

1480 Harbour Drive Wilmington, NC 28401-7776

EXECUTIVE COMMITTEE MEETING

Monday, May 13, 2019 • 11:00AM

AGENDA

- 1. Call to Order, Welcome, Invocation, Introductions & Pledge
- 2. Approval Minutes
 - a. January 14, 2019 (see attachment)***
 - b. March 28, 2019 (see attachment) ***
- 3. Finance Committee Report
 - a. Budget Adjustments through April 30, 2019 (see attachment)***
 - b. Financial Report (see attachment)***
 - c. Present Draft FY 19/20 Budget (see attachment)
 - d. Approve 18-19 Audit Contract (see attachment) ***
- 4. Director's Reports
 - a. Chris May, Executive Director
 - b. Program Directors Reports
- 5. Chairman's Comments
- 6. Executive Committee Members' Comments
- 7. Next Meeting: Monday, June 10, 2019 Budget FY 19/20 Public Hearing 11:00AM
- 8. Adjournment***

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Cape Fear Council of Governments EXECUTIVE COMMITTEE MEETING

January 14, 2019 • 11:00AM MINUTES

Members Present:

Trent Burroughs George Brown, Jr. Charlie Rivenbark Jonathan Barfield, Jr. Jan Dawson Mike Forte Teresa Batts Lamont Grate (via phone)

Members Absent:

Walt Eccard

CFCOG Staff Present:

Chris May Dawn Tucker April Radford Allen Serkin Maegan Zielinski

Jane Jones

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

Mr. Trent Burroughs, Chairman called the meeting to order & welcomed everyone at 11:04AM. Mr. Chris May gave the invocation and led the Pledge of Allegiance.

Mr. Chris May informed the committee that Ms. Jennifer Haynie from the Department of Environmental Quality Division of Water Infrastructure would not be able to attend the meeting due to a conflict.

Approval of December 10, 2018 Minutes:

There was no discussion. A motion was made by Mr. Mike Forte to approve the December 10, 2018 Minutes and seconded by Mr. George Brown, Jr. The motion carried unanimously.

Finance Committee Report:

Ms. Dawn Tucker presented the Final Audit Report ending FY18. Mr. George Brown asked if there were any significant changes from the report that was presented to the board in December. Ms. Dawn Tucker responded that there was no significant changes. A motion was made by Mr. George Brown, Jr. to approve the Final Audit Report ending FY18 and seconded by Mr. Charlie Rivenbark. The motion carried unanimously.

Ms. Dawn Tucker informed the board there were no Budget Adjustments through December 31, 2018.

Ms. Dawn Tucker presented the Finance Report. There was no discussion. A motion was made by Mr. George Brown, Jr. to approve the Finance Report and seconded by Ms. Jan Dawson. The motion carried unanimously.

Director's Reports:

Mr. Chris May informed the board it was time to appoint the Slate of Officers. Positions that need to be filled are: Chair, Vice-Chair, Secretary/Treasurer, and Finance Chair. Currently, the positions are filled by the following:

Chair, Mr. Trent Burroughs Vice-Chair, Mr. George Brown, Jr. Secretary/Treasurer, Mr. Charlie Rivenbark Finance Chair, Mr. Jonathan Barfield, Jr.

After discussion a motion was made by Mr. George Brown, Jr. to nominate Mr. Trent Burroughs to remain as Chair and seconded by Mr. Mike Forte. The motion carried unanimously.

After discussion, a motion was made by Mr. Jonathan Barfield, Jr. to nominate Mr. George Brown, Jr. to remain as Vice-Chair and seconded by Ms. Jan Dawson. The motion carried unanimously.

After discussion, a motion was made by Mr. Jonathan Barfield, Jr. to nominate Mr. Charlie Rivenbark to remain as Secretary/Treasurer and seconded by Mr. George Brown. The motion carried unanimously.

After discussion, a motion was made by Mr. George Brown, Jr. to nominate Mr. Jonathan Barfield, Jr. to remain as Finance Chair and seconded by Mr. Charlie Rivenbark. The motion carried unanimously.

Mr. Chris May thanked and informed the board that the above election will be presented to the full Committee at the Annual Meeting and Awards Banquet on Thursday, March 28, 2019 for final approval.

Mr. Chris May informed the board of the "2019 Ethics Training" for newly/re-elected officials. The CFCOG will host the "Live 2019 Ethics Training Webinar" on Thursday, May 23, 2019 in the conference room from 10:00AM – 12:00PM and lunch will be provided. Mr. George Brown, Jr. asked Ms. April Radford to send him the flyer and sign him up to attend the webinar.

Mr. Chris May presented the board with a recommended process to hire a new Executive Director for the Cape Fear Council of Governments to replace him. Mr. Chris May's last day will be August 1, 2019. Mr. Chris May offered to work with the board during this process.

After discussion, a motion was made by Ms. Jan Dawson and seconded by Mr. Mike Forte to form a hiring committee for the replacement of the CFCOG Executive Director to consist of Mr. Trent Burroughs, Mr. George Brown, Jr., Mr. Charlie Rivenbark, and Mr. Jonathan Barfield, Jr. The motion carried unanimously.

Mr. Charlie Rivenbark requested a copy of the job description for the CFCOG Executive Director position. Mr. Chris May said he will provide the description to the board via email.

Ms. Jane Jones presented the Area Agency on Aging report. Ms. Jane Jones informed the board of a "Housing Coalition" meeting that will be taking place on Thursday, January 17, 2019 at 7:30AM in the Convention Center in New Hanover County. There were no questions.

Mr. Allen Serkin presented the Local Government Services report. There were no questions.

Ms. Maegan Zielinski presented the Continuum of Care report. Ms. Maegan Zielinski addressed questions from the board about the "Point In Time Count".

Chairman's Comments:

Mr. George Brown, Jr. brought up the subject of local governments being sued for prayer in meetings and the legal responsibility/insurance of boards. Mr. Chris May will check with the SOG on this issue and he will forward their opinion to the board members.

Mr. Trent Burroughs suggested each board member check with their individual board about insurance protection against any lawsuits. Mr. Chris May asked Ms. Dawn Tucker to check the CFCOG's coverage with its insurance policy.

Mr. Chris May asked the board their opinion about a "program" for the Annual Meeting. Thoughts on door prizes, guest speakers, and a suggestion on what it will take to have more of their board members to attend the Annual Meeting and Awards Banquet. Mr. Trent Burroughs said he likes the idea of a guest speaker, but also suggested the meeting to end earlier. Mr. Charlie Rivenbark also suggested ending the meeting earlier than 9:00PM. If a guest speaker will not increase the length of time added to the meeting he is in favor of one. Mr. Charlie Rivenbark also suggested having less door prizes. Mr. Jonathan Barfiled, Jr. suggested the idea of guest speakers will only increase the length of the meeting and he would like to shorten the meeting

if possible. The board suggested the meeting end no later than 8:30PM. The board suggested that special guest speakers be saved for regular board meetings. There was discussion on changing up the location to share between the Cross Point Center and the Brunswick County Senior Center.

Executive Committee Members' Comments:

There were no comments from other board members.

Next Meeting:

Thursday, March 28, 2019 6:30PM Annual Meeting & Awards Banquet at the Scotts Hill Baptist Church Cross Point Center.

Adjournment:

Mr. Charlie Rivenbark motioned to adjourn the meeting and seconded by Mr. George Brown, Jr. The motion carried unanimously. The meeting ended at 12:00PM.

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Respectfully submitted,	
April D. Radford, Clerk to the Board	Trent Burroughs, Chairman

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Cape Fear Council of Governments ANNUAL MEETING & AWARDS BANQUET

March 28 2019 • 7:00PM MINUTES

Members Present:

Trent Burroughs George Brown, Jr. Charlie Rivenbark Jan Dawson Mike Forte

Teresa Batts Lamont Grate

Members Absent:

Walt Eccard Jonathan Barfield, Jr.

Liaisons Present:

Sheila Grady LeAnn Pierce Danny Clewis, Sr. Jeff Winecoff Jerry Dove Howard Braxton Nancy Hill Mary Louise Knight Brenda Bozeman Garry Keaton

Liaison Alternates Present:

Allen Oliver Beverly Mayhew Steve Barger Eugene Neal, Jr.

Sara Thompson

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

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The Slate of Officers is as follows:

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- Chairman Trent Burroughs, Chairman Columbus County
- Vice-Chairman George Brown, Jr., Chairman Pender County
- Secretary/Treasurer Charlie Rivenbark, Councilman City of Wilmington
- Finance Chairman Jonathan Barfield, Jr., Chairman New Hanover County
- Member Mike Forte, Commissioner Pender County
- Member Jan Dawson, Commissioner Burgaw
- Member Lamont Grate, Mayor Pro-Tem Tabor City
- Member Walt Eccard, Mayor Shallotte
- Member Teresa Batts, Councilwoman Surf City

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.

Presentation of CFCOG Staff, Annual Report, Public Officials Directory, and Special Awards:

Mr. Chris May introduced the CFCOG Staff by department and explained the duties of each department. Mr. Chris May asked CFCOG staff to retrieve all name tags from the guests for door prize drawings at the end of the meeting.

Mr. Chris May presented the Annual Report and the first edition of the 2019 CFCOG Public Officials Directory. Mr. Chris May informed the guests of the 2019 Ethics Training for Local Elected Officials webinar that the CFCOG will be hosting on Wednesday, May 22, 2019 from 10:00AM - 12:00PM at a cost of \$10 per person, which includes lunch.

Mr. Chris May presented the following awards:

- Area Agency on Aging Professional Excellence Award 2018 Deeanna Hale-Holland, Director of Prevention Services, Coastal Horizons Center, Inc.
- Area Agency on Aging "What You Do Makes a Difference" 2018 Elizabeth "Betty" Grace
- Area Agency on Aging "What You Do Makes a Difference" 2018 Dorothy "Dot" Grime
- Cape Fear Council of Governments Workforce Development Leadership Award 2018 Jean Duncan, VP of Human Resources, Acme Smoked Fish Corporation
- Cape Fear Council of Governments Tri-HIC Impact Award 2018 Meg McBride, SOAR Caseworker, Coastal Disability Advocates
- Cape Fear Council of Governments Tri-HIC Legacy Award 2018 Gloria Garton, Executive Director, disAbility Resource Center
- Cape Fear Council of Governments Tri-HIC Leadership Award 2018 Joanne Cain, Homeless Services Director, Good Shepherd Center
- Cape Fear Council of Governments Outstanding Local Government Manager 2018 Chris Coudriet, County Manager, New Hanover County
- Cape Fear Council of Governments Outstanding Local Government Clerk 2018 Lisa Stites, Town Clerk, Town of Oak Island

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• Cape Fear Council of Governments Lynwood Norris Regional Champion 2018 - Trent Burroughs, County Commissioner, Columbus County

Mr. Trent Burroughs presented Mr. Chris May with an award and certificate from the CFCOG Executive Committee and once again thanked Mr. Chris May for his dedicated service to the Cape Fear Region and wished him well in his retirement.

Mr. Chris May announced door prize winners.

Chairman's Comments:

April D. Radford, Clerk to the Board

Mr. Trent Burroughs thanked everyone for attending and wished them a safe trip home. Awards ceremony ended at 8:35PM.

Next Meeting:

Respectfully submitted,		
Monday, May 13, 2019 11:00AM in the Large Confer	rence Room at the Cape Fear Council of	Governments.

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Trent Burroughs, Chairman



Alternate Jimmy Basden STHL & Regional Aging Advisory Council Councilimember Athelston Bethel Town of Navassa Councilimember Charlie Blalock Town of Oak Island guest Jane Bladock Town of Oak Island Field Representative Janet Bradberry Office of Senator Richard Burr guest Pat Braxton Town of Topsall Beach Councilimember Claudia A Bray Town of Town of Bandyfield Mayor Cynthia "Cin" Brochure Town of Oak Island Alderman Daniel "Danny Boy" Brown Town of Bolton Meyor Pro-Tem Minnie A Brown Town of Navassa Assistant County Manager Tim Burgess New Hanover County Councilimember Anthonio "Tony" Burgess Town of Navassa Town Clerk Christina Burke Town of Navassa Town Clerk Christina Burke Town of Navassa Town Clerk Christina Burke Town of Navassa	Title	First Name	Last Name	Organization
Councilmember Athelston Bethel Town of Navassa Councilmember Charlie Blalock Town of Oak Island guest Jan Blalock Town of Oak Island Field Representative Janet Braxborn Town of Topsail Beach Counclimember Claudia A. Bray Town of Town of Oak Island Mayor Cynthia "Ciri" Brochure Town of Oak Island Alderman Daniel "Danny Boy" Brown Town of Bolton Alderman Daniel "Danny Boy" Brown Town of Bolton Mayor Pro-Tem Minnia A. Brown Town of Bolton Assistant County Manager Tim Burgess New Hanower County Councilmember Anthonio Trony" Burgess Town of Navassa Assistant County Manager Tim Burgess Town of Townsale Councilmember Anthonio Trony" Burgess Town of Townsale Councilmember Jannee Cali Good Shepherd Center Fleid Representative Adam Caldwell Office of Sen	Volunteer	Sandy	Andrews	New Hanover County Community Advisory Committee
Councilmember Chartie Blalock Town of Oak Island guest Jane Blalock Town of Oak Island Field Representative Janet Bradberry Office of Seantor Richard Burr guest Pat Bradberry Office of Seantor Richard Burr guest Pat Bradberry Office of Seantor Richard Burr guest Pat Bradberry Town of Sandyfield Mayor Por Cam Alleman Daniel "Danny Boy" Brown Town of Sandyfield Aldeman Daniel "Danny Boy" Brown Town of Sandyfield Algeman Anthorio Tiny" Burges New Hanover County Assistant County Manager Tim Burgess New Hanover County Councilmember Anthorio "Tony" Burgess Town of Navassa Town Clerk Christina Burke Town of Sandyfield Homeless Services Director Jonne Cain Good Shepherd Center Field Representative Adam Caidwell Office of Senator Thom Tillis Councilmember Susan	Alternate	Jimmy	Basden	STHL & Regional Aging Advisory Council
guest Jan Blalock Town of Oak Island Field Representative Janet Bradberry Office of Senator Richard Burr guest Pat Bradborn Town of Topsail Beach Councilmember Claudia A. Bray Town of Sandyfield Meyor Cynthia "Cin" Brochure Town of Bolton Mayor Pro-Tem Mnnie A. Brown Town of Bolton Mayor Pro-Tem Mnnie A. Brown Town of Bolton Mayor Pro-Tem Anthonio "Tony" Burgess New Hanover County Councilmember Anthonio "Tony" Burgess New Hanover County Councilmember Anthonio "Tony" Burgess New Hanover County Field Representative Adam Caldwell Office of Senator Thom Tillis Councilmember Adam Caldwell Office of Senator Thom Tillis Councilmember Adam Caldwell Office of Senator Thom Tillis Councilmember Susan Carroll Office of Senator Thom Tillis Councilmember Susan Carroll	Councilmember	Athelston	Bethel	Town of Navassa
Bradberry Office of Senator Richard Burr	Councilmember	Charlie	Blalock	Town of Oak Island
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Councilmember Claudia A. Bray Town of Sandyfield Mayor Cynthia "Cin" Brochure Town of Oak Island Alderman Daniel "Danny Boy" Brown Town of Oak Island Alderman Daniel "Danny Boy" Brown Town of Oak Island Mayor Pro-Tem Minnie A. Brown Town of Navassa Assistant County Manager Tim Burgess New Hanover County Councilmember Anthonio "Tony" Burgess Town of Navassa Assistant County Manager Daniel "Daniel	Field Representative	Janet	Bradberry	Office of Senator Richard Burr
Mayor Cynthia "Cin" Brochure Town of Oak Island Aldeman Daniel "Danny Boy" Brown Town of Bolton Mayor Pro-Term Minnie A. Brown Town of Navassa Assistant County Manager Tim Burgess New Hanover County Councilimember 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 Councilimember Warren "Bob" Campbell, Jr. Town of Lake Waccamaw guest Garroll City of Northwest Mayor Pro-Term Charles "Chip" Carroll City of Northwest Field Representative Billy Christ Office of Congressman David Rouzer Councilimember Jimmy Clarida City of Northwest Field Representative Billy Christ Chievis Town of Brunswick Councilimember Cheryl	guest	Pat	Braxton	Town of Topsail Beach
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 Lake Waccamaw guest Susan Carroll Town of Lake Waccamaw guest Susan Carroll City of Northwest Mayor Pro-Tem Chafes "Chip" Carroll City of Northwest Field Representative Billy Christ Office of Congressman David Rouzer Councilmember Jimmy Clarida City of Whiteville Town Clerk/Finance Officer Cheryl Clewis Town of Burnswick Councilmember Timothy "Tim" Collier City of Whiteville Town Clerk/Finance Officer Cheryl Clewis Town of Burnswick Councilmember J. Martin "Marty" Cooke Burnswick County Councilmember J. Martin "Marty" Cooke Burnswick County Mayora Robert "Bob" Corrolo County Manager Chris Coudriet New Hanover County Mayor Renerth "Pete" Cowan Town of Burnswick Clurk Manager Chris Coudriet New Hanover County Mayor Renerth "Pete" Cowan Town of Burgaw guest Sherly Currie City of Whiteville Quest Sherly Duncan Whitches Designment Radikans County Marianne Eisenhauer-Wall New Hanover County Community Advisory Councille Quest Hanover County Community Advisory Councille Quest Leighann Fotre Struk Regional Aging Advisory Councille Quest Leighann Fotre Struk Regional Aging Advisory Councille Quest Leighann Fotre Town of Surfi City Councy Office County Mayor Pro-Term William "Buddy" Fowler Town of Surfi City Council City of County Mayor Pro-Term William Sudd	Councilmember	Claudia A.	Bray	Town of Sandyfield
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Assistant County Manager Councilmember Anthonio "Tony" Burgess Town of Navassa Town Clerk Christina Burke Town of Topsail Beach Homeless Services Director Joanne Cail 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 Lek Waccamaw Guest Mayor Pro-Tem Charles "Chip" Carroll City of Northwest Mayor Pro-Tem Charles "Chip" Cauncilmember Jimmy Clarida City of Whiteville Councilmember Jimmy Clarida City of Whiteville Councilmember Jimmy Clarida City of Whiteville Town of Burnswick Councilmember Jimmy Colleric Collier Councilmember Jimmy Colleric Collier Councilmember Jimothy "Tim" Collier Colluci Interim Healthcare Nutritionist Ellen Connor New Hanover County Senior Resource Center Councilmember John Sharin "Marty" Cooke Brunswick County Councilmember Robert "Bob" County Manager Chris County Manager Chris Coundre New Hanover County Mayor Kenneth "Pete" Cowan Town of Burgew Jayes Cranford City of Whiteville City of Whiteville Commissioner Alyse Cranford City of Whiteville Commissioner Daren Currie City of Whiteville Commissioner Shelly Currie City of Whiteville Commissioner Shelly Currie City of Whiteville Commissioner Shelly Currie City of Whiteville Commissioner Everlene Davis Town of Brunswick Department Aging Wolldenesser Medical Assistant Specialist Patsy Basen Department Aging Wollonder Marianne Eisenhauer-Wall New Hanover County Community Advisory Committee guest Helen Farrow STHL & Regional Aging Advisory Coundil Finance Officer Connie Garton William "Buddy" Fowler Town of Burgaw Executive Director	Alderman	Daniel "Danny Boy"	Brown	Town of Bolton
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 Lake Waccamaw Councilmember Frank Carroll Town of Lake Waccamaw guest Susan Carroll City of Northwest Mayor Pro-Tem Charles "Chip" Carroll City of Northwest Field Representative Billy Christ Office of Congressman David Rouzer Councilmember Jimmy Clarida City of Whiteville Councilmember Cheyl Clewis Town of Brunswick Councilmember Cheyl Collect Interim Healthcare Nutritionist Ellen Connor New Hanover County Senior Resource Center Commissioner J. Martin "Marty" Cooke Brunswick County Councilmember Robert "Bo	Mayor Pro-Tem	Minnie A.	Brown	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 guest Susan Carroll City of Northwest Mayor Pro-Tem Charles "Chip" Carroll City of Northwest Mayor Pro-Tem Charles "Chip" Carroll City of Northwest Mayor Pro-Tem Charles "Chip" Clevis Town of Enake Waccamaw Guest Susan Carroll City of Northwest Mayor Pro-Tem Charles "Chip" Carroll City of Northwest Mayor Pro-Tem Charles "Chip" Carroll City of Northwest Mayor Pro-Tem Charles "Chip" Clevis Town of Brunswick Councilmember Jimmy Clarida City of Whiteville 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 Whiteville City Manager Darren Currie City of Whiteville Commissioner Everlene Davis Town of Brunswick Guest Sheri Dove City of Southport WD Board Member/VP of Human Resources Jean B. Duncan Wohdse Deutymert Bardimens Traded Fish County Mayor Pro-Tem Mariane 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 Town Manager James Gantt Town of Dayaw Executive Director	Assistant County Manager	Tim	Burgess	New Hanover County
Homeless Services Director	Councilmember	Anthonio "Tony"	Burgess	Town of Navassa
Field Representative Adam Caldwell Office of Senator Thom Tillis Councilmember Warren "Bob" Campbell, Jr. Town of Leland Commissioner Frank Carroll Town of Lake Waccamaw guest Susan Carroll City of Northwest Mayor Pro-Tem Charles "Chip" Carroll City of Northwest Field Representative Billy Christ Office of Congressman David Rouzer Councilmember Jimmy Clarida City of Whiteville Town Clerk/Finance Officer Cheryl Clewis Town of Brunswick 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 Gity of Northwest City Manager Darren Currie City of Whiteville guest Shelly Currie City of Whiteville Gommissioner Everlene Davis Town of Brunswick Medical Assistant Specialist Paty Eason Department of Aging Wollonter Marianne Eisenhauer-Wall New Hanover County Community Advisory Committee guest Helen Farrow STHL& Regional Aging Advisory Committee guest Helen Farrow STHL& Regional Aging Advisory Committee guest Helen Farrow STHL& Regional Aging Advisory Committee guest Leighann Fotre Brunswick County Town of Burgaw Volunteer Walliam "Buddy" Fowler Town of Sur City Mayor Por-Tem William "Buddy" Fowler Town of Sur City Mayor Por-Tem William "Buddy" Fowler Town of Sur City Mayor Por-Tem James Garton disAbility Resource Center	Town Clerk	Christina	Burke	Town of Topsail Beach
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Town Clerk/Finance Officer Cheryl Clewis Town of Brunswick 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 Workfore Deetpmart Board/Arme Smcked 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 Surf City Mayor Pro-Tem William "Buddy" Fowler Town of Brugaw Executive Director Gloria Garton disAbility Resource Center	Field Representative	Billy	Christ	Office of Congressman David Rouzer
Councilmember Timothy "Tim" Collier City of Whiteville 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 Workfore Development Board/Ames Med/Fsh.Co. Medical Assistant Specialist Patsy Eason Department of Aging Volunteer Marianne Eisenhauer-Wall New Hanover County Community Advisory Council Finance Officer Connie<	Councilmember	Jimmy	Clarida	City of Whiteville
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/Arme 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 <	Town Clerk/Finance Officer	Cheryl	Clewis	Town of Brunswick
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 Commissioner Everlene Davis Town of Brunswick 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	Councilmember	Timothy "Tim"	Collier	City of Whiteville
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 WorkforceDevelopmentBoard/ArmeSmckedFshCo. 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 Fot		Cindy	Colucci	Interim Healthcare
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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 WorkbreeDevelopmentBoard/AcmeSmoked 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 Executive Director Gloria Garton disAbility Resource Center	Councilmember	Robert "Bob"	Corriston	Town of Leland
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 WorkforceDevelopmentBoard/AcmeSmokedFishCo. 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 Executive Director Gloria Garton disAbility Resource Center	County Manager	Chris	Coudriet	New Hanover County
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guestShellyCurrieCity of WhitevilleCommissionerEverleneDavisTown of BrunswickguestSherriDoveCity of SouthportWD Board Member/VP of Human ResourcesJean B.DuncanWorkforce Development Board/Acme Smoked Fish Co.Medical Assistant SpecialistPatsyEasonDepartment of AgingVolunteerMarianneEisenhauer-WallNew Hanover County Community Advisory CommitteeguestHelenFarrowSTHL & Regional Aging Advisory CouncilFinance OfficerConnieForandTown of Topsail BeachguestLeighannFotreBrunswick CountyMayor Pro-TemWilliam "Buddy"FowlerTown of Surf CityTown ManagerJamesGanttTown of BurgawExecutive DirectorGloriaGartondisAbility Resource Center	guest	Alyse	Cranford	City of Northwest
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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 Executive Director Gloria Garton disAbility Resource Center	Commissioner	Everlene	Davis	Town of Brunswick
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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 Executive Director Gloria Garton disAbility Resource Center	WD Board Member/VP of Human Resources	Jean B.	Duncan	Workforce Development Board/Aome Smoked Fish Co.
guestHelenFarrowSTHL & Regional Aging Advisory CouncilFinance OfficerConnieForandTown of Topsail BeachguestLeighannFotreBrunswick CountyMayor Pro-TemWilliam "Buddy"FowlerTown of Surf CityTown ManagerJamesGanttTown of BurgawExecutive DirectorGloriaGartondisAbility Resource Center	Medical Assistant Specialist	Patsy	Eason	Department of Aging
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 Executive Director Gloria Garton disAbility Resource Center	Volunteer	Marianne	Eisenhauer-Wall	New Hanover County Community Advisory Committee
guest Leighann Fotre Brunswick County Mayor Pro-Tem William "Buddy" Fowler Town of Surf City Town Manager James Gantt Town of Burgaw Executive Director Gloria Garton disAbility Resource Center	guest	Helen	Farrow	STHL & Regional Aging Advisory Council
Mayor Pro-Tem William "Buddy" Fowler Town of Surf City Town Manager James Gantt Town of Burgaw Executive Director Gloria Garton disAbility Resource Center	Finance Officer	Connie	Forand	Town of Topsail Beach
Town Manager James Gantt Town of Burgaw Executive Director Gloria Garton disAbility Resource Center	guest	Leighann	Fotre	Brunswick County
Executive Director Gloria Garton disAbility Resource Center	Mayor Pro-Tem	William "Buddy"	Fowler	Town of Surf City
· · · · · · · · · · · · · · · · · · ·	Town Manager	James	Gantt	Town of Burgaw
Councilmember JoDan Garza Town of Carolina Beach	Executive Director	Gloria	Garton	disAbility Resource Center
	Councilmember	JoDan	Garza	Town of Carolina Beach

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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	Long	Pender County
Commissioner	David H.	Long, Jr.	Town of Belville
Delegate	Austin "Audie"	Lowrimore	STHL Delegate/EAPN
Board Member	Joyce	Lowrimore	Brunswick Senior Resources, Inc.
Mayor	Terry	Mann	City of Whiteville
SOAR Caseworker	Meg	McBride	Coastal Disability Advocates
Village Manager	Chris	McCall	Village of Bald Head Island
guest	Bunny	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
· ····· · · · · · · · · · · · · · · ·		Peterson	NC State Senator 9th District
Senator	Harper	Peleison	INC OIGIE OFFIGIOLENICI

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Admin. Manager/Town Clerk Town Manager Michael Rose Town of Topsail Beach Vice-Chairman P. Edwin P. Edwin Russ Columbus County Adderwoman 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 City of Southport County Manager County Manager Mike Stephens Columbus County Commissioner Linda Stipe Town of Topsail Beach Lisa Stites Town of Topsail Beach City Clerk Lisa Stites Town of Topsail Beach City Clerk Donna Strickland City Clerk Donna Strickland City Of Northwest Town of Galabash Volunteer Jan Stump New Hanover County Community Advisory Committee guest Sarah Styers EAPN/CAC Councilmember Michael D. Troy City of Northwest Linda Robert "Bob" Tucker City of Southport Quest Betsy Tucker City of Southport Quest Betsy Tucker City of Southport Quest Betsy Tucker City of Southport Commissioner Dee Turner Town of Alkinson Town of Belville Mayor Pro-Tem Jacqueline Williams Town of Belville Mayor Pro-Tem Jacqueline Williams Town of Belville Mayor Pro-Tem Jacqueline Williams Town of Bolton Town of Bolton Town of Bolton Town of Bolton Coastal Disability Advocates Commissioner Dana Witt City of Boiling Spring Lakes AARP Volunteer	Chief Executive Officer	Katrina	Redmon	Wilmington Housing Authority
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 Whitewille 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 Oak Island Commissioner Linda Stipe Town of Oak Island guest Jeffrey "Jeff" Sittes Town of Oak Island City Clerk Donna Strickland City of Northwest Town Clerk Sue Stuhr Town of Calabash Volunteer Jan				<u> </u>
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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	Councilmember	Michael D.	Troy	City of Northwest
guestBetsyTuckerCity of SouthportCommissionerDeeTurnerTown of AtkinsonVolunteerCarol A.TutherowCommunity Advisory CommitteeguestBillyWallNew Hanover STHLJeanWallNew Hanover STHLChairmanFrankWilliamsBrunswick CountyTown AdministratorAthinaWilliamsTown of BelvilleMayor Pro-TemJacquelineWilliams-RowlandTown of BrunswickTown AdministratorFrankWilsonTown of BoltonguestKathrynWinstonCoastal Disability AdvocatesCommissionerDanaWittCity of Boiling Spring LakesguestAnthonyWittCity of Boiling Spring LakesAARP VolunteerWandaWootenCoastal AARP/EAPN	guest	Linda	Troy	City of Northwest
CommissionerDeeTurnerTown of AtkinsonVolunteerCarol A.TutherowCommunity Advisory CommitteeguestBillyWallNew Hanover STHLJeanWallNew Hanover STHLChairmanFrankWilliamsBrunswick CountyTown AdministratorAthinaWilliamsTown of BelvilleMayor Pro-TemJacquelineWilliams-RowlandTown of BrunswickTown AdministratorFrankWilsonTown of BoltonguestKathrynWinstonCoastal Disability AdvocatesCommissionerDanaWittCity of Boiling Spring LakesguestAnthonyWittCity of Boiling Spring LakesAARP VolunteerWandaWootenCoastal AARP/EAPN	Alderman	Robert "Bob"	Tucker	City of Southport
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	guest	Betsy	Tucker	City of Southport
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	Dee	Turner	Town of Atkinson
JeanWallNew Hanover STHLChairmanFrankWilliamsBrunswick CountyTown AdministratorAthinaWilliamsTown of BelvilleMayor Pro-TemJacquelineWilliams-RowlandTown of BrunswickTown AdministratorFrankWilsonTown of BoltonguestKathrynWinstonCoastal Disability AdvocatesCommissionerDanaWittCity of Boiling Spring LakesguestAnthonyWittCity of Boiling Spring LakesAARP VolunteerWandaWootenCoastal AARP/EAPN	Volunteer	Carol A.	Tutherow	Community Advisory Committee
ChairmanFrankWilliamsBrunswick CountyTown AdministratorAthinaWilliamsTown of BelvilleMayor Pro-TemJacquelineWilliams-RowlandTown of BrunswickTown AdministratorFrankWilsonTown of BoltonguestKathrynWinstonCoastal Disability AdvocatesCommissionerDanaWittCity of Boiling Spring LakesguestAnthonyWittCity of Boiling Spring LakesAARP VolunteerWandaWootenCoastal AARP/EAPN	guest	Billy	Wall	New Hanover STHL
Town AdministratorAthinaWilliamsTown of BelvilleMayor Pro-TemJacquelineWilliams-RowlandTown of BrunswickTown AdministratorFrankWilsonTown of BoltonguestKathrynWinstonCoastal Disability AdvocatesCommissionerDanaWittCity of Boiling Spring LakesguestAnthonyWittCity of Boiling Spring LakesAARP VolunteerWandaWootenCoastal AARP/EAPN		Jean	Wall	New Hanover STHL
Mayor Pro-TemJacquelineWilliams-RowlandTown of BrunswickTown AdministratorFrankWilsonTown of BoltonguestKathrynWinstonCoastal Disability AdvocatesCommissionerDanaWittCity of Boiling Spring LakesguestAnthonyWittCity of Boiling Spring LakesAARP VolunteerWandaWootenCoastal AARP/EAPN	Chairman	Frank	Williams	