CABARRUS COUNTY

BOARD OF COMMISSIONERS WORK SESSION

November 02, 2026 5:00 PM

CALL TO ORDER - Chairperson

1. APPROVAL OF THE AGENDA

1.1. BOC - Changes to the Agenda Pg. 3

2. DISCUSSION ITEMS - NO ACTION

3. DISCUSSION ITEMS - FOR ACTION

3.1. BOC - Board of Commissioners Appointment Pg. 5

3.2. Boards and Committees - Concord Downtown Development Corporation - Appointment Pg. 7

3.3. Boards and Committees - Nursing Home Community Advisory Committee - Removal Pg. 8

3.4. Consolidated Human Services Agency (CHSA) - Social Services - Budget Amendment Pg. 10

3.5. County Manager – Facility Closures Pg. 18

3.6. Finance - Occupancy Tax Late Fee Waiver Pg. 21

4. CLOSED SESSION

4.1. Closed Session - Consult with Attorney and Personnel Pg. 22

5. ADJOURN

CABARRUS COUNTY

BOARD OF COMMISSIONERS
WORK SESSION

November 2, 2026
5:00 P.M.

AGENDA CATEGORY:

APPROVAL OF THE AGENDA

SUBJECT:

BOC - Changes to the Agenda

BRIEF SUMMARY:

A list of changes is attached.

REQUESTED ACTION:

Recommended Motion:

Motion to approve the agenda as amended.

SUBMITTED BY:

Ariadne Olvera, Clerk to Board of Commissioners

BUDGET AMENDMENT REQUIRED:

No

ATTACHMENTS:

1. Changes to the Agenda

CABARRUS COUNTY BOARD OF COMMISSIONERS
CHANGES TO THE AGENDA
November 2, 2026

UPDATED:

Discussion Items – For Action

3.1 BOC - Board of Commissioners Appointment

3.5 County Manager - Facility Closures

ADDITION:

Closed Session

4.1 Closed Session – Consult with Attorney and Personnel

CABARRUS COUNTY

BOARD OF COMMISSIONERS
WORK SESSION

November 2, 2026
5:00PM

AGENDA CATEGORY:

DISCUSSION ITEMS – FOR ACTION

SUBJECT:

BOC – Board of Commissioners Appointment

BRIEF SUMMARY:

Process to fill BOC vacancy

REQUESTED ACTION:

Recommended Motions:

Motion to Suspend the Rules

Motion to delegate the Board's appointment authority under GS 153A-27.1 to the Chair, for the Chair to appoint the replacement nominee for the Pittman seat and ensure administration of the Oath prior to or at the November 16, 2026 Regular Session.

SUBMITTED BY:

Ariadne Olvera, Clerk to Board of Commissioners

BUDGET AMENDMENT REQUIRED:

No

ATTACHMENTS:

1. Resolution Delegating Appointment Authority to the Chair

A RESOLUTION BY THE COUNTY OF CABARRUS TO FILL A VACANCY
ON THE BOARD OF COMMISSIONERS

WHEREAS, as a result of Commissioner Larry Pittman's resignation, effective September 30, 2026, the Cabarrus County Board of Commissioners (BOCC) passed a Resolution accepting the resignation and acknowledging the vacancy at our Work Session Meeting on October 5, 2026; and

WHEREAS, in accordance with N.C.G.S. 153A-27.1, the BOCC has received a replacement Commissioner nominee from the Cabarrus County Republican Party Executive Committee prior to the statutory deadline of 5:00pm Friday, October 30, 2026;

NOW, THEREFORE, BE IT RESOLVED that the BOCC hereby delegates their inherent authority under N.C.G.S. 153A-27.1 to Chairperson Laura Lindsey to formally accept the replacement Commissioner nominee, and formally appoint said nominee for the remainder of Commissioner Pittman's unexpired term. Once the appointment document is executed, the County Manager shall ensure that the Oath of Office is administered prior to or at the November, 2026 regular meeting for the appointed replacement Commissioner, so he or she can participate in BOCC actions.

Adopted this the 2nd day of November, 2026.

_____
Laura Blackwell Lindsey, Chair
Cabarrus County Board of Commissioners

ATTEST:

_____
Ariadne Olvera, Clerk to the Board

CABARRUS COUNTY

BOARD OF COMMISSIONERS
WORK SESSION

November 2, 2026
5:00 P.M.

AGENDA CATEGORY:

DISCUSSION ITEMS - FOR ACTION

SUBJECT:

Boards and Committees - Concord Downtown Development Corporation - Appointment

BRIEF SUMMARY:

The County's representative on the CDDC Board is typically a staff member. Due to changes in the meeting schedule, Susie Morris is no longer able to attend regularly. Kyle Bilafer has agreed to serve as the County's representative.

REQUESTED ACTION:

Recommended Motion for the Regular Meeting:

Motion to remove Ms. Susie Morris as the CDDC Board representative and appoint Mr. Kyle Bilafer as the representative effective November 16, 2026 to fill the unexpired term ending June 30, 2027; and to include any necessary exceptions to the Appointment Policy.

SUBMITTED BY:

Ariadne Olvera, Clerk to Board of Commissioners

BUDGET AMENDMENT REQUIRED:

No

ATTACHMENTS:

CABARRUS COUNTY

BOARD OF COMMISSIONERS
WORK SESSION

November 2, 2026
5:00 P.M.

AGENDA CATEGORY:

DISCUSSION ITEMS - FOR ACTION

SUBJECT:

Boards and Committees - Nursing Home Community Advisory Committee - Removal

BRIEF SUMMARY:

Ms. Sandi Lane's term on the Nursing Home Community Advisory Committee has expired. She has notified the Regional Ombudsman she does not wish to continue to serve on the committee at this time. It is requested to remove her from the roster and thank her for her service.

REQUESTED ACTION:

Recommended Motion for the Regular Meeting:

Motion to remove Sandi Lane from the Nursing Home Community Advisory Committee and thank her for her service.

SUBMITTED BY:

Ariadne Olvera, Clerk to Board of Commissioners

BUDGET AMENDMENT REQUIRED:

No

ATTACHMENTS:

1. Membership List

Nursing Home Community Advisory Committee

Name	*Seat*	*Appointment*	*Term Expiration*	*Number of Terms*	*Number of Boards Serving*
Nursing Home Community Advisory Committee					
Sandi Lane	1	9/18/2023	9/30/2026	3	1
Wendy Betts	2	7/21/2026	7/31/2029	2	1
Coretta Grant	3	12/15/2025	12/31/2026	1	1
Tracie Schriever	4	4/20/2026	4/30/2027	1	1
Vacant	5				
Vacant	6				
Vacant	7				
Vacant	8				

CABARRUS COUNTY

BOARD OF COMMISSIONERS
WORK SESSION

November 2, 2026
5:00 P.M.

AGENDA CATEGORY:

DISCUSSION ITEMS - FOR ACTION

SUBJECT:

Consolidated Human Services Agency (CHSA) - Social Services - Budget Amendment

BRIEF SUMMARY:

Cabarrus County Social Services has been awarded an additional $129,710 through the Special Adoption Promotion Program fund. This award recognizes the County's performance in exceeding the Federal Adoption baseline established for FY26.

The funding must be utilized for allowable expenditures to enhance or expand the Adoption Services Program. The funds must be spent within 36 months of award date of the Electronic Funds Transfer and additionally, as outlined in the Dear County Department of Social Services Letter dated April 2, 2026. No County Match will be required.

REQUESTED ACTION:

Recommend Motion for the Regular Meeting

Motion to accept the program funding and approve the associated budget amendment.

