

EXECUTIVE COMMITTEE MEETING

Monday, February 10, 2020 • 11:00AM

AGENDA

- 1. Call to Order, Welcome, Invocation, Introductions & Pledge
- 2. Approve FY18/19 Audit
 - a. Audit Presentation by Philip King, RSM US LLP (see separate attachments) ***
- 3. Approval Minutes
 - a. December 9, 2019 (see attachment) ***

4. Finance Report

- a. Budget Adjustment (see attachment) ***
- b. Financial Report through December 31, 2019 (see attachment) ***

5. Executive Director's Report

- a. Approve Resolution Establishing Bank Signatories (see attachment) ***
- b. Approve Annual Meeting Agenda (see attachment) ***
- c. Discuss Annual Meeting Program

6. Department Reports

- 1. Area Agency on Aging
- 2. Homelessness Continuum of Care
- 3. Local Government Services
- 4. Workforce Development
- 7. Chairman's Comments
- 8. Executive Committee Members' Comments
- 9. Next Meeting: Monday, May 11, 2020 11:00AM at the Cape Fear Council of Governments
- **10. Annual Meeting Reminder:** February 27, 2020 6:00PM Annual Meeting & Dinner at The Brunswick Center 101 Stone Chimney Road, Supply, NC

11. Adjournment ***

Items marked with *** are actionable items that require a vote

THIS IS THE REGULAR MEETING OF THE NINE MEMBER EXECUTIVE COMMITTEE; HOWEVER, MEMBER GOVERNMENTS ARE INVITED AND ENCOURAGED TO ATTEND. COPIES OF MINUTES OF PREVIOUS MEETINGS ARE AVAILABLE UPON REQUEST. For Further Information Call 910-395-4553



EXECUTIVE COMMITTEE MEETING

December 9, 2019 • 11:00 AM

MINUTES

Members Present: Teresa Batts Jan Dawson	George Brown, Jr. Charlie Rivenbark	Trent Burroughs	Walt Eccard	Mike Forte
Members Absent: Jonathan Barfield, Jr.	Lamont Grate			
CFCOG Staff Present: Ginger Brick April Radford	Amy Doss Allen Serkin	Patrick Flanagan Dawn Tucker	Wes MacLeod	Holly Pilson
Guest:				

Jim Kornagay

Call to Order, Welcome, Invocation, Introductions & Pledge:

Mr. Burroughs, called the meeting to order & welcomed everyone at 11:02AM. Mr. Rivenbark gave the invocation and Mr. Forte led the Pledge of Allegiance.

Approval of October 14, 2019 Minutes:

There was no discussion. Mr. Forte moved to approve the October 14, 2019 minutes, and Mr. Eccard seconded. The motion carried unanimously.

Finance Committee Report:

Ms. Tucker informed the board that the auditors will present the audit report at the next Executive Committee Meeting and that there was no budget adjustment. Ms. Tucker addressed questions from the board about the audit.

Ms. Tucker presented the Finance Report through October 31, 2019. There were no questions from the Executive Committee. Mr. Forte moved to approve the Finance Report, and Mr. Brown seconded. The motion carried unanimously.

Director's Reports:

Mr. Burroughs turned the floor over to Mr. Serkin. Mr. Serkin introduced new staff; Ms. Amy Doss, Planner (part-time) and Mr. Patrick Flanagan, Regional Planner and Cape Fear RPO Director.

Mr. Serkin presented amendments for the CFCOG bylaws. Discussion ensued. A motion was made by Mr. Eccard to accept the amendments to present to the General Membership at the Annual Meeting in February for approval, seconded by Mr. Brown. The motion carried unanimously.

Mr. Serkin presented proposed 2020 Executive Committee Meeting schedule. After discussion a motion was made my Mr. Forte to accept the 2020 schedule and seconded by Mr. Brown. The motion carried unanimously.

Mr. Serkin presented the current CFCOG Executive Committee roster and asked for nominations for reelection at the Annual Meeting. Mr. Forte moved to nominate Mr. Burroughs to remain the Chairman, seconded by Mr. Eccard. The motion carried unanimously. Mr. Rivenbark nominated Mr. Brown to remain the Vice-Chairman and seconded by Mr. Forte. The motion carried unanimously. Mr. Eccard nominated Mr. Rivenbark to remain the Secretary/Treasurer and seconded by Mr. Brown. The motion carried unanimously.

