



Planning/Zoning and Code Enforcement Department  
542 West Ridgeway Street  
Warrenton, NC 27589  
(PH) 252-257-7027 (FX) 252-257-1083

---

**TO: Warren County Golden Leaf Steering Committee**  
**FROM: Ken Krulik, CZO - Planning and Zoning Administrator**  
**DATE: June 2, 2008 (mailing date)**  
**RE: Minutes of the May 27, 2008 meeting**

---

**Committee Members:**

Warren County Manager - Linda Worth, Steering Committee Chair (non-voting)  
Warren County Commissioner – Commissioner Clinton Alston  
Warren County Commissioners - Commissioner Ernest Fleming (Vice-Chair)  
Warren County Economic Development Director - John Church  
Warren County Schools Superintendent - Dr. Ray Spain  
Warren County School Board Member – Al Cooper  
Warren County Planning and Zoning Director Ken Krulik (Secretary)  
Warren County Chamber of Commerce Director - Toni Haavisto  
Municipal representatives (one elected official per municipality) – John Mooring (Warrenton), Herbert Burrows (Norlina), J.W. Beddingfield (Macon)  
Tribal Government (Haliwa-Saponi) - Archie Lynch, Marty Richardson  
Nonprofit representatives - Thomas Harris (Education), Frank Newell (Economic Development), Walter Hurst (Tourism/Natural Resource Preservation), Kenneth Blackman (Youth/Recreation Programs)  
Warren County High School Representatives - Jamisha Twitty (Warren County High School), Renford Lynch (New Tech High School)  
At-Large Community Members – Jereann King-Johnson, Milo Alston, Hermenia Salmon

**Alternates (representing)**

Rob Evans (J.W. Beddingfield - Town of Macon)  
Ron Richardson (Marty Richardson- Tribal Government)  
John Freeman (John Mooring - Town of Warrenton)  
Dr. Charles Grady (Al Cooper - Warren County School Board)

**Others Present:**

Golden Foundation Representatives - Patricia (Pat) Cabe, Mark Sorrells, Courtney Mills  
Henderson Daily Dispatch (press) - David Irvine

**Absent:**

AL Cooper ((Warren County School Board Member)  
J.W. Beddingfield (Town of Macon)  
John Mooring (Town of Warrenton)  
Milo Alston (At Large Community member)

- 
- ◆ **Chair Linda Worth** called the meeting to order and requested observing a moment of silence. Upon its completion she initiated roll call of those present, asking that if a person is standing for a sitting member to please acknowledge **(those present and standing in are noted above).**

- ◆ Upon completion of roll call **Chair Linda Worth**, moved to set the agenda for the May 27, 2008 Steering Committee meeting, with no changes she entertained a motion to approve the agenda as presented:
  - A. **Motion** was made by **Vice Chair Ernie Fleming** to approve the May 27, 2008 agenda as submitted.
  - B. **Second** was made by **Jereann King-Johnson**, on call for a vote by **Chair Linda Worth** all members voted to approve.
- ◆ **Chair Linda Worth** moved to the next agenda item, approval of Minutes for the May 15, 2008 Steering Committee meeting. She then asked if there were any questions or corrections.
- ◆ **Jereann King-Johnson** requested clarification of an item on the last page of the minutes (under Next Steps Item C) if the Steering Committee would be submitting one proposal or if it would be several proposals. There was some limited discussion determining it to be proposals (plural).
- ◆ With no further questions or comments **Chair Linda Worth** entertained a motion to approve the May 15, 2008 minutes as presented:
  - A. **Motion** was made by **Thomas Harris** to adopt the Minutes for the May 15, 2008 Steering Committee meeting as presented.
  - B. **Second** was made by **Walter Hurst**, on call for a vote by **Chair Linda Worth** all members voted to approve.
- ◆ **Chair Linda Worth** moved to the next agenda item, Review of Proposal Rankings submitted by the Steering Committee Members, she turned the meeting to **Pat Cabe** of the Golden Leaf Foundation.
- ◆ **Pat Cabe** addressed the agenda item, first thanking the Members who submitted the ranked proposals. She did clarify with the Steering Committee that they (the Golden Leaf Representatives) did not receive responses from all Members.
- ◆ **Pat Cabe** suggested adding some more time for all Members to submit their ranked proposals. She commented that they could only offer preliminary results (as a draft) of the proposals ranked and submitted as all ranked proposals had no yet been submitted (approximately half submitted).
- ◆ Members had some discussion on the ranking criteria and submittal by Email versus hard copy mail.
- ◆ **Pat Cabe** further stated that those already received by email had been tabulated; several had been received by hard copy mail.
- ◆ **Chair Linda Worth** asked, in the interest of time for the project, how much more time would be appropriate to receive the remaining ranked proposals. **Pat Cabe** responded, one more week to get everyone's responses.
- ◆ **Pat Cabe** offered their (Golden Leaf representatives) regrets that they only had the preliminary results, and the very short timeframe, that they did not get all the result in, but they would like to get everyone's responses.
- ◆ Both **Chair Linda Worth** and **Vice-Chair Ernie Fleming** agreed it would be best to wait and until all results are in (so as to not bias the results at this time).
- ◆ **Walter Hurst** commented, respectfully, that he had worked hard to complete the work requested and meet the deadline ("is a deadline, not a deadline anymore?"). He was asking for clarification, since it was his understanding that the ranked proposals had to be in by the already established timeframe and then they would forward to finalize the process (at this meeting).