SUBMITTED BY:

Hollye L McCallum, DSS Director

BUDGET AMENDMENT REQUIRED:

Yes

ATTACHMENTS:

1.Budget Amendment

2. Electronic Funds Transfer

3. Dear County DSS Director Letter

Budget Revision/Amendment Request

Date: 11/16/2026 **Amount:** 129,710.00

Dept. Head: Hollye McCallum **Department:** Child Welfare Services

☐ **Internal Transfer Within Department** ☐ **Transfer Between Departments/Funds** ☑ **Supplemental Request**

Cabarrus County was awarded $129,710.00 in Adoption Promotion Program Fund for exceeding the federal adoption baseline set for the county in FY26. The fund is intended to enhance and/or expand adoption programs. Allowable expenditures include direct provision or purchase by contract of services: recruitment, training, placement support & supervision and legal services. The funds have a 36 months exhaustion period. County match is not required.

Fund	Indicator	Department/ Object/ Project	Account Name	Approved Budget	Increase Amount	Decrease Amount	Revised Budget
001	6	00165630-6218	Special Adoption Promotion	-	129,710.00		129,710.00
001	9	00195630-9332	Special Adoption Promotion	244,258.72	129,710.00		373,968.72
001	6						0.00
001	9						0.00
001	9						0.00
001	9						0.00
001	9						0.00
001	6						0.00
001	9						0.00
001	6						0.00
001	6						0.00
001	9						0.00
							0.00
				244,258.72	259,420.00	-	503,678.72

Revenues	Expenses
0.00	0.00

Total 0.00

Budget Officer

☐ Approved
☐ Denied

_____
Signature

_____
Date

County Manager

☐ Approved
☐ Denied

_____
Signature

_____
Date

Board of Commissioners

☐ Approved
☐ Denied

_____
Signature

_____
Date

North Carolina - Department of Health and Human Services

Notice of Electronic Funds Transfer

ATTN: County Finance Officer
County DSS Director
County: CABARRUS
Run Date: 07/22/2026
Period: July, 2026

Deposits TO County Account FROM DSS

Earliest date of payment : 07/27/2026

FOSTER CARE	KINS	$5,129.24
Adpt Promotion Fund 25-26	STATE	$129,710.00
FOSTER CARE	FCEX	$4,050.00
FOSTER CARE	IV-E	$22,832.91
VENDOR	IV-E	$6,570.00
FOSTER CARE	STATE	$15,794.81
IND LIV LINK JUL 26	TRANSITIONAL	$414.94
MAXIMIZATION	FAE	$12,551.51
MAXIMIZATION	FCEZ	$3,882.00
MAXIMIZATION	FFE	$1,733.80
MAXIMIZATION	SFHF	$4,430.50
FOSTER CARE	FCEZ	$1,620.00

County Payment Total : $208,719.71

Drafts FROM County Account TO DSS

Earliest date of draft : 07/29/2026

05/2026 EBT	eFunds	$1,256.88
ELIGIBILITY	SAD	$4,476.50

An Equal Opportunity / Affirmative Action Employer

NC DEPARTMENT OF HEALTH AND HUMAN SERVICES

JOSH STEIN • Governor
DEVDUTTA SANGVAI • Secretary
LISA TUCKER CAULEY • Division Director, Human Services

April 2, 2026

DEAR COUNTY DIRECTORS OF SOCIAL SERVICES

ATTENTION: DIRECTORS, CHILD WELFARE PROGRAM ADMINISTRATORS, MANAGERS, SUPERVISORS, AND SOCIAL WORKERS

SUBJECT: ADOPTION PROMOTION PROGRAM (APP) FUND

PURPOSE/BACKGROUND: UPDATED GUIDANCE REGARDING THE ADOPTION PROMOTION PROGRAM (APP) FUNDS

REQUIRED ACTION: ☐ Information Only ☒ **Time Sensitive** ☐ Immediate

The North Carolina Department of Health and Human Services Division of Social Services (NCDHHS DSS) is issuing updated guidance regarding the Adoption Promotion Program (APP) funds to the county child welfare agencies.

During the current state fiscal year, 638 children have achieved permanency through adoption. This accomplishment reflects the continued commitment and dedication of county agencies to securing safe, permanent homes for children in foster care. North Carolina remains focused on safely reducing the number of children in foster care, and the strategic, compliant, and innovative use of APP funds is critical to achieving this goal-particularly for children who are legally free for adoption, currently placed in adoptive homes, or have a permanency goal of adoption.

The Adoption Promotion Program is supported by federal funds intended to increase the number of children in foster care who achieve permanency through adoption. As such, North Carolina must ensure that all expenditures comply with federal requirements and support adoption focused services, particularly for children with special or higher level of needs. Counties are encouraged to partner with private agencies to help expedite permanency outcomes and expand adoption resources.

This communication provides clarification on allowable and non-allowable uses of APP funds and a request for information on how counties are utilizing their annual APP awards.

Funds received from the APP must be used exclusively to enhance and/or expand adoption services. Focus must be on securing permanent homes for children who are harder to place and on promoting collaboration between public and private agencies to expedite permanency outcomes, particularly for children with special needs.

Allowable Expenses that may be used to enhance or expand:

- **Recruitment of Adoptive Families:** Related to general recruitment, assessment, and approval of prospective adoptive families.
- **Pre-Adoption Training:** Training designed to prepare prospective adoptive parents with the knowledge and skills necessary to care for children with special needs.
- **Post Placement Support:** Services provided from the time of placement through finalization, including supports and referrals that promote placement stability and successful adoption outcomes beyond required monthly visits.
- **Facilitation of Legal Procedures:** Activities associated with completing the legal requirements necessary to finalize adoptions.

APP funds are not recurring and should not be incorporated into operational budgets. They must be expended within 36 months of the award date. APP funds may be subject to recoupment and reallocation if not used timely or in accordance with federal and state guidelines.

Non-Allowable uses of APP funds include, but are not limited to:

- Purchase of vehicles;
- Salary supplementation for county staff;
- Building renovations or construction (including playgrounds);
- Any expenditure not directly supporting children exiting foster care through adoption.

Counties are expected to utilize alternative funding sources (e.g., Medicaid, Adoption Assistance Vendor Payments, Non-recurring Adoption Expenses) prior to using APP funds when applicable.

Required Action:

To ensure compliance with federal requirements, all counties that received APP funds for State Fiscal Year 2024-2025 are required to complete the APP utilization survey no later than April 17, 2026. Survey responses will be reviewed before the upcoming APP end of year distributions.

APP Funding Guidance Sheet is attached to provide examples of allowable expenditures. This document is not exhaustive and will be updated based on county-reported practices and identified needs.

The Adoption Promotion Program is designed to recognize and reward strong performance in achieving adoption outcomes. NCDHHS DSS is committed to supporting counties in this work and appreciates your continued efforts to ensure safe, permanent homes for North Carolina's children.

If you have questions about the Adoption Promotion Program, please email app.contracts@dhhs.nc.gov.

Sincerely,



Adrian W. Daye, MSW
Section Chief, Permanency
Division of Social Services, Child Welfare
North Carolina Department of Health and Human Services

Cc: Lisa Tucker Cauley, Division Director, Human Services, Child, Family, and Adult Regional Support
Donna Fayko, Deputy Director, Child Welfare Services
William “Ben” Rose, Lead Regional Director
Kathy Stone, Section Chief, Safety
Kimaree Sanders, Section Chief, Regulatory and Licensing
Heather McAllister, Section Chief for Child and Family Services

Attachment: Adoption Promotion Program Use of Funds

CWS-26-2026

Adoption Promotion Program
Use of Funds

Funds received from the Adoption Promotion Program are to be used to enhance and/or expand adoption programs. These funds should not be treated as recurring and must be spent within 36 months of the award. These funds may be reallocated by the state if they are not utilized in a timely manner. The state may recoup funds that are spent outside the guidelines.

Adoption Promotion Funds cannot be used to purchase automobiles for the county, supplant the salaries of county workers, to renovate buildings/ rooms, or for any purpose that does not aide children exiting foster care through adoption. If other funding sources are available to pay for an item or service, it should be utilized prior to using Adoption Promotion Funds. (Ex: Medicaid, Adoption Assistance Vendor Payments, Non- Recurring Expenses, etc.)

Allowable expenditures include direct provision or purchase by contract of services provided under the Adoption Promotion Program Fund: Recruitment, Training, Placement Support & Supervision and Legal Services. Below you will find some examples of allowable services that counties and private agencies have reported:

- Contracting with out-of-state agencies that are providing services to an adoptive family for a child.
- Facilitation of cross jurisdictional placements.
- Activities surrounding the recruitment, training, preparation, assessment and retention of adoptive parents.
- Targeted child specific recruitment activities. Some examples include: Having professional photos taken for NC Kids registration, creating a photo gallery of waiting children, coordinating matching events, purchasing child specific recruitment materials.
- General Recruitment activities: Purchase a professional recruitment video to use at events, a billboard or banners to display the need for adoptive families in your community.
- Completion of Pre-Placement Assessments.
- Contracting with a Foster/Adoptive Parent to co-facilitate your MAPP classes.
- Services provided to the child and family to sustain the adoptive placement prior to finalization.
- Adoption preparation/readiness activities for youth. Some examples include: Adoption workshops/conferences, Adoption preparation camps, identify and utilize resources to assist the child in understanding their biological and cultural heritage, Personalized Adoption books (using Shutterfly & letting the youth select their photos), etc.
- Create or update an adoption resource library.
- Contracted Legal services to expedite the adoption process.
- Specialized assessments and subsequent recommended services for a child that would assist in locating and/or sustaining an identified adoptive placement. These services must not be covered by any other funding source or medical insurance program such as Medicaid or private insurance.
- Social worker travel associated with the recruitment, assessment and training of adoptive parents, as well as post placement support.
- Local and national adoption conferences to enhance skills of adoption staff and adoptive families.
- Fees associated with the facilitation of an adult adoption for a young adult participating in the Foster Care 18-21 program.

This is not an exhaustive list of examples for use of these funds. We encourage agencies to network with other agencies to gather ideas or partner together for recruitment and retention events.

CABARRUS COUNTY

BOARD OF COMMISSIONERS
WORK SESSION

November 2, 2026
5:00 P.M.

AGENDA CATEGORY:

Discussion Items – For Action

SUBJECT:

County Manager – Facility Closures

BRIEF SUMMARY:

Facility closures due to municipal holiday events and gatherings. The County Manager will bring a consolidated list before the Board at the Regular Meeting on November 16th, 2026, for approval.

REQUESTED ACTION:

Recommended Motion for the Regular Meeting:

Motion to approve closing facilities for municipal holiday events and gatherings.

SUBMITTED BY:

Kelly Sifford, Interim County Manager

BUDGET AMENDMENT REQUIRED:

No

ATTACHMENTS:

CABARRUS COUNTY
America Thrives Here

MEMO

TO: Board of Commissioners

FROM: Kelly Sifford, AICP

DATE: November 2, 2026

SUBJECT: Facility closures due to holidays, training or municipal events

Please find a list of facility closures below. During the year, our facilities may be impacted by municipal events, training needs and holidays. Occasionally, it makes more sense to change the facilities closing times to make better operational sense. For example, July 4th fell on a Saturday this year. The county opted to those facilities on Saturday rather than close on July 3rd when the county offices were closed. The list below is the combined known events at this time that may have an impact on the operations of our facilities. The list is subject to change based on operational conflicts and County Manager approval for adjustments as needed.

LIBRARIES:

All Libraries:
Staff Training – April and October TBD
Day before Thanksgiving (Includes ALPS Afton and MP)- Close at 5 pm.
New Year's Eve (Include ALPS Afton and MP)- Close at 5 pm.

Harrisburg Library: The only access to the library is by way of the park gates, which close during community events.
Saturday in April - Run the Berg 5k. Open at 11:00am.
4th of July – Celebration in the Park. The library will need to be closed on all days of the celebration.
Saturday in November – Multicultural Festival. The library will need to be closed all day.
Evening in December – Tree Lighting. The library will need to close at 4:00 pm.

65 Church Street SE, Concord, NC 28025 • PO Box 707, Concord, NC 28026
Phone 704-920-2000 • Fax 704-920-2820
cabarruscounty.us

Kannapolis Library:
Friday, July 7 – Symphony in the Park. Close at 5:00 pm.
Friday, Nov. 12 – Tree Lighting. Close at 5:00 pm.

Concord Library:
November 19 – Tree Lighting. Close at 5:00 pm.
November 20 – Parade. Close at 1:00 pm.

Mt. Pleasant:
June 26 – 4th of July Parade. Close at 2:00 pm.
December 4 – Holiday Parade. Close at 2:00 pm.

ACTIVE LIVING AND PARKS:

All Park Facilities Closed:
Thanksgiving Day
Christmas Eve and Christmas Day
New Year's Day

Active Living Centers:
Holiday Closures follow Cabarrus County Office Closings.
Day before Thanksgiving -Close at 5 pm.
New Year's Eve -Close at 5 pm.
Active Living Center's Impacted by parade days – Closure at 2 pm.

CABARRUS COUNTY LANDFILL:

CLOSED Thursday, December 24 through Saturday, December 26 to follow Cabarrus County Office Closure

OPEN on Monday, December 28 (8am until 5pm) which is a scheduled County holiday.

CABARRUS COUNTY

BOARD OF COMMISSIONERS
WORK SESSION

November 2, 2026
5:00 P.M.

AGENDA CATEGORY:

DISCUSSION ITEMS - FOR ACTION

SUBJECT:

Finance - Occupancy Tax Late Fee Waiver

BRIEF SUMMARY:

In August of 2026 Holiday Inn Express submitted their July Occupancy Tax reimbursement to the County. The payment was received on time. When the County submitted the payment to the bank, the bank account for Holiday Inn Express was closed. The County reached out to Holiday Inn Express, and a new check was submitted within the week but after the deadline. Per NC General Statute 153A-155 failure to pay the occupancy tax prior to the 20th day after month end, requires a late payment fee to be added to the payment. The County's late payment fee is 10% which equates to $1,539.75. The County's policy allows the option for the Finance Director to waive fees under $1,000.00 and for the Board to waive fees over $1,000.00. Holiday Inn Express's bank account was closed due to fraudulent activity, which resulted in the account being closed. They were unaware the check sent to us had not cleared prior to closing the account. Once notified, they promptly resubmitted the payment. No previous fees have been incurred or waived for this company. Given the circumstances, I'm requesting the Board to waive the associated late fee.

REQUESTED ACTION:

Recommended Motion at the Regular Meeting:

Motion to approve waiving the late fees for Holiday Inn Express’s July occupancy tax payment.

SUBMITTED BY:

Jim M Howden, Finance Director

BUDGET AMENDMENT REQUIRED:

No

ATTACHMENTS:

1.

CABARRUS COUNTY

BOARD OF COMMISSIONERS
WORK SESSION

November 2, 2026
5:00 P.M.

AGENDA CATEGORY:

CLOSED SESSION

SUBJECT:

Closed Session – Consult with Attorney and Personnel

BRIEF SUMMARY:

A closed session is needed for Consult with Attorney and Personnel as authorized by NCGS 143-318.11 (a)(3) and (6).

REQUESTED ACTION:

Motion to go into closed session for Consult with Attorney and Personnel as authorized by NCGS 143-318.11(a)(3) and (6).

SUBMITTED BY:

Ariadne Olvera, Clerk to Board of Commissioners

BUDGET AMENDMENT REQUIRED:

No

ATTACHMENTS: