,000):
  - i. DJJ Electronic Security Service & Preventative Maintenance Contract: \$300K first year system evaluation cost.
  - ii. Video Surveillance & Recording Systems = \$300,000 network video recorder (NVR) equipment and obsolete camera replacement.
  - iii. Integrated Security & Door Control Systems = \$750,000 to repair and modernized controls and locks.
  - iv. Electronic Card Access Systems = \$200,000 repairs and upgrades to system.

**5. NC S.A.F.E. (\$2.26 million):** The Secure All Firearms Effectively (S.A.F.E.) campaign is a program established by law in 2023 (S.L. 2023-8). DPS requests recurring funding to deliver messaging, gun locks and other informational resources to communities across the state. The Wildlife Resources Commission, DHHS, local law enforcement, gun ranges and firearm instructors, moms and dads have partnered with the marketing campaign operated through Reingold marketing to deliver quality, award winning messaging delivered through computer/phone screens, TV screens and radio. [ncsafe.org]

- a. Firearms are now the leading cause of injury-related death for children and youth in the state, and gun thefts are on the rise.
- b. More than a hundred children and teens die each year in North Carolina by firearm.
- c. 42% of NC adults have a firearm in or around the home, and over half of firearms that are stored loaded are also unlocked
- d. Most school shooters obtain their firearm from their home or the home of a close relative.
- e. 30% of NC high school students reported it would take them less than an hour to get and be ready to fire a loaded gun without a parent or other adult's permission



## Legislation Text

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File #: 26-0338

Meeting Date: 7/7/2026

File Type: Consent

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### **Resolution to Transfer Ownership of Canine Officer**

#### **ACTION:**

**Adopt a resolution titled " RESOLUTION AUTHORIZING THE SHERIFF OF MECKLENBURG COUNTY TO TRANSFER OWNERSHIP OF RETIRED MECKLENBURG COUNTY SHERIFF'S OFFICE CANINE OFFICER SLY."**

**Staff Contact:** Andrey Melkonyan, MCSO Business Operations Director

**Presentation:** No

#### **BACKGROUND/JUSTIFICATION:**

The Mecklenburg County Sheriff's Office is requesting the Board adopt the above referenced Resolution to transfer ownership of retired Mecklenburg County Sheriff's Office Canine Officer Sly.

Due to their specialized training, the Canine Officer Sly would be a danger to public health and safety if adopted by or sold to a member of the general public who is unfamiliar with their law enforcement training. The Canine Officer Sly is of no economic value to Mecklenburg County, NC and therefore, pursuant to authority granted by NCGS 160A-266(d)(iii), can be transferred without payment of compensation to its handler, who is familiar with his law enforcement training.

#### **PROCUREMENT BACKGROUND:**

N/A

#### **POLICY IMPACT:**

N/A

#### **FISCAL IMPACT:**

N/A

**RESOLUTION AUTHORIZING THE SHERIFF OF MECKLENBURG COUNTY  
TO TRANSFER OWNERSHIP OF RETIRED MECKLENBURG COUNTY  
SHERIFF'S OFFICE CANINE OFFICER SLY**

**WHEREAS**, Canine Officer Sly, a member of the Mecklenburg County Sheriff's Office (MCSO) canine force, has performed her law enforcement duties faithfully and diligently; and

**WHEREAS**, Canine Officer Sly has reached the age and physical condition for retirement and is no longer useful for law enforcement purposes; and

**WHEREAS**, Due to his specialized training, Canine Officer Sly would be a danger to public health and safety if adopted by or sold to a member of the general public who is unfamiliar with Canine Officer Sly's law enforcement training; and

**WHEREAS**, Canine Officer Sly is therefore of no economic value to Mecklenburg County, NC (the "County") and therefore, pursuant to authority granted by NCGS 160A-266(d)(iii), can be transferred without payment of compensation to his handler, who is familiar with his law enforcement training; now, therefore:

**BE IT RESOLVED** by the Mecklenburg County Board of Commissioners that the Sheriff of Mecklenburg County, or his designee, is hereby authorized to transfer ownership and possession of MCSO Canine Officer Sly to his handler, MCSO Deputy Erve Boileau, pursuant to the attached Memorandum of Understanding between MCSO and Deputy Erve Boileau.

This resolution is adopted the 7<sup>th</sup> day of July 2026 to be effective immediately.

Approved as to Form:

\_\_\_\_\_  
County Attorney

**CERTIFICATION**

I, \_\_\_\_\_, Clerk to the Mecklenburg County Board of Commissioners, Charlotte, North Carolina, do hereby certify that the foregoing is a Resolution adopted by the Mecklenburg County Board of Commissioners in regular session convened on the 7<sup>th</sup> day of July, 2026 and recorded in full in Resolution Book \_\_\_\_ Page \_\_\_\_.

Witness my hand and seal this the \_\_\_\_ day of \_\_\_\_\_, 2026.

\_\_\_\_\_  
(Seal)  
Clerk to Board



**MECKLENBURG COUNTY  
SHERIFF'S OFFICE**

700 East Fourth Street  
Charlotte, NC 28202

T (704) 336-2543 • F (704) 336-6118

**WWW.MECKSHERIFF.COM**

**GARRY L. MCFADDEN**  
SHERIFF

**RICKY R. ROBBINS**  
CHIEF DEPUTY SHERIFF

**CELESTE D. YOUNGBLOOD**  
CHIEF OF DETENTION

**VALERIE M. FIELDS**  
CHIEF OF STAFF

**SHELBY JONES**  
EXECUTIVE SUPPORT DIRECTOR

To: Andrey Melkonyan

From: Sergeant Mark Bledsoe

Ref: K-9 Sly – Retirement and Adoption Request

Date: 05/14/2026

I am respectfully requesting the official retirement of K-9 Sly, who has served the Mecklenburg County Sheriff's Office with dedication for over six years. Sly, a fully trained patrol and detection K-9, has been an invaluable asset to the Sheriff's Office and has contributed significantly to the success of MCSO and the safety of Mecklenburg County residents.

K-9 Sly was originally partnered with Sgt. Bledsoe in 2020 and was later reassigned to Deputy Erve Boileau in 2024. Since that time, Sly has become a true member of the Boileau family and is greatly cherished. Deputy Boileau has formally requested to adopt Sly upon his retirement, ensuring he will continue to receive care and stability.

Sly is now eight years old and has begun to show natural signs of aging and slowing down. His age and health are beginning to affect his ability to perform at the level required for service. After years of loyal, dependable work, it is appropriate and in his best interest to transition into retirement, with his last working day being July 7th.

For these reasons, I am requesting the Board's approval for K-9 Sly's official retirement, allowing him to enjoy a peaceful and comfortable life with the Boileau family for the remainder of his years.

Sergeant M. Bledsoe K9 Supervisor

cc: Sheriff Garry McFadden

cc: Chief Ricky Robbins

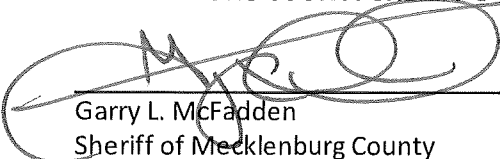
cc Major Shaketia Barnes

**MEMORANDUM OF UNDERSTANDING FOR  
TRANSFER OF OWNERSHIP OF LAW ENFORCEMENT CANINE**

Retiring Canine Officer Sly, a member of the Mecklenburg County Sheriff's Office (MCSO) canine force, is of retirement age and no longer useful for law enforcement purposes. Due to his specialized training, Canine Officer Sly is a danger to public health and safety if adopted by or sold to a member of the general public who is unfamiliar with Canine Officer Sly's law enforcement training. Therefore, Canine Officer Sly is of no economic value to Mecklenburg County, NC (the "County"). Pursuant to a Mecklenburg County Board of Commissioners Resolution adopted on September 15, 2009, ownership and possession of Canine Officer Sly is hereby transferred to MCSO Deputy Erve Boileau in consideration of his agreement to the following conditions:


1. Deputy Boileau assumes full responsibility for Sly's welfare, including but not limited to providing adequate shelter, food, grooming and veterinary care; and
2. Deputy Boileau hereby acknowledges that he is aware of the general background, training and utilization of Canine Officer Sly by MCSO and, being so informed, is fully cognizant of any and all risks associated with assuming ownership and possession of Canine Officer Sly. Deputy Boileau does hereby release, forever discharge and covenant not to sue MCSO or the County and all past, present and future employees, elected and appointed officials, contractors, agents and representatives of MCSO and/or the County as a result of any actions of Canine Officer Sly or arising out of or attributable to Canine Officer Sly's physical and mental condition or training.
3. Deputy Boileau does hereby indemnify and hold harmless MCSO and the County from any and all claims, demands, damages, causes of action, liabilities judgments, costs and expenses (including legal costs and attorneys' fees) arising from or related in any way to the ownership, possession, use, condition, actions or activities of Canine Officer Sly, effective July 7, 2026.

**MECKLENBURG COUNTY SHERIFF'S OFFICE**

  
Garry L. McFadden  
Sheriff of Mecklenburg County

6.1.2026  
Date

**DEPUTY ERVE BOILEAU**

  
Deputy Erve Boileau

5/21/26  
Date



## Legislation Text

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File #: 26-0341

Meeting Date: 7/7/2026

File Type: Consent

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### **DCR: FY 2026-2027 HOMES Interlocal Agreement**

#### **ACTION:**

**1) Adopt Resolution Approving fiscal year 2026-2027 Helping Out Mecklenburg's Homeowners with Economic Support (HOMES) Interlocal Agreement between Mecklenburg County and Town of Davidson**

**2) Amend the fiscal year 2026-2027 annual budget ordinance to recognize, receive, and appropriate an increase in revenue and expenses in the amount of \$14,250 to the General Fund (0001) in the Department of Community Resources for the HOMES Program**

**Staff Contact:** Lonnie Parker, Division Director of Business Operations, Department of Community Resources

**Presentation:** No

#### **BACKGROUND/JUSTIFICATION:**

The Department of Community Resources (DCR) manages the HOMES Program that provides economic support to residents with low to moderate income in retaining their homes. The fiscal year 2026-2027 DCR HOMES Program includes a partnership with the Town of Davidson. The interlocal agreement puts in place the terms that Mecklenburg County and Town of Davidson agreed. Town of Davidson will transfer \$15,000 to Mecklenburg County for use in the FY27 HOMES Program in addition to the \$7,340 remaining for a total of \$22,340. The Town of Davidson additional grant funds (\$14,250) are included in the request.

#### **PROCUREMENT BACKGROUND:**

N/A

**POLICY IMPACT:**

N/A

**FISCAL IMPACT:**

An increase in fiscal year 2026-2027 general fund (0001) revenue and associated expenses in the amount of \$14,250 for the Department of Community Resources

**RESOLUTION OF THE MECKLENBURG COUNTY BOARD OF COMMISSIONERS  
AUTHORIZING THE EXECUTION OF AN INTERLOCAL AGREEMENT BETWEEN  
MECKLENBURG COUNTY AND TOWN OF DAVIDSON**

**WHEREAS**, pursuant to General Statute § 153A-445(a)(1) and Article 20 of Chapter 160A of the North Carolina General Statutes the Town and County have the authority to enter into Agreements and Partnerships with each other for the exercise of any governmental function which either has been granted the authority to exercise and to enter into Interlocal cooperation agreements to specify the details of these undertakings; and

**WHEREAS**, Mecklenburg County recognizes that homeownership is the single most important investment that many residents make in their lifetime; and

**WHEREAS**, the Mecklenburg County Board of Commissioners established Helping Out Mecklenburg homeowners with Economic Support (“HOMES”) Program in 2022 to assist qualifying low to moderate income residents within Mecklenburg County to retain their primary residence (their home) by reducing the increased financial burden as a result of the escalating real estate property values, resulting in property tax increases; and

**WHEREAS**, the Town of Davidson established the Davidson Tax Assistance Program (“DTAP”) in 2023 for qualifying low to moderate income residents who wish to continue living in their homes as they face tax increases resulting from the real property reappraisals and desires to partner with Mecklenburg County to expand their program; and

**WHEREAS**, the purpose of this Agreement is to set forth the terms and conditions under which Mecklenburg County and the Town of Davidson will continue to partner to administer the program in order to assist qualifying low to moderate income residents of the Town and County who are at risk of losing residential housing due to increased real property taxes, resulting directly from increased real property values; and

**WHEREAS**, the Town of Davidson agrees to utilize \$7,340.00 (seven thousand three hundred forty) dollars (the “Town Funds”) of unused funds, transferred to Mecklenburg County in FY2026, for the FY2027 HOMES Program and to transfer an additional \$15,000.00 (fifteen thousand) dollars as soon as practicable after July 1, 2026 to use in FY2027 for a total amount of funding of \$22,340.00 (twenty-two thousand three hundred forty) dollars; and

**WHEREAS**, the use of said funds for the HOMES program will be divided by \$1,176.00 (one thousand one hundred seventy-six) dollars being paid to Mecklenburg County for administering the program and \$21,164.00 (twenty-one thousand one hundred sixty-four) dollars for use in grant funds, for homeowners meeting the eligibility criteria based upon the County’s HOMES eligibility criteria; and

**WHEREAS**, this joint program will be managed by Mecklenburg County staff under the Department of Community Resources; and

**WHEREAS**, the term of this Agreement shall be from July 1, 2026, to June 30, 2027.

**NOW THEREFORE, BE IT RESOLVED** that the Mecklenburg County Board of Commissioners does hereby approve the attached interlocal agreement and authorizes the County Manager to execute the Agreement in substantially the form as presented.

Adopted the 7<sup>th</sup> day of July 2026.

Approved as to Form:

\_\_\_\_\_  
County Attorney

\_\_\_\_\_  
Clerk to the Board

**INTERLOCAL COOPERATION AGREEMENT BETWEEN  
MECKLENBURG COUNTY AND TOWN OF DAVIDSON**

This **INTERLOCAL AGREEMENT** (the "Agreement") is made and entered into by and between Mecklenburg County (referred to herein as "County"), a political subdivision of the State of North Carolina and the Town of Davidson (referred to herein as "Town") a municipal corporation organized under the law of the State of North Carolina each a "Party," (or collectively the "Parties"), to be effective July 1, 2026.

**WITNESSETH:**

**WHEREAS**, the Town and the County have the authority pursuant to General Statute § 153A-445(a)(1) and Article 20 of Chapter 160A of the North Carolina General Statutes to enter into Agreements and Partnerships with each other for the exercise of any governmental function which either has been granted the authority to exercise and to enter into Interlocal cooperation agreements to specify the details of these undertakings; and

**WHEREAS**, Mecklenburg County recognizes that homeownership is the single most important investment that many residents make in their lifetime; and

**WHEREAS**, the Mecklenburg County Board of Commissioners established a taxpayer assistance program ("HOMES") in 2022 to assist qualifying low to moderate income residents within Mecklenburg County to retain their primary residence (their home) by reducing the increased financial burden as a result of escalating real estate property values and resulting in property tax increases: and

**WHEREAS**, the Town of Davidson established the Town Tax Assistance Program (DTAP) in 2023 for qualifying low to moderate income residents who wish to continue living in their homes as they face tax increases resulting from the real property reappraisals and wants to partner with Mecklenburg County to expand the program; and

**WHEREAS**, the purpose of this Agreement is to set forth the terms and conditions under which Mecklenburg County and Town of Davidson will partner to administer a program to assist qualifying low to moderate income residents of the County and Town who are at risk of losing residential housing due to increased real property taxes; and

**WHEREAS**, pursuant to the authority under Article 20 of Chapter 160A of North Carolina General Statutes related to Interlocal Cooperation and North Carolina General Statutes §153A-445, the Parties desire to enter into this Interlocal Agreement; and

**WHEREAS**, the Mecklenburg County Board of Commissioners and Town of Davidson Board of Commissioners have approved the initiatives contained in this Agreement.

**NOW, THEREFORE**, for and in consideration of the premises and the mutual covenants of the parties as set forth herein, the County and Town agree as follows:

## AGREEMENT

### 1. PURPOSE.

The purpose of this partnership agreement is to combine County and Town efforts to have greater efficiency of scale to assist a greater number of low to moderate income residents within the County and Town with maintaining their primary residence in a rising real estate economic environment which outpaces income growth and increases the possibility of loss of home ownership.

### 2. DURATION OF THE AGREEMENT.

- 2.1. The term of the agreement shall be from July 1, 2026, through June 30, 2027, with program funding beginning July 1, 2026, and ending June 30, 2027.
- 2.2. The parties may renew this Agreement for additional annual terms providing the extension is in writing and approved by the County and Town.
- 2.3. In order to provide prompt and efficient services, all parties agree to maintain open communication with the other and be available during regular business hours.

### 3. DUTIES OF THE TOWN

- 3.1 Town agrees:
  - 3.1.1 To allow residual funds of \$7,340.00 (seven thousand three hundred forty) dollars ("Town's Funds") be used by Mecklenburg County Finance for FY2027 HOMES Program. The residual funds are remaining after the reconciliation of the FY2026 transfer of \$21,975.00 (twenty-one thousand nine hundred seventy-five) dollars minus \$13,938.00 (thirteen thousand nine hundred thirty-eight) grant awards minus \$697.00 (six hundred ninety-seven) operating for a total of remaining \$7,340.00 (seven thousand three hundred forty) dollars.
  - 3.1.2 To transfer \$15,000.00 (fifteen thousand) dollars ("Town Funds") to Mecklenburg County finance as soon as practicable after July 1, 2026, or when funding becomes available in the FY2027 budget. Total amount of funding for FY2027 is \$22,340.00 (twenty-two thousand three hundred forty) dollars.
  - 3.1.3 To use the Town tax rate of twenty-seven point six zero cents (Town's FY2026 approved property tax rate) with corresponding median household value of \$573,750.00 (five hundred seventy-three thousand seven hundred-fifty) dollars in the formula to calculate the HOMES grant amount for a maximum Town grant amount of \$554.00 (five hundred fifty-four) dollars.
  - 3.1.4 That the use of funds for the HOMES program will be split by paying \$1,176.00 (one thousand one hundred seventy-six) dollars to Mecklenburg County by the Town for administering the program.
  - 3.1.5 That eligibility criteria will be based upon the County's HOMES eligibility criteria.
  - 3.1.6 The joint program will be managed by Mecklenburg County Department of Community Resources.
  - 3.1.7 Promote the HOMES program through their standard communication channels, platforms, and public information distributions.

### 4. DUTIES OF THE COUNTY

- 4.1 County agrees:
  - 4.1.1 Department of Community Resources will manage the HOMES program.
  - 4.1.2 Funding at \$21,164.00 for grants and \$1,176.00 administrative fee for Town, consistent with the attached Exhibit A estimates.
  - 4.1.3 To apply the same eligibility criteria to County and Town funds.
  - 4.1.4 To only use Town funds for the HOMES program and no other purpose.
  - 4.1.5 To provide the Town with a final accounting and program status report by June 30, 2027.

### 5. AMENDMENT.

- a. The County Manager and Town Manager or their designees, are authorized to amend any components of this agreement without further authorization of the Mecklenburg County Board of Commissioners or Town of Davidson Board of Commissioners.
- b. Except as provided herein, this Agreement may not be modified or amended except by a subsequent written agreement authorized and signed by all parties.

**6. TERMINATION OF AGREEMENT.**

- a. This Agreement may be terminated upon mutual consent of the parties, or by any court of competent jurisdiction upon the finding that there has been such a substantial breach of this Agreement by the non-complaining party so as to entitle the complaining party to be relieved of its obligations under this Agreement.
- b. Either party may terminate this Agreement at any time without cause by giving thirty (30) days prior written notice to the other party. As soon as practicable after receipt of a written notice of termination without cause, the County shall submit a statement to the Town showing in detail the allocation of funds administered under the program through the date of termination.
- c. **TERMINATION FOR DEFAULT BY EITHER PARTY.** By giving written notice to the other party, either party may terminate this Agreement upon the occurrence of one or more of the following events:
  - i. The other party violates or fails to perform any covenant, provision, obligation, term or condition contained in this Agreement, provided that, unless otherwise stated in this Agreement, such failure or violation shall not be cause for termination if both of the following conditions are satisfied: (i) such default is reasonably susceptible to cure; and (ii) the other party cures such default within thirty (30) days of receipt of written notice of default from the non-defaulting party; or
  - ii. The other party attempts to assign, terminate or cancel this Agreement contrary to the terms hereof.

Any notice of default shall identify this Section of this Agreement and shall state the party's intent to terminate this Agreement if the default is not cured within the specified period.

- d. **COUNTY AUTHORITY TO TERMINATE.** The following persons are authorized, consistent with this Agreement, to terminate this Agreement on behalf of the County: (a) the County Manager, or any designee of the County Manager.
- e. **TOWN AUTHORITY TO TERMINATE.** The following persons are authorized, consistent with this Agreement, to terminate this Agreement on behalf of Town: (a) the Town Manager, or any designee of the Town Manager.
- f. **OBLIGATIONS UPON EXPIRATION OR TERMINATION.** Upon expiration or termination of this Agreement, the County shall comply with all applicable terms and conditions contained herein. In addition, within thirty (30) days of the termination by either party, the County shall return all Town funds that have not been utilized by the HOMES program to the Town.

**7. ENFORCEMENT OF AGREEMENT.** The parties agree that the remedy of specific performance would be an appropriate remedy, among others, for the enforcement of this Agreement.

**8. ENTIRE AGREEMENT.** This Agreement constitutes the entire Agreement between the parties with the respect to its subject matter, and there are no other representations, understandings, or agreements between the parties with respect to such subject matter. This Agreement supersedes all prior agreements, negotiations, representations, and proposals, written or oral.

**9. NOTICES.** Any notices, requests or other communications required by this Agreement shall be in writing and shall be deemed duly given if hand-delivered or mailed first class mail, postage prepaid, certified mail, return receipt requested and addressed:

County	Town
Michael Bryant, County Manager	Town of Davidson
Mecklenburg County	James Justice Town Manager
CMGC	251 South Street

600 E. Fourth Street 11 <sup>th</sup> Floor	P.O. Box 579
Charlotte, NC 28202	Davidson, NC 28036

**10. MISCELLANEOUS**

- 10.1 This Agreement may be executed in several counterparts, each of which will be deemed an original and which together shall constitute one and the same instrument.
- 10.2 All paragraph headings are inserted for convenience only.
- 10.3 This Agreement shall not be assigned by the Town without prior written consent of the County.
- 10.4 This Agreement replaces and supersedes all prior oral or written agreements between the parties with respect to the subject matter hereof and shall not be amended except by written agreement signed by the parties hereto.

*[Signature Page Follows]*

**IN WITNESS WHEREOF**, and in acknowledgement that the parties hereto have read and understood each and every provision hereof, the parties have caused this Agreement to be executed.

**TOWN OF DAVIDSON**

Town Manager: \_\_\_\_\_ 

Approved as to form by Town Attorney: \_\_\_\_\_ 

This instrument has been preaudited in the manner required by the Local Government Budget and Fiscal Control Act.

Finance Officer: \_\_\_\_\_ 

**MECKLENBURG COUNTY**

County Manager: \_\_\_\_\_

Approved as to form by County Attorney: \_\_\_\_\_

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Finance Officer: \_\_\_\_\_

## FY2027 HOMES Program

FY27 HOMES Funding Break-out	Mecklenburg County	Davidson	Combined
Grants	4,540,000	21,164	4,561,164
Grant Expenses			
<b>Totals</b>	<b>4,540,000</b>	<b>21,164</b>	<b>4,561,164</b>
<i>Administration-On-going Funding</i>			
Full-Time County Staff	316,406		316,406
Actuals			
Casual Labor	259,385		259,385
Actuals			
Marketing	83,176		83,176
Actuals			
Operations (tech, phone, supplies, training)	20,000	1,176	21,176
Actuals			
<b>Sub-Total</b>	<b>678,967</b>	<b>1,176</b>	<b>680,143</b>
<b>Total</b>	<b>5,218,967</b>	<b>22,340</b>	<b>5,241,307</b>

**INTERLOCAL COOPERATION AGREEMENT BETWEEN  
MECKLENBURG COUNTY AND TOWN OF DAVIDSON**

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**WHEREAS**, Mecklenburg County recognizes that homeownership is the single most important investment that many residents make in their lifetime; and

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**WHEREAS**, the Town of Davidson established the Town Tax Assistance Program (DTAP) in 2023 for qualifying low to moderate income residents who wish to continue living in their homes as they face tax increases resulting from the real property reappraisals and wants to partner with Mecklenburg County to expand the program; and

**WHEREAS**, the purpose of this Agreement is to set forth the terms and conditions under which Mecklenburg County and Town of Davidson will partner to administer a program to assist qualifying low to moderate income residents of the County and Town who are at risk of losing residential housing due to increased real property taxes; and

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**7. ENFORCEMENT OF AGREEMENT.** The parties agree that the remedy of specific performance would be an appropriate remedy, among others, for the enforcement of this Agreement.

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County	Town
Michael Bryant, County Manager	Town of Davidson
Mecklenburg County	James Justice Town Manager
CMGC	251 South Street

600 E. Fourth Street 11 <sup>th</sup> Floor	P.O. Box 579
Charlotte, NC 28202	Davidson, NC 28036

**10. MISCELLANEOUS**

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- 10.4 This Agreement replaces and supersedes all prior oral or written agreements between the parties with respect to the subject matter hereof and shall not be amended except by written agreement signed by the parties hereto.

*[Signature Page Follows]*

**IN WITNESS WHEREOF**, and in acknowledgement that the parties hereto have read and understood each and every provision hereof, the parties have caused this Agreement to be executed.

**TOWN OF DAVIDSON**

Town Manager: \_\_\_\_\_

Approved as to form by Town Attorney: \_\_\_\_\_

This instrument has been preaudited in the manner required by the Local Government Budget and Fiscal Control Act.

Finance Officer: \_\_\_\_\_

**MECKLENBURG COUNTY**

County Manager: \_\_\_\_\_

Approved as to form by County Attorney: \_\_\_\_\_

This instrument has been preaudited in the manner required by the Local Government Budget and Fiscal Control Act.

Finance Officer: \_\_\_\_\_

## FY2027 HOMES Program

<b>FY27 HOMES Funding Break-out</b>	<b>Mecklenburg County</b>	<b>Davidson</b>	<b>Combined</b>
<b>Grants</b>	<b>4,540,000</b>	<b>21,164</b>	<b>4,561,164</b>
<b>Grant Expenses</b>			
<b>Totals</b>	<b>4,540,000</b>	<b>21,164</b>	<b>4,561,164</b>
<b><i>Administration-On-going Funding</i></b>			
Full-Time County Staff	316,406		316,406
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<b>Total</b>	<b>5,218,967</b>	<b>22,340</b>	<b>5,241,307</b>



## Legislation Text

File #: 26-0342

Meeting Date: 7/7/2026

File Type: Consent

### Construction Contract - Pressley Road Park

#### **ACTION:**

**Award a construction contract to J.D. Goodrum Co., Inc. in the amount of \$1,577,127.96**

**Staff Contact:** Lisa Roberts, Project Manager, Asset and Facility Management

**Presentation:** No

#### **BACKGROUND/JUSTIFICATION:**

This contract will provide construction services for improving the existing Pressley Road Park. Components include grading & storm drainage, pedestrian lighting, sidewalk & walking paths, prefabricated bridge and playgrounds.

#### **PROCUREMENT BACKGROUND:**

This project was advertised in the Charlotte Post, the Charlotte Observer, the Greater Diversity News, and listed on the North Carolina Interactive Purchasing System website on May 7, 2026. A Pre-bid meeting was held on May 14, 2026. Six (6) bids were received on June 2, 2026. Based on the lump sum base bid, plus contingency allowance, the lowest responsive, responsible bidder was J.D. Goodrum Co., Inc. in the amount of \$1,577,127.96.

#### **Anticipated BDI Utilization: 6.36%**

Sub-Contractors    MBE 3.17%    WBE 3.19%

The subcontractor MWBE contract-by-contract goals for this project are MBE: 3% and WBE 3%. J.D. Goodrum Co., Inc. intends to self-perform work with their own forces, or subcontract with non-MWBE subcontractors for 93.64% of the work. The remaining 6.36% of the total work is being subcontracted with MWBE subcontractors at the following participation levels: MBE: 3.17%, WBE:3.19%. The Mecklenburg County Office of Economic Development - Business Diversity and Inclusion (BDI) Division - determined that J.D. Goodrum Co., Inc. demonstrated a Good Faith Effort for BDI utilization.

Attachment: Bid Tabulation

**POLICY IMPACT:**

N/A

**FISCAL IMPACT:**

Funds are available from PayGo.

BID TABULATION FOR  
**PRESSLEY ROAD PARK**  
**Base Bid**

BID OPENING: June 2, 2026



Line #	Section #	Item Code	Description	Quantity	Unit	Engineer's Estimate		EASTERN			DICKERSON			EAGLE WOOD			HARMON			JD GOODRAM			Husky		
						Unit Cost	Amount	Unit Cost	Amount	% over / under Engineer	Unit Cost	Amount	% over / under Engineer	Unit Cost	Amount	% over / under Engineer	Unit Cost	Amount	% over / under Engineer	Unit Cost	Amount	% over / under Engineer	Unit Cost	Amount	% over / under Engineer
1	800	0000100000-N	MOBILIZATION	1	LS	\$ 146,300.00	\$ 146,300.00	\$ 129,950.00	\$ 129,950.00	89%	\$ 285,000.00	\$ 285,000.00	195%	\$ 140,000.00	\$ 140,000.00	96%	\$ 35,000.00	\$ 35,000.00	24%	\$ 143,564.80	\$ 143,564.80	0%	\$ 71,000.00	\$ 71,000.00	49%
2	801	0000400000-N	CONSTRUCTION SURVEYING	1	LS	\$ 280,510.30	\$ 280,510.30	\$ 13,910.30	\$ 13,910.30	5%	\$ 15,000.00	\$ 15,000.00	5%	\$ 16,800.00	\$ 16,800.00	6%	\$ 41,400.00	\$ 41,400.00	15%	\$ 22,640.41	\$ 22,640.41	51%	\$ 31,000.00	\$ 31,000.00	11%
4	310	0366000000-E	15" RC PIPE CULVERTS, CLASS III	42	LF	\$ 105.00	\$ 4,410.00	\$ 197.75	\$ 8,305.50	188%	\$ 225.00	\$ 9,450.00	214%	\$ 91.00	\$ 3,822.00	87%	\$ 73.00	\$ 3,066.00	70%	\$ 86.18	\$ 3,619.56	82%	\$ 90.00	\$ 3,780.00	86%
5	310	0372000000-E	18" RC PIPE CULVERTS, CLASS III	236	LF	\$ 125.00	\$ 29,500.00	\$ 242.95	\$ 57,336.20	194%	\$ 300.00	\$ 70,800.00	240%	\$ 104.00	\$ 24,544.00	83%	\$ 78.85	\$ 18,608.60	63%	\$ 116.55	\$ 27,505.80	93%	\$ 96.00	\$ 22,656.00	77%
6	310	0384000000-E	30" RC PIPE CULVERTS, CLASS III	40	LF	\$ 180.00	\$ 7,200.00	\$ 384.20	\$ 15,368.00	213%	\$ 600.00	\$ 24,000.00	333%	\$ 169.00	\$ 6,760.00	94%	\$ 254.80	\$ 10,192.00	142%	\$ 209.39	\$ 8,375.60	116%	\$ 116.00	\$ 4,640.00	64%
7	520	1121000000-E	AGGREGATE BASE COURSE	920	TON	\$ 55.00	\$ 50,600.00	\$ 96.05	\$ 88,366.00	175%	\$ 70.00	\$ 64,400.00	127%	\$ 57.00	\$ 52,440.00	104%	\$ 62.15	\$ 57,178.00	113%	\$ 49.86	\$ 45,871.20	91%	\$ 27.00	\$ 24,840.00	49%
9	610	1523000000-E	ASPHALT CONC SURFACE COURSE, TYPE S9.SC	10	TON	\$ 115.00	\$ 1,150.00	\$ 310.75	\$ 3,107.50	270%	\$ 1,000.00	\$ 10,000.00	870%	\$ 140.00	\$ 1,400.00	122%	\$ 325.00	\$ 3,250.00	283%	\$ 257.93	\$ 2,579.30	224%	\$ 170.00	\$ 1,700.00	148%
10	620	1575000000-E	ASPHALT BINDER FOR PLANT MIX	5	TON	\$ 590.00	\$ 2,950.00	\$ 333.35	\$ 1,666.75	57%	\$ 1,000.00	\$ 5,000.00	169%	\$ 930.00	\$ 4,650.00	158%	\$ 300.00	\$ 1,500.00	51%	\$ 859.76	\$ 4,298.80	146%	\$ 500.00	\$ 2,500.00	85%
10B	815	2070000000-N	SUBDRAIN PIPE OUTLET	1	EA	\$ 537.00	\$ 537.00	\$ 1,412.50	\$ 1,412.50	263%	\$ 600.00	\$ 600.00	112%	\$ 300.00	\$ 300.00	56%	\$ 1,125.00	\$ 1,125.00	209%	\$ 286.59	\$ 286.59	53%	\$ 1,000.00	\$ 1,000.00	186%
10C	815	2076000000-E	4" OUTLET PIPE	28	LF	\$ 37.00	\$ 1,036.00	\$ 73.45	\$ 2,056.60	199%	\$ 30.00	\$ 840.00	81%	\$ 25.00	\$ 700.00	68%	\$ 32.85	\$ 919.80	89%	\$ 5.74	\$ 160.72	16%	\$ 25.00	\$ 700.00	68%
11	838	2220000000-E	REINFORCED ENDWALLS	3.2	CY	\$ 2,600.00	\$ 8,320.00	\$ 6,215.00	\$ 19,888.00	239%	\$ 3,000.00	\$ 9,600.00	115%	\$ 4,900.00	\$ 15,680.00	188%	\$ 5,937.50	\$ 19,000.00	228%	\$ 3,037.83	\$ 9,721.06	117%	\$ 950.00	\$ 3,040.00	37%
12	840	2286000000-N	MASONRY DRAINAGE STRUCTURES	2	EA	\$ 5,500.00	\$ 11,000.00	\$ 7,345.00	\$ 14,690.00	134%	\$ 10,000.00	\$ 20,000.00	182%	\$ 4,500.00	\$ 9,000.00	82%	\$ 5,899.00	\$ 11,798.00	107%	\$ 3,209.78	\$ 6,419.56	58%	\$ 3,600.00	\$ 7,200.00	65%
13	840	2308000000-E	MASONRY DRAINAGE STRUCTURES	2	LF	\$ 1,000.00	\$ 2,000.00	\$ 1,356.00	\$ 2,712.00	136%	\$ 8,000.00	\$ 16,000.00	800%	\$ 850.00	\$ 1,700.00	85%	\$ 7,649.00	\$ 15,298.00	765%	\$ 429.89	\$ 859.78	43%	\$ 600.00	\$ 1,200.00	60%
14	840	2396000000-N	FRAME WITH COVER, STD 840.54	1	EA	\$ 1,200.00	\$ 1,200.00	\$ 1,356.00	\$ 1,356.00	113%	\$ 1,000.00	\$ 1,000.00	83%	\$ 650.00	\$ 650.00	54%	\$ 899.00	\$ 899.00	75%	\$ 638.52	\$ 638.52	53%	\$ 600.00	\$ 600.00	50%
15	846	2549000000-E	2'-6" CONCRETE CURB & GUTTER (NCDOT)	90	LF	\$ 35.00	\$ 3,150.00	\$ 41.81	\$ 3,762.90	119%	\$ 60.00	\$ 5,400.00	171%	\$ 90.00	\$ 8,100.00	257%	\$ 55.25	\$ 4,972.50	158%	\$ 57.32	\$ 5,158.80	164%	\$ 38.00	\$ 3,420.00	109%
16	848	2605000000-N	CONCRETE CURB RAMPS	3	EA	\$ 2,500.00	\$ 7,500.00	\$ 565.00	\$ 1,695.00	23%	\$ 2,300.00	\$ 6,900.00	92%	\$ 3,500.00	\$ 10,500.00	140%	\$ 550.00	\$ 1,650.00	22%	\$ 3,668.32	\$ 11,004.96	147%	\$ 1,665.00	\$ 4,995.00	67%
17A	876	3628000000-E	RIP RAP, CLASS I	25	TON	\$ 85.00	\$ 2,125.00	\$ 209.05	\$ 5,226.25	246%	\$ 100.00	\$ 2,500.00	118%	\$ 85.00	\$ 2,125.00	100%	\$ 79.00	\$ 1,975.00	93%	\$ 54.45	\$ 1,361.25	64%	\$ 100.00	\$ 2,500.00	118%
17	876	3635000000-E	RIP RAP, CLASS II	137	TON	\$ 85.00	\$ 11,645.00	\$ 220.35	\$ 30,187.95	259%	\$ 130.00	\$ 17,810.00	153%	\$ 92.00	\$ 12,604.00	108%	\$ 89.00	\$ 12,193.00	105%	\$ 63.05	\$ 8,637.85	74%	\$ 100.00	\$ 13,700.00	118%
18	876	3649000000-E	RIP RAP, CLASS B	28	TON	\$ 88.00	\$ 2,464.00	\$ 180.80	\$ 5,062.40	205%	\$ 90.00	\$ 2,520.00	102%	\$ 85.00	\$ 2,380.00	97%	\$ 79.00	\$ 2,212.00	90%	\$ 54.45	\$ 1,524.60	62%	\$ 100.00	\$ 2,800.00	114%
19	876	3656000000-E	GEOTEXTILE FOR DRAINAGE	151	SY	\$ 4.00	\$ 604.00	\$ 10.17	\$ 1,535.67	254%	\$ 14.00	\$ 2,114.00	350%	\$ 6.00	\$ 906.00	150%	\$ 3.00	\$ 453.00	75%	\$ 3.15	\$ 475.65	79%	\$ 8.00	\$ 1,208.00	200%
20	1615	6015000000-E	TEMPORARY MULCHING	2.44	ACR	\$ 1,500.00	\$ 3,660.00	\$ 2,090.50	\$ 5,100.82	139%	\$ 200.00	\$ 488.00	13%	\$ 1,400.00	\$ 3,416.00	93%	\$ 6,000.00	\$ 14,640.00	400%	\$ 2,292.70	\$ 5,594.19	153%	\$ 2,400.00	\$ 5,856.00	160%
21	1620	6018000000-E	SEED FOR TEMPORARY SEEDING	293	LB	\$ 5.00	\$ 1,465.00	\$ 2.26	\$ 662.18	45%	\$ 6.00	\$ 1,758.00	120%	\$ 5.00	\$ 1,465.00	100%	\$ 11.95	\$ 3,501.35	239%	\$ 9.17	\$ 2,686.81	183%	\$ 3.00	\$ 879.00	60%
22	1620	6021000000-E	FERTILIZER FOR TEMPORARY SEED-ING	0.53	TON	\$ 1,200.00	\$ 636.00	\$ 1,233.96	\$ 654.00	103%	\$ 5,000.00	\$ 2,650.00	417%	\$ 1,500.00	\$ 795.00	125%	\$ 6,037.74	\$ 3,200.00	503%	\$ 2,865.88	\$ 1,518.92	239%	\$ 2,300.00	\$ 1,219.00	192%
24	1631	6036000000-E	MATTING FOR EROSION CONTROL	615	SY	\$ 7.00	\$ 4,305.00	\$ 2.25	\$ 1,383.75	32%	\$ 40.00	\$ 24,600.00	571%	\$ 2.30	\$ 1,414.50	33%	\$ 18.80	\$ 11,562.00	269%	\$ 3.44	\$ 2,115.60	49%	\$ 5.00	\$ 3,075.00	71%
25	SP	6111000000-E	IMPERVIOUS DIKE	28	LF	\$ 189.00	\$ 5,292.00	\$ 28.25	\$ 791.00	15%	\$ 115.00	\$ 3,220.00	61%	\$ 74.00	\$ 2,072.00	39%	\$ 50.00	\$ 1,400.00	26%	\$ 91.71	\$ 2,567.88	49%	\$ 100.00	\$ 2,800.00	53%
26	420	8182000000-E	CLASS A CONCRETE (BRIDGE)	18.6	CY	\$ 1,750.00	\$ 32,550.00	\$ 2,360.24	\$ 43,900.46	135%	\$ 1,000.00	\$ 18,600.00	57%	\$ 2,500.00	\$ 46,500.00	143%	\$ 275.00	\$ 5,115.00	16%	\$ 2,588.46	\$ 48,145.36	148%	\$ 853.00	\$ 15,865.80	49%
28	450	8364000000-E	HP12X53 STEEL PILES	108	LF	\$ 100.00	\$ 10,800.00	\$ 1,507.82	\$ 162,844.56	1508%	\$ 1,000.00	\$ 108,000.00	1000%	\$ 900.00	\$ 97,200.00	900%	\$ 1,575.00	\$ 170,100.00	1575%	\$ 213.22	\$ 23,027.76	213%	\$ 710.00	\$ 76,680.00	710%
29	SP		CONSTRUCTION SIGN	3	EA	\$ 750.00	\$ 2,250.00	\$ 847.50	\$ 2,542.50	113%	\$ 350.00	\$ 1,050.00	47%	\$ 1,750.00	\$ 5,250.00	233%	\$ 650.00	\$ 1,950.00	87%	\$ 573.18	\$ 1,719.54	76%	\$ 1,000.00	\$ 3,000.00	133%
30	SP		SKIMMER - (2") (CLDSM 30.02A)	1	EA	\$ 20,000.00	\$ 20,000.00	\$ 1,819.30	\$ 1,819.30	9%	\$ 2,500.00	\$ 2,500.00	13%	\$ 3,000.00	\$ 3,000.00	15%	\$ 1,655.00	\$ 1,655.00	8%	\$ 1,432.94	\$ 1,432.94	7%	\$ 2,500.00	\$ 2,500.00	13%
31	SP		TEMPORARY SILT FENCE (CLDSM 30.06A)	1800	LF	\$ 5.00	\$ 9,000.00	\$ 2.88	\$ 5,184.00	58%	\$ 5.00	\$ 9,000.00	100%	\$ 3.00	\$ 5,400.00	60%	\$ 4.00	\$ 7,200.00	80%	\$ 2.35	\$ 4,230.00	47%	\$ 5.00	\$ 9,000.00	100%
32	SP		SILT FENCE OUTLET (CLDSM 30.06C)	32	EA	\$ 500.00	\$ 16,000.00	\$ 309.15	\$ 9,892.80	62%	\$ 550.00	\$ 17,600.00	110%	\$ 250.00	\$ 8,000.00	50%	\$ 437.50	\$ 14,000.00	88%	\$ 257.93	\$ 8,253.76	52%	\$ 70.00	\$ 2,240.00	14%
33	SP		TEMPORARY ROCK CHECK DAM (30.10A)	16	EA	\$ 1,200.00	\$ 19,200.00	\$ 177.94	\$ 2,847.04	15%	\$ 500.00	\$ 8,000.00	42%	\$ 350.00	\$ 5,600.00	29%	\$ 295.00	\$ 4,720.00	25%	\$ 286.59	\$ 4,585.44	24%	\$ 70.00	\$ 1,120.00	6%
34	SP		STABILIZED CONSTRUCTION ENTRANCE (CLDSM 30.11A)	2	EA	\$ 5,500.00	\$ 11,000.00	\$ 18,723.50	\$ 37,447.00	340%	\$ 8,000.00	\$ 16,000.00	145%	\$ 6,500.00	\$ 13,000.00	118%	\$ 5,500.00	\$ 11,000.00	100%	\$ 4,012.23	\$ 8,024.46	73%	\$ 4,100.00	\$ 8,200.00	75%
35	SP		CONSTRUCTION ENTRANCE TIRE WASH (CLDSM 30.11B)	2	EA	\$ 1,000.00	\$ 2,000.00	\$ 6,215.00	\$ 12,430.00	622%	\$ 6,500.00	\$ 13,000.00	650%	\$ 7,000.00	\$ 14,000.00	700%	\$ 2,100.00	\$ 4,200.00	210%	\$ 2,865.88	\$ 5,731.76	287%	\$ 2,600.00	\$ 5,200.00	260%
36	SP		TREE PROTECTION FENCE (CLDSM 40.02)	1900	LF	\$ 4.25	\$ 8,075.00	\$ 2.83	\$ 5,377.00	67%	\$ 3.00	\$ 5,700.00	71%	\$ 2.40	\$ 4,560.00	56%	\$ 4.00	\$ 7,600.00	94%	\$ 1.78	\$ 3,382.00	42%	\$ 4.00	\$ 7,600.00	94%
39	SP		E+SC MAINT. (SILT FENCE, UPKEEP/REPLACE STONE & MEASURES AS NEEDED)	1	LS	\$ 11,500.00	\$ 11,500.00	\$ 10,615.22	\$ 10,615.22	92%	\$ 12,000.00	\$ 12,000.00	104%	\$ 21,600.00	\$ 21,600.00	188%	\$ 2,500.00	\$ 2,500.00	22%	\$ 1,719.53	\$ 1,719.53	15%	\$ 6,350.00	\$ 6,350.00	55%
40	SP		HIGH HAZARD SILT FENCE (CLDSM 30.06B)	935	LF	\$ 7.50	\$ 7,012.50	\$ 6.32	\$ 5,909.20	84%	\$ 17.00	\$ 15,895.00	227%	\$ 6.00	\$ 5,610.00	80%	\$ 12.00	\$ 11,220.00	160%	\$ 4.30	\$ 4,020.50	57%	\$ 11.00	\$ 10,285.00	147%
41																									

BID TABULATION FOR  
**PRESSLEY ROAD PARK**  
**Base Bid**

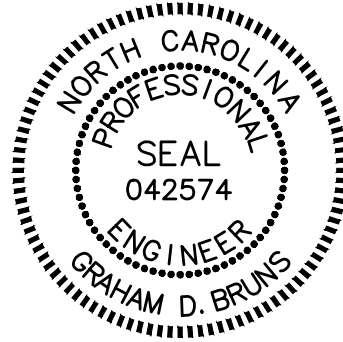
BID OPENING: June 2, 2026



Line #	Section #	Item Code	Description	Quantity	Unit	Engineer's Estimate		EASTERN			DICKERSON			EAGLE WOOD			HARMON			JD GOODRAM			Husky		
						Unit Cost	Amount	Unit Cost	Amount	% over / under Engineer	Unit Cost	Amount	% over / under Engineer	Unit Cost	Amount	% over / under Engineer	Unit Cost	Amount	% over / under Engineer	Unit Cost	Amount	% over / under Engineer	Unit Cost	Amount	% over / under Engineer
79		SP	6" CONCRETE CURB (PLAYGROUND, TURF AREA AT CALISTHENICS EQUIPMENT, LAWN AT SHADE STRUCTURE)	335	LF	\$ 45.00	\$ 15,075.00	\$ 24.86	\$ 8,328.10	55%	\$ 57.00	\$ 19,095.00	127%	\$ 30.00	\$ 10,050.00	67%	\$ 39.20	\$ 13,132.00	87%	\$ 40.13	\$ 13,443.55	89%	\$ 32.00	\$ 10,720.00	71%
						\$ -	\$ -	\$ -	\$ -	0%	\$ -	\$ -	0%	\$ -	\$ -	0%	\$ -	\$ -	0%	\$ -	\$ -	0%	\$ -	\$ -	0%
						\$ -	\$ -	\$ -	\$ -	0%	\$ -	\$ -	0%	\$ -	\$ -	0%	\$ -	\$ -	0%	\$ -	\$ -	0%	\$ -	\$ -	0%
			CONTINGENCY	0		\$ 150,000.00	\$ -	\$ 150,000.00	\$ -	0%	\$ 150,000.00	\$ -	0%	\$ 150,000.00	\$ -	0%	\$ 150,000.00	\$ -	0%	\$ 150,000.00	\$ -	0%	\$ 150,000.00	\$ -	0%
						<b>Unit Cost</b>	<b>Amount</b>	<b>Unit Cost</b>	<b>Amount</b>	<b>% over / under Engineer</b>	<b>Unit Cost</b>	<b>Amount</b>	<b>% over / under Engineer</b>	<b>Unit Cost</b>	<b>Amount</b>	<b>% over / under Engineer</b>	<b>Unit Cost</b>	<b>Amount</b>	<b>% over / under Engineer</b>	<b>Unit Cost</b>	<b>Amount</b>	<b>% over / under Engineer</b>	<b>Unit Cost</b>	<b>Amount</b>	<b>% over / under Engineer</b>
			<b>Engineer's Estimate</b>					<b>EASTERN</b>			<b>DICKERSON</b>			<b>EAGLE WOOD</b>			<b>HARMON</b>		<b>JD GOODRAM</b>			<b>Husky</b>			
			<b>TOTAL BASE BID (READ ALOUD):</b>					\$ 1,842,720.23			\$ 2,259,817.00			\$ 1,439,267.75			\$ 1,737,265.00		\$ 1,427,127.96			\$ 1,448,678.05			
			<b>TOTAL BASE BID (CALCULATED):</b>			\$ 1,829,426.80		\$ 1,825,760.16	100%		\$ 2,259,817.00	124%		\$ 1,441,014.83	79%		\$ 1,739,102.70	95%	\$ 1,427,127.94	78%		\$ 1,448,678.05	79%		
						delta \$		\$ (16,960.07)			delta \$	\$ -		\$ 1,747.08			\$ 1,837.70		\$ (0.02)			\$ -			
						delta %		-0.9204%			delta %	0.0000%		0.1214%			0.1058%		0.0000%			0.0000%			

To the best of my knowledge, I certify that the above is a true and accurate tabulation of the bids opened on June 2, 2026 at 2PM.

Graham Bruns, PE





## Legislation Text

File #: 26-0343

Meeting Date: 7/7/2026

File Type: Consent

### **Subcontractor Prequalifications - Construction Manager at Risk - Mecklenburg County Sheriff's Office**

#### **ACTION:**

**Approve the Subcontractor Prequalification procedure provided by Rodgers Leeper XI for the Mecklenburg County Sheriff's Office Administrative Services Building Renovation project.**

**Staff Contact:** Steven Wallace, AIA, Project Manager  
Asset and Facility Management Department

**Presentation:** No

#### **BACKGROUND/JUSTIFICATION:**

The Board of County Commissioners authorized the use of the Construction Manager at Risk Contract Methodology for this project at the February 20, 2024, BOCC meeting in accordance with G.S. 143-128.1.

Revisions to State Law 2014-42 (H1043), amends G.S. 143-135.8 by establishing specific procedural requirements for when and how local governments may prequalify construction contractors to bid on construction and repair contracts. These requirements also apply to the prequalification of subcontractors by a Construction Manager at Risk under G.S. 143-128.1(c).

Rodgers Leeper XI has provided a prequalification process based on the statutory requirements that meet the following criteria:

1. Be uniform, consistent, and transparent in its application to all bidders.
2. Allow all bidders who meet the prequalification criteria to be prequalified to bid on the construction or repair work project (in other words, a bidder who meets the prequalification criteria must be allowed to bid on the project).
3. The prequalification criteria must comply with all of the following:
  - a. Be rationally related to construction or repair work.
  - b. Not require that the bidder has previously been awarded a construction or repair project by the governmental entity.
  - c. Permit bidders to submit history or experience with projects of similar size, scope or

complexity.

4. Clearly state the assessment process for the criteria to be used.
5. Establish a process for a bidder to protest to the governmental entity its denial of prequalification. The protest process must be completed prior to the bid opening to allow sufficient time for a bidder whose protest is successful to submit a bid on that project.
6. Outline a process by which the basis for denial of prequalification will be communicated in writing, upon request, to a bidder who is denied prequalification.

The focus of these requirements is to ensure that a prequalification process is conducted transparently, using criteria that relates to the specific project being bid and are applied objectively and fairly to all bidders. The requirements also give bidders an opportunity to learn why they were denied prequalification and can appeal that denial.

Per the County's Business Diversity and Inclusion (BDI) provisions, the Construction Manager plans to meet or exceed the following County Minority- and Women-owned Business Enterprise (MWBE) Goals for participation in construction sub-contracts:

MBE - 15%

WBE - 8%

Total Goal - 23%

**PROCUREMENT BACKGROUND:**

N/A

**POLICY IMPACT:**

Construction Manager at Risk Contracts, G.S. 143-128.1 (a-e)

**FISCAL IMPACT:**

N/A

**Mecklenburg County Sheriff's Office Administrative Services Building  
Prequalification Form for First –Tier Subcontractors under CM at Risk**

Pursuant to the statute, this form gathers information about the contractors seeking to qualify for the work and provides a general format for the prequalification criteria. **Completing this questionnaire does not guarantee prequalification.** Evaluation of the submittal shall be performed by the prequalification committee in accordance with GS 143-128.1, 143-135.8 A minimum of 80 points must be achieved to be prequalified for this project.

**PREQUALIFICATION DUE DATE:** <enter once Owner has approved prequalification form and process>

**Submitted to:** William Satterfield

Contact Name receiving prequalifying packages

Rodgers Leeper XI

Agency/Institution

5701 N. Sharon Amity Road

Address

Building 100

Address

Charlotte, North Carolina 28215

City/State Zip Code + 4

(704) 537-6044

Phone number

Fax Number

wsatterfield@rogersbuilders.com

E-mail address

**Project:**

MCSO ASB (Mecklenburg County Sheriff's Office Administrative Services Building) Renovation

Name of Project

Mecklenburg County

Project Owner

901 Elizabeth Avenue, Charlotte, NC 28204

Project Location/Address

Little

Project Architect

January 2026

Project Phase

Project Start Date (Approx.)

14 months

Project/Phase Duration

Phase Budget

\$35,000,000

Total Project Budget

**ANTICIPATED BID DATE:** October 14, 2026





**Mecklenburg County Sheriff's Office Administrative Services Building  
Prequalification Form for First –Tier Subcontractors under CM at Risk**

**PROJECT DESCRIPTION:** (An in-depth narrative of the details of the project, site, trades, LEED, etc.)

**SECTION 1. MINIMUM REQUIREMENTS**

[Matrix: There are no points assigned for responses in Section 1 or Section 4 signature page.]

**1. a. Primary/Main office location/Office managing this project**

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Physical Address

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
City/State Zip Code + 4

( \_\_\_\_\_ ) \_\_\_\_\_  
Phone number

( \_\_\_\_\_ ) \_\_\_\_\_  
Fax number

\_\_\_\_\_  
Primary Contact Name

\_\_\_\_\_  
Secondary Contact Name

\_\_\_\_\_  
Primary Contact Email Address

\_\_\_\_\_  
Secondary Contact Email Address

[Matrix: If not completely filled out, proposal is non-responsive and will not be considered for pre-qualification.]

**Organization**

**1. b. Business type** (check box)    Corporation    Partnership    Limited Liability Company    Sole Proprietor    Joint Venture

Indicate your NC Statewide Uniform Certification: (check box):    MBE    HBE    AABE    AIBE    WBE    SDB    DBE

See website link for more information: <http://www.doa.nc.gov/hub/swuc.htm>

\_\_\_\_\_ Other (specify) \_\_\_\_\_ Certifying Agency/State (specify)

Is your firm registered with the State of North Carolina to do business?    Yes    No

Is your firm owned or controlled by a parent or any other organization?    Yes    No

Describe Ownership if Yes: \_\_\_\_\_

Additionally, if you answered Yes that your company is owned or controlled by a parent or any other organization, you agree to sign a Parent Company Guarantee Letter (see Appendix A for sample letter) and submit the same with this Prequalification Application for review and approval. Additionally, an individual who is authorized to bind the Parent Company shall co-sign the contract as a condition precedent to award of a contract. If you do not agree to these terms, your pre-qualification application will not meet the minimum requirements and will be disapproved.

List all other names your firm has operated as for the past five (5) years: \_\_\_\_\_

[Matrix: If not completely filled out, proposal is non-responsive and will not be considered for pre-qualification.]

**Mecklenburg County Sheriff's Office Administrative Services Building  
Prequalification Form for First –Tier Subcontractors under CM at Risk**

**1. c. Licensing Information** (Please provide all North Carolina professional licenses required for you to perform your services.)

**NC License Type** (check box)    General Construction    Electrical    Mechanical    Plumbing    Burglar Alarm  
 Fire Protection     Other (please specify)

Not Applicable or Required by North Carolina for Trade Package(s) Selected for Pre-qualification

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<u>NC License number/name of licensee</u>	<u>License Limit/Level</u>	<u>State/County/City Privilege License (provide copy)</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

Has any license ever been denied or revoked?    Yes    No    If yes, please describe,

[Matrix: Enter type of license. If information not provided in application or license does not meet requirement for trade package or State of North Carolina, proposal is non-responsive and will not be considered for pre-qualification.]

**1. d. Type of Work Performed on a regular basis**

Primary Scope of Work: \_\_\_\_\_

Secondary Scope of Work: \_\_\_\_\_

Other Scope of Work: \_\_\_\_\_

What type of work do you self perform? \_\_\_\_\_

[Matrix: If not completely filled out, proposal is non-responsive and will not be considered for pre-qualification.]

**Bonding**

**1. e. (1)** Attach letter (see Appendix B for sample letter), dated within the last 30 days, from your surety company, signed by their Attorney in Fact, verifying their willingness to issue sufficient payment and performance bonds for this project, on behalf of your firm and the dollar limits of that bond commitment, both single and aggregate. Surety company bond rating shall be rated "A-" or better and "VII" or higher under the A.M. Best Rating system or The Federal Treasury List.

Have you attached a surety letter?    Yes    No

[Matrix: "Yes or No". If this information is not provided in application for firms wishing to be approved for a bid package(s) requiring evidence (see bid package list at front of this form) of the ability to provide a Performance and Payment Bond, proposal is non-responsive and will not be considered for pre-qualification. Further, this review and approval for this section will be based on the surety letter stating an amount able to substantiate the surety's willingness to issue bonds in the sum total of the preliminary budget amounts identified herein for the proposed bid package(s) being sought for pre-qualification approval. This section is not a minimum requirement for firms wishing to become prequalified for bid packages not requiring the ability to provide a Performance and Payment Bond, however all firms are encouraged to provide a surety letter regardless.]

**Mecklenburg County Sheriff's Office Administrative Services Building  
Prequalification Form for First –Tier Subcontractors under CM at Risk**

**1. e. (2)** Have any Funds been expended by a Surety Company on your firm's behalf?    Yes    No    If yes, explain

[Matrix: If "Yes," with no explanation given, proposal is non-responsive and will not be considered for pre-qualification.]

**Insurance**

**1. f.** The minimum requirements of coverage are defined on the Sample Certificate of Insurance (COI) (See Appendix C for Sample COI). Firms must indicate that they can provide evidence of insurance coverage, should they be considered for approval by attaching a copy of their insurance certificate. Additionally, should your firm not currently carry the exact insurance requirements defined within the Sample Certificate of Insurance, applicant agrees to provide the specified insurance as a precedent to award of a contract. Have you attached a copy of your insurance certificate meeting the aforementioned specified requirements or agree to provide the specified insurance if not currently carried by your firm?    Yes    No

[Matrix: If "No," proposal is non-responsive and will not be considered for pre-qualification.]

**Financials**

**1. g. (1) Part 1 – Financial Statements** - Attach most recent fiscal year-end balance sheet and income statement, if available, based on company type. Audited statements preferred. If not available, attach a copy of the latest annual renewal submission to the relevant licensing board. In all cases, either a full year audited financial statement or an internal balance sheet with income statement or business tax return must be provided in order to be considered for pre-qualification approval.

Have you attached a balance sheet or other acceptable financial documents referenced above?    Yes    No

[Matrix: If "No," proposal is non-responsive and will not be considered for pre-qualification.]

**1. g. (2) Part 2 – Financial Metrics** – As a minimum requirement to become pre-qualified, the metrics illustrated below must be achieved in order to be approved for prequalification with one exception if the firm doesn't meet or exceed these designated metrics, a Performance and Payment Bond (see requirements under the Bond section above) can be substituted by the firm should the company become the successful low bidder for a particular bid package(s). This review and approval for this section will be based on the sum total of the preliminary budget amounts (greatest estimated contract amount if seeking approval for more than one bid package) identified herein for the proposed bid package(s) being sought for pre-qualification approval.

Have you achieved your metrics or provided evidence of bond-ability based on the anticipated contract value for the bid packages seeking approval?

Yes     No

[Matrix: If "No," proposal is non-responsive and will not be considered for pre-qualification.]

**Metrics:**

**Contract(s) Amounts: \$0 to \$200,000**

Debt to Equity (Total Liabilities/Total Equity) is between 0 and 5.0

Current Ratio (Current Assets/Current Liabilities) is greater than 1.1

Net Current Assets (Current Assets less Current Liabilities) greater than \$1

**Contract(s) Amounts: \$200,000 to \$500,000**

Debt to Equity (Total Liabilities/Total Equity) is between 0 and 4.0

Current Ratio (Current Assets/Current Liabilities) is greater than 1.2

**Mecklenburg County Sheriff's Office Administrative Services Building  
Prequalification Form for First –Tier Subcontractors under CM at Risk**

Net Current Assets (Current Assets less Current Liabilities) greater than \$20,000

**Contract(s) Amounts: \$500,000 and above**

Debt to Equity (Total Liabilities/Total Equity) is between 0 and 3.0

Current Ratio (Current Assets/Current Liabilities) is greater than 1.3

Net Current Assets (Current Assets less Current Liabilities) greater than \$50,000

**(Firm must submit financial data and may clearly indicate a request for confidentiality to avoid this item from becoming part of a public record. We understand this information can be extremely confidential and as an option, you may submit your financial statement as an attachment to your pre-qualification package or send under separate cover to the following confidential email address [wsatterfield@roddersbuilders.com](mailto:wsatterfield@roddersbuilders.com) or facsimile directly to William Satterfield at (704-535-0055).**

Check applicable item below as how financials are being submitted.

- Attached
- Sent Via Email
- Sent Via Facsimile

**SECTION 2. GENERAL REQUIREMENTS**

**Experience - Size/Capacity/Workload**

**2. a. (1)** List the annual dollar value of construction work the company has performed for each year over the last (3) three calendar years (if applicable).

1 \$ _____(yr)	2 \$ _____(yr)	3 \$ _____(yr)
----------------	----------------	----------------

**[Matrix: 0-6 points. For each year completed (positive value), give 2 points each.]**

**2. a. (2)** How many projects do you currently have under contract or in progress and what is their total dollar value?

- \_\_\_\_\_ (# of projects);
- \$ \_\_\_\_\_ (Current projects sum of contract amounts);
- \$ \_\_\_\_\_ (Projects current amount remaining to bill)

**[Matrix: 0-5 points. If section completed give 5 points. If not, give 0 points.]**

**2. a. (3)** What was your largest job completed? \_\_\_\_\_ Sq. Ft. \$ \_\_\_\_\_ (Dollar Amount)  
 \_\_\_\_\_ Location \_\_\_\_\_ Year Completed

**[Matrix: 0-5 points.**

**Step One: Take the “dollar amount of largest job completed” and multiply by 1.5.**

**Step Two: If the result is larger than the sum total of estimated package(s) cost being prequalified for by 100% then give 5 points;**

**If the result is larger than the sum total of estimated package(s) cost being prequalified for by 80% and less than 100% then give 4 points;**

**Mecklenburg County Sheriff's Office Administrative Services Building  
Prequalification Form for First –Tier Subcontractors under CM at Risk**

If the result is larger than the sum total of estimated package(s) cost being prequalified for by 60% and less than 80% then give 3 points;

If the result is larger than the sum total of estimated package(s) cost being prequalified for by 40% and less than 60% then give 2 points;

If the result is larger than the sum total of estimated package(s) cost being prequalified for by 20% and less than 40% then give 2 points;

If the result is larger than the sum total of estimated package(s) cost being prequalified for by 10% and less than 20% then give 1 point.

If the result is smaller than the sum total of estimated package(s) cost being prequalified for then give 0 points.]

Example No.1: Result of Largest Job Completed = 1,000,000 x 1.5 = \$1,500,000  
Sum Estimated Total of Bid Package(s): \$687,000  
 $\$1,500,000 / \$687,000 = 2.18$  or 118% greater = 5 points

Example No.2: Result of Largest Job Completed = 1,000,000 x 1.5 = \$1,500,000  
Sum Estimated Total of Bid Package(s): \$1,200,000  
 $\$1,500,000 / \$1,200,000 = 1.25$  or 25% greater = 2 points

2. a. (4) Current Backlog \$ \_\_\_\_\_ (Dollar Amount)  
(Projects Current Amount Remaining to Bill – See 2.a.(2))

[Matrix: 0-5 points.

Step One: Take “current backlog (2.a.(4))” dollar amount and add “largest job completed (2.a.(3)) multiplied by 1.5”.

(Example 1: Current Backlog = \$3,500,000; Largest Job Completed = \$1,750,000;  
 $\$3,500,000 + \$1,750,000 = \$5,250,000 \times 1.5 = \$7,875,000$ )

(Example 2: Current Backlog = \$2,000,000; Largest Job Completed = \$1,000,000;  
 $\$2,000,000 + \$1,000,000 = \$3,000,000 \times 1.5 = \$4,500,000$ )

Step Two: If the step one value above is less than the 3 year average of the sum of “annual dollar amounts” listed in (2.a.(1)) divided by 3 and then multiplied by 1.5, then proceed to the table below for applicable points. If the step one value above is greater than the 3 year average of the sum of “annual dollar amounts” listed in (2.a.(1)) divided by 3 and then multiplied by 1.5, then give 0 points

If “current backlog dollar amount plus largest job completed x 1.5” divided by the 3 year average of the sum of “annual dollar amounts” x 1.5 is greater than 0% and less than 20% then give 5 points

If “current backlog dollar amount plus largest job completed x 1.5” divided by the 3 year average of the sum of “annual dollar amounts” x 1.5 is between 20% and 40% then give 4 points

If “current backlog dollar amount plus largest job completed x 1.5” divided by the 3 year average of the sum of “annual dollar amounts” x 1.5 is between 40% and 60% then give 3 points



**Mecklenburg County Sheriff's Office Administrative Services Building  
Prequalification Form for First –Tier Subcontractors under CM at Risk**

<b>#2 –Project Name</b>	(In addition to project information and at a minimum, list out entity who is providing your reference below)
Description of Work Performed	
Contract Delivery Method (CM/GC)?	
Owner Name/ Representative	
Owner Address/Phone #/Email	
Architect Name/Representative	
Architect Address/Phone #/Email	
GC or CM Name/Representative	
GC or CM Address/Phone #/Email	
Contract Dollar Value	
Percentage Complete	
Current Anticipated Completion Date	
<b>#3 –Project Name</b>	(In addition to project information and at a minimum, list out entity who is providing your reference below)
Description of Work Performed	
Contract Delivery Method (CM/GC)?	
Owner Name/ Representative	
Owner Address/Phone #/Email	
Architect Name/Representative	
Architect Address/Phone #/Email	
GC or CM Name/Representative	
GC or CM Address/Phone #/Email	
Contract Dollar Value	
Percentage Complete	
Current Anticipated Completion Date	

[Matrix: 0-5 points for each project listed, total of 15 points. For each project above, give 5 points for a positive reference from either the owner, architect or GC/CMR. Positive reference can be in the form of a written reference accompanied with this application from the designated entity (owner, architect or GC/CMR) or through verification by CM following submission of application. CM will attempt to reach out to each reference above in written form and failure of the entity to respond back to the CM's written inquiry (either written or oral) within five (5) business days will result in forfeiture of points applicable to the given entity. If reference is obtained verbally, CM will document conversation for the record.]



**Mecklenburg County Sheriff's Office Administrative Services Building  
Prequalification Form for First –Tier Subcontractors under CM at Risk**

**Historically Underutilized Business (HUB) Plan**

**2. d.** Does the company currently have a documented plan for engaging subcontractor participation from Historically Underutilized Businesses?    Yes    No    If yes, please attach your company's HUB plan.

[Matrix: 0-3 points. If company has a current documented plan give 3 points. If not, give 0 points.]

**2. e.** What has been your company's typical percentage level of Historically Underutilized Business participation for similar projects in North Carolina for the past 5 years? \_\_\_\_\_%

List the HUB participation you provided in three "similar" projects cited in Section 3. e. as defined below, including name, percentage achieved and CM/GC/Owner representative's name and telephone number.

Project Name	HUB %	CM/GC/Owner's Rep	Contact Phone #

[Matrix: 0-3 points, 3 points total. If information provided for each project, give 1 point per project. If information is not provided per project, give 0 points per project. To get points, not all HUB % listed needs to be over 10%]

**Litigation/Claims**

**2. f. (1)** Has your company been involved in any judgments, claims, arbitration or mediation proceedings, or suits within the last five years, whether resolved or still pending resolution?    Yes    No    If yes, state the project name(s), year(s), case number and reason why:

[Matrix: 0-4 points. If "Yes," with no explanation given then give 0 points; if "Yes" with an explanation given or "No" then give 5 points]

**2. f. (2)** Are there currently any judgments, claims, arbitration or mediation proceedings or suits pending or outstanding against your company, its officers, owners, or agents?    Yes    No    If yes, state the project name(s), year(s), case number and reason why:

[Matrix: 0-4 points. If "Yes," with no explanation given then give 0 points; if "Yes" with an explanation given or "No" then give 5 points]

**SECTION 3. PROJECT SPECIFICS**

**3.a.** The assigned project superintendent for this project shall be: \_\_\_\_\_.  
Include a resume. Have you included a resume?                      Yes    No

[Matrix: 0-2 points. If resume included, give 2 points. If not, give 0 points.]

**Mecklenburg County Sheriff's Office Administrative Services Building  
Prequalification Form for First –Tier Subcontractors under CM at Risk**

**3.b.** The experience this superintendent has on this specific type of project is:      0-2      3-4      5-10      >10  
years.

[Matrix: 0-5 points. If 0-2 years give 1 pt, 3-4 years give 2 pts, 5-10 years give 4 pts, >10 years give 5 pts.]

**3.c.** The assigned project manager for this project shall be \_\_\_\_\_.  
Include a resume. Have you included a resume?                      Yes      No

[Matrix: 0-2 points. If resume included, give 2 points. If not, give 0 points.]

**3.d.** The experience this project manager has on this specific type of project is:      0-2      3-4      5-10      >10  
years.

[Matrix: 0-5 points. If 0-2 years give 1 pt, 3-4 years give 2 pts, 5-10 years give 4 pts, >10 years give 5 pts.]

**Similar Projects**

**3.e. List three (3) current or completed projects of similar type which most closely reflects the size and complexity of the type of work being requested for the currently proposed project within the last 5 years.**

#1 –Similar - Project Name	(In addition to project information and at a minimum, list out entity who is providing your reference below)
Description of Work Performed	
Contract Delivery Method (CM/GC)?	
Owner Name/ Representative	
Owner Address/Phone #/Email	
Architect Name/Representative	
Architect Address/Phone #/Email	
GC or CM Name/Representative	
GC or CM Address/Phone #/Email	
Contract Dollar Value	
Percentage Complete	
Current Anticipated Completion Date	
MWBE Percentage Achieved	

**Mecklenburg County Sheriff's Office Administrative Services Building  
Prequalification Form for First –Tier Subcontractors under CM at Risk**

<b>#2 –Similar - Project Name</b>	(In addition to project information and at a minimum, list out entity who is providing your reference below)
Description of Work Performed	
Contract Delivery Method (CM/GC)?	
Owner Name/ Representative	
Owner Address/Phone #/Email	
Architect Name/Representative	
Architect Address/Phone #/Email	
GC or CM Name/Representative	
GC or CM Address/Phone #/Email	
Contract Dollar Value	
Percentage Complete	
Current Anticipated Completion Date	
MWBE Percentage Achieved	
<b>#3 –Similar - Project Name</b>	(In addition to project information and at a minimum, list out entity who is providing your reference below)
Description of Work Performed	
Contract Delivery Method (CM/GC)?	
Owner Name/ Representative	
Owner Address/Phone #/Email	
Architect Name/Representative	
Architect Address/Phone #/Email	
GC or CM Name/Representative	
GC or CM Address/Phone #/Email	
Contract Dollar Value	
Percentage Complete	
Current Anticipated Completion Date	
MWBE Percentage Achieved	

**[Matrix: 0-5 points for each project listed, total of 15 points. For each project above, give 5 points for a positive reference from either the owner, architect or GC/CMR. Positive reference can be in the form of a written reference accompanied with this application from designated entity (owner, architect or GC/CMR) or through verification by CM following submission of application. CM will attempt to reach out to each reference above in written form and failure of the entity to respond back to the CM’s written inquiry (either written or oral) within five (5) business days will result in forfeiture of points applicable to the given entity. If reference is obtained verbally, CM will document conversation for the record.]**

**Mecklenburg County Sheriff's Office Administrative Services Building  
Prequalification Form for First –Tier Subcontractors under CM at Risk**

**SECTION 4. SIGNATURE (MINIMUM REQUIREMENT)**

By signing this document, you are acknowledging that all answers are true to the best of your knowledge. **Any answers found to be falsified will bar you from being prequalified on this project.**

\_\_\_\_\_  
Company Name (as licensed in NC)

\_\_\_\_\_  
Physical Address

\_\_\_\_\_  
Mailing Address

a. Dated this day of: \_\_\_\_\_

Submitted by: \_\_\_\_\_  
Signature By Authorized Officer

\_\_\_\_\_  
Print Title of Authorized Officer

Phone: \_\_\_\_\_  
Contact person's phone number

E-mail: \_\_\_\_\_  
Contact person's E-mail address

b. Notary Certification:  
North Carolina  
\_\_\_\_\_ County

1, a Notary Public of the County and State aforesaid, certify that \_\_\_\_\_, personally appeared before me this day and acknowledged the execution of the foregoing instrument. Witness my hand and official seal, this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

(Official Notary Seal or Stamp)

Signature of Notary Public \_\_\_\_\_

My commission expires \_\_\_\_\_, 20\_\_\_\_

**SECTION 5. Appeals Process**

**Appeals:** A firm may appeal the denial of prequalification based upon G.S. 143-135.8(b) (2). After written appeal is received, the Prequalification committee will rule on the appeal and notify the company of their ruling within three business days.

**Prequalification Committee:** The committee shall be comprised of a representative from the Construction Manager at Risk, Mecklenburg County Asset and Facility Management and Business Diversity and Inclusion. The Team will review all denials based upon points or if there is a specific reason someone should not be prequalified.

**[Matrix: If signature section is NOT fully executed with notary, proposal is non-responsive and will not be considered for pre-qualification.]**

**Appendix (attachments)**

- A. Sample Parent Guarantee Letter
- B. Sample Surety Letter
- C. Sample Certificate of Insurance (COI)



**Appendix Attachment B. Sample Surety Letter**

(To be placed on the Appropriate Surety Company Letterhead)

Date

Mr. William Satterfield, Risk Manager  
Rodgers Leeper XI  
5701 N. Sharon Amity Road  
Charlotte, NC 28215

Re: (ProjectName)

Dear Mr. Satterfield:

We are pleased to advise you that **(Name of Surety Company)** has a bonding program in force for **(Name of Subcontractor)**. **(Name of Surety Company)** will provide bonds for projects that **(Name of Subcontractor)** bids or negotiates, providing **(Name of Subcontractor)** is awarded a mutual acceptable subcontract.

In handling their bonding needs, we are aware of the exemplary manner in which **(Name of Subcontractor)** meets their financial obligations to us, their suppliers, bankers, and others. As a result, we have in place for **(Name of Subcontractor)** an aggregate bonding program of approximately \$\_\_\_\_\_. Currently they have approximately \$\_\_\_\_\_ of available capacity and a single contract limit amount of approximately \$\_\_\_\_\_. **(Name of Subcontractor)** current bond rate is \_\_\_\_%.

We have handled **(Name of Subcontractor)** bonding needs for \_\_\_\_\_ years: they have always performed exceptionally. We feel that **(Name of Subcontractor)** will do an excellent job for you.

Please contact us should you have any questions.

Sincerely,

**(Name of Surety Company)**

**(if applicable, attached the Power of Attorney)**



## Prequalification Ratings Matrix for First-Tier Subcontractors under CM at Risk Project

### Mecklenburg County Sheriff's Office ASB Renovation

Date:

Contractor Name

Bid Package:			
Section	Description	Max Points	Scored Points
<b>1. GENERAL COMPANY INFORMATION</b>			
1.A	Primary/Main Office Location	Pass / Fail	
1.B	Business Type	Pass / Fail	
1.C	Licensing Information	Pass / Fail	
1.D	Type of Work Performed	Pass / Fail	
1.E1	Bonding Surety letter attached	Pass / Fail	
1.E2	Bonding - funds expended by Surety Co.	Pass / Fail	
1.F	Insurance certificate Attached	Pass / Fail	
1.G1	Financials - listed/attached	Pass / Fail	
1.G2	Financials - Matrix	Pass / Fail	
<b>Subtotal</b>		<b>Pass / Fail</b>	
<b>2. GENERAL REQUIREMENTS</b>			
2.A1	Experience - Annual dollar value last 3 years	6	
2.A2	Experience - #of current projects under contract	5	
2.A3	Experience - Largest job completed	5	
2.A4	Experience - Current Back log Amount	5	
2.A5	Experience - selected contract 1	5	
2.A5	Experience - selected contract 2	5	
2.A5	Experience - selected contract 3	5	
2.B1	Failed to complete construction contract	5	
2.B2	Litigation/Claims- Currently outstanding against Co.	3	
2.B3	Convicted of Conflicts of interest/bribery/bidding	3	
2.B4	Barred from public Work in NC	3	
2.C	EMR rate less than/equal (<1.10 give 3 points)	5	
2.D	Documented HUB Plan	3	
2.E	HUB Participation projects Listed	3	
2.F1	Litigations/Claims - Last 4 years	5	
2.F2	Litigation/Claims - Currently outstanding against Co.	5	
<b>Subtotal</b>		<b>71</b>	<b>0</b>
<b>3. PROJECT SPECIFIC REQUIREMENTS</b>			
3.A	Project Superintendent Included resume	2	
3.B	Superintendent Experience	5	
3.C	Project Manager Included Resume	2	
3.D	Project Manager Experience	5	
3.E1	Similar Project Information 1	5	
3.E2	Similar Project Information 2	5	
3.E3	Similar Project Information 3	5	
<b>Subtotal</b>		<b>29</b>	<b>0</b>
<b>4. SIGNATURE</b>			
4.A	Fully Executed Including Notary	Pass / Fail	
<b>Subtotal</b>		<b>Pass / Fail</b>	
<b>TOTAL POINTS</b>		<b>100</b>	<b>0</b>

**Evaluation of the submittal shall be performed by the prequalification committee in accordance with GS 143-128.1, 143-135.8. A minimum of 80 points must be achieved to be prequalified for this project.**



## Legislation Text

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File #: 26-0345

Meeting Date: 7/7/2026

File Type: Consent

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### **Construction Contract - Kings Branch at Arrowood Road Stream Restoration Phase 2A**

#### **ACTION:**

**Authorize the County Manager to execute a construction contract with Carolina Wetland Services Inc. in the amount of \$828,260.84**

**Staff Contact:** Casey McGrath, LUESA- Storm Water Engineering & Mitigation

**Presentation:** No

#### **BACKGROUND/JUSTIFICATION:**

Mecklenburg County Storm Water Services designed a project to restore approximately 1,600 linear feet of stream from Arrowood Road to Peninsula Lane in the City of Charlotte. This work will improve water quality by stabilizing the stream banks which will reduce the sediment loading and improve aquatic habitat by installing rock structures. The construction contract will be funded by Storm Water fees.

