

SPACE NEEDS ANALYSIS AND MASTER PLAN

For

PENDER COUNTY HEALTH AND HUMAN SERVICES

October 4, 2021

LITTLE
DIVERSIFIED ARCHITECTURAL CONSULTING



October 4, 2021

Attn: Carolyn Moser, Health & Human Services Director
Pender County Health Department
803 S. Walker Street
Burgaw, NC 26425

Dear Ms. Moser:

Thank you for the opportunity to work with you for the past year and a half. While some unique circumstances made this collaboration particularly challenging, we enjoyed engaging you, your staff and the County in order to forge this summary document for your use and benefit. We have persevered this past year through difficult logistical and health challenges to produce a fully vetted vision, building program, building plan and site feasibility master plan. We think you will find that our final master plan will aid in your efforts to find a long-term solution to your facilities and operational needs as Pender County grows through the next 15 to 20 years.

While we know that there are other options being considered for the future of Pender Health and Human Services, we hope this document provides a clear guide and framework for making informed decisions on both the site specifically studied and the projected future of the Departments. Please let us know if we can help further.

My best regards,

Julie M. McLaurin, AIA, LEED AP
Senior Project Manager | Community
919.474.2542 or julie.mclaurin@littleonline.com

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Executive Summary

This Master Plan was a unique opportunity and an unexpected challenge for Pender County and the design team. The exceptional circumstances of the years 2020 and 2021 have interfered with the momentum of the initial efforts of late 2019 and early 2020. Nevertheless, with the County's perseverance, Little is honored to present the final findings and decisions of this long journey. We hope it serves the County well for the future of its Health and Human Services staff and clientele.

Little and the County showed an early alignment in our approach for visioning and discovery for this Master Plan. The team's approach focused on interaction with as many stakeholders as possible. This led us through a series of meetings and discoveries that, while not always leading to expected results, honed the Master Plan scope to create a viable path moving forward when the project can begin in earnest.

The scope of this report includes:

- Inventory of current staffing and spaces
- Projected growth over the next 20 years
- Viability of the proposed building site
- Detailed program of proposed spaces and adjacencies
- Viable overall facility scope and cost
- Department flow blocking and stacking

Through this exploration, we learned that facilities that balanced open work with small "neighborhood feel" could be both efficient with use of space, secure and private. Addressing staff needs consistently rewards the clientele with a better experience. We also learned that a facility can feel welcoming while still operating at a large scale.

Little led the all-day visioning session. The stakeholders emphasized staff needs and were enthusiastic participants in shaping the goals for the Master Plan. This report includes the many ideas and long-term thinking demonstrated by the County.

The programming that was shaped by the visioning focused on a robust multipurpose facility for the County at large. Shared spaces for community and staff collaboration were at the center of the documents. After an adjustment from everyone's idealized scope for the facility, a more realistic set of scenarios are reflected in this report. One scenario is to maximize the opportunity for those collaborative spaces and community amenities. The other is to prepare for the explosive growth the Pender has seen in the past decade to continue.

The resulting building program had direct client input on the flow and potential room arrangements. Though the exact planning is left for a future building design, the overall adjacencies, blocking, security and movement for the building and site are reflected in this report.

Pender thoughtfully provided precise plan concepts to communicate their needs to the design team. This helped in particular after bureaucratic delays from US agencies and the global pandemic changed how we all worked and communicated with one another.

Patient flow is critical for clinical service. Security and guided access is preferred after considering new models of patient and staff interaction. A simple design, adapted to the Progress Drive site, reflects the need for flexibility and adaptability for Departments that are critical services for the community, especially in emergencies.

After exploring various stacking models, including a three-story solution, the team decided that a two-story solution would balance footprint size, patient flow and construction efficiency.

Patient flow was also the primary driver for the master site plan. Having a clear path for client entry and parking was the top priority. The design team studied several different options for the building location and orientation. The ultimate solution places the building just south of the site entrance across from Industrial Drive, and close to Progress Drive.

Some of the alternative studies were influenced by the existence of existing drainage tributaries and wetlands on the site. Both the official wetlands boundary determination by the US corps of engineers, and the subsequent judgement on their impact by the NC Department of Environmental Quality (DEQ) took much of a full calendar year to resolve. The global SARS-CoV-2 (COVID 19) pandemic coincided with this delay negatively impacted the momentum between the design team and the County. The County naturally prioritized the health emergency. In fits and starts, the site design eventually moved forward again, and the team had the opportunity to reconsider the program blocking and stacking.

The County modified the department adjacencies in subsequent sketches, and the security needs were clarified. Little introduced some ideas for the clinic spaces based on pandemic-related changes the team was seeing in the healthcare market. Ultimately, County decided that guided access clinic flow models were still appropriate for their needs.

The final department blocking and stacking creates distinct zones on each floor based on security and access needs. This results in three building cores from the original two:

- A central public core with central building support spaces,
- A secured core for client use and some staff functions, and
- A staff core near the primary staff entry that included service, storage and amenities

Clinic spaces remain on the ground floor. Administration and Finance are located close to the Clinics and to the service areas. Both the dental clinic and child support department have semi-autonomous lobbies off the main entrance for frequent client access. WIC, Billing, Medical Records and Eligibility are all accessed beyond a security checkpoint off the main waiting area, .

Multifunctional training spaces can be accessed through the main lobby. These spaces can be combined or reconfigured. They can be used by other County departments or by the public, including for after-business hours and weekend functions.

Income Maintenance and Social Services occupy the upper floor, and are quickly accessed off the main lobby via the central public core. The second story is similarly divided between levels of security. Adult and Child Protection Services are in a more secure area with easy access to the secure fleet and staff parking to the east. The rest of the departments are in a more open arrangement of offices and workstations utilizing the “neighborhood” concept.

The final master plan emphasizes the following principles, distilled through the visioning, programing and master planning process:

Viability

The program and master plan can meet the County's needs in the near term, and provides a clear long-term approach to meeting the County's requirements for meeting the growing demand for services.

Flexibility

The master plan can be reconfigured and adapted both in a future design effort, and for future growth or unanticipated events.

Simplicity

The master plan is economical and efficient in terms of space utilization, anticipated building systems, staff communication and client wayfinding and flow.

Accessibility

The master plan creates a more equitable environment for both clients and staff. Confidentiality and collaboration are both accomplished.

Restraint

The master plan balances constraints of adjacency, size and quantity while allowing the design team to implement and modify the layouts and details as needed in future design phases.



FACILITY TOURS

Summary

County Health and Human Services leadership along with representatives from Little toured facilities together in order to better understand current trends, differences in operations and how peers were designing facilities in the recent past. In particular, a larger contingent from Little accompanied Pender County staff on a tour of the Onslow County Human Services building in October, 2019.

This same team from Little guided a visioning session with a larger group of Pender County staff in December, 2020. While the team was in Burgaw, both Carolyn Moser and Wesley Stewart gave Little tours of their existing Public Health and Social Services facilities. The County had shown remarkable resourcefulness in using existing buildings intended for other uses for a large portion of their work. The newer facilities reflected a thoughtful process of integrating patient flow with pragmatic planning.

The close proximity to other County buildings including the main government building along South Walker Street would create a campus or complex that are convenient to both staff and clientele; an ensemble that adds up to more than the sum of its parts. The promise of moving departments into modern, safer and appropriate spaces is vital to this community, one of the fastest growing populations in the State.

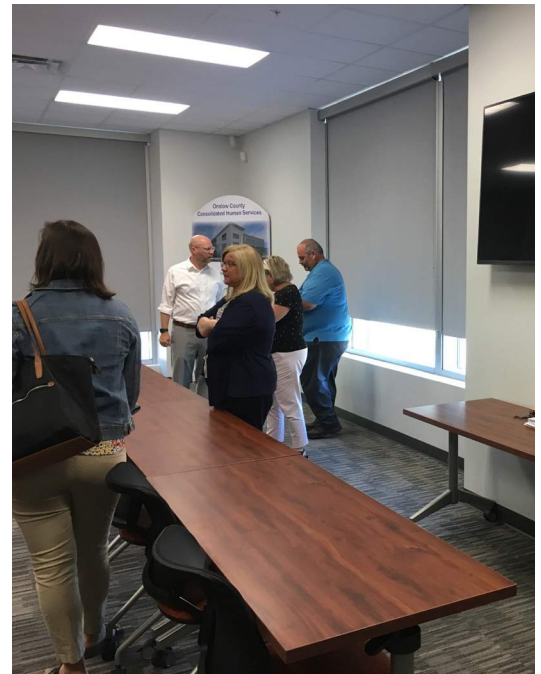
Facility Tours

Existing Facilities



Facility Tours

Comparable Facilities





VISIONING

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Summary

With the help of Carolyn Moser, Wesley Stewart and others in the County, Little organized a day-long Visioning session on December 4th, 2019. The Session was held in the large conference, training and break room of the Social Services building on Walker Street.

Little hosted the visioning after informal introductions with a series of prepared exercises. The exercises were designed to both review existing issues and help imagine what could be from everyone's point of view. Having input and feedback from everyone is very important in order to help ensure that everyone's needs are met. In addition, good ideas or different ways of thinking about the master plan vision can come from anyone.

The County staff were very enthusiastic participants. A large group setting can both encourage some individuals to dominate the conversation while others tend to avoid participating. The congeniality of the staff and leadership minimized those risks. Everyone had something to share. In addition, for those who didn't prefer to speak up, we offered a series of breakout and individual exercises so their ideas could be recorded and considered.

Both the group and individual responses are shared in this document.

The overall consensus from the visioning was that the departments want to be the community's first option for care and service. The leadership also focused much of the conversation around how to best serve and enable the staff to do their best and have a healthy work environment.

The Vision for Pender County is:

To be the vital and essential community resource bringing healthy outcomes and wellbeing in any circumstance.



MEETING SIGN-IN

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PROJECT NAME:

Pender County Health and Human Services Building – Kickoff and Visioning

LOCATION:

DSS Auditorium
810 South Walker St.
Burgaw, NC

PROJECT NO:

514.1319.100

DATE:

12.04.2019

AUTHOR:

Will Harrison, AIA

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A. The Big Why? / The Big What?

1. What are we trying to accomplish with the creation of this building?

- Growth-Increased Area
- Need/Demand
- Teamwork
- Integration/Collaboration
- Improved Services
- Consolidated (One Stop Shop)
- Technology
- Invited/Welcomed/Warm/Professional Atmosphere (Clients and Staff)
- Communication
- Cohesive

2. What is the need that we are trying to fulfill?

- Space!
- Reliability
- Streamline
- Easier Access
- One HHS Agency
- Adaptable
- "First Resort"

3. Why does the building matter?

- Space for Growing Community (2nd fastest growing county in NC)
- Privacy
- Safety for Employees and Clients
- Staff Morale
- Efficiency
- Accommodate more staff
- Investment for county
- Leader in state for H&HS
- Modern facility/Technology
- Wise use of dollars (stop band aids)
- Healthy environment

4. What happens if we don't do anything?

- Creates barriers to utilize services
- Remain divided
- Hurts customer service
- Fails community
- Not competitive (staff) to private sector
- Risk of losing employees
- Creates even more division as we grow
- May have to cut programs

5. Who are we serving?

- Community – everyone
- Each other – for staff, the vulnerable, disabled, children
- State
- County
- Agencies/churches
- Residents

6. What is our role as an organization?

- Provide services (multiple services)
- Protecting the community
- Improving lives
- Provide hope
- Lifeline
- Guidance
- Provide leadership (community & state)
- Serving other counties
- Be innovative
- Excellent & timely services (health dept of the year)
- The mission

7. Who are we advocating for?

- Community – everyone
- Each other – for staff, the vulnerable, disabled, children
- State
- County
- Agencies/churches
- Residents

8. What is our value to the community?

- Resource
- Access
- Health and well being
- Quality of life
- Improving health
- Safety net
- Instrument/avenue for freedom
- All inclusive

9. How is what we are doing relevant?

- “Got to have us”
- Healthy and active citizens
- Reducing healthcare costs
- “If we don’t do it, nobody will”
- Food, safety, utilities, childcare, health

10. How will any of these factors change in the future?

- Growth
- Changes to technology
- Healthcare evolving
- Cohesive services
- One dept./single culture

11. How will you adapt or evolve?

- Partners w/ a common goal
- Identifying needs & adapting
- Flexibility
- Improving processes
- Increases creativity & better ways of operating
- Being able to change

THE BIG WHY / WHAT

- GROWTH - INCREASED AREA
- NEED / DEMAND
- TEAM WORK
- INTEGRATION / COLLABORATION
- IMPROVED SERVICES
- CONSOLIDATED " (ONE STOP SHOP)
- TECHNOLOGY
- INVITED / WELCOMED / WARM / PROFESSIONAL
(CLIENTS + STAFF) ATMOSPHERE
- COMMUNICATION
- COHESIVE
- SPACE!
- RELIABILITY
- STREAMLINE
- EASIER ACCESS
- ONE H&HS AGENCY
- ADAPTABLE
- FIRST RESOURCE

3. SPACE FOR GROWING COMMUNITY (2ND FASTEST GROWING COUNTY)

- PRIVACY
- SAFETY FOR EMPLOYEES + CLIENTS
- STAFF MORALE
- EFFICIENCY
- ACCOMMODATE MORE STAFF
- INVESTMENT FOR COUNTY
- LEADER IN STATE FOR H&HS
- MODERN FACILITY / TECHNOLOGY
- WISE USE OF DOLLARS (BANDAIDS)
- HEALTHY ENVIRONMENT

4. CREATES BARRIERS TO UTILIZE SERVICES

- REMAIN DIVIDED
- HURTS CUSTOMER SERVICE
- FAILS COMMUNITY
- NOT COMPETITIVE (STAFF)
- RISK OF LOSING EMPLOYEES
- CREATES EVEN MORE DIVISION AS WE GROW
- MAY HAVE TO CUT PROGRAMS DUE TO SPACE

5/7. COMMUNITY - EVERYONE RESIDENTS
EACH OTHER → FOR STAFF
STATE
COUNTY
AGENCIES / CHURCHES
THE VULNERABLE
DISABLED / CHILDREN

6. PROVIDE SERVICES (MULTIPLE SERVICES)

- PROTECTING THE COMMUNITY
- IMPROVING LIVES
- PROVIDE HOPE
- LIFELINE
- GUIDANCE (ADULT DEPT. OF THE YEAR)
- PROVIDE LEADERSHIP (COMMUNITY + STATE)
- SERVING OTHER COUNTIES
- BE INNOVATIVE
- EXCELLENT SERVICES AND TIMELY
- THE MISSION

8. RESOURCE

- ACCESS
- HEALTH + WELL BEING
- QUALITY OF LIFE
- IMPROVING HEALTH
- SAFETY NET
- INSTRUMENT / AVE. FOR FREEDOM
- ALL INCLUSIVE

9. "GOT TO HAVE US"

- HEALTHY AND ACTIVE CITIZENS
- REDUCING HEALTHCARE COSTS
- "IF WE DON'T DO IT, NOBODY WILL"
- FOOD, SAFETY, UTILITIES, CHILDCARE, HEALTH

10. GROWTH

- CHANGES TO TECHNOLOGY
- HEALTHCARE EVOLVING
- COHESIVE SERVICES
- ONE DEPT. / SINGLE CULTURE

11. PARTNERS W/ A COMMON GOAL

- IDENTIFYING NEEDS + ADAPTING
- FLXIBILITY
- IMPROVING PROCESSES

12. IMPROVING PROCESSES

INCREASES CREATIVITY + BETTER WAYS OF OPERATING

BEING ABLE TO CHANGE

THE BIG WHY? | THE BIG WHAT?

What are we trying to accomplish with the creation of this building?

Functioning environment for Human Services personnel and client population

What is the need that we are trying to fulfill?

Needs of accessibility/Comfort/safety

Why does this building matter?

To support the expansion of needs/service delivery

What happens if we don't do anything?

Barriers to adequately meeting the needs of the client population are created

Who are we serving?

Diverse populations

What is our role as an organization?

To enhance the quality of life of the citizens of Pender County, through the provision of offered services.

Who are we advocating for?

Staff/client population/citizens

What is our value to the community?

We are vital in meeting the diverse needs of the community.

How is what we are doing relevant?

We are relevant is providing needs of safety/care.

How will any of these factors change in the future?

(including dynamics of the County)
These factors are subjected to change as the needs/services change.

How will you adapt or evolve?

We will adapt/evolve as partners in support of a common goal (safety/care/wellbeing)

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YOUR NAME: Samantha Nixon

DEPARTMENT: DSS

THE BIG WHY? | THE BIG WHAT?

What are we trying to accomplish with the creation of this building?

more space -

What is the need that we are trying to fulfill?

adequate staffing / room for growth

Why does this building matter?

more space - more employees
Efficiency

What happens if we don't do anything?

no room for additional staff - caseloads increasing

Who are we serving?

Elderly - Disabled - Families in need of services
Community | Employees

What is our role as an organization?

Provide services and ensure needs are met

Who are we advocating for?

Elderly - Disabled - Families in need of assistance - Community

What is our value to the community?

to serve people in our community ensuring needs are met

How is what we are doing relevant?

Ensuring peoples needs are met through services offered

How will any of these factors change in the future?

caseload continues to increase making it difficult for staff to meet needs cases going to continue to increase through time

How will you adapt or evolve?

improve process
support a common goal

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YOUR NAME

Alison Meders

DEPARTMENT

DSS - Adult Services

THE BIG WHY? | THE BIG WHAT?

What are we trying to accomplish with the creation of this building?

interaction teamwork, ^{cohesiveness}
improve services/collaboration

What is the need that we are trying to fulfill?

adjust to growing need to coordinate/streamline services.

Why does this building matter?

To serve families better, to make staff morale.

What happens if we don't do anything?

We are growing space, we fail to adapt to current need

Who are we serving?

Pender county / stake holders
↓ community organizations/agencies

What is our role as an organization?

To be a leader in health

Who are we advocating for?

clients, patients, community

What is our value to the community?

improve health

How is what we are doing relevant?

improving health ↓ cost of health services.

How will any of these factors change in the future?

Technology will continue to change the way families are served.

How will you adapt or evolve?

improve process / make things more efficient for our families / community

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YOUR NAME: Maurice Hubbard

DEPARTMENT: WIC - Health

THE BIG WHY? | THE BIG WHAT?

What are we trying to accomplish with the creation of this building?

collaboration/teamwork

What is the need that we are trying to fulfill?

lack of space for current dept. & future growth

Why does this building matter?

clients/patients will have better access to all services

What happens if we don't do anything?

limits on the changes needed to serve the co.

Who are we serving?

residents of Pender co.

What is our role as an organization?

provide cost effective healthcare/reg. services

Who are we advocating for?

patients we serve/
community

What is our value to the community?

improving health & quality of life

How is what we are doing relevant?

decreasing chronic diseases (improving health)

How will any of these factors change in the future?

ARDWTH

How will you adapt or evolve?

update processes/
procedures

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YOUR NAME

Eileen Harris

DEPARTMENT:

Health - Lab

THE BIG WHY? | THE BIG WHAT?

What are we trying to accomplish with the creation of this building?

Combine DHHS as a whole to make it more efficient for the community

What is the need that we are trying to fulfill?

Easier for our citizens to acquire services needed

Why does this building matter?

With the ~~expansion~~ increase in population more space is needed

What happens if we don't do anything?

The citizens will have a more difficult time in acquiring services

Who are we serving?

The entire community and county including ourselves

What is our role as an organization?

To assist the public in acquiring the assistance and services needed

Who are we advocating for?

The entire county population

What is our value to the community?

The need for assistance and services continues to rise

How is what we are doing relevant?

We help provide and guide individuals to the available services

How will any of these factors change in the future?

There will be an increase with the population and new services will need to be created

How will you adapt or evolve?

by identifying the needs and adapting services to meet the needs

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YOUR NAME:

Jeff Coco

DEPARTMENT:

DSS

THE BIG WHY? | THE BIG WHAT?

1.	What are we trying to accomplish with the creation of this building?	Building a building that will take us into the future w/ enough space and technology
2.	What is the need that we are trying to fulfill?	Space
3.	Why does this building matter?	Improve our services to clients
4.	What happens if we don't do anything?	Camp space - we will remain in
5.	Who are we serving?	Clients that need services with the essentials of living
6.	What is our role as an organization?	Provide basic human needs/services for struggling families and low income
7.	Who are we advocating for?	Workers and staff - Also possibly the community
8.	What is our value to the community?	Hyge
9.	How is what we are doing relevant?	Its very relevant - Basic human needs
10.	How will any of these factors change in the future?	Very minimum
11.	How will you adapt or evolve?	Have to accept change and be flexible

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YOUR NAME: Patricia
DEPARTMENT: DSS

THE BIG WHY? | THE BIG WHAT?

What are we trying to accomplish with the creation of this building?

Bring PC Health & Human Services together under one roof in an updated space.
- support growth of the agency - and the need in community

What is the need that we are trying to fulfill?

- to have an updated space for DSS & Health to work together under one roof

Why does this building matter?

makes Health/Human services a one-stop shop for clients. Will be able to meet patients needs better and collaborate more between agencies

What happens if we don't do anything?

- not a good sell for prospective employees -
will create more division fail to keep employees

We continue to do the best we can. Some parts of the agencies outgrow their current spaces. create barriers

Who are we serving?

The public - we are a safety net and our employees. We represent the state.

What is our role as an organization?

To protect the health and welfare of the people in Pender Co. improving lives

Who are we advocating for?

our patients - clients - coworkers the community

What is our value to the community?

We are there to protect the health and welfare of our community - resource - safety net

How is what we are doing relevant?

We help citizens meet their needs and maintain their health. We help to ↓ healthcare costs.

How will any of these factors change in the future?

Δ thought process of employees to be one single entity

growth - closer relationships w/ staff. technology Healthcare evolves constantly and we need to do the same.

How will you adapt or evolve?

embrace change
- partners in support of common goal
- identify needs - adapt services
- be flexible

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YOUR NAME:

Kim Trotman

DEPARTMENT:

Health - Nursing

THE BIG WHY? | THE BIG WHAT?

What are we trying to accomplish with the creation of this building?	Combine DSS & HD to be more beneficial for clients as well as employees
What is the need that we are trying to fulfill?	Become HHS combine to help clients have more of a "one stop shop" Space
Why does this building matter?	It would help employees be able to work more together & to also help clients come to one building instead of having to go to some many buildings for their needs
What happens if we don't do anything?	Clients are going to continue to have the hardship & workers aren't able to work together
Who are we serving?	Clients & employees
What is our role as an organization?	To serve the community as efficiently & effectively as possible
Who are we advocating for?	the community as a whole
What is our value to the community?	To provide services to the community mainly the less fortunate giving the best experience possible in tough situations
How is what we are doing relevant?	It will create a "one stop shop" for clients to be able to have all of their needs met in one building & have workers working together
How will any of these factors change in the future?	We could be able to work together & create an more easier environment for clientele / growth, space
How will you adapt or evolve?	We could easily refer to WIC & work more hand in hand as well as be able to refer to more programs or work together

THE BIG WHY? | THE BIG WHAT?

What are we trying to accomplish with the creation of this building?

Trying to have everyone together. My office is ~~at~~ at the Health Dept but I work for DSS.

What is the need that we are trying to fulfill?

~~Being the agency~~
To have one location for everyone to come to and get what they need. One Stop Shop. Also bring both sides together as employees.

Why does this building matter?

DSS is mixed out in all aspects. ~~Integrate~~
~~Seal~~ Privacy protected. Safety.

What happens if we don't do anything?

DSS building is falling apart.
I feel like we will not be able to handle the growing county.

Who are we serving?

Each other

What is our role as an organization?

↑
To serve the people of Pender. The sick, and those who need help w/ services, protecting the community

Who are we advocating for?

Those who can't advocate for ~~themselves~~ themselves.

What is our value to the community?

resources

How is what we are doing relevant?

How will any of these factors change in the future?

Our county is only growing ~~so the agency~~
~~will be able to~~

How will you adapt or evolve?

partners w/ a common goal

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YOUR NAME: _____

DEPARTMENT: DSS

Marti Smith - Health

THE BIG WHY? | THE BIG WHAT?

What are we trying to accomplish with the creation of this building?

a centralized/cohesive building that is bright, friendly, & welcoming. growth, meet, demand.

What is the need that we are trying to fulfill?

meshing of 2 agencies - for easier community accessibility/user ease of access. fundy

Why does this building matter?

easy referral system
1-stop shop - protect privacy efficiency

What happens if we don't do anything?

barrier Remain divided - not loose prospective employees.
ease of access -

Who are we serving?

the people of Pender & each other

What is our role as an organization?

to provide needed services to Pender county in a safe & easy as possible manner protector

Who are we advocating for?

the sick & needy

What is our value to the community?

to provide much needed health care & basic needs which - provides hope

How is what we are doing relevant?

We are already a combined agency in name - we need to be in 1 building.

How will any of these factors change in the future?

they are impacted by county growth.

How will you adapt or evolve?

as necessary.
as partners in support of common goal.

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YOUR NAME:

Marti Smith

DEPARTMENT:

Health

THE BIG WHY? | THE BIG WHAT?

What are we trying to accomplish with the creation of this building?

One stop shop for many ; professional
Writing ; Respect for clients ; futuristic

What is the need that we are trying to fulfill?

Become one unit ; one HHS
Replace old facilities with limited space

Why does this building matter?

Fast growing county
More needs than more staff etc

What happens if we don't do anything?

Cope as we have been
Put Band-aids on old buildings
Risking loss of employees

Who are we serving?

All pender residents

What is our role as an organization?

Improving lives & healthier
community

Who are we advocating for?

Staff & clients

What is our value to the community?

Meet unmet needs
Help for those that can't afford it
Improve quality of life

How is what we are doing relevant?

Gotta have us

How will any of these factors change in the future?

Grow & be ^{over}strained to present
if no changes

How will you adapt or evolve?

open to change & new
ways to do business

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YOUR NAME:

Cassanova

DEPARTMENT:

Health

THE BIG WHY? | THE BIG WHAT?

What are we trying to accomplish with the creation of this building?

Consolidate Health & DSS in one location with all services.

What is the need that we are trying to fulfill?

to provide health care to community in one location w/ food & Nutrition and services that DSS offers.

Why does this building matter?

DSS Building in poor condition.

Beneficial to have new bldg based on cost & Band A/C in Bldg repair.

What happens if we don't do anything?

Continue to pour \$ into repairs to the old DSS Bldg

Who are we serving?

the public

What is our role as an organization?

to provide services to the public provide health care to underserved community

Who are we advocating for?

Public / community

What is our value to the community?

very limited health care in county w/o going to another county (Resource Very valuable)

How is what we are doing relevant?

very relevant, services are needed in community

How will any of these factors change in the future?

Consolidated svs in one location would be huge improvement, - growth needs

How will you adapt or evolve?

very adaptable, we as a dept adapt
will adapt to any situation
utilizing svs available new mind set

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DIVERSIFIED ARCHITECTURAL CONSULTING



YOUR NAME:

Diana Ramos

DEPARTMENT:

HHS

THE BIG WHY? | THE BIG WHAT?

What are we trying to accomplish with the creation of this building?

put health + PSS together

What is the need that we are trying to fulfill?

develop useful space to better adapt the patient workflow or client workflow.

Why does this building matter?

clients + pts can access all resources under one roof.

What happens if we don't do anything?

upkeep of the old bldgs will be costly \$

Who are we serving?

pender co. + surrounding areas public health

What is our role as an organization?

to serve all clients efficiently.

Who are we advocating for?

the public

What is our value to the community?

we are the public's resource for various needs.

How is what we are doing relevant?

trying to simplify the public's needs.

How will any of these factors change in the future?

clients can go to one bldg for all the HHS needs.

How will you adapt or evolve?

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YOUR NAME: Brandy Lanier
DEPARTMENT: Health Billing

THE BIG WHY? | THE BIG WHAT?

What are we trying to accomplish with the creation of this building?

A cohesive Health + Human Services Dept.

What is the need that we are trying to fulfill?

More Space

Why does this building matter?

With Pender Co.'s growth rate of 16% a year this DSS does not have any room for expansion

What happens if we don't do anything?

We continue to pile staff on top of each other. The cost associated with maintaining this building are problematic.

Who are we serving?

The citizens of Pender County.

What is our role as an organization?

From the DSS perspective assisting residents that need assistance as well as protecting our most vulnerable citizens from abuse neglect & exploitation

Who are we advocating for?

Personally I am advocating for my staff

What is our value to the community?

We are the lifeline for many individuals

How is what we are doing relevant?

See above.

How will any of these factors change in the future?

I think as the county grows both health & DSS must grow to accommodate the populations we serve.

How will you adapt or evolve?

We are always changing and adapting ethically through policy, budget constraints or the need to improve.

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YOUR NAME: Mel Slum

DEPARTMENT: DSS

THE BIG WHY? | THE BIG WHAT?

<p>What are we trying to accomplish with the creation of this building?</p>	<p>Combined area/space for 1 stop shop for PC consumers.</p>
<p>What is the need that we are trying to fulfill?</p>	<p>Since PSS/Health Dept are consolidated presenting w/ a consolidated HHS Bldg.</p>
<p>Why does this building matter?</p>	<p>It is an investment to our community. It also says Employees & citizens are imp.</p>
<p>What happens if we don't do anything?</p>	<p>Continued apart issues & cost for DSS — reached capacity</p>
<p>Who are we serving?</p>	<p>Community citizens & County Employees</p>
<p>What is <u>our</u> role as an organization?</p>	<p>Broaden: to provide the Best service to our citizens</p>
<p>Who are we advocating for?</p>	<p>in DSS, we advocate for vulnerable adults and children</p>
<p>What is our value to the community?</p>	<p>we provide basic, life saving services. Freedom from Abuse, neglect, Dependency & Exploitation</p>
<p>How is what we are doing <u>relevant</u>?</p>	<p>its time</p>
<p>How will any of these factors change in the future?</p>	<p>pop. continues to ↑, the need for additional services is ↑, eventually capacity & safety will be an issue as needed</p>
<p>How will you adapt or evolve?</p>	

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YOUR NAME: Aimee Watson Green
DEPARTMENT: DSS

THE BIG WHY? | THE BIG WHAT?

What are we trying to accomplish with the creation of this building?

^{overall}
Better Service to the residents of Pender County

What is the need that we are trying to fulfill?

Quality - Health - Outreach - Services
(one stop shop)

Why does this building matter?

It matters to the residents of Pender but also the employees serving Pender

What happens if we don't do anything?

without growth - no change
no improvement

Who are we serving?

Pender County Community
& employees

What is our role as an organization?

Prevention - Education - Services / ~~mission~~ Promotion of / ~~statement~~ statement

Who are we advocating for?

The residents of PC / community
Employees of PC

What is our value to the community?

PC Health & Human services plays a huge role in the health & well-being of PC through ~~many~~ many different programs/ services

How is what we are doing relevant?

The health + well-being of PC is why we do what we do - without us our community would suffer

How will any of these factors change in the future?

Better overall quality of Health & Human Services - teamwork - ~~better~~ communication

How will you adapt or evolve?

quality of work will improve
~~obstacles~~ embrace the change

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DIVERSIFIED ARCHITECTURAL CONSULTING



YOUR NAME:

Kernie Timmerman

DEPARTMENT:

Health Education

Health Department

THE BIG WHY? | THE BIG WHAT?

What are we trying to accomplish with the creation of this building?

More space to accommodate workers & clients

What is the need that we are trying to fulfill?

A place where we can provide great customer service protecting clients and their needs meeting

Why does this building matter?

to provide the services needed in the best way possible - meeting needs & protecting privacy.

What happens if we don't do anything?

Outgrowing current space - hurts our way of providing customer services.

Who are we serving?

Individuals throughout our community - from young to old & employees.

What is our role as an organization?

Provide good customer service for the community & meet needs.

Who are we advocating for?

Clients and workers

What is our value to the community?

Providing basic needs to our community.

How is what we are doing relevant?

We are providing basic necessities to improve our community and the clients individual needs.

How will any of these factors change in the future?

We are expecting our community to grow and their needs to grow as well.

How will you adapt or evolve?

We will continue to find the best way to serve our clients and growing caseloads due to growing community.

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YOUR NAME: Sherry F. Horrell

DEPARTMENT: DSS - Adult Medicaid

THE BIG WHY? | THE BIG WHAT?

What are we trying to accomplish with the creation of this building?

more space to help more people

What is the need that we are trying to fulfill?

To serve more, a more realiable

Why does this building matter?

for our growing Community

What happens if we don't do anything?

will outgrow more than we already have. Less will be done due to limited space

Who are we serving?

The community

What is our role as an organization?

To serve those that need help

Who are we advocating for?

children, families, elderly

What is our value to the community?

when people ~~not~~ need help to live and take care of their families

How is what we are doing relevant?

so families can have a space when they need help

How will any of these factors change in the future?

Im sure to fit the need in the county.

How will you adapt or evolve?

Be come more customer service centered in a better space

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DIVERSIFIED ARCHITECTURAL CONSULTING



YOUR NAME:

Maddie
~~Madel~~ white

DEPARTMENT:

Front Desk

THE BIG WHY? | THE BIG WHAT?

What are we trying to accomplish with the creation of this building?	Support the growth of the organization & needs being place on the organization by the community
What is the need that we are trying to fulfill?	Growing pains of the organization. Space; team work, one stop shop - H&H dept. cohesive
Why does this building matter?	To support the future of the agency. Integrated entity for services. Staff morale
What happens if we don't do anything?	We would continue to deal w/ the current space issues.
Who are we serving?	Foster Care families, & the Pender Co. Community / Employees
What is our role as an organization?	To serve the community / protect and meeting the needs; Leadership in the community & state. Timely
Who are we advocating for?	Staff, children, families, community
What is our value to the community?	We provide much services needed to keep individuals in the community access;
How is what we are doing relevant?	It shows our ability to grow as the county is growing & placing more demands for services on the agency
How will any of these factors change in the future?	Space issues will be eliminated; varying (one) temps in each office eliminated; Growth (entire) increase communication technology assist w/ services
How will you adapt or evolve?	Remain flexible & serve as needed. hopeful; use all services available; Support a common goal;

THE BIG WHY? | THE BIG WHAT?

What are we trying to accomplish with the creation of this building?

Need space
Better flow
Improved communication - welcoming enviro. for staff & clients
Consolidation of services to better serve our community + space

What is the need that we are trying to fulfill?

Consolidation will enable us to better serve clients - all services in 1 location - staff morale

Why does this building matter?

Space becomes a bigger issue!!
DSS Building continues to deteriorate - services could be cut

What happens if we don't do anything?

list of losing employees - unpleasant workplace

County residents
employees

Who are we serving?

Don't - to ensure clinic services are provided in an efficient + safe manner

What is our role as an organization?

healthy community

Our clients/residents/staff

Who are we advocating for?

We provide ~~low~~ healthcare services to ~~low~~ resource - access very valuable

What is our value to the community?

quality of life
Health + Human Services

we provide ~~low~~ healthcare services to ~~low~~ resource - access very valuable

How is what we are doing relevant?

childcare for working families

will allow DSS + Health to form closer relationships

How will any of these factors change in the future?

- close relationships to form closer relationships

Having a 1stop shop will help clients who have transportation issues

How will you adapt or evolve?

flexibility
increased creativity

I like change! - Embrace D work toward a common goal

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DIVERSIFIED ARCHITECTURAL CONSULTING



YOUR NAME: Shuley Steek
DEPARTMENT: Health

THE BIG WHY? | THE BIG WHAT?

What are we trying to accomplish with the creation of this building?

better serve our clients with multiple resources under one roof

What is the need that we are trying to fulfill?

health & human services resources for our community

Why does this building matter?

Facilitates ease of access for a more vulnerable population with multiple social determinant needs

What happens if we don't do anything?

The patients will suffer due to fragmented services & barriers to access fragmented services

Who are we serving?

Pender County citizens

What is our role as an organization?

To serve our community's health & human service needs

Who are we advocating for?

Our citizens, especially our most vulnerable citizens i.e. children, disabled, low socioeconomic resources

What is our value to the community?

Access to care & resources

How is what we are doing relevant?

Helping clients meet their day to day need & maintain health to be an active productive citizen

How will any of these factors change in the future?

Healthcare reform & political climate may already have impacted resources & services available

How will you adapt or evolve?

Depends on the factors that change, but ultimately change is inevitable & we must adapt to continue to provide services effectively

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DIVERSIFIED ARCHITECTURAL CONSULTING



YOUR NAME:

Ashley Batts

DEPARTMENT:

Health

THE BIG WHY? | THE BIG WHAT?

What are we trying to accomplish with the creation of this building?

environment/space.
Better ~~flow~~ to serve the patients.

What is the need that we are trying to fulfill?

Better serve the community

Why does this building matter?

Provides a community service.

What happens if we don't do anything?

Will continue to provide service

Who are we serving?

The community

What is our role as an organization?

provide a service to the community & people we serve.

Who are we advocating for?

community (people we serve)

What is our value to the community?

Provide valuable services that community may not have access to otherwise.

How is what we are doing relevant?

providing valuable service to the community

How will any of these factors change in the future?

Healthcare is constantly evolving there will always need to be a service provider however how that is accomplished may always change/evolve.

How will you adapt or evolve?

make changes to adapt to needs.

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YOUR NAME:

Jean Taylor

DEPARTMENT:

Health

THE BIG WHY? | THE BIG WHAT?

1 What are we trying to accomplish with the creation of this building?

Better pt flow, less wait time. Better faster service

integration consolidation* growth* all in one*

2 What is the need that we are trying to fulfill?

health, and social services for our community

~~old~~ *SPACE* ONE STOP SHOP *ADAPT*

3 Why does this building matter?

EFFICIENCY SAFETY*

consolidation of services? better use of services AVAILABLE *community growth* PERMIT*

4 What happens if we don't do anything?

Mis Communication between agencies, is lost.

DIVISION

BARRIERS DIVIDED* HURT OUT. SERV. *REWORK/CLASH*

5 Who are we serving?

PUBLIC, COMMUNITY, EMPLOYEES,

COUNTY STATE* EVERYONE*

6 What is our role as an organization?

to serve our community*

PROTECTING community IMPROVING QUALITY OF LIVES *GUIDANCE*

7 Who are we advocating for?

STAFF VOLUNTEER
our community.

8 What is our value to the community?

Service available
RESOURCE, ACCESS

SAFETY NET

9 How is what we are doing relevant?

will help us serve our community better

COST-

10 How will any of these factors change in the future?

~~to~~ Ethnic Backgrounds. Growing community

TECHNOLOGY ONE STOP SHOP *HEALTH CARE EVOLVING*

11 How will you adapt or evolve?

BETTER EMBRACE CHANGE - *COMMON GOALS*

~~but being based or informed about community needs and resources.~~ *FLEXIBILITY*

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DIVERSIFIED ARCHITECTURAL CONSULTING



YOUR NAME:

Maggie P.

DEPARTMENT:

Health

B. SWOT Analysis

Strengths

- Togetherness
- Teamwork
- Creativity
- Well-trained
- Co-leadership and support
- Passion
- Communication
- We care

Weaknesses

- Space
- Privacy (no dividers for check in SSN)
- Limited resources
- Division
- Sharing offices
- Limited productivity
- Shooting/violence
- Limiting access
- Security
- Turnover
- Technology
- Parking (staff & visitors)
- Bad layout
- No growth
- Retention
- Not easy to get to
- Location
- Families don't know what services they offer
- Bad signage

Opportunities

- Plan for future
- Good customer service
- Removing the stigma
- Improved value
- Growth
- Ease of Access
- Good environment (windows)
- Serving whole community
- Coming together
- Staff feel safe
- Comfort
- Breath of fresh air
- Escape door
- Educating officials
- More people = more revenue

Threats

- People are not accessing
- Lack of confidentiality
- Healthcare reforms/Medicare uncertainty
- No funding
- Not enough staff
- New building taking away stigma of health department
- Political climate
- Budget cuts
- Security
- County leadership changes elections
- Competition from local doctors or Wilmington
- Change of policies
- Changing who is eligible
- Food stamp changes

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O PPORTUNITIES

Opportunity
work in
this group

Coming
together

Opportunities
to provide
good customer
service & meet
our client's needs

Opportunity -
Healthy, positive
work environment
that treats
all people with
respect

Programs are
allowing use
of technology

Opportunities
Chance to
Great Work

Ease of
access for
PC citizens

0-
more team
work

Together

FRESH
AIR &
DAYLIGHT

opportunities
we have the
Need to grow
& improve the
quality of life.

Opportunities
Growth - in all
departments

Opportunity
Plan for Future

continued growth
of community

To coordinate
services.

LOCATION
↑
CONSOLIDATION
• LOWER FRICTION
• RAISE CONVENIENCE

REMOVE
THE
STIGMA

PROVE
VALUE
↑
ADVOCATE/
EDUCATE

SECURE
ACCESS
+
SECURE
EGRESS
(FOR STAFF)

BETTER
PATIENT INFO
PRIVACY/
SECURITY

People are
not accessing
services

Threats:
If we can't meet
the needs clients
may go elsewhere
or nowhere.

Competition
from other
services

Safety of buildings
- thin walls -
lack of confidentiality

T =
Safety
of CPS
+ APS
Social workers
+ Confidentiality
Concerns!

Threat
Safety of
Staff

need more security
metal detector
needed

Threats
lack of technology
keeps us from
performing
efficiently

Health
care
reform

Threat
No new staff

Threat
Bureaucracy

Threat -
No \$\$
Change in direction
county leaders
may want to
pursue

Political
Climate
(banning
cuts)

Budget
Cuts
(T)

C. Treasured Stories

Do you have a story of an experience that you feel represents the best of your organization?

Can you describe it in detail and explain why it represents the best of your organization?

What are the treasured attributes that you want to maintain or to further cultivate?

Disaster food stamps, 7,000 in 8 days

- Came from all countries
- Staff work the shelters
- Staff work the EOC Call center
- Broke down this side/that side barrier
- Rally together when you need to
- No place to have a meal together
- All hands-on deck, both depts.
- Bring out the best of staff
- Good collaboration

People appreciate us; elderly and families are so thankful

Battered down come in, leave better and have hope

Stories better when they can go across the hall rather than across street

Notes from the community of appreciation

Child protection services

- Reuniting families, intervening for elderly

Health educators & classes building relationship between both as departments and media

Carolyn likes being together and likes constant flow, open doors, she likes feeling connected to staff – staying connected

- Knows more about the good & bad problems
- No “Admin” department
- Being with staff – “part of the chaos”

Names on doors – laughing in hallway – communicating

- Who we are vs. meeting the needs

Children with lice – health helped treat lice and helped DSS to help family or foster parent

Can’t have a meeting with all staff – central space

Appreciation from clients (lost, confused, stressed) – notes from community

Annex site = collaboration – health, WIC, food stamps

Reuniting families in protective services

Classes & programs for community – expand to staff in general

“We’ve come a very long way” building relationships with departments

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D. Empty Your Pockets

If money, time or other parameters were not an issue, what would you do on this project?

What are 5 outcomes you'd like to see, regardless of parameters?

If you were building an office from the ground up, what attributes would it have?

How would your teams work?

How would you come together?

How would you share experiences?

Fun stuff?

Best practices?

What do you want to make sure we don't miss, or forget to address? Why?

- Windows
- Good flow/low friction
- Courtroom
- Library – media center
- Community resources
- Meeting space(s) – flexibility for staff
- All depts
- Small groups
- Training disaster
- Regional service
- Whole building generator
- Apartment – multiple uses
- Visitation
- Lifestyle training
- Lab near WIC – whole clinic
- Computer stations/multiple log-ins
- Dedicated equipment to rooms
- Water machine in clinic
- Interview/visitation rooms
- Adjacent observation areas
- Bigger pharmacy
- Clean/dirty rooms at clinic
- Phlebotomy room(s)
- Visitor/guest shower(s) or bath
- Part of apartment
- Separate reverse isolation room w/ outside access
- Super breakrooms – 8-10 people working lunch/meeting
- Third space
- Payment center
- Child support entry
- Loading dock
- Deliveries
- Mosquito control
- Staff bathrooms
- Central paging system (security) to everyone
- Limit public access to departments
- Sustainability
- Efficiency
- Adaptability
- Growth – expansion
- Resiliency

- Hoteling/touch-down spaces – offices/ focus room for field work or other county staff
- The right spaces for the uses, keep them flexible
- Daylight & borrowed light
- Visual access
- Acoustic privacy
- Office for everyone – primary for clients
- Welcome center – w/ greeter – direction/ wayfinding
- Check in kiosk
- Streamline connection between employees and staff – warm handoffs – huddle
- Space for clients – triage
- Visibility to lobby from desk – open lobby
- Child friendly space
- Well & sick waiting rooms
- Flexible meeting space
- Training opportunities
- Commercial kitchen – especially for staff during disasters
- Demonstration kitchen
- Space for employee events (baby showers)
- WIC as part of the clinic
- Centralized nurses' station
- Water in clinic for patient use
- Mothers room, family bathroom w/ changing table
- Craft room – workshop with storage (for staff)
- Sleep rooms for children w/ cots
- Multiple weight/height rooms
- Staff parking w/ separate entrance
- All hours of day/night, well lit
- Secure
- Storage: beds, tents, supplies, electronics
- Openness with separation
- Fraud investigators near front of lobby – for privacy
- Security officer
- Metal detectors
- Playgrounds – multiple
- Staff health – wellness, gym or walking path
- Wellness room or zen space
- On-site drug lab
- Charger stations in lobby for client use
- Outdoor eating space – food trucks
- Mail room/packages & sorting
- Breakroom/touch down spots
- Staff in central location

- WINDOWS
- GOOD FLOW / LOW FRICTION
- COURTROOM
- LIBRARY - MEDIA CENTER
COMMUNITY RESOURCES
- ~~LARGE~~ MEETING SPACE(S) } FLEXIBILITY
FOR STAFF
→ A&L DEPTS
→ SMALL GROUPS
→ TRAINING
→ DISASTER
→ REGIONAL SERVICE
- WHOLE BUILDING GENERATOR
- APARTMENT - MULTIPLE USES • VISITATION
• LIFESTYLE TRAINING
- LAB NEAR WIC } WHOLE CLINIC
↳
- COMPUTER STATIONS / MULTIPLE LOG-INS
↳ DEDICATED EQUIPMENT TO ROOMS
- WATER MACHINE IN CLINIC

- INTERVIEW / VISITATION ROOMS
→ ADJACENT OBSERVATION AREAS
- BIGGER PHARMACY
- CLEAN / DIRTY ROOMS & CLINIC
- PHLEBOTOMY ROOM(S)
- ~~STAFF~~ VISITOR / GUEST SHOWER(S) OR BATH
→ PART OF APARTMENT
- SEPARATE REVERSE ISOLATION ROOM w/ OUTSIDE ACCESS
- SUPER BREAKROOMS → 8-10 WORKING LUNCH / MEETING
→ "THIRD SPACE"
- PAYMENT CENTER
- CHILD SUPPORT ENTRY
- LOADING DOCK
- DELIVERIES
- MOSQUITO CONTROL
- ~~STAFF~~ BATHROOMS

- CENTRAL PAGING SYSTEM (SECURITY)
TO EVERYONE
- LIMIT PUBLIC ACCESS TO
DEPARTMENTS
- SUSTAINABLE • EFFICIENCY
• ADAPTABILITY
• GROWTH / ~~AND~~ → EXPANSION
• RESILIENCY
- HOTELING / TOUCH-DOWN SPACES } OFFICES / FOCUS ROOM
FOR FIELDWORK OR OTHER COUNTY STAFF }
→ THE RIGHT SPACES FOR THE USES
KEEP THEM FLEXIBLE
- DAYLIGHT & BORROWED LIGHT
VISUAL ACCESS
& ACOUSTIC PRIVACY

- Office for everyone → privacy for clients
- Welcome center — w/ person/greeter
↳ direction/wayfinding
- Check in kiosk
- Streamline connection b/w employees/staff
↳ warm handoffs → huddle space for clients
↳ triage
- Visibility to lobby from desk
↳ open lobby
- child friendly space
- Well and sick waiting rooms
- flexible meeting space
- Training opportunities
- Commercial Kitchen → especially for staff during disasters
↳ demonstration kitchen

- space for employee events (baby showers)
- NIC as part of the clinic
- centralized nurses station
- water in clinic for patient use
- Mother's Room, Family bathroom w/ changing table
- craft room → work shop w/ storage (for staff)
- sleep rooms for children w/ cots
- multiple weight/height rooms
- Staff parking w/ separate entrance
↳ all hours of day/night, well lit
↳ secure
- STORAGE
 - beds
 - tents
 - supplies/files
 - electronics

- Openness w/ separation
- fraud investigators near front of lobby → for privacy
- Security officer
- metal detectors
- Play ground → multiple
- Staff health → wellness, gym or walking path
- Wellness room or zen space
- onsite drug lab
- charger stations in lobby for client use
- outdoor eating space - food trucks
- mail room/packages + sorting
- break room/ touch down spots
↳ staff in central location

Visioning Follow-up

Notes from January 7, 2020 conference call discussing the most important points to come out of the visioning meeting.

1. Conference/Meeting Rooms

- (1) 20-person Large Conference Rooms
- (4-5) Smaller Conference Rooms
- Teaming spaces for 4-10 people

2. Multipurpose Room

- 1 large space that can be divided into three smaller spaces like Durham DSS
- This would be for all staff and can be used for training

3. Natural Lighting - plenty of windows

4. Welcoming

5. Flow

- It is important for people to keep moving through the space

6. Open vs closed office space

- It is very important for us to discuss the open vs closed office space
- Security and privacy are very important for clients

7. Some spaces like environmental health may only need touch down spaces

8. The director should be in a place that she is with her staff.

9. Finance should be close to the director

10. There needs to be layers of security

11. There needs to be back doors for safety in certain areas

12. There needs to be vision glass in the doors to the offices.

13. The employees need to feel valued

14. There needs to be a courtroom, a media room/library, and an apartment for multiple uses

15. The emergency response center and a back up generator is very important

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An abstract architectural drawing of a stepped platform or staircase, rendered in shades of gray. The drawing is composed of various rectangular blocks of different heights and widths, creating a sense of depth and perspective. A large, solid red rectangular area is overlaid on the right side of the image, partially obscuring the gray blocks. The word "PROGRAMMING" is written in white, bold, uppercase letters across the red area.

PROGRAMMING

LITTLE
DIVERSIFIED ARCHITECTURAL CONSULTING

Summary

From the exhaustive Visioning effort that concluded in January, 2020, the design team structured a series of meetings with individual departments and leadership. These meetings on January 23, 2020 quantified the existing needs and future growth.

The notes were then tabulated into a spreadsheet, and served as a living document to track both staffing and project scope. Adjacency diagrams were produced around this time, but were heavily modified once master planning started.

The resulting master programming spreadsheet included not only current staff and future growth expectations, but also quantified likely building support, ideas for collaborative space and resources for the departments and the County at large.

The department leadership understood that a 70,000 SF program would be more financially viable to the County and community at large. The spreadsheet showed a 70,000 SF program for the department needs, but that another 20,000 SF of building service, circulation and shared program was needed to fully serve the departments. The scope of the departments was therefore modified to show 70,000 SF of total building area.

Some reductions were made to adjust the program scope to this more palatable size, balancing future growth and collaborative space. The final program therefore has two options that emphasize different priorities.

Program Option 1 prioritizes collaborative and shared spaces at the expense of some future departmental growth.

Program Option 2 prioritizes future departmental growth at the expense of some collaborative spaces.

While the Master Plan assumes that Program Option 2 is more likely, either scenario is viable and the overall financial impact of the two are roughly equivalent.

Sign-in

Sign-In 1.21.2020

Name

Department

Marti Smith

Health

Fabrizio Walker

DSS

Shelley Steele

Health

Aimee Watson-Breen

DSS

Wes Stewart

DSS

Carlynn

HTS

Will Harrison

Little

Julie M

Abby K

Department Meetings

Notes from January 21, 2020 in-person meetings to discuss department needs.

All Departments - General

- County is growing at 16% annually – not as high for staff growth
- Projected over 100k people by 2035
- Bedroom community to New Hanover when has limited space – working class, young families
- Rocky Point is exploding
- Attracting more retired folks – beach
- 30% of working community commute at least 30 minutes
- Retirees needs are different than families
- Not enough providers in this country
- Services are not just for low income, provide for everyone
- Younger generations prefer for tech savvy solutions
- WIC numbers are high

Social Services - General

- Income maintenance
 - Food stamps (FNS)
 - Medicaid (child & adult)
 - Child support
 - Work first
 - Child care and transportation

Child Support

- Stricter security needs
- Need to show ID to keep log
- Stand alone sub-lobby, near main entrance with glass window at reception
- Use a separate entrance to receive client
- Locked door from sub-lobby, guided access
- 5 employees – current
 - No growth in next 5 years
 - 10 years - +1 staff (add)
 - 20 years – 5-6 staff total
- Regional employees from Raleigh, 1/month (no filing needs) for DNA testing
 - Flexible space with access to sink/restroom
- Filing needs
 - (26) 5-drawer, 36" wide files
 - Original documents are needed for court cases, destroyed when kids are out
 - Cannot be shared, needs to be within suite
 - Originals stay at courthouse, two copies kept on site

Department Meetings

Food and Nutrition Services - Integrity

- Investigator needs to be closer to front of space, separated from department
- Interview room
- Touchdown area for four investigators
- Electronic filing, small temp. needs
- Seats for two guests

Food and Nutrition Services - Food Stamps

- 4 intake offices – foot traffic, two guests + stroller
- 5 research – not many guests, WS
- Private breakout space, informal interview room
- 400 cases on food stamps
- 5-year growth - +1 supervisor
- 10-year growth - +3 case workers (9-12 total)
- 20-year growth - +6 case workers (18 total)

Adult Medicaid

- Adults need to be seen towards the front because of mobility
- Shared support spaces with family and children
- Mainly intake, some research
- Growing because of elderly population
- Research 5/10 – WS with 2 interview rooms
- Intake 6/10 – offices, private
- 2 supervisors +2 = 4 total

Family and Child Medicaid

- Children & families behind Adult Medicaid
- Shared support spaces with adult
- Research – 7/12 WS with 3 interview rooms
- Intake 6/10 offices, private
- 2 supervisors +2 = 4

Department Meetings

Support Services

- Upper income maintenance, FNS program
- Might be growth
- Move to work first, childcare/trans.
 - No emergency medical transportation – ‘supportive services’, catch all, misc.
- Supervisor – current/growth
- Work first – 2/3 (3 offices)
- Child care – 2 (2 offices) /4
- Transportation – 3 (1 office)/5
- LIEAP - .5/1 (1 office)
- CIP - .5/1 (1 office)
- QA/Q1 position adjacent to Pat
 - Trainer (separate office)
- Interview room
- Open workspace for the rest of staff
- Research space

Social Work

- Check-in at front desk
 - Not heavy foot traffic, no public access to staff office
- +1 attorney, +1 paralegal
- Impromptu meeting room
 - More collaborative, emergency based
- Safety is paramount
- Interview room
- Visitation rooms (4)
 - 1 set up like an apartment

Child Protective Services

- Intake – 2/4 with interview
 - 2-4 workstations w/ acoustic separation, white noise
 - (10) person team room
 - (1) supervisor
 - Call into report neglect or abuse – adult & children
 - Collaboration at next level past phone intake
 - Stand-alone – no direct connection to any other department
- In-home
 - (1) supervisor
 - 3-5 workstations/team room
- Assessors – 9 staff -WS / 18 growth
 - (1) supervisor currently
 - Needs own supervisor eventually (+1)
- Out of office – team or collaborative space
- Staff entrance near back
- Need shared meeting space for family, team meetings (8-10 people)

Department Meetings

Adoptions & Foster

- 2 super / 5
- 13 staff / 25
 - Foster 8 / 16 – WS, with team collaborative space, visitation rooms
 - Adoptions 2 / 3
- Adoption workers are in the building at all times
- Office assistant is the paralegal
- Add attorney & paralegal
- Amy adjacent to Amy & Pamela

Adult Protection

- 1 super / 2 offices
- 6 staff / 12 WS, meeting or team, can combine
- (2) team rooms
 - Two-way access to conference rooms
- Private offices 1/4
 - (2) near front of house, not secured
 - 2 therapists

Child Support

- Juvenile justice
- Private counseling and assessment
- (2) Flexible offices for outside programs – ancillary services
 - Near lobby, easy to access
- Covered outdoor community/play area for visitation
- 4 visitation rooms – flexible furniture for sleeping
 - 1 apartment style (kitchen, bathroom, living, and washer/dryer) – for observing real life situation
 - 4 living room style
 - One-way glass
 - Sound system
 - Shower separate
 - 6-8 people, including kids
 - Age appropriate appurtenances
- QA/Q1 Position for social work, currently vacant, training
 - Quality assurance
 - Adjacent to Amy
 - Improvement

Department Meetings

Environmental Health and Vector Control

- Stand-alone
 - 4 staff WS / 6 (+2)
 - 1 super office / 2 (+1)
 - 1 admin WS / 0 – handles foot traffic
- Touch down space – out in field doing inspections
- Storage room: open shelving
 - Mosquito control
 - Water testing
 - Chemical storage – (keep existing)
- Plan drawing file storage
- Meeting space with public; plan review space – 10 person
- Auto – trucks
 - 20 county cars – health
 - 20 county cars – SS
 - Space for 50-60 fleet cars
- Mud room access to exterior because of dirty boots and frequent in/out
- Vector control

Dental Clinic

- Stand-alone clinic
- 5 operatory / 7 for growth
- Lab – larger than existing
- Pano/x-ray – larger than existing
- Dirty/clean – larger than existing
- Dentist office / 2 dentist for growth
- Finance office
- Waiting/lobby - +1 receptionist, longer waiting room
- Break/kitchen – larger than existing
- Supply storage
- Patients on stretchers
- 2 dental assistants / 4 growth – touch down space
- Staff restroom

Department Meetings

Medical Clinic

- Women's health / 3 – office
- Family health / 3 – office
- 2 nurses per provider = 4 / 6 - WS
- 1 CNA per provider = 2 / 3 – WS
- Exams 4/provider (5 women's)
- Material intake/interview
- Ultrasound room – women's health
- Epi room – reverse ISO / exam, sink pass through to CD nurse
- Contagious illness/STD or prisoners
 - Adjacent to communicable disease nurse office
- Clinic room – immunizations x2 (general purpose room – WS or office space)
- Workup rooms – 1 women's, 2 family
- Pharmacy – secured space for medications
 - Within the clinic
 - Counter & sink & refrigerator; stools
 - Room and medication locked
 - Outside pharmacists come in for reviews 1/week
- Lab – bigger
 - Separate toilets (2) with pass-through
 - Lab manager adjacent office
 - Clean/dirty – more separate
 - Sinks x2
 - Fridge x2 full height
 - Eye wash station
- Nursing director office
- 2 nursing supervisor offices
- Meeting room – morning huddle – 20?
- Shirley's office – near clinic

Department Meetings

Health Promotion

- 2 staff/RN – offices / 3
- 2 health educators – offices
- Health education training room with offices around perimeter
- Workroom & storage; posters & boards & handouts
- Larger training room for classes (active)
 - Equipment and furniture storage
- Demonstration kitchen? With public access

Care Coordination

- 2 RN WS with interview rooms / 4
 - See patients in clinic and WIC – adjacent
- 1 social worker / 2 – serves clinic
- Media room
 - Interview room w/ press
 - Recording videos or audio for PSA
 - Social media

Women, Infants and Children

- Share check-in staff as clinic
- Separate lobby for pregnant women
- 2 nutritionists / 4 – offices
- Weight/measurement. Breast feeding – mothers. – 1 staff, 1 client, 1 education
- 3 processing assistants/WIC clerks / 6
- 1 supervisor

Billing

- 3 current / 4 growth
 - One room with open desks – WS
 - Files, keep 2 years

Eligibility

- 2 / 3 private offices
- Check out on the way out – collection, schedule appointments
- Eligibility on the way in – recertification of client
- Keep WIC separate from clinic check-in/ waiting

Medical Records

- 2 desks
- Roughly 14'x36'

Department Meetings

Interns

- Social work
 - Year-round, 2 at a time
- Health
 - Nurse
 - Nurse practitioner students
 - Lab students
 - Health Educators
 - Dental

Administration and Finance

- 4 finance / 8
- 2 admin / 3
 - Marty – adjacent to Carolyn, deals with public foot traffic – may get moved
 - Carolyn Moser
- Finance for DSS
- Finance for Health
- 2 accounts receivable/payable serve both DSS/Health
- Keep personnel files – death and birth certificates
- Own janitorial services – 4, maintenance office = 1
- More security for Marty
- Mail room/shipping/sorting
 - Mail for DDS is time sensitive
 - Postage machine
 - Mail cubbies by sorting room
 - Immunization needs to be refrigerated
 - Staging/loading area

- Supply storage
 - Office supplies
 - Medical supplies
 - Electronic supplies
- Employee showers = 3 male, 3 female
- Break rooms
 - Working lunch break room off of main break room
 - Table for 8-10
 - Outside seating for lunch
 - Main break room for 40-50
- Restrooms – staff vs. client
 - No doors on public restrooms
- Multipurpose rooms
 - Training rooms
 - Courtroom with separate public entrance
 - Countywide use
- Family Restrooms throughout
- Building population will grow from 175 to 500 in 20 years
- Future expansion of building post 20 years

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Program Option 1 - More Collaboration

Summary

	CURRENT STAFF			PROJECTED 2040 STAFF			
	145%	100%			145%	100%	
	Secondary Circulation	(standard only - no circ space)	2019 Staff #	with support spaces and respective circulation	Secondary Circulation	(standard only - no circ space)	2040 Staff #
	Usable	Assignable			Usable	Assignable	
Income Maintenance	1,061	732	7	2,169	1,618	1,116	13
Medicaid Adult	1,517	1,046	13	2,458	2,074	1,430	19
Medicaid Family and Child	1,702	1,174	15	2,491	2,259	1,558	21
Support Services	1,206	832	10	1,897	1,744	1,203	15
Child Support	737	508	6	1,420	1,089	751	9
Food and Nutrition Services	1,628	1,123	13	2,658	2,359	1,627	20
Child Protective Services	2,132	1,470	18	4,214	3,112	2,146	33
Adult Protective Services	824	568	8	1,537	1,276	880	12
Adoption/Foster/LINKS	1,554	1,072	15	2,511	2,459	1,696	23
Counseling Services	291	201	2	755	465	321	3
Environmental Health and Vector Control	713	492	7	1,363	899	620	9
Health Education	789	544	6	1,428	906	625	7
Nursing Outreach	371	256	5	650	650	448	8
Dental	774	534	8	4,031	867	598	10
Medical Clinic	2,662	1,836	25	7,546	3,268	2,254	31
Women, Infants and Children	808	557	7	1,756	1,321	911	12
Admin Staff	906	625	5	1,269	1,080	745	5
Finance	583	402	4	1,279	931	642	6
Janitorial	93	64	2	186	186	128	4
Support Space	28,043	19,340		28043	28043	19340	
			176				247
Department & Shared Spaces	48,395	33,376		69,659	56,607	39,039	

Program Option 1 - More Collaboration

Support and Service Spaces

		145%	100%		Notes		
Shared	Dedicated	Support Space				Room Count	Size of Room
		Welcome/Lobby Space					
x		Main Vestibule	145	100		1	100
x		Secondary Vestibule	0	0		1	0
x		Main Lobby	1740	1200		1	1200
x		Secondary Lobby	580	400	1 to dental, 1 to child support	2	200
x		Reception/Security	0	0	included in main lobby	1	0
		Meeting					
x		Training Room(s)	8700	6000	1 doubles as courtroom	4	1500
x		Chair Storage	1044	720		4	180
x		A/V Room	174	120		1	120
x		Extra Large Conference / 32 P	0	0		0	700
x		Large Conference / 16 P	1740	1200		3	400
x		Medium Conference / 12 P	1160	800		4	200
		Medium Conference / Media Room	290	200		1	200
x		Break Room Conference	0	0		0	160
x		Court Room + Accessory Spaces	0	0		0	2400
		Restrooms					
x		Mens - Guest	493	340		2	170
x		Mens - Staff	725	500	does this include showers?	2	250
x		Womens - Guest	493	340		2	170
x		Womens - Staff	725	500	does this include showers?	2	250
		Family Restroom	290	200		2	100
		Family Restroom Shower	87	60	same level as social services	1	60
		File/Storage/Mail					
x		Mail Room	435	300		1	300
x		Janitor	348	240		2	120
x		Supply Storage	870	600	supplies, computer, shirts, misc.	4	150
x		Receiving Area	290	200		1	200
			0	0			
		Misc.					
x		Mothers' Room - Staff	145	100		1	100
x		Mothers' Room - Guest	145	100		1	100
x		Wellness/Fitness Room	580	400		1	400
x		Fitness Room Toilets and Showers - Mens	435	300		3	100
x		Fitness Room Toilets and Showers - Womens	435	300		3	100
x		Workrooms	0	0		0	200
x		Break Room	2320	1600		2	800
		Building Core/Architectural					
		MDF/ Server Room	232	160		1	160
		IDF Room (Switch Closet)	174	120	second floor	1	120
		First Floor Electrical Room	290	200		1	200
		Second Floor Electrical Room	203	140		1	140
		First Floor Mechanical Room	870	600		1	600
		Second Floor Mechanical Room	580	400		1	400
		Fire Pump Room	203	140		1	140
		Exit Stairs	725	500		2	250
		Elevator	290	200		2	100
		Elevator Equipment Room	87	60		1	60
			0	0			
		Total:	28,043	19,340			

General Notes

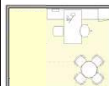
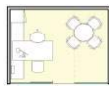




Break room, break room conference and outdoor space all adjacent

Program Option 1 - More Collaboration

Income Maintenance

Department Name: **Income Maintenance**
 Contact: Pat Walker
 Phone: _____
 Email address: _____
 Location: _____
 Division: **Social Services - Income Maintenance**

Department Forecast & Workspace Requirements
 2/28/2020







		145%	100%		240	180	120	81	64	32		
					TYPE 1 12x20 OFFICE 240 SF	TYPE 2 12x15 OFFICE 180 SF	TYPE 3 10x12 OFFICE 120 SF	TYPE 4 8x10WKST 81 SF	TYPE 5 8x8 WKST 64 SF	TYPE 6 4x8 WKST 32 SF		
Personnel Space		Secondary Circulation	Assignable	Totals								
Director of DSS - Wes Stewart (near IM + SW)			180	1		1						
IM Administrator - Patricia Walker			120	1			1					
IM Compliance/Training Supervisor - Jeff Coco			120	1			1					
IM Front Desk - Sinia Guity			64	1					1			
IM Front Desk - Tonja Pac			64	1					1			
IM Front Desk - Vacant			64	1					1			
Assistant DSS Director -			120	1			1					
			0	0								
			0	0								
Current Staff				7								
Total Employees Current		1,061	732	7	0	1	3	0	3	0	0	
EOY 2040		557	384	6					6			
Total Employee Growth		557	384	6	0	0	0	0	6	0	0	
Total Employees Projected		1,618	1,116	13	0	1	3	0	9	0	0	
Shared	Dedicated	Support Space									Room Count	Size of Room
	x	Interview rooms	232	160						2	80	
	x	File Cabinet (pamphlets and logs)	21.75	15						1	15	
	x	Space for Copier	36.25	25						1	25	
X		Compliance/Training Storage	261	180						1	180	
			0	0								
			0	0								
		Total Support SF:	551	380								
		Total (Support & Staff) current:	1,612	1,112	7							
		Total (Support & Staff) 20 year:	2,169	1,496	13							
General Notes												
Adults need to be seen towards the front because of mobility - Children and families behind												
Growing because of elderly population												
Jeff Coco and QAQ1 trainer may need to be centrally located with a small training room (direct reports to the director)												

Program Option 1 - More Collaboration

Adult Medicaid

Department Name: **Medicaid Adult**
 Contact: **Pat Walker**
 Phone: _____
 Email address: _____
 Location: _____
 Division: **Social Services - Income Maintenance**

Department Forecast & Workspace Requirements
 2/28/2020

		145%	100%		240	180	120	81	64	32		
					TYPE 1 12x20 OFFICE 240 SF	TYPE 2 12x15 OFFICE 180 SF	TYPE 3 10x12 OFFICE 120 SF	TYPE 4 8x10 WKST 81 SF	TYPE 5 8x8 WKST 64 SF	TYPE 6 4x8 WKST 32 SF		
Personnel Space		Secondary Circulation	Assignable	Totals								
Supervisor - Sherry Horrell			120	1			1					
Supervisor - Angelo Garcia			120	1			1					
Intake - Celia Pigford			81	1				1				
Intake - Vanessa Turner			81	1				1				
Intake - Rena Banks			81	1				1				
Intake - Leah Benefield			81	1				1				
Intake - Jackie Grant			81	1				1				
Intake - Renatha Brown			81	1				1				
Recert - Beverly Hall			64	1					1			
Recert - Susan Perry			64	1					1			
Recert - Kimberly Justaford			64	1					1			
Recert - Lashanda Lee			64	1					1			
Recert - Lesley Moore			64	1					1			
Current Staff				13								
Total Employees Current		1,517	1,046	13	0	0	2	6	5	0	0	
EOY 2040		557	384	6					6			
Total Employee Growth		557	384	6	0	0	0	0	6	0	0	
Total Employees Projected		2,074	1,430	19	0	0	2	6	11	0	0	
Shared Dedicated	Support Space										Room Count	Size of Room
x	Interview rooms	232	160							2	80	
?	File cabinet (paper notices)	43.5	30							2	15	
x	Storage for Medication	0	0							0	100	
x	Record Storage	108.75	75							5	15	
		0	0									
		0	0									
	Total Support SF:	384.25	265									
Total (Support & Staff) current:		1,901	1,311	13								
Total (Support & Staff) 20 year:		2,458	1,695	19								
General Notes												
Adults need to be seen towards the front because of mobility - Children and families behind												
Growing because of elderly population												

Program Option 1 - More Collaboration

Family and Child Medicaid



Department Name: **Medicaid Family and Child**
 Contact: Pat Walker
 Phone: _____
 Email address: _____
 Location: _____
 Division: **Social Services - Income Maintenance**

Department Forecast & Workspace Requirements
 2/28/2020

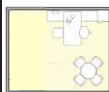





		145%	100%		TYPE 1 12x20 OFFICE 240 SF	TYPE 2 12x15 OFFICE 180 SF	TYPE 3 10x12 OFFICE 120 SF	TYPE 4 8x10 WKST 81 SF	TYPE 5 8x8 WKST 64 SF	TYPE 6 4x8 WKST 32 SF		
Personnel Space		Secondary Circulation	Assignable	Totals								
Supervisor - Kellie Anderson			120	1			1					
Supervisor - Cynthia Blackburn			120	1			1					
Intake - Dalene Avery			81	1				1				
Intake - Vacant			81	1				1				
Intake - Cynthia Behal			81	1				1				
Intake - Felicia McIntyre			81	1				1				
Intake - Melony Malone			81	1				1				
Intake - Lugenia Beatty			81	1				1				
Recert - Susana Lana			64	1					1			
Recert - Donnelle Romero			64	1					1			
Recert - Brenda Treto			64	1					1			
Recert - Stephanie Lewis			64	1					1			
Recert - Serita Murphy			64	1					1			
Recert - Geraldine DeLeon			64	1					1			
Recert - Tarnita Tate			64	1					1			
Current Staff				15								
Total Employees Current		1,702	1,174	15	0	0	2	6	7	0	0	
EOY 2040		557	384	6		0			6			
Total Employee Growth		557	384	6	0	0	0	0	6	0	0	
Total Employees Projected		2,259	1,558	21	0	0	2	6	13	0	0	
Shared Dedicated	Support Space										Room Count	Size of Room
	x	Interview rooms	232	160							2	80
			0	0								
			0	0								
			0	0								
			0	0								
			0	0								
			0	0								
		Total Support SF:	232	160								
Total (Support & Staff) current:		1,934	1,334	15								
Total (Support & Staff) 20 year:		2,491	1,718	21								
General Notes												
Adults need to be seen towards the front because of mobility - Children and families behind												
Growing because of elderly population												

Program Option 1 - More Collaboration

Support Services

Department Name: Support Services
 Contact: Pat Walker
 Phone: _____
 Email address: _____
 Location: _____
 Division: Social Services - Income Maintenance

Department Forecast & Workspace Requirements
 2/28/2020

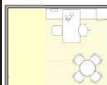
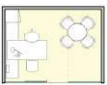
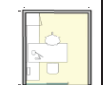



		145%	100%		TYPE 1 12x20 OFFICE 240 SF	TYPE 2 12x15 OFFICE 180 SF	TYPE 3 10x12 OFFICE 120 SF	TYPE 4 8x10 WKST 81 SF	TYPE 5 8x8 WKST 64 SF	TYPE 6 4x8 WKST 32 SF		
Personnel Space		Secondary Circulation	Assignable	Totals								
Supervisor - Tonya Hooks			120	1			1					
Work First - Kimberly Heath			81	1				1				
Work First - Raquel Wells			81	1				1				
Child Care - Stephanie Loria			81	1				1				
Child Care - Shakema Bowden			81	1				1				
Transportation - Kristin Dombroski			81	1				1				
Transportation - Monica Beatty			81	1				1				
Transportation - Vacant			81	1				1				
LIEAP/LIP - Vacant			81	1				1				
QA/Q1 (IM)			64	1					1			
Current Staff				10								
Total Employees Current		1,206	832	10	0	0	1	8	1	0	0	
EOY 2040		538	371	5				3	2			
Total Employee Growth		538	371	5	0	0	0	3	2	0	0	
Total Employees Projected		1,744	1,203	15	0	0	1	11	3	0	0	
Shared	Dedicated	Support Space									Room Count	Size of Room
x		Interview Office	116	80						1	80	
x		Storage	36.25	25						1	25	
			0	0								
			0	0								
			0	0								
			0	0								
		Total Support SF:	152.25	105								
Total (Support & Staff) current:		1,359	937	10								
Total (Support & Staff) 20 year:		1,897	1,308	15								
General Notes												
QA/Q1 position adjacent to Pat (nice but not necessary. 2 QA/Q1 trainers ideal - located centrally with a small training room attached)												

Program Option 1 - More Collaboration

Child Support

Department Name: **Child Support**
 Contact: **Pat Walker**
 Phone: _____
 Email address: _____
 Location: _____
 Division: **Social Services - Income Maintenance**

Department Forecast & Workspace Requirements
 2/28/2020

		145%	100%		240	180	120	81	64	32		
					TYPE 1 12x20 OFFICE 240 SF	TYPE 2 12x15 OFFICE 180 SF	TYPE 3 10x12 OFFICE 120 SF	TYPE 4 8x10 WKST 80 SF	TYPE 5 8x8 WKST 64 SF	TYPE 6 4x8 WKST 32 SF		
Personnel Space		Secondary Circulation	Assignable	Totals								
Supervisor - Stephanie Summerlin			120	1			1					
Agent - Theresa Kosterman (Lead Worker)			81	1				1				
Agent - Monica Murray			81	1				1				
Agent - Norma Gasca			81	1				1				
Admin/Reception - Gail James			81	1				1				
Visitor - Regional Employee from Raleigh (near sink)			64	1					1			
Current Staff				6								
Total Employees Current		737	508	6	0	0	1	4	1	0	0	
EOY 2040		352	243	3				3				
Total Employee Growth		352	243	3	0	0	0	3	0	0	0	
Total Employees Projected		1,089	751	9	0	0	1	7	1	0	0	
Shared	Dedicated	Support Space									Room Count	Size of Room
x		26 lateral files needed	113.1	78						26	3	
x		Small break out room	0	0						0	80	
x		Small Conference	217.5	150						1	150	
			0	0								
			0	0								
			0	0								
		Total Support SF:	330.6	228								
		Total (Support & Staff) current:	1,067	736	6							
		Total (Support & Staff) 20 year:	1,420	979	9							
General Notes												
Stricter security needs (need to show ID to keep log)												
Locked door from lobby area												
Stand alone lobby, near main entrance												
Regional employee from Raleigh visit once a month, they do not need filing space - need access to sink/restroom												
Filing needs: original documents are needed for court cases - cannot be shared, they need to remain within the suite												
Cabinets = 26 (original stays at courthouse, two copies kept on site)												

Program Option 1 - More Collaboration

Food and Nutrition Services

Department Name: Food and Nutrition Services

Contact: Pat Walker

Phone:







Email address:

Location:

Division: Social Services - Income Maintenance

Department Forecast & Workspace Requirements

2/28/2020

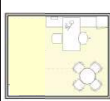
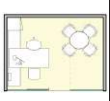
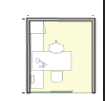

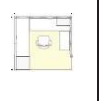

		240	180	120	81	64	32					
		145%	100%		TYPE 1 12x20 OFFICE 240 SF	TYPE 2 12x15 OFFICE 180 SF	TYPE 3 10x12 OFFICE 120 SF	TYPE 4 8x10 WKST 81 SF	TYPE 5 8x8 WKST 64 SF	TYPE 6 4x8 WKST 32 SF		
Personnel Space		Secondary Circulation	Assignable	Totals								
Supervisor - Nicole Buckindail			120	1			1					
Intake - Crissy Sanchez (Lead Worker)			81	1				1				
Intake - Giovanna Ramos			81	1				1				
Intake - Ana Aguilar			81	1				1				
Intake - Mazell Holmes			81	1				1				
Intake - April Branch			81	1				1				
Recert - Shanon Evans			64	1					1			
Recert - Theresa Days			64	1					1			
Recert - Richelle Wren			64	1					1			
Recert - Stacy Gardiner			64	1					1			
Investigator - Tammy Hatcher			81	1				1				
Investigator - Vacant			81	1				1				
Attorney - Tonya Lacewell Turner			180	1		1						
Current Staff				13								
Total Employees Current		1,628	1,123	13	0	1	1	7	4	0	0	
EOY 2040 (FNs)		731	504	7			1		6			
EOY 2040 (Integrity)		0	0	0								
Total Employee Growth		731	504	7	0	0	1	0	6	0	0	
Total Employees Projected		2,359	1,627	20	0	1	2	7	10	0	0	
Shared Dedicated	Support Space										Room Count	Size of Room
	x	Private break out space	0	0							0	180
	x	Interview rooms	290	200							2	100
	x	Small temp storage for Integrity group	8.7	6							2	3
			0	0								
			0	0								
		Total Support SF:	298.7	206								
Total (Support & Staff) current:		1,927	1,329	13								
Total (Support & Staff) 20 year:		2,658	1,833	20								
General Notes												
Intake employees are customer facing, need space for meetings in their office, with strollers												
Informal interview room mostly used by the researchers who are in workstations												
Investigators room for 4 people huddle												
Investigators: need to be closer to front of the space, and can be seperated from the rest of the group - 'integrity'												
Mostly electronic filing, small temp storage needs												

Program Option 1 - More Collaboration

Child Protective Services

Department Name: Child Protective Services
 Contact: Aimee Watson-Green
 Phone: _____
 Email address: _____
 Location: _____
 Division: Social Services - Social Work

Department Forecast & Workspace Requirements
 2/28/2020







		145%	100%		240	180	120	81	64	32	
					TYPE 1 12x20 OFFICE 240 SF	TYPE 2 12x15 OFFICE 180 SF	TYPE 3 10x12 OFFICE 120 SF	TYPE 4 8x10 WKST 81 SF	TYPE 5 8x8 WKST 64 SF	TYPE 6 4x8 WKST 32 SF	
Personnel Space		Secondary Circulation	Assignable	Totals							
Social Work Program Manager - Aimee Watson-Green			180	1		1					
Intake/In-Home Supervisor - Dorothy Beatty		120	1				1				
Supervisor - Janet Martinez		120	1				1				
Supervisor - Samantha Nixon		120	1				1				
In-Home SW - Kisha Lanier		64	1						1		
In-Home SW - Latasha Canady		64	1						1		
In-Home SW - LaCretia Keith		64	1						1		
In-Take SW - Erica Gainey		81	1					1			
In-Take SW - Aleisha Gurganios		81	1					1			
CPS Assessor SW - Alicia Carr-Watkins		64	1						1		
CPS Assessor SW - Sabrina Schaffer		64	1						1		
CPS Assessor SW - Tommy Williams		64	1						1		
CPS Assessor SW - Michelle Parker		64	1						1		
CPS Assessor SW - Shunnika Gamble		64	1						1		
CPS Assessor SW - Rachel Love		64	1						1		
CPS Assessor SW - Keisha Hooks		64	1						1		
CPS Assessor SW - Austin Pearce		64	1						1		
CPS Assessor SW - Beeseemah McKinney		64	1						1		
Current Staff				18							
Total Employees Current		2,132	1,470	18	0	1	3	2	12	0	
EOY 2040 (In-Take/In-Home)		328	226	4				2		2	
EOY 2040 (Front End)		653	450	11				2		9	
Total Employee Growth		980	676	15	0	0	0	4	0	11	
Total Employees Projected		3,112	2,146	33	0	1	3	6	12	11	
Shared Dedicated	Support Space									Room Count	Size of Room
	x	(In-Take/In-Home) Team room	116	80						1	80
	x	(CPS Front End) Team rooms	232	160						2	80
	x	Visitation Rooms	580	400						2	200
	x	Storage (clothes, car seats, pamphlets)	174	120						1	120
			0	0							
			0	0							
		Total Support SF:	1102	760							
Total (Support & Staff) current:		3,234	2,230	18							
Total (Support & Staff) 20 year:		4,214	2,906	22							
General Notes											
Not heavy foot traffic - no public access to staff office											
1 Visitation room to be set up as an apartment											
In-Take group does not have a direct connect to any other department											
Staff entrance near back											
Need a shared meeting space for family + team meetings											
Storage items include: kids clothes, car seats, pamphlets, baby pools, hazmat suits, booties, etc											

Program Option 1 - More Collaboration

Adult Protective Services

Department Name: Adult Protective Services
 Contact: Aimee Watson-Green
 Phone: _____
 Email address: _____
 Location: _____
 Division: Social Services - Social Work

Department Forecast & Workspace Requirements
 2/28/2020

		145%	100%		TYPE 1 12x20 OFFICE 240 SF	TYPE 2 12x15 OFFICE 180 SF	TYPE 3 10x12 OFFICE 120 SF	TYPE 4 8x10 WKST 81 SF	TYPE 5 8x8 WKST 64 SF	TYPE 6 4x8 WKST 32 SF		
Personnel Space		Secondary Circulation	Assignable	Totals								
Supervisor - Dionne Smith			120	1			1					
APS SW - Eunice Bannerman			64	1					1			
Guardianship/APS SW - Diana Rivera			64	1					1			
Rep Payee/Intake SW - Alecia Williamson			64	1					1			
AHS/SA SW - Alison Meders			64	1					1			
APS SW - Shelia Hayes			64	1					1			
APS SW - Kiesha Simpson			64	1					1			
Lead Wk/Guardianship SW - Vacant			64	1					1			
Current Staff				8								
Total Employees Current		824	568	8	0	0	1	0	7	0	0	
EOY 2040		452	312	4			1		3			
Total Employee Growth		452	312	4	0	0	1	0	3	0	0	
Total Employees Projected		1,276	880	12	0	0	2	0	10	0	0	
Shared Dedicated	Support Space										Room Count	Size of Room
	x	Meeting	261	180							1	180
	x	Team Room	0	0							0	80
			0	0								
			0	0								
			0	0								
			0	0								
			0	0								
		Total Support SF:	261	180								
Total (Support & Staff) current:		1,085	748	8								
Total (Support & Staff) 20 year:		1,537	1,060	12								
General Notes												
Meeting and team room can possible combine												

Program Option 1 - More Collaboration

Adoption, Fostering and LINKS

Department Name: Adoption/Foster/LINKS

Contact: Aimee Watson-Green







Phone: _____

Email address: _____

Location: _____

Division: Social Services - Social Work

Department Forecast & Workspace Requirements
2/28/2020

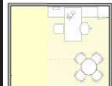
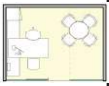


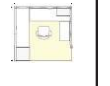

		145%	100%		240	180	120	81	64	32	
					TYPE 1 12x20 OFFICE 240 SF	TYPE 2 12x15 OFFICE 180 SF	TYPE 3 10x12 OFFICE 120 SF	TYPE 4 8x10 WKST 81 SF	TYPE 5 8x8 WKST 64 SF	TYPE 6 4x8 WKST 32 SF	
Personnel Space		Secondary Circulation	Assignable	Totals							
Supervisor - Tyshea Sutton			120	1			1				
Supervisor - Monique Moore			120	1			1				
Office Assistant - Pamela Henry-Smith (Security Officer)			64	1					1		
Placement/Adoptions SW - Shayla Branch			64	1					1		
Placement/LINKS SW - Larissa Deloach			64	1					1		
Placement SW - Annie Murphy			64	1					1		
Foster Care/Placement SW - Brian Wylie			64	1					1		
Foster Care/Placement SW - Vacant			64	1					1		
Processing Assistant - Shannon Mitchell (para-legal)			64	1					1		
Foster Care/Placement SW - Alexandra Boone			64	1					1		
Foster Care/Placement SW - Jennifer Beeson			64	1					1		
Foster Care/Placement SW - Lacsresia Hansley			64	1					1		
Foster Care/Placement SW - Linda James			64	1					1		
Foster Care/Placement SW - Crystal Wooten			64	1					1		
Foster Care/Placement SW - Demertric Underdue			64	1					1		
Attorney - see FNs sheet											
Current Staff				15							
Total Employees Current		1,554	1,072	15	0	0	2	0	13	0	0
EOY 2040		905	624	8			2		6		
Total Employee Growth		905	624	8	0	0	2	0	6	0	0
Total Employees Projected		2,459	1,696	23	0	0	4	0	19	0	0
Shared Dedicated	Support Space									Room Count	Size of Room
	x	Collaborative Space	0	0						0	80
	x	Visitation Rooms	0	0						0	120
	x	Storage	52.2	36						1	36
			0	0							
			0	0							
			0	0							
			0	0							
		Total Support SF:	52.2	36							
Total (Support & Staff) current:		1,607	1,108	15							
Total (Support & Staff) 20 year:		2,511	1,732	23							
General Notes											
Aimee to be adjacent to Pamela (not a requirement)											
Request Shannon Mitchell to be near Agency Attorney											
Storage Items: MAPP/Licensing/Adoption											

Program Option 1 - More Collaboration

Counseling Services

Department Name: **Counseling Services**
 Contact: Aimee Watson-Green
 Phone: _____
 Email address: _____
 Location: _____
 Division: **Social Services - Social Work**

Department Forecast & Workspace Requirements
 2/28/2020

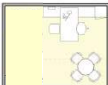
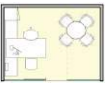
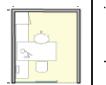


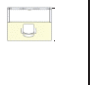
		145%	100%		240	180	120	81	64	32		
					TYPE 1 12x20 OFFICE 240 SF	TYPE 2 12x15 OFFICE 180 SF	TYPE 3 10x12 OFFICE 120 SF	TYPE 4 8x10 WKST 81 SF	TYPE 5 8x8 WKST 64 SF	TYPE 6 4x8 WKST 32 SF		
Personnel Space		Secondary Circulation	Assignable	Totals								
Therapist - Jennifer Walker			120	1			1					
QA/Q1 (Social Work) - Vacant			81	1				1				
Current Staff				2								
Total Employees Current		291	201	2	0	0	1	1	0	0	0	
EOY 2040		174	120	1			1					
Total Employee Growth		174	120	1	0	0	1	0	0	0	0	
Total Employees Projected		465	321	3	0	0	2	1	0	0	0	
Shared Dedicated	Support Space										Room Count	Size of Room
	x	Visitation Rooms	174	120							1	120
	x	Interview room	116	80							1	80
			0	0								
			0	0								
			0	0								
			0	0								
		Total Support SF:	290	200								
Total (Support & Staff) current:					581	401	2					
Total (Support & Staff) 20 year:					755	521	3					
General Notes												
Flexible office for outside programs - ancillary programs (x2?)												
Near lobby, easy to access - does not need to be secured												
Covered outdoor community area for visitation												
Visitation rooms should have flexible furniture for sleeping (living room style, one apartment style - kitchen, bathroom, living, washer/dryer) should be comfortable for 6-8 people												
Two way mirror for observation, visual & sound												
Age appropriate visitation rooms												

Program Option 1 - More Collaboration

Environmental Health and Vector Control

Department Name: Environmental Health and Vector Control
 Contact: _____
 Phone: _____
 Email address: _____
 Location: _____
 Division: Health Department

Department Forecast & Workspace Requirements
 2/28/2020

		145%	100%		240	180	120	81	64	32		
					TYPE 1 12x20 OFFICE 240 SF	TYPE 2 12x15 OFFICE 180 SF	TYPE 3 10x12 OFFICE 120 SF	TYPE 4 8x10 WKST 81 SF	TYPE 5 8x8 WKST 64 SF	TYPE 6 4x8 WKST 32 SF		
Personnel Space		Secondary Circulation	Assignable	Totals								
Supervisor - Vence Dodge			180	1		1						
Admin - Regina Spaulding			64	1					1			
Staff - Ben Kane, Supervisor			120	1			1					
Staff - Lexi Perillo			32	1						1		
Staff - Clay Creswell			32	1						1		
Staff - Denzel Lewis			32	1						1		
Touch down space				1						1		
Current Staff				7								
Total Employees Current		713	492	7	0	1	1	0	1	4	0	
EOY 2040		186	128	2		0			2			
Total Employee Growth		186	128	2	0	0	0	0	2	0	0	
Total Employees Projected		899	620	9	0	1	1	0	3	4	0	
Shared	Dedicated	Support Space									Room Count	Size of Room
	x	Equipment Storage (open shelving)	174	120						1	120	
	x	File Room	174	120						1	120	
	x	Plan Review Room	116	80						1	80	
	x	Trucks and Vehicals	0	0								
			0	0								

Program Option 1 - More Collaboration

Health Promotion

Department Name: **Health Promotion**
 Contact: Shirley Steele
 Phone: _____
 Email address: _____
 Location: _____
 Division: **Health Department**

Department Forecast & Workspace Requirements
 2/28/2020

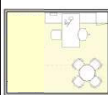

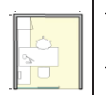


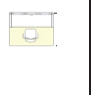
		145%	100%		240	180	120	81	64	32		
					TYPE 1 12x20 OFFICE 240 SF	TYPE 2 12x15 OFFICE 180 SF	TYPE 3 10x12 OFFICE 120 SF	TYPE 4 8x10 WKST 81 SF	TYPE 5 8x8 WKST 64 SF	TYPE 6 4x8 WKST 32 SF		
Personnel Space		Secondary Circulation	Assignable	Totals								
RN - Jessica Chewning			120	1			1					
RN - Lisa Kennedy			120	1			1					
Health Educator - Kerrie Timmerman			120	1			1					
Health Educator - Monique Traqvise			120	1			1					
Intern			32	1						1		
Intern			32	1						1		
Current Staff				6								
Total Employees Current		789	544	6	0	0	4	0	0	2	0	
EOY 2040		117	81	1			0	1	0			
Total Employee Growth		117	81	1	0	0	0	1	0	0	0	
Total Employees Projected		906	625	7	0	0	4	1	0	2	0	
Shared	Dedicated	Support Space									Room Count	Size of Room
x		Training room*	0	0						1	0	
	x	Work Room w/ storage	522	360						1	360	
	x	Demonstration Kitchen?	0	0						0	400	
x		Media Room*	0	0						1	0	
			0	0								
		Total Support SF:	522	360								
Total (Support & Staff) current:		1,311	904	6								
Total (Support & Staff) 20 year:		1,428	985	7								
General Notes												
Health Ed. Training room should have offices around the perimeter												
Storage for work room includes: posters, boards, and handouts												
Training room for classes should have stroage for equipment and furniture												
Demonstration kitchen should have public access (?)												
Recording Videos or Audio for PSA												
*SF is included on the Support Spaces Sheet/tab												

Program Option 1 - More Collaboration

Care Coordination

Department Name: **Care Coordination**
 Contact: Shirley Steele
 Phone: _____
 Email address: _____
 Location: _____
 Division: **Health Department**

Department Forecast & Workspace Requirements
 2/28/2020

		145%	100%		240	180	120	81	64	32		
					TYPE 1 12x20 OFFICE 240 SF	TYPE 2 12x15 OFFICE 180 SF	TYPE 3 10x12 OFFICE 120 SF	TYPE 4 8x10 WKST 81 SF	TYPE 5 8x8 WKST 64 SF	TYPE 6 4x8 WKST 32 SF		
Personnel Space		Secondary Circulation	Assignable	Totals								
RN - Brenda Allen			64	1					1			
RN - Lakeata Martin			64	1					1			
Social Worker - Salina Dixon			64	1					1			
Intern			32	1						1		
Intern			32	1						1		
Current Staff				5								
Total Employees Current		371	256	5	0	0	0	0	3	2	0	
EOY 2040		278	192	3					3			
Total Employee Growth		278	192	3	0	0	0	0	3	0	0	
Total Employees Projected		650	448	8	0	0	0	0	6	2	0	
Shared Dedicated	Support Space										Room Count	Size of Room
x	Media Room	0	0								0	200
x	Interview room w/ press	0	0								0	120
		0	0									
		0	0									
		0	0									
		0	0									
	Total Support SF:	0	0									
Total (Support & Staff) current:				371	256	5						
Total (Support & Staff) 20 year:				650	448	8						
General Notes												
RNs see patients in Clinic and WIC												
Social Worker also serves clinic												

Program Option 1 - More Collaboration

Dental Clinic

Department Name: **Dental**

Contact: _____

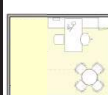
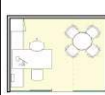




Phone: _____

Email address: _____

Location: _____

Division: **Health Department**

Department Forecast & Workspace Requirements
2/28/2020

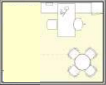
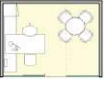
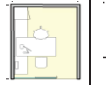



		145%	100%		240	180	120	81	64	32		
					TYPE 1 12x20 OFFICE 240 SF	TYPE 2 12x15 OFFICE 180 SF	TYPE 3 10x12 OFFICE 120 SF	TYPE 4 8x10 WKST 81 SF	TYPE 5 8x8 WKST 64 SF	TYPE 6 4x8 WKST 32 SF		
Personnel Space		Secondary Circulation	Assignable	Totals								
Receptionist - Julie Zingone			180	1		1						
Dentist - Dr. Shaya			81	1				1				
Dental Assistant - Sherry Burns			32	1						1		
Dental Assistant - Megan Slaughenhoup			32	1						1		
Dental Hygienist - Jennifer Messer			64	1					1			
Billing - Fran Riggs			81	1				1				
Intern			32	1						1		
Intern			32	1						1		
Current Staff				8								
Total Employees Current		774	534	8	0	1	0	2	1	4	0	
EOY 2040		93	64	2						2		
Total Employee Growth		93	64	2	0	0	0	0	0	2	0	
Total Employees Projected		867	598	10	0	1	0	2	1	6	0	
Shared	Dedicated	Support Space									Room Count	Size of Room
	x	Operatory	1087.5	750						5	150	
	x	Operatory - Growth	435	300						2	150	
	x	Lab	290	200						1	200	
	x	Pano/x-ray	145	100						1	100	
	x	Dirty/clean	145	100						1	100	
	x	Finance Office	0	0						0	180	
	x	Waiting/Lobby	435	300						1	300	
	x	Break Room w/ Kitchen	435	300						1	300	
	x	Supply Storage	87	60						1	60	
	x	Staff Restroom	104.4	72						2	36	
			0	0								
		Total Support SF:	3163.9	2182								
		Total (Support & Staff) current:	3,938	2,716	8							
		Total (Support & Staff) 20 year:	4,031	2,780	10							
General Notes												

Program Option 1 - More Collaboration

Medical Clinic

Department Name: **Medical Clinic**
 Contact: Shirley Steele
 Phone: _____
 Email address: _____
 Location: _____
 Division: **Health Department**

Department Forecast & Workspace Requirements
 2/28/2020

				240	180	120	81	64	32	
	145%	100%		TYPE 1 12x20 OFFICE 240 SF	TYPE 2 12x15 OFFICE 180 SF	TYPE 3 10x12 OFFICE 120 SF	TYPE 4 8x10 WKST 81 SF	TYPE 5 8x8 WKST 64 SF	TYPE 6 4x8 WKST 32 SF	
Personnel Space	Secondary Circulation	Assignable	Totals							
Director of Nursing - Shirley Steele		180	1		1					
Supervisor - Nursing - Cindy		120	1			1				
Eileen Harris (near Lab)		120	1			1				
Womens Health		0	0							
FNP - Ashley Batts		81	1				1			
CHA - Rosa Anderson		32	1						1	
RN - Sarah Oswald		64	1					1		
RN - Elizabeth Bledsoe		64	1					1		
Family Health		0	0							
FNP - Joan Taylor		81	1				1			
CHA - Felicia Pickett		32	1						1	
RN - Kaitlyn Ludlum		64	1					1		
RN - Casey LaFleur		81	1				1			
CD/TB - Diego Amorcho		81	1				1			
Immunization - Kim Trotman		81	1				1			
Billing		0	0							
Staff - Brandi Lanier		81	1				1			
Staff - Liz Gasca		81	1				1			
Staff - Lisa Sarvis		81	1				1			
Eligibility		0	0							
Staff - Maggie Perez**		64	1					1		
Staff - Raven Coombs**		64	1					1		
LPN - English Robbins		64	1					1		
LPNs - Vacant		64	1					1		
Intern		32	1						1	
Intern		32	1						1	
Clinic Front Desk - Skarieth Ochoa		64	1					1		
Clinic Front Desk - Sandi Garcia		64	1					1		
Clinic Front Desk - Randi Pyne		64	1					1		
Current Staff			25							
Total Employees Current	2,662	1,836	25	0	1	2	8	10	4	0
EOY 2040	606	418	6				2	4		
Total Employee Growth	606	418	6	0	0	0	2	4	0	0
Total Employees Projected	3,268	2,254	31	0	1	2	10	14	4	0

Program Option 1 - More Collaboration

Medical Clinic (continued)

Shared Dedicated	Support Space								Room Count	Size of Room
	x	Clinic - Exam Rooms	1160	800					8	100
	x	Clinic - Material intake/Interview	145	100					1	100
	x	Clinic - Ultrasound Room	145	100					1	100
	x	Clinic - Epi Room	145	100					1	100
	x	Clinic - Clinic Room	145	100					1	100
	x	Clinic - Workup Rooms	290	200					2	100
	x	Clinic - Workup Rooms - Growth	290	200					2	100
	x	Clinic - Pharmacy	174	120					1	120
	x	Clinic - Lab	290	200					1	200
	x	Clinic - Meeting room/morning Huddle	217.5	150					1	150
x	Clinic - Medical Records (with desks)	580	400					2	200	
Total (Support & Staff) current:		6,940	4,786	25						
Total (Support & Staff) 20 year:		7,546	5,204	31						
General Notes										
Epi Room to have reverse ISO/exam, sink pass through to CD nurse. Epi room will service contagious illness and/or prisoners. Should be adjacent to communicable disease nurse office										
Clinic Room: immunizations x2 (general purpose room - Workstation or office space)										
Workup Rooms: 1 for each side (4 for growth)										
Pharmacy: secured space, counter, sink & fridge, stools, lockable door. Pharmasists come for reviews 1/week										
Lab: bigger then current, separate bathrooms (2) with pass through, lab manager adjacent office, clean/dirty - more separate, sinks x2, full height fridge x2, eye wash sation										
Shirleys office to be near clinic										
**Depends on the design of the space. It can be done at front desk as long as set up is private										

Program Option 1 - More Collaboration

Women, Infants and Children

Department Name: Women, Infants and Children

Contact: _____

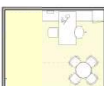





Phone: _____

Email address: _____

Location: _____

Division: Health Department

Department Forecast & Workspace Requirements
2/28/2020

		145%	100%		240	180	120	81	64	32	
					TYPE 1 12x20 OFFICE 240 SF	TYPE 2 12x15 OFFICE 180 SF	TYPE 3 10x12 OFFICE 120 SF	TYPE 4 8x10 WKST 81 SF	TYPE 5 8x8 WKST 64 SF	TYPE 6 4x8 WKST 32 SF	
Personnel Space		Secondary Circulation	Assignable	Totals							
Supervisor			120	1			1				
Nutritionist			81	1				1			
Nutritionist			81	1				1			
Processing Assistant			81	1				1			
Processing Assistant			81	1				1			
Processing Assistant			81	1				1			
Intern			32	1						1	
Intern			0	0						0	
Current Staff				7							
Total Employees Current		808	557	7	0	0	1	5	0	1	0
EOY 2040		513	354	5				2	3		
Total Employee Growth		513	354	5	0	0	0	2	3	0	0
Total Employees Projected		1,321	911	12	0	0	1	7	3	1	0
Shared Dedicated	Support Space									Room Count	Size of Room
	x	Lobby (Pregnant Patients)	0	0						0	180
	x	Storage	174	120						1	120
	x	Mothers Room	116	80						1	80
	x	Triage Space	145	100						1	100
			0	0							
			0	0							
		Total Support SF:	435	300							
Total (Support & Staff) current:		1,243	857	7							
Total (Support & Staff) 20 year:		1,756	1,211	12							
General Notes											
Storage items: Breast pumps, brochures, etc											
Triage space with table scale for infants, and other instruments											
Demo Kitchen access would be a plus											

Program Option 1 - More Collaboration

Administrative Staff

Department Name: Admin Staff
 Contact: _____
 Phone: _____
 Email address: _____
 Location: _____
 Division: Administration

Department Forecast & Workspace Requirements
 2/28/2020

		145%	100%		240	180	120	81	64	32		
					TYPE 1 12x20 OFFICE 240 SF	TYPE 2 12x15 OFFICE 180 SF	TYPE 3 10x12 OFFICE 120 SF	TYPE 4 8x10 WKST 81 SF	TYPE 5 8x8 WKST 64 SF	TYPE 6 4x8 WKST 32 SF		
Personnel Space		Secondary Circulation	Assignable	Totals								
Admin Staff												
Director of Health and Human Services - Carolyn M			240	1	1							
Executive Admin - Marti			120	1			1					
Mail/File Room - Michelle Johnson			64	1					1			
Assistant Health Director -			120	1			1					
Future HR -			81	1				1				
Current Staff				5								
Total Employees Current		906	625	5	1	0	2	1	1	0	0	
EOY 2040 - Admin		174	120	1			1					
EOY 2040 - Finance		0	0	0								
Total Employee Growth		174	120	0	0	0	1	0	0	0	0	
Total Employees Projected		1,080	745	5	1	0	3	1	1	0	0	
Shared	Dedicated	Support Space									Room Count	Size of Room
		Interview Room	145	100						1	100	
		Storage Room	217.5	150						1	150	
			0	0								
			0	0								
			0	0								
			0	0								
			0	0								
		Total Support SF:	362.5	250								
		Total (Support & Staff) current:	1,269	875	5							
		Total (Support & Staff) 20 year:	1,269	875	5							
General Notes												
Storage items: personal records												

Program Option 1 - More Collaboration

Finance Staff

Department Name: Finance

Contact: _____


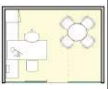




Phone: _____

Email address: _____

Location: _____

Division: Administration

Department Forecast & Workspace Requirements
2/28/2020

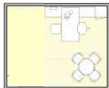
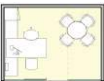




		145%	100%		240	180	120	81	64	32		
					TYPE 1 12x20 OFFICE 240 SF	TYPE 2 12x15 OFFICE 180 SF	TYPE 3 10x12 OFFICE 120 SF	TYPE 4 8x10 WKST 81 SF	TYPE 5 8x8 WKST 64 SF	TYPE 6 4x8 WKST 32 SF		
Personnel Space		Secondary Circulation	Assignable	Totals								
Finance - Donna (Near Carolyn)			120	1			1					
Finance - Savannah (Near Carolyn)			120	1			1					
Finance - Account Rec. - Chasity			81	1				1				
Finance - Account Rec. - Jessica			81	1				1				
			0	0								
Current Staff				4								
Total Employees Current		583	402	4	0	0	2	2	0	0	0	
EOY 2040		348	240	2			2					
Total Employee Growth		348	240	2	0	0	2	0	0	0	0	
Total Employees Projected		931	642	6	0	0	4	2	0	0	0	
Shared Dedicated	Support Space										Room Count	Size of Room
	x	Filing Room	174	120						1	120	
	x	Small Conference (shared w/ admin)	174	120						1	120	
			0	0								
			0	0								
			0	0								
			0	0								
		Total Support SF:	348	240								
Total (Support & Staff) current:		931	642	4								
Total (Support & Staff) 20 year:		1,279	882	6								
General Notes												

Program Option 1 - More Collaboration

Janitorial Staff

Department Name: Janitorial
 Contact: _____
 Phone: _____
 Email address: _____
 Location: _____
 Division: Administration

Department Forecast & Workspace Requirements
 2/28/2020

				240	180	120	81	64	32				
				TYPE 1 12x20 OFFICE 240 SF	TYPE 2 12x15 OFFICE 180 SF	TYPE 3 10x12 OFFICE 120 SF	TYPE 4 8x10 WKST 81 SF	TYPE 5 8x8 WKST 64 SF	TYPE 6 4x8 WKST 32 SF				
Personnel Space				Secondary Circulation	Assignable	Totals							
Maintenance - Jimmy Bowden					32	1						1	
Janitor - Martin					32	1						1	
					0	0							
					0	0							
					0	0							
					0	0							
					0	0							
Current Staff						2							
Total Employees Current				93	64	2	0	0	0	0	0	2	0
EOY 2040				93	64	2						2	
Total Employee Growth				93	64	2	0	0	0	0	0	2	0
Total Employees Projected				186	128	4	0	0	0	0	0	4	0
Shared Dedicated	Support Space										Room Count	Size of Room	
	x	Closets in each floor if applicable			0	0						0	64
	x	Storage			0	0						0	64
					0	0							
					0	0							
					0	0							
					0	0							
					0	0							
		Total Support SF:			0	0							
Total (Support & Staff) current:				93	64	2							
Total (Support & Staff) 20 year:				186	128	4							
General Notes													
Janitor closets and storage are represented in shared support tab													

Program Option 2 - More Growth

Summary

	CURRENT STAFF			PROJECTED 2040 STAFF			
	145%	100%			145%	100%	
	Secondary Circulation	(standard only - no circ space)	2019 Staff #	with support spaces and respective circulation	Secondary Circulation	(standard only - no circ space)	2040 Staff #
	Usable	Assignable			Usable	Assignable	
Income Maintenance	1,061	732	7	2,366	1,699	1,172	13
Medicaid Adult	1,517	1,046	13	2,598	2,098	1,447	19
Medicaid Family and Child	1,702	1,174	15	2,632	2,284	1,575	21
Support Services	1,206	832	10	1,897	1,744	1,203	15
Child Support	737	508	6	1,420	1,089	751	9
Food and Nutrition Services	1,628	1,123	13	2,578	2,266	1,563	19
Child Protective Services	2,132	1,470	18	4,739	3,492	2,408	34
Adult Protective Services	824	568	8	1,746	1,369	944	13
Adoption/Foster/LINKS	1,554	1,072	15	3,474	3,190	2,200	30
Counseling Services	291	201	2	929	465	321	3
Environmental Health and Vector Control	713	492	7	1,624	1,160	800	10
Health Promotion	789	544	6	1,428	906	625	7
Care Coordination	371	256	5	650	650	448	8
Dental	774	534	8	4,031	867	598	10
Medical Clinic	2,662	1,836	25	7,546	3,268	2,254	31
Women, Infants and Children	808	557	7	1,756	1,321	911	12
Admin Staff	906	625	5	1,269	1,080	745	5
Finance	583	402	4	1,279	931	642	6
Janitorial	93	64	2	186	186	128	4
Support Space	26,912	18,560		26912	26912	18560	
			176				256
Department & Shared Spaces	47,264	32,596		71,059	56,978	39,295	

Program Option 2 - More Growth

Support and Service Spaces

		145%	100%		Notes		
Shared	Dedicated	Support Space				Room Count	Size of Room
		Welcome/Lobby Space					
x		Main Vestibule	145	100		1	100
x		Secondary Vestibule	0	0		1	0
x		Main Lobby	1740	1200		1	1200
x		Secondary Lobby	580	400	1 to dental, 1 to child support	2	200
x		Reception/Security	0	0	included in main lobby	1	0
		Meeting					
x		Training Room(s)	6525	4500	1 doubles as courtroom	3	1500
x		Chair Storage	783	540		3	180
x		A/V Room	174	120		1	120
x		Extra Large Conference / 32 P	0	0		0	700
x		Large Conference / 16 P	1740	1200		3	400
x		Medium Conference / 12 P	1160	800		4	200
		Medium Conference / Media Room	290	200		1	200
x		Break Room Conference	0	0		0	160
x		Court Room + Accessory Spaces	0	0		0	2400
		Restrooms					
x		Mens - Guest	493	340		2	170
x		Mens - Staff	725	500		2	250
x		Womens - Guest	493	340		2	170
x		Womens - Staff	725	500		2	250
		Family Restroom	290	200		2	100
		Family Restroom Shower	87	60		1	60
		File/Storage/Mail					
x		Mail Room	435	300		1	300
x		Janitor	348	240		4	60
x		Supply Storage	870	600	supplies, computer, shirts, misc.	1	600
x		Receiving Area	290	200		1	200
			0	0			
		Misc.					
x		Mothers' Room - Staff	145	100		1	100
x		Mothers' Room - Guest	145	100		1	100
x		Wellness/Fitness Room	580	400		1	400
x		Fitness Room Toilets and Showers - Mens	435	300		1	300
x		Fitness Room Toilets and Showers - Womens	435	300		1	300
x		Workrooms	0	0		0	200
x		Break Room	2320	1600		2	800
		Building Core/Architctural					
		MDF/ Server Room	232	160	first floor	1	160
		IDF Room (Switch Closet)	174	120	second floor	1	120
		First Floor Electrical Room	290	200		1	200
		Second Floor Electrical Room	203	140		1	140
		First Floor Mechanical Room	870	600		1	600
		2nd Floor Mechanical Room	580	400		1	400
		Fire Pump Room	203	140	first floor	1	140
		Exit Stairs	1450	1000	shows four actually 2 on both floors	4	250
		Elevator	870	600	shows six actually 3 on both floors	6	100
		Elevator Equipment Room	87	60	second floor	1	60
			0	0			
		Total:	26,912	18,560			

General Notes







Break room, break room conference and outdoor space all adjacent

Program Option 2 - More Growth

Income Maintenance

Department Name: **Income Maintenance**
 Contact: Pat Walker
 Phone: _____
 Email address: _____
 Location: _____
 Division: **Social Services - Income Maintenance**

Department Forecast & Workspace Requirements
 2/28/2020

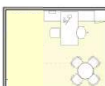





		145%	100%		240	180	120	81	64	32		
					TYPE 1 12x20 OFFICE 240 SF	TYPE 2 12x15 OFFICE 180 SF	TYPE 3 10x12 OFFICE 120 SF	TYPE 4 8x10 WKST 81 SF	TYPE 5 8x8 WKST 64 SF	TYPE 6 4x8 WKST 32 SF		
Personnel Space		Secondary Circulation	Assignable	Totals								
Director of DSS - Wes Stewart (near IM + SW)			180	1		1						
IM Administrator - Patricia Walker			120	1			1					
IM Compliance/Training Supervisor - Jeff Coco			120	1			1					
IM Front Desk - Sinia Guity			64	1					1			
IM Front Desk - Tonja Pac			64	1					1			
IM Front Desk - Vacant			64	1					1			
Assistant DSS Director -			120	1			1					
			0	0								
			0	0								
Current Staff				7								
Total Employees Current		1,061	732	7	0	1	3	0	3	0	0	
EOY 2040		638	440	6			1		5			
Total Employee Growth		638	440	6	0	0	1	0	5	0	0	
Total Employees Projected		1,699	1,172	13	0	1	4	0	8	0	0	
Shared	Dedicated	Support Space									Room Count	Size of Room
	x	Interview rooms	348	240							3	80
	x	File Cabinet (pamphlets and logs)	21.75	15							1	15
	x	Space for Copier	36.25	25							1	25
X		Compliance/Training Storage	261	180							1	180
			0	0								
			0	0								
		Total Support SF:	667	460								
		Total (Support & Staff) current:	1,728	1,192	7							
		Total (Support & Staff) 20 year:	2,366	1,632	13							
General Notes												
Adults need to be seen towards the front because of mobility - Children and families behind												
Growing because of elderly population												
Jeff Coco and QAQ1 trainer may need to be centrally located with a small training room (direct reports to the director)												

Program Option 2 - More Growth

Adult Medicaid

Department Name: **Medicaid Adult**
 Contact: Pat Walker
 Phone: _____
 Email address: _____
 Location: _____
 Division: **Social Services - Income Maintenance**

Department Forecast & Workspace Requirements
 2/28/2020

		145%	100%		240	180	120	81	64	32		
					TYPE 1 12x20 OFFICE 240 SF	TYPE 2 12x15 OFFICE 180 SF	TYPE 3 10x12 OFFICE 120 SF	TYPE 4 8x10 WKST 81 SF	TYPE 5 8x8 WKST 64 SF	TYPE 6 4x8 WKST 32 SF		
Personnel Space		Secondary Circulation	Assignable	Totals								
Supervisor - Sherry Horrell			120	1			1					
Supervisor - Angelo Garcia			120	1			1					
Intake - Celia Pigford			81	1				1				
Intake - Vanessa Turner			81	1				1				
Intake - Rena Banks			81	1				1				
Intake - Leah Benefield			81	1				1				
Intake - Jackie Grant			81	1				1				
Intake - Renatha Brown			81	1				1				
Recert - Beverly Hall			64	1					1			
Recert - Susan Perry			64	1					1			
Recert - Kimberly Justaford			64	1					1			
Recert - Lashanda Lee			64	1					1			
Recert - Lesley Moore			64	1					1			
Current Staff				13								
Total Employees Current		1,517	1,046	13	0	0	2	6	5	0	0	
EOY 2040		581	401	6				1	5			
Total Employee Growth		581	401	6	0	0	0	1	5	0	0	
Total Employees Projected		2,098	1,447	19	0	0	2	7	10	0	0	
Shared Dedicated	Support Space									Room Count	Size of Room	
	x	Interview rooms	348	240						3	80	
	?	File cabinet (paper notices)	43.5	30						2	15	
	x	Storage for Medication	0	0						0	100	
	x	Record Storage	108.75	75						5	15	
			0	0								
			0	0								
		Total Support SF:	500.25	345								
Total (Support & Staff) current:		2,017	1,391	13								
Total (Support & Staff) 20 year:		2,598	1,792	19								
General Notes												
Adults need to be seen towards the front because of mobility - Children and families behind												
Growing because of elderly population												

Program Option 2 - More Growth

Family and Child Medicaid

Department Name: **Medicaid Family and Child**

Contact: Pat Walker

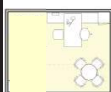
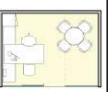

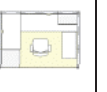


Phone: _____

Email address: _____

Location: _____

Division: **Social Services - Income Maintenance**

Department Forecast & Workspace Requirements
2/28/2020

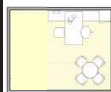





		145%	100%		240	180	120	81	64	32	
					TYPE 1 12x20 OFFICE 240 SF	TYPE 2 12x15 OFFICE 180 SF	TYPE 3 10x12 OFFICE 120 SF	TYPE 4 8x10 WKST 81 SF	TYPE 5 8x8 WKST 64 SF	TYPE 6 4x8 WKST 32 SF	
Personnel Space		Secondary Circulation	Assignable	Totals							
Supervisor - Kellie Anderson			120	1			1				
Supervisor - Cynthia Blackburn			120	1			1				
Intake - Dalene Avery			81	1				1			
Intake - Vacant			81	1				1			
Intake - Cynthia Behal			81	1				1			
Intake - Felicia McIntyre			81	1				1			
Intake - Melony Malone			81	1				1			
Intake - Lugenia Beatty			81	1				1			
Recert - Susana Lana			64	1					1		
Recert - Donnelle Romero			64	1					1		
Recert - Brenda Treto			64	1					1		
Recert - Stephanie Lewis			64	1					1		
Recert - Serita Murphy			64	1					1		
Recert - Geraldine DeLeon			64	1					1		
Recert - Tarnita Tate			64	1					1		
Current Staff				15							
Total Employees Current		1,702	1,174	15	0	0	2	6	7	0	0
EOY 2040		581	401	6		0		1	5		
Total Employee Growth		581	401	6	0	0	0	1	5	0	0
Total Employees Projected		2,284	1,575	21	0	0	2	7	12	0	0
Shared Dedicated	Support Space									Room Count	Size of Room
	x Interview rooms	348	240							3	80
		0	0								
		0	0								
		0	0								
		0	0								
		0	0								
	Total Support SF:	348	240								
Total (Support & Staff) current:		2,050	1,414	15							
Total (Support & Staff) 20 year:		2,632	1,815	21							
General Notes											
Adults need to be seen towards the front because of mobility - Children and families behind											
Growing because of elderly population											

Program Option 2 - More Growth

Support Services

Department Name: **Support Services**
 Contact: Pat Walker
 Phone: _____
 Email address: _____
 Location: _____
 Division: **Social Services - Income Maintenance**

Department Forecast & Workspace Requirements
 2/28/2020

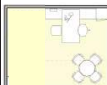





		145%	100%		240	180	120	81	64	32		
					TYPE 1 12x20 OFFICE 240 SF	TYPE 2 12x15 OFFICE 180 SF	TYPE 3 10x12 OFFICE 120 SF	TYPE 4 8x10 WKST 81 SF	TYPE 5 8x8 WKST 64 SF	TYPE 6 4x8 WKST 32 SF		
Personnel Space		Secondary Circulation	Assignable	Totals								
Supervisor - Tonya Hooks			120	1			1					
Work First - Kimberly Heath			81	1				1				
Work First - Raquel Wells			81	1				1				
Child Care - Stephanie Loria			81	1				1				
Child Care - Shakema Bowden			81	1				1				
Transportation - Kristin Dombroski			81	1				1				
Transportation - Monica Beatty			81	1				1				
Transportation - Vacant			81	1				1				
LIEAP/LIP - Vacant			81	1				1				
QA/Q1 (IM)			64	1					1			
Current Staff				10								
Total Employees Current		1,206	832	10	0	0	1	8	1	0	0	
EOY 2040		538	371	5				3	2			
Total Employee Growth		538	371	5	0	0	0	3	2	0	0	
Total Employees Projected		1,744	1,203	15	0	0	1	11	3	0	0	
Shared Dedicated	Support Space										Room Count	Size of Room
	x	Interview Office	116	80							1	80
	x	Storage	36.25	25							1	25
			0	0								
			0	0								
			0	0								
			0	0								
		Total Support SF:	152.25	105								
Total (Support & Staff) current:		1,359	937	10								
Total (Support & Staff) 20 year:		1,897	1,308	15								
General Notes												
QA/Q1 position adjacent to Pat (nice but not necessary. 2 QA/Q1 trainers ideal - located centrally with a small training room attached)												

Program Option 2 - More Growth

Child Support

Department Name: **Child Support**
 Contact: **Pat Walker**
 Phone: _____
 Email address: _____
 Location: _____
 Division: **Social Services - Income Maintenance**

Department Forecast & Workspace Requirements
 2/28/2020

		145%	100%		240	180	120	81	64	32		
					TYPE 1 12x20 OFFICE 240 SF	TYPE 2 12x15 OFFICE 180 SF	TYPE 3 10x12 OFFICE 120 SF	TYPE 4 8x10 WKST 81 SF	TYPE 5 8x8 WKST 64 SF	TYPE 6 4x8 WKST 32 SF		
Personnel Space		Secondary Circulation	Assignable	Totals								
Supervisor - Stephanie Summerlin			120	1			1					
Agent - Theresa Kosterman (Lead Worker)			81	1				1				
Agent - Monica Murray			81	1				1				
Agent - Norma Gasca			81	1				1				
Admin/Reception - Gail James			81	1				1				
Visitor - Regional Employee from Raleigh (near sink)			64	1					1			
Current Staff				6								
Total Employees Current		737	508	6	0	0	1	4	1	0	0	
EOY 2040		352	243	3				3				
Total Employee Growth		352	243	3	0	0	0	3	0	0	0	
Total Employees Projected		1,089	751	9	0	0	1	7	1	0	0	
Shared Dedicated	Support Space										Room Count	Size of Room
	x	26 lateral files needed	113.1	78							26	3
	x	Small break out room	0	0							0	80
	x	Small Conference	217.5	150							1	150
			0	0								
			0	0								
			0	0								
		Total Support SF:	330.6	228								
Total (Support & Staff) current:		1,067	736	6								
Total (Support & Staff) 20 year:		1,420	979	9								
General Notes												
Stricter security needs (need to show ID to keep log)												
Locked door from lobby area												
Stand alone lobby, near main entrance												
Regional employee from Raleigh visit once a month, they do not need filing space - need access to sink/restroom												
Filing needs: original documents are needed for court cases - cannot be shared, they need to remain within the suite												
Cabinets = 26 (original stays at courthouse, two copies kept on site)												

Program Option 2 - More Growth

Food and Nutrition Services

Department Name: Food and Nutrition Services

Department Forecast & Workspace Requirements

2/28/2020

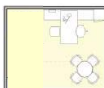
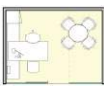




Contact: Pat Walker

Phone:

Email address:

Location:

Division: Social Services - Income Maintenance



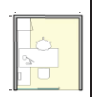



		145%	100%		240	180	120	81	64	32		
					TYPE 1 12x20 OFFICE 240 SF	TYPE 2 12x15 OFFICE 180 SF	TYPE 3 10x12 OFFICE 120 SF	TYPE 4 8x10 WKST 81 SF	TYPE 5 8x8 WKST 64 SF	TYPE 6 4x8 WKST 32 SF		
Personnel Space		Secondary Circulation	Assignable	Totals								
Supervisor - Nicole Buckindall			120	1			1					
Intake - Crissy Sanchez (Lead Worker)			81	1				1				
Intake - Giovanna Ramos			81	1				1				
Intake - Ana Aguilar			81	1				1				
Intake - Mazell Holmes			81	1				1				
Intake - April Branch			81	1				1				
Recert - Shanon Evans			64	1					1			
Recert - Theresa Days			64	1					1			
Recert - Richelle Wren			64	1					1			
Recert - Stacy Gardiner			64	1					1			
Investigator - Tammy Hatcher			81	1				1				
Investigator - Vacant			81	1				1				
Attorney - Tonya Lacewell Turner			180	1		1						
Current Staff				13								
Total Employees Current		1,628	1,123	13	0	1	1	7	4	0	0	
EOY 2040 (FNs)		638	440	6			1		5			
EOY 2040 (Integrity)		0	0	0								
Total Employee Growth		638	440	6	0	0	1	0	5	0	0	
Total Employees Projected		2,266	1,563	19	0	1	2	7	9	0	0	
Shared Dedicated	Support Space										Room Count	Size of Room
	x	Private break out space	0	0							0	180
	x	Interview rooms	290	200							2	100
	x	Small temp storage for Integrity group	21.75	15							5	3
			0	0								
			0	0								
		Total Support SF:	311.75	215								
Total (Support & Staff) current:		1,940	1,338	13								
Total (Support & Staff) 20 year:		2,578	1,778	19								
General Notes												
Intake employees are customer facing, need space for meetings in their office, with strollers												
Informal interview room mostly used by the researchers who are in workstations												
Investigators room for 4 people huddle												
Investigators: need to be closer to front of the space, and can be seperated from the rest of the group - 'integrity'												
Mostly electronic filing, small temp storage needs												

Program Option 2 - More Growth

Child Protective Services

Department Name: Child Protective Services
 Contact: Aimee Watson-Green
 Phone: _____
 Email address: _____
 Location: _____
 Division: Social Services - Social Work

Department Forecast & Workspace Requirements
 2/28/2020







		145%	100%		TYPE 1 12x20 OFFICE 240 SF	TYPE 2 12x15 OFFICE 180 SF	TYPE 3 10x12 OFFICE 120 SF	TYPE 4 8x10 WKST 81 SF	TYPE 5 8x8 WKST 64 SF	TYPE 6 4x8 WKST 32 SF		
Personnel Space		Secondary Circulation	Assignable	Totals								
Social Work Program Manager - Aimee Watson-Green			180	1		1						
Intake/In-Home Supervisor - Dorothy Beatty			120	1			1					
Supervisor - Janet Martinez			120	1			1					
Supervisor - Samantha Nixon			120	1			1					
In-Home SW - Kisha Lanier			64	1					1			
In-Home SW - Latasha Canady			64	1					1			
In-Home SW - LaCretia Keith			64	1					1			
In-Take SW - Erica Gainey			81	1				1				
In-Take SW - Aleisha Gurganios			81	1				1				
CPS Assessor SW - Alicia Carr-Watkins			64	1					1			
CPS Assessor SW - Sabrina Schaffer			64	1					1			
CPS Assessor SW - Tommy Williams			64	1					1			
CPS Assessor SW - Michelle Parker			64	1					1			
CPS Assessor SW - Shunnika Gamble			64	1					1			
CPS Assessor SW - Rachel Love			64	1					1			
CPS Assessor SW - Keisha Hooks			64	1					1			
CPS Assessor SW - Austin Pearce			64	1					1			
CPS Assessor SW - Beeseemah McKinney			64	1					1			
Current Staff				18								
Total Employees Current		2,132	1,470	18	0	1	3	2	12	0	0	
EOY 2040 (In-Take/In-Home)		595	410	5			1	2	2			
EOY 2040 (Front End)		766	528	11			2			9		
Total Employee Growth		1,360	938	16	0	0	3	2	2	9	0	
Total Employees Projected		3,492	2,408	34	0	1	6	4	14	9	0	
Shared Dedicated	Support Space										Room Count	Size of Room
	x (In-Take/In-Home) Team room	261	180							1	180	
	x (CPS Front End) Team rooms	232	160							2	80	
	x Visitation Rooms	580	400							2	200	
	x Storage (clothes, car seats, pamphlets)	174	120							1	120	
		0	0									
		0	0									
	Total Support SF:	1247	860									
Total (Support & Staff) current:		3,379	2,330	18								
Total (Support & Staff) 20 year:		4,739	3,268	23								
General Notes												
Not heavy foot traffic - no public access to staff office												
1 Visitation room to be set up as an apartment												
In-Take group does not have a direct connect to any other department												
Staff entrance near back												
Need a shared meeting space for family + team meetings												
Storage items include: kids clothes, car seats, pamphlets, baby pools, hazmat suits, booties, etc												

Program Option 2 - More Growth

Adult Protective Services

Department Name: Adult Protective Services
 Contact: Aimee Watson-Green
 Phone: _____
 Email address: _____
 Location: _____
 Division: Social Services - Social Work

Department Forecast & Workspace Requirements
 2/28/2020

		145%	100%		TYPE 1 12x20 OFFICE 240 SF	TYPE 2 12x15 OFFICE 180 SF	TYPE 3 10x12 OFFICE 120 SF	TYPE 4 8x10 WKST 81 SF	TYPE 5 8x8 WKST 64 SF	TYPE 6 4x8 WKST 32 SF		
Personnel Space		Secondary Circulation	Assignable	Totals								
Supervisor - Dionne Smith			120	1			1					
APS SW - Eunice Bannerman			64	1					1			
Guardianship/APS SW - Diana Rivera			64	1					1			
Rep Payee/Intake SW - Alecia Williamson			64	1					1			
AHS/SA SW - Alison Meders			64	1					1			
APS SW - Shelia Hayes			64	1					1			
APS SW - Kiesha Simpson			64	1					1			
Lead Wk/Guardianship SW - Vacant			64	1					1			
Current Staff				8								
Total Employees Current		824	568	8	0	0	1	0	7	0	0	
EOY 2040		545	376	5			1		4			
Total Employee Growth		545	376	5	0	0	1	0	4	0	0	
Total Employees Projected		1,369	944	13	0	0	2	0	11	0	0	
Shared Dedicated	Support Space										Room Count	Size of Room
	x Meeting	261	180								1 180	
	x Team Room	116	80								1 80	
		0	0									
		0	0									
		0	0									
		0	0									
	Total Support SF:	377	260									
Total (Support & Staff) current:		1,201	828	8								
Total (Support & Staff) 20 year:		1,746	1,204	13								
General Notes												
Meeting and team room can possible combine												

Program Option 2 - More Growth

Adoption, Fostering and LINKS

Department Name: Adoption/Foster/LINKS

Contact: Aimee Watson-Green

Phone:


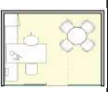




Email address:

Location:

Division: Social Services - Social Work

Department Forecast & Workspace Requirements

2/28/2020

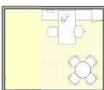
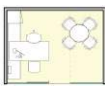




		145%	100%		240	180	120	81	64	32		
					TYPE 1 12x20 OFFICE 240 SF	TYPE 2 12x15 OFFICE 180 SF	TYPE 3 10x12 OFFICE 120 SF	TYPE 4 8x10 WKST 81 SF	TYPE 5 8x8 WKST 64 SF	TYPE 6 4x8 WKST 32 SF		
Personnel Space		Secondary Circulation	Assignable	Totals								
Supervisor - Tyshea Sutton			120	1			1					
Supervisor - Monique Moore			120	1			1					
Office Assistant - Pamela Henry-Smith (Security Officer)			64	1					1			
Placement/Adoptions SW - Shayla Branch			64	1					1			
Placement/LINKS SW - Larissa Deloach			64	1					1			
Placement SW - Annie Murphy			64	1					1			
Foster Care/Placement SW - Brian Wylie			64	1					1			
Foster Care/Placement SW - Vacant			64	1					1			
Processing Assistant - Shannon Mitchell (para-legal)			64	1					1			
Foster Care/Placement SW - Alexandra Boone			64	1					1			
Foster Care/Placement SW - Jennifer Beeson			64	1					1			
Foster Care/Placement SW - Lacsresia Hansley			64	1					1			
Foster Care/Placement SW - Linda James			64	1					1			
Foster Care/Placement SW - Crystal Wooten			64	1					1			
Foster Care/Placement SW - Demertric Underdue			64	1					1			
Attorney - see FNs sheet												
Current Staff				15								
Total Employees Current		1,554	1,072	15	0	0	2	0	13	0	0	
EOY 2040		1,636	1,128	15			3		12			
Total Employee Growth		1,636	1,128	15	0	0	3	0	12	0	0	
Total Employees Projected		3,190	2,200	30	0	0	5	0	25	0	0	
Shared Dedicated	Support Space										Room Count	Size of Room
	x	Collaborative Space	232	160							2	80
	x	Visitation Rooms	0	0							0	120
	x	Storage	52.2	36							1	36
			0	0								
			0	0								
			0	0								
		Total Support SF:	284.2	196								
	Total (Support & Staff) current:		1,839	1,268	15							
Total (Support & Staff) 20 year:		3,474	2,396	30								
General Notes												
Aimee to be adjacent to Pamela (not a requirement)												
Request Shannon Mitchell to be near Agency Attorney												
Storage Items: MAPP/Licensing/Adoption												

Program Option 2 - More Growth

Counseling Services

Department Name: **Counseling Services**
 Contact: Aimee Watson-Green
 Phone: _____
 Email address: _____
 Location: _____
 Division: **Social Services - Social Work**

Department Forecast & Workspace Requirements
 2/28/2020

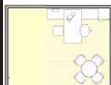
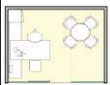




		145%	100%		240	180	120	81	64	32		
					TYPE 1 12x20 OFFICE 240 SF	TYPE 2 12x15 OFFICE 180 SF	TYPE 3 10x12 OFFICE 120 SF	TYPE 4 8x10 WKST 81 SF	TYPE 5 8x8 WKST 64 SF	TYPE 6 4x8 WKST 32 SF		
Personnel Space		Secondary Circulation	Assignable	Totals								
Therapist - Jennifer Walker			120	1			1					
QA/Q1 (Social Work) - Vacant			81	1				1				
Current Staff				2								
Total Employees Current		291	201	2	0	0	1	1	0	0	0	
EOY 2040		174	120	1			1					
Total Employee Growth		174	120	1	0	0	1	0	0	0	0	
Total Employees Projected		465	321	3	0	0	2	1	0	0	0	
Shared	Dedicated	Support Space									Room Count	Size of Room
	x	Visitation Rooms	348	240							2	120
	x	Interview room	116	80							1	80
			0	0								
			0	0								
			0	0								
			0	0								
Total Support SF:		464	320									
Total (Support & Staff) current:					755	521	2					
Total (Support & Staff) 20 year:					929	641	3					
General Notes												
Flexible office for outside programs - ancillary programs (x2?)												
Near lobby, easy to access - does not need to be secured												
Covered outdoor community area for visitation												
Visitations rooms should have flexible furniture for sleeping (living room style, one apartment style - kitchen, bathroom, living, washer/dryer) should be comfortable for 6-8 people												
Two way mirror for observation, visual & sound												
Age appropriate visitation rooms												

Program Option 2 - More Growth

Environmental Health and Vector Control

Department Name: Environmental Health and Vector Control
 Contact: _____
 Phone: _____
 Email address: _____
 Location: _____
 Division: Health Department

Department Forecast & Workspace Requirements
 2/28/2020

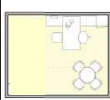

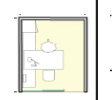


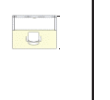
		145%	100%		240	180	120	81	64	32		
					TYPE 1 12x20 OFFICE 240 SF	TYPE 2 12x15 OFFICE 180 SF	TYPE 3 10x12 OFFICE 120 SF	TYPE 4 8x10 WKST 81 SF	TYPE 5 8x8 WKST 64 SF	TYPE 6 4x8 WKST 32 SF		
Personnel Space		Secondary Circulation	Assignable	Totals								
Supervisor - Vence Dodge			180	1		1						
Admin - Regina Spaulding			64	1					1			
Staff - Ben Kane, Supervisor			120	1			1					
Staff - Lexi Perillo			32	1						1		
Staff - Clay Creswell			32	1						1		
Staff - Denzel Lewis			32	1						1		
Touch down space				1						1		
Current Staff				7								
Total Employees Current		713	492	7	0	1	1	0	1	4	0	
EOY 2040		447	308	3		1			2			
Total Employee Growth		447	308	3	0	1	0	0	2	0	0	
Total Employees Projected		1,160	800	10	0	2	1	0	3	4	0	
Shared Dedicated	Support Space										Room Count	Size of Room
x	Equipment Storage (open shelving)	174	120								1	120
x	File Room	174	120								1	120
x	Plan Review Room	116	80								1	80
x	Trucks and Vehicals	0	0									
		0	0									
	Total Support SF:	464	320									
Total (Support & Staff) current:		1,177	812	7								
Total (Support & Staff) 20 year:		1,624	1,120	10								
General Notes												
Need access to exterior because of dirty boots and frequent in/out												
20 county cars for health, 20 county cars for SS (space for 50-60 fleet cars)												
Equipment to be stored includes: Food thermometers, Plans and files, Water testing equip., and chemicals												

Program Option 2 - More Growth

Health Promotion

Department Name: **Health Promotion**
 Contact: **Shirley Steele**
 Phone: _____
 Email address: _____
 Location: _____
 Division: **Health Department**

Department Forecast & Workspace Requirements
 2/28/2020

		145%	100%		240	180	120	81	64	32		
					TYPE 1 12x20 OFFICE 240 SF	TYPE 2 12x15 OFFICE 180 SF	TYPE 3 10x12 OFFICE 120 SF	TYPE 4 8x10 WKST 81 SF	TYPE 5 8x8 WKST 64 SF	TYPE 6 4x8 WKST 32 SF		
Personnel Space		Secondary Circulation	Assignable	Totals								
RN - Jessica Chewing			120	1			1					
RN - Lisa Kennedy			120	1			1					
Health Educator - Kerrie Timmerman			120	1			1					
Health Educator - Monique Traqvise			120	1			1					
Intern			32	1						1		
Intern			32	1						1		
Current Staff				6								
Total Employees Current		789	544	6	0	0	4	0	0	2	0	
EOY 2040		117	81	1			0	1	0			
Total Employee Growth		117	81	1	0	0	0	1	0	0	0	
Total Employees Projected		906	625	7	0	0	4	1	0	2	0	
Shared Dedicated	Support Space										Room Count	Size of Room
	x	Training room*	0	0						1	0	
	x	Work Room w/ storage	522	360						1	360	
	x	Demonstration Kitchen?	0	0						0	400	
	x	Media Room*	0	0						1	0	
			0	0								
		Total Support SF:	522	360								
Total (Support & Staff) current:		1,311	904	6								
Total (Support & Staff) 20 year:		1,428	985	7								
General Notes												
Health Ed. Training room should have offices around the perimeter												
Storage for work room includes: posters, boards, and handouts												
Training room for classes should have storage for equipment and furniture												
Demonstration kitchen should have public access (?)												
Recording Videos or Audio for PSA												
*SF is included on the Support Spaces Sheet/tab												

Program Option 2 - More Growth

Care Coordination

Department Name: **Care Coordination**
 Contact: Shirley Steele
 Phone: _____
 Email address: _____
 Location: _____
 Division: **Health Department**

Department Forecast & Workspace Requirements
 2/28/2020

				240	180	120	81	64	32				
				TYPE 1 12x20 OFFICE 240 SF	TYPE 2 12x15 OFFICE 180 SF	TYPE 3 10x12 OFFICE 120 SF	TYPE 4 8x10 WKST 81 SF	TYPE 5 8x8 WKST 64 SF	TYPE 6 4x8 WKST 32 SF				
Personnel Space				Secondary Circulation	Assignable	Totals							
RN - Brenda Allen					64	1				1			
RN - Lakeata Martin					64	1				1			
Social Worker - Salina Dixon					64	1				1			
Intern					32	1					1		
Intern					32	1					1		
Current Staff						5							
Total Employees Current				371	256	5	0	0	0	0	3	2	0
EOY 2040				278	192	3					3		
Total Employee Growth				278	192	3	0	0	0	0	3	0	0
Total Employees Projected				650	448	8	0	0	0	0	6	2	0
Shared	Dedicated	Support Space									Room Count	Size of Room	
	x	Media Room		0	0						0	200	
	x	Interview room w/ press		0	0						0	120	
				0	0								
				0	0								
				0	0								
				0	0								
		Total Support SF:		0	0								
Total (Support & Staff) current:				371	256	5							
Total (Support & Staff) 20 year:				650	448	8							
General Notes													
RNs see patients in Clinic and WIC													
Social Worker also serves clinic													

Program Option 2 - More Growth

Dental Clinic

Department Name: **Dental**

Contact: _____


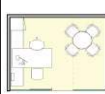




Phone: _____

Email address: _____

Location: _____

Division: **Health Department**

Department Forecast & Workspace Requirements
2/28/2020

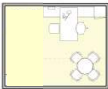
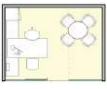




		145%	100%		240	180	120	81	64	32	
					TYPE 1 12x20 OFFICE 240 SF	TYPE 2 12x15 OFFICE 180 SF	TYPE 3 10x12 OFFICE 120 SF	TYPE 4 8x10 WKST 81 SF	TYPE 5 8x8 WKST 64 SF	TYPE 6 4x8 WKST 32 SF	
Personnel Space		Secondary Circulation	Assignable	Totals							
Receptionist - Julie Zingone			180	1		1					
Dentist - Dr. Shaya			81	1				1			
Dental Assistant - Sherry Burns			32	1						1	
Dental Assistant - Megan Slaughenhoup			32	1						1	
Dental Hygienist - Jennifer Messer			64	1					1		
Billing - Fran Riggs			81	1				1			
Intern			32	1						1	
Intern			32	1						1	
Current Staff				8							
Total Employees Current		774	534	8	0	1	0	2	1	4	0
EOY 2040		93	64	2						2	
Total Employee Growth		93	64	2	0	0	0	0	0	2	0
Total Employees Projected		867	598	10	0	1	0	2	1	6	0
Shared Dedicated	Support Space									Room Count	Size of Room
	x	Operatory	1087.5	750						5	150
	x	Operatory - Growth	435	300						2	150
	x	Lab	290	200						1	200
	x	Pano/x-ray	145	100						1	100
	x	Dirty/clean	145	100						1	100
	x	Finance Office	0	0						0	180
	x	Waiting/Lobby	435	300						1	300
	x	Break Room w/ Kitchen	435	300						1	300
	x	Supply Storage	87	60						1	60
	x	Staff Restroom	104.4	72						2	36
			0	0							
		Total Support SF:	3163.9	2182							
	Total (Support & Staff) current:		3,938	2,716	8						
	Total (Support & Staff) 20 year:		4,031	2,780	10						
	General Notes										

Program Option 2 - More Growth

Medical Clinic

Department Name: **Medical Clinic**
 Contact: Shirley Steele
 Phone: _____
 Email address: _____
 Location: _____
 Division: **Health Department**

Department Forecast & Workspace Requirements
 2/28/2020

				240	180	120	81	64	32	
	145%	100%		TYPE 1 12x20 OFFICE 240 SF	TYPE 2 12x15 OFFICE 180 SF	TYPE 3 10x12 OFFICE 120 SF	TYPE 4 8x10 WKST 81 SF	TYPE 5 8x8 WKST 64 SF	TYPE 6 4x8 WKST 32 SF	
Personnel Space	Secondary Circulation	Assignable	Totals							
Director of Nursing - Shirley Steele		180	1		1					
Supervisor - Nursing - Cindy		120	1			1				
Eileen Harris (near Lab)		120	1			1				
Womens Health		0	0							
FNP - Ashley Batts		81	1				1			
CHA - Rosa Anderson		32	1						1	
RN - Sarah Oswald		64	1					1		
RN - Elizabeth Bledsoe		64	1					1		
Family Health		0	0							
FNP - Joan Taylor		81	1				1			
CHA - Felicia Pickett		32	1						1	
RN - Kaitlyn Ludlum		64	1					1		
RN - Casey LaFleur		81	1				1			
CD/TB - Diego Amorocho		81	1				1			
Immunization - Kim Trotman		81	1				1			
Billing		0	0							
Staff - Brandi Lanier		81	1				1			
Staff - Liz Gasca		81	1				1			
Staff - Lisa Sarvis		81	1				1			
Eligibility		0	0							
Staff - Maggie Perez**		64	1					1		
Staff - Raven Coombs**		64	1					1		
LPN - English Robbins		64	1					1		
LPNs - Vacant		64	1					1		
Intern		32	1						1	
Intern		32	1						1	
Clinic Front Desk - Skarleth Ochoa		64	1					1		
Clinic Front Desk - Sandi Garcia		64	1					1		
Clinic Front Desk - Randi Pyne		64	1					1		
Current Staff			25							
Total Employees Current	2,662	1,836	25	0	1	2	8	10	4	0
EOY 2040	606	418	6				2	4		
Total Employee Growth	606	418	6	0	0	0	2	4	0	0
Total Employees Projected	3,268	2,254	31	0	1	2	10	14	4	0

Program Option 2 - More Growth

Medical Clinic (continued)







Shared	Dedicated	Support Space							Room Count	Size of Room
	x	Clinic - Exam Rooms	1160	800					8	100
	x	Clinic - Material intake/Interview	145	100					1	100
	x	Clinic - Ultrasound Room	145	100					1	100
	x	Clinic - Epi Room	145	100					1	100
	x	Clinic - Clinic Room	145	100					1	100
	x	Clinic - Workup Rooms	290	200					2	100
	x	Clinic - Workup Rooms - Growth	290	200					2	100
	x	Clinic - Pharmacy	174	120					1	120
	x	Clinic - Lab	290	200					1	200
	x	Clinic - Meeting room/morning Huddle	217.5	150					1	150
	x	Clinic - Medical Records (with desks)	580	400					2	200
	x	Billing - Files (keep for 2 years)	290	200					1	200
	x	Eligibility - Check In/Out space**	290	200					1	200
	x	Clinic - front desk work area	116	80					1	80
		Total Support SF:	4277.5	2950						
		Total (Support & Staff) current:	6,940	4,786	25					
		Total (Support & Staff) 20 year:	7,546	5,204	31					
General Notes										
Epi Room to have reverse ISO/exam, sink pass through to CD nurse. Epi room will service contagious illness and/or prisoners. Should be adjacent to communicable disease nurse office										
Clinic Room: immunizations x2 (general purpose room - Workstation or office space)										
Workup Rooms: 1 for each side (4 for growth)										
Pharmacy: secured space, counter, sink & fridge, stools, lockable door. Pharmasists come for reviews 1/week										
Lab: bigger then current, separate bathrooms (2) with pass through, lab manager adjacent office, clean/dirty - more separate, sinks x2, full height fridge x2, eye wash sation										
Shirleys office to be near clinic										
**Depends on the design of the space. It can be done at front desk as long as set up is private										

Program Option 2 - More Growth

Women, Infants and Children

Department Name: **Women, Infants and Children**
 Contact: _____
 Phone: _____
 Email address: _____
 Location: _____
 Division: **Health Department**

Department Forecast & Workspace Requirements
 2/28/2020

		145%	100%		240	180	120	81	64	32	
					TYPE 1 12x20 OFFICE 240 SF	TYPE 2 12x15 OFFICE 180 SF	TYPE 3 10x12 OFFICE 120 SF	TYPE 4 8x10 WKST 81 SF	TYPE 5 8x8 WKST 64 SF	TYPE 6 4x8 WKST 32 SF	
Personnel Space		Secondary Circulation	Assignable	Totals							
Supervisor			120	1			1				
Nutritionist			81	1				1			
Nutritionist			81	1				1			
Processing Assistant			81	1				1			
Processing Assistant			81	1				1			
Processing Assistant			81	1				1			
Intern			32	1						1	
Intern			0	0						0	
Current Staff				7							
Total Employees Current		808	557	7	0	0	1	5	0	1	0
EOY 2040		513	354	5				2	3		
Total Employee Growth		513	354	5	0	0	0	2	3	0	0
Total Employees Projected		1,321	911	12	0	0	1	7	3	1	0
Shared Dedicated	Support Space									Room Count	Size of Room
	x Lobby (Pregnant Patients)	0	0							0	180
x	Storage	174	120							1	120
x	Mothers Room	116	80							1	80
x	Triage Space	145	100							1	100
		0	0								
		0	0								
	Total Support SF:	435	300								
Total (Support & Staff) current:		1,243	857	7							
Total (Support & Staff) 20 year:		1,756	1,211	12							
General Notes											
Storage items: Breast pumps, brochures, etc											
Triage space with table scale for infants, and other instruments											
Demo Kitchen access would be a plus											

Program Option 2 - More Growth

Administrative Staff

Department Name: Admin Staff

Contact: _____

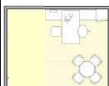
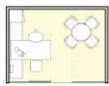
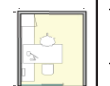



Phone: _____

Email address: _____

Location: _____

Division: Administration

Department Forecast & Workspace Requirements
2/28/2020

		145%	100%		240	180	120	81	64	32		
					TYPE 1 12x20 OFFICE 240 SF	TYPE 2 12x15 OFFICE 180 SF	TYPE 3 10x12 OFFICE 120 SF	TYPE 4 8x10 WKST 81 SF	TYPE 5 8x8 WKST 64 SF	TYPE 6 4x8 WKST 32 SF		
Personnel Space		Secondary Circulation	Assignable	Totals								
Admin Staff												
Director of Health and Human Services - Carolyn M		240	1	1								
Executive Admin - Marti		120	1				1					
Mail/File Room - Michelle Johnson		64	1						1			
Assistant Health Director -		120	1				1					
Future HR -		81	1					1				
Current Staff			5									
Total Employees Current		906	625	5	1	0	2	1	1	0	0	
EOY 2040 - Admin		174	120	1			1					
EOY 2040 - Finance		0	0	0								
Total Employee Growth		174	120	0	0	0	1	0	0	0	0	
Total Employees Projected		1,080	745	5	1	0	3	1	1	0	0	
Shared	Dedicated	Support Space									Room Count	Size of Room
		Interview Room	145	100						1	100	
		Storage Room	217.5	150						1	150	
			0	0								
			0	0								
			0	0								
			0	0								
		Total Support SF:	362.5	250								
Total (Support & Staff) current:		1,269	875	5								
Total (Support & Staff) 20 year:		1,269	875	5								
General Notes												
Storage items: personal records												

Program Option 2 - More Growth

Finance Staff

Department Name: Finance

Contact: _____







Phone: _____

Email address: _____

Location: _____

Division: Administration

Department Forecast & Workspace Requirements
2/28/2020

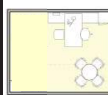
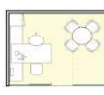




		145%	100%		240	180	120	81	64	32		
					TYPE 1 12x20 OFFICE 240 SF	TYPE 2 12x15 OFFICE 180 SF	TYPE 3 10x12 OFFICE 120 SF	TYPE 4 8x10 WKST 81 SF	TYPE 5 8x8 WKST 64 SF	TYPE 6 4x8 WKST 32 SF		
Personnel Space		Secondary Circulation	Assignable	Totals								
Finance - Donna (Near Carolyn)			120	1			1					
Finance - Savannah (Near Carolyn)			120	1			1					
Finance - Account Rec. - Chasity			81	1				1				
Finance - Account Rec. - Jessica			81	1				1				
			0	0								
Current Staff				4								
Total Employees Current		583	402	4	0	0	2	2	0	0	0	
EOY 2040		348	240	2			2					
Total Employee Growth		348	240	2	0	0	2	0	0	0	0	
Total Employees Projected		931	642	6	0	0	4	2	0	0	0	
Shared Dedicated	Support Space										Room Count	Size of Room
	x	Filing Room	174	120							1	120
	x	Small Conference (shared w/ admin)	174	120							1	120
			0	0								
			0	0								
			0	0								
			0	0								
			0	0								
		Total Support SF:	348	240								
Total (Support & Staff) current:		931	642	4								
Total (Support & Staff) 20 year:		1,279	882	6								
General Notes												

Program Option 2 - More Growth

Janitorial Staff

Department Name: Janitorial
 Contact: _____
 Phone: _____
 Email address: _____
 Location: _____
 Division: Administration

Department Forecast & Workspace Requirements
 2/28/2020

		145%	100%		240	180	120	81	64	32		
					TYPE 1 12x20 OFFICE 240 SF	TYPE 2 12x15 OFFICE 180 SF	TYPE 3 10x12 OFFICE 120 SF	TYPE 4 8x10 WKST 81 SF	TYPE 5 8x8 WKST 64 SF	TYPE 6 4x8 WKST 32 SF		
Personnel Space		Secondary Circulation	Assignable	Totals								
Maintenance - Jimmy Bowden			32	1						1		
Janitor - Martin			32	1						1		
			0	0								
			0	0								
			0	0								
			0	0								
			0	0								
Current Staff				2								
Total Employees Current		93	64	2	0	0	0	0	0	2	0	
EOY 2040		93	64	2						2		
Total Employee Growth		93	64	2	0	0	0	0	0	2	0	
Total Employees Projected		186	128	4	0	0	0	0	0	4	0	
Shared Dedicated	Support Space									Room Count	Size of Room	
	x	Closets in each floor if applicable	0	0						0	64	
	x	Storage	0	0						0	64	
			0	0								
			0	0								
			0	0								
			0	0								
			0	0								
		Total Support SF:	0	0								
	Total (Support & Staff) current:		93	64	2							
Total (Support & Staff) 20 year:		186	128	4								
General Notes												
Janitor closets and storage are represented in shared support tab												

BETTER LINE OF SIGHT
TO WAITING

Build Support 64 X 32

Stairs
12.7 X 20.7

ELEVS

Elevators Janitor IDF 3

Public
Restrooms

Janitor closet

Med Records

Storage 64 X 24

DENTAL
LOBBY

Dental 32 X 32

Main Lobby 32 X 32

Security /
Navigator

LITTLE
DIVERSIFIED ARCHITECTURAL CONSULTING

Summary

The initial concern of the building was how tall it would need to be. A three-story scenario was briefly explored but the site didn't require a more compact footprint and the perception was that two stories would be more amenable to communication.

The sketches provided by the County differentiate between publicly accessible departments and more secure ones with guided access. This naturally bifurcates both levels but is especially important for the first floor clinics. This bisecting of the plan coincides with the desire to place the public entry, lobby and waiting centrally.

Most frequently utilized clinics for the public are located closest to the main entrance with both child support and dental having entries directly off the main lobby space with improved security measures.

Finance and administration are coupled and located close to the public entrance. Staff have a separate building entrance and amenities that are adjacent to the administrative bays.

Public toilets and other support spaces are both off the main public lobby and within the secured clinics.

On the second floor, most social services are publicly accessible off the main lobby. Protective services are secured and have secure access to staff and fleet parking away from the public building core.

Training rooms are preferable on the ground level so they are more accessible after hours. The size of these spaces require a higher ceiling for sight lines, lighting and HVAC. The plan avoids stacking anything over the training rooms so the entire first floor isn't unnecessarily high.

Efficiency is gained by making workspace as contiguous as possible. By avoiding hard walls between departments, it encourages more collaboration, avoids

redundant circulation and creates more flexibility with department staffing and space needs.

The amount of open workspace is mitigated by using the enclosed workspaces to divide those open areas into smaller "neighborhoods."

Initial site plan studies developed parking adjacencies. The design team first tried placing the building closest to the existing facilities to the north of the site. The team was also asked to study a building more frontal to progress drive, back from the street.

Ultimately, the NC DEQ took no further position on some of the surveyed wetlands surveyed other than they are, "...Isolated, Fed Non-Jurisdictional wetland w/ NO significant nexus..."

The final site plan has the main public entrance across from Industrial Drive, creating a full movement intersection. The parking connects to the existing facilities to the north. The site design creates a clear flow for visitor parking and drop-off. Visitor parking is provided in front of the building. Staff and fleet parking are separated and more remote. Some staff parking to the north can be used as overflow parking.

A series of outdoor spaces are provided for different program functions. Client visitation and observation areas are privately screened behind the building. The county-wide multipurpose spaces have breakout areas. Staff are provided outdoor amenities as well. Future growth is reserved on either side of the proposed building footprint.

The goal of the master plan is to prove the viability of the program on the selected site along progress drive, establish realistic adjacencies and overall planning strategy, and serve as a visual integration of the vision and program priorities for full architectural development as part of a future project.

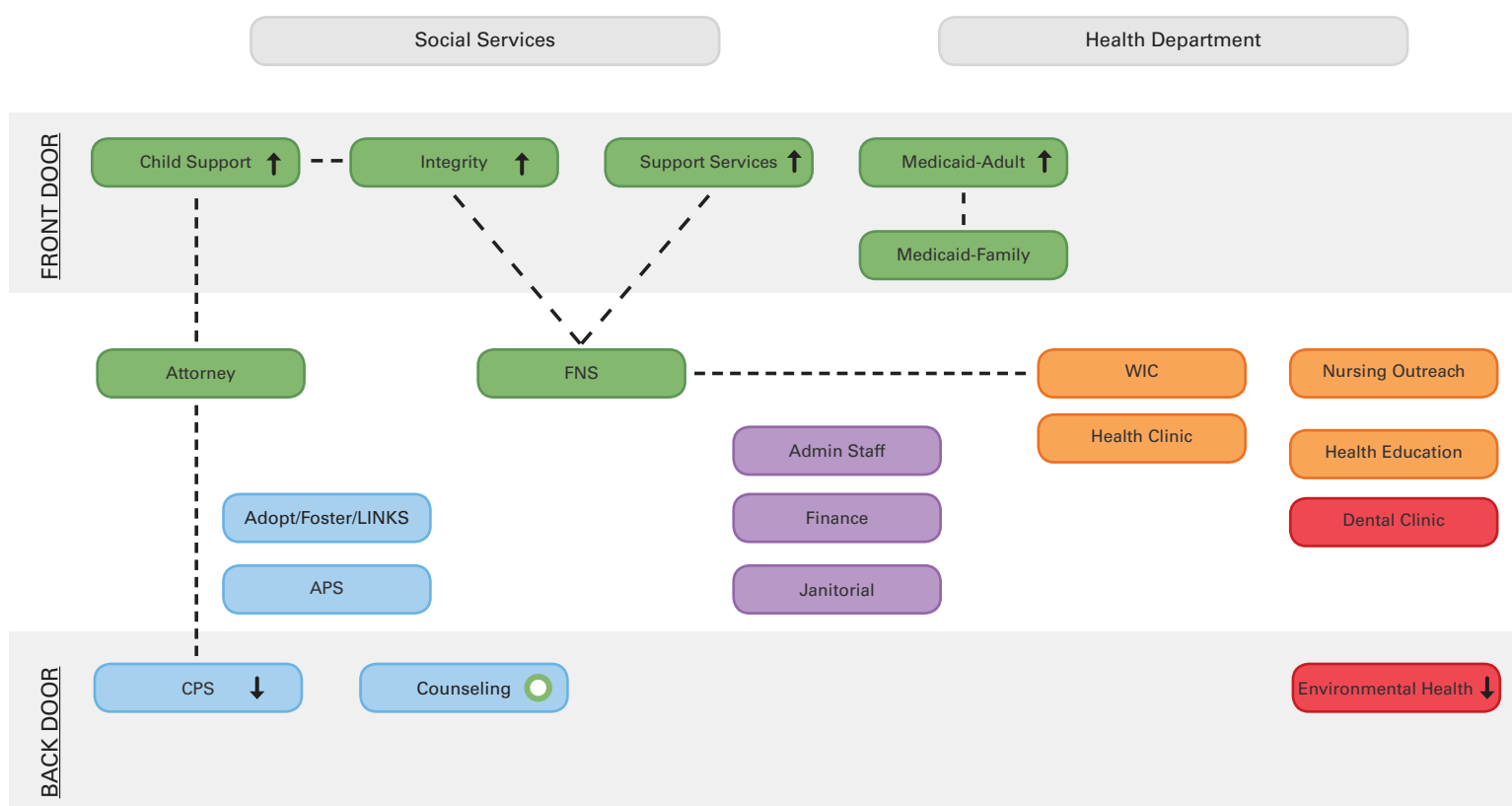
Based on Department Meetings



Adjacency Diagram

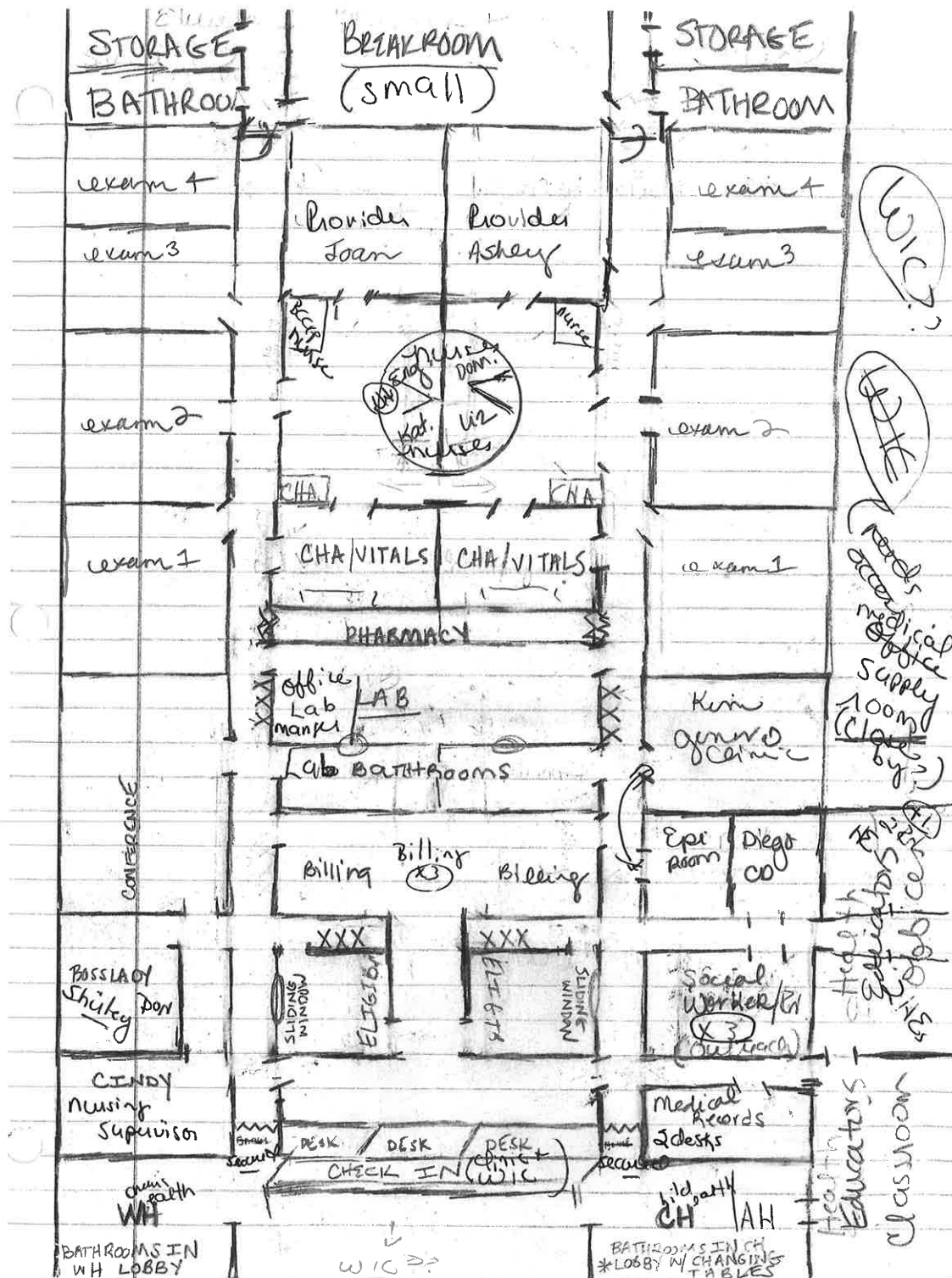
Based on Client Feedback

PENDER COUNTY HHS ADJACENCIES



Clinic Layout Sketch

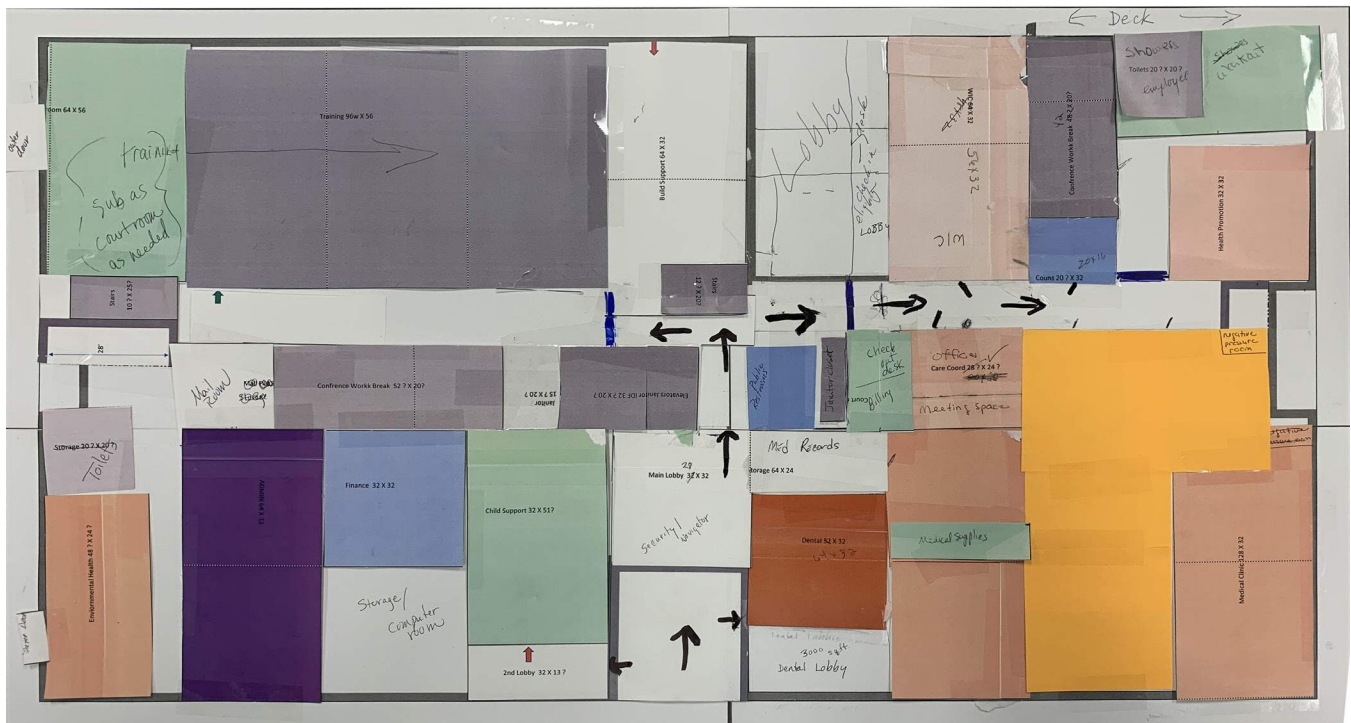
Provided by Public Health in January, 2020



Provided by Client in April, 2020



SECOND FLOOR



FIRST FLOOR

Provided by Client in July, 2021

Read

A hand-drawn floor plan of a health center. The plan is organized around a central horizontal corridor. To the left of the corridor, from top to bottom, are: a large room labeled 'training/multi-purpose Room' with a 'removable divide'; a 'reception' area; a 'Public corridor' with a 'receiving water tap'; a 'conf/meeting room'; a 'mtg' room; a 'stg' room; a 'child support' room; and a 'Public Entry' area. To the right of the corridor, from top to bottom, are: a 'Public corridor' with a 'Public water supply' and 'Waiting area for all patients'; a 'check-in and out' area; a 'Billing' area; a 'WIC' area; a 'Breakroom'; a 'Staff' area; a 'Medical Records' area; a 'Nursing Outreach' area; a 'SW' area; a 'Family Clinic' area; a 'Lab + Pharmacy' area; a 'Lab + Supplies' area; a 'Nurses Clinic' area; an 'open workspace'; a 'mtg/conf. room'; a 'cg. office'; and 'offices'. At the far right, there is a 'Public restrooms' area, a 'Nrg Pressure Room', and a 'staff entry'. The plan also includes a 'restroom' at the top left, a 'Public restrooms' area at the top right, and a 'staff entry' at the bottom right. Arrows indicate the flow of traffic throughout the facility.

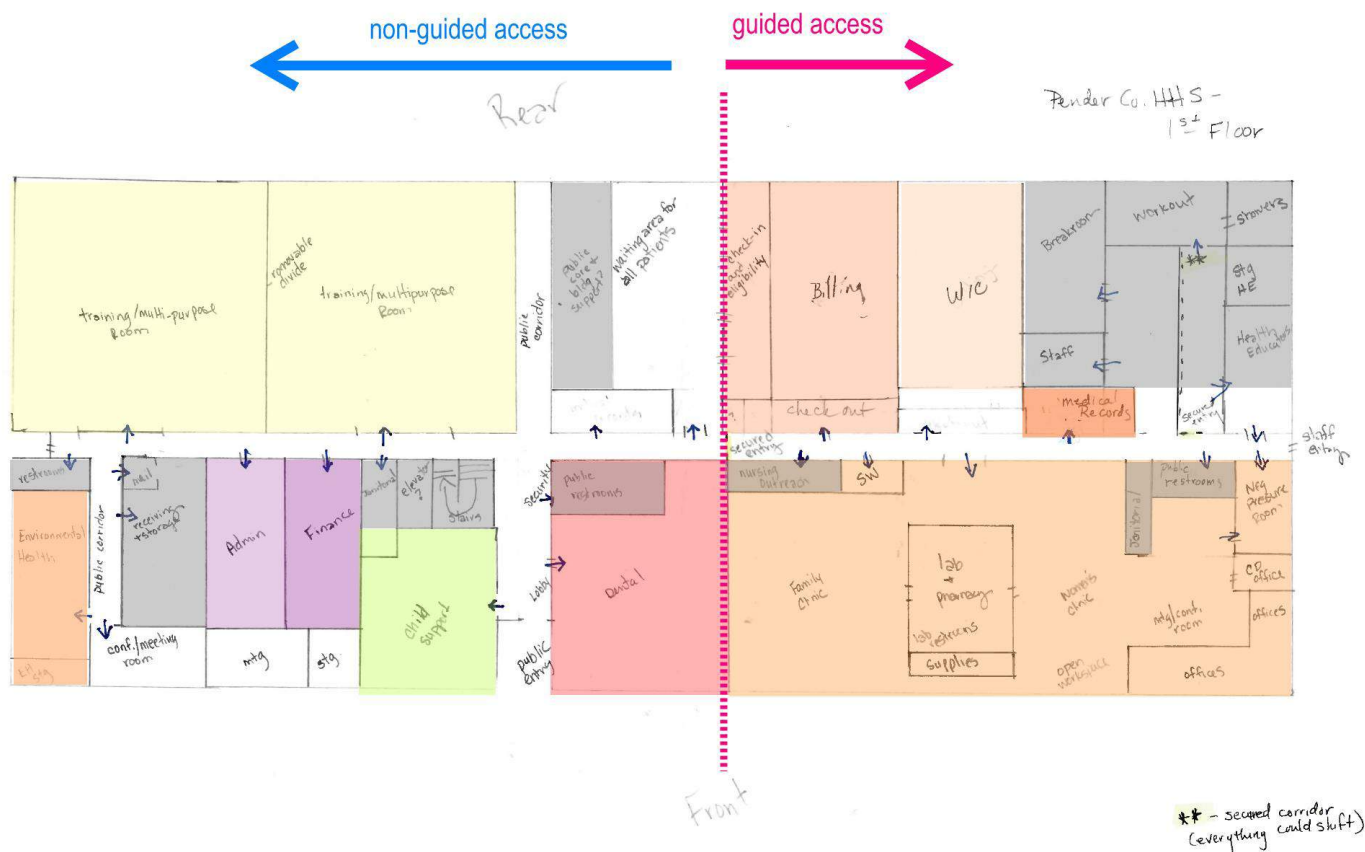
Front

** - secured corridor (everything could shift)

Blocking Diagrams

Interpreted and Discussed in July, 2021

07/12/2021

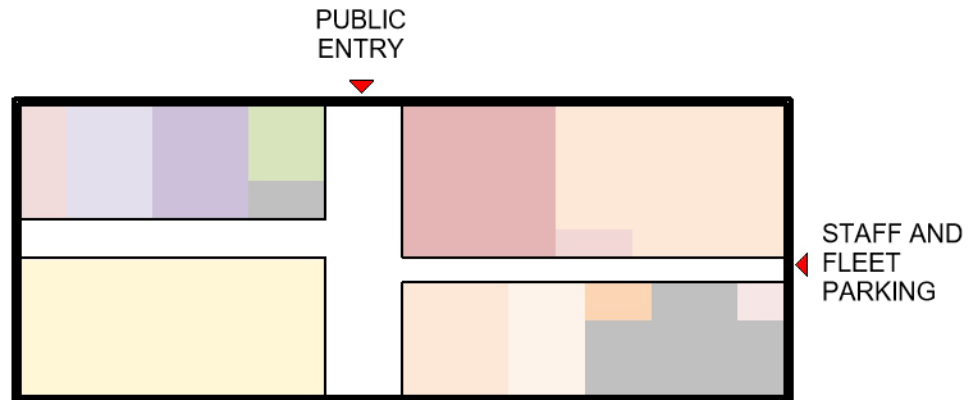


Transformation Diagrams

Adapting Client Plan Sketch to Program and Site

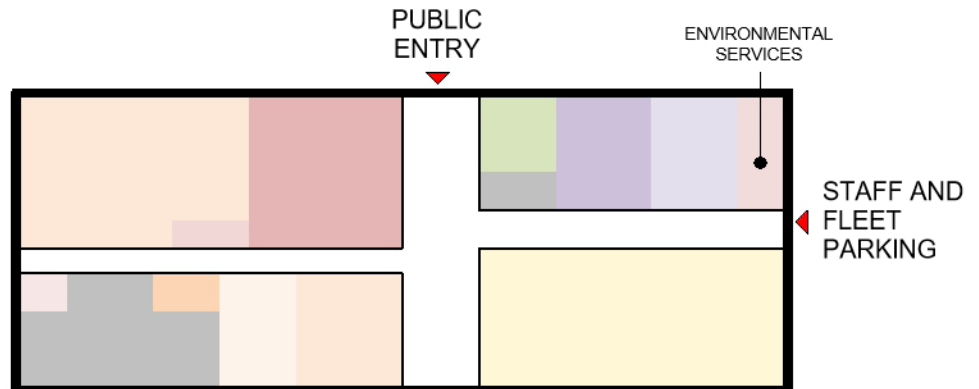
1

FLIP PLAN SO PUBLIC ENTRY IS FROM NORTH



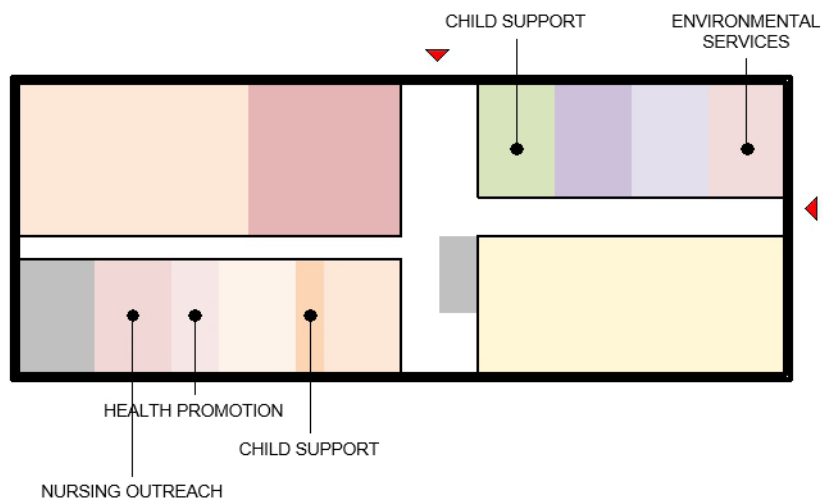
2

FLIP PLAN SO ENVIRONMENTAL HEALTH IS CLOSE TO FLEET PARKING

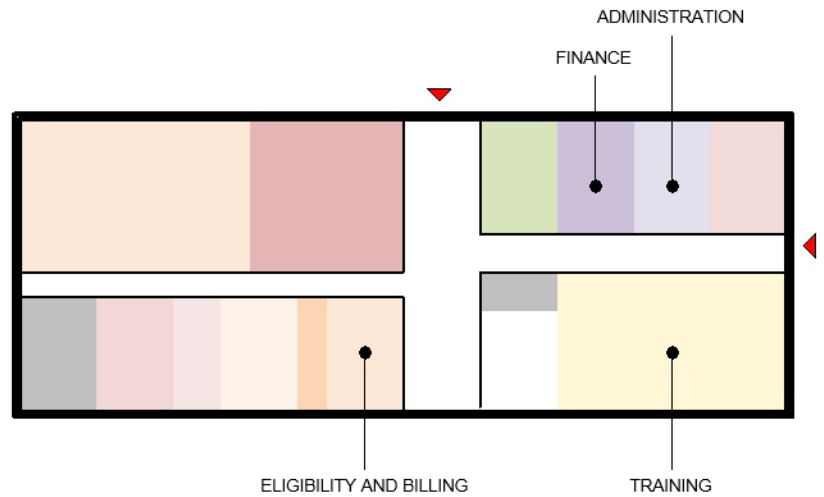


3

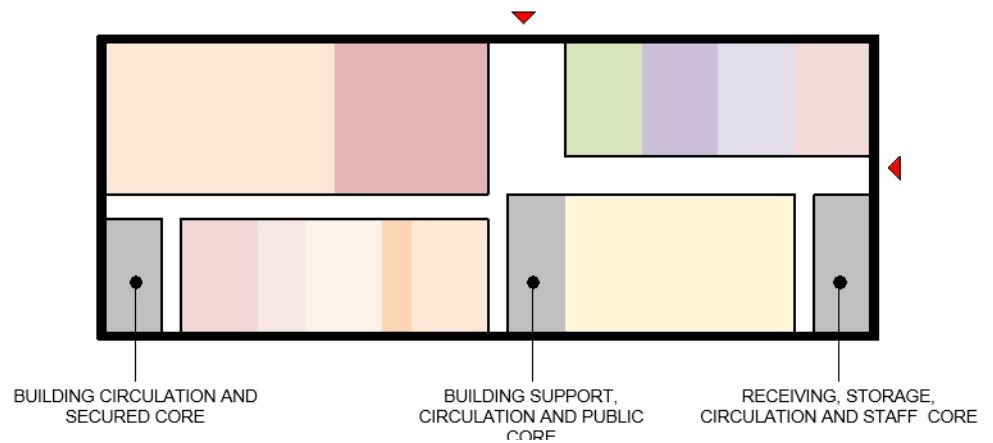
CORRECT UNDERSIZED DEPARTMENTS



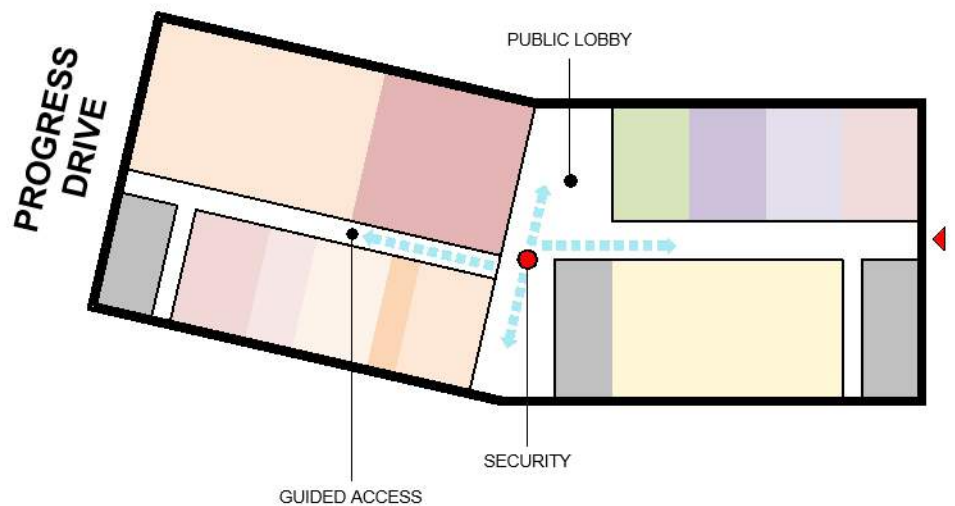
4 CORRECT OVERSIZED DEPARTMENTS



5 RIGHT-SIZE SUPPORT PROGRAM



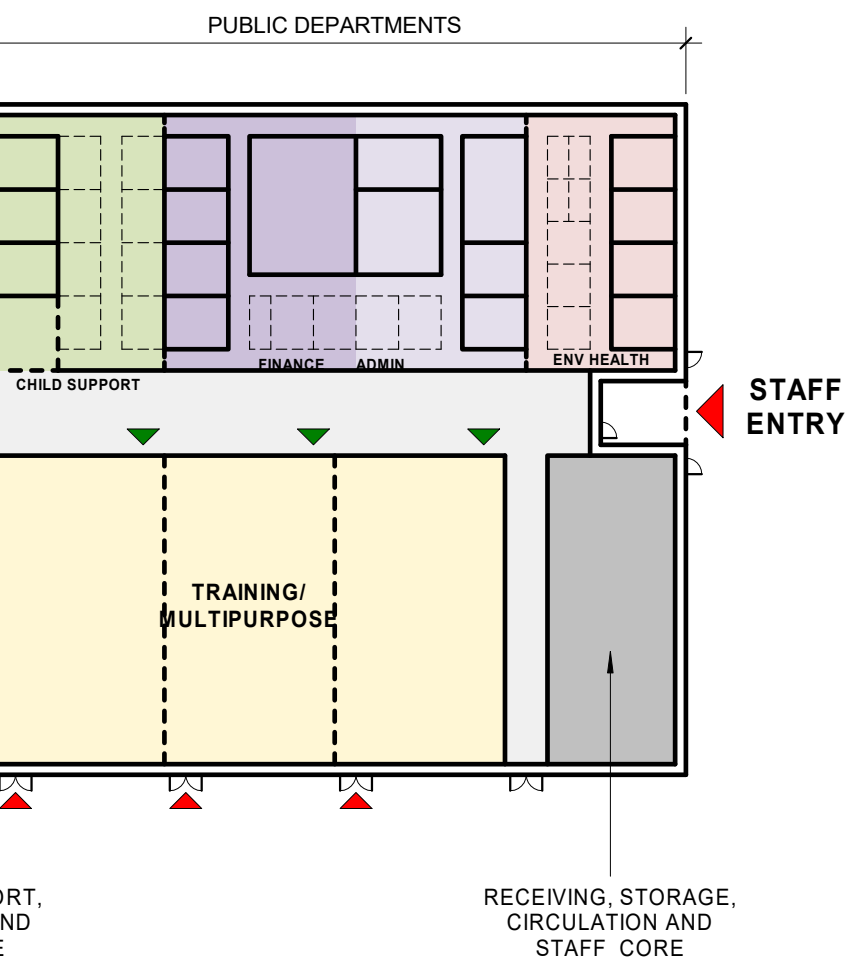
6 RE-CREATE SECURE WAITING AND ADAPT PLAN TO THE SITE



First Floor Plan

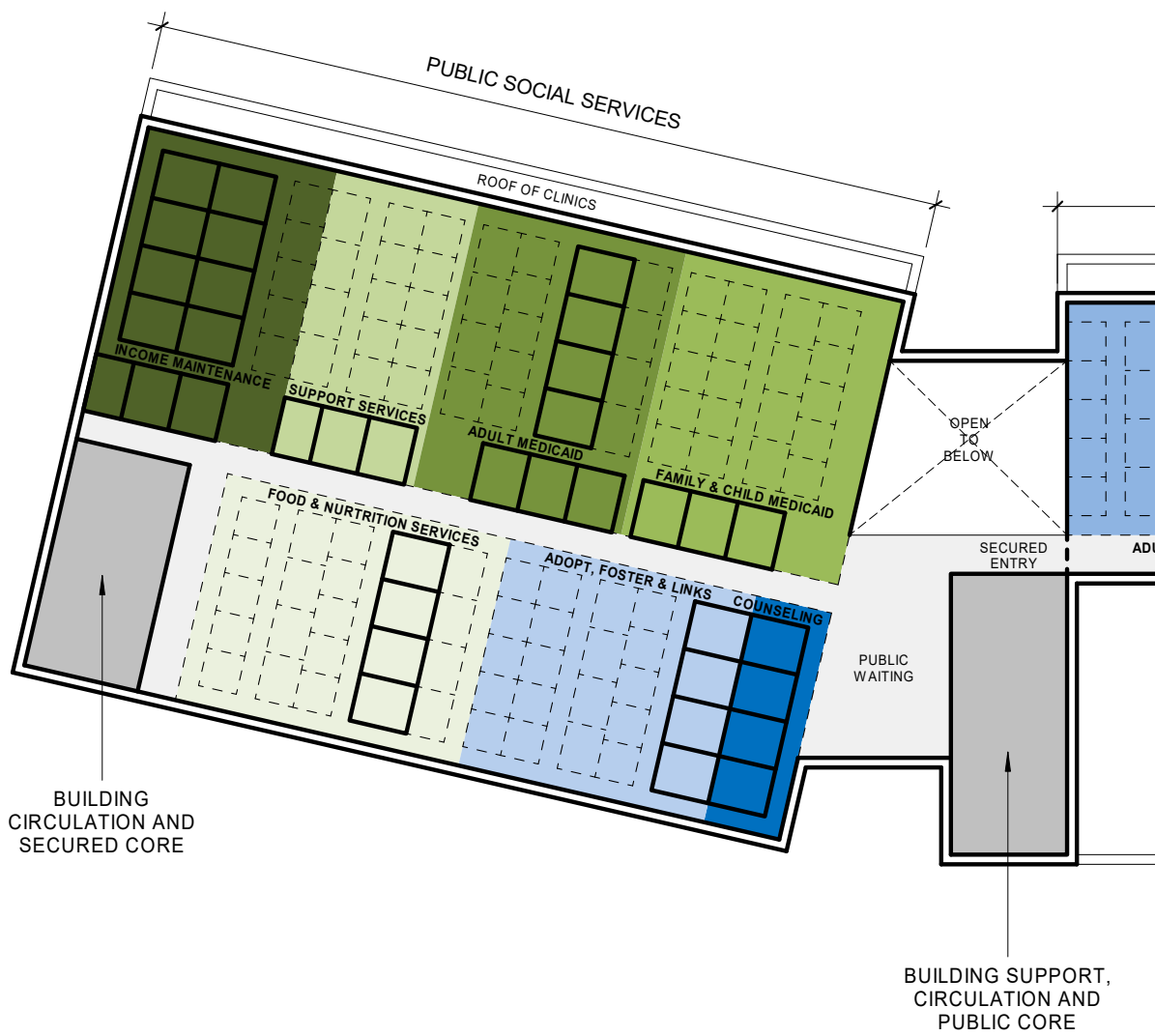


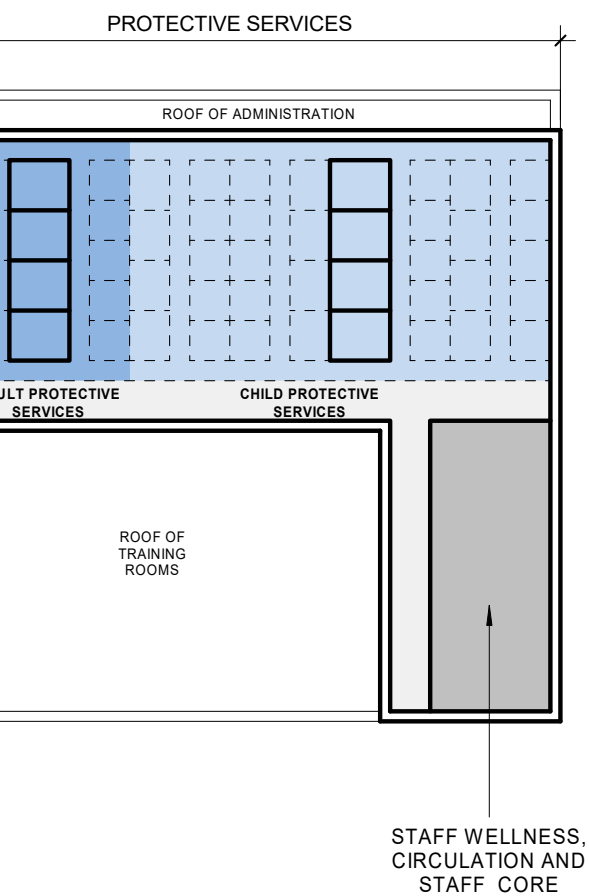
CENTER OF ROTATION



PORT,
ND
E

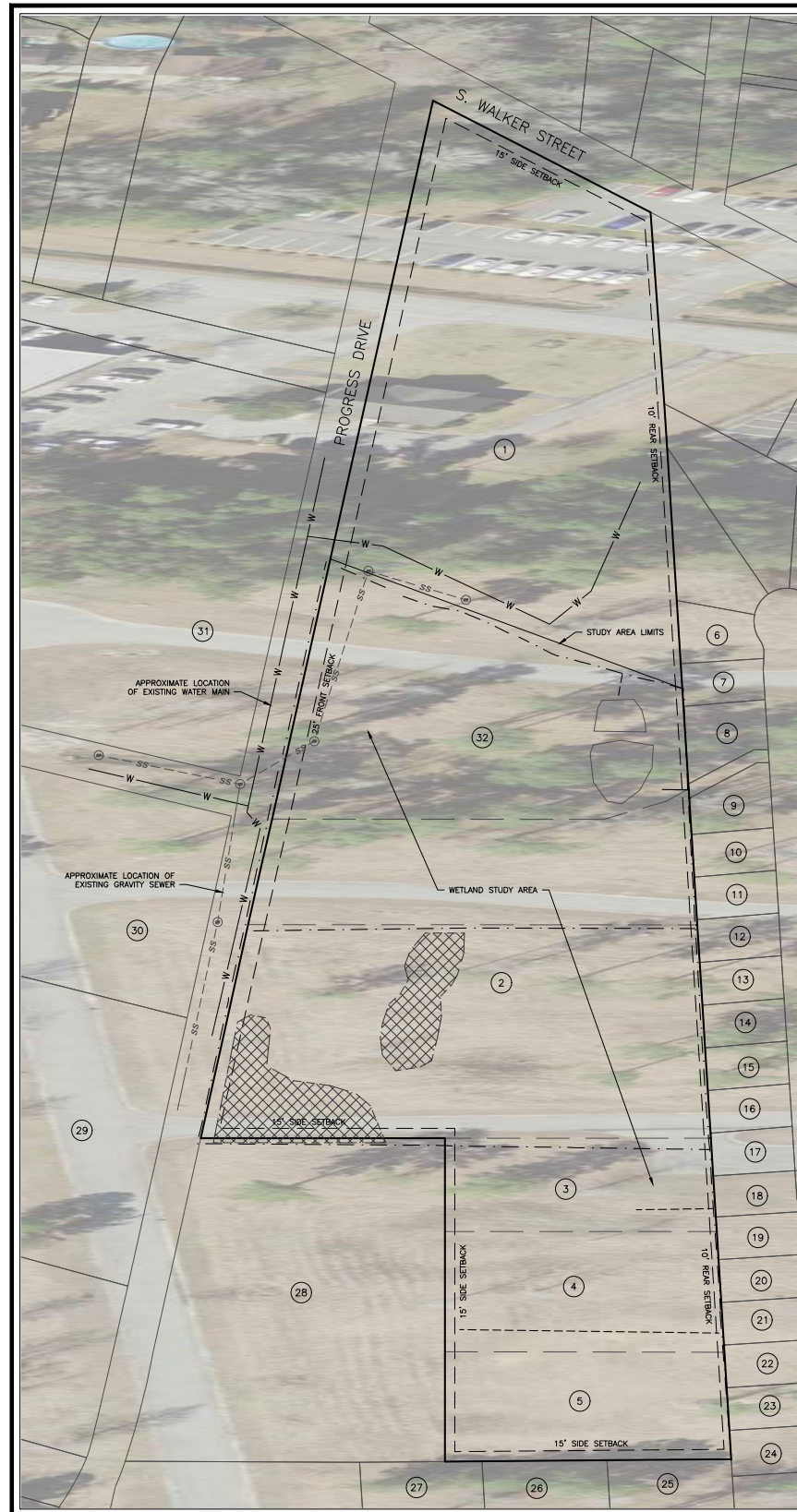
Second Floor Plan





LITTLE®
DIVERSIFIED ARCHITECTURAL CONSULTING

Provided by SEPI in February, 2020



U.S. ARMY CORPS OF ENGINEERS
WILMINGTON DISTRICT

Action Id. SAW-2020-01223 County: Pender U.S.G.S. Quad: NC- Burgaw

NOTIFICATION OF JURISDICTIONAL DETERMINATION

Requestor: Pender County Health and Human Services
Carolyn Moser
Address: 805 South Walker Avenue
Burgaw, North Carolina 28425
Telephone Number: 910.259.1200
E-mail: cmo@pendercountync.gov

Size (acres)	<u>17.75</u>	Nearest Town	<u>Burgaw</u>
Nearest Waterway	<u>Burgaw Creek</u>	River Basin	<u>Cape Fear</u>
USGS HUC	<u>03030007</u>	Coordinates	Latitude: <u>34.54250</u> Longitude: <u>-77.91769</u>

Location description: The project area is located south of South Walker Street and east of South Dickerson Street in Burgaw, Pender County, North Carolina.

Indicate Which of the Following Apply:

A. Preliminary Determination

- ☐ There appear to be **waters, including wetlands** on the above described project area/property, that may be subject to Section 404 of the Clean Water Act (CWA)(33 USC § 1344) and/or Section 10 of the Rivers and Harbors Act (RHA) (33 USC § 403). The **waters, including wetlands** have been delineated, and the delineation has been verified by the Corps to be sufficiently accurate and reliable. The approximate boundaries of these waters are shown on the enclosed delineation map dated DATE. Therefore this preliminary jurisdiction determination may be used in the permit evaluation process, including determining compensatory mitigation. For purposes of computation of impacts, compensatory mitigation requirements, and other resource protection measures, a permit decision made on the basis of a preliminary JD will treat all waters and wetlands that would be affected in any way by the permitted activity on the site as if they are jurisdictional waters of the U.S. This preliminary determination is not an appealable action under the Regulatory Program Administrative Appeal Process (Reference 33 CFR Part 331). However, you may request an approved JD, which is an appealable action, by contacting the Corps district for further instruction.
- ☐ There appear to be **waters, including wetlands** on the above described project area/property, that may be subject to Section 404 of the Clean Water Act (CWA)(33 USC § 1344) and/or Section 10 of the Rivers and Harbors Act (RHA) (33 USC § 403). However, since the **waters, including wetlands** have not been properly delineated, this preliminary jurisdiction determination may not be used in the permit evaluation process. Without a verified wetland delineation, this preliminary determination is merely an effective presumption of CWA/RHA jurisdiction over all of the **waters, including wetlands** at the project area, which is not sufficiently accurate and reliable to support an enforceable permit decision. We recommend that you have the **waters, including wetlands** on your project area/property delineated. As the Corps may not be able to accomplish this wetland delineation in a timely manner, you may wish to obtain a consultant to conduct a delineation that can be verified by the Corps.

B. Approved Determination

- ☐ There are Navigable Waters of the United States within the above described project area/property subject to the permit requirements of Section 10 of the Rivers and Harbors Act (RHA) (33 USC § 403) and Section 404 of the Clean Water Act (CWA)(33 USC § 1344). Unless there is a change in law or our published regulations, this determination may be relied upon for a period not to exceed five years from the date of this notification.
- ☒ There are **waters, including wetlands** on the above described project area/property subject to the permit requirements of Section 404 of the Clean Water Act (CWA) (33 USC § 1344). Unless there is a change in the law or our published regulations, this determination may be relied upon for a period not to exceed five years from the date of this notification.
- ☐ We recommend you have the **waters, including wetlands** on your project area/property delineated. As the Corps may not be able to accomplish this wetland delineation in a timely manner, you may wish to obtain a consultant to conduct a delineation that can be verified by the Corps.
- ☒ The **waters, including wetlands** on your project area/property have been delineated and the delineation has been verified by the Corps. The approximate boundaries of these waters are shown on the enclosed delineation map dated 12/15/2020.

SAW-2020-01223

- ☐ The **waters, including wetlands** have been delineated and surveyed and are accurately depicted on the plat signed by the Corps Regulatory Official identified below on **DATE**. Unless there is a change in the law or our published regulations, this determination may be relied upon for a period not to exceed five years from the date of this notification.
- ☐ There are no waters of the U.S., to include wetlands, present on the above described project area/property which are subject to the permit requirements of Section 404 of the Clean Water Act (33 USC 1344). Unless there is a change in the law or our published regulations, this determination may be relied upon for a period not to exceed five years from the date of this notification.
- ☒ The property is located in one of the 20 Coastal Counties subject to regulation under the Coastal Area Management Act (CAMA). You should contact the Division of Coastal Management in **in Wilmington, NC, at (910) 796-7215** to determine their requirements.

Placement of dredged or fill material within waters of the US, including wetlands, without a Department of the Army permit may constitute a violation of Section 301 of the Clean Water Act (33 USC § 1311). Placement of dredged or fill material, construction or placement of structures, or work within navigable waters of the United States without a Department of the Army permit may constitute a violation of Sections 9 and/or 10 of the Rivers and Harbors Act (33 USC § 401 and/or 403). If you have any questions regarding this determination and/or the Corps regulatory program, please contact **Emily Greer at 910.251.4567 or emily.c.greer@usace.army.mil**.

C. Basis For Determination: Basis For Determination: See the approved jurisdictional determination form dated 01/05/2020.

D. Remarks: None.

E. Attention USDA Program Participants

This delineation/determination has been conducted to identify the limits of Corps' Clean Water Act jurisdiction for the particular site identified in this request. The delineation/determination may not be valid for the wetland conservation provisions of the Food Security Act of 1985. If you or your tenant are USDA Program participants, or anticipate participation in USDA programs, you should request a certified wetland determination from the local office of the Natural Resources Conservation Service, prior to starting work.

F. Appeals Information (This information applies only to approved jurisdictional determinations as indicated in B. above)

This correspondence constitutes an approved jurisdictional determination for the above described site. If you object to this determination, you may request an administrative appeal under Corps regulations at 33 CFR Part 331. Enclosed you will find a Notification of Appeal Process (NAP) fact sheet and request for appeal (RFA) form. If you request to appeal this determination you must submit a completed RFA form to the following address:

US Army Corps of Engineers
South Atlantic Division
Attn: Phillip Shannin, Review Officer
60 Forsyth Street SW, Room 10M15
Atlanta, Georgia 30303-8801

In order for an RFA to be accepted by the Corps, the Corps must determine that it is complete, that it meets the criteria for appeal under 33 CFR part 331.5, and that it has been received by the Division Office within 60 days of the date of the NAP. Should you decide to submit an RFA form, it must be received at the above address by **03/05/2020**.

****It is not necessary to submit an RFA form to the Division Office if you do not object to the determination in this correspondence.****

GREER.EMILY.C.138 Digitally signed by
GREER.EMILY.C.1385325300
Corps Regulatory Official: **5325300** Date: 2021.01.05 16:22:48 -05'00'

Date of JD: **01/05/2020** Expiration Date of JD: **01/03/2025**

SAW-2020-01223

The Wilmington District is committed to providing the highest level of support to the public. To help us ensure we continue to do so, please complete the Customer Satisfaction Survey located at http://corpsmapu.usace.army.mil/cm_apex/f?p=136:4:0

Copy furnished:

Agent: **Sepi, Inc.**
David Moose
E-mail: **DMoose@sepiinc.com**

NOTIFICATION OF ADMINISTRATIVE APPEAL OPTIONS AND PROCESS AND REQUEST FOR APPEAL

Applicant: **Pender County Health and Human Services,
Carolyn Moser**

File Number: **SAW-2020-01223**

Date: **01/05/2020**

Attached is:

See Section below

<input type="checkbox"/>	INITIAL PROFFERED PERMIT (Standard Permit or Letter of permission)	A
<input type="checkbox"/>	PROFFERED PERMIT (Standard Permit or Letter of permission)	B
<input type="checkbox"/>	PERMIT DENIAL	C
<input checked="" type="checkbox"/>	APPROVED JURISDICTIONAL DETERMINATION	D
<input type="checkbox"/>	PRELIMINARY JURISDICTIONAL DETERMINATION	E

SECTION I - The following identifies your rights and options regarding an administrative appeal of the above decision.

Additional information may be found at or <http://www.usace.army.mil/Missions/CivilWorks/RegulatoryProgramandPermits.aspx> or the Corps regulations at 33 CFR Part 331.

A: INITIAL PROFFERED PERMIT: You may accept or object to the permit.

- **ACCEPT:** If you received a Standard Permit, you may sign the permit document and return it to the district engineer for final authorization. If you received a Letter of Permission (LOP), you may accept the LOP and your work is authorized. Your signature on the Standard Permit or acceptance of the LOP means that you accept the permit in its entirety, and waive all rights to appeal the permit, including its terms and conditions, and approved jurisdictional determinations associated with the permit.
- **OBJECT:** If you object to the permit (Standard or LOP) because of certain terms and conditions therein, you may request that the permit be modified accordingly. You must complete Section II of this form and return the form to the district engineer. Your objections must be received by the district engineer within 60 days of the date of this notice, or you will forfeit your right to appeal the permit in the future. Upon receipt of your letter, the district engineer will evaluate your objections and may: (a) modify the permit to address all of your concerns, (b) modify the permit to address some of your objections, or (c) not modify the permit having determined that the permit should be issued as previously written. After evaluating your objections, the district engineer will send you a proffered permit for your reconsideration, as indicated in Section B below.

B: PROFFERED PERMIT: You may accept or appeal the permit

- **ACCEPT:** If you received a Standard Permit, you may sign the permit document and return it to the district engineer for final authorization. If you received a Letter of Permission (LOP), you may accept the LOP and your work is authorized. Your signature on the Standard Permit or acceptance of the LOP means that you accept the permit in its entirety, and waive all rights to appeal the permit, including its terms and conditions, and approved jurisdictional determinations associated with the permit.
- **APPEAL:** If you choose to decline the proffered permit (Standard or LOP) because of certain terms and conditions therein, you may appeal the declined permit under the Corps of Engineers Administrative Appeal Process by completing Section II of this form and sending the form to the division engineer. This form must be received by the division engineer within 60 days of the date of this notice.

C: PERMIT DENIAL: You may appeal the denial of a permit under the Corps of Engineers Administrative Appeal Process by completing Section II of this form and sending the form to the division engineer. This form must be received by the division engineer within 60 days of the date of this notice.

D: APPROVED JURISDICTIONAL DETERMINATION: You may accept or appeal the approved JD or provide new information.

- **ACCEPT:** You do not need to notify the Corps to accept an approved JD. Failure to notify the Corps within 60 days of the date of this notice, means that you accept the approved JD in its entirety, and waive all rights to appeal the approved JD.
- **APPEAL:** If you disagree with the approved JD, you may appeal the approved JD under the Corps of Engineers Administrative Appeal Process by completing Section II of this form and sending the form to the district engineer. This form must be received by the division engineer within 60 days of the date of this notice.

E: PRELIMINARY JURISDICTIONAL DETERMINATION: You do not need to respond to the Corps regarding the preliminary JD. The Preliminary JD is not appealable. If you wish, you may request an approved JD (which may be appealed), by contacting the Corps district for further instruction. Also, you may provide new information for further consideration by the Corps to reevaluate the JD.

SECTION II - REQUEST FOR APPEAL or OBJECTIONS TO AN INITIAL PROFFERED PERMIT

REASONS FOR APPEAL OR OBJECTIONS: (Describe your reasons for appealing the decision or your objections to an initial proffered permit in clear concise statements. You may attach additional information to this form to clarify where your reasons or objections are addressed in the administrative record.)

ADDITIONAL INFORMATION: The appeal is limited to a review of the administrative record, the Corps memorandum for the record of the appeal conference or meeting, and any supplemental information that the review officer has determined is needed to clarify the administrative record. Neither the appellant nor the Corps may add new information or analyses to the record. However, you may provide additional information to clarify the location of information that is already in the administrative record.

POINT OF CONTACT FOR QUESTIONS OR INFORMATION:

If you have questions regarding this decision and/or the appeal process you may contact:

**District Engineer, Wilmington Regulatory Division
Attn: Emily Greer
Wilmington Regulatory Office
U.S Army Corps of Engineers
69 Darlington Avenue
Wilmington, North Carolina 28403**

If you only have questions regarding the appeal process you may also contact:

**Mr. Phillip Shannin, Administrative Appeal Review Officer
CESAD-PDO
U.S. Army Corps of Engineers, South Atlantic Division
60 Forsyth Street, Room 10M15
Atlanta, Georgia 30303-8801
Phone: (404) 562-5137**

RIGHT OF ENTRY: Your signature below grants the right of entry to Corps of Engineers personnel, and any government consultants, to conduct investigations of the project site during the course of the appeal process. You will be provided a 15-day notice of any site investigation, and will have the opportunity to participate in all site investigations.

<p>_____ Signature of appellant or agent.</p>	<p>Date:</p>	<p>Telephone number:</p>
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For appeals on Initial Proffered Permits send this form to:

District Engineer, Wilmington Regulatory Division, Attn: Emily Greer, 69 Darlington Avenue, Wilmington, North Carolina 28403

For Permit denials, Proffered Permits and Approved Jurisdictional Determinations send this form to:

**Division Engineer, Commander, U.S. Army Engineer Division, South Atlantic, Attn: Mr. Phillip Shannin, Administrative Appeal Officer, CESAD-PDO, 60 Forsyth Street, Room 10M15, Atlanta, Georgia 30303-8801
Phone: (404) 562-5137**



U.S. ARMY CORPS OF ENGINEERS
REGULATORY PROGRAM
APPROVED JURISDICTIONAL DETERMINATION FORM (INTERIM)
NAVIGABLE WATERS PROTECTION RULE

I. ADMINISTRATIVE INFORMATION

Completion Date of Approved Jurisdictional Determination (AJD): 05-JAN-2021

ORM Number: SAW-2020-01223

Associated JDs: NA

Review Area Location¹:

State/Territory: NC City: Burgaw County/Parish/Borough: Pender County

Center Coordinates of Review Area: Latitude 34.5425 Longitude -77.9176

II. FINDINGS

A. Summary: Check all that apply. At least one box from the following list **MUST** be selected. Complete the corresponding sections/tables and summarize data sources.

- ☐ The review area is comprised entirely of dry land (i.e., there are no waters or water features, including wetlands, of any kind in the entire review area). Rationale: N/A or describe rationale.
- ☐ There are "navigable waters of the United States" within Rivers and Harbors Act jurisdiction within the review area (complete table in section II.B).
- ☒ There are "waters of the United States" within Clean Water Act jurisdiction within the review area (complete appropriate tables in section II.C).
- ☒ There are waters or water features excluded from Clean Water Act jurisdiction within the review area (complete table in section II.D).

B. Rivers and Harbors Act of 1899 Section 10 (§ 10)²

§ 10 Name	§ 10 Size	§ 10 Criteria	Rationale for § 10 Determination
N/A	N/A	N/A	N/A

C. Clean Water Act Section 404

Territorial Seas and Traditional Navigable Waters ((a)(1) waters)³

(a)(1) Name	(a)(1) Size	(a)(1) Criteria	Rationale for (a)(1) Determination
N/A	N/A	N/A	N/A

Tributaries ((a)(2) waters):

(a)(2) Name	(a)(2) Size	(a)(2) Criteria	Rationale for (a)(2) Determination
Tributary 3	397 feet	(a)(2) Intermittent tributary contributes surface water flow directly or indirectly to an (a)(1) water in a typical year	Mapped soils are Grantham loam which is an all hydric soil. Tributary flow path: Tributary 3 to Tributary 4. See Tributary 4 discussion for offsite flow path to TNW. Tributary 3 was observed to have intermittent flow during multiple site visits during wetter than normal and normal conditions in June and November 2020, respectively. The feature was excavated in hydric soils and has an observable OHWM through its onsite reach. These data in conjunction with the below typical year data support the determination that Tributary 3 contributes intermittent surface flow to an (a)(1) water

¹ Map(s)/Figure(s) are attached to the AJD provided to the requestor.

² If the navigable water is not subject to the ebb and flow of the tide or included on the District's list of Rivers and Harbors Act Section 10 navigable waters list, do NOT use this document to make the determination. The District must continue to follow the procedure outlined in 33 CFR part 329.14 to make a Rivers and Harbors Act Section 10 navigability determination.

³ A stand-alone TNW determination is completed independently of a request for an AJD. A stand-alone TNW determination is conducted for a specific segment of river or stream or other type of waterbody, such as a lake, where independent upstream or downstream limits or lake borders are established. A stand-alone TNW determination should be completed following applicable guidance and should NOT be documented on the AJD form.

⁴ Some excluded waters, such as (b)(2) and (b)(4), may not be specifically identified on the AJD form unless a requestor specifically asks a Corps district to do so. Corps Districts may, in case-by-case instances, choose to identify some or all of these waters within the review area.

⁵ Because of the broad nature of the (b)(1) exclusion and in an effort to collect data on specific types of waters that would be covered by the (b)(1) exclusion, four sub-categories of (b)(1) exclusions were administratively created for the purposes of the AJD Form. These four sub-categories are not new exclusions, but are simply administrative distinctions and remain (b)(1) exclusions as defined by the NWPR.



U.S. ARMY CORPS OF ENGINEERS
REGULATORY PROGRAM
APPROVED JURISDICTIONAL DETERMINATION FORM (INTERIM)
NAVIGABLE WATERS PROTECTION RULE

			during a typical year.
Tributary 4	951 feet	(a)(2) Intermittent tributary contributes surface water flow directly or indirectly to an (a)(1) water in a typical year	Mapped soils are Grantham loam, an all hydric soil. Tributary 4 was observed to have intermittent flow during multiple site visits under wetter than normal and normal conditions in June and November 2020, respectively. The tributary also exhibits an OHWM within the onsite reach. Tributary 4 appears to flow north from the site, pass under a culvert to a ditch, then into Little Burgaw Creek. Little Burgaw Creek flows into Burgaw Creek, then into the Northeast Cape Fear River, which is a TNW as determined by the Wilmington District and is approximately 5 miles from the site. These data in conjunction with typical year data referenced below support a determination that Tributary 4 contributes intermittent surface flow to an (a)(1) water in a typical year.

Lakes and ponds, and impoundments of jurisdictional waters ((a)(3) waters):

(a)(3) Name	(a)(3) Size	(a)(3) Criteria	Rationale for (a)(3) Determination
N/A	N/A	N/A	N/A

Adjacent wetlands ((a)(4) waters):

(a)(4) Name	(a)(4) Size	(a)(4) Criteria	Rationale for (a)(4) Determination
Tributary 1	410 feet	(a)(4) Wetland abuts an (a)(1)-(a)(3) water	The feature meets the three wetland parameters and is linear in dimension. The wetland abuts Tributary 4 at one or more points; therefore, the wetland is adjacent.
Tributary 2	45.03 feet	(a)(4) Wetland abuts an (a)(1)-(a)(3) water	The feature meets the three wetland parameters and is linear in dimension. The wetland abuts Tributary 4 at one or more points; therefore, the wetland is adjacent.
Wetland WB	0.53 acres	(a)(4) Wetland abuts an (a)(1)-(a)(3) water	The feature meets the three wetland parameters and is linear in dimension. The wetland abuts Tributary 4 at one or more points; therefore, the wetland is adjacent.

D. Excluded Waters or Features

Excluded waters ((b)(1) – (b)(12))⁴:

Exclusion Name	Exclusion Size	Exclusion ⁵	Rationale for Exclusion Determination
Adjacent Wetland WA	0.63 acres	(b)(1) Non-adjacent wetland	The wetland does not: 1. abut a water identified in 33 CFR 328.3 (a)(1), (2), or (3); nor 2. appear to be inundated by flooding from a water identified in 33 CFR 328.3 (a)(1), (2), or (3) in a typical year. The wetland is not: 3. physically separated from a water identified in 33 CFR 328.3 (a)(1), (2), or (3) only by a natural berm, bank, dune, or similar natural feature; nor 4. physically separated from a water identified in 33 CFR 328.3 (a)(1), (2), or (3) only by an artificial dike, barrier, or similar artificial structure that allows for a direct hydrologic surface connection between the

¹ Map(s)/Figure(s) are attached to the AJD provided to the requestor.

² If the navigable water is not subject to the ebb and flow of the tide or included on the District's list of Rivers and Harbors Act Section 10 navigable waters list, do NOT use this document to make the determination. The District must continue to follow the procedure outlined in 33 CFR part 329.14 to make a Rivers and Harbors Act Section 10 navigability determination.

³ A stand-alone TNW determination is completed independently of a request for an AJD. A stand-alone TNW determination is conducted for a specific segment of river or stream or other type of waterbody, such as a lake, where independent upstream or downstream limits or lake borders are established. A stand-alone TNW determination should be completed following applicable guidance and should NOT be documented on the AJD form.

⁴ Some excluded waters, such as (b)(2) and (b)(4), may not be specifically identified on the AJD form unless a requestor specifically asks a Corps district to do so. Corps Districts may, in case-by-case instances, choose to identify some or all of these waters within the review area.

⁵ Because of the broad nature of the (b)(1) exclusion and in an effort to collect data on specific types of waters that would be covered by the (b)(1) exclusion, four sub-categories of (b)(1) exclusions were administratively created for the purposes of the AJD Form. These four sub-categories are not new exclusions, but are simply administrative distinctions and remain (b)(1) exclusions as defined by the NWPR.



U.S. ARMY CORPS OF ENGINEERS
REGULATORY PROGRAM
APPROVED JURISDICTIONAL DETERMINATION FORM (INTERIM)
NAVIGABLE WATERS PROTECTION RULE

			wetland and the (a)(1), (2), or (3) water in a typical year; therefore, the wetland is not adjacent. ²
Ditch 1	200 feet	(b)(5) Ditch that is not an (a)(1) or (a)(2) water, and those portions of a ditch constructed in an (a)(4) water that do not satisfy the conditions of (c)(1)	Mapped soil type in the area of the feature is Grantham loam, which is a hydric soil. Although hydric soils are present, the man-made feature did not appear to: 1. meet wetland criteria under 328.3(c)(16) throughout its length; 2. be constructed in an adjacent wetland or a tributary; 3. be a relocated tributary; or 4. extend the OHWM of an (a)(1), (2), or (3) water. Additionally, the presence of observable flow only in direct response to a rain event and the lack of a continuous OHWM indicate less than intermittent flow. In addition to the above, a review of available data referenced below, including field observations, supports a determination of exclusion from NWPR jurisdiction.
Ditch 2	312 feet	(b)(5) Ditch that is not an (a)(1) or (a)(2) water, and those portions of a ditch constructed in an (a)(4) water that do not satisfy the conditions of (c)(1)	Mapped soil type in the area of the feature is Grantham loam, which is a hydric soil. Although hydric soils are present, the man-made feature did not appear to: 1. meet wetland criteria under 328.3(c)(16) throughout its length; 2. be constructed in an adjacent wetland or a tributary; 3. be a relocated tributary; or 4. extend the OHWM of an (a)(1), (2), or (3) water. Additionally, the presence of observable flow only in direct response to a rain event and the lack of a continuous OHWM indicate less than intermittent flow. In addition to the above, a review of available data referenced below, including field observations, supports a determination of exclusion from NWPR jurisdiction.
Ditch 3	911 feet	(b)(5) Ditch that is not an (a)(1) or (a)(2) water, and those portions of a ditch constructed in an (a)(4) water that do not satisfy the conditions of (c)(1)	Mapped soil type in the area of the feature is Grantham loam, which is a hydric soil. Although hydric soils are present, the man-made feature did not appear to: 1. meet wetland criteria under 328.3(c)(16) throughout its length; 2. be constructed in an adjacent wetland or a tributary; 3. be a relocated tributary; or 4. extend the OHWM of an (a)(1), (2), or (3) water. Additionally, the presence of observable flow only in direct response to a rain event and the lack of a continuous OHWM indicate less than intermittent flow. In addition to the above, a review of available data referenced below, including field observations, supports a determination of exclusion from NWPR jurisdiction.
Pond	0.19 acres	(b)(8) Artificial lake/pond constructed or excavated in upland	Mapped soil type in the area of the feature is Grantham loam, which is a hydric soil. Although hydric soils are

¹ Map(s)/Figure(s) are attached to the AJD provided to the requestor.

² If the navigable water is not subject to the ebb and flow of the tide or included on the District's list of Rivers and Harbors Act Section 10 navigable waters list, do NOT use this document to make the determination. The District must continue to follow the procedure outlined in 33 CFR part 329.14 to make a Rivers and Harbors Act Section 10 navigability determination.

³ A stand-alone TNW determination is completed independently of a request for an AJD. A stand-alone TNW determination is conducted for a specific segment of river or stream or other type of waterbody, such as a lake, where independent upstream or downstream limits or lake borders are established. A stand-alone TNW determination should be completed following applicable guidance and should NOT be documented on the AJD form.

⁴ Some excluded waters, such as (b)(2) and (b)(4), may not be specifically identified on the AJD form unless a requestor specifically asks a Corps district to do so. Corps Districts may, in case-by-case instances, choose to identify some or all of these waters within the review area.

⁵ Because of the broad nature of the (b)(1) exclusion and in an effort to collect data on specific types of waters that would be covered by the (b)(1) exclusion, four sub-categories of (b)(1) exclusions were administratively created for the purposes of the AJD Form. These four sub-categories are not new exclusions, but are simply administrative distinctions and remain (b)(1) exclusions as defined by the NWPR.



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		or a non-jurisdictional water, so long as the artificial lake or pond is not an impoundment of a jurisdictional water that meets (c)(6)	present, the man-made feature: 1. is not an impoundment of jurisdictional waters; and 2. does not contribute flow directly or indirectly to an (a)(1) water in a typical year; therefore, the pond is excluded from NWPR jurisdiction.
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III. SUPPORTING INFORMATION

A. Select/enter all resources that were used to aid in this determination and attach data/maps to this document and/or references/citations in the administrative record, as appropriate.

☒ Information submitted by, or on behalf of, the applicant/consultant: *Pender Count Health and Human Services Jurisdictional Determination Request dated 13 July 2020, revised 17 December 2020.*

This information *is* sufficient for purposes of this AJD.

Rationale: *N/A or describe rationale for insufficiency (including partial insufficiency).*

Data sheets prepared by the Corps: *Title(s) and/or date(s).*

☒ Photographs: *Site photos dated 15 December 2020*

☒ Corps Site visit(s) conducted on: *Date(s). 3 November 2020*

Previous Jurisdictional Determinations (AJDs or PJDs): *ORM Number(s) and date(s).*

☒ Antecedent Precipitation Tool: *provide detailed discussion in Section III.B*

☒ USDA NRCS Soil Survey: *NRCS Web Soil Survey*

☒ USFWS NWI maps: *USFWS Web Soil Survey*

☒ USGS topographic maps: *Burgaw, NC*

Other data sources used to aid in this determination:

Data Source (select)	Name and/or date and other relevant information
USGS Sources	N/A.
USDA Sources	N/A.
NOAA Sources	N/A.
USACE Sources	SAW Regulatory GIS Viewer, Current
State/Local/Tribal Sources	N/A.
Other Sources	LiDAR, Current

B. Typical year assessment(s):

Point-in-time data for the below dates and the selected geographic area (site) were determined to be appropriate for this analysis based on the ability to compare current and past site conditions using observational and quantitative data under normal conditions. Furthermore, it was determined that these data provide enough information captured in various climatic conditions over an appropriate scope of time in order to support all determinations made above.

¹ Map(s)/Figure(s) are attached to the AJD provided to the requestor.

² If the navigable water is not subject to the ebb and flow of the tide or included on the District's list of Rivers and Harbors Act Section 10 navigable waters list, do NOT use this document to make the determination. The District must continue to follow the procedure outlined in 33 CFR part 329.14 to make a Rivers and Harbors Act Section 10 navigability determination.

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ARD for June 29, 2020, (Consultant's site visit) reflect wetter than normal conditions specifically occurring in May and June. The 30th/70th percentile for April 30-June 29 ranges from 2.4-6.2" with an observed 9.7" of rainfall occurring in May. Conversely, ARD for November 3, 2020, (Corps site visit) reflect normal conditions at the site. The 30th/70th percentile for September 4-November 3 ranges from 2.5-9.6" with an observed 8.7" of rainfall occurring in October.

C. Additional comments to support AJD: NA.

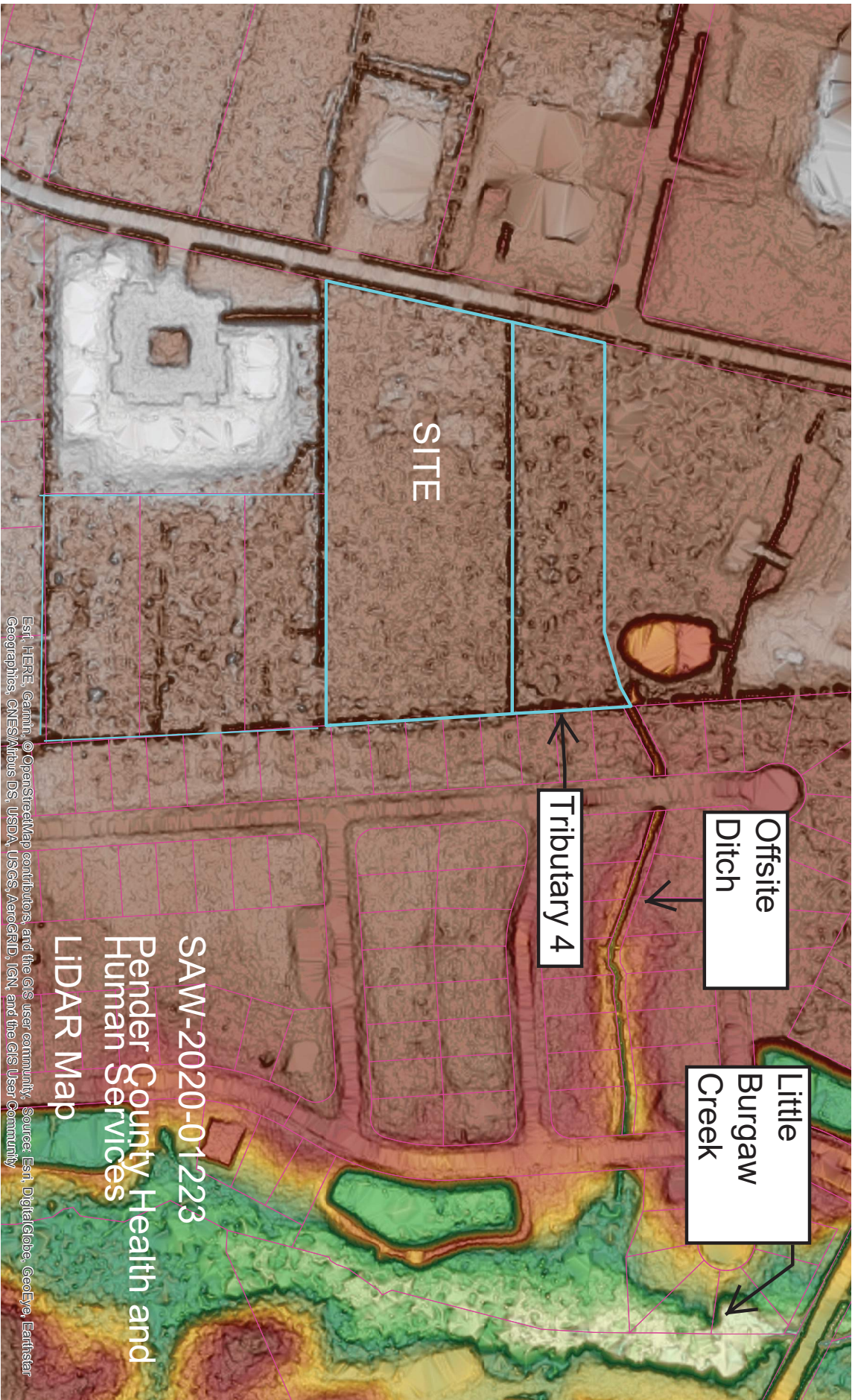
¹ Map(s)/Figure(s) are attached to the AJD provided to the requestor.

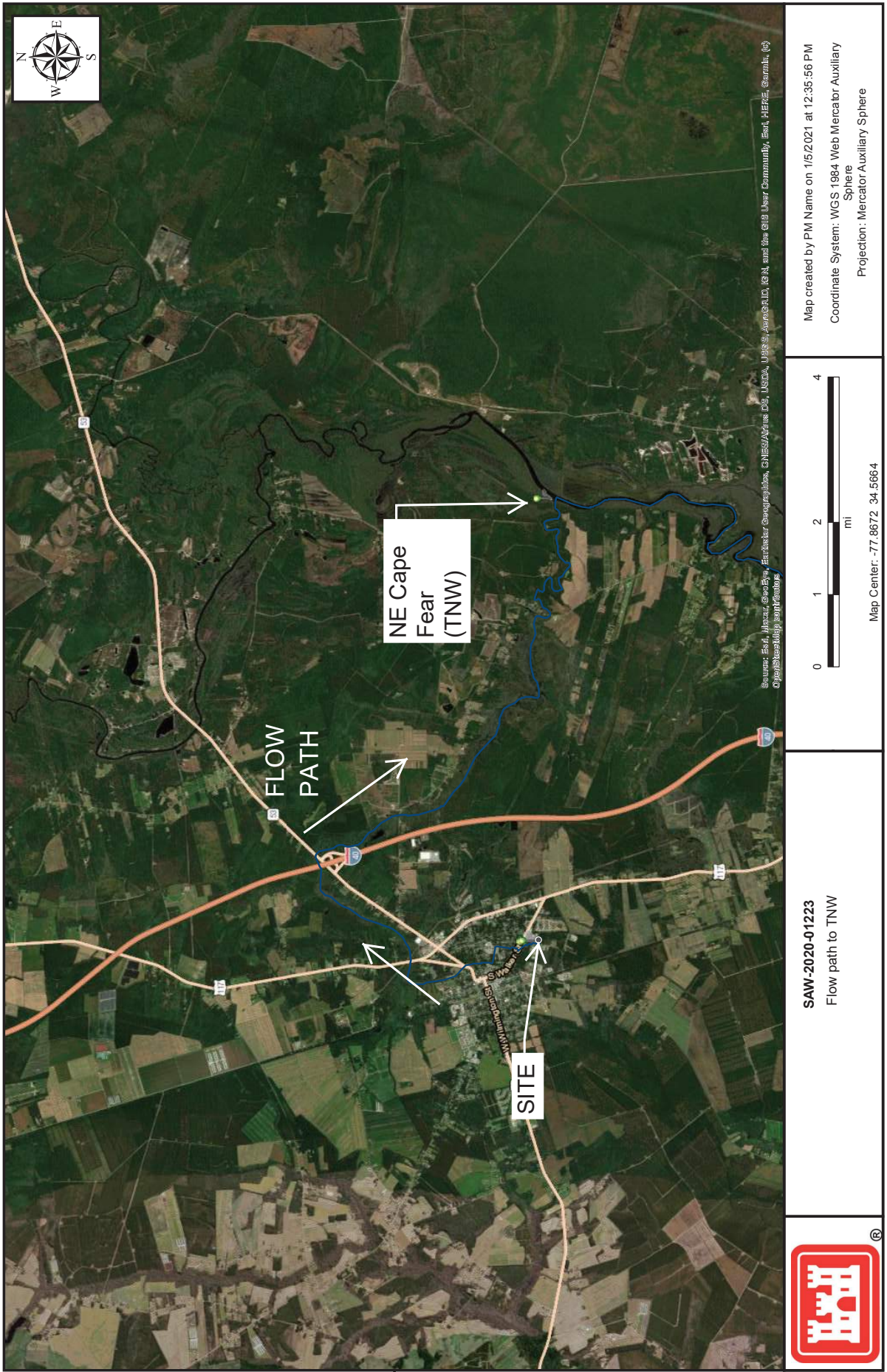
² If the navigable water is not subject to the ebb and flow of the tide or included on the District's list of Rivers and Harbors Act Section 10 navigable waters list, do NOT use this document to make the determination. The District must continue to follow the procedure outlined in 33 CFR part 329.14 to make a Rivers and Harbors Act Section 10 navigability determination.

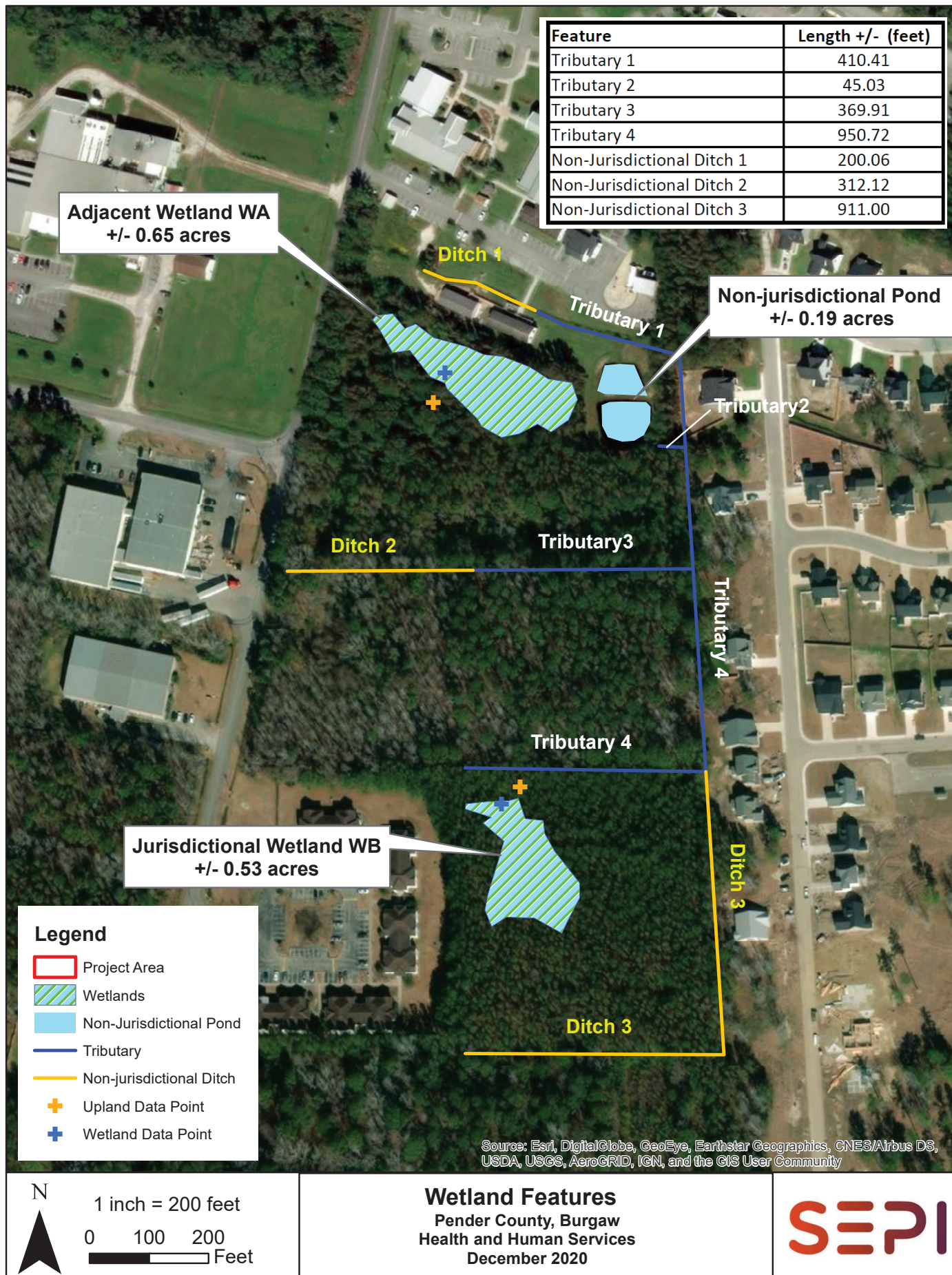
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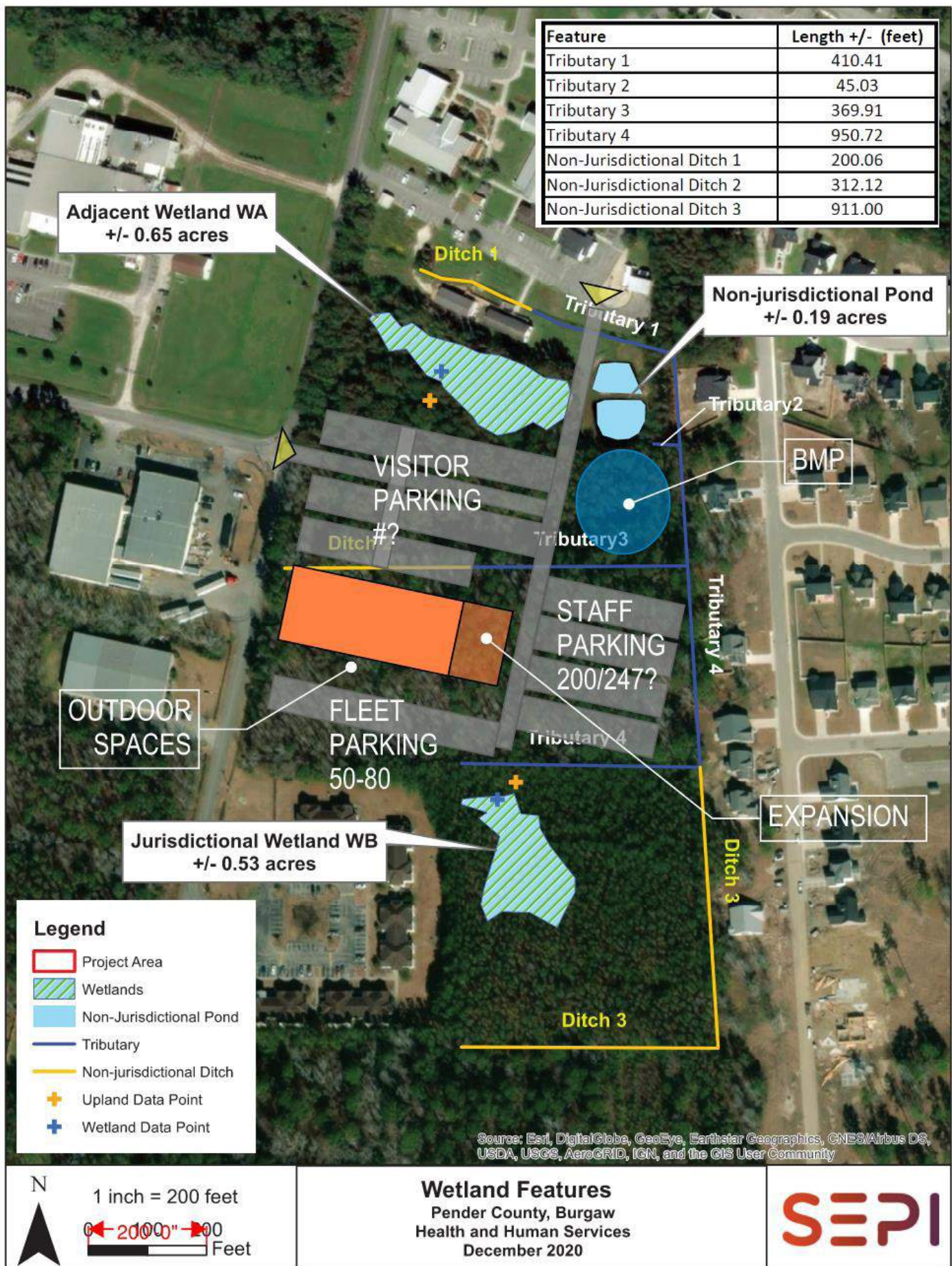
⁴ Some excluded waters, such as (b)(2) and (b)(4), may not be specifically identified on the AJD form unless a requestor specifically asks a Corps district to do so. Corps Districts may, in case-by-case instances, choose to identify some or all of these waters within the review area.

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From: Mark Arcuri <MArcuri@sepiinc.com>
Sent: Wednesday, April 28, 2021 2:41 PM
To: Julie McLaurin
Cc: Joel Dabrowski
Subject: FW: [External] RE: SAW-2020-01223 Pender Co HHS AJD

Follow Up Flag: Follow up
Flag Status: Completed

Categories: Filed by Newforma

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Julie, below is the latest. NCDEQ still has not responded. And we (SEPI) are pretty sure they won't. Reason is staff (including Holley) has not been given the framework and guidance for how to make these determinations considering new rules and how those rules mesh with USACE, etc.. The only time they'll respond is once we submit the permit application for the project (PCN application). So, it is time to draw the site plan and turn in the permit application. I need to get approval from the County to move forward with the site plan. I will request that today and cc you. Do you have any questions in the meantime?

Assuming County says OK, I am available to talk with you guys all of your proposed timeslots.

Thank you!



MARK ARCURI PE
Wilmington Site/Civil Department Manager
5030 New Centre Drive, Suite B, Wilmington, NC 28403
direct: 910.660.0505 | cell: 910.228.0424 | sepiinc.com

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From: Jason Hall <jhall@sepiinc.com>
Sent: Monday, April 19, 2021 6:19 PM
To: Snider, Holley <holley.snider@ncdenr.gov>
Cc: cmoser@pendercountync.gov; wstewart@pendercountync.gov; cmcewen@pendercountync.gov; Mark Arcuri <MArcuri@sepiinc.com>; David Moose <DMoose@sepiinc.com>; Emily.C.Greer@usace.army.mil
Subject: RE: [External] RE: SAW-2020-01223 Pender Co HHS AJD

Hi Holly,

I'm checking to confirm you received my previous email requesting confirmation regarding the status of Wetland WA? Please confirm Wetland WA is **Exempt from 15A NCAC 02h.1301 regulations and State General Permit Number IWGP100000. Therefore, this project is within compliance and no permit is needed for the discharge of fill material (e.g. fill, earth, construction debris, soil etc.).**

Thank you,



Jason



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From: Jason Hall

Sent: Thursday, April 01, 2021 4:32 PM

To: 'Snider, Holley' <holley.snider@ncdenr.gov>

Cc: 'cmoser@pendercountync.gov' <cmoser@pendercountync.gov>; 'wstewart@pendercountync.gov' <wstewart@pendercountync.gov>; 'cmcewen@pendercountync.gov' <cmcewen@pendercountync.gov>; Mark Arcuri <MArcuri@sepiinc.com>; David Moose <DMoose@sepiinc.com>; 'Emily.C.Greer@usace.army.mil' <Emily.C.Greer@usace.army.mil>

Subject: RE: [External] RE: SAW-2020-01223 Pender Co HHS AJD

Thank you Holly. We have had this issue pop up on a few of our projects and were also directed to Sue Homewood for further clarification of the rules. Per our findings, Wetland A is an **Isolated, Fed Non-Jurisdictional wetland w/ NO significant nexus.** Therefore, **per 15A NCAC 02h.1301** it is our understanding that this wetland is not subject to the Clean Water Act and no permit is needed for impacts. Please confirm that Wetland WA is **Exempt from 15A NCAC 02h.1301 regulations and State General Permit Number IWGP100000. Therefore, this project is within compliance and no permit is needed for the discharge of fill material (e.g. fill, earth, construction debris, soil etc.).** We are currently transitioning into permitting and design phases to best fit within jurisdictional determinations. Your information is very important in continuing infrastructure expansion of Pender County Human and Health Services Department.

From: Snider, Holley [<mailto:holley.snider@ncdenr.gov>]
Sent: Friday, March 12, 2021 8:55 AM
To: David Moose <DMoose@sepiinc.com>
Cc: Jason Hall <jhall@sepiinc.com>
Subject: RE: [External] RE: SAW-2020-01223 Pender Co HHS AJD

DWR concurs with the findings that the wetland WA is an isolated pine flat with no significant nexus. Have a great weekend 😊

Holley Snider><(((e>.><(((e>.
Environmental Specialist II
Division of Water Resources
North Carolina Department of Environmental Quality
Phone: (910) 796-7304



127 Cardinal Drive Ext.
Wilmington, NC 28405

Email correspondence to and from this address is subject to the North Carolina Public Records Law and may be disclosed to third parties

From: David Moose <DMoose@sepiinc.com>
Sent: Friday, March 12, 2021 8:19 AM
To: Snider, Holley <holley.snider@ncdenr.gov>
Cc: Jason Hall <jhall@sepiinc.com>
Subject: RE: [External] RE: SAW-2020-01223 Pender Co HHS AJD

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Per our discussion last week we agreed that Wetland WA was an isolated pine flat with no significant nexus and therefore any impact to wetland WA would not need a permit or PCN. Correct? Pender county is hoping to have this soon.

Thank you

DAVID MOOSE
Environmental Specialist

SEPI, Inc.
5030 New Centre Drive, Suite B, Wilmington, NC 28403
main: 910.523.5715 | **direct:** 910.550.3252 | **cell:** 919.223.0905 | www.sepiinc.com

From: Snider, Holley [<mailto:holley.snider@ncdenr.gov>]
Sent: Monday, February 15, 2021 11:40 AM
To: David Moose <DMoose@sepiinc.com>
Cc: Jason Hall <jhall@sepiinc.com>
Subject: RE: [External] RE: SAW-2020-01223 Pender Co HHS AJD

Good Morning David, ,

Per our phone conversation, in order to document that the wetlands are isolated and eligible for permitting in accordance with 15A NCAC 02H .1300 et seq., please provide an analysis/documentation that the wetlands proposed to be impacted do not have a connection to surface waters (significant nexus) in accordance with definitions and procedures previously used by the US Army Corps of Engineers (see [Clean Water Act Jurisdiction Following the U.S. Supreme Court's Decision in *Rapanos v. United States* & *Carabell v. United States*](#).) Please provide this along with the wetland assessment information and AJD for review to the DWR. Feel free to call or email me if you have any questions or I may be of assistance to you in any way.

Sincerely,

Holley Snider
Environmental Specialist II
Division of Water Resources
North Carolina Department of Environmental Quality
Phone: (910) 796-7304



127 Cardinal Drive Ext.
Wilmington, NC 28405

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Master Site Plan

Provided by SEPI in September, 2021