- ◆ **Pat Cabe** responded they understand the concern raised and commented it's up to the Steering Committee to set the deadline. She added they also want to get as many responses as possible.
- ◆ **Walter Hurst** agreed, but felt if the deadline is extended then those who completed their rankings could go back and revise them before the next deadline.
- ◆ Members had some discussion on the time spent already completing the requested work to submit the ranked proposals, and it was understood the amount of work expended in ranking the proposals already.
- ◆ **Chair Linda Worth** commented she agreed with **Pat Cabe** that it's important to get as much input as possible at this stage of the process.
- ◆ Both **Chair Linda Worth** and **Pat Cabe** re-stated it would be better to hold off and extend the deadline in order to not give premature results without as much input (ranked proposals) as possible.
- ◆ **Walter Hurst** commented that it's conceivable with setting another deadline, and then there still would not be 100% submittal of ranked proposals.
- ◆ **Ron Richardson** added, if 100% participation didn't occur, what would happen next?
- ◆ **Chair Linda Worth** responded that they (the Steering Committee) would move forward at that point, but she is hopeful that there will be a full response (of submitting ranked proposals).
- ◆ **Pat Cabe** added that if Members (who already submitted their work) were going to revise their findings and re-submit, then they (Golden Leaf representatives) would "scratch" all the work received to start over.
- ◆ Members again had discussion on the work already completed and the time it took.
- ◆ **Pat Cabe** commented that they (Golden Leaf representatives) sent, after the May 15, 2008 meeting, the criteria to all members by Email, with the May 23, 2008 deadline. She agreed it was a "very tight turnaround" with the Holiday weekend.
- ◆ **Pat Cabe** asked of the Steering Committee about setting an absolute deadline at this point for the remaining ranked proposals to be submitted. She added they (Golden Leaf Representatives) would then tabulate all submitted ranked proposals and put them into their matrix for review and discussion at the next meeting.
- ◆ **Pat Cabe** further explained that it was the intent of the Steering Committee to use the ranking process to "get to the top five projects" for more consideration.
- ◆ **Kenneth Blackman** echoed what was stated by Walter Hurst, having been on the "other side" of the grant business. He added he chose not to respond to the ranking of proposals as he felt the criteria were not an accurate reflection compared to what was submitted (what was in the grant proposals versus the "ranking report card").
- ◆ **Kenneth Blackman** continued that there was not enough information provided to give measurable parameters in the submitted proposals. He found himself unable to look at the submitted material and not able to find the supporting data to meet the ranking criteria requested (to answer the questions).
- ◆ **Jereann King-Johnson** added that she had similar difficulty as stated by **Kenneth Blackman**. She found she was in conflict with some of the proposals and their potential for being evaluated, based on the ranking criteria.
- ◆ **Walter Hurst** commented he felt that everyone had the same difficulty; it was difficult to answer the nine questions (thoroughly) on the ranking criteria based on the available material submitted in the proposals.
- ◆ **Pat Cabe** agreed with the concerns raised, she stated the Steering Committee had wanted initially was a proposals summary (once the candidates ranked the Steering Committee could have the applicants' submit more detailed material).
- ◆ **Jereann King-Johnson** read into the proposals certain things such as the potential for collaboration, yet she made some assumptions about how it might be evaluated or the

number persons to be impacted. She added it would be worth giving the opportunity for the applicants to give more input into the process.

- ◆ **Archie Lynch** asked if the following Friday would be the next deadline.
- ◆ After some further discussion by the Steering Committee, **Chair Linda Worth** determined the Members reached consensus to have the final deadline for submitting ranked projects (by those members who had not yet done so) as Friday May 30, 2008 at 5:00 PM.
- ◆ **Thomas Harris** asked if there are still Members who have not submitted ranked proposals; does the Steering Committee move on from there?
- ◆ Both **Chair Linda Worth** and **Pat Cabe** responded yes, "whatever we have in hand is what we deal with."
- ◆ **Commissioner Clinton Alston** commented that he reviewed what he could with the time available, and feels the steering Committee should move forward once he deadline has passed.
- ◆ **Chair Linda Worth**, entertained a motion to have a final deadline for Members who have not done so at this point, to submit their ranked proposals no later than Friday May 30, 2008 at 5:00 PM:
  - A. **Motion** was made by **Thomas Harris** to have the final deadline (as noted) set for Friday May 30, 2008 at 5:00 PM.
  - B. **Second** was made by **Commissioner Clinton Alston**, on call for a vote by **Chair Linda Worth** all members voted to approve.
- ◆ Members had some discussion that they would be comfortable with this decision and could complete their work by the deadline.
- ◆ **Chair Linda Worth** moved to the next agenda item, Finalize Next Steps in the Process.
- ◆ **Pat Cabe** then explained the timeline of next steps once the proposals are ranked and determined as to the top projects. She said that the Steering Committee would next determine the ones (proposals) they want to submit to the (Golden Leaf Board for consideration (by early to mid-August).
- ◆ **Pat Cabe** continued that the Steering Committee, once they determined the top proposals, they would want to have a community forum to let them know the work that was done and keep the public informed as to the process (by mid-July).
- ◆ **Pat Cabe** further added the next steps are to get the proposals ranked, bring the report to the full Committee for consideration, then determine if they need to have the proposals representatives submit more information or meet with the Committee (only with the top 5-10 proposals).
- ◆ **Chair Linda Worth** recommended the Steering Committee meet again to understand what came out of the ranking process in determining the top projects and get the Steering Committee's consensus before going to the full Committee.
- ◆ Members had some discussion on the next meeting date for Steering Committee, it was determined by consensus of the Members to meet on Monday June 9, 2008 at 1:00 PM (same location-Vance Granville Community College).
- ◆ **Chair Linda Worth** asked if there were any other questions or comments, there were none, with no further business **Chair Linda Worth** adjourned the May 27, 2008 Warren County Golden Leaf Steering Committee meeting.