#### **PROCUREMENT BACKGROUND:**

On April 17, 2026, Mecklenburg County Storm Water Services advertised the project on North Carolina's purchasing website (NCeVP) and the Charlotte Observer. The documents were also made available for viewing by Mecklenburg County Office of Economic Development Business Diversity and Inclusion Division. The bid opening was May 28th, 2026, and eight bids were received. The lowest, responsive, responsible bidder was Carolina Wetland Services Inc. with a bid of \$828,260.84. This includes base bid and contingency.

#### **ANTICIPATED BDI UTILIZATION:**

It is anticipated that this project will have the following minimum MWBE Utilization:

Anticipated MWBE Participation: 6.7%

Anticipated MBE: 3.1%

Anticipated WBE: 3.6%

The Mecklenburg County Office of Economic Development Business Diversity and Inclusion Division

determined that Carolina Wetland Services Inc demonstrated a Good Faith Effort for MWBE utilization

**POLICY IMPACT:**

N/A

**FISCAL IMPACT:**

The proposed action has a fiscal impact in the current fiscal year, which includes an estimated total cost of \$828,260.84 funded by Storm Water Capital Funds.



**BID TABULATION FOR  
KINGS BRANCH AT ARROWOOD ROAD STREAM RESTORATION- PHASE 2A**  
MECKLENBURG COUNTY, NORTH CAROLINA  
MECKLENBURG COUNTY STORM WATER SERVICES  
May 28th, 2026

Base Bid				Carolina Wetland Services Inc.		Blythe Development Company		KBS Earthworks, Inc.		North State Environmental Inc.		RES		J.D. Goodrum		Eagle Wood, Inc.		Wildlands Construction	
ITEM	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL
<b>SITE PREPARATION</b>																			
2.01	CONSTRUCTION SURVEY AND LAYOUT	1	LS	\$ 29,700.00	\$ 29,700.00	\$ 39,160.00	\$ 39,160.00	\$ 20,716.27	\$ 20,716.27	\$ 11,752.25	\$ 11,752.25	\$ 15,111.20	\$ 15,111.20	\$ 32,496.75	\$ 32,496.75	\$ 30,500.00	\$ 30,500.00	\$ 11,200.00	\$ 11,200.00
2.02	MOBILIZATION	1	LS	\$ 23,999.00	\$ 23,999.00	\$ 77,500.00	\$ 77,500.00	\$ 73,944.48	\$ 73,944.48	\$ 79,690.46	\$ 79,690.46	\$ 225,784.89	\$ 225,784.89	\$ 18,888.68	\$ 18,888.68	\$ 100,000.00	\$ 100,000.00	\$ 146,359.30	\$ 146,359.30
2.03	TEMPORARY CONSTRUCTION ENTRANCE	1	EA	\$ 1,750.00	\$ 1,750.00	\$ 9,375.00	\$ 9,375.00	\$ 7,079.30	\$ 7,079.30	\$ 2,704.67	\$ 2,704.67	\$ 6,518.90	\$ 6,518.90	\$ 6,866.00	\$ 6,866.00	\$ 4,500.00	\$ 4,500.00	\$ 4,214.81	\$ 4,214.81
2.06a	TEMPORARY MINOR CROSSING	1	EA	\$ 950.00	\$ 950.00	\$ 15,950.00	\$ 15,950.00	\$ 6,342.20	\$ 6,342.20	\$ 6,268.69	\$ 6,268.69	\$ 4,154.80	\$ 4,154.80	\$ 4,444.00	\$ 4,444.00	\$ 4,500.00	\$ 4,500.00	\$ 4,214.81	\$ 4,214.81
2.06b	TEMPORARY MAJOR CROSSING	2	EA	\$ 1,500.00	\$ 3,000.00	\$ 32,400.00	\$ 64,800.00	\$ 8,810.99	\$ 17,621.98	\$ 6,589.33	\$ 13,178.66	\$ 9,049.44	\$ 18,098.88	\$ 8,332.50	\$ 16,665.00	\$ 5,500.00	\$ 11,000.00	\$ 19,580.75	\$ 39,161.50
2.06c	TEMPORARY DITCH CROSSING WITH PIPE	1	EA	\$ 950.00	\$ 950.00	\$ 9,700.00	\$ 9,700.00	\$ 3,241.87	\$ 3,241.87	\$ 4,760.22	\$ 4,760.22	\$ 3,291.62	\$ 3,291.62	\$ 2,222.00	\$ 2,222.00	\$ 11,500.00	\$ 11,500.00	\$ 9,335.95	\$ 9,335.95
2.07	TEMPORARY GREENWAY/UTILITY CROSSING	1	EA	\$ 1,000.00	\$ 1,000.00	\$ 6,400.00	\$ 6,400.00	\$ 419.13	\$ 419.13	\$ 3,431.06	\$ 3,431.06	\$ 4,147.62	\$ 4,147.62	\$ 1,111.00	\$ 1,111.00	\$ 4,000.00	\$ 4,000.00	\$ 219,133.54	\$ 219,133.54
2.09	CONSTRUCTION SIGN	1	EA	\$ 1,500.00	\$ 1,500.00	\$ 875.00	\$ 875.00	\$ 2,244.50	\$ 2,244.50	\$ 1,656.88	\$ 1,656.88	\$ 1,577.04	\$ 1,577.04	\$ 722.15	\$ 722.15	\$ 2,000.00	\$ 2,000.00	\$ 420.00	\$ 420.00
2.10	TRAFFIC CONTROL	1	LS	\$ 1,500.00	\$ 1,500.00	\$ 14,815.00	\$ 14,815.00	\$ 6,694.94	\$ 6,694.94	\$ 12,075.06	\$ 12,075.06	\$ 17,347.45	\$ 17,347.45	\$ 5,555.00	\$ 5,555.00	\$ 20,000.00	\$ 20,000.00	\$ 70,000.00	\$ 70,000.00
<b>EARTHWORK</b>																			
3.01	GRADING	1	LS	\$ 330,000.00	\$ 330,000.00	\$ 525,330.50	\$ 525,330.50	\$ 291,973.43	\$ 291,973.43	\$ 253,975.78	\$ 253,975.78	\$ 692,405.32	\$ 692,405.32	\$ 454,399.00	\$ 454,399.00	\$ 481,000.00	\$ 481,000.00	\$ 480,492.25	\$ 480,492.25
3.03a	INVASIVE SPECIES REMOVAL- INITIAL	6.5	AC	\$ 750.00	\$ 4,875.00	\$ 3,400.00	\$ 22,100.00	\$ 1,137.34	\$ 7,392.71	\$ 2,554.84	\$ 16,606.46	\$ 1,132.53	\$ 7,361.45	\$ 2,222.00	\$ 14,443.00	\$ 2,900.00	\$ 18,850.00	\$ 182,764.96	\$ 1,187,972.24
3.03b	INVASIVE SPECIES REMOVAL-MAINTENANCE	6.5	AC	\$ 750.00	\$ 4,875.00	\$ 4,090.00	\$ 26,585.00	\$ 853.00	\$ 5,544.50	\$ 3,065.81	\$ 19,927.77	\$ 2,196.50	\$ 14,277.25	\$ 2,666.40	\$ 17,331.60	\$ 3,500.00	\$ 22,750.00	\$ 5,145.78	\$ 33,447.57
3.04	ROCK REMOVAL	50.0	CY	\$ 100.00	\$ 5,000.00	\$ 250.00	\$ 12,500.00	\$ 61.00	\$ 3,050.00	\$ 579.09	\$ 28,954.50	\$ 69.22	\$ 3,461.00	\$ 2,777.75	\$ 13,887.50	\$ 350.00	\$ 17,500.00	\$ 277.75	\$ 2,003.00
<b>IN-STREAM STRUCTURES</b>																			
4.03a	VARIABLE RIFFLE	270	LF	\$ 95.00	\$ 25,650.00	\$ 145.00	\$ 39,150.00	\$ 56.68	\$ 15,303.60	\$ 110.24	\$ 29,764.80	\$ 97.49	\$ 26,322.30	\$ 143.32	\$ 38,696.40	\$ 108.00	\$ 29,160.00	\$ 159.72	\$ 43,124.40
4.03b	VARIABLE RIFFLE (TRIBUTARY)	88	LF	\$ 45.00	\$ 3,960.00	\$ 120.00	\$ 10,560.00	\$ 40.96	\$ 3,604.48	\$ 50.75	\$ 4,466.00	\$ 82.80	\$ 7,286.40	\$ 92.21	\$ 8,114.48	\$ 56.00	\$ 4,928.00	\$ 80.34	\$ 7,069.92
4.03c	ALTERNATING LOG RIFFLE	149	LF	\$ 95.00	\$ 14,155.00	\$ 130.00	\$ 19,370.00	\$ 58.99	\$ 8,789.51	\$ 92.52	\$ 13,785.48	\$ 108.23	\$ 14,286.36	\$ 193.31	\$ 25,516.92	\$ 117.00	\$ 17,433.00	\$ 62.48	\$ 9,309.52
4.03d	LOG AND ROCK RIFFLE	132	LF	\$ 95.00	\$ 12,540.00	\$ 145.00	\$ 19,140.00	\$ 79.39	\$ 10,479.48	\$ 250.09	\$ 33,011.88	\$ 108.23	\$ 14,286.36	\$ 193.31	\$ 25,516.92	\$ 177.00	\$ 23,364.00	\$ 98.69	\$ 13,027.08
4.04	ROCK CROSS VANE	1	EA	\$ 1,950.00	\$ 1,950.00	\$ 5,475.00	\$ 5,475.00	\$ 6,948.86	\$ 6,948.86	\$ 11,158.89	\$ 11,158.89	\$ 4,259.42	\$ 4,259.42	\$ 6,666.00	\$ 6,666.00	\$ 7,200.00	\$ 7,200.00	\$ 3,030.68	\$ 3,030.68
4.05	LOG J-HOOK	1	EA	\$ 1,450.00	\$ 1,450.00	\$ 5,140.00	\$ 5,140.00	\$ 3,492.56	\$ 3,492.56	\$ 3,381.10	\$ 3,381.10	\$ 3,053.53	\$ 3,053.53	\$ 4,444.00	\$ 4,444.00	\$ 6,000.00	\$ 6,000.00	\$ 602.90	\$ 602.90
4.06	ROCK STEP (TRIBUTARY)	2	EA	\$ 1,250.00	\$ 2,500.00	\$ 1,470.00	\$ 2,940.00	\$ 1,757.74	\$ 3,515.48	\$ 1,456.60	\$ 2,913.20	\$ 4,237.95	\$ 8,475.90	\$ 2,777.50	\$ 5,555.00	\$ 3,300.00	\$ 6,600.00	\$ 1,423.88	\$ 2,847.76
4.07a	BOULDER TOE PROTECTION	307	SF	\$ 22.00	\$ 6,754.00	\$ 55.00	\$ 16,885.00	\$ 66.29	\$ 20,365.03	\$ 121.40	\$ 37,269.80	\$ 112.54	\$ 34,549.78	\$ 77.77	\$ 23,875.39	\$ 72.00	\$ 22,104.00	\$ 47.95	\$ 14,720.65
4.07b	ROCK TOE PROTECTION	1,484	LF	\$ 29.00	\$ 43,036.00	\$ 39.00	\$ 57,876.00	\$ 34.85	\$ 51,671.40	\$ 71.17	\$ 106,615.28	\$ 19.35	\$ 28,715.40	\$ 28.89	\$ 42,872.76	\$ 36.00	\$ 53,424.00	\$ 9.88	\$ 14,810.32
4.08	BOULDER WALL AT BENCH	1,975	SF	\$ 19.95	\$ 39,401.25	\$ 55.00	\$ 108,625.00	\$ 45.55	\$ 89,961.25	\$ 71.43	\$ 141,074.25	\$ 79.05	\$ 156,123.75	\$ 52.22	\$ 103,134.50	\$ 93.00	\$ 183,675.00	\$ 32.54	\$ 64,266.90
4.09	TOE WOOD	385	LF	\$ 39.95	\$ 15,380.75	\$ 147.00	\$ 56,595.00	\$ 101.56	\$ 39,100.60	\$ 113.41	\$ 43,662.85	\$ 82.01	\$ 31,573.85	\$ 78.88	\$ 30,368.80	\$ 111.00	\$ 42,735.00	\$ 142.71	\$ 54,943.35
4.10	DITCH/UTILITY/MISCELLANEOUS RIP RAP	4,800	SF	\$ 5.99	\$ 28,752.00	\$ 11.00	\$ 52,800.00	\$ 5.62	\$ 26,976.00	\$ 3.14	\$ 15,072.00	\$ 9.52	\$ 45,696.00	\$ 14.44	\$ 69,312.00	\$ 15.50	\$ 74,400.00	\$ 7.34	\$ 35,232.00
<b>EROSION CONTROL</b>																			
5.01	PUMP AROUND OPERATION	1	LS	\$ 20,000.00	\$ 20,000.00	\$ 55,000.00	\$ 55,000.00	\$ 14,940.94	\$ 14,940.94	\$ 18,002.18	\$ 18,002.18	\$ 97,568.42	\$ 97,568.42	\$ 55,550.00	\$ 55,550.00	\$ 151,000.00	\$ 151,000.00	\$ 15,940.85	\$ 15,940.85
5.04a	COIR FIBER MATTING (700g)	6,500	SY	\$ 5.00	\$ 32,500.00	\$ 7.25	\$ 47,125.00	\$ 5.84	\$ 37,960.00	\$ 10.52	\$ 68,380.00	\$ 6.35	\$ 41,275.00	\$ 8.62	\$ 56,030.00	\$ 6.10	\$ 39,650.00	\$ 6.23	\$ 40,495.00
5.04b	COIR FIBER MATTING (900g)	2,200	SY	\$ 5.00	\$ 11,000.00	\$ 8.25	\$ 18,150.00	\$ 7.07	\$ 15,554.00	\$ 12.57	\$ 27,654.00	\$ 7.33	\$ 16,126.00	\$ 9.73	\$ 21,406.00	\$ 6.70	\$ 14,740.00	\$ 6.64	\$ 14,608.00
5.05	TEMPORARY SILT FENCE	3,500	LF	\$ 1.95	\$ 6,825.00	\$ 3.50	\$ 12,250.00	\$ 2.94	\$ 10,290.00	\$ 2.75	\$ 9,625.00	\$ 3.51	\$ 12,285.00	\$ 2.28	\$ 7,980.00	\$ 2.85	\$ 9,975.00	\$ 4.24	\$ 14,840.00
5.07	TEMPORARY SEED AND MULCH	6.2	AC	\$ 1,250.00	\$ 7,750.00	\$ 1,575.00	\$ 9,765.00	\$ 1,639.50	\$ 10,164.90	\$ 2,842.08	\$ 17,620.90	\$ 2,240.34	\$ 13,890.11	\$ 1,777.60	\$ 11,021.12	\$ 2,150.00	\$ 13,330.00	\$ 2,042.70	\$ 12,664.74
<b>PLANTING</b>																			
6.01a	PERMANENT SEEDING (RIPARIAN)	2.8	AC	\$ 2,000.00	\$ 5,600.00	\$ 5,775.00	\$ 16,170.00	\$ 2,360.00	\$ 6,808.00	\$ 4,079.33	\$ 11,422.12	\$ 1,130.00	\$ 3,164.00	\$ 6,554.90	\$ 18,353.72	\$ 4,650.00	\$ 13,020.00	\$ 1,430.53	\$ 4,005.48
6.01b	PERMANENT SEEDING (RIPARIAN UPLAND)	1.1	AC	\$ 2,500.00	\$ 2,750.00	\$ 6,000.00	\$ 6,600.00	\$ 2,210.00	\$ 2,431.00	\$ 4,079.34	\$ 4,487.27	\$ 823.43	\$ 905.77	\$ 6,666.00	\$ 7,332.60	\$ 4,650.00	\$ 5,115.00	\$ 867.98	\$ 954.78
6.01c	PERMANENT SEEDING (FESCUE)	0.4	AC	\$ 1,950.00	\$ 780.00	\$ 2,275.00	\$ 910.00	\$ 6,756.60	\$ 2,702.64	\$ 4,079.33	\$ 1,631.73	\$ 1,487.67	\$ 595.07	\$ 2,721.95	\$ 1,088.78	\$ 3,500.00	\$ 1,400.00	\$ 7,273.43	\$ 2,909.37
6.01d	PERMANENT SEEDING (NCDOT MIX)	1.9	AC	\$ 1,950.00	\$ 3,705.00	\$ 2,625.00	\$ 4,987.50	\$ 1,620.00	\$ 3,078.00	\$ 4,079.32	\$ 7,750.71	\$ 2,024.18	\$ 3,845.94	\$ 3,110.80	\$ 5,910.52	\$ 3,500.00	\$ 6,650.00	\$ 569.83	\$ 1,082.68
6.02	LIVE STAKES	1,582	EA	\$ 3.95	\$ 6,248.90	\$ 6.00	\$ 9,492.00	\$ 3.99	\$ 6,312.18	\$ 6.39	\$ 10,108.98	\$ 7.89	\$ 12,481.98	\$ 5.56	\$ 8,795.92	\$ 6.00	\$ 9,492.00	\$ 7.00	\$ 11,074.00
6.03	HERBACEOUS PLUGS	791	EA	\$ 2.50	\$ 1,977.50	\$ 6.00	\$ 4,746.00	\$ 3.85	\$ 3,045.35	\$ 6.39	\$ 5,054.49	\$ 7.89	\$ 6,240.99	\$ 5.56	\$ 4,397.96	\$ 6.00	\$ 4,746.00	\$ 7.00	\$ 5,537.00
6.04a	CONTAINERIZED PLANTS (2" Caliper Trees)	10	EA	\$ 250.00	\$ 2,500.00	\$ 825.00	\$ 8,250.00	\$ 371.78	\$ 3,717.80	\$ 894.19	\$ 8,941.90	\$ 717.93	\$ 7,179.30	\$ 777.70	\$ 7,777.00	\$ 427.00	\$ 4,270.00	\$ 980.00	\$ 9,800.00
6.04b	CONTAINERIZED PLANTS (1-Caliper Trees)	300	EA	\$ 24.00	\$ 7,200.00	\$ 35.00	\$ 10,500.00	\$ 22.89	\$ 6,867.00	\$ 38.32	\$ 11,496.00	\$ 47.31	\$ 14,193.00	\$ 33.33	\$ 9,999.00	\$ 34.00	\$ 10,200.00	\$ 42.00	\$ 12,600.00
6.04c	CONTAINERIZED PLANTS (3-Caliper Trees)	600	EA	\$ 45.00	\$ 27,000.00	\$ 99.00	\$ 59,400.00	\$ 56.27	\$ 33,762.00	\$ 108.58	\$ 65,148.00	\$ 134.05	\$ 80,430.00	\$ 94.44	\$ 56,664.00	\$ 63.00	\$ 37,800.00	\$ 119.00	\$ 71,400.00
6.06	SHORT- TERM MAINTENANCE	1	LS	\$ 5,000.00	\$ 5,000.00	\$ 28,000.00	\$ 28,000.00	\$ 10,959.85	\$ 10,959.85	\$ 15,967.74	\$ 15,967.74	\$ 19,713.01	\$ 19,713.01	\$ 13,887.50	\$ 13,887.50	\$ 14,000.00	\$ 14,000.00	\$ 17,500.00	\$ 17,500.00
6.07	EXTENDED WARRANTY	1	LS	\$ 7,500.00	\$ 7,500.00	\$ 92,000.00	\$ 92,000.00	\$ 15,412.91	\$ 15,412.91	\$ 90,669.29	\$ 90,669.29	\$ 111,935.97	\$ 111,935.97	\$ 78,857.11	\$ 78,857.11	\$ 82,000.00	\$ 82,000.00	\$ 199,974.84	\$ 199,974.84
				<b>BASE BID SUB-TOTAL</b>	<b>\$ 752,864.40</b>	<b>\$ 1,570,592.00</b>	<b>\$ 1,570,592.00</b>	<b>\$ 896,132.32</b>	<b>\$ 896,13</b>										



Legislation Text

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File #: 26-0348

Meeting Date: 7/7/2026

File Type: Consent

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## Tax Refunds

### **ACTION:**

**(A) Approve taxpayer refunds in the amount of \$4,002.47 for registered motor vehicles as statutorily required to be paid as requested by the County Assessor; and**

**(B) Approve taxpayer refunds in the amount of \$5,156.71 for real estate as statutorily required to be paid as requested by the County Assessor**

**Staff Contact:** Lotrel Feaster, County Assessor's Office

**Presentation:** No

### **BACKGROUND/JUSTIFICATION:**

(A) This Board action is necessary to approve registered motor vehicle tax refunds in the amount of \$4,002.47 resulting from clerical errors, value changes and appeals processed in the statewide vehicle tax system.

(B) This Board action is necessary to approve real estate tax refunds resulting from clerical errors, audits and other amendments, including revaluation appeals. There is no accrued interest added to refunds of \$5,156.71. The total refund with no interest added is \$5,156.71.

### **PROCUREMENT BACKGROUND:**

N/A

### **POLICY IMPACT**

N/A

### **FISCAL IMPACT:**

(A) County funds: \$4,002.47

(B) County funds: \$5,156.71 with no interest

**MECKLENBURG Refunds**

Tax Year	Bill Number	Parcel #	Source Type	Adj. #	Adj. Reason	Date of Adj.	Recipient Name	Address	City	State	Zip Code	Refund Amount (\$)	MECKLENBURG Portion Refund (\$)
2025	0008303135-2025-2025-0000-00	16902314	REI	640978	Processed In Error	06/09/2026	CLARK, SAMUEL	3059 TERROIR LN	CHARLOTTE	NC	28217	1,516.09	1,516.09
2025	0001735504-2025-2025-0000-00		BUS	640859	Sold/Traded	05/15/2026	GMH/GF CAMPUS EDGE ASSOC LLC	PO BOX 530292	BIRMINGHAM	AL	35253	2,240.41	2,240.41
2025	0001904054-2025-2025-0000-00	17332189	REI	640833	Processed In Error	05/12/2026	NANNINI, LISA HARMON	2004 STONEY POINT LN UNIT 89	CHARLOTTE	NC	28210	597.34	597.34
2025	0008365548-2025-2024-0000-00		IND	640962	GAP Billing	06/04/2026	SEIBERT, MATTHEW WESTON	5925 OLD MEADOW RD	CHARLOTTE	NC	28227	230.38	230.38
2025	0001641242-2025-2025-0000-00	04934121	REI	640882	Processed In Error	05/18/2026	UNIVERSITY PROFESSIONAL PARK MASTER	101 E WT HARRIS BLVD STE 5103	CHARLOTTE	NC	28262-3439	572.49	572.49
<b>TOTAL</b>												<b>5,156.71</b>	<b>5,156.71</b>

Meck Refund No Interest \$ 5,156.71

Total Refunds w/out NCVTS \$ 5,156.71

NCVTS Pending Refund Report May 2026 \$ 4,002.47

**TOTAL \$ 9,159.18**



# North Carolina Vehicle Tax System

## Pending Refund Report

Payee Name	Primary Owner	Secondary Owner	Address 1	Address 2	Address 3	Refund Type	Bill #	Plate Number	Status	Transaction #	Refund Description	Refund Reason	Create Date	Authorization Date	Tax Jurisdiction	Levy Type	Change	Interest Change	Total Change
BRIDGES, ESTELLE TUCKER	BRIDGES, ESTELLE TUCKER		3540 BALSAM TREE DR		CHARLOTTE, NC 28269	Adjustment < \$100	0070301776	JKY5231	PENDING	371688228	Refund Generated due to adjustment on Bill #0070301776-2025-2025-0000-00	Over Assessment	5/21/2026		MECK	TAX	(\$19.15)	\$0.00	(\$19.15)
															CHAR	TAX	(\$10.66)	\$0.00	(\$10.66)
															CHAR	VEHICLE FEE	\$0.00	\$0.00	\$0.00
															Refund			\$29.81	
BROWN, TOMMYE HERMAN	BROWN, TOMMYE HERMAN		9406 BRADSTREET COMMONS W		CHARLOTTE, NC 28215	Adjustment < \$100	0083644792	VEX8506	PENDING	371688459	Refund Generated due to adjustment on Bill #0083644792-2025-2025-0000-00	Over Assessment	5/21/2026		MECK	TAX	(\$42.92)	\$0.00	(\$42.92)
															CHAR	TAX	(\$23.87)	\$0.00	(\$23.87)
															CHAR	VEHICLE FEE	\$0.00	\$0.00	\$0.00
															Refund			\$66.79	
DANIEL, JOHN NORMAN	DANIEL, JOHN NORMAN		6601 TUSKAN DR		CHARLOTTE, NC 28270	Adjustment < \$100	0090513432	JKV6783	PENDING	371688330	Refund Generated due to adjustment on Bill #0090513432-2025-2025-0000-00	Over Assessment	5/21/2026		MECK	TAX	(\$16.63)	\$0.00	(\$16.63)
															CHAR	TAX	(\$9.25)	\$0.00	(\$9.25)
															CHAR	VEHICLE FEE	\$0.00	\$0.00	\$0.00
															Refund			\$25.88	
DEMETER, KEVIN JONATHAN	DEMETER, KEVIN JONATHAN	DEMETER, JESSICA ANN	5119 GAMTON CT		CHARLOTTE, NC 28226	Adjustment < \$100	0076299117	SVP8310	PENDING	372272667	Refund Generated due to adjustment on Bill #0076299117-2025-2025-0000-00	Over Assessment	5/28/2026		MECK	TAX	(\$48.06)	\$0.00	(\$48.06)
															CHAR	TAX	(\$26.73)	\$0.00	(\$26.73)
															CHAR	VEHICLE FEE	\$0.00	\$0.00	\$0.00
															Refund			\$74.79	
DERESH JR, ALEX	DERESH JR, ALEX	DERESH, ANTHONY JOHN	17409 SPINDWINDS DR		CORNELIUS, NC 28031	Adjustment >= \$100	0090450910	VB3111	PENDING	369922146	Refund Generated due to adjustment on Bill #0090450910-2025-2025-0000-00	Over Assessment	5/1/2026		MECK	TAX	(\$219.29)	\$0.00	(\$219.29)
															CHAR	TAX	(\$121.99)	\$0.00	(\$121.99)
															CHAR	VEHICLE FEE	\$0.00	\$0.00	\$0.00
															Refund			\$341.28	
DIAZ SUAREZ, MAIDELIN	DIAZ SUAREZ, MAIDELIN		8529 HAMMONDS ST		CHARLOTTE, NC 28214	Adjustment >= \$100	0075803899	JJY6848	PENDING	370553895	Refund Generated due to adjustment on Bill #0075803899-2025-2025-0000-00	Sold/Traded	5/7/2026		MECK	TAX	(\$88.54)	\$0.00	(\$88.54)
															CHAR	TAX	(\$49.26)	\$0.00	(\$49.26)
															CHAR	VEHICLE FEE	(\$30.00)	\$0.00	(\$30.00)
															Refund			\$167.80	
ERWIN, BRETT SAMUEL	ERWIN, BRETT SAMUEL		12619 LONGSTOCK CT		HUNTERSVILLE, NC 28078	Adjustment >= \$100	0089912277	MCA7057	PENDING	370553892	Refund Generated due to adjustment on Bill #0089912277-2025-2025-0000-00	Mileage	5/7/2026		MECK	TAX	(\$115.22)	\$0.00	(\$115.22)
															HUNT	TAX	(\$53.20)	\$0.00	(\$53.20)
															HUNT	VEHICLE FEE	\$0.00	\$0.00	\$0.00
															Refund			\$168.42	
HODGES, WESLEY MICHAEL	HODGES, WESLEY MICHAEL	HODGES, KATHERINE CHAMPLIN	2400 CHESTERFIELD AVE		CHARLOTTE, NC 28205	Adjustment < \$100	0064736697	1008GT	PENDING	371688522	Refund Generated due to adjustment on Bill #0064736697-2025-2025-0000-00	Over Assessment	5/21/2026		MECK	TAX	(\$6.95)	\$0.00	(\$6.95)
															CHAR	TAX	(\$3.86)	\$0.00	(\$3.86)
															CHAR	VEHICLE FEE	\$0.00	\$0.00	\$0.00
															Refund			\$10.81	
HOLLIS, AMANDA ANN	HOLLIS, AMANDA ANN		5941 PROVIDENCE RD	APT 8	CHARLOTTE, NC 28226	Adjustment < \$100	0065998094	JMR7779	PENDING	370989201	Refund Generated due to adjustment on Bill #0065998094-2025-2025-0000-00	Over Assessment	5/13/2026		MECK	TAX	(\$40.84)	\$0.00	(\$40.84)
															CHAR	TAX	(\$22.72)	\$0.00	(\$22.72)
															CHAR	VEHICLE FEE	\$0.00	\$0.00	\$0.00
															Refund			\$63.56	
JEFFRIES, ANDREA RENEE	JEFFRIES, ANDREA RENEE		109 NORTHBEND DR APT L		CHARLOTTE, NC 28262	Adjustment < \$100	0091016086	WBE8809	PENDING	372272817	Refund Generated due to adjustment on Bill #0091016086-2025-2025-0000-00	Sold/Traded	5/28/2026		MECK	TAX	(\$38.18)	\$0.00	(\$38.18)
															CHAR	TAX	(\$21.24)	\$0.00	(\$21.24)
															CHAR	VEHICLE FEE	(\$30.00)	\$0.00	(\$30.00)
															Refund			\$89.42	
KACHERSKI, CADE CHRISTOPHER	KACHERSKI, CADE CHRISTOPHER		2225 HAWKINS ST	UNIT 483	CHARLOTTE, NC 28203	Adjustment < \$100	0090417344	MCK2122	PENDING	496569928	Refund Generated due to adjustment on Bill #0090417344-2025-2025-0000-00	Mileage	5/29/2026		MECK	TAX	(\$6.05)	\$0.00	(\$6.05)
															CHAR	TAX	(\$3.37)	\$0.00	(\$3.37)
															CHAR	VEHICLE FEE	\$0.00	\$0.00	\$0.00
															SPC4	TAX	(\$0.34)	\$0.00	(\$0.34)
Refund			\$9.76																
LEVER, JENNY MARIE	LEVER, JENNY MARIE		1210 ORCHARD LAKE DR	APT 204	CHARLOTTE, NC 28270	Adjustment >= \$100	0090917300	MCL9779	PENDING	370883739	Refund Generated due to adjustment on Bill #0090917300-2025-2025-0000-00	Processed In Error	5/12/2026		MECK	TAX	(\$163.49)	\$0.00	(\$163.49)
															CHAR	TAX	(\$90.95)	\$0.00	(\$90.95)
															CHAR	VEHICLE FEE	(\$30.00)	\$0.00	(\$30.00)
															Refund			\$284.44	
LEVINE PROPERTIES INC	LEVINE PROPERTIES INC		PO BOX 2439	STE 190	MATTHEWS, NC 28106	Adjustment < \$100	0077110102	Y0UME23	PENDING	370336992	Refund Generated due to adjustment on Bill #0077110102-2025-2025-0000-00	Over Assessment	5/5/2026		MECK	TAX	(\$56.34)	\$0.00	(\$56.34)
															CHAR	TAX	(\$31.35)	\$0.00	(\$31.35)
															CHAR	VEHICLE FEE	\$0.00	\$0.00	\$0.00
															Refund			\$87.69	
LI, HENONG	LI, HENONG		2808 HEDGEWYCK PL		CHARLOTTE, NC 28211	Adjustment >= \$100	0076302684	KFS8317	PENDING	371442690	Refund Generated due to adjustment on Bill #0076302684-2025-2025-0000-00	Veh/Plates stolen	5/18/2026		MECK	TAX	(\$88.59)	\$0.00	(\$88.59)
															CHAR	TAX	(\$49.28)	\$0.00	(\$49.28)
															CHAR	VEHICLE FEE	(\$30.00)	\$0.00	(\$30.00)
															Refund			\$167.87	

Payee Name	Primary Owner	Secondary Owner	Address 1	Address 2	Address 3	Refund Type	Bill #	Plate Number	Status	Transaction #	Refund Description	Refund Reason	Create Date	Authorization Date	Tax Jurisdiction	Levy Type	Change	Interest Change	Total Change
LONG, CHARLES NOBLE	LONG, CHARLES NOBLE	LONG, DIANE KADEN	10608 COUNTRY SQUIRE CT		MATTHEWS, NC 28105	Adjustment < \$100	0090434542	60666	PENDING	372096771	Refund Generated due to adjustment on Bill #0090434542-2025-2025-0000-00	Over Assessment	5/26/2026		MECK	TAX	(\$12.32)	\$0.00	(\$12.32)
															CHAR	TAX	(\$6.85)	\$0.00	(\$6.85)
															CHAR	VEHICLE FEE	\$0.00	\$0.00	\$0.00
																	Refund		\$19.17
LYKOVA, OLGA ANDREYEVNA	LYKOVA, OLGA ANDREYEVNA		2003 CHINABROOK CT		CHARLOTTE, NC 28270	Adjustment >= \$100	0090590894	RLC8123	PENDING	371461062	Refund Generated due to adjustment on Bill #0090590894-2025-2025-0000-00	Duplication	5/19/2026		MECK	TAX	(\$76.22)	\$0.00	(\$76.22)
															CHAR	TAX	(\$42.40)	\$0.00	(\$42.40)
															CHAR	VEHICLE FEE	(\$30.00)	\$0.00	(\$30.00)
																	Refund		\$148.62
MAGNONE, PETER PATRICK	MAGNONE, PETER PATRICK		17018 HEDGEROW PARK RD		CHARLOTTE, NC 28277	Adjustment < \$100	0077588838	KMP5331	PENDING	372097167	Refund Generated due to adjustment on Bill #0077588838-2025-2025-0000-00	Over Assessment	5/26/2026		MECK	TAX	(\$7.44)	\$0.00	(\$7.44)
															CHAR	TAX	(\$4.14)	\$0.00	(\$4.14)
															CHAR	VEHICLE FEE	\$0.00	\$0.00	\$0.00
																	Refund		\$11.58
MALIKOV, KALYS K	MALIKOV, KALYS K		2250 HAWKINS STREET	#532	CHARLOTTE, NC 28203	Adjustment < \$100	0082460228	LFA9751	PENDING	371688501	[AS0168] - Refund Generated due to adjustment on abstract # : 0082460228-2025-2025-[AS0168] - Refund	Mileage	5/21/2026		MECK	TAX	(\$14.12)	(\$0.71)	(\$14.83)
															CHAR	TAX	(\$7.85)	(\$0.38)	(\$8.23)
															CHAR	VEHICLE FEE	\$0.00	\$0.00	\$0.00
																	Refund		\$23.06
MCDOWELL COUNTY	BASINGER, JAMES CYRIL		60 EAST COURT STREET		MARION, NC 28752	Adjustment < \$100	0090535940	9T6608	PENDING	369922053	Refund Generated due to adjustment on abstract # : 0090535940-2025-2025-	Change of County	5/1/2026		MECK	TAX	(\$31.86)	\$0.00	(\$31.86)
															CHAR	TAX	(\$17.72)	\$0.00	(\$17.72)
															CHAR	VEHICLE FEE	(\$30.00)	\$0.00	(\$30.00)
																	Refund		\$79.58
O'NEILL, JILL MARIE	O'NEILL, JILL MARIE		12908 CANTON SIDE AVE		CHARLOTTE, NC 28273	Adjustment < \$100	0083665662	VAH1514	PENDING	372097539	Refund Generated due to adjustment on Bill #0083665662-2025-2025-0000-00	Over Assessment	5/26/2026		MECK	TAX	(\$52.47)	\$0.00	(\$52.47)
															CHAR	TAX	(\$29.19)	\$0.00	(\$29.19)
															CHAR	VEHICLE FEE	\$0.00	\$0.00	\$0.00
																	Refund		\$81.66
OVERBAUGH, JEFFREY EDWARD	OVERBAUGH, JEFFREY EDWARD	STEWART, KATELYN EDITH	4840 FAIRHEATH RD		CHARLOTTE, NC 28210	Adjustment < \$100	0048022217	PLY5804	PENDING	369921684	Refund Generated due to adjustment on Bill #0048022217-2025-2025-0000-00	Mileage	5/1/2026		MECK	TAX	(\$11.36)	\$0.00	(\$11.36)
															CHAR	TAX	(\$6.32)	\$0.00	(\$6.32)
															CHAR	VEHICLE FEE	\$0.00	\$0.00	\$0.00
																	Refund		\$17.68
OYETUNJI, DIMEJI USMAN IBINABO	OYETUNJI, DIMEJI USMAN IBINABO		11150 TREVI VILLAGE BLVD	APT 307	CHARLOTTE, NC 28262	Adjustment < \$100	0084368795	KHK9177	PENDING	372272703	Refund Generated due to adjustment on Bill #0084368795-2025-2025-0000-00	Over Assessment	5/28/2026		MECK	TAX	(\$25.38)	\$0.00	(\$25.38)
															CHAR	TAX	(\$14.12)	\$0.00	(\$14.12)
															CHAR	VEHICLE FEE	\$0.00	\$0.00	\$0.00
																	Refund		\$39.50
PETERS CUSTOM HOMES, INC.	PETERS CUSTOM HOMES, INC.		433 HIGHLAND FOREST DR		CHARLOTTE, NC 28270	Adjustment >= \$100	0088764115	TW4681	PENDING	371094108	Refund Generated due to adjustment on Bill #0088764115-2025-2025-0000-00	Over Assessment	5/14/2026		MECK	TAX	(\$92.19)	\$0.00	(\$92.19)
															CHAR	TAX	(\$51.29)	\$0.00	(\$51.29)
															CHAR	VEHICLE FEE	\$0.00	\$0.00	\$0.00
																	Refund		\$143.48
POLITO, LAURA ANN	POLITO, LAURA ANN	POLITO, PAUL JOSEPH	8246 INDIGO ROW		CHARLOTTE, NC 28277	Adjustment >= \$100	0072312816	KFP1869	PENDING	372272913	Refund Generated due to adjustment on Bill #0072312816-2025-2025-0000-00	Processed In Error	5/28/2026		MECK	TAX	(\$118.45)	\$0.00	(\$118.45)
															CHAR	TAX	(\$65.89)	\$0.00	(\$65.89)
															CHAR	VEHICLE FEE	(\$30.00)	\$0.00	(\$30.00)
																	Refund		\$214.34
RODRIGUEZ GONZALES, LUIS ARMANDO	RODRIGUEZ GONZALES, LUIS ARMANDO		9201 AMY DR		CHARLOTTE, NC 28213	Adjustment < \$100	0090493577	MCJ5659	PENDING	370873356	Refund Generated due to adjustment on Bill #0090493577-2025-2025-0000-00	Damage	5/11/2026		MECK	TAX	(\$48.19)	\$0.00	(\$48.19)
															CHAR	TAX	(\$26.80)	\$0.00	(\$26.80)
															CHAR	VEHICLE FEE	\$0.00	\$0.00	\$0.00
																	Refund		\$74.99
SHEA, PATRICK LIAM	SHEA, PATRICK LIAM		3919 S TRYON ST		CHARLOTTE, NC 28217	Adjustment >= \$100	0088746089	JMJ29318	PENDING	371442426	Refund Generated due to adjustment on Bill #0088746089-2025-2025-0000-00	Sold/Traded	5/18/2026		MECK	TAX	(\$102.48)	\$0.00	(\$102.48)
															CHAR	TAX	(\$57.01)	\$0.00	(\$57.01)
															CHAR	VEHICLE FEE	(\$30.00)	\$0.00	(\$30.00)
																	Refund		\$189.49
SHERMAN, CORTNEY ELIZABETH	SHERMAN, CORTNEY ELIZABETH		255 W BLAND ST	APT 802	CHARLOTTE, NC 28203	Adjustment < \$100	0089751156	MBD1604	PENDING	494498336	Refund Generated due to adjustment on Bill #0089751156-2025-2025-0000-00	Over Assessment	5/11/2026		MECK	TAX	(\$46.66)	\$0.00	(\$46.66)
															CHAR	TAX	(\$25.95)	\$0.00	(\$25.95)
															CHAR	VEHICLE FEE	\$0.00	\$0.00	\$0.00
																	Refund		\$75.26
SHIELDS, DOLLIE MAE	SHIELDS, DOLLIE MAE		27805 TALL RIDGE RD		CHARLOTTE, NC 28278	Adjustment < \$100	0070261261	TMH5095	PENDING	372272793	Refund Generated due to adjustment on Bill #0070261261-2025-2025-0000-00	Over Assessment	5/28/2026		MECK	TAX	(\$17.64)	\$0.00	(\$17.64)
															CHARFD	TAX	(\$3.14)	\$0.00	(\$3.14)
															CHARLE	TAX	(\$4.19)	\$0.00	(\$4.19)
																	Refund		\$24.97
SOUTHEASTERN COMPANY POLICE	SOUTHEASTERN COMPANY POLICE		PO BOX 668571		CHARLOTTE, NC 28266	Adjustment >= \$100	0077587952	RHY2075	PENDING	371688492	[AS0168] - Refund Generated due to adjustment on abstract # : 0077587952-2025-2025-	SLVG or RBLT TTL	5/21/2026		MECK	TAX	(\$91.87)	\$0.00	(\$91.87)
															CHAR	TAX	(\$51.10)	\$0.00	(\$51.10)
															CHAR	VEHICLE FEE	\$0.00	\$0.00	\$0.00
																	Refund		\$142.97
STORIE, DANIEL MICHAEL	STORIE, DANIEL MICHAEL		11111 GLASDEN RD		CHARLOTTE, NC 28278	Adjustment < \$100	0083837103	LHA6474	PENDING	370989174	Refund Generated due to adjustment on Bill #0083837103-2025-2025-0000-00	Mileage	5/13/2026		MECK	TAX	(\$30.26)	\$0.00	(\$30.26)
															CHAR	TAX	(\$16.83)	\$0.00	(\$16.83)
															CHAR	VEHICLE FEE	\$0.00	\$0.00	\$0.00
																	Refund		\$47.09

Payee Name	Primary Owner	Secondary Owner	Address 1	Address 2	Address 3	Refund Type	Bill #	Plate Number	Status	Transaction #	Refund Description	Refund Reason	Create Date	Authorization Date	Tax Jurisdiction	Levy Type	Change	Interest Change	Total Change	
THE TRUSTEES OF DAVIDSON COLLEGE	THE TRUSTEES OF DAVIDSON COLLEGE		209 RIDGE ROAD	PO BOX 5000	DAVIDSON, NC 28035	Adjustment >= \$100	0083617491	LJH4240	PENDING	371688069	[AS0168] - Refund Generated due to adjustment on abstract # : 0083617491-2025-2025-	Exempt Property	5/21/2026		MECK	TAX	(\$105.88)	\$0.00	(\$105.88)	
															DAVI	TAX	(\$57.16)	\$0.00	(\$57.16)	
															DAVI	VEHICLE FEE	(\$20.00)	\$0.00	(\$20.00)	
															Refund				\$183.04	
VEERICHETTY, PALANISAMY	VEERICHETTY, PALANISAMY		10241 GLENMERE CREEK CIR		CHARLOTTE, NC 28262	Adjustment >= \$100	0090053264	RBP3796	PENDING	496129988	Refund Generated due to adjustment on Bill #0090053264-2025-2025-0000-00	Sold/Traded	5/26/2026		MECK	TAX	(\$101.89)	\$0.00	(\$101.89)	
															CHAR	TAX	(\$56.68)	\$0.00	(\$56.68)	
															CHAR	VEHICLE FEE	(\$30.00)	\$0.00	(\$30.00)	
															SPC5	TAX	(\$5.42)	\$0.00	(\$5.42)	
Refund				\$193.99																
WATSON, ROBERT EDWARD II	WATSON, ROBERT EDWARD II		1052 SEDGEFIELD RD		CHARLOTTE, NC 28209	Adjustment >= \$100	0088457562	LMB8621	PENDING	371442231	Refund Generated due to adjustment on Bill #0088457562-2025-2025-0000-00	Over Assessment	5/18/2026		MECK	TAX	(\$125.39)	\$0.00	(\$125.39)	
															CHAR	TAX	(\$69.75)	\$0.00	(\$69.75)	
															CHAR	VEHICLE FEE	\$0.00	\$0.00	\$0.00	
															Refund				\$195.14	
WEIN, JOANNE GLORIA	WEIN, JOANNE GLORIA	WEIN, STEVEN GARY	12715 ABERDEEN PARK DR		HUNTERSVILLE, NC 28078	Adjustment < \$100	0066679647	KBR8168	PENDING	370989159	Refund Generated due to adjustment on Bill #0066679647-2025-2025-0000-00	Over Assessment	5/13/2026		MECK	TAX	(\$51.87)	\$0.00	(\$51.87)	
															HUNT	TAX	(\$23.95)	\$0.00	(\$23.95)	
															HUNT	VEHICLE FEE	\$0.00	\$0.00	\$0.00	
															Refund				\$75.82	
WELCH, JAMES MONROE III	WELCH, JAMES MONROE III		14631 HENRY	HARRISON STILLWELL DR	HUNTERSVILLE, NC 28078	Adjustment < \$100	0091059627	MCK7317	PENDING	371093634	Refund Generated due to adjustment on Bill #0091059627-2025-2025-0000-00	Over Assessment	5/14/2026		MECK	TAX	(\$19.17)	\$0.00	(\$19.17)	
															HUNT	TAX	(\$8.85)	\$0.00	(\$8.85)	
															HUNT	VEHICLE FEE	\$0.00	\$0.00	\$0.00	
															Refund				\$28.02	
WEST, JACOB ALLEN	WEST, JACOB ALLEN	HOLLISTER, STEVEN ALLEN	8515 SHADETREE ST		HUNTERSVILLE, NC 28078	Adjustment >= \$100	0091079106	VEL0CI	PENDING	371442210	Refund Generated due to adjustment on Bill #0091079106-2025-2025-0000-00	Over Assessment	5/18/2026		MECK	TAX	(\$209.50)	\$0.00	(\$209.50)	
															HUNT	TAX	(\$96.73)	\$0.00	(\$96.73)	
															HUNT	VEHICLE FEE	\$0.00	\$0.00	\$0.00	
															Refund				\$306.23	
WEST, JACOB ALLEN	WEST, JACOB ALLEN	HOLLISTER, STEVEN ALLEN	8515 SHADETREE ST		HUNTERSVILLE, NC 28078	Adjustment < \$100	0091079367	DARKN1T3	PENDING	371574972	Refund Generated due to adjustment on Bill #0091079367-2025-2025-0000-00	Over Assessment	5/20/2026		MECK	TAX	(\$22.51)	\$0.00	(\$22.51)	
															HUNT	TAX	(\$10.39)	\$0.00	(\$10.39)	
															HUNT	VEHICLE FEE	\$0.00	\$0.00	\$0.00	
															Refund				\$32.90	
WILSON, EDWIN PEEBLES JR	WILSON, EDWIN PEEBLES JR		PO BOX 30396		CHARLOTTE, NC 28230	Adjustment < \$100	0090526393	MCK3001	PENDING	370553829	Refund Generated due to adjustment on Bill #0090526393-2025-2025-0000-00	Over Assessment	5/7/2026		MECK	TAX	(\$42.13)	\$0.00	(\$42.13)	
															CHAR	TAX	(\$23.44)	\$0.00	(\$23.44)	
															CHAR	VEHICLE FEE	\$0.00	\$0.00	\$0.00	
															Refund				\$65.57	
																		Refund Total		\$4002.47



## Legislation Text

File #: 26-0349

Meeting Date: 7/7/2026

File Type: Consent

### Storm Water Program - FY26 Hazard Mitigation Floodplain Acquisition

#### **ACTION:**

**1) Accept the Offer of Sale of Real Estate from SJ4 Investments LLC, owner of property located at 10501 Beagle Club Rd, Charlotte, NC (tax parcel 031-152-33), for \$153,100**

**2) Authorize the Charlotte-Mecklenburg Police and Fire Departments to use the structure for training exercises**

**Staff Contact:** Jonathan Beller, LUESA - Storm Water Services

**Presentation:** No

#### **BACKGROUND/JUSTIFICATION:**

Since late 1999, Mecklenburg County has used storm water fee revenue to mitigate flood prone property. Buyouts reduce the risk to life and property during floods, while also enhancing the natural and beneficial functions of the floodplain. Mecklenburg County uses the land as open space, to expand greenways, to construct wetlands, etc.

At the March 5, 2025 Mecklenburg County Board of County Commissioners (BOCC) meeting, the BOCC approved BA 25-0117 for the acquisition of the property located at 10501 Beagle Club Drive in a damaged condition following Tropical Storm Helene from the owner Sharon Summers. The sale was terminated when the title research discovered additional heirs that had not signed the original offer letter. The owners subsequently decided to terminate the sale of the property.

The buyout is voluntary. 10501 Beagle Club Rd was purchased out of foreclosure by SJ4 Investments LLC. Storm Water Services are requesting to purchase the property for the current tax assessed value of \$153,100 from the current owner. The current tax value was assessed in March 2025 and reflects the post storm value of the property.

This action is consistent with goals in the Environmental Leadership Action Plan which supports the Environmental Leadership Policy adopted by the Board of County Commissioners (BOCC). These acquisitions are part of Storm Water's 15-year CIP flood risk reduction goals and consistent with recommendations in the Flood Risk Assessment and Risk Reduction Plan (RARR), adopted by the BOCC on May 1, 2012.

Storm Water Services staff allows the Charlotte-Mecklenburg Police Department and the City of Charlotte Fire Department training opportunities for police and fire personnel prior to demolition of flood-prone buildings.

**PROCUREMENT BACKGROUND:**

N/A

**POLICY IMPACT:**

N/A

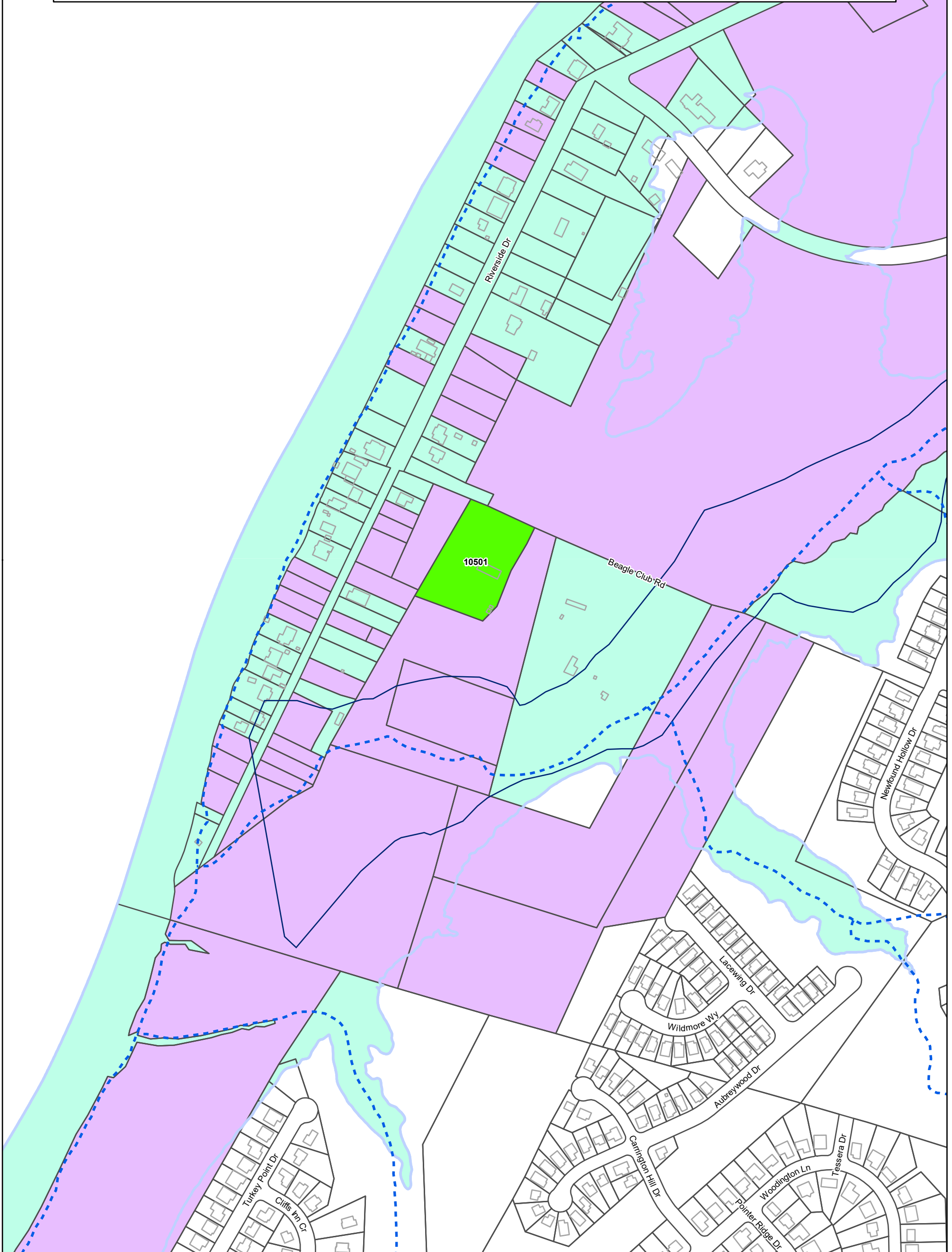
**FISCAL IMPACT:**

The proposed action has a fiscal impact in the current fiscal year, which includes an estimated total cost of \$153,100 funded by Storm Water Capital Funds.

# FLOODPLAIN PROPERTY ACQUISITION

FY26 CIP – Riverside

10501 Beagle Club Road - Catawba River



Charlotte-Mecklenburg Storm Water Services  
PHONE: 311 WEB: stormwater.charmeck.org

0 150 300 Feet



## LEGEND

### Acquisition Status

- Requesting Approval
- Non-Participation
- Mecklenburg County/City of Charlotte Owned
- Previously Approved
- Potential Acquisitions

- Parcels
- Creeks
- FEMA Floodplain
- Community Floodway



Legislation Text

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File #: 26-0350

Meeting Date: 7/7/2026

File Type: Consent

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## Grant Application - Emergency Solutions Grant from The City of Charlotte

### **ACTION:**

- 1) Affirm the submission of a grant application in the amount of up to \$490,000 to the City of Charlotte for targeted, homeless prevention funding.**
- 2) If awarded, authorize an additional position in the Community Support Services Department, Housing Innovation and Stabilization Services Division within the General Grant Fund (G001): 1 FT Social Worker I (annual market rate is \$61,408).**
- 3) Recognize, receive and appropriate the award amount to the General Grant Fund (G001) within Community Support Services; and**
- 4) Adopt grant project ordinances for the grant in the General Grant Fund (G001).**

**Staff Contact:** Stacy M. Lowry, Community Support Services Department Director

**Presentation:** No

### **BACKGROUND/JUSTIFICATION:**

Flexible funding from the City of Charlotte will provide short-term financial assistance to create greater housing stability. This funding will be accessed through Coordinated Entry with the intention of preventing households from entering homelessness. Funding will be used to pay rent or utility arrears, or other expenses connected to housing stabilization. The one-time financial assistance available through this grant will be paid to registered vendors on behalf of households. The social worker will provide assessment services for homeless individuals and families seeking shelter and housing assistance

Community Support Services was the recipient of these funds during Fiscal Year 2026.

Application to the City of Charlotte was submitted and the funding decision will be made soon. If awarded, the grant period will run from July 2026 through June 2027.

**PROCUREMENT BACKGROUND:**

N/A

**POLICY IMPACT:**

N/A

**FISCAL IMPACT:**

Increase in revenue and associated expenditures in the amount of \$490,000 in General Grant Fund (G001).

**GRANT PROJECT ORDINANCE**

**WHEREAS**, Mecklenburg County is applying and/or has been awarded a grant from the City of Charlotte. The grant has been made available to Mecklenburg County under the Emergency Solution Grant program for up to the amount of \$490,000.00; and

**WHEREAS**, the grant funds must be used for targeted, homeless prevention.

**WHEREAS**, the Mecklenburg County Board of County Commissioners deems this activity to be a worthy and desirable undertaking;

**NOW, THEREFORE, PURSUANT TO N.C.G.S. 159-13.2, BE IT ORDAINED BY THE MECKLENBURG COUNTY BOARD OF COUNTY COMMISSIONERS that:**

- Section 1. The project described in the Emergency Solution Grant application is hereby authorized to be undertaken for the duration of the grant.
  
- Section 2. The County Manager is authorized to execute the grant agreement and other documents that are required or appropriate for the County to receive the Emergency Solution Grant and to undertake the project. The County Manager is directed to take steps necessary to ensure compliance with all spending and reporting requirements to the City of Charlotte.
  
- Section 3. The following revenues are anticipated for Mecklenburg County in the fund G001 to complete this project:

**The City of Charlotte**  
**\$490,000.00**

- Section 4. The following amount appropriated for Mecklenburg County in fund G001 to complete this project:

**\$490,000.00**

Adopted this 7<sup>th</sup> day of July 2026

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Clerk to the Board



Legislation Text

File #: 26-0351

Meeting Date: 7/7/2026

File Type: Consent

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**Budget Amendment - Community Support Services - Revenue Increase (HUD Continuum of Care 2025)**

**ACTION:**

**A) Recognize, receive and appropriate two renewal grants from the U.S. Department of Housing and Urban Development (HUD) through the Continuum of Care program:**

**1) Grant for up to \$420,000 for the year 01/01/2027-12/31/2027 to provide rapid rehousing to domestic violence victims (Domestic Violence Rapid-Rehousing).**

**2) Grant for up to \$361,000 for the year 10/01/2026-09/10/2027 to support planning and coordination activities for the Continuum of Care (FY25 CoC Planning Grant)**

**B) Adopt grant project ordinances for the two grants in the General Grant Fund (G001).**

**Staff Contact:** Stacy M. Lowry, Community Support Services Director

**Presentation:** No

**BACKGROUND/JUSTIFICATION:**

The Domestic Violence Rapid Rehousing Project will support an existing rapid re-housing program that Community Support Services (CSS) has administered in partnership with Safe Alliance and Salvation Army. This project will continue to serve approximately 15 families over the 12-month timeframe of the HUD grant. CSS' primary role in the project will be to provide administrative oversight and coordinate direct service provision through contracts with Safe Alliance and Salvation Army. These two community partners will provide housing and supportive services case management to families fleeing domestic violence who are homeless or at risk of homelessness.

The funds for the CoC Planning Grant will support CoC coordination, planning and system improvement to include technical assistance to identify and develop strategies to improve the

Coordinated Entry system and data quality, compensate persons with lived experience in homelessness for their participation in CoC activities, research and implement best practices, and trainings.

This year, projects were automatically renewed.

**PROCUREMENT BACKGROUND:**

N/A

**POLICY IMPACT:**

N/A

**FISCAL IMPACT:**

Increase in revenue and associated expenditures in the amount of \$781,000 in G001.

## **GRANT PROJECT ORDINANCE**

**WHEREAS**, Mecklenburg County is applying and/or has been awarded a grant from the U.S. Department of Housing and Urban Development (HUD). The grant has been made available to Mecklenburg County under the Continuum of Care program up to the amount of \$361,000; and

**WHEREAS**, the grant funds must be used to support planning and coordination activities for the Continuum of Care.

**WHEREAS**, the Mecklenburg County Board of County Commissioners deems this activity to be a worthy and desirable undertaking;

**NOW, THEREFORE, PURSUANT TO N.C.G.S. 159-13.2, BE IT ORDAINED BY THE MECKLENBURG COUNTY BOARD OF COUNTY COMMISSIONERS that:**

Section 1. The project described in the HUD Continuum of Care 2024 grant application is hereby authorized to be undertaken for the duration of the grant.

Section 2. The County Manager is authorized to execute the grant agreement and other documents that are required or appropriate for the County to receive the HUD Continuum of Care 2024 and to undertake the project. The County Manager is directed to take steps necessary to ensure compliance with all spending and reporting requirements to the U.S. Department of Housing and Urban Development.

Section 3. The following revenues are anticipated for Mecklenburg County in the fund G001 to complete this project:

**U.S. Department of Housing and Urban Development  
\$361,000.00**

Section 4. The following amount appropriated for Mecklenburg County in fund G001 to complete this project:

**\$361,000.00**

Adopted this 7<sup>th</sup> day of July 2026

---

Clerk to the Board

## **GRANT PROJECT ORDINANCE**

**WHEREAS**, Mecklenburg County is applying and/or has been awarded a grant from the U.S. Department of Housing and Urban Development (HUD). The grant has been made available to Mecklenburg County under the Continuum of Care program up to the amount of \$420,000; and

**WHEREAS**, the grant funds must be used to provide rapid rehousing to domestic violence victims.

**WHEREAS**, the Mecklenburg County Board of County Commissioners deems this activity to be a worthy and desirable undertaking;

**NOW, THEREFORE, PURSUANT TO N.C.G.S. 159-13.2, BE IT ORDAINED BY THE MECKLENBURG COUNTY BOARD OF COUNTY COMMISSIONERS that:**

Section 1. The project described in the HUD Continuum of Care 2024 grant application is hereby authorized to be undertaken for the duration of the grant.

Section 2. The County Manager is authorized to execute the grant agreement and other documents that are required or appropriate for the County to receive the HUD Continuum of Care 2024 and to undertake the project. The County Manager is directed to take steps necessary to ensure compliance with all spending and reporting requirements to the U.S. Department of Housing and Urban Development.

Section 3. The following revenues are anticipated for Mecklenburg County in the fund G001 to complete this project:

**U.S. Department of Housing and Urban Development  
\$420,000.00**

Section 4. The following amount appropriated for Mecklenburg County in fund G001 to complete this project:

**\$420,000.00**

Adopted this 7<sup>th</sup> day of July 2026

---

Clerk to the Board



Legislation Text

File #: 26-0357

Meeting Date: 7/7/2026

File Type: Consent

## CMS Cell Tower Lease Renewal - Ardrey Kell High School

### **ACTION:**

**Decline the County's Statutory Right of First Refusal on a portion of CMS-owned property at Ardrey Kell High School (Tax Parcel 229-011-30) to allow Charlotte-Mecklenburg Board of Education to enter into a cell tower lease amendment with Insite Towers Development 2, LLC**

**Staff Contact:** Jacqueline McNeil, Real Estate Management Director  
Bob Sorrell, Charlotte-Mecklenburg Schools

**Presentation:** No

### **BACKGROUND/JUSTIFICATION:**

Insite Towers Development 2, LLC ("Insite") currently leases land at Ardrey Kell High School for a cell tower. That lease is scheduled to end February 28, 2031. Charlotte-Mecklenburg Board of Education (CMBE) and Insite wish to enter into a lease amendment that will extend the lease for an additional ten (10) years and continue the current lease rate of \$3,530.07 per month. To do so, the County must decline its statutory first opportunity to acquire any school owned real estate that is proposed for disposition per North Carolina General Statute (NCGS) 115C-518(a). The County's Asset and Facility Management Department has determined that the County has no need for the subject property during the term of the proposed lease amendment. The business terms of the lease amendment between CMBE and Insite are as follows:

Property - One (1) 60' x 60' tract of land and one (1) 20' x 20' tract of land at Ardrey Kell High School

Term extension - Two (2) additional five (5) year options after the expiration of the current term (expires February 28, 2031)

Rent - \$3,530.07 per month

Escalation - 3% increase every year on the anniversary of the lease commencement date

Maintenance - The tenant is responsible for all repairs and maintenance of the leased space

Termination - Either the Landlord or Tenant may terminate the lease for any reason or no reason by providing six (6) months advance written notice

Sub-lease - Tenant is allowed one (1) user of the property. For any additional users of the property besides the Tenant, the Tenant shall compensate Landlord with an additional five hundred twenty-one dollars and ninety-one cents (\$521.91) per month

Insurance - The Tenant shall maintain a public liability and property damage policy in the amount of \$5,000,000 per single event and an automobile liability in the amount of \$2,000,000 per single event

**PROCUREMENT BACKGROUND:**

N/A

**POLICY IMPACT:**

N/A

**FISCAL IMPACT:**

N/A



# Mecklenburg County

600 East Fourth Street  
Charlotte, NC 28202

## Legislation Text

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**File #:** 26-0359

**Meeting Date:** 7/7/2026

**File Type:** Consent

---

## Minutes

### **ACTION:**

**Approve the following Meeting Minutes:**

### **March 17, 2026 Regular Meeting**

**Staff Contact:** Kristine M. Smith, Clerk to The Board

**Presentation:** No

### **BACKGROUND/JUSTIFICATION:**

Official approval is required.

### **PROCUREMENT BACKGROUND:**

N/A

### **POLICY IMPACT:**

N/A

### **FISCAL IMPACT:**

N/A

**Meeting Minutes  
March 17, 2026**

**MINUTES OF MECKLENBURG COUNTY, NORTH CAROLINA  
BOARD OF COUNTY COMMISSIONERS**

The Board of Commissioners of Mecklenburg County, North Carolina, met in Informal Session in the Meeting Chamber Conference Room CH-14 of the Charlotte-Mecklenburg Government Center located at 600 East Fourth Street, Charlotte, North Carolina, at 5:09 p.m. and in Formal Session in the Meeting Chamber of the Charlotte-Mecklenburg Government Center at 6:10 p.m. on Tuesday, March 17, 2026.

**ATTENDANCE**

**Present:** Chair Mark Jerrell, Vice-Chair Leigh Altman  
and Commissioners Arthur Griffin,  
Laura J. Meier, Vilma D. Leake,  
Elaine Powell, Yvette Townsend-Ingram  
Susan Rodriguez-McDowell, and George Dunlap  
County Manager Michael Bryant  
County Attorney Tyrone C. Wade  
Clerk to the Board Kristine M. Smith  
Deputy Clerk to the Board Arlissa Eason

**Absent:** None

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**-INFORMAL SESSION-**

**CALL TO ORDER**

*The meeting was called to order by Chair Jerrell, after which the matters below were addressed.*

**REMOVAL OF ITEMS FROM CONSENT**

The Board identified item(s) to be removed from Consent and voted upon separately. The items identified were Items:

- 26-0076** Commissioner Leake
- 26-0086** Commissioner Leake
- 26-0091** Commissioner Leake

**STAFF BRIEFINGS – NONE**

**CLOSED SESSION**

**26-0060 Closed Session**

Motion was made by Commissioner Rodriguez-McDowell seconded by Commissioner Meier, and unanimously carried, to go into Closed Session for the following purpose(s): Consult with Attorney, Discuss Business Location and Expansion, Discuss Personnel Matter, and to Prevent Disclosure of Information that is Confidential.

*The Board went into Closed Session 5:08 p.m. and came back into Open Session at 6:00 p.m.*

**Meeting Minutes**  
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*The Board then proceeded to the Meeting Chamber for the remainder of the meeting.*

**-FORMAL SESSION-**

**CALL TO ORDER**

*Chair Jerrell called this portion of the meeting to order, which was followed by reading of the County's Mission and Vision and the FY2026 Board Budget Priorities, introductions, invocation by Commissioner Dunlap and the Pledge of Allegiance to the Flag; after which, the matters below were addressed.*

**AWARDS/RECOGNITION**

**26-0118 PROCLAMATION - COLORECTAL CANCER AWARENESS MONTH**

*Background: Colorectal cancer is the second leading cause of cancer-related deaths in the United States with more than 150,000 Americans diagnosed and over 50,000 deaths each year. Greater awareness of this cancer and the means to prevent it could save the lives of people in Mecklenburg County and tens of thousands of lives in the United States.*

Commissioner Townsend-Ingram read the proclamation.

Motion was made by Commissioner Townsend-Ingram, seconded by Commissioner Dunlap, and unanimously carried to adopt a proclamation designating March 2026 as Colorectal Cancer Awareness Month.

Judy Caswell and Conor O'Neil from the Colon Cancer Coalition accepted the proclamation and gave remarks.



**26-0090 PROCLAMATION - SOCIAL WORKER APPRECIATION MONTH**

*Background: Social Worker Appreciation Month is celebrated in March each year. This month is dedicated to recognizing and honoring the invaluable contributions social workers make to society. The theme for Social Work Month 2026 is "Uplift. Defend. Transform".*

*The 2026 Social Work Month theme honors the prime mission of the Social Work profession - to enhance human well-being, meet the basic human needs of all people, and put special attention on the needs and empowerment of people who are vulnerable, oppressed, and living in poverty. The ability of Social Workers to uplift, defend, and positively transform the millions of people they work with each day is needed now more than ever. That is because our nation is experiencing a period of deep cultural, political, and economic divide.*

*Social Workers are on the front lines, helping individuals and communities so they can overcome personal and societal challenges and even thrive. Social Workers are also adept at bringing people and communities together - so they can find common ground and work to improve the welfare of all.*

Commissioner Griffin read the proclamation.

**Meeting Minutes  
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Motion was made by Commissioner Griffin, seconded by Commissioner Powell, and unanimously carried to adopt a proclamation declaring March 2026 as "Social Worker Appreciation Month" In Mecklenburg County.

Deputy Director Leticia Loadholt accepted the Proclamation and gave remarks.



**26-0110 Joint Proclamation - Child Abuse Prevention Month (Chair Jerrell)**

*Background: Child Abuse Prevention Month is an annual campaign that has been held for the last twelve years and is organized by the Mecklenburg Child Abuse Prevention Team (CAPT). The purpose is to create awareness and to educate the community about child abuse prevention strategies.*

Commissioner Leake read the Proclamation.

**Meeting Minutes**

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Motion was made by Commissioner Altman, seconded by Commissioner Meier, and unanimously carried to adopt a proclamation declaring March 2026 As "Social Worker Appreciation Month" In Mecklenburg County.

Angelica Foster and K'neadee Lester-Jackson, Child Abuse Prevention Team Leaders, accepted the proclamation and gave remarks.



**City of Charlotte  
and  
Mecklenburg County**



**JOINT PROCLAMATION**

**WHEREAS**, children are vital to our state's future success, prosperity, and quality of life, as well as being our most vulnerable assets; and

**WHEREAS**, all children deserve to have safe, stable, nurturing homes and communities that foster their healthy growth and development; and

**WHEREAS**, child abuse and neglect are a public responsibility, affecting both the current and future quality of life of a community; and

**WHEREAS**, communities that provide parents with the social support, knowledge of parenting and child development, and concrete resources they need to cope with stress and nurture their children, to ensure all children grow to their full potential; and

**WHEREAS**, effective child abuse prevention strategies succeed because of partnerships created among citizens, human service agencies, schools, faith communities, health care providers, civic organizations, law enforcement agencies, and the business community.

**NOW, THEREFORE, WE**, Vi Alexander Lyles, Mayor of Charlotte, and Mark D. Jerrell, Chair of the Mecklenburg Board of County Commissioners, do hereby proclaim April 2026 as

**“CHILD ABUSE PREVENTION MONTH”**

and call upon all citizens, community agencies, faith groups, medical facilities, elected leaders and businesses to increase their participation in our efforts to support families, thereby preventing child abuse and strengthening the communities in which we live.

**WITNESS OUR HANDS** and the official Seals of the City of Charlotte and Mecklenburg County.

  
Vi Alexander Lyles  
Mayor

  
Mark D. Jerrell, Chair  
Mecklenburg Board of County  
Commissioners

**ARTS & CULTURE MOMENT**

**26-0103      ARTS & CULTURE MOMENT - BEYOND THE CLASSROOM - THE POWER OF ARTS EDUCATION GRANTS**

The Board received a presentation on the impact of the Mecklenburg County-funded Arts Education Grant.

*Background: On January 5, 2021, the Board of County Commissioners approved the addition of an agenda topic to the second Regular meeting of the month entitled Public Art Moment in partnership with ASC. The purpose of this item was to raise public awareness and appreciation for the Mecklenburg County tax dollars that are spent on enriching lives through support of public art. On June 3, 2025, the Board approved 1) a name change from "Public Art Moment" to "Arts &*

**Meeting Minutes**

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*Culture Moment" and 2) Expanding content to include, among other things, community-supported arts and science cultural programming and cultural educational programs for schools.*

Commissioner Rodriguez-McDowell gave the presentation.

# Beyond the Classroom

The Power of Arts Education Grants

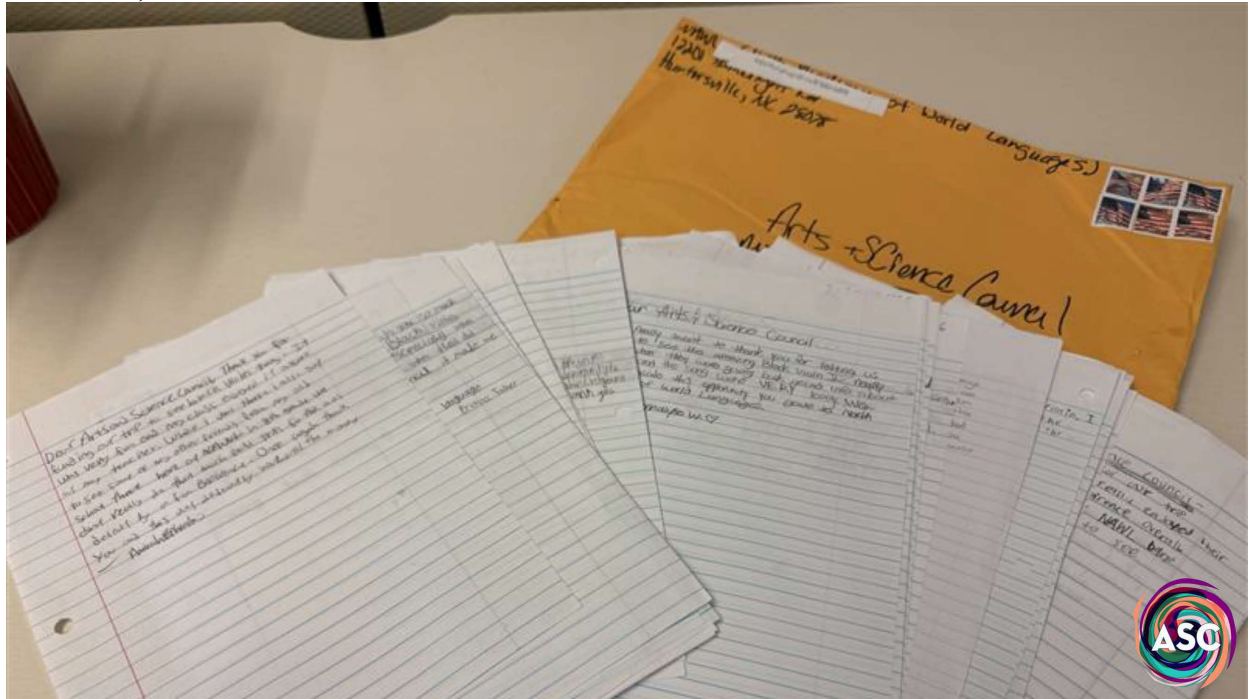
*In Partnership with ASC and Mecklenburg County*



Meeting Minutes  
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**Meeting Minutes  
March 17, 2026**



**PUBLIC APPEARANCE**

**26-0095      Public Appearance**

The following persons appeared to speak during the Public Appearance portion of the agenda:

1. David Reboloso - New FEMA bill proposed, H.R.4669 addressing the one mitigation project per county
2. Rae LaGrone – Public School teacher – Put Kids First – Resolution
3. Sheriff Gary McFadden – Jail population - Update to the Commissioners

**APPOINTMENTS**

**26-0048      Appointments- Nursing Home Community Advisory Committee**

**Meeting Minutes**  
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Motion was made by Commissioner Leake, seconded by Commissioner Griffin, and unanimously carried to reappoint Kimberly Anderson, Benita Mason, and Regina Tisdale to the Nursing Home Community Advisory Committee for three (3) three-year terms expiring February 28, 2029.

**26-0083      2027 Citizens Revaluation Advisory Committee**

Motion was made by Commissioner Leake, seconded by Commissioner Meier, and carried 8-1 with Commissioners Altman, Dunlap, Griffin, Jerrell, Leake, Meier, Powell, Rodriguez-McDowell voting yes, and Commissioner Townsend-Ingram voting no to nominate and appoint Kathy Davis, Peter Gallo, Mike Hege, Nasif Majeed, Rosa Newman, Matthew “Ben” Robinson, Deon Smith, Jake Springer, and Michael Wong to the 2027 Citizens Revaluation Advisory Committee to fill nine (9) slots expiring December 31, 2026.

*Background: The Committee will serve from March - December 31, 2026. The Committee is appointed a year prior to a Countywide Reappraisal. The committee is charged with meeting with the County Assessor, management, and staff to review overall operations; studying statistical reports on the progress of the 2027 Revaluation; monitoring progress; and reporting its conclusions to the Board of County Commissioners.*

**26-0084      Appointments- Women's Advisory Board**

Appointments were needed on the Women's Advisory Board to fill six terms.

*Background: On February 17, 2026, the Board nominated: Shante Acuna, Dayna Alexander, Renee Barfield, Satoria Craft, Tanya Fowlkes, Kaovny Jonas, Caitlyn Lee, Sharon Scott, and Holly Sullivan for appointment consideration to the Women's Advisory Board. It has since been discovered that Sharon Scott is currently a member of the Charlotte-Mecklenburg Community Relations Committee and has been removed from consideration for appointment.*

The votes were as follows:

Shante Acuna: Commissioners Dunlap, Meier, Rodriguez-McDowell, Townsend-Ingram

Dayna Alexander: Commissioners Altman, Griffin, Leake, Meier, Powell, Rodriguez-McDowell, Townsend-Ingram

Renee Barfield: Commissioner Jerrell

Satoria Craft: Commissioners Altman, Dunlap, Griffin, Jerrell, Leake, Meier, Powell, Rodriguez-McDowell, Townsend-Ingram

Tanya Fowlkes: Commissioners Altman, Griffin, Leake, Meier, Powell, Rodriguez-McDowell, Townsend-Ingram.

Kaovny Jonas: Commissioners Altman, Griffin, Jerrell, Leake, Meier, Powell, Rodriguez-McDowell, Townsend-Ingram

Caitlyn Lee: Commissioner Jerrell

Holly Sullivan: Commissioners Altman, Dunlap, Griffin, Leake, Meier, Powell, Rodriguez-McDowell, Townsend-Ingram

## **Meeting Minutes**

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Shante Acuna (2<sup>nd</sup> Round): Commissioners Altman, Dunlap, Griffin, Leake, Meier, Powell, Rodriguez-McDowell, Townsend-Ingram

The Board appointed Shante Acuna, Dayna Alexander, Satoria Craft, Tanya Fowlkes, Kaovny Jonas, and Holly Sullivan to serve on the Women's Advisory Board.

### **26-0092 Appointments - Small Business and Entrepreneurship Advisory Board**

*Background: The Small Business and Entrepreneurship Advisory Board has three unexpired terms available. Two (2) Expiring March 31, 2027, and one expiring March 31, 2028.*

Nominations were needed for the Small Business and Entrepreneurship Advisory Board to fill three (3) unexpired terms.

The nominations were as follows:

Commissioner Powell: Courtney Savoy  
Commissioners Powell and Meier: Anna Pupo  
Commissioner Griffin: Renee Barfield  
Commissioner Townsend-Ingram: Shey Morton  
Commissioner Rodriguez-McDowell: Jasmine Williams

The appointment will be brought back at the next Regular Board Meeting.

### **26-0094 Architectural Selection Committee**

Motion was made by Commissioner Meier, seconded by Commissioner Powell, and unanimously carried to reappoint Carl Goodman on the Architectural Selection Committee for one (1) three-year term expiring January 31, 2029. Carl Godman is eligible for reappointment.

### **PUBLIC HEARINGS – NONE**

### **ADVISORY COMMITTEE REPORTS**

#### **26-0079 Public Art Commission- Annual Report**

The Board received an Annual Report of the Public Art Commission; and received the Public Art Commission FY2027 Advisory Board Budget Priorities.

Todd Stewart, Vice President, Public Arts & Science Council, and Erin Taylor gave the presentation.

**Meeting Minutes**  
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MECKLENBURG COUNTY  
North Carolina



Nestlé Ave Re-Site Studio, 2020, Eastway Regional Recreation Center  
Photo Credit: Basic Cable



**ASC + Public Art Commission**  
**Annual Board of County Commissioner's Report**  
**Fiscal Year 2026**

**PUBLIC ART COMMISSION FISCAL YEAR 2026**



**LIZ RICHMOND**  
(Appointee - Mecklenburg County - 2<sup>nd</sup> Term Ends 2028)  
Professional Category: Education



**ANDREW MARCO**  
(Appointee - Mecklenburg County - 2<sup>nd</sup> Term ends 2027)  
Professional Category: Business



**Erin Taylor**  
(Appointee - Mecklenburg County - 2<sup>nd</sup> Term ends 2025)  
Professional Category: Community



**DR. DAVID SALL CHAIR**  
(Appointee - City of Charlotte - 2<sup>nd</sup> Term ends 2026)  
Professional Category: Community



**NINA FORD JACKSON**  
(Appointee - City of Charlotte - 2<sup>nd</sup> Term ends 2026)  
Professional Category: Education



**LAUREN HAREY**  
(Appointee - City of Charlotte - 2<sup>nd</sup> Term ends 2027)  
Professional Category: Business



**HILARY BLUNT**  
(Appointee - ASC - 2<sup>nd</sup> Term ends 2027)  
Professional Category: Art + Design



**DR. KEITH CRADLE**  
(Appointee - ASC - 2<sup>nd</sup> Term ends 2027)  
Professional Category: Art + Design



**John Conrad-Espinal**  
(Appointee - ASC - 2<sup>nd</sup> Term ends 2025)  
Professional Category: Art + Design

Background Image: Stems, John Grade, Marsh Park, 2021  
Photo Credit: John Grade



**Public Art Commission Responsibilities**

Recommend the Annual Work Plan to the Board of County Commissioners

Chair the Artist Selection Panels

Review and approve Artist Selection Panel recommendations

Approve all public art designs for Mecklenburg County

Represent the PAC at community meetings, dedications and special events

Ensure community outreach and citizen participation in the public art program

Monitor the overall development of the Public Art Collection-ensure that local and regional artist representation, balance over time, with respect to ethnicity and gender of artists selected, styles of expression, media and genre



**Meeting Minutes  
March 17, 2026**



*Balancing Act. Daily Tous Les Jours. 2020. First Ward Park.*

**PUBLIC ART PROCESS**



ARTS & SCIENCE COUNCIL

**Public Art Program: Facts and Statistics**

ASC Program Management for the:

- County
- City
- Airport
- Mecklenburg County 1% For Art Ordinance adopted on December 17, 2002.
- Ordinance appropriates 1% of eligible capital improvement project funds for public art. 1% allocations are split 85% for Art Fees and 15% for ASC Administrative Fees.
- ASC Scope: Planning, artist selection, contracting, community engagement, facilitation of fabrication and installation.
- **210** Completed Projects to Date (County, City, Private)
- Total Mecklenburg County Investment: **\$7,957,093+**
- Total Mecklenburg County Projects: **95**
- Total North Carolina Artists Commissioned for Mecklenburg County Projects: **52**



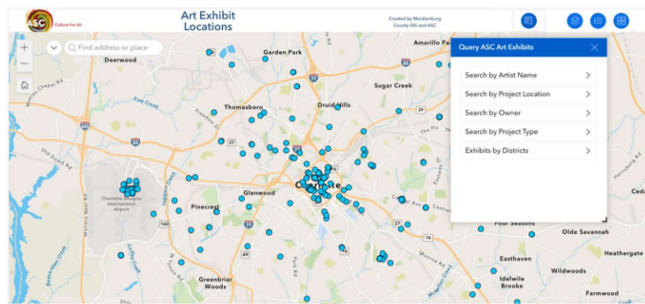
*Crop Rotations. Jill Anholt. 2022. Northern Regional Recreation Center. Photo Credit: Mitchell Kearney Photography*



ARTS & SCIENCE COUNCIL

**Charlotte-Mecklenburg Public Art Collection Mapping**

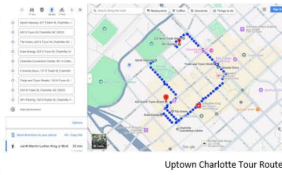
ASC partnered with **Mecklenburg County Geospatial Information Services** to map the public art collections of Mecklenburg County and the City of Charlotte. This online tool allows users to explore the **210** current artworks created through the **County and City Percent for Art Ordinances**, as well as search for artworks based on specific queries.



ARTS & SCIENCE COUNCIL

**Meeting Minutes  
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**Volunteer Docent Led Public Art Tours**



Uptown Charlotte Tour Route

ASC Public Art offered volunteer opportunities to serve as public tour docents. Training was provided for docents to lead a small group of individuals through Uptown Charlotte, stopping at various public artworks and providing background information for each work.

Several of the projects included in this tour were managed by ASC and represents an artist's collaboration with communities. ASC believes that public art is an excellent means of accentuating the unique character and history of our diverse communities. It's an accessible form of art that plays a critical role in creating a sense of belonging.



**Mecklenburg County  
In-progress Public Art Projects**



**Irwin Creek Greenway**

Location: 6000 Statesville Rd (Nevin Park)  
Art Budget: \$102,000  
Project Scope: Free-standing sculpture  
Anticipated Install: Spring 2026  
Artist: Rachel Dickey, Local Artist



Artist's Final Design Rendering (detail)



Acrylic tile design samples (detail)

**Main Library**

Location: 310 N. Tryon St  
Art Budget: \$460,700  
Project Scope: Grand lobby wall artwork  
Anticipated Install: Summer 2026  
Artist: Tiff Massey



**Long Creek Greenway**

Location: 9841 Northlake Centre Parkway  
Art Budget: \$131,750  
Project Scope: Free-standing sculpture  
Anticipated Install: Spring 2026  
Artist: Studio KCA/Jason Klimoski



**Spirit Square Garden Walk**

Location: 301 N. Tryon St  
Art Budget: \$340,000  
Project Scope: Free-standing sculpture  
Anticipated Install: Winter 2027  
Artist: Thomas Schmidt, Local Artist

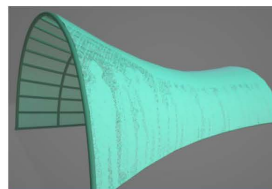


**Mecklenburg County  
In-progress Public Art Projects**



**Park Rd Park**

Location: 6220 Park Rd  
Art Budget: \$70,173  
Project Scope: Free-standing sculpture  
Anticipated Install: Spring 2026  
Artist: Oliver Lewis, Local/Regional A. D.



**Latta Place**

Location: 5225 Sample Rd  
Art Budget: \$121,857  
Project Scope: Integrated design  
Anticipated Install: Spring 2027  
Artist: Maxwell Emcays



**Discovery Place Nature Museum**

Location: 1858 Sterling Rd  
Art Budget: \$115,600  
Project Scope: Site integrated sculpture  
Anticipated Install: Spring 2026  
Artist: Walter Hood/Hood Design Studio



**Ezell Park**

Location: 4101 Mintwood Rd, Mint Hill  
Art Budget: \$122,501 (\$76,100-\$49,401)  
Project Scope: Integrated, free-standing sculp.  
Anticipated Install: Spring 2026  
Artist: Meredith Connelly, Local/Regional A. D.

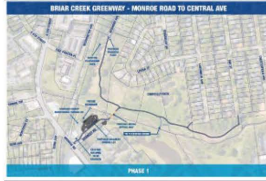


## Mecklenburg County In-progress Public Art Projects



**Eastland Park**

Location: 6000 Statesville Rd (Nevin Park)  
Art Budget: \$102,000  
Project Scope: Free-standing sculpture  
Anticipated Install: Spring 2028  
Artist: Rachel Dickey, Local Artist



**Briar Creek Greenway**

Location: Central Ave to Monroe Rd  
Art Budget: \$96,281  
Project Scope: Integrated sculptures  
Anticipated Install: Fall 2028  
Artist: TBD (Regional Artist Directory)



**East Community Resource Center**

Location: Cagle Rd  
Art Budget: \$963,050  
Project Scope: Free-standing sculpture series  
Anticipated Install: Summer 2029  
Artist: TBD



**Sugaw Creek Park**

Location: 943 W. Sugar Creek Rd  
Art Budget: \$160,459  
Project Scope: Free-standing sculpture  
Anticipated Install: Summer 2027  
Artist: TBD

## Mecklenburg County Completed Public Art Projects



Project: Naomi Drenan Recreation Center  
Title: "Generations of Growth"  
Location: 750 Beal St.  
District: County - 5, City - 6  
Art Budget: \$63,750  
Project Scope: Exterior Mural  
Media: Exterior acrylic paint, spray paint, anti-graffiti sealant  
Category: Park and Recreation  
Installed: August 2025



Bree Stallings, Local Artist  
Regional Artist Directory

**Artist's Statement:**

The motifs chosen are the visual interpretation of the community's feedback representing the sunshine after a tumultuous storm; planting, growing and harvesting of food to share. There are multi-generational learning experiences included in the design as well as raindrops/tears fertilizing the soil making room for new prosperity. In addition, silhouettes of recreational activities that occur at the center are present, creating a place for safety, experimentation and community building.

### Fiscal Year 2026 Public Art Planning

CIP Project	Site Address	1% Allocation	85% Art Budget	Notes
Colonel Francis Beatty Park	4330 Weddington Rd, Matthews	\$20,093	\$17,079	
McDowell Greenway	Gilead Rd to Beatties Ford Rd	\$190,859	\$162,230	
Bryant Park	1701 W Morehead St	\$96,528	\$82,049	
Ribbon Walk Nature Preserve	4601 Nevin Rd	\$117,811	\$100,139	
Rozelles Ferry and Hay Market Nature Preserves	Mt. Island Lake	\$74,573	\$63,387	



## Meeting Minutes March 17, 2026

### Further Information:

#### Staff Contacts:

**Todd Stewart**  
Vice President, Public Art  
704-335-3273  
[todd.stewart@artsandscience.org](mailto:todd.stewart@artsandscience.org)

**Randella Davis**  
Program Director, Public Art  
704-335-3262  
[randella.davis@artsandscience.org](mailto:randella.davis@artsandscience.org)

**Justin Hicks**  
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**ASC Website:**  
<https://www.artsandscience.org/>

**ASC Public Art:**  
<https://www.artsandscience.org/programs/for-community/public-art/>

**Calls to Artists:**  
<https://www.artsandscience.org/resources-for-artists/calls-to-artists/>

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### Comments

Commissioner Rodriguez McDowell thanked the staff for their presentation. She said that, as Chair of the National Association of Counties Arts and Culture Commission, she was grateful to have this in the community. She said it made the community stand out and was a legacy she was very proud of.

Commissioner Meier thanked the team for their work. She asked whether the Arts and Science Council approached them with the ideas and the places to put the art, or whether the team did their own research. *Mr. Stewart said the locations for the public artworks came through the capital improvement program for Mecklenburg County and were determined as part of a larger project. He said if a park was being renovated and was eligible for public art allocation, the director of capital planning alerted them to that, and they helped them to determine the scope of the artwork.*

Commissioner Meier asked whether the artist and ideas were brought to them for an interview, and whether they chose them as a group. *Mr. Stewart said the artwork's scope was defined in collaboration with his team, the planners, and the project managers. He said once they*

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*determined how the artwork could best support the project's overall programmatic and functional goals, his team, in partnership with the Public Arts Commission, convened volunteer artist selection panels from community members and art and science professionals. He said requests for qualifications or calls to artists were issued to individuals to apply for the opportunity to win the commission. He said they were reviewed and interviewed, and a recommendation was given to the Public Art Commission for a formal vote on who would be awarded the commission. He said ASC facilitated the process.*

Commissioner Powell thanked the staff for their presentation. She said she wondered why the Torrance Creek tunnel lights did not seem to move as she thought they would and asked whether anti-graffiti sealant was expensive. She also asked for more information about Latta Place and the history of the 65 enslaved people. *Mr. Stewart said it was originally the artist's design that the lights through the tunnel would move, but it was conveyed through design development that, due to the length of the tunnel and the brightness of the lights, to be ADA acceptable and prevent disorienting pedestrians and bicyclists, they preferred a still image, so the artists changed their design. He said, in terms of the anti-graffiti sealant, there were specific products for that, which were slightly more expensive than a gallon of house paint but less expensive than hiring an artist to touch up the original artwork.*

*Mr. Stewart explained the Maxwell MKS design at Latta Place called the Last Passage and the artist's vision and experiences.*

## MANAGER'S REPORT

### **26-0080 Small Business and Entrepreneurship Advisory Board Update**

The Board received Information regarding the FY2027 budget priorities from the Small Business and Entrepreneurship Advisory Board.

*Background: Each year as a part of the County's budget process, advisory boards are provided the opportunity to present their budget priorities to the Board of County Commissioners. A representative of the Small Business and Entrepreneurship Advisory Board will summarize the advisory board's FY27 budget priorities.*

Mr. Kevin Nickson, Chair of the Small Business and Entrepreneurship Advisory Board, gave the presentation.



## 5 Key Priorities – Identified from Community Feedback

1. Strengthen Awareness of Small Business Services and Programs
2. Expand Pathways and Communication Channels for Informal Contracting Opportunities in the Construction and Services Sectors
3. Strengthen Local Business Ecosystem Connections
4. Secure Dedicated Funding for Outreach and Workshops to Elevate Key Economic Development Initiatives
5. Monitor and Advise on Small Business Trends and Needs



## Strengthen Awareness of Small Business Services & Programs

### Recommendations

<b>Increase</b>	Digital Marketing
<b>Support</b>	Outreach Initiatives
<b>Highlight</b>	Success Stories
<b>Establish</b>	Successful community partnerships such as CLIMB and Prospera

To reinforce the board's ongoing initiatives around economic development and community engagement, we propose elevating the communication strategy for our small business services and programs.



## Strengthen Awareness of Small Business Services & Programs

### Recommendations

- **Workshops tailored to municipal needs:**
  - Funding to support Mecklenburg County OED-led workshops designed around each municipality's priorities, including remote "drop-in" sites that make it easier for small business owners to access guidance and resources.
- **Spread Awareness of Office of Economic Development (OED) and Charlotte Business INclusion (CBI) resource programs:**
  - Plan initiatives for Small Business Month & Economic Development Week.
- **Countywide staff support for direct engagement:**
  - Resources to enable staff to travel across the county, strengthen township connections, and expand boots-on-the-ground outreach—such as door-to-door check-ins with Main Street businesses to increase awareness of available small business services.



Expand pathways & communication channels for informal contracting opportunities in the construction and services sectors

### Recommendations

- **Standardize the Invitation Process:**
  - Reduces reliance on individual lists and ensure consistent access for all eligible vendors.
- **Develop Mentorship or Team Programs:**
  - Pair Primes with emerging small firms for guidance on project expectations, quality standards, and business development.
  - Provide information on sub-contracting opportunities with Primes and encourage relationships.



## Strengthen Local Business Ecosystem Connections

### Recommendations

- **Encourage Collaboration and Partnerships with local organizations**
  - Connect new businesses with organizations like SCORE & Women's Business Center.
  - Establish cross-sector partnerships with higher education institutions to connect students with Entrepreneurships & Business programs.
  - Network through Chambers to have access to closed pre-bid meetings on micro-purchases & contracts not unavailable to the public.
  - Have Businesses Register as a vendor with local agencies and MeckProcure.
- **Support local programs that elevate Small Businesses**
  - "Shop Small" - Economic Development Week/Small Business Month.
  - Promote Local Events
    - Street festivals & public art installations can motivate costumers to shop locally with small businesses.



## Secure Dedicated Funding for Outreach & Workshops to Elevate Key Initiatives

### Recommendations

- **Facilitator fees for high-demand business topics:**
  - Funding to secure expert facilitators for workshops on critical subjects like AI readiness, e-commerce, QuickBooks, and cybersecurity ensuring small businesses receive timely and relevant training.



## Monitor and Advise on Small Business Trends and Needs

### Recommendations

#### Proactive Small Business Protection Framework

- **Proactive Risk Identification**
  - Flag regulatory and zoning shifts that threaten displacement (e.g., NoDa street vending changes).
- **Economic Impact Conversations**
  - Quantify corridor-level disruption through structured engagement with vendors and brick-and-mortar businesses.
- **Formal Advisory Leadership**
  - Deliver policy recommendations to County leadership to prevent unintended displacement.



## Monitor and Advise on Small Business Trends and Needs

### Recommendations

#### Stabilization & Anti-Displacement Strategy



- **Advance Project BOAST**
  - Ensure infrastructure and policy decisions strengthen — not destabilize — business ecosystems.
- **Deploy Stabilization Pathways**
  - Connect impacted entrepreneurs to permitting guidance, capital access, and ecosystem partnerships.
- **Strengthen Early Intervention Systems**
  - Monitor emerging risks before corridor-level disruption escalates.



## Small Business Needs: Project BOAST

### How do we get there?



1. Business Preservation and Anti-Gentrification
2. Access to Contracting Opportunities
3. Capacity Building and Technical Assistance
4. Customer Connections
5. Workforce and Talent Development



## Business Opportunity And Supportive Transit

The **Project BOAST** framework reflects the County's commitment to supporting new and existing small businesses, as well as anti-displacement efforts.

The vision is clear. Transportation investments should strengthen business communities, not displace them.

- Positions small businesses to benefit from transportation improvements.
- Connects local small businesses to economic opportunities.
- Protects existing small businesses from displacement by providing needed resources to assist them during the construction phases.



### Comments

Commissioner Townsend-Ingram thanked Mr. Nickson for his work. She said she appreciated that at the last Advisory Board community meeting, they were divided into nodes to better understand the business needs in specific areas. She asked whether businesses were divided into county districts or other geographies. *Mr. Nickson said at this time they were not, but they were trying to get the municipalities to work collaboratively with the Office of Economic Development.*

Commissioner Townsend-Ingram asked whether there was a way to understand how businesses best received information so they could implement some of those recommendations. *Mr. Nickson said they utilized a tracking system, but the information currently comes from community feedback.*

Commissioner Townsend-Ingram asked whether businesses signed up to receive information or whether information was pushed to them. *Mr. Nickson said they pushed information to the businesses.*

Commissioner Townsend-Ingram said that, as this was pre-budget season, she asked whether there was an understanding of some of the needs in the current recommendations so they could accomplish some of them. *Mr. Nickson said no, but that was a gap they had identified and were working to address.*

Commissioner Dunlap thanked Mr. Nickson for his report and thanked County Manager Bryant for the Boast program. He said there was currently a problem with street vendors. He said street vendors were small-business people, and he hoped Mr. Nickson's team could partner with the City of Charlotte to incorporate them as small businesses.

Commissioner Griffin thanked Mr. Nickson for his presentation. He said they wanted small businesses to be successful. He asked whether they envisioned a dashboard in the future to show the services they provided, whether anything resulted in the creation of businesses, and whether a roadmap was provided to prevent displacement or loss of business. He asked whether they envisioned a way to track businesses they helped to survive. *Mr. Nickson said that was their vision, and that they had a tracking system to keep up with the information currently needed. He said they were just getting rolling and would continue to evolve the process.*

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Commissioner Griffin said research showed that small businesses were challenged without an Advisory Board. He said it had value, but he wanted to see the end value down the road.

Commissioner Leake thanked Mr. Nickson for his presentation. She said that, if she could, she would like to share her past experiences and some of the issues and successes she had with the small business consortium process, as well as the contacts she made. Mr. Nickson said he welcomed that.

Commissioner Powell thanked Mr. Nickson for his presentation and dedication, and she liked that the information presented was based on community feedback. She said she was glad to see a focus on strengthening connections with towns and that they included the Chambers.

Commissioner Rodriguez-McDowell thanked Mr. Nickson for his leadership. She said she would remind everyone of the small towns with active chambers, and they could be part of this as well.

Chair Jerrell thanked Mr. Nickson for his leadership. He said the Advisory Board was needed and important to the Board. Chair Jerrell said it was important to recognize the contributions of small businesses and entrepreneurs. He said it was important for the advisory board to let the Board know what they were hearing and what the blind spots were so that it could help support them. He said the small business consortium by Commissioner Leake generated tremendous interest and was an opportunity to collect data from the businesses that attended.

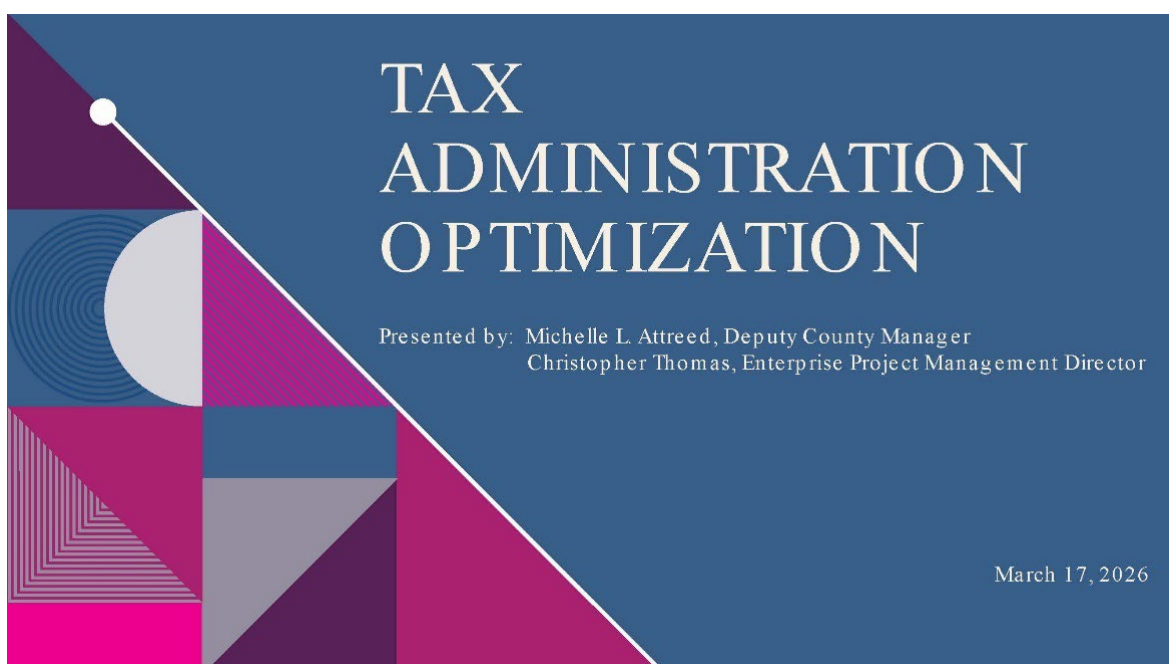
Chair Jerrell said the Alliance was referenced, and there was much focus on ensuring there was an arm for small businesses and that they would have an opportunity to participate in the Alliance. He said an update was forthcoming.

Manager Bryant said they met with the Regional Alliance to discuss small businesses and were working on an initiative in conjunction with the City. He said it, too, was just getting started but that the City has expanded its focus beyond just the larger businesses and focuses on small businesses also.

### 26-0107 Tax Administration Optimization Project Update


The Board received a status update on the Tax Administration Optimization Project.

Michelle L. Attreed, Deputy County Manager, gave the presentation.



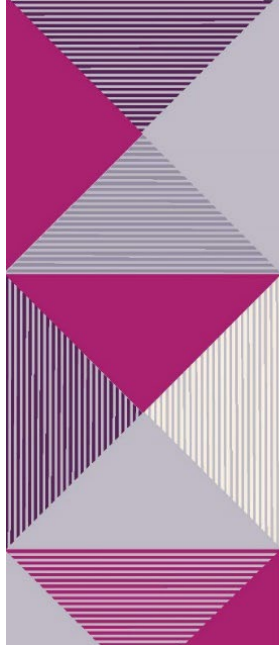
# EXECUTIVE WORKPLAN CHARGE

To explore the feasibility of improving the delivery of tax services in Mecklenburg County by consolidating the Office of Tax Collector (OTC) and County Assessor's Office (CAO) by integrating and coordinating services for County residents & businesses, the City of Charlotte, and the towns of Cornelius, Davidson, Huntersville, Matthews, Mint Hill, Pineville and the Extraterritorial Jurisdiction.




## WHY NOW?

- Mecklenburg's Office of the Tax Collector (OTC) and County Assessor's Office (CAO) were once combined
- Retirement of long-time OTC Director, Neal Dixon, in July 2024 led to an opportune time to explore the feasibility of a consolidation of the two functions
- Public perception / ease of access
- Drive efficiencies



## TAX SERVICES EXPLORATORY INTEGRATION STUDY – KEY ELEMENTS

### Business Architecture Scorecard



### Cultural Assessment

Surveyed 9 attributes for their Dept. & Div/Team

- Communication Style
- Decision Making
- Employee Engagement
- Innovation & Creativity
- Leadership Style
- Team Dynamics (Morale)
- Work Environment
- Work Ethic & Productivity
- Work-Life Balance


---

### Benchmarking Other Counties

Collected org structures for comparison/inspiration

**Methods**

- Email
- Phone Call
- Online Resources




### Option Analysis

Assessed change options across 5 factors

**Inputs**

- Business Architecture
- Change Mgmt. Concepts
- County Practices



Category	Benefit	Score
OTC	Reduced number of employees	5
Integration/Consolidation	Reduced costs and increased efficiency	5
Operational Fusion	Streamlined processes	4
Service Fusion	Improved customer service and experience	4
Unified Frontend	Enhanced data sharing and reporting capabilities	4
None	None	0

## PROJECT TEAM FORMED

Analysis Commenced October 2024

- Office of Tax Collector (OTC)  
Interim Director
- Enterprise Process Management Office (EPMO)
- County Assessor's Office (CAO)  
Director
- Business Process Management (BPM)
- Office of Management & Budget (OMB)
- Office of Strategy & Innovation (OSI)
- Human Resources (HR)

Oct 2024 -  
Nov 2024

Nov 2024 -  
Mar 2025

Mar 2025

- Discovery (As Is State)
- Organizational Alignment (People, Processes, Systems)
- Future State Findings & Recommendations

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## TAX SERVICES EXPLORATORY INTEGRATION STUDY RESULTS

Options	Cost	Implementation / Disruption	Operational Factors	Strategic Factors	Culture / Morale	Total Scores
Option 1a: No Change	0	0	0	-1	+1	0
Option 1b: Rebrand	-1	0	0	0	+1	0
Option 2a: Roll Up	-5	-1	0	+3	-1	-4
⇒ Option 2b: Combine	+3	-1	0	+2	-1	+3
Option 2c: Realign	+2	-4	+2	+5	-4	+1
Option 2d: Restructure	+2	-5	+4	+5	-5	+1

The study largely found there were no overlaps in services/functions.

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## REMAINING IMPLEMENTATION TIMELINE

- ✓ Feb 2026 – Convert one (1) vacant administrative position to a new Tax Administration Director position
- Mar 2026 – Provide update to BOCC
- Mar 2026 – Notify City, Towns and public of the impending merger
- April/May 2026 – Fill new Tax Administration Director position (effective 7/1/26) – Board of County Commissioners appointment
- May/June 2026 – Fill two new Deputy Director positions (effective 7/1/26)
- July 2026 – Tax Administration Optimization (OTC/CAO Merger) effective

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**Comments**

Commissioner Griffin said he understood that the end result was to be more efficient and asked if Deputy County Manager Attreed could provide clarity on the efficiencies mentioned, where they are, and where they hoped to be at the end of the process. *Deputy Attreed said the study showed that both departments ran well and there was not much duplication in services. She said there was a separation they wanted to keep between the assessment and the collection piece, but there were places where they integrated with each other, and they believed there was room for efficiency. She said the groups had already begun working together, had identified some areas, and were learning about how their work impacted the other office. She said over time, they believed they would find even greater efficiencies to streamline services.*

Commissioner Griffin said he would like their final presentation to show where they were and where they would like to be.

Commissioner Rodriguez-McDowell asked if it was ‘not broke,’ why were they fixing it. She said as she understood, separating the creation and collection of bills was good audit control, and if there was not much duplication, she didn’t understand why they needed to fix it. *Deputy Attreed said that, with the tax collection and assessment office under one department, there were stronger points of collaboration. She said some separation of duties would remain in place, but with working together and having direct dialogue under one leadership, they could point to where the work intersected and perhaps find more efficient ways to do things.*

County Manager Bryant said from the residents’ perspective, they often got confused between the two operations. He said centralizing them would simplify and streamline the process, enhancing efficiency.

Commissioner Powell said she thought of a cultural assessment. She said the two operations were separated, so she wanted to understand the rationale of a previous County Manager to do so. She asked about the cultural assessment regarding employee input and whether employees were interviewed about their thoughts. She said she saw that positions would be added and asked whether any would be eliminated. She said it seemed they were doing well, so she asked whether it would be efficient. She asked if it strayed away from good audit controls. She said she wanted to be sure the employees’ voices were heard.

County Manager Bryant said, for clarity, that the decision of the County Manager predated him and the former Manager. He said County Manager Fox created it, but it was initiated during the tenure of the former County Manager.

*Mr. Charles Rutherford, Business Process Management Director, said they spoke with several employees, and the consensus was that, though there were two cultures, they were not that different. He said once they spoke to them, the employees supported merging the two departments.*

Commissioner Meier asked how many positions would be lost when it was combined and whether there would be any budget changes. *Deputy Attreed said the employee count would remain the same. She said initially it would not change the budget, but once the merger took place, they would begin looking for overlaps and identifying those efficiencies going forward.*

Commissioner Meier asked whether the tax collector and tax assessor were now two separate positions. *Deputy Attreed said they were.* Commissioner Meier asked about how they were being combined. *Deputy Attreed said they were using a vacant position to create a new tax director position.*

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Commissioner Townsend-Ingram said it seemed there would be a conflict of interest in the interest of expediency. She said there were things that could not just be efficient, but there had to be a separation. She asked what role the audit review committee played if they had no input, and whether this was the best practice used by any other county government. She said that even if no rules were violated, it did not mean it was well thought out and efficient. *Deputy Attreed said the external organizations they looked at included Buncombe, Union, Gilford, Cabarrus, Cumberland, Durham, Wake, and Forsyth, as well as counties outside North Carolina. She said they looked at Fairfax County, Prince William County, Orange County, Florida, Hennepin County, Minnesota, Fulton County, GA, Gwinnett County, GA, and Greenville, SC.*

Commissioner Townsend-Ingram asked whether that meant the results of those systems were that they worked better when combined. *Mr. Rutherford said all the counties in North Carolina except for Buncombe had already been combined. He said at the time of the assessment, they were in the process of a feasibility study to join the two, as with Mecklenburg County. He said 98 of the 100 counties had already joined.*

Commissioner Dunlap said he felt the system was working well, but there were things he was not aware of. He said they all wanted to know what made them want to do it. He said this study had commenced for more than a year, so he trusted they had listened to the community and looked for efficiencies, then recommended consolidating. He said he would trust the Manager and hoped he was creating efficiencies for a better government.

Manager Bryant said this project was primarily initiated by the announcement of the retirement of former tax collector Neal Dixon. He said they saw that as an opportunity, rather than filling the position immediately, to assess the feasibility of providing that service here in Mecklenburg County and to look at other jurisdictions. Manager Bryant said Mr. Ken Joyner was nationally known for his work, routinely training assessors and collectors across the country regarding best practices and operations, and was sought out by his peers for consultation and advice on providing tax administration services.

*Mr. Joyner said that as to when the two offices split, he believed it was around 2003 or 2004. He said after the split, Mr. Dixon became the tax collector, but he was not sure of the reason for the split. He said that, regarding Buncombe County, at about the time of Mr. Dixon's retirement, they had a vacancy in their assessor's office, as in Mecklenburg County, and they had a similar study. Mr. Joyner said in the past he had served as the tax administrator in three North Carolina counties, serving as both the assessor and the collector. He said in Chatham County, he was the first administrator as they were combining the assessment and collection functions, and a great deal of care was taken to ensure the functions remained separate from the assessment and collection sides of the process. He said having one director was easier because there could be foreclosures if mistakes were made at the front end. He said having one person led to a streamlined approach across all functions and worked significantly better. He said he believed efficiencies and ways to improve the process would be found.*

Commissioner Leake thanked the team for their recommendation. She said she would remind the Board that their role as County Commissioners was different from that of the Manager. She said they had an expert in tax laws before them, and they should listen to his recommendations.

Vice-Chair Altman said they were receiving information, not a recommendation at this time, but she supported the manager's recommendation. She said she was glad to see they were not downsizing at this time and hoped that as the County grew, they would not have to grow as fast, which would amount to savings for taxpayers, and she hoped that as they convened with the national search, they would continue to work with the current team.

Chair Jerrell thanked the team and expressed his appreciation for their work. He said that, as an organization, they should always be improving, and that if this improved service, he would

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support it. He said that because it was done in a particular way in the past did not mean it should be done that way in the future if it were demonstrated to make the organization better. He asked how they dealt with the idea of a conflict. *Deputy Attreed said there would continue to be strong internal controls, so the person doing the assessment would not be the same person collecting. She said one person would not be handling a process from beginning to end.*

*Julissa Fernandez of the Tax Operations office said that within the tax collector's office, separation of duties was already in place. Some were collecting, while others handed over the revenue to finance. She said they had also invited the audit department to join the project team. She said there was a cultural assessment, and on both sides, employees were concerned about change, while others embraced it because they looked for opportunities for synergy. She said both offices work well together and would continue to do so for the benefit of the residents of Mecklenburg County.*

Chair Jerrell asked whether they could measure the level of improvement. *Ms. Fernandez said she believed they could. She said they were currently keeping a list of efficiencies and had started a project on certain bills that were challenging to collect. She said both offices had gotten together to brainstorm ways to solve many of the concerns and deliver efficiencies.*

Chair Jerrell asked who would lead the change in the management process. *Deputy Attreed said HR would be involved in the process. She said they had held a number of town halls with employees to assure them they were not losing their jobs, but that they would be looking at processes. She said she would remain available to address their concerns and put them at ease.*

Manager Bryant said there had been many touchpoints with employees from the initiation of this project. He said there was HR engagement, and he had met with employees of both offices to hear their concerns and ensure they were informed of each step throughout this project. He said Deputy Manager Attreed did likewise. He said they wanted to ensure there were no surprises and their concerns were addressed.

### **26-0117      Above & Beyond @ Work Award Winner**

The Board recognized the latest Above & Beyond @ Work winner.

*Background: The Above & Beyond @ Work Award is presented to an exceptional employee who exemplifies all the values and principles of Mecklenburg County.*

County Manager Mike Bryant gave the presentation and presented the award to Mike Hedspeth, IT Support Technician III.

The Commission gave remarks in appreciation of Mr. Hedspeth.

### **DEPARTMENTAL DIRECTORS' MONTHLY REPORTS – NONE**

### **STAFF REPORTS & REQUESTS – NONE**

### **COUNTY COMMISSIONERS' REPORTS & REQUESTS – NONE**

### **CONSENT ITEMS**

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Motion was made by Commissioner Leake, seconded by Commissioner Griffin, and unanimously carried, to approve the following item(s):

### **25-0676 Land Acquisition - Tax Foreclosures for Future Greenway**

Authorize County Manager to negotiate and execute all documents necessary for acquisition of the following properties in the City of Charlotte from the County's Office of the Tax Collector for future greenway purposes:

1. Tax Parcel 181-042-05 ( $\pm$  0.091 acres) for a purchase price of \$5,900, and
2. Tax Parcel 171-091-59 ( $\pm$  0.243 acres) for a purchase price of \$25,800

*Background: The County recently (through the Office of the Tax Collector) auctioned several properties for back taxes in which the County was the default highest bidder due to receiving no other bids at the auctions. Two of those properties are along greenway corridors and Park and Recreation is requesting permission to acquire those properties by satisfying payment of those back taxes and associated legal fees. Doing so will result in the County obtaining clear title to the properties and will allow for incorporation of the properties into various greenway projects. Properties to be acquired include:*

#### *Briar Creek Greenway Expansion*

- Tax Parcel 181-042-05 ( $\pm$  0.091 acres) for a purchase price of \$5,900

#### *Little Hope Creek Greenway Expansion*

- Tax Parcel 135-102-68 ( $\pm$  0.243 acres) for a purchase price of \$25,800

*The total purchase price is \$31,700 and will cover back taxes, court costs, and legal fees. This acquisition is consistent with Meck Playbook, the Greenway Master Plan, and the County's Environmental Leadership Policy*

### **26-0078 Storm Water Program - FY26 Hazard Mitigation Floodplain Acquisition**

- 1) Accept the Offer of Sale of Real Estate from Tung Thanh Pham and Kim Huong Thi Nguyen, owners of property located at 6433 Mounting Rock Rd, Charlotte, NC (tax parcel 167-221-8), for \$296,000 and authorize the County Manager to execute all paperwork necessary to complete the transaction, and,
- 2) Authorize local emergency response agencies to use the structures for training exercises.

*Background: Since late 1999, Mecklenburg County has used storm water fee revenue to mitigate flood prone property. Buyouts reduce the risk to life and property during floods, while also enhancing the natural and beneficial functions of the floodplain. Mecklenburg County uses the land as open space, to expand greenways, to construct wetlands, etc.*

*Over the past 10 years, Storm Water Services (STW) has acquired and demolished 11 flood-prone single-family residences along Sugar Creek in the McDowell Farms neighborhood. STW desires to continue these risk reduction efforts while coordinating future open space plans with Park & Recreation and others for the area.*

*The buyout is voluntary. The property at 6433 Mounting Rock Rd is a single-family home located within the FEMA Floodway. The owner has agreed to sell the property for \$296,000. The purchase price is based upon a current fair market value appraisal.*

*This action is consistent with goals in the Environmental Leadership Action Plan which supports*

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*the Environmental Leadership Policy adopted by the Board of County Commissioners (BOCC). These acquisitions are part of Storm Water's 15-year CIP flood risk reduction goals and consistent with recommendations in the Flood Risk Assessment and Risk Reduction Plan (RARR), adopted by the BOCC on May 1, 2012.*

*STW staff allows training opportunities for local police and fire personnel prior to demolition of flood prone buildings. In addition, STW staff has established a process with Habitat for Humanity of Charlotte to maximize the responsible reuse of materials prior to structure demolition while protecting the health of the community.*

### **26-0088 Grant Application - US EPA Clean Air Act Section 105 Grant - LUESA Air Quality**

- 1) Affirm submission of the FY27-28 Clean Air Act Section 105 Federal grant application for up to \$1,200,000.00 to the U.S. Environmental Protection Agency.
- 2) If awarded, amend the General Grants Fund (G001) within LUESA to recognize, receive, and appropriate the award amount.
- 3) Adopt the required grant project ordinance for the FY27-28 Clean Air Act Section 105 Federal grant in the General Grant Fund (G001).

*Background: Mecklenburg County Air Quality (MCAQ) is a certified local air quality program with the mission to lead and assist the County towards meeting and maintaining compliance with the health-based National Ambient Air Quality Standards.*

*MCAQ receives federal funds from the Clean Air Act (CAA), Section 105 grant through the U.S. Environmental Protection Agency (US EPA). Grant funds are used to fund and support, in part, commitments to the US EPA to implement programs to improve ambient air quality. These activities include permitting stationary sources of hazardous air pollutants, conducting ambient air monitoring, conducting emission inventories, and enforcing environmental laws and regulations.*

*MCAQ requests approval to pursue this necessary program funding.*

**GRANT PROJECT ORDINANCE**

**WHEREAS,** Mecklenburg County is applying and/or has been awarded a grant from the U.S. Environmental Protection Agency (US EPA). The grant has been made available to Mecklenburg County under Section 105 of the federal Clean Air Act up to the amount of \$1,200,000.00; and

**WHEREAS,** the grant funds must be used to support, in part, commitments to the US EPA to implement programs to improve ambient air quality and maintain compliance with National Ambient Air Quality Standards.

**WHEREAS,** the Mecklenburg County Board of County Commissioners deems this activity to be a worthy and desirable undertaking;

**NOW, THEREFORE, PURSUANT TO N.C.G.S. 159-13.2, BE IT ORDAINED BY THE MECKLENBURG COUNTY BOARD OF COUNTY COMMISSIONERS that:**

Section 1. The project described in the US EPA Clean Air Act Section 105 grant application is hereby authorized to be undertaken for the duration of the grant.

Section 2. The County Manager is authorized to execute the grant agreement and other documents that are required or appropriated for the County to receive the Clean Air Act Section 105 grant and to undertake the project. The County Manager is directed to take steps necessary to ensure compliance with all spending and reporting requirements of the US EPA.


Section 3. The following revenues are anticipated for Mecklenburg County from the Clean Air Act Section 105 grant to complete this project:

**US EPA Clean Air Act Section 105 Grant**  
**\$1,200,000.00 (application/award amount)**

Section 4. The following amount is appropriated in the General Grants Fund (G001) within the Land Use and Environmental Services Agency to complete this project:

**\$1,200,000.00 (application/award amount)**

Adopted this 17th day of March, 2026

  
\_\_\_\_\_  
Kristine M. Smith, Clerk to the Board



**Ordinance recorded in full in *Ordinance Book 55, Document #24***

**26-0089 Tax Refunds**

(A) Approve taxpayer refunds in the amount of \$4,799.26 for registered motor vehicles as statutorily required to be paid as requested by the County Assessor; and

(B) Approve taxpayer refunds in the amount of \$58,652.13 as statutorily required to be paid as requested by the County Assessor.

*Background: (A) This Board action is necessary to approve registered motor vehicle tax refunds in the amount of \$4,799.26 resulting from clerical errors, value changes and appeals processed in the statewide vehicle tax system.*

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*(B) This Board action is necessary to approve tax refunds resulting from clerical errors, audits and other amendments, including revaluation appeals. There is accrued interest of \$1,003.77 to be added to refunds of \$23,617.77. There is no accrued interest to be added to the refunds of \$34,030.59. The total refunds with interest added is \$58,652.13.*

**26-0093 Grant Application - Smart Start of Mecklenburg County**

Affirm the submission of a renewal grant application to Mecklenburg Partnership for Children of Mecklenburg County for funding up to \$556,870 to support programs promoting child health and safety for the grant period July 1, 2026 - June 30, 2027. The grant deadline is February 27, 2026.

*Background: The Communicable Disease team, including Child Care Health Consultants (CCHC), will ensure childcare facilities have a plan for potential future infectious disease outbreaks, focus on providing consultation for healthy weight initiatives, provide information and resources for early intervention and special education health services, and will consult with childcare facility staff related to health and safety.*

*Child Care Resources Inc.'s Mecklenburg County Child Care Fact Sheet data as of 2/14/25 indicates there are 86,187 children aged 0-5 in Mecklenburg County. There are 56,478 children under the age of 6 whose parents both work; thus, the need for quality childcare facilities and the Child Care Health Consultants (CCHC) program to support childcare providers to maintain licensure and 4 and 5-star ratings. However, the number of childcare facilities has continued to decline every year since COVID-19 began. Each year, more facilities are forced to close their doors due to the increasing difficulty of navigating ever-changing regulations, rising operational costs, and the struggle to provide competitive wages that reflect inflation. Child Care Health Consultants (CCHC) are needed to support facilities to assist with navigating health and safety regulations, providing training on best practices, and offering ongoing support to ensure compliance with state standards. Consultants play a pivotal role in alleviating the burden on childcare providers by offering tailored guidance on how to manage health concerns and licensure regulations. The percentage in Mecklenburg County is slightly lower at 27.3% (NC Early Childhood Action Plan, Mecklenburg County Data Report 2017). The Child Care Health Consultants (CCHC) program provides an opportunity to utilize experienced professional staff to support childcare centers in enhancing health and safety environments for the children they serve.*

**26-0098 Minutes**

Approve the following Meeting Minutes:

October 27-28, 2025, BOCC Fall Retreat  
December 16, 2025, Regular Meeting  
January 13, 2026, Budget Public Policy Workshop

**26-0106 Emergency Youth Placement Facility / Star Mountain West, LLC Lease - First Amendment**

Authorize the County Manager to negotiate and execute a first amendment to the Lease between the County and Star Mountain West, LLC.

*Background: On the effective date of June 21, 2024, the County entered a lease with Star Mountain West, LLC for the renovation and lease of a facility at 4024 Triangle Drive (near the intersection of Freedom Drive and I-85). The lease terms require the Landlord to renovate the*

## **Meeting Minutes**

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*building to house an Emergency Youth Placement Facility for the County, and the County to reimburse the Landlord for the total cost of construction. The Landlord is currently required to provide a \$300,000 Improvement Contribution toward the total cost of construction.*

*Renovation of the building is about 80% complete, but an unforeseen construction condition has occurred. Construction of a new required exit stairwell from the basement of the facility requires the general contractor to perform substantial excavation adjacent to a two-story residential accessory structure with finished habitable space and storage ("garage"), which is also owned by the Landlord on a separate parcel. Due to the close proximity, this required excavation would undermine the garage foundation. The general contractor has determined that demolition of the garage is the only way to safely perform the excavation and complete the renovation project.*

*The Landlord is willing to have the garage demolished but wants to be compensated \$150,000 for loss of the garage and leasable space. The County's Asset and Facility Management Department and Child, Family and Adult Services Department both find the value to be reasonable for the Landlord's loss of the garage. The Landlord is willing to accept a \$150,000 reduction in the Landlord's Improvement Contribution amount as compensation for the garage and leasable space.*

*Accordingly, the major business term of the first amendment to the lease agreement is as follows:*

**Improvement Contribution:** *Landlord accepts, as full satisfaction and compensation of its interest in the garage the sum of \$150,000 from Tenant. The form of this compensation shall be a reduction in the Improvement Contribution from the Landlord, thereby reducing the Improvement Contribution from \$300,000 to \$150,000. The remaining terms regarding the Improvement Contribution and all other terms of the Lease shall remain unchanged as set forth in the Lease.*

### **26-0111 Health Department Private Swimming Pool Rules**

Adopt a Resolution repealing the current Mecklenburg County Health Department residential swimming pool rules.

*Background: The Board of Health rule adopted in 1999 and most recently amended on March 7, 2023, pursuant to N.C.G.S. 130A-39, regulating private residential swimming pools in Mecklenburg County, is to be repealed. Pursuant to Session Law 2025-94 (HB926 §16), which amended N.C.G.S. 130A-39, the General Assembly revised the statutes and removed the authority of local governments to adopt rules related to residential swimming pools. On January 13, 2026, the Board received a presentation from the Board of Health Director requesting the Board to repeal the rule at an upcoming meeting and to publish notice of the repeal. Notice of publication is attached.*

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Mecklenburg County, NC  
Ordinance Book 55  
Document 25

**MECKLENBURG COUNTY BOARD OF COMMISSIONERS  
RESOLUTION REPEALING THE BOARD OF HEALTH RULE GOVERNING  
PRIVATE RESIDENTIAL SWIMMING POOLS IN MECKLENBURG COUNTY**

WHEREAS, the Board of Commissioners of Mecklenburg County, as a Consolidated Human Services Agency (CHSA), exercising the powers and duties of a local board of health, adopted a Board of Health Rule in 1999 pursuant to G.S 130A-39 regulating the use of residential swimming pools; and

WHEREAS, the rule was most recently amended in 2023, the purpose of which was to establish safety standards for residential swimming pools; and

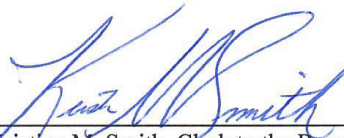
WHEREAS, the NC General Assembly amended G.S. 130A-39 pursuant to SL 2025-94 (H926) and removed the authority of local governments to adopt rules regulating private residential swimming pools; and

WHEREAS, at a public policy board meeting on January 13, 2026, the Mecklenburg County Health Director recommended the Board of Commissioners repeal the rule regulating private residential pools at an upcoming meeting; and

WHEREAS, based upon the recommendation of the Health Director, the Board of Commissioners of Mecklenburg County finds it no longer necessary to retain this rule.  
Now, therefore,

Be it RESOLVED by the Board of Commissioners of Mecklenburg County that the Board of Health Rule regulating private residential pools be, and the same is hereby, repealed.

This 17<sup>th</sup> day of March 2026.

  
\_\_\_\_\_  
Kristine M. Smith, Clerk to the Board



  
\_\_\_\_\_  
Mark D. Jerrell, Chairman

**Resolution recorded in full in Document Book 55, Document # 25.**

**26-0112 Board of Health Rules Governing Ground Water Wells and Private Drinking Water Supply Wells**

Adopt a Resolution amending Board of Health rules governing ground water wells and private drinking water supply wells.

*Background: The Board of Health Rules Governing Ground water wells rules were adopted in 2004 and were most recently amended in 2011. On January 13, 2026, the Board received a presentation from the Board of Health Director requesting the Board to amend certain rules, at an upcoming meeting, governing groundwater wells and private drinking water supply wells and to publish notice of the proposed amendments. The purpose of amending the rule is to require registration, permitting and monitoring of certain wells in Mecklenburg County, to add an appeals procedure to each Rule consistent with state statute, to clarify that these are Board of Health Rules, not local ordinances or regulations and adopt the state's well construction standards for Private Drinking Water Supply Wells.*

**Meeting Minutes  
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*Proposed amendments:*

- A. *Divide into 2 separate rules:*
1. *Private Drinking Water Supply Wells*
  2. *Wells Other Than Drinking Water Supply Wells Irrigation, TNC (Transient Non-Community)/NTNC (Non-Transient Non-Community) and monitoring wells*

Mecklenburg County, NC  
Ordinance Book 55  
Document 26

**MECKLENBURG COUNTY BOARD OF COMMISSIONERS  
RESOLUTION AMENDING THE CURRENT BOARD OF HEALTH RULE GOVERNING  
GROUNDWATER WELLS AND PRIVATE DRINKING WATER SUPPLY WELLS IN MECKLENBURG  
COUNTY**

WHEREAS, the Board of Commissioners of Mecklenburg County, as a Consolidated Human Services Agency (CHSA), exercising the powers and duties of a local Board of Health adopted Board of Health Rules regulating groundwater wells and private drinking water supply wells in 2004, which were most recently amended in 2011; and

WHEREAS, the purpose of the rule was to require registration, permitting and monitoring of certain wells in Mecklenburg County; and

WHEREAS, it has become necessary to revise the 2011 amended rules: and

WHEREAS, on January 13, 2026, the Mecklenburg County Health Director proposed the following amendments to the groundwater and private drinking water supply wells to better align with practice and regulations and requested the Board of Commissioners amend the rules at an upcoming meeting; and

Proposed the following amendments:

For Groundwater Wells -

- Divide the rules into 2 separate rules:
  - Private Drinking Water Supply Wells
  - Wells Other Than Drinking Water Supply Wells
    - Irrigation, Transient Non-Community (TNC) /Non-Transient Non-Community (NTNC) wells
- Update statutory references
- Add appeals procedures to each Rule consistent with state statute
- Clarify that these are Board of Health Rules, not local ordinances or regulations

For Private Drinking Water Supply Wells -

- Adopt State's well construction standards
- Area of Regulated Groundwater Usage (ARGU) reviews that require restrictions i.e. (requiring full grout or sampling requirements) will be required to be recorded with the Register of Deeds prior to issuing a well permit

For Other than Drinking Water Supply Wells


- Adopt State's well construction standards
- Eliminate exemption for sites designated at high-risk from monitoring well payments
  - Sites deemed "orphan" sites can still be exempted if monitoring wells are installed to determine responsible party for contamination

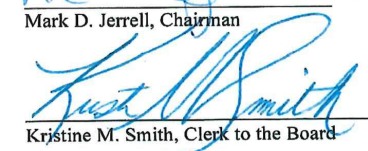
WHEREAS, notice of the proposed amendments has been published at least ten days prior to this meeting,

Now, therefore,

Be it RESOLVED by the Mecklenburg County Board of Commissioners that the proposed and recommended amendments to the rules governing Groundwater Wells and Private Drinking Water Supply Wells in Mecklenburg County are hereby amended as recommended by the Health Director, which amendments shall be effective as of March 18, 2026.

This 17<sup>th</sup> day of March 2026.

  
Mark D. Jerrell, Chairman

  
Kristine M. Smith, Clerk to the Board



**Resolution recorded in full in Document Book 55, Document #26.**

**Ordinance - Board of Health Rule regarding Wells Other Than Drinking Water Supply Wells Doc recorded in full Document Book 55, Document #28.**

**Meeting Minutes**  
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***Ordinance - Board of Health Rule regarding Drinking Water Wells recorded in full Document Book 55, Document #29.***

**26-0113 Board of Health Rules Governing Child Day Care Homes**

Adopt a Resolution to amend the Board of Health Rules Governing Child Care Home by adopting the following proposed amendments:

- Change name from “Child Day Care Homes” to “Family Child Care Homes” to align with NC Child Development and Early Education (DCDEE) terminology
- Update definition of “childcare” to align with DCDEE definition
- Remove enforcement of building code and zoning requirements (outside scope of EHS authority)
- Remove requirements related to swimming pools on property (no longer have authority to regulate private pools)
- Update sanitation requirements to better align with requirements of licensed childcare centers
- Add personnel health, safety and hygiene requirements to align with requirements of licensed childcare centers
- Add authority for the Health Director to suspend or revoke permit for failure to comply with Rules

*Background: The Board of Health Rules were adopted in 1999 pertaining to Child Care Homes; they were amended most recently in 2023. The purpose of the Rule was to establish minimum health and safety standards for family child care homes not covered by NC DHHS sanitation regulations. On January 13, 2026, the Board received a presentation from the Board of Health Director requesting the Board to **amend certain rules, at an upcoming meeting, governing child day care homes and to publish notice of the proposed amendments.** The purpose of amending the rule is to protect the health and safety of children receiving child care away from their own homes in Mecklenburg County. This is accomplished by establishing minimum health and safety standards to be met by individuals providing care for children in Family Child Care Homes that are not inspected under 15 NCAC 18A.2800.*

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Mecklenburg County, NC  
Ordinance Book 55  
Document 27

**MECKLENBURG COUNTY BOARD OF COMMISSIONERS  
RESOLUTION AMENDING THE CURRENT BOARD OF HEALTH RULE GOVERNING CHILD  
DAY CARE HOMES IN MECKLENBURG COUNTY**

WHEREAS, the Board of Commissioners of Mecklenburg County, as a Consolidated Human Services Agency (CHSA), exercising the powers and duties of a local Board of Health, adopted a Board of Health Rule regulating child day care homes in 1999, which was most recently amended in 2023; and

WHEREAS, the purpose of the rule was to establish minimum health and safety standards for family childcare homes not covered by NC DHHS sanitation regulations, and require annual operating permit; and

WHEREAS, it has become necessary to revise the 2023 amended rules: and

WHEREAS, on January 13, 2026, the Mecklenburg County Health Director proposed the following amendments to the child day care rules to better align with state regulations and requested the Board of Commissioners amend the rules at an upcoming meeting;

- Change name from “Child Day Care Homes” to “Family Child Care Homes” to align with NC Child Development and Early Education (DCDEE) terminology
- Update definition of “childcare” to align with DCDEE definition
- Remove enforcement of building code and zoning requirements (outside scope of EHS authority)
- Remove requirements related to residential swimming pools on property (no longer have authority to regulate private pools)
- Update sanitation requirements to better align with requirements of licensed childcare centers
- Add personnel health, safety and hygiene requirements to align with requirements of licensed childcare centers
- Add authority for the Health Director to suspend or revoke permit for failure to comply with Rules; and

WHEREAS, notice of the proposed amendments has been published at least ten days prior to this meeting,

Now, therefore,

Be it RESOLVED by the Mecklenburg County Board of Commissioners that the proposed and recommended amendments to the Child Day Care Homes rules be and the same are hereby amended as recommended by the Health Director, which amendments shall be effective as of March 18, 2026.

This 17<sup>th</sup> day of March 2026.



Mark D. Jerrell, Chairman



Kristine M. Smith, Clerk to the Board



**Resolution recorded in full in Document Book 55, Document #27.**

**Ordinance Amending BOH Rules Governing Child Day Care Homes recorded in full in Document Book 55, Document #30.**

**THIS CONCLUDED ITEMS APPROVED BY CONSENT**

**26-0096**

**PULLED CONSENT ITEMS**

Commissioners may remove agenda items from the Consent Agenda for a separate vote, to bring public awareness or to make comments. The following items were pulled and voted upon

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separately:

**26-0076          Budget Amendment - Land Development Funds Transfer**

Motion was made by Commissioner Leake, seconded by Commissioner Powell, and unanimously carried to amend the 2025-2026 General Fund (0001) Budget Ordinance to appropriate \$198,112.85 of Land Development Fund balance for transfer to the Code Enforcement Special Revenue Fund (8510).

*Background:* The FY26 Annual Budget Ordinance moved the Land Development service from the General Fund to the Code Enforcement Special Revenue Fund effective July 1, 2025. Funds held in the General Fund were not moved at that time to allow for completion of the FY25 audit and a reconciliation to finalize the Land Development amount for transfer. This action will transfer the balance of Land Development funds held in the General Fund to the Code Enforcement Special Revenue Fund.

**This item was pulled by Commissioner Leake for clarity and/or public awareness.**

**26-0086          Interlocal Agreement with the City of Charlotte**

Motion was made by Commissioner Leake, seconded by Commissioner Griffin, and unanimously carried to:

- 1) Adopt Resolution authorizing Interlocal Agreement for funding of Mallard Creek Stream and Sewer Project
- 2) Authorize the County Manager to negotiate and execute a funding agreement with the City of Charlotte
- 3) Appropriate \$6,259,481 from the Storm Water Capital Improvement Program (CIP) Fund to the City of Charlotte for the County's share of the Mallard Creek Stream and Sewer Project

*Background:* This is a funding agreement between the City of Charlotte and Mecklenburg County for the funding of Storm Water Services' portion of the joint project on Mallard Creek between Mallard Creek Church Road and I-485. The County will fund the construction of approximately 5,800 linear feet of stream improvements. The City will fund the construction of approximately 18,036 linear feet of sanitary sewer. The City will oversee and manage the construction of the joint project while coordinating closely with Storm Water Services as outlined in the Interlocal Agreement for funding of the Mallard Creek Stream and Sewer Project.

*Charlotte Water will fund \$19,694,384.00 for sewer work. Mecklenburg County Storm Water CIP funds will pay up to \$6,259,481.00 for restoration of the stream. At the conclusion of the joint project, any of the County's funding not completely utilized on Storm Water Services' stream restoration will be promptly returned to the*

**This item was pulled by Commissioner Leake for clarity and/or public awareness.**

**MECKLENBURG COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AUTHORIZING EXECUTION OF THE INTERLOCAL AGREEMENT  
BETWEEN MECKLENBURG COUNTY AND THE CITY OF CHARLOTTE  
TO FUND THE MALLARD CREEK STREAM AND SEWER PROJECT**

**WHEREAS**, on June 14, 1993, the Mecklenburg County Board of Commissioners (the "Board") adopted the "Mecklenburg County Storm Water Management Plan" (the "Plan"), which sets forth guiding principles and a financial plan for the operation of a comprehensive storm water management program in Mecklenburg County, North Carolina (the "County"); and

**WHEREAS**, N.C.G.S. §160A-461 ("Interlocal Cooperation Authorized") authorizes units of local governments to enter into agreements with each other in order to execute certain undertakings, such as the operation of a storm water management program by one unit of local government on behalf of another unit of local government; and

**WHEREAS**, County and the City of Charlotte (the "City") have negotiated and finalized an Interlocal Agreement (the "ILA") for Funding of the Mallard Creek Stream and Sewer Project; and

**WHEREAS**, N.C.G.S. §160A-461 further requires that such agreements "...be ratified by resolution of the governing board of each unit and spread upon its minutes"; now, therefore, be it

**RESOLVED** by the Board of Commissioners of Mecklenburg County that the County Manager is hereby authorized and directed to execute the Interlocal Agreement for Funding of the Mallard Creek Stream and Sewer Project between the County of Mecklenburg and the City of Charlotte in substantially the form attached to this resolution and that this resolution shall be spread upon the minutes.

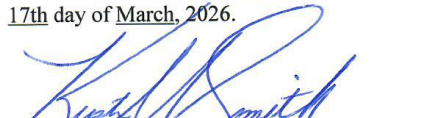
Approved as to form:

  
Tyrone Wade, County Attorney

CERTIFICATION

I, Kristine M. Smith, Clerk of the Board of Commissioners of Mecklenburg County, do hereby certify that the foregoing is a true and exact copy of a resolution adopted by the Board of Commissioners, in regular session convened on the 17<sup>th</sup> day of March, 2026.

WITNESS my hand and the common seal of the County of Mecklenburg, North Carolina, this the 17<sup>th</sup> day of March, 2026.

  
Kristine M. Smith, Clerk to the Board



**Resolution recorded in full Document Book 55, Document #23.**

**Interlocal Agreement w/City of Charlotte Mallard Creek Stream Sewer Pgm recorded in full in Document Book 55, Document #22.**

**26-0091 Capital Reserve Expenditure - Golf Course Repairs (Park and Recreation)**

Motion was made by Commissioner Leake, seconded by Commissioner Altman, and unanimously carried to: Approve appropriation of \$1,575,000 in available funds from the Public Golf Courses Consolidated Capital Reserve Fund (9002) to complete capital improvements and repairs at

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Charles T. Myers Golf Course, Sunset Hills Golf Course, Dr. Charles L. Sifford Golf Course, Harry L. Jones, Sr. Golf Course, and The Tradition Golf Course.

*Background: Funding is needed for renovations and other repairs to the five golf course properties. Work will include renovations to the irrigation systems including two new pump stations, cart path repair, tree maintenance, tee box renovations, driving range renovations, storm water mitigation, and front entrance enhancements at the five properties. A 10% Contingency Budget is included in this request in case of emergency. Unused funds from the Contingency Budget will roll over into the next calendar year.*

**This item was pulled by Commissioner Leake for clarity and/or public awareness.**

**COMMISSIONER REPORTS**

Commissioners shared information of their choosing within the guidelines as established by the Board, which included, but not limited to, past and/or upcoming events.

**ADJOURNMENT**

Motion was made by Commissioner Meier, seconded by Commissioner Griffin, and unanimously carried, that there being no further business to come before the Board, that the meeting be adjourned at 9:16 p.m.

  
\_\_\_\_\_  
Kristine M. Smith, Clerk to the Board

\_\_\_\_\_  
Mark Jerrell, Chair



## Legislation Text

File #: 26-0366

Meeting Date: 7/7/2026

File Type: Consent

### **Grant Application - Substance Abuse and Mental Health Services Mobile Crisis**

#### **ACTION:**

- 1. Affirm submission of grant application to the Substance Abuse and Mental Health Services Administration for the Behavioral Health Mobile Crisis Team Partnership up to \$3,000,000.00 for enhancement of Santé Group Mobile Crisis services provided to residents of Mecklenburg County.**
- 2. If awarded, adopt a grant project ordinance for Behavioral Health Mobile Crisis Team Partnership in the General Grant Fund (G001).**
- 3. If awarded, recognize, receive, and appropriate the award amount to the General Grant Fund (G001) within Clinical and Contractual Services department for the grant period.**

**Staff Contact:** Dr. Cotrane Penn, Division Director, Clinical and Contractual Services

**Presentation:** No

#### **BACKGROUND/JUSTIFICATION:**

Santé Group is the sole community mobile crisis team (MCT) provider for Mecklenburg County residents. They operate under a fee for service contract with Alliance Health Plan. The state reimbursement model's funding level does not allow Santé Group to implement a best practice service delivery model, nor does it allow them to be reimbursed for all the services provided due to limitations in the fee-for-service model. Santé Group has sought supplemental funding from Mecklenburg County during the FY27 budget planning process and was awarded one-time funding. If this grant is awarded, Santé Group would be able to enhance service delivery for a period of up to 4 years. This grant application may only be submitted by states or political subdivisions of states; as a result, Mecklenburg County is partnering with Santé Group to submit this grant application.

**PROCUREMENT BACKGROUND:**

N/A

**POLICY IMPACT:**

N/A

**FISCAL IMPACT:**

This grant does not require match or in-kind funding. Increase Federal revenue by up to \$3,000,000.00 and associated expense in the General Grant Fund (G001).

Follow the six steps  
in the application process:

1. Review the Opportunity
2. Get Ready to Apply
3. Prepare Your Application
4. Learn About Review and Award
5. Submit Your Application
6. Learn About What Happens After Award

# Substance Abuse and Mental Health Services Administration (SAMHSA)

NOFO Name: Behavioral Health Mobile Crisis Team  
Partnerships

Short Title: MCTP

NOFO Number: SM-26-029

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# Step 1: Review the Opportunity

## Basic Information

### Key Facts

Opportunity Name: Behavioral Health Mobile Crisis Team Partnerships

Short Title: MCTP

Opportunity Number: SM-26-029

Announcement Version: Original

Federal Assistance Listing: 93.532

Eligible Applicants: Eligibility is statutorily limited to States, political subdivisions of States, territories, Indian tribes, and tribal organizations. See [Eligibility](#) for complete eligibility information.

### Key Dates

Application deadline: **July 15, 2026**

Expected Award Date: 09/01/2026

Expected Start Date: 09/30/2026

Response to Executive Order 12372: See [Intergovernmental Review](#) and [Section J](#) in the *Application Guide*.

### Important Resources

Applicants are expected to follow guidance provided in the [FY 2026 NOFO Application Guide](#) (the *Application Guide*). This document provides information about the application process, including registration, required attachments, budget, and federal policies and regulations. In addition, see the [SAMHSA Grants Glossary](#) for definitions of terms used in this NOFO.

### Authorizing Statute

This program is authorized under [Section 520F of the Public Health Service Act \(42 U.S.C. § 290bb-37\)](#), as amended.

## Agency Contacts

### Program and Eligibility Questions

Center for Mental Health Services

Justin Powlison

202-960-5537

[Justin.Powlison@samhsa.hhs.gov](mailto:Justin.Powlison@samhsa.hhs.gov)

### Financial and Budget Questions

Office of Financial Resources

Division of Grants Management

240-276-1940

[NOFOBudget.CMHS@samhsa.hhs.gov](mailto:NOFOBudget.CMHS@samhsa.hhs.gov)

### Review Process and Application Status Questions

Office of Financial Resources

Division of Grant Review

Tiffany Gray

240-276-0541

[Tiffany.Gray@samhsa.hhs.gov](mailto:Tiffany.Gray@samhsa.hhs.gov)

## Summary

The purpose of this program is to establish new, or enhance existing, mobile crisis teams (MCTs) that serve children, youth, and adults experiencing mental health or substance use disorder crises. Its focus is the expansion of behavioral health crisis response capacity and the development of structured partnerships that reduce reliance on law enforcement and emergency departments for behavioral health crises. As described in [42 U.S.C. § 290bb-37](#), the statute authorizing the program, a mobile crisis team is a team of individuals:

- That is available to respond to individuals in mental health and substance use disorder crises and provide immediate stabilization, referrals to community-based mental health and substance use disorder services and supports, and triage to a higher level of care if medically necessary; and
- Which may include licensed counselors, clinical social workers, physicians, nurses, paramedics, crisis workers, peer support specialists, or other qualified individuals; and
- Which may provide support to divert mental health and substance use disorder crisis calls from the 911 system to the behavioral health crisis system (e.g., 988).

With this program, SAMHSA aims to divert individuals in crisis from criminal justice involvement and hospital emergency departments, to reduce deaths from suicide and overdose, and to address the specific needs of the communities to be served (such as children and families, veterans, rural populations, and individuals with limited access to crisis services). This program is designed to advance [SAMHSA's Strategic Priorities](#) and the [Make America Healthy Again agenda](#).

## Funding Details

Funding Type: Cooperative Agreement

Estimated Total Available Funding: \$15,273,702

Estimated Number of Awards: 20

Estimated Award Amount: Up to \$750,000 per year per award

Length of Project Period: Up to 4 Years

**Your annual budget cannot be more than \$750,000 in total costs (direct and indirect) in any year of the project.** Annual continuation awards are contingent on the availability of funds, progress in meeting project goals and objectives, timely submission of required data and reports, compliance with all terms and conditions of award, and alignment with SAMHSA, HHS, and Trump Administration priorities.

## Program Description

### Purpose

The purpose of this program is to establish new, or enhance existing, mobile crisis teams (MCTs) that serve children, youth, and adults experiencing mental health and substance use disorder crises. Through formal cross-system partnerships, grantees will divert crisis responses from law enforcement-only and criminal justice pathways to the behavioral health crisis system.

MCTs are the second pillar of the behavioral health crisis system (“Someone to Respond”), bridging the gap between 988 (“Someone to Contact”) and crisis stabilization services (“A Safe Place for Help”).

Consistent with the authorizing statute, this program requires the development and formalization of community crisis response partnerships across the crisis services continuum, including 988 contact centers, 911/Public Safety Answering Points (PSAPs), emergency medical services (EMS), law enforcement, crisis stabilization providers, hospitals, physicians, and community-based behavioral health providers. These partnerships are not ancillary to the

program but are the primary mechanism through which crisis diversion and system transformation are achieved.

This program directly aligns with the following [SAMHSA Strategic Priorities](#):

- Expanding crisis intervention services,
- Preventing substance misuse, abuse, and addiction,
- Addressing serious mental illness,
- Identifying and addressing emerging behavioral health threats, and
- Improving access to evidence-based treatment for mental illness, substance use disorder, and co-occurring disorders.

**All activities proposed in your application and budget narrative must align with applicable law, including but not limited to statutes, executive orders, federal regulations and applicable judicial holdings. Accordingly, discretionary awards shall not be used to fund, promote, encourage, subsidize, or facilitate; racial preferences or other forms of racial discrimination by the recipient, including activities where race or intentional proxies for race will be used as a selection criterion for employment or program participation; denial by the recipient of the sex binary in humans, or the belief that sex is a chosen or mutable characteristic; illegal immigration; or any other initiatives that compromise public safety. If an application does not align, the application will not receive funding to the extent permitted by law and applicable court orders.**

In addition, applications must also align with [SAMHSA Strategic Priorities](#) and the application and budget narrative must not support harm reduction as outlined in [SAMHSA's Dear Colleague Letter](#) on harm reduction.

As of October 1, 2025, HHS has adopted [2 CFR Part 200](#), with some modifications included in 2 CFR Part 300. These regulations replace those in 45 CFR Part 75.

## Key Personnel

Key Personnel are essential to the successful implementation and oversight of your SAMHSA-funded project. These individuals, whether or not their salaries are paid by this grant, must play a substantive role in project execution and be actively involved in monitoring, reporting, and compliance activities throughout the project period.

The Key Personnel for this program are as follows:

- **Project Director (PD):** The PD must oversee the grant to ensure goals are met, all reports are filed on time, and all rules are followed. The PD must serve a minimum of 50% level of effort of a full-time equivalent (FTE) position.

- **Project Evaluator (PE):** The PE must ensure the timely and accurate collection and reporting of Key Performance Indicators (KPIs) and other data and facilitate participation in any required cross-site evaluation. The PE must serve a minimum of 25% FTE level of effort.

Below are the expectations, requirements, and compliance obligations for Key Personnel under this NOFO:

- Key Personnel are expected to participate regularly in program monitoring and maintain consistent communication with SAMHSA staff.
- Key Personnel selected/hired for this grant must be based only on merit and qualifications. Executive Orders strictly prohibit using demographics (like race or sex) to give preference in hiring.
- You are responsible for ensuring Key Personnel have the skills, time, and commitment to meet the expectations of the grant.
- If awarded funding, approved Key Personnel will be identified on the Notice of Award.
- Changes to Key Personnel require written prior approval from SAMHSA. This includes:
  - Replacing or removing Key Personnel, or
  - Reducing any Key Personnel's level of effort by 25% or more.

## Required Activities

Funds for this program are primarily used to support capacity building.

In the Project Narrative ([B.2](#)), you will provide a description of how you will implement all required activities listed below.

Nothing in the required or allowable activities described below allows grant recipients to use grant funds for prohibited activities described in the [Funding Restrictions and Limitations](#) section of this NOFO.

Your organization is required to implement all required activities.

### 1. **Develop a Mobile Crisis Team Services Implementation Plan**

**When:** Within 4 months of award

Develop an implementation plan that explains how your Mobile Crisis Teams (MCTs) (Behavioral Health Provider-Only or Co-Responder MCTs)<sup>1</sup> will provide crisis services. Your implementation plan should include all the services you will be providing throughout the remainder of your grant.

A copy of your implementation plan will be submitted to SAMHSA for review and potential feedback. Throughout your grant lifecycle, you should review your plan and ensure continued alignment.

The implementation plan must describe how you will achieve the following best practices:

- **Service Delivery Requirements:**

- **On-Demand and Rapid Response:** Begin response upon dispatch from a crisis contact (call, message, or chat). Face-to-face engagement must occur as quickly as possible or:
  - Within 1 hour in urban areas.
  - Within 2 hours in rural areas.
  - As quickly as possible in remote/geographically challenging areas (ideally three hours or less).
- **Mobile:** Respond anywhere in the community, not limited to hospitals or secure settings.
- **In-Person:** Response should utilize two staff per in-person response when feasible; telehealth or virtual options may be used to supplement clinical expertise when one responder is on-site.
- **Qualified Staff:** Include a licensed or credentialed behavioral health practitioner for clinical assessment (telehealth allowed if another team member is on-site).

- **Core Service Elements:**

- Plan to achieve 24/7/365 coverage for the defined service area over the project period.
- Provide de-escalation and stabilization during crises.
- Lead behavioral health response when safe and appropriate.

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<sup>1</sup> If you have a Co-Responder model, include in the Mobile Crisis Team Services Implementation Plan the respective roles of behavioral health and public safety partners, dispatch criteria, scene safety protocols, and how the behavioral health clinician maintains clinical leadership of the encounter when safe and appropriate.

- Initiate emergency services/rescue for imminent safety risks (e.g., overdose, suicide attempt).
- Conduct crisis triage and risk assessment, including suicide and overdose screening.
- Develop or update a crisis/safety plan using evidence-based tools.
- Provide warm handoffs (direct referrals and linkages) to needed services and resources.
- Coordinate or provide transportation for crisis stabilization when needed.
- Deliver follow-up within 72 hours (or sooner if clinically indicated).
- **Diversion from Costly and Restrictive Services:**
  - Respond without law enforcement unless circumstances require inclusion (not applicable to Law Enforcement Co-Responder MCTs).
  - Prioritize least restrictive care, diverting individuals from law enforcement-only responses, criminal justice outcomes, emergency department utilization, and involuntary commitment unless clinically/situationally necessary.