The Slate of Officers to be presented to the Board for approval at the Annual Meeting February 27, 2020 is as follows:



Commissioner Trent Burroughs – Chairman Chairman George Brown, Jr. – Vice-Chairman Council Member Charlie Rivenbark – Secretary/Treasurer

Mr. Serkin requested the Executive Committee appoint a CFCOG board member to represent the CFCOG on the North Carolina Association of Regional Councils of Governments "Forum". After discussion among the members Ms. Batts volunteered. A motion was made by Mr. Brown to appoint Ms. Batts represent the CFCOG on the Forum. The motion carried unanimously.

Mr. Serkin provided information and asked the Executive Committee for their input on the Annual Meeting. He stated there will be no charge for CFCOG General Membership representatives to attend the meeting. There was discussion about a possible guest speaker on the topic of 2020 Census. The board requested the meeting end no later than 8:30PM.

Department Report:

Ms. Jones presented the Area Agency on Aging report. There were no questions from executive committee.

Mr. Serkin presented the Continuum of Care report on behalf of Ms. Zielinski. Mr. Serkin addressed questions from the executive committee.

Mr. MacLeod presented the Local Government Services report. Mr. MacLeod addressed questions from the executive committee.

Ms. Brick presented the Workforce Development report. Ms. Brick addressed questions from the executive committee.

Chairman's Comments:

Mr. Burroughs thanks all and wish all a safe and happy holiday.

Executive Committee Members' Comments:

There were no comments from the executive committee.

Mr. Serkin reminded the executive committee of the SOG Ethics Webinar being hosted at the CFCOG on Tuesday, December 10, 2019.

Adjournment:

Mr. Burroughs motioned to adjourn the meeting. The motion carried unanimously. The meeting ended at 12:34PM.

Respectfully submitted,

April D. Radford, Clerk to the Board

Trent Burroughs, Chairman

CAPE FEAR COUNCIL OF GOVERNMENTS

Budget Adjustments - through 12/31/19 FY 2019-2020

Departments	Approved Budget	Adjusted Budget	Adjustment Amount	
1. Continuum of Care	\$ 299,328	\$ 331,691	\$ 32,363	
2. Local Government Services	605,456	605,456	(0)	
3. Area Agency on Aging	4,731,388	4,731,388	-	
4. Workforce Development	7,906,679	7,906,679	(0)	
5. General Fund	27,000	32,000	5,000	
Total Expenditures	\$ 13,569,851	\$ 13,607,214	\$ 37,363	
6. Administration (Included in 1-4)	\$ 404,972	\$ 404,972	\$ -	

Justification for Budget Adjustments

- 1. Continuum of Care: increase due to closing out CY2019 and awarding of CY2020 ESG funding
- 2. Local Government Services: no change
- 3. Area Agency on Aging: no change
- 4. Workforce Development: no change
- 5. General Fund: increase to budget for legal expenses
- 6. Administration: no change

Trent Burroughs, Chairperson

Dawn Tucker, Finance Officer

Date

CAPE FEAR COUNCIL OF GOVERNMENTS

Cash Balance and

Budget/Expenditure Comparison

FY 2019-2020 (as of December 31, 2019)

Cash Balance

Cash Balance in Bank	\$ 116,111
North Carolina Cash Management Investments	406,599
Total Cash on Hand	\$ 522,710

Budget & Actual Revenues

	Adjusted		Jul - Dec	R	eserve	R	emaining	Percent	
Departments	Budget	Revenues		Balance		Budget		Received	ł
Continuum of Care	\$ 331,691	\$	99,365	\$	70,500	\$	161,826	389	%
Local Gov Services	\$ 605,456		99,556		20,000		485,900	179	%
Area Agency on Aging	\$ 4,731,388		2,031,437		-		2,699,951	43%	%
Workforce Development	\$ 7,906,679		1,826,111	Э	8,582,633		2,497,935	429	%
General Fund	32,000		106,384				(74,384)	332%	%
Total Revenues	\$ 13,607,214	\$	4,162,853	\$3	673,133	\$	5,845,612	42%	%

Budget & Actual Expenditures

Departments	Beginning Budget	Jul - Dec Expenditures	Reserve Balance	Remaining Budget	Percent Expended
Continuum of Care	\$ 85,000	\$ 35,515	Bulunee	\$ 49,485	42%
ESG - HMIS	205,098	63,005	65,000	77,092	45%
ESG - ADM	19,987	9,373	5,500	5,114	65%
HUD - PLANNING	21,607	7,220	5,500	14,387	33%
Continuum of Care	331,691	115,114	70,500	146,078	44%
Planning Services	177,838	90,241		87,597	51%
Rural Planning Org	233,969	47,378		186,591	20%
MOTSU	5,079	5,079		-	100%
MOTSU Follow Up	45,000	2,304	20,000	22,696	9%
EDA Disaster Recovery	121,785	25,256		96,529	21%
Water Quality Planning Grant	8,654	4,339		4,315	50%
Matthew Recovery Grant	13,130	2,534		10,596	19%
Local Gov Services	605,456	177,131	20,000	408,324	30%
Aging Planning & Admin.	355,115	164,747		190,368	46%
Ombudsman & Elder Abuse	207,721	106,418		101,303	51%
Project Care	103,000	54,238		48,762	53%
Family Caregiver Support	151,782	62,663		89,119	41%
AAA Funds to Counties	3,913,770	1,661,093		2,252,677	42%
Area Agency on Aging	4,731,388	2,049,159	-	2,682,229	43%
WIOA - 2010 - Admin	486,193	133,524	213,620	139,049	49%
WIOA - 2020 - Adult	1,674,929	329,646	657,258	688,025	32%
WIOA - 2030 - Dislocated Worker	1,300,795	256,153	487,624	557,018	32%
WIOA - 2031 - Hurricane Florence D	2,153,963	772,240	1,281,915	99,808	89%
WIOA - 2040 - Youth	1,814,073	292,031	882,216	639,826	31%
WIOA-2050 Statewide Activities	209,071	35,484	60,000	113,587	24%
WIOA-NC Works Innovation Grant	187,905	32,492	-	155,413	17%
WIOA-2060-Finish Line Grant	79,750	6,376	-	73,374	8%
Workforce Development	7,906,679	1,857,945	3,582,633	2,466,101	43%
General Operations	32,000	4,956	-	27,044	15%
General Fund	32,000	4,956	-	27,044	15%
Total Expenditures	\$ 13,607,214	\$ 4,204,305	\$ 3,673,133	\$ 5,729,776	31%
Administration	404,972	202,000	-	202,972	50%

*Administrative costs are allocated to and included in the department, program or project budgets.

CAPE FEAR COUNCIL OF GOVERNMENTS RESOLUTION ESTABLISHING BANK SIGNATORIES

WHEREAS the Cape Fear Council of Governments (CFCOG) is recognized as a public authority pursuant to N.C.G.S. Chapter 159, the Local Government Budget and Fiscal Control Act;

WHEREAS the CFCOG is subject to the fiscal controls prescribed by said act; and

WHEREAS the CFCOG wishes to comply with said act by designating specific officers to sign fiscal instruments for the agency, and that such instruments shall require at least two signatures;

NOW, THEREFORE, BE IT RESOLVED that the following officer and staff positions are hereby permitted to sign all fiscal instruments on behalf of the Cape Fear Council of Governments, provided that the top signature shall always be the Finance Officer who shall certify that the appropriation has been pre-audited in the manner prescribed by N.C.G.S. Section 159-28(a1). The second signature shall be affixed under the Finance Officer as acknowledgement of said certification and shall be one of the following:

Chairman Secretary-Treasurer Executive Director

The Cape Fear Council of Government official depository shall be provided with a copy of this resolution and signed signature cards of the above listed officials to keep on record as the ONLY authorized signatories.

This 10th day of February 2020.

Trent Burroughs, Chairman

ATTEST:

April D. Radford, Clerk

(SEAL)



GENERAL MEMBERSHIP MEETING

Thursday, February 27, 2020 • 6:00PM

AGENDA

- 1. Call to Order
- 2. Pledge of Allegiance
- 3. Roll Call
- 4. Approval Minutes March 28, 2019 (see attachment) ***
- 5. Election of Officers and Executive Committee Members (see attachment) ***
- 6. Amendment to Bylaws (see attachment) ***
- 7. Adjournment ***

Next Executive Committee Meeting: Monday, May 11, 2020, 11:00AM at the Cape Fear Council of Governments

Items marked with *** are actionable items that require a vote

THIS IS THE REGULAR MEETING OF THE NINE MEMBER EXECUTIVE COMMITTEE; HOWEVER, MEMBER GOVERNMENTS ARE INVITED AND ENCOURAGED TO ATTEND. COPIES OF MINUTES OF PREVIOUS MEETINGS ARE AVAILABLE UPON REQUEST. For Further Information Call 910-395-4553



Cape Fear Council of Governments ANNUAL MEETING & AWARDS BANQUET *March 28 2019 • 7:00PM* **MINUTES**

Delegates Present:				
Trent Burroughs	George Brown, Jr.	Charlie Rivenbark	Jan Dawson	Mike Forte
Teresa Batts	Lamont Grate	Sheila Grady	LeAnn Pierce	Jerry Dove
Danny Clewis, Sr.	Jeff Winecoff	Howard Braxton	Mary Louise Knight	Nancy Hill
Brenda Bozeman	Garry Keaton	Allen Oliver	Beverly Mayhew	Steve Barger
Eugene Neal, Jr.	Sara Thomson			
Delegates Absent:				
Walt Eccard	Jonathan Barfield, Jr.	John Sayre	Noreen Slattery	Ella Marston
Deborah Ahlers	J. Alan Holden	Needham Hall	Debbie Smith	Jean Toner
Glenn Marshall	Judy Galloway	Randy Williamson	Daniel Hilburn	Spruell Britt
H. E. Miller, III	Kenneth Smith	Robert Barnhill	David White	Eulis Willis
Charles Farrior, Jr.				
Other Guest:				
See attached sheet				
CFCOG Staff Present:				
Chris May	April Radford	Ursula Harris	Allen Serkin	Jane Jones
Janeen Padavich	Ginny Brinson	Holly Pilson	Audrey Marshall	Kandace Lego
Holli Blackwelder	Maegan Zielinski	Ginger Brick	Lashauna Parker	Jan Yokeley

Call to Order, Welcome, Invocation, Introductions & Pledge:

Mr. Trent Burroughs, Chairman welcomed everyone at 7:00PM.

Mr. Chris May asked all to stand for the National Anthem and the presentation of Colors by the Heide Trask High School JROTC Color Guard. Mr. Chris May asked everyone to remain standing and led all in the Pledge of Allegiance. Mr. Chris May gave the invocation.

Mr. George Brown, Jr. officially welcomed everyone to Pender County.

Mr. Chris May invited the guests to eat. Mr. Chris May introduced the head table at 7:40PM. The head table included Mr. George Brown, Mrs. Janice May, Mr. Chris May, Mr. Trent Burroughs, Ms. Dawn Grants, and Mr. Charlie Rivenbark. Mr. Chris May introduced special guests; Adam Caldwell from the Office of Senator Thom Tillis, Billy Christ from the Office of Congressman David Rouzer, Senator Harper Peterson, Representative Frank Iler, and Janet Bradbury from the Office of Senator Richard Burr. Mr. Chris May acknowledged all counties and local governments.

Mr. Trent Burroughs called the business meeting to order at 7:46PM. Mr. Chris May read the Resolution and Slate of Officers. Mr. Chris May turned the podium over to Mr. Trent Burroughs. Mr. Trent Burroughs asked for a motion to approve the Slate of Officers.



The Slate of Officers is as follows:

Executive Officers:

- Chairman Trent Burroughs, Chairman Columbus County
- Vice-Chairman George Brown, Jr., Chairman Pender County
- Secretary/Treasurer Charlie Rivenbark, Councilman Wilmington

Members At Large:

- Member Teresa Batts, Councilwoman Surf City
- Finance Chairman Jonathan Barfield, Jr., Chairman New Hanover County
- Member Jan Dawson, Commissioner Burgaw
- Member Walt Eccard, Mayor Shallotte
- Member Mike Forte, Commissioner Brunswick County
- Member Lamont Grate, Mayor Pro-Tem Tabor City

There was a motion from the floor and a second motion from the floor. The motion carried unanimously.

Mr. Trent Burroughs announced that Mr. Chris May will be retiring August 1, 2019 and thanked him for his service to the Cape Fear Region. Mr. Trent Burroughs announced that Mr. Allen Serkin has accepted the position of Executive Director upon Mr. Chris May's retirement. Mr. Trent Burroughs asked if there was any other business. Mayor Daniel Hilburn asked to present Mr. Chris May with a Proclamation from the Town of Lake Waccamaw and thanked him for his service. Mr. Trent Burroughs asked if there was any further business.

Adjournment:

Mr. Trent Burroughs asked for a motion to close the business portion. There was a motion from the floor and a second motion from the floor. The motion carried unanimously. The business meeting ended at 8:00PM.

Respectfully submitted,

April D. Radford, Clerk to the Board

Trent Burroughs, Chairman



Title	First Name	Last Name	Organization
Volunteer	Sandy	Andrews	New Hanover County Community Advisory Committee
Alternate	Jimmy	Basden	STHL & Regional Aging Advisory Council
Councilmember	Athelston	Bethel	Town of Navassa
Councilmember	Charlie	Blalock	Town of Oak Island
guest	Jan	Blalock	Town of Oak Island
Field Representative	Janet	Bradberry	Office of Senator Richard Burr
guest	Pat	Braxton	Town of Topsail Beach
Councilmember	Claudia A.	Bray	Town of Sandyfield
Mayor	Cynthia "Cin"	Brochure	Town of Oak Island
Alderman	Daniel "Danny Boy"	Brown	Town of Bolton
Mayor Pro-Tem	Minnie A.	Brown	Town of Navassa
Assistant County Manager	Tim	Burgess	New Hanover County
Councilmember	Anthonio "Tony"	Burgess	Town of Navassa
Town Clerk	Christina	Burke	Town of Topsail Beach
Homeless Services Director	Joanne	Cain	Good Shepherd Center
Field Representative	Adam	Caldwell	Office of Senator Thom Tillis
Councilmember	Warren "Bob"	Campbell, Jr.	Town of Leland
Commissioner	Frank	Carroll	Town of Lake Waccamaw
quest	Susan	Carroll	City of Northwest
Mayor Pro-Tem	Charles "Chip"	Carroll	City of Northwest
Field Representative	Billy	Christ	
Councilmember			Office of Congressman David Rouzer
Town Clerk/Finance Officer	Jimmy	Clarida	City of Whiteville Town of Brunswick
	Cheryl	Clewis	
Councilmember	Timothy "Tim"	Collier	City of Whiteville
	Cindy	Colucci	Interim Healthcare
Nutritionist	Ellen	Connor	New Hanover County Senior Resource Center
Commissioner	J. Martin "Marty"	Cooke	Brunswick County
Councilmember	Robert "Bob"	Corriston	Town of Leland
County Manager	Chris	Coudriet	New Hanover County
Mayor	Kenneth "Pete"	Cowan	Town of Burgaw
guest	Alyse	Cranford	City of Northwest
City Manager	Darren	Currie	City of Whiteville
guest	Shelly	Currie	City of Whiteville
Commissioner	Everlene	Davis	Town of Brunswick
guest	Sherri	Dove	City of Southport
WD Board Member/VP of Human Resources	Jean B.	Duncan	Workforce Development Board/Acme Smoked Fish Co.
Medical Assistant Specialist	Patsy	Eason	Department of Aging
Volunteer	Marianne	Eisenhauer-Wall	New Hanover County Community Advisory Committee
guest	Helen	Farrow	STHL & Regional Aging Advisory Council
Finance Officer	Connie	Forand	Town of Topsail Beach
guest	Leighann	Fotre	Brunswick County
Mayor Pro-Tem	William "Buddy"	Fowler	Town of Surf City
Town Manager	James	Gantt	Town of Burgaw
Euseutius Director	Gloria	Garton	disAbility Resource Center
Executive Director	Oloniu	ounton	



Vice-President of Programs & Services	Yvette	Gosline	Brunswick Senior Resources, Inc.
Legislature/Volunteer	Elizabeth "Betty"	Grace	STHL/EAPN/RAAC
Councilmember	Azalie	Graham	Town of Sandyfield
Executive Assistant to Mayor & Council	Dawn	Grants	City of Wilmington
Councilmember	James	Green, Jr.	Town of Chadbourn
Volunteer	Dorothy "Dot"	Grime	EAPN/CAC
Clerk to the Board	June B.	Hall	Columbus County
Mayor	Billy W.	Hammond	Town of Fair Bluff
Town Clerk	Jacquelyn "Jackie"	Hampton	Town of Bolton
Case Worker	Valorie	Hatten	New Hanover County Senior Resource Center
Commissioner	Michael	Herring	Town of Calabash
Admin. Support Specialist	Brenda	Hewlett	Town of Belville
Town Manager	David	Hollis	Town of Leland
guest	Nancy	Huffer	EAPN/CAC
Representative	Frank	ller	NC House of Representatives 17th District
Delegate	Howard	Jacobs	STHL
Attorney	Richard	Klein	Legal Aid of NC Inc Wilmington Office
guest	Debra	Knox	City of Northwest
Mayor	James A.	Knox	City of Northwest
guest	Carole	LeBlanc	Coastal AARP/EAPN
Town Manager	Al J.	Leonard	Town of Tabor City
Town Manager	Ashley	Loftis	Town of Surf City
Clerk to the Board	Melissa		Pender County
Commissioner	David H.	Long Long, Jr.	Town of Belville
Delegate	Austin "Audie"	Long, 51.	STHL Delegate/EAPN
Board Member		Lowrimore	Brunswick Senior Resources, Inc.
	Joyce Terry	Mann	City of Whiteville
Mayor SOAR Caseworker	Meg	McBride	·
	Chris		Coastal Disability Advocates
Village Manager		McCall McClure	Village of Bald Head Island
guest	Bunny	McClure McClure	Cape Fear Council of Governments
Retired	A-J	McClure	Cape Fear Council of Governments
Vice-Chairman	Fred	McCoy	Pender County
Commissioner	Charles T.	McDowell	Columbus County
Commissioner	Jerome	McMillian	Columbus County
City Clerk	Jane	McMinn	City of Boiling Spring Lakes
Mayor	Douglas C.	Medlin	Town of Surf City
Councilmember	Jerry Lee	Merrick	Town of Navassa
Councilmember	Haywood	Miller, Jr.	City of Northwest
Commissioner	James	Murphy, Jr.	Town of Burgaw
Mayor Pro-Tem	Joseph "Jody"	Nance, Jr.	Town of Calabash
Town Administrator	Charles "Chuck"	Nance, Jr.	Town of Calabash
Commissioner	Jacqueline "Jackie"	Newton	Pender County
guest	Ray	Noble	Town of Lake Waccamaw
Town Clerk	Linda	Noble	Town of Lake Waccamaw
Senator	Harper	Peterson	NC State Senator 9th District
County Attorney	Amanda	Prince	Columbus County



Chief Executive Officer	Katrina	Redmon	Wilmington Housing Authority
Admin. Manager/Town Clerk	Sabrena	Reinhardt	Town of Leland
Town Manager	Michael	Rose	Town of Topsail Beach
Vice-Chairman	P. Edwin	Russ	Columbus County
Alderwoman	Lora	Sharkey	City of Southport
Commissioner	Steven "Steve"	Smith	Town of Topsail Beach
Councilmember	Justin	Smith	City of Whiteville
Director	Amber	Smith	New Hanover County Senior Resource Center
guest	Edna	Smith	Town of Topsail Beach
Alderman	Marc	Spencer	City of Southport
guest	Renee'	Spencer	City of Southport
County Manager	Mike	Stephens	Columbus County
Commissioner	Linda	Stipe	Town of Topsail Beach
Assistant Manager/Town Clerk	Lisa	Stites	Town of Oak Island
guest	Jeffrey "Jeff"	Stites	Town of Oak Island
City Clerk	Donna	Strickland	City of Northwest
Town Clerk	Sue	Stuhr	Town of Calabash
Volunteer	Jan	Stump	New Hanover County Community Advisory Committee
guest	Sarah	Styers	EAPN/CAC
Councilmember	Michael D.	Troy	City of Northwest
guest	Linda	Troy	City of Northwest
Alderman	Robert "Bob"	Tucker	City of Southport
guest	Betsy	Tucker	City of Southport
Commissioner	Dee	Turner	Town of Atkinson
Volunteer	Carol A.	Tutherow	Community Advisory Committee
guest	Billy	Wall	New Hanover STHL
	Jean	Wall	New Hanover STHL
Chairman	Frank	Williams	Brunswick County
Town Administrator	Athina	Williams	Town of Belville
Mayor Pro-Tem	Jacqueline	Williams-Rowland	Town of Brunswick
Town Administrator	Frank	Wilson	Town of Bolton
guest	Kathryn	Winston	Coastal Disability Advocates
Commissioner	Dana	Witt	City of Boiling Spring Lakes
guest	Anthony	Witt	City of Boiling Spring Lakes
AARP Volunteer	Wanda	Wooten	Coastal AARP/EAPN
Commissioner	Rob	Zapple	New Hanover County



2020 Executive Committee Nominees

Officers:

Chair: Trent Burroughs, Columbus County Vice-Chair: George Brown, Jr., Pender County Secretary-Treasurer: Charlie Rivenbark, Wilmington

Non-Officer County Members

Mike Forte, Brunswick County Julia Olson-Boseman, New Hanover County

Members At-Large:

Teresa Batts, Surf City Jan Dawson, Burgaw Walt Eccard, Shallotte Lamont Grate, Tabor City

Items marked with *** are actionable items that require a vote

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BYLAWS

CAPE FEAR COUNCIL OF GOVERNMENTS

ARTICLE I - NAME

The name of this organization shall be the Cape Fear Council of Governments, hereinafter referred to as the Council.

ARTICLE II - GEOGRAPHIC DISTRICT

The counties of Brunswick, Columbus, New Hanover, and Pender, and the municipalities therein, shall be eligible for membership in this Council of Governments subject to the provisions of these Bylaws.

ARTICLE III - PURPOSE

The purpose of the Council includes, but is not limited to, the following:

- (a) To carry on a continuing program of comprehensive planning that supplements and coordinates, but does not duplicate the programs of member units.
- (b) To study such area governmental problems common to two or more member units as is deemed appropriate, including but not limited to matters affecting health, safety, recreation, housing, marine resources, transportation, general welfare, education, economic and regional development.
- (c) To promote cooperative arrangements and coordinate action among member units of government.
- (d) To make recommendations for review and action to the member units and other public agencies that perform functions within the region.
- (e) To serve as a clearinghouse for the benefit of member units, gather information concerning their common problems and concerning federal and State services and funds available to assist in the solution of various problems in this area.
- (f) Upon request, provide comment on projects involving federal, State, and private assistance grants for local governments and the private sector.
- (g) To administer federal, State, local and foundation grant programs.
- (h) To provide planning and technical assistance to local governments.

ARTICLE IV - DUTIES AND FUNCTIONS

<u>Section 1.</u> The Council may accept and expend contributions for research assistance from

Page 1 of 6

research organizations, civic foundations, institutions of higher learning, and other organizations.

<u>Section 2.</u> The Council may accept and expend funds grants, gifts, and/or services from the government of the United States, or its agencies; from the State of North Carolina or its departments and agencies; from agencies or instrumentalities from any governmental unit whether a member of the Council or not; and from other civic or private sources.

<u>Section 3.</u> The Council shall establish an annual operating budget which shall include each member unit of local government's proportional assessment. The fiscal year shall run from July 1 to June 30 of the next calendar year.

<u>Section 4.</u> The Council may discuss questions or any matters within the scope of its stated purpose, and make recommendations for action to the governmental units involved in any such questions or matter.

<u>Section 5.</u> The Council may request any governmental unit or agency, federal, State, or local, to act upon its recommendations if such is deemed to be in the interest of the Council and/or its member units.

<u>Section 6.</u> The Council may promote agreements between members or non-member governmental units which are deemed appropriate to further inter-governmental cooperation.

<u>Section 7.</u> The Council may initiate and/or request studies deemed necessary to further understanding of any matters or problems under consideration by the Council.

<u>Section 8.</u> The Council has the right to perform and carry out such other powers, duties and responsibilities as may be authorized under North Carolina General Statutes Secs. 160A-470 through 160A-478 and as they may be amended.

Section 9. The Council may administer federal, State, local and private foundation programs.

ARTICLE V - OFFICES

The Council shall establish a principal office and such other offices as the Council may from timeto-time determine to be necessary for the business of which the Council may require.

ARTICLE VI - GENERAL MEMBERSHIP

<u>Section 1.</u> The Council's General Membership shall be composed of one delegate who shall be a governing board member from each member unit of local government to be appointed annually by the governing board of each unit of government. Should any delegate cease to be a member of a local governing board, that delegate's membership in the General Membership shall automatically terminate.

<u>Section 2.</u> Appointments made by a local unit of government governing board which fills a vacancy shall be to complete the unexpired term of the vacated member.

Section 3. General Membership delegates may be reappointed to succeed themselves.

<u>Section 4.</u> Each member government shall appoint a principle delegate and an alternate delegate. The alternate delegate when sitting in for the principle delegate shall have all the authority and responsibilities normally assigned the principle delegate.

Section 5. All delegates shall continue to serve as a delegate until their successor is appointed.

<u>Section 6.</u> The General Membership shall hold an annual meeting in or around February as determined by the Executive Committee. Other meetings may be called by the Chairman or by the Executive Committee. Ten days advance notice is required for all meetings.

ARTICLE VII - OFFICERS, EXECUTIVE COMMITTEE, AND EXECUTIVE DIRECTOR - APPOINTMENT

<u>Section 1.</u> The officers of the General Membership shall consist of a Chair, a Vice-Chair, and a Secretary, who shall be elected from and by the voting members of the General Membership. No two officers may be from the same county. The officers shall be elected at the annual meeting of the General Membership.

<u>Section 3.</u> All officers shall be elected for a term of one year to expire with the next annual meeting. Any officer may be re-elected to serve any number of terms so long as the officer remains a member of the General Membership.

<u>Section 4.</u> Vacancies occurring in any office between annual sessions may be filled by the Executive Committee.

<u>Section 5.</u> The Executive Committee shall consist of nine members elected at the annual meeting. The Executive Committee shall include the three officers and a County Commissioner from each county who may or may not be an officer. At large members shall be elected to bring the total to nine. In no event shall any county have more than three members (this includes both city and county governing board members) on the Executive Committee. Each member of the Executive Committee member shall have one vote. The officers of the General Membership shall serve as the officers of the Executive Committee. Vacancies occurring may be filled by the Executive Committee, in keeping with Executive Committee makeup requirements stated in this section. All members shall continue to serve until their successor is appointed.

<u>Section 6.</u> An Executive Director shall serve as the Chief Administrative Officer. The Executive Director shall be appointed by and serve at the will of the Executive Committee.

ARTICLE VIII – OFFICERS, EXECUTIVE COMMITTEE, AND EXECUTIVE DIRECTOR - DUTIES

Section 1. The duties of the Chair of the General Membership shall include but are not limited to:

- (a) Preside at all regular and special meetings of the General Membership and Executive Committee.
- (b) Serve as an ex-officio member of all other Council committees.
- (c) Sign any bank checks or withdrawals when the Executive Director or Finance Officer are not available

<u>Section 2.</u> The Vice-Chair of the General Membership shall perform the duties of the Chair in his absence.

<u>Section 3.</u> The Secretary-Treasurer shall keep or arrange for the keeping of minutes of all meetings of the General Membership and the Executive Committee. Upon reading of said minutes and approval by the General Membership, they shall be filed in books to be kept for that purpose. The Secretary shall give or cause to be given, notice of all meetings of the General Membership and Executive Committee, and shall perform such other duties as may be prescribed by the General Membership. The Secretary-Treasurer shall sign any bank checks or withdrawals when the Executive Director or Finance Officer are not available.

<u>Section 4.</u> The Executive Committee shall be the governing board of the Council. As such, the Executive Committee shall:

- (a) Be charged with the responsibility of reviewing financial statements, staff reports, committee reports, and other information in order to set policy and provide fiscal oversight, as specified herein.
- (b) Meet regularly to consider current business and shall be authorized to set policy and otherwise act for the Council on all matters including, but not limited to, adoption of the annual budget and amendments thereto.
- (c) Appoint, fix the compensation of, and remove the Executive Director.

<u>Section 5.</u> The Executive Director shall:

- (a) Maintain and manage the business office of the Council.
- (b) Be custodian of all Council property and records.
- (c) Prepare and submit for approval, minutes of all meetings of the Executive Committee and conduct the correspondence of the Council as needed.
- (d) Attend General Membership and Executive Committee meetings and be prepared to report on business activities, meetings, proposals, cooperative endeavors, etc., in which the Council is currently engaged or may be in the process of developing.
- (e) Maintain close personal contact with representatives of federal, State, and local agencies which currently are, or subsequently will be, cooperatively involved in accomplishing the objectives of the Council.

- (f) Acquire and maintain a working knowledge of the current laws, regulations, and procedures which govern the above federal, State, and local agencies in order that the Council may take full advantage of opportunities provided for joint endeavors, and through receipt of available federal and State funds.
- (g) Prepare and submit a balanced annual budget for consideration by the Executive Committee.
- (h) Prepare an annual report of Council activities to be distributed to each member.
- (i) Be responsible for the supervision of all employees of the Council.
- (j) Act as the Budget Officer pursuant to North Carolina General Statutes Sec. 159-9.

<u>Section 6.</u> The Executive Committee shall appoint from the staff, a Finance Officer pursuant to North Carolina General Statutes Sec. 159-24 who shall report to the Executive Committee on fiscal matters and shall function under the supervision of the Executive Director for all administrative and personnel matters.

<u>Section 7.</u> Every officer and employee of the Council who shall handle funds shall be suitably bonded in an amount determined by the Executive Committee.

ARTICLE IX - RULES OF ORDER

<u>Section 1.</u> All meetings of the General Membership and Executive Committee shall be conducted in accordance with Roberts Rules of Order, Revised unless modified by the General Membership or Executive Committee.

Section 2. Quorum:

- (a) In all General Membership meetings, twenty-five percent of the voting membership of the Council shall constitute a quorum.
- (b) In all Executive Committee meetings, a majority of Executive Committee members shall constitute a quorum.

ARTICLE X - DISSOLUTION OF COUNCIL

The Council may be dissolved at the end of any fiscal year (i) upon the adoption of a joint dissolution resolution by all, or all but one, of the governing bodies of all member governmental units, or (ii) the withdrawal from the Council of all, or all but one, of the member governmental units. Upon dissolution of the Council, all assets and liabilities shall be liquidated, and the proceeds, if any, distributed to those members who paid the latest annual assessment and in the same proportion. Any deficit shall be the responsibility of those member governments who would have received the net proceeds, and in the same proportions.

ARTICLE XI - AMENDMENTS TO THE BYLAWS

These Bylaws may be amended at any regular or special meeting of the General Membership by a two-thirds vote of those present, provided that written notice of the proposed change be given to each voting member of the General Membership at least two weeks in advance of the meeting at which amendment of the Bylaws will be considered.

All actions or clauses which are in conflict with these Bylaws as amended are hereby repealed.

Approved by the General Membership on February 27, 2020.

BY:

ATTEST:

Trent Burroughs, Chair

April Radford, Clerk

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