## 2. Establish or Enhance Mobile Crisis Teams (MCTs)

**When:** Within 6 months of award

Establish new, or enhance existing, Behavioral Health Provider-Only or Co-Responder MCTs to serve children, youth, and adults experiencing mental health and substance use disorder crises.<sup>2</sup>

## 3. Establish Partnerships

**When:** Within 12 months of award

Establish and formalize partnerships through written agreements (e.g., Memoranda of Understanding (MOUs), interagency agreements, or joint operating protocols) with key community partners essential to the successful operation of Mobile Crisis Team services and achievement of diversion outcomes. Partnership, coordination, and integration of protocols for this grant should be with:

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<sup>2</sup> The MCT Services should be aligned with SAMHSA’s best practice guidance ([2025 National Guidelines for a Behavioral Health Coordinated System of Crisis Care, Model Definitions, and Mobile Crisis Team Services Resource Manual](#)) as outlined in Required Activity #1 (Implementation Plan).

- **Front-end referral sources:** establish referral and dispatch protocols with all 988 Contact Centers and 911/Public Safety Answering Points (PSAPs) that serve the identified communities.
- **Back-end referral sources:** establish and maintain formal partnerships with community services, crisis stabilization services, and other resources.
- **Emergency first responders:** coordinate with law enforcement, fire, and EMS agencies that serve the identified communities.

#### 4. **Implement a Continuous Quality Improvement (CQI) Process**

**When:** Within 12 months of award

Implement a CQI process to monitor, evaluate, and improve MCT performance. The CQI process must include routine data collection, regular performance review, and documented improvement actions to enhance timeliness, safety, and clinical outcomes. At a minimum, recipients must address:

- Key Performance Indicators (KPIs) and outcomes of crisis episodes as required in the annual and final Programmatic Progress Report (PPR).
- Routine customer satisfaction surveys after the resolution of a crisis episode to inform quality assurance.

#### 5. **Conduct Crisis System Planning**

Conduct crisis system planning and mapping activities (e.g., heat mapping, environmental scans, intercept mapping) to inform crisis service planning and operations. Ensure crisis system coordination by regularly engaging community stakeholders (including law enforcement, other emergency first responders, and people with lived experience).

#### 6. **Deliver Training to Community MCT Partners**

Deliver evidence-based crisis training for MCT staff, first responders (fire, EMS, law enforcement), 988 and 911 personnel, and behavioral health professionals that serve the identified communities. Training may include:

- Crisis de-escalation;
- Suicide prevention and lethal means safety;
- Overdose recognition and response; and,
- Role clarification and dispatch protocol adherence to support behavioral health-led crisis response and diversion objectives.

#### 7. **Develop Strategies for Financial Sustainability**

Develop strategies for financial sustainability of mobile crisis team services and partnership infrastructure beyond the grant period (e.g., through state/local funding, federal block

grants, Medicaid, private insurance, 988 telecom fees, foundation and other grants, etc.). Throughout your grant lifecycle, you should review and update your sustainability strategies.

## Allowable Activities

Allowable activities are **not** required. However, your organization may propose to use funds for the following activities:

1. **Utilize technology and equipment to extend and enhance Mobile Crisis Team response capabilities** (e.g., opt-in geolocation, Global Positioning System (GPS) tracking for responders, dispatch radios, satellite phones, telehealth-enabled tablets, bed registries, non-militarized safety equipment such as safety backpacks and body alarms, specialized vehicles or transportation options suitable for the communities/geography/weather conditions, etc.). All technology-supported functions (e.g., geolocation, GPS tracking, telehealth, registries) must be implemented with appropriate client consent/opt-in where applicable and with privacy and security safeguards consistent with applicable law, including HIPAA and 42 CFR Part 2 as applicable.
2. **Establish new or enhance existing Mobile Response and Stabilization Services (MRSS)** to serve children and families in crisis.
3. **Support Community Outreach Team (COT)<sup>3</sup> proactive approaches** to address sub-crisis needs in identified populations.
4. **Consider the communities that will be affected by this project and engage them** in the overall program planning. To do so, SAMHSA encourages applicants to:
  - Engage communities, when practicable, during the design phase, and
  - Develop programs in consultation with communities benefiting from or impacted by the program.

## Eligibility

### Eligible Applicants

Eligibility is statutorily limited to:

- States

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<sup>3</sup> As described in *SAMHSA's Model Definitions for Behavioral Health Emergency, Crisis, and Crisis-Related Services*, COTs are teams that “engage in outreach to communities and community members to support a variety of needs for individuals, including behavioral health, physical care, housing, benefits, education, and employment.” For a more detailed definition, see SAMHSA's Model Definitions document: <https://library.samhsa.gov/sites/default/files/model-definitions-pep24-01-037.pdf>.

- Political subdivisions of states
- Territories (the District of Columbia, Guam, the Commonwealth of Puerto Rico, the Commonwealth of the Northern Mariana Islands, the U.S. Virgin Islands, American Samoa, the Federated States of Micronesia, the Republic of the Marshall Islands, and the Republic of Palau)
- Indian tribes and tribal organizations

A tribal organization is:

- The recognized body of any AI/AN tribe; or
- Any legally established organization of AI/ANs controlled, sanctioned, or chartered by such governing body, or is democratically elected by the adult members of the Indian community to be served by such organization and includes the maximum participation of AI/ANs in all phases of its activities.

Consortia of tribes or tribal organizations are eligible to apply, but each participating entity must indicate its approval. A single tribe in the consortium must be the legal applicant, the recipient of the award, and the entity legally responsible for satisfying the award requirements

**NOTE:** If you submit more than one application under this NOFO, and more than one application is in the funding range, the application with the higher score will be awarded funding.

**NOTE:** If you were funded under NOFO SM-22-016 with a project start date of 09/30/2023, you are not eligible to apply under this NOFO unless you select a different geographic catchment area. If you do apply under this NOFO, you must submit [Attachment 10: Geographic Catchment Area Attestation](#) that:

- Identifies the geographic catchment area you served under SM-22-016;
- Identifies the geographic catchment area you are proposing to serve under this NOFO; and
- Affirms that you are proposing to serve a different, non-overlapping geographic catchment area under NOFO SM-26-029.

Refer to [Appendix A](#) for a list of organizations and their geographic catchment area that were funded under SM-22-016 with a project start date of 09/30/2023.

**SAMHSA may reach out to you requesting additional information. If you do not provide the requested information by the requested date, your application will not be considered for award.**

For general information on eligibility for federal awards, see [the Grants.gov website](#). For specific eligibility questions, see [Agency Contacts](#).

## Cost Sharing

Cost sharing/match is not required for this program.

## Data Collection, Performance Measurement, and Performance Assessment

You must collect and report data and document your plan for data collection and reporting in [Section D](#) of your Project Narrative.

You must collect and report selected program-level indicators on a quarterly basis. Data collection instruments, OMB-approved reporting tools, and related guidance will be provided post-award.

You can visit [SAMHSA's Performance Measures](#) webpage to view the performance measurement tools. Training and technical assistance on SPARS data collection and reporting will be provided after award. Recipients must collect and report data on the following indicators:

- Number of individuals in the mental-health and related workforce trained in mental-health related practices or activities
- Number of organizations that entered into formal written inter- or intra-organizational agreements (such as Memoranda of Understanding [MOUs]/Memoranda of Agreement [MOAs])
- Number of individuals screened for suicide ideation
- Number of individuals linked to crisis or other mental-health services for suicide risk, ideation, or behavior
- Number of individuals who attempted suicide after receiving mobile crisis services
- Number of individuals who died by suicide after receiving mobile crisis services

You will receive training and technical assistance on SPARS after award.

Your organization must also collect and report on key performance indicators (KPIs) for mobile crisis response, including response times, primary presenting concern, origin of referrals, transport provided, and outcomes of the mobile crisis response and follow-up. This data will be collected via the annual Programmatic Progress Report (PPR). See [Appendix B](#) for a complete list of KPIs you must collect.

The data you collect allows SAMHSA to report on key outcome measures. Performance data may be reported to the public.

A cross-site evaluation, conducted to build an evidence base, may be required for this program. If SAMHSA conducts a program evaluation, details will be shared with you when available,

including the type of evaluation and evaluation questions. You may need to collect additional client-level and program-level data and involve any subrecipients. For more information, see [FAQs](#).

## Performance Assessment

Discretionary awards should include clear benchmarks/objectives for measuring success and progress toward relevant goals. Recipients are required to submit programmatic progress reports that demonstrate if you are meeting the objectives you selected for this project and achieving the outcomes you anticipated, and if any changes need to be made. You must review your performance data to find out if you are making progress and improving project management. Refer to [Reporting Requirements](#) for information on submitting these reports.

For more information on completing this section, see [Developing Goals and Measurable Objectives](#) and [Developing the Plan for Data Collection and Performance Measurement](#).

## Cooperative Agreement Requirements

These awards are being made as cooperative agreements because they require substantial post-award federal staff participation in the oversight of the project. Under this cooperative agreement, the roles and responsibilities of your organization and SAMHSA staff are:

### Your organization must:

- Comply with terms and conditions of this cooperative agreement.
- Work with SAMHSA staff in implementing and monitoring the project.
- Submit performance measures data via SPARS.
- Submit all required performance assessments, evaluations, financial reports, and continuation award applications.
- Attend and take part in calls with your Government Project Officer (GPO).
- Attend and take part in virtual meetings.

### SAMHSA staff roles:

Your **GPO** is responsible for program monitoring, providing technical assistance, and conducting site visits. Your GPO will work with you on implementing program and evaluation activities and make recommendations about program continuance.

Your **Grants Management Specialist (GMS)** within SAMHSA's Office of Financial Resources is responsible for ensuring that your project complies with all applicable federal laws, regulations, guidelines, and the terms and conditions of award. Your SAMHSA GMS will frequently participate with your SAMHSA GPO on monthly monitoring calls.

SAMHSA staff will:

- Schedule routine conference calls and provide technical assistance and consultation.
- If needed, help you develop a selection process for subawards and review subrecipient contracts and awards.
- Recommend outside consultants for training, evaluation, and data collection.
- If indicated, oversee the development and implementation of a multi-site evaluation in partnership with evaluation contractors and recipients.

## SAMHSA Strategic Priorities and Other Expectations

When developing your project, you must consider [SAMHSA's Strategic Priorities](#), which includes recovery, a commitment to innovation, data, gold-standard science, and access to high quality services for all, which align with the Administration's [Make America Healthy Again](#) initiative. In addition, there are other expectations included in [Section I](#) in the *Application Guide* that you must consider as you design your project.

As a part of the project funded under this NOFO, you are required to adhere to the following principles where consistent with the authority and scope of the award and its activities:

1. **Evidence-Based and Outcome-Focused Practices:** Design and deliver services using evidence-based or evidence-informed approaches grounded in gold-standard science, establish measurable performance goals, and use data to monitor outcomes and drive continuous improvement and accountability.
2. **Program Integrity and Fiscal Stewardship:** Administer funds in accordance with all applicable federal statutes, regulations, and award conditions; maintain strong internal controls; and ensure the efficient and effective use of taxpayer dollars while preventing waste, fraud, and abuse.
3. **Partnership and Coordination:** Consistent with program purpose and authorization, coordinate with law enforcement, juvenile and criminal justice systems, civil courts and civil commitment systems (including Assisted Outpatient Treatment programs where available and in alignment with state law), crisis services (including the 988 Crisis and Suicide Lifeline), and state, tribal, territorial, local, and community partners, as appropriate, to engage individuals in prevention activities, treatment, and support while tailoring services to meet community needs.

In addition, your organization should advance the following objectives in programs that are authorized to advance them:

4. **Prevention of Substance Use and Addiction:** Prevent substance misuse and addiction, particularly among youth, recognizing the link between early substance use and long-term health consequences, chronic disease, and mental illness.

5. **Treatment for Serious Mental Illness and Complex Needs:** Serve individuals with the most serious and complex behavioral health needs, including those with serious mental illness and co-occurring substance use disorder and mental health disorders, through access to evidence-based treatment.
6. **Crisis Intervention and Emergency Services:** Expand access to crisis intervention care and services, coordinating with crisis systems and first responders to ensure public safety and suicide prevention.
7. **Response to Emerging Threats:** Identify and respond to emerging behavioral health threats in the communities served, using timely data to inform tailored, localized solutions.

You must demonstrate ongoing compliance with these principles and objectives, in all programs that are authorized to advance them, through program design, implementation, reporting, and evaluation. Failure to meaningfully align funded activities with the applicable requirements may result in corrective action, additional reporting requirements, or other enforcement actions consistent with federal grant regulations found at 2 C.F.R. Part 200 and the terms and conditions of this award.

As referenced in the [SAMHSA's Dear Colleague letter](#) on MAT, if your proposed project funds MAT/MOUD, this funding should be used to provide comprehensive treatment and recovery support services rather than medication-only models for opioid use disorder. Services should include medications, where clinically indicated, in conjunction with psychosocial and other treatment and recovery support services. Funding can also be used to support individualized tapering and discontinuation of medications when clinically indicated.

Upon achieving stability in treatment and building sufficient recovery support, *and at least annually*, clinicians should engage in a discussion with patients to assess treatment and recovery goals and the continued use of medications. Continuation should be evaluated on an individual basis, taking into consideration progress toward treatment goals, stability in treatment, recovery capital, and patient preference.

When a shared decision to discontinue medication is made, discontinuation should be a gradual process with intensified support and monitoring to guard against resumption of drug use and done in the context of ongoing comprehensive care.

If your proposed project funds training/TA related to MAT/MOUD, this funding should be used to provide training to clinicians and other behavioral health providers on the clinically appropriate use of medications in the treatment of substance use disorders, including options for safe tapering and discontinuation when clinically indicated, and regular, at least annual, reviews for continuing treatment. This training should include strategies to support shared decision-making by ensuring patients are fully informed of the risks and benefits of medication treatment initiation, continuation, and discontinuation. Training must ensure providers educate

patients about and facilitate access to comprehensive substance use disorder treatment and recovery support services.

Training should include tools to support the development of individualized comprehensive treatment plans with patients that include consideration of medication treatment duration, and tapering and discontinuation, as clinically indicated based on the patient's individual circumstances, recovery, and preferences.

## **Recipient Meetings and Technical Assistance**

You are expected to participate in SAMHSA technical assistance activities as directed by SAMHSA.

We plan to hold virtual grant meetings and your full participation in these meetings is expected. You will be given more information about these meetings at a future date.

Budget revisions will be considered if SAMHSA decides to have an in-person meeting.

## **Funding Restrictions and Limitations**

The following are funding restrictions for this project:

- Food is not an allowable expense.
- Capitalizable infrastructure, such as computer systems or software, is recoverable as depreciation through an approved negotiated indirect cost rate or 15 percent de minimis rate in accordance with your organization's existing capitalization/amortization policies.
- You must comply with all applicable Federal anti-discrimination laws material to the government's payment decisions for purposes of 31 U.S.C. § 3729(b)(4).
- Discretionary awards shall not be used to fund, promote, encourage, subsidize, or facilitate:
  - Racial preferences or other forms of racial discrimination by the recipient, including activities where race or intentional proxies for race will be used as a selection criterion for employment or program participation;
  - Denial by the recipient of the sex binary in humans, or the belief that sex is a chosen or mutable characteristic;
  - Illegal immigration; or
  - Any other initiatives that compromise public safety.

- Discretionary awards must not support harm reduction as outlined in [SAMHSA’s Dear Colleague Letter](#) on harm reduction.
- Discretionary awards must not support “housing first” policies that fail to ensure accountability and fail to promote treatment, recovery, and self-sufficiency.

**You must also comply with SAMHSA’s Standards for Financial Management, Standard Funding Restrictions and Principles in [Section G](#) in the *Application Guide*.**

**All activities proposed in your application and budget narrative must align with applicable law, including but not limited to statutes, executive orders, federal regulations and applicable judicial holdings. Applications must also align with [SAMHSA Strategic Priorities](#). If an application does not align, the application will not receive funding to the extent permitted by law and applicable court orders.**

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## Step 2: Get Ready to Apply

### Get Registered

#### [SAM.gov](#)

You must have an active account with SAM.gov to apply. SAM.gov registration can take several weeks. Begin that process today.

To register:

- Go to [SAM.gov Entity Registration](#) and select Get Started. From the same page, you can also select the Entity Registration Checklist for the information you will need to register.
- You must agree to the [financial assistance general certifications and representations](#) specifically. Those for contracts are different.

When you register, you will also receive your required Unique Entity Identifier (UEI).

Once you register:

- You will have to maintain your registration throughout the life of any award.
- If your organization has multiple UEIs, use the one associated with your physical location.

## Grants.gov

You must also have an active account with [Grants.gov](#). You can see step-by-step instructions in the Grants.gov [Quick Start Guide for Applicants](#).

## eRA Commons

You must register in [eRA Commons](#). Register at least six weeks before the application deadline.

See guidance at [eRA Help and Tutorials](#) and [Section A](#) in the *Application Guide*.

## Find the Application Package

The application package has all the forms you need to apply. You can find it online. Go to [Search Grants at Grants.gov](#) or [eRA ASSIST](#) and search for opportunity number: SM-26-029.

If you can't use Grants.gov to download application materials, you may request them from [dgr.applications@samhsa.hhs.gov](mailto:dgr.applications@samhsa.hhs.gov)

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# Step 3: Build Your Application

## Application checklist

Make sure that you have everything you need to apply:

### Narratives

Component	Form to use	Page limit
<input type="checkbox"/> <a href="#">Project abstract</a>	Project Abstract Summary Form	1 page
<input type="checkbox"/> <a href="#">Project narrative</a>	Project Narrative Attachment form	10 pages
<input type="checkbox"/> <a href="#">Budget narrative</a>	Budget Narrative Attachment form	None

### Attachments

Insert each in the Other Attachments form (Grants.gov) or Other Narratives Attachment form (eRA ASSIST) in this order.

Component	Page limit
<input type="checkbox"/> 1. Letter(s) of commitment (LOC)	None
<input type="checkbox"/> 2. Data collection instruments and interview protocols	None
<input type="checkbox"/> 3. Sample consent forms	None

<input type="checkbox"/> 4. Project timeline	2 pages
<input type="checkbox"/> 5. Biographical sketches and position descriptions	See: <a href="#">Biographical Sketches</a>
<input type="checkbox"/> 6. Confidentiality and SAMHSA Participant Protection	None
<input type="checkbox"/> 7. Letter to the State Point of Contact	None
<input type="checkbox"/> 8. Documentation of nonprofit status (not applicable)	None
<input type="checkbox"/> 9. Negotiated Indirect Cost Rate Agreement (NICRA), if applicable	None
<input type="checkbox"/> 10. Statement Affirming Application Supports a Different and Non-Overlapping Geographic Area, if applicable	1 page

### Other required forms

Use each required form in Grants.gov or eRA.

Component	Page limit
<input type="checkbox"/> Application for Federal Assistance (SF-424)	None
<input type="checkbox"/> Budget Information for Non-Construction Programs (SF-424A)	None
<input type="checkbox"/> Assurances for Non-Construction Programs (SF-424B)	None
<input type="checkbox"/> Project/Performance Site Location(s)	None
<input type="checkbox"/> Grants.gov Lobbying Form	None

## Application Contents and Format

This section includes guidance on each item found in the application checklist.

The following links contain information on:

- [Formatting instructions and information on system validation requirements](#)
- **Completing forms and required components** ([Section A](#) in the *Application Guide*)

### Project Abstract

**Page limit:** 1 page

Your project abstract should include:

- The project name,
- The geographic area that will be reached through the grant activities and the capacity development needed in the geographic area that will be addressed through the grant,
- The population of focus that will benefit from the capacity building,

- If services will also be provided, include a description of the population planned to be served (age range, distribution, clinical characteristics, e.g., diagnoses, service needs, etc.),
- Strategies and interventions to increase capacity that will be implemented through the grant,
- Project goals, and
- Measurable objectives (whenever possible, focus on objectives that relate to [SAMHSA's Strategic Priorities](#)).

In the first five or fewer lines of your abstract, write a summary of your project that can be used in publications, reports to Congress, and press releases, if you are funded.

## Project Narrative

**Page limit:** 10 pages

**Filename:** Project narrative

In developing your Project Narrative:

- Provide a detailed response to the [merit review criteria](#).
- Follow the [required formatting instructions](#).
- Stay within the page limit or we will not review your application. We recommend page limits for the subsections, but they are for guidance only. You may place citations in an attachment, which does not count in the 10-page limit.

## Budget Narrative

**Page limit:** none

**Filename:** BNF

The budget narrative supports the information you provide in Standard Form 424-A. See [Other Required Forms](#).

It includes added detail and justifies the costs you request. As you develop your budget, consider:

- Whether the costs are reasonable and consistent with your project's purpose and activities.
- The restrictions on spending funds. See [funding limitations](#).

To create your budget narrative, see detailed instructions and a template in the *Application Guide*.

## Attachments

You will upload attachments in Grants.gov using the **Other Attachments form** or in eRA ASSIST using the **Other Narratives Attachment form**.

Use only the following attachments listed. If your application includes any attachments not required in this document, they will be disregarded.

Do not use attachments to extend or replace any of the sections of the Project Narrative. Reviewers will not consider them if you do.

Name the attachments: Attachment 1, Attachment 2, and so on.

### Attachment 1: Letter(s) of Commitment (LOC)

Include LOCs from any organization(s) partnering in the project. **Do not include any letters of support. Reviewers will not consider them.** A letter of support describes general support of the project, while an LOC outlines the specific contributions an organization will make in the project.

### Attachment 2: Data Collection Instruments and/or Interview Protocols

If you are using standardized data collection instruments or interview protocols, you do not need to include these in your application. Instead, provide a web link to the appropriate instrument or protocol.

If the data collection instrument or interview protocol is not standardized, include a copy in Attachment 2.

### Attachment 3: Sample Consent Forms

Include, as appropriate, informed consent forms for the collection of data.

### Attachment 4: Project Timeline

Page limit: 2 pages

This attachment is scored by reviewers. Provide a chart or graph depicting a realistic timeline for the entire four years of the project period. Show dates, key activities, and responsible staff. The key activities must include the requirements outlined in [Required Activities](#).

### Attachment 5: Biographical Sketches and Position Descriptions

See [biographical sketches and position descriptions](#) for more information. Position descriptions should be no longer than one page each and biographical sketches should be no more than two pages.

### Attachment 6: Confidentiality and SAMHSA Participant Protection

See [Section E](#) in the *Application Guide* for full information about how to complete this required attachment.

### Attachment 7: Letter to the State Point of Contact

Review information on [Intergovernmental Review](#) and in [Section J](#) in the *Application Guide* for detailed information on E.O. 12372 requirements to determine if this applies.

### Attachment 8: Documentation of Nonprofit Status

Not applicable.

### Attachment 9: Negotiated Indirect Cost Rate Agreement (NICRA)

If you have a NICRA, the document must be submitted.

### Attachment 10: Statement Affirming Application Supports a Different and Non-Overlapping Geographic Area, if applicable

**Page limit:** 1 page

If you were funded under NOFO SM-22-016 with a project start date of 09/30/2023, you are not eligible to apply under this NOFO unless you select a different geographic catchment area. If you do apply under this NOFO, you must submit this attachment and include the following information:

- Identifies the geographic catchment area you served under SM-22-016;
- Identifies the geographic catchment area you are proposing to serve under this NOFO; and
- Affirms that you are proposing to serve a different, non-overlapping geographic catchment area under NOFO SM-26-029.

Refer to [Appendix A](#) for a list of organizations and their geographic catchment area that were funded under SM-22-016 with a project start date of 09/30/2023.

**SAMHSA may reach out to you requesting additional information. If you do not provide the requested information by the requested date, your application will not be considered for award.**

## Other Required Forms

You will need to complete some standard forms. Upload the following standard forms as listed on Grants.gov. You can find them in the NOFO [Application Package](#) or review them and their instructions on [Grants.gov Forms](#).

Forms	Submission Requirement
Application for Federal Assistance (SF-424)	With application
Budget Information for Non-Construction Programs (SF-424A)	With application
Assurances for Non-Construction Programs (SF-424B)	With application

Project/Performance Site Location(s) Form	With application
Grants.gov Lobbying Form	With application

- **SF-424** – Fill out all sections of the SF-424.
  - In **Line 4** (Applicant Identifier), enter the eRA Commons Username of the Project Director (PD)/Principal Investigator (PI).
  - In **Line 8b** (Employer/Taxpayer Identification Number (EIN/TIN)), enter the recipient organization’s **12-character EIN and suffix** as registered with the Payment Management System (PMS), if applicable. If not registered in PMS, enter the recipient organization’s EIN.
  - In **Line 8f**, enter the name and contact information of the PD identified in the budget and listed in Line 4 (eRA Commons Username).
  - In **Line 17** (Proposed Project Date), enter: a. Start Date: 9/30/2026; b. End Date: 9/29/2030.
  - In **Line 18** (Estimated Funding), enter the amount requested or to be contributed for the first budget/funding period only by each contributor.
  - **Line 21** is the Authorized Representative and should not be the same individual as the PD in Line 8f.

It is recommended you review the sample [completed SF-424](#).

- **SF-424A BUDGET INFORMATION FORM** – Fill out all sections of the SF-424A using the instructions below. **The totals in Sections A, B, and D must match.**
  - Section A – Budget Summary:**
    - As cost sharing/match is **not required**, use the first row only (Line 1) to report the total federal funds (e) and non-federal funds (f) requested for the **first year** of your project only.
  - Section B – Budget Categories:**
    - As cost sharing/match is **not required**, use the first column only (Column 1) to report the budget category breakouts (Lines 6a through 6h) and indirect charges (Line 6j) for the total funding requested for the **first year** of your project only.
  - Section C – Non-Federal Resources:**
    - As cost sharing/match is **not required**, leave this section blank.
  - Section D – Forecasted Cash Needs:**
    - Enter the total funds requested, broken down by quarter, only for **Year 1** of the project period.
    - Use the first row for federal funds and the second row (Line 14) for **non-federal** funds.
  - Section E – Budget Estimates of Federal Funds Needed for the Balance of the Project:**
    - Enter the total funds requested for the out years (e.g., Year 2, Year 3, and Year 4).

- (b) First column is the budget for the second budget period;
  - (c) Second column is the budget for the third budget period;
  - (d) Third column is the budget for the fourth budget period.
- Use Line 16 for federal funds and Line 17 for non-federal funds.

See [Formatting Requirements](#) to review common errors in completing the SF-424 and the SF-424A. These errors will prevent your application from being successfully submitted.

It is highly recommended you use the [Budget Template](#) on the SAMHSA website.

See the [Budget Template Users Guide](#) and the sample completed SF-424A forms at [Sample SF-424A \(Match Not Required\)](#). For additional information, see [Section F](#) in the *Application Guide* and Budget Related [FAQs](#).

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## Step 4: Learn About Review and Award Application Review

### Initial Review

We review each application to make sure it meets basic requirements. We will not consider an application that:

- Is from an organization that does not meet all eligibility criteria.
- Is submitted after the [deadline](#).
- Exceeds the 10-page limit for the Project Narrative.

### Merit Review

**Project Narrative:** Your Project Narrative describes the proposed project. Peer reviewers will assess your response to the criteria below. The following instructions should be considered as you develop the Project Narrative:

- The Project Narrative cannot be longer than 10 pages.
- There are four sections (Sections A-D) and you must use the section numbers and headings listed in the Evaluation Criteria.
- Include the section letter and number (e.g., A.1, B.2) **before the response to each criterion**. You do not need to type the full criterion in each section.
- Do not combine two or more criteria or refer to another section of the Project Narrative in your response.

- Reviewers will only consider information included in the appropriate numbered criterion.
- The number of points after each section heading is the maximum number of points a reviewer may give for that section.
- Unless required, cost-sharing will not be a factor in the review of your response to the criteria.

**A: Population of focus and need statement (20 points – approximately 2 pages)**

1. Describe the geographic catchment area your project will cover and the communities that will benefit from building capacity in the targeted systems.
2. To the extent possible, describe your project’s population(s) of focus in the catchment area described in A.1. in terms of age, sex (male/female), location (e.g., urban/rural/remote), socioeconomic status, clinical characteristics, veteran status, and system involvement (e.g., criminal justice, social services, child welfare). **Note:** racial preferences or other forms of racial discrimination by the recipient, including activities where race or intentional proxies for race will be used as a selection criterion for employment or program participation are prohibited.
3. Identify the specific needs of populations in your communities, such as children and families, veterans, rural populations, individuals with limited access to crisis services, and other groups at higher risk of death from suicide or overdose.
4. Explain why your organization needs to expand its ability to deliver, maintain, and improve mobile crisis team services (e.g., behavioral health crisis service gaps, inconsistencies, or inadequacies in your selected catchment area).

The data sources must be identified (e.g., [National Survey on Drug Use and Health \(NSDUH\)](#)). **Note:** Citations may be included in an attachment and will not count towards the page limit.

**B: Proposed implementation approach (35 points – approximately 5 pages)**

1. Describe the goals and measurable objectives of your proposed project. See [Developing Goals and Measurable Objectives](#).
2. Describe how you will implement all the [required activities](#) and selected allowable activities.
3. Describe how your proposed implementation approach will address [SAMHSA Strategic Priorities](#).
  - Describe how you will address the specific needs of populations in your community identified in section A.3.

4. In [Attachment 4](#), provide no more than a two-page chart or graph depicting a realistic timeline for the entire four years of the program. It must include dates, key activities that must also include required activities, and responsible staff. Indicate when service delivery will begin (no more than six months after award). The timeline does not count towards the page limit for the Program Narrative.

**C: Organizational experience and staffing (30 points – approximately 2 pages)**

1. Describe your organization’s experience with similar projects, especially those focused on crisis response and mobile crisis teams (MCTs).
2. Identify any other organization(s) you will partner with. Describe their specific roles and responsibilities for this project. Letters of Commitment from each partner organization must be included in **Attachment 1**. Indicate if you are not partnering with any other organizations.
3. Provide a complete list of all significant staff positions for the project, including the key personnel (Project Director and Project Evaluator). For each, describe their:
  - Role
  - Level of effort (LOE), stated as a percentage of employment (e.g., 1.0 FTE = full-time)
  - Qualifications (see [Key Personnel section](#) for specifics on the PD and PE roles), including their experience with similar projects.

**D: Data collection and performance measurement (15 points – approximately 1 page)**

1. Describe how you will collect the required data for this project and how such data will be used to manage, monitor, and enhance the program. See [Developing the Plan for Data Collection and Performance Measurement](#).
2. Specifically describe how you collect all key performance indicators (KPIs). See [Appendix B](#) for a complete list of KPIs you must collect.

## Risk Review

Before making an award, we review the risk that you will not prudently manage federal funds. We need to make sure you've handled any past federal awards well and demonstrated sound business practices.

We use SAM.gov [Responsibility/Qualification](#) to check this history for all awards likely to be over \$250,000.

You can comment on your organization's information in SAM.gov. We'll consider your comments before making a decision about your level of risk.

If we find a significant risk, we may choose not to fund your application or to place specific conditions on the award.

For more details, see [2 CFR Part 200](#).

## Review and Selection Process

When making funding decisions, we consider:

- Peer review results. Reviewers evaluate an application's scientific/technical aspects through the merit review process, which is an evaluation of the merits of the submitted application(s) based on the criteria/guidelines provided in the NOFO. The results of that merit review are advisory in nature only. Program offices and approving officials make final determinations for funding.
- Alignment with agency priorities. Before final funding decisions are made, applications will be reviewed for consistency with applicable laws and alignment with [SAMHSA's Strategic Priorities](#). To the extent permitted by law and applicable court orders, applications that do not align with SAMHSA Strategic Priorities will not receive funding.

The program office and approving official make the final determination for funding based on the following:

- Approval by the Center for Mental Health Services National Advisory Council.
- Availability of funds.
- Submission of any required documentation that must be submitted prior to making an award.
- If you submit more than one application under this NOFO, and more than one application is in the funding range, the application with the higher score will be awarded funding.
- If you were funded under NOFO SM-22-016 with a project start date of 09/30/2023, you are not eligible to apply under this NOFO unless you select a different geographic catchment area. If you do apply under this NOFO, you must submit [Attachment 10: Statement Affirming Application Supports a Different and Non-Overlapping Geographic Area](#) that:
  - Identifies the geographic catchment area you served under SM-22-016;
  - Identifies the geographic catchment area you are proposing to serve under this NOFO; and
  - Affirms that you are proposing to serve a different, non-overlapping geographic catchment area under NOFO SM-26-029.

Refer to [Appendix A](#) for a list of organizations and their geographic catchment area that were funded under SM-22-016 with a project start date of 09/30/2023.

**SAMHSA may reach out to you requesting additional information. If you do not provide the requested information by the requested date, your application will not be considered for award.**

Other principles that may be considered in funding decisions include:

- Preference for discretionary awards should be given to institutions with lower indirect cost rates.
- Discretionary grants should be given to a broad range of recipients rather than to a select group of repeat players. Grants should be awarded to a mix of recipients likely to produce immediately demonstrable results and recipients with the potential for potentially longer-term, breakthrough results, in a manner consistent with the funding opportunity announcement.
- To the extent institutional affiliation is considered in making discretionary awards, agencies should prioritize an institution's commitment to rigorous, reproducible scholarship over its historical reputation or perceived prestige. As to science grants, agencies should prioritize institutions that have demonstrated success in implementing Gold Standard Science.

## Award Notices

You will receive an email from eRA Commons that describes how you can access the application review results, including the application score. If your application is approved for funding, a [Notice of Award \(NoA\)](#) will be emailed to: (1) the Signing Official identified on page 3 of the SF-424 (Authorized Representative section); and (2) the Project Director identified on page 1 of the SF-424 (8f).

If your application is not funded, an email will be sent to you from eRA Commons. This email will include a summary of the peer reviewer comments and scores. It may take up to four months from the program's award date for this information to be sent to you.

The NoA is the only document that authorizes recipients to receive federal funding for a project.

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## Step 5: Submit Your Application

### Submission Requirements and Deadlines

Go to [Find the Application Package](#) to make sure you have everything you need.

Make sure you are current with SAM.gov and UEI requirements. See [Get Registered](#).

You must maintain your registration throughout the life of any award.

## Deadlines

### Application

**Due on July 15, 2026.**

- For electronic submissions, the due time is 11:59 p.m. ET.
- If you receive an exemption from electronic submission, the due time is 4:30 p.m. ET. See exemptions for paper applications (3.2) in [Section A](#) in the *Application Guide*.
- When your application is submitted, it must pass validation checks for both Grants.gov and eRA. You will receive emails from both systems to either confirm the application successfully passed validation checks, or to notify you that there were errors that must be fixed before the application can be considered successfully submitted.
- If using the Grants.gov Workspace tool, use the Preview Grantor Validation feature in Grants.gov before submitting your application. Doing so will allow you to validate your application and review/fix all errors and warnings before submitting.
- It is strongly advised that organizations log into their eRA Commons account post submission to confirm submission status, as emails from each system could be placed in a recipient's junk mail folder and go unread.

### Intergovernmental Review

You will need to submit application information for intergovernmental review under [Executive Order 12372](#). Under this order, states may design their own processes for obtaining, reviewing, and commenting on some applications. See [Section J](#) in the *Application Guide*.

This requirement does not apply to states or American Indian and Alaska Native tribes or tribal organizations.

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# Step 6: Learn What Happens After Award

## Post-award Requirements and Administration

### Administrative and National Policy Requirements

There are important rules you need to know if you get an award. You must follow:

- All terms and conditions in the NoA. We incorporate this NOFO by reference. You can see SAMHSA's [standard terms and conditions](#) on our website.
- The regulations at [2 CFR Part 200](#) – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for HHS Awards, modifications at 2 CFR 300, and any superseding regulations.
- The HHS [Grants Policy Statement](#) (GPS). Your NoA will reference this document. If there are any exceptions to the GPS, they'll be listed in your NoA.
- All federal statutes and regulations relevant to federal financial assistance, including those highlighted in [HHS Administrative and National Policy Requirements](#). See [Section H](#) in the *Application Guide*.
- All anti-discrimination laws: By applying for or accepting federal funds from HHS, you certify compliance with all federal antidiscrimination laws and these requirements. Complying with those laws is a material condition of receiving federal funding streams. You are responsible for ensuring subrecipients, contractors, and partners also comply.
- SAMHSA grants must align with SAMHSA and presidential priorities and policies.
- SAMHSA may terminate an award in accordance with any of the conditions set forth in 2 CFR 200.340(a)(1)–(4), including when an award no longer effectuates program goals or agency priorities as provided in [2 CFR 200.340\(a\)\(4\)](#).

### Reporting Requirements

If funded, you will have to follow reporting requirements. The NoA will provide specific details.

You are required to submit an annual Programmatic Progress Report (PPR) in years one, two and three, and a cumulative Final Progress Report (FPR) in year four. You must use the OMB-approved Excel [Programmatic Progress Report \(PPR\)](#) template for your program.

You will need to submit your completed PPRs in eRA Commons.

The annual PPR for years one through three is due within 90 days of the end of each budget period.

The **Programmatic Progress Report** must discuss:

- Updates on key personnel, budget, or project changes (as applicable);
- Progress achieving grant goals and objectives stated in your application;
- Progress implementing required activities, including accomplishments, challenges and barriers, and adjustments made to address these challenges;
- Success stories; and
- Data to support program specific measures (PSM), including Key performance indicators (KPIs) for mobile crisis response, including response times, primary presenting concern, origin of referrals, transport provided, and outcomes of the mobile crisis response and follow-up.

You must submit the FPR within 120 days of the end of the project period. This report must be cumulative and include all activities during the entire project period.

After receiving your grant award, you will be required to submit various financial reports to SAMHSA. Please see [SAMHSA Reporting Requirements](#).

## Appendix A: List of Ineligible Applicants\*

Grant #	Organization	State	Catchment Area
SM087209	Imperial County	CA	Imperial County
SM087259	Indiana Family & Social Services Admin	IN	St. Joseph, Sullivan, and Lake counties
SM087221	Genesee Health System	MI	Genesee County
SM087246	Hennepin County	MN	Hennepin County
SM087230	City of Newark, New Jersey	NJ	Newark
SM087207	ADAMHS Board for Montgomery County	OH	Montgomery County
SM087216	Oklahoma Dept of Mental Hlth/Subs Abuse	OK	Oklahoma and Tulsa counties
SM087261	Western Lane Fire and EMS Authority	OR	Lane County
SM087219	South Dakota State Department of Social Services	SD	Perkins, Corson, Ziebach, Dewey, Mellette, Todd, Tripp, Gregory, Charles Mix, Douglas, Hutchinson, Bon Homme, Yankton, Clay, and Union counties
SM087213	Tropical Texas Behavioral Health	TX	Hidalgo County
SM087220	Texoma Community Center	TX	Sherman
SM087212	Health Care Authority	WA	Tulalip Tribes (Snohomish County)
SM087229	West Virginia State Dept Hlth/Human Rscs	WV	Kanawha County

\* If your organization is listed in this appendix, you are not eligible to apply under this NOFO, unless you select a different geographic catchment area that does not overlap with the geographic catchment area funded under SM-22-016. If your organization is listed in this appendix, include as **Attachment 10** a statement that your organization was funded under SM-22-016 with a start date of 9/30/23 but under this funding opportunity you are supporting a different geographic catchment area. **SAMHSA may reach out to you requesting additional information. If you do not provide the requested information, your application will not be considered for award.**

## Appendix B: Key Performance Indicators (KPIs)

You must collect the following KPIs:

Key Performance Indicators
Number of crisis contacts (incoming calls, texts, chats, walk-ins, consultation requests, etc.)
Number of mobile crisis responses
Number of unduplicated individuals who received mobile crisis response
Number of individuals screened for suicide risk
Number of mobile crisis responses in which post-crisis follow up was provided
[OPTIONAL] Number of telephonic follow ups
[OPTIONAL] Number of telehealth follow ups
[OPTIONAL] Number of in-person follow ups
[OPTIONAL] Number of other follow up outreach (e.g., text, chat, postcard, letter)
Response Metrics
Mean response time (in minutes)
Responses within 1 hour (% of total calls)
Responses between 61 minutes and 2 hours (% of total calls)
Responses between 121 minutes and 3 hours (% of total calls)
Responses > 3 hours (% of total)
Safety and Incident Reporting
Number of safety concerns during in-person response (e.g., aggression, weapons, unsafe environment, unsecured animals)
Number of incidents (i.e., anything occurring during mobile crisis response that resulted in an incident report per the provider organization's policies)
Number of diversions from law enforcement (i.e., handoff from law enforcement to mobile crisis, charge avoidance, jail avoidance)

<b>Demographic Characteristic</b>
<b>Age Group</b>
0-12 years
13-17 years
18-24 years
25-44 years
45-64 years
65 years or over
Not documented / Unknown
<b>Sex</b>
Female
Male
<b>Race/Ethnicity (can be reported in more than one category)</b>
American Indian/Alaska Native
Asian
Black/African American
Hispanic/Latino
Middle Eastern/North African
Native Hawaiian/Pacific Islander
White
Not documented / Unknown
<b>Military / Veteran Status</b>
Active duty US military
Ever served US military but not active
Not documented / Unknown
<b>Housing Status</b>
Homeless, including temporary shelter
Not homeless
Not documented / Unknown

<b>Primary Presenting Concern</b>
Suicide risk
Other risk of harm to self or others (e.g., NSSI, homicidal thoughts)
Mental health
Substance use
Resource / Social service concerns
Welfare check
Other
Not documented / Unknown
<b>Origin of Referrals</b>
988
911 / PSAP
Law enforcement / Justice system
Self
Family / Guardian / Social supports
School or educational institution
Behavioral health provider / organization
Medical provider / organization
Other community referral (e.g., employer, food pantry, church)
Other referral origin
Not documented / Unknown
<b>Location of Mobile Crisis Response</b>
Private residence (individual's or other)
Other public location (e.g., roadside, park, public transit)
Other community location (e.g., business, church, library, etc.)
School or education campus
Behavioral health office / center / building
Medical office / center / building
Law enforcement office / Other justice system setting
Other location
Not documented / Unknown
<b>Outbound Transport (if applicable)</b>
<b>Number of voluntary transports</b>
Emergency vehicle (ambulance, fire, law enforcement vehicle)

Mobile crisis vehicle
Other
Not documented / Unknown
<b>Number of involuntary transports</b>
Emergency vehicle (ambulance, law enforcement vehicle)
Mobile crisis vehicle
Other
Not documented / Unknown
<b>Disposition of Mobile Crisis Response</b>
Resolved in community, de-escalated
Of those resolved in the community, number that were not referred to any services.
Directly linked to outpatient / other services
Admission to shelter
Admission to emergency department
Of which, involuntary
Admission to inpatient / crisis stabilization services
Of which, involuntary
Emergency rescue / medical transfer
Jail / arrest / detained
No contact / individual refused / could not locate
Other
Not documented / Unknown
<b>Referrals</b>
<b>Number of individuals referred for services</b>
of which, for suicide risk
of which, for mental health treatment
of which, for substance abuse treatment
of which, for wraparound or recovery services
of which, for medical or physical health
of which, for other services (not listed above)

**GRANT PROJECT ORDINANCE**

**WHEREAS,** Mecklenburg County is applying and/or has been awarded a grant from the Substance Abuse and Mental Health Services Administration. The grant has been made available to Mecklenburg County under the Behavioral Health Mobile Crisis Team Partnerships for an amount anticipated to be up to \$3,000,000.00; and

**WHEREAS,** the grant funds must be used to enhance Santé Group Mobile Crisis services provided to residents of Mecklenburg County.

**WHEREAS,** the Mecklenburg County Board of County Commissioners deems this activity to be a worthy and desirable undertaking;

**NOW, THEREFORE, PURSUANT TO N.C.G.S. 159-13.2, BE IT ORDAINED BY THE MECKLENBURG COUNTY BOARD OF COUNTY COMMISSIONERS that:**

Section 1. The project described in the Substance Abuse and Mental Health Services Administration grant application is hereby authorized to be undertaken for the duration of the grant.

Section 2. The County Manager is authorized to execute the grant agreement and other documents that are required or appropriate for the County to receive the Behavioral Health Mobile Crisis Team Partnerships funds and to undertake the project. The County Manager is directed to take steps necessary to ensure compliance with all spending and reporting requirements Substance Abuse and Mental Health Services Administration.

Section 3. The following amount is anticipated to be or has been awarded to Mecklenburg County in the General Grant Fund (G001) to complete this project:

**Substance Abuse and Mental Health Services Administration**  
**\$3,000,000.00**

Section 4. The amount identified in Section 3 is hereby appropriated. If the actual amount of the award differs from that amount, then the full amount of the actual award is appropriated in the General Grant Fund (G001) to complete this project.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_

\_\_\_\_\_  
Clerk to the Board



## Legislation Text

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File #: 26-0368

Meeting Date: 7/7/2026

File Type: Consent

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### Stellar Gospel Music Awards

#### **ACTION:**

**Approve sponsorship in the amount of \$100,000 to support the Stellar Gospel Music Awards and amend the FY2027 Budget Ordinance to appropriate available fund balance resulting from FY2026 funds.**

**Staff Contact:** Mike Bryant, County Manager

**Presentation:** No

#### **BACKGROUND/JUSTIFICATION:**

The Stellar Gospel Music Awards (often called the "Grammys of Gospel Music") is the premier annual awards show recognizing outstanding achievements in the gospel music industry. Founded in 1984 by Don Jackson, it is the first major televised awards ceremony dedicated specifically to gospel and inspirational music. The Stellar Gospel Music Awards will celebrate its 41st year in Charlotte-Mecklenburg at the Spectrum Center on August 15, 2026.

Due to the timing of the event, an amendment to the FY2027 budget is necessary to utilize the unspent funds from FY2026.

#### **PROCUREMENT BACKGROUND:**

N/A

#### **POLICY IMPACT:**

N/A

#### **FISCAL IMPACT:**

The one-time funding is available as a result of underspending in the FY2026 Operating Budget.

This action will increase the FY2027 budget by \$100,000 to account for these funds.



## Legislation Text

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File #: 26-0369

Meeting Date: 7/7/2026

File Type: Consent

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### Settlement Approval-Property Damage Claim

#### **ACTION:**

**Approve settlement payment for property damage claim for total loss of claimant's vehicle**

**Staff Contact:** Tyrone C. Wade, County Attorney

**Presentation:** No

#### **BACKGROUND/JUSTIFICATION:**

This loss occurred on May 18, 2026, at 3:56 p.m. at Lake Road and Nevins Road, Charlotte, NC. County vehicle pulled from a stop sign making a left turn and was struck by claimant vehicle, which had the right of way. The Claimant's vehicle is a total loss. The value is \$35,768.19. An additional expense of \$343.19 will be required for the replacement of a car seat. Risk Management is requesting a settlement claim for a total of \$36,111.38.

#### **PROCUREMENT BACKGROUND:**

N/A

#### **POLICY IMPACT:**

N/A

#### **FISCAL IMPACT:**

N/A

**RISK MANAGEMENT DIVISION**  
**MEMORANDUM**

**DATE:** 06/10/2026

**TO:** Board of County Commissioners

**FROM:** Shawn Burroughs, Claims & Litigation Manager

**Subject:** Request for Settlement Authority – Property Damage Claim

**RE:** Claim #: VAMC145327  
Claimant: Oscar Guerra  
Date of Loss: 05/18/2026

**LOCATION, DATE, AND TIME:** This loss occurred on May 18, 2026, at 3.56 p.m., Lake Road and Nevins Road, Charlotte, NC.

**LOSS DESCRIPTION:** Insured Vehicle, operated by Deputy Nicole Fritts pulled from a stop sign making a left turn and was struck by claimant vehicle, operated by Rakwon Wortham. Claimant vehicle operated by Rakwon Wortham, which had the right of way, lost control and struck claimant vehicle operated by Oscar Guerra while he was to turn onto Nevin Road.

**PROPERTY DAMAGE:** Claimant Vehicle, owned by Oscar Guerra, is a total loss. The value is \$35,768.19. An additional expense of \$343.19 will be required for the replacement of the car seat. Total amount owed is \$36,111.38.

**BODILY INJURY:** There are pending bodily injury settlements for the driver and the passenger.

Risk Management has reviewed all the supporting documents and is requesting \$36,111.38 in settlement authority to resolve this claim. We ask that the Board of County Commissioners authorize settlement for this loss.

Please contact me at 980-257-6447 if you have any questions or concerns.

Thank you for your consideration.

**APPROVED**

\_\_\_\_\_  
**Board of County Commissioners**

\_\_\_\_\_  
**Date**

# *Preferred Solutions*

1200 E. Morehead Street, Suite 20L • Charlotte, NC 28204 • 704/529-1017 • FAX 704/529-1043

## PROPERTY DAMAGE CLAIM AUTHORITY REQUEST

### (VEHICLE)

**Claim #:** VA-MC145327\_3 KP

**Claimant:** Oscar Guerra

**Date of Loss:** 05/18/2026

**Initial File Review:** The claimant alleges that a Mecklenburg County Sheriff's vehicle pulled out in front of claimant #2 vehicle (Sheisha Nesbitt-owner) resulting in a collision, which then caused vehicle #2 to strike vehicle #3 (Oscar Guerra).

**Liability Summary:** Our investigation indicates that MC Sheriff's deputy (Nicole Fritts) pulled from a stop sign with the intention of making a left turn onto Nevin Rd. Vehicle #3 was across the street waiting to make a left turn onto Nevin Rd. The MC vehicle began its left turn and was stuck by a vehicle driven by Rakwon Wortham, which had the right-of-way. Mr. Wortham's vehicle (vehicle #2) then stuck the Guerra vehicle (vehicle #3) which was waiting to turn onto Neven Rd. The proximate cause of this accident is the MC deputy failing to clear oncoming traffic before initiating her left turn.

**Prior Claim Settlements:** Oscar Guerra is the owner of vehicle #3, a 2025 Volkswagen Tiguan SE SUV. The proposed settlement for this vehicle is \$35,768.19. An additional \$343.19 will be required for the replacement of a child's car seat.

**Attorney:** William H. Harding-represents Oscar Guerra.

**Attorney Contact Number:** Attorney Harding-304-610-8014.

### DAMAGES

**Vehicle Inspection/Damages:** The Guerra vehicle is a constructive total loss based on the following: Initial repair costs-\$15,234.12 (City's hourly repair rates), \$1,800.00 representing @ 60 days loss of use (repair time), estimated diminished value of \$4,500.00 and repair supplement anticipated to be @ \$5,000.00 to \$7,500.00 (due to the chosen repair facility and difference in labor rates).

**Authority Request Recommendation: \$36,111.38**

$\$35,768.19 + \$343.19 = \$36,111.38$

# *Preferred Solutions*

1200 E. Morehead Street, Suite 20L • Charlotte, NC 28204 • 704/529-1017 • FAX 704/529-1043

Signature of Adjuster (Preferred Solutions):

*Stephen Secor*

Date: June 4, 2026

Signatures for Authority Authorization:

*Kristina Peterson*

Date: 6/10/2026

*Shawn Burroughs*

Date: 6/10/2026

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



## Legislation Text

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File #: 26-0370

Meeting Date: 7/7/2026

File Type: Consent

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### **Memorandum of Understanding - Charlotte Regional Transportation Planning Organization (CRTPO)**

#### **ACTION:**

**Approve the Revised and successor Charlotte Regional Transportation Planning Organization (CRTPO) Memorandum of Understanding document and authorize the Chairman to execute on behalf of the Board.**

**Staff Contact:** Kristine M. Smith, Clerk to the Board of County Commissioners

**Presentation:** No

#### **BACKGROUND/JUSTIFICATION:**

The CRTPO Board endorsed an update to its Memorandum of Understanding (MOU) and authorized staff to circulate the updated document for signatures during its June 17 meeting. The scope of the text revision within the MOU is limited to replacing references to the Metropolitan Transit Commission (MTC) with the Metropolitan Public Transportation Authority (MPTA) throughout the document.

In order for the CRTPO's updated MOU to be considered the current document, signatures must be obtained from the Chief Elected Official and Clerk from each of the CRTPO's voting jurisdictions. The CRTPO attorney, Mujeeb Shah-Khan, Esq. has recommended that each jurisdiction listed in the MOU place the CRTPO's MOU on an upcoming agenda and take formal action to authorize the Chief Elected Official to execute on behalf of the jurisdiction.

#### **PROCUREMENT BACKGROUND:**

N/A

#### **POLICY IMPACT:**

N/A

#### **FISCAL IMPACT:**

N/A



# **Charlotte Regional Transportation Planning Organization**

## **Memorandum of Understanding**

Effective Date: ~~November 6, 2024~~

Endorsed by the  
Charlotte Regional  
Transportation Planning Organization  
~~July 17, 2024~~ June 17, 2026

# MEMORANDUM OF UNDERSTANDING

FOR

COOPERATIVE, COMPREHENSIVE, AND CONTINUING TRANSPORTATION PLANNING  
AMONG

THE GOVERNOR OF THE STATE OF NORTH CAROLINA, THE NORTH CAROLINA DEPARTMENT OF TRANSPORTATION, THE CITY OF CHARLOTTE, TOWN OF CORNELIUS, TOWN OF DAVIDSON, TOWN OF FAIRVIEW, TOWN OF HUNTERSVILLE, TOWN OF INDIAN TRAIL, IREDELL COUNTY, TOWN OF MARSHVILLE, VILLAGE OF MARVIN, TOWN OF MATTHEWS, MECKLENBURG COUNTY, TOWN OF MINERAL SPRINGS, TOWN OF MINT HILL, CITY OF MONROE, TOWN OF MOORESVILLE, TOWN OF PINEVILLE, TOWN OF STALLINGS, CITY OF STATESVILLE, TOWN OF TROUTMAN, UNION COUNTY, TOWN OF WAXHAW, TOWN OF WEDDINGTON, VILLAGE OF WESLEY CHAPEL, TOWN OF WINGATE, ~~and the METROPOLITAN TRANSIT COMMISSION,~~ and the METROPOLITAN PUBLIC TRANSPORTATION AUTHORITY ("MPTA"), the successor entity to the METROPOLITAN TRANSIT COMMISSION ("MTC").

(hereinafter, the State, the Municipalities, the Counties, ~~and the MTC~~ and the MPTA)

IN COOPERATION WITH THE UNITED STATES DEPARTMENT OF TRANSPORTATION

WITNESSETH THAT:

**WHEREAS**, Section 134(a) of Title 23 of the United States Code states in relevant part:

"It is in the national interest—(1) to encourage and promote the safe and efficient management, operation, and development of surface transportation systems that will serve the mobility needs of people and freight, foster economic growth and development within and between States and urbanized areas better connect housing and employment, and take into consideration resiliency needs while minimizing transportation-related fuel consumption and air pollution through metropolitan and statewide transportation planning processes identified in this chapter; and (2) to encourage the continued improvement and evolution of the metropolitan and statewide transportation planning processes by metropolitan planning organizations, State departments of transportation, and public transit operators";

**WHEREAS**, a transportation planning process includes the operational procedures and working arrangements by which short and long-range transportation plans are soundly conceived and developed and continuously

evaluated in a manner that will:

1. Assist governing bodies and official agencies in determining courses of action and in formulating attainable capital improvement programs in anticipation of community needs; and,
2. Guide private individuals and groups in planning their decisions, which can be important factors in the pattern of future development and redevelopment of the area;

**WHEREAS**, Chapter 136, Article 3A, Section 136-66.2(a) of the General Statutes of North Carolina requires that:

“Each MPO, with cooperation of the Department of Transportation, shall develop a comprehensive transportation plan in accordance with 23 U.S.C. § 134. In addition, an MPO may include projects in its transportation plan that are not included in a financially constrained plan or are anticipated

to be needed beyond the horizon year as required by 23 U.S.C. § 134. For municipalities located within an MPO, the development of a comprehensive transportation plan will take place through the metropolitan planning organization. For purposes of transportation planning and programming, the MPO shall represent the municipality's interests to the Department of Transportation.”;

**WHEREAS**, Chapter 136, Article 3A, Section 136-66.2(b) and (b2) - (b4) of the N.C. General Statutes provides in relevant part that:

“After completion and analysis of the plan, the plan shall be adopted by both the governing body of the municipality or MPO and the Department of Transportation as the basis for future transportation improvements in and around the municipality or within the MPO. The governing body of the municipality and the Department of Transportation shall reach agreement as to which of the existing and proposed streets and highways included in the adopted plan will be a part of the State highway system and which streets will be a part of the municipal street system. As used in this Article, the State highway system shall mean both the primary highway system of the State and the secondary road system of the State within municipalities.

The municipality or the MPO shall provide opportunity for public comments prior to adoption of the transportation plan.

For portions of a county located within an MPO, the development of a comprehensive transportation plan shall take place through the metropolitan planning organization.

To complement the roadway element of the transportation plan, municipalities and MPOs may develop a collector street plan to assist in developing the roadway network. The Department of Transportation may review and provide comments but is not required to provide approval of the collector street plan.”;

**WHEREAS**, Chapter 136, Article 3A, Section 136-66.2(d) of the N.C. General Statutes provides in relevant part that:

“For MPOs, either the MPO or the Department of Transportation may propose changes in the plan at any time by giving notice to the other party, but no change shall be effective until it is adopted by both the Department of Transportation and the MPO.”;

**WHEREAS**, it is the desire of the State, the Municipalities, the Counties, and the ~~MTC~~ MPTA, in cooperation with the U.S. Department of Transportation, that their previously established continuing, comprehensive, and cooperative transportation planning process, as set forth in their Memorandum of Understanding effective as of October 10, 2013, be amended and restated to comply with 23 U.S.C. § 134 (Federal Highway Administration), 49 U.S.C. §§ 5303, 5305, 5306, and 5307 (Federal Transit Administration), and N.C. Gen. Stat. § 136-200.2; and

**WHEREAS**, the effective date of this document shall be the date on which it is signed by the Governor of the State of North Carolina, or his designee.

**NOW, THEREFORE**, the Memorandum of Understanding is amended and restated to read as follows:

**SECTION I.** It is hereby agreed that the State, the Municipalities, the Counties, and the ~~MTC~~ MPTA, as successor to the MTC, in cooperation with the U.S. Department of Transportation, will participate in a continuing transportation planning process with responsibilities and undertakings as related in the following paragraphs:

- A. The Charlotte Regional Transportation Planning Organization, hereinafter referred to as the CRTPO, is hereby established and shall include the State, the Municipalities, the Counties, the ~~MTC~~ MPTA, successor entity to the MTC, and the various agencies and units of local, State, and Federal government participating in the transportation planning for the area and listed as a non-voting members in Section I.H below.
- B. The area involved will consist of the Charlotte Urban Area as defined by the United States Department of Commerce, Bureau of the Census, in addition to that area beyond the Charlotte Urban Area that is expected to become urban within a twenty-year planning period (collectively referred to as the Planning Area).

Portions of the Charlotte Urban Area located in the following counties are by agreement with adjacent metropolitan planning organizations (MPOs) not part of the Planning Area: Cabarrus, Catawba, Gaston, Lancaster, Lincoln and York. The responsibility for implementing a continuing transportation planning process shall be the responsibility of those MPOs, as noted in the mutually adopted agreements between the CRTPO and the adjacent MPOs.

- C. The continuing transportation planning process will be a cooperative

one and all planning discussions will be reflective of and responsive to the comprehensive plans for growth and development of the Planning Area.

- D. The continuing transportation planning process will be conducted in accordance with the intent, procedures, and programs of Title VI of the Civil Rights Act of 1964, as amended.
- E. The CRTPO shall maintain a centralized information repository including, but not limited to, the Metropolitan Transportation Plan; the Comprehensive Transportation Plan; the Unified Planning Work Program (UPWP); air-quality conformity analysis; the Bylaws and membership lists of CRTPO and its Technical Coordinating Committee (TCC); copies of all final environmental studies, public hearing maps, roadway corridor official maps, and noise reports on projects within the Planning Area; copies of adopted transportation project alignments; the Transportation Improvement Program (local and state); and any other appropriate archival information. The CRTPO shall endeavor, through the affected local governments and appropriate technological means, to make this information easily available to local governments, residents, and individuals involved in land development and real estate transactions.
- F. A Policy Board is hereby established with responsibility for cooperative transportation planning decision making for the CRTPO and coordinating transportation policy of the Municipalities and Counties within the Planning Area.
- G. The duties and responsibilities of the Policy Board are as follows:
  - 1. The Policy Board, in cooperation with the State and publicly owned operators of mass transportation services, shall be responsible for carrying out the urban transportation planning process specified by the U.S. Department of Transportation.
  - 2. The Policy Board shall be the forum for cooperative decision-making by elected officials of the Municipalities and Counties and by the other members of the Policy Board. However, this shall not limit the Policy Board's local responsibility for (a) ensuring that the transportation planning process and the plans and improvement projects that emerge from that process are consistent with the policies and desires of the Municipalities and Counties; nor, (b) serving as a forum for the resolution of conflicts that arise while developing the UPWP, Metropolitan Transportation Plan, and Transportation Improvement Program.
  - 3. The Policy Board shall review and approve the UPWP, Metropolitan Transportation Plan, and Transportation Improvement Program (or any amendments thereto).
  - 4. The Policy Board shall be responsible for adopting and amending the

Comprehensive Transportation Plan. Action of the Policy Board in this regard (and this regard only) shall be construed as definitive action of any and all affected Municipalities and shall meet the statutory requirement of G.S. 136-66.2(b) without further action of the Municipality(ies).

5. The Policy Board shall have the responsibility for: keeping the Boards of the Municipalities and Counties informed of the status and requirements of the transportation planning process; assisting in the dissemination and clarification of the decisions, inclinations, and policies of those Boards; and ensuring meaningful resident participation in the transportation planning process.
6. The Policy Board shall review, approve, and endorse changes to the Federal-Aid Urban Area System and Boundary, in conformance with Federal regulations.
7. The Policy Board shall review, approve, and endorse a Prospectus for transportation planning that defines work tasks and responsibilities for the various governing bodies and agencies participating in the transportation planning process.
8. The Policy Board shall conduct the transportation planning process in conformance with the Clean Air Act, as amended.

The Policy Board is responsible for conducting public involvement and technical analyses to determine the preliminary alignments for transportation projects included in the Comprehensive Transportation Plan and Metropolitan Transportation Plan. For mass transit projects, CRTPO will work in cooperation with the Charlotte Area Transit System, (until such time as it becomes part of the MPTA) and the Metropolitan Public Transportation Authority Transit Commission, or any other relevant governmental agency that has jurisdiction in the CRTPO planning area. These alignments will be used by local jurisdictions through their land development ordinances for right-of-way protection purposes. Once the Policy Board has adopted an alignment, it can be modified only by official Policy Board action as outlined in the Bylaws of the CRTPO and the TCC and in accordance with any applicable procedures detailed in the Public Involvement Plan.

The Policy Board will adopt an alignment for right-of-way purposes even if it was produced through a State or locally funded environmental study process.

All Policy Board alignment decisions are subject to the voting rules contained in Section I.I of this Memorandum of Understanding.

9. Each Municipality's or County's member of the Policy Board shall be responsible for instructing the clerk of his/her local government to submit certified and sealed copies of minutes or resolutions to the

secretary of the CRTPO when formal action involving the Comprehensive Transportation Plan is taken by his/her local government.

10. The Policy Board is responsible for the distribution of funds allocated to the CRTPO under the provisions of the federal Infrastructure Investment and Jobs Act, and successor legislation.
  11. The Policy Board shall adopt a set of Bylaws for the CRTPO. Amendments to the Bylaws shall be approved by a vote according to Section I.I.6 below.
  12. The Policy Board shall have the primary responsibility for facilitating resident input into the continuing transportation planning process.
  13. Any other duties the Policy Board identifies as necessary to further facilitate the transportation planning process.
- H. The Policy Board shall consist of both voting and non-voting members. The Policy Board shall have a Chairperson and Vice-Chairperson elected in accordance with the CRTPO Bylaws and shall meet in accordance with the Bylaws.

Voting membership: The voting members of the Policy Board shall consist of the Chief Elected Official (or a single representative designated by the Chief Elected Official) of each Municipality and County, as well as two members from the North Carolina Board of Transportation (as specified below) and one member representing the MPTA ~~MTC~~. The Chief Elected Official of each Municipality and County is strongly encouraged to designate an alternate, in accordance with the rules contained within the CRTPO Bylaws.

Each voting member shall have the indicated number of votes below for its respective governing body or agency for all voting purposes:

Unit	Number of votes
City of Charlotte	31
Town of Cornelius	2
Town of Davidson	1
Town of Fairview	1
Town of Huntersville	3
Town of Indian Trail	2
Iredell County	3
Town of Marshville	1
Village of Marvin	1
Town of Matthews	2
Mecklenburg County	3
Town of Mineral Springs	1
Town of Mint Hill	2

City of Monroe	2
Town of Mooresville	3
Town of Pineville	1
Town of Stallings	1
City of Statesville	2
Town of Troutman	1
Union County	3
Town of Waxhaw	2
Town of Weddington	1
Village of Wesley Chapel	1
Town of Wingate	1
N.C. Board of Transportation (Division 10)	1
N.C. Board of Transportation (Division 12)	1
<u>Metropolitan Transit Commission</u> <u>Metropolitan Public Transportation Authority</u>	1
Total	74

Voting members will vote on matters pursuant to the authority granted by their respective governmental bodies. The term of any voting member that is designated by a Chief Elected Official shall be one calendar year from the date of designation.

Any municipality that does not act to adopt this Memorandum of Understanding by its effective date, and is otherwise eligible for voting membership, may still qualify to have a voting member on the Policy Board if it adopts this Memorandum of Understanding within three months after its effective date. The effective date shall be defined as the date on which the Governor of the State of North Carolina, or his designee, signs this Memorandum of Understanding.

A municipality within the Planning Area must have a local land use plan and development ordinance in place in order to be a voting member. A county other than Iredell, Mecklenburg, and Union that becomes part of the Planning Area in whole or in part with at least 5,000 persons in the unincorporated area will also be eligible to have a voting member on the Policy Board if such county adopts this Memorandum of Understanding and its membership is approved by the Policy Board.

Non-voting membership: One representative from each of the following bodies will serve as a non-voting member of the Policy Board:

- Charlotte-Mecklenburg Planning Commission
- Iredell County Planning Board
- Union County Planning Board
- U.S. Department of Transportation - FHWA, FTA

Other local, State, or Federal agencies impacting transportation in the

Planning Area, as well as municipalities in the Planning Area that do not otherwise qualify for voting membership, can become non-voting members upon invitation by the Policy Board.

I. Policy Board Voting Rules

1. Quorum for Policy Board meetings shall be established in accordance with the CRTPO Bylaws.
2. Each voting member of the Policy Board shall be eligible to vote and shall qualify as an "Eligible Member"; provided, however, a Municipality or County must be in good standing, as defined in Section I.L of this document, for its voting member to be an Eligible Member.
3. At Policy Board meetings where a quorum is present, an affirmative vote of the Eligible Members having at least a simple majority of the total votes cast by Eligible Members (according to the table in Section I.H above) shall determine all issues, except as provided in paragraphs 4, 5, and 6 below.
4. When any transportation project concerns a road that does not carry an Interstate, U.S., or N.C. route designation, and is totally contained within a single Municipality's corporate limits or sphere of influence, its alignment shall not be determined by the Policy Board without the consent of such Municipality.
5. When any transportation project concerns a road that does not carry an Interstate, U.S. or N.C route designation and is within a Municipality's corporate limits or sphere of influence, the Policy Board cannot override the position of such Municipality about the alignment of the road only within its corporate limits or sphere of influence, but not outside its corporate limits or sphere of influence. However, the position of such a Municipality can be overridden by an affirmative vote of the Eligible Members having at least a  $\frac{3}{4}$  supermajority of the total votes held by Eligible Members (according to the table in Section I.H above). Such vote must occur at a Policy Board meeting where a quorum is present.
6. Amendments to this Memorandum of Understanding or the CRTPO Bylaws require an affirmative vote of the Eligible Members having at least a  $\frac{3}{4}$  supermajority of the total votes held by Eligible Members (according to the table in Section I.H above). Such vote must occur at a Policy Board meeting where a quorum is present.

- J. A Technical Coordinating Committee, also referred to herein as the TCC, shall be established with the responsibility for (1) general review, guidance, and coordination of the transportation planning process for the Planning Area; (2) making recommendations to the respective local and State governmental

agencies and the Policy Board regarding any necessary actions relating to the continuing transportation planning process; (3) facilitating coordination and communication between the State, the Municipalities, the Counties, the MTC MPTA, and other member agencies of the TCC; (4) facilitating coordination of transportation planning with other planning efforts, such as those concerning land use, public utilities, and maintenance of air quality; and (5) facilitating public involvement and resident participation regarding transportation planning issues. The TCC shall also be responsible for the development, review, and recommendation for approval of the Prospectus, UPWP, Comprehensive Transportation Plan, Transportation Improvement Program, Federal-Aid Urban System and Boundary, and Metropolitan Transportation Plan, and planning resident participation.

Membership of the TCC shall be defined according to the TCC's Bylaws and shall include technical representation from all local, county and State governmental agencies directly related to and concerned with the transportation planning process for the Planning Area.

A TCC member (or alternate) cannot be an elected official of any Municipality or County. TCC members from the Municipalities shall be the chief administrative officers (i.e. city/town managers) or their designees. TCC members from other entities may be their chief administrative officers or their designees. TCC members must be employees of the governing body or agency they represent. Each TCC member shall have one vote.

K. Administrative coordination for the Policy Board and TCC will be performed by the Charlotte Planning, Design & Development Department's Regional Transportation Planning Division Manager (Division Manager), in collaboration with the Chairperson of the Policy Board. Administrative support shall be furnished by the Director of the Charlotte Planning, Design & Development Department. The Division Manager shall supervise additional CRTPO staff as necessary and approved in the annual work program. The Division Manager, or their designee, will serve as the Secretary for the Policy Board and TCC with the responsibility for such functions as follows:

- a. Arranging meetings and agendas
- b. Maintaining minutes and records
- c. Preparing the Prospectus and UPWP
- d. Assembling and publishing the Transportation Improvement Program
- e. Preparing the Metropolitan Transportation Plan
- f. Collecting from Municipalities and Counties certified and sealed minutes and resolutions that document transportation plan revisions and submitting these for mutual adoption by the North Carolina Department of Transportation annually or more often if deemed necessary by the Policy Board or the Municipalities or Counties involved.

- g. Monitoring the transportation planning process to ensure its execution is in accordance with the CRTPO's goals and objectives
- h. Performing other coordinating functions as assigned by the Policy Board
- i. Taking lead responsibility for structuring public involvement in the transportation planning process
- j. Preparing the quarterly reimbursement requests for Section 104(f) planning funds and Section 5303 funds.
- k. Supervising CRTPO staff

The Division Manager shall be hired by the Director of the Charlotte Planning, Design & Development Department. The Division Manager shall regularly report to the Policy Board and TCC on coordination activities and shall electronically or in writing inform interested parties of actions scheduled for consideration by the Policy Board and TCC.

L. Federal Aid Transportation Planning Grant Funds

- a. All transportation and related Federal Aid planning grant funds available to promote the cooperative transportation planning process will be expended in accordance with the UPWP adopted by the Policy Board.

The required local match for Section 5303 funds shall be paid by the Municipality or County that is using such funds. The required local match for Section 104(f) planning funds shall be shared among all Municipalities and Counties pro rata based on population. The population totals used to calculate a Municipality's or County's pro rata share shall be based upon the most recent decennial Census.

- b. A Municipality or County providing its share of the local-match funding by the beginning of the next Federal fiscal year shall be considered in good standing. Any Municipality or County not providing its share of the funding by the beginning of the next Federal fiscal year shall not be in a good standing during the next two Federal fiscal years.

Administration of funding in support of the transportation planning process on behalf of the CRTPO will be conducted by the City of Charlotte, which will execute appropriate agreements with funding agencies as provided by the UPWP.

**SECTION II.** The State, the Municipalities, the Counties, and the MTFC MPTA may terminate their participation in the continuing transportation planning process and the CRTPO by giving 30 calendar days written notice to the Policy Board Chairperson prior to the date of termination. When annexation occurs and a Municipality's boundaries extend beyond the Planning Area, the newly expanded boundaries will automatically become part of the Planning Area and will be so designated on the Comprehensive Transportation Plan within 60 calendar days of the annexation. It is further agreed that the State, the Municipalities, the Counties, and the MTFC MPTA will assist in the transportation planning process by providing

planning assistance, data, and inventories in accordance with the Prospectus. Additionally, the Municipalities and Counties shall coordinate zoning and subdivision approval in accordance with the adopted Comprehensive Transportation Plan.

**SECTION III.** In witness whereof, the Division Administrator (Federal Highway Administration), on behalf of the United States Department of Transportation, and the Secretary of Transportation, on behalf of the Governor of the State of North Carolina, have signed this Memorandum of Understanding and the other parties to this Memorandum of Understanding have authorized appropriate officials to sign the same, the City of Charlotte by its Mayor, the Town of Cornelius by its Mayor, the Town of Davidson by its Mayor, the Town of Fairview by its Mayor, the Town of Huntersville by its Mayor, the Town of Indian Trail by its Mayor, Iredell County by the Chair of its Board of Commissioners, the Town of Marshville by its Mayor, the Village of Marvin by its Mayor, the Town of Matthews by its Mayor, Mecklenburg County by the Chair of its Board of Commissioners, the Town of Mineral Springs by its Mayor, the Town of Mint Hill by its Mayor, the City of Monroe by its Mayor, the Town of Mooresville by its Mayor, the Town of Pineville by its Mayor, the Town of Stallings by its Mayor, the City of Statesville by its Mayor, the Town of Troutman by its Mayor, Union County by the Chair of its Board of Commissioners, the Town of Waxhaw by its Mayor, the Town of Weddington by its Mayor, the Village of Wesley Chapel by its Mayor, the Town of Wingate by its Mayor, and the Metropolitan Transit Commission by its Chair and the Metropolitan Public Transportation Authority, by its Chair, as successor to the Metropolitan Transit Commission.

2026 Charlotte Regional Transportation Planning Organization  
Memorandum of Understanding  
Voting Member Jurisdiction Signature Pages

City of Charlotte

\_\_\_\_\_  
Clerk By: \_\_\_\_\_  
Mayor

Town of Cornelius

\_\_\_\_\_  
Clerk By: \_\_\_\_\_  
Mayor

Town of Davidson

\_\_\_\_\_  
Clerk By: \_\_\_\_\_  
Mayor

Town of Fairview

\_\_\_\_\_  
Clerk By: \_\_\_\_\_  
Mayor

Town of Huntersville

\_\_\_\_\_  
Clerk By: \_\_\_\_\_  
Mayor

Town of Indian Trail

\_\_\_\_\_  
Clerk By: \_\_\_\_\_  
Mayor

Iredell County

\_\_\_\_\_  
Clerk By: \_\_\_\_\_  
Chairperson

Town of Marshville

\_\_\_\_\_  
Clerk By: \_\_\_\_\_  
Mayor

2026 Charlotte Regional Transportation Planning Organization  
Memorandum of Understanding  
Voting Member Jurisdiction Signature Pages

Village of Marvin

\_\_\_\_\_  
Clerk By: \_\_\_\_\_  
Mayor

Town of Matthews

\_\_\_\_\_  
Clerk By: \_\_\_\_\_  
Mayor

Mecklenburg County

\_\_\_\_\_  
Clerk By: \_\_\_\_\_  
Chairperson

Metropolitan Public Transportation Authority

\_\_\_\_\_  
Clerk By: \_\_\_\_\_  
Chairperson

Town of Mineral Springs

\_\_\_\_\_  
Clerk By: \_\_\_\_\_  
Mayor

Town of Mint Hill

\_\_\_\_\_  
Clerk By: \_\_\_\_\_  
Mayor

City of Monroe

\_\_\_\_\_  
Clerk By: \_\_\_\_\_  
Mayor

Town of Mooresville

\_\_\_\_\_  
Clerk By: \_\_\_\_\_  
Mayor

2026 Charlotte Regional Transportation Planning Organization  
Memorandum of Understanding  
Voting Member Jurisdiction Signature Pages

_____	By: _____
Clerk	Mayor
	Town of Pineville
_____	By: _____
Clerk	Mayor
	Town of Stallings
_____	By: _____
Clerk	Mayor
	City of Statesville
_____	By: _____
Clerk	Mayor
	Town of Troutman
_____	By: _____
Clerk	Mayor
	Union County
_____	By: _____
Clerk	Chairperson
	Town of Waxhaw
_____	By: _____
Clerk	Mayor
	Town of Weddington
_____	By: _____
Clerk	Mayor
	Village of Wesley Chapel
_____	By: _____
Clerk	Mayor

2026 Charlotte Regional Transportation Planning Organization  
Memorandum of Understanding  
Voting Member Jurisdiction Signature Pages

Town of Wingate

\_\_\_\_\_  
Clerk

By: \_\_\_\_\_  
Mayor

Department of Transportation

By: \_\_\_\_\_



## Legislation Text

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**File #:** 26-0356

**Meeting Date:** 7/7/2026

**File Type:** Commissioner Reports

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### Commissioner Reports

#### **ACTION:**

**Receive information from the Board of County Commissioners**

**Staff Contact:** Kristine M. Smith, Clerk to the Board

**Presentation:** No

#### **BACKGROUND/JUSTIFICATION:**

Commissioners may share information.

#### **PROCUREMENT BACKGROUND:**

N/A

#### **POLICY IMPACT:**

N/A

#### **FISCAL IMPACT:**

N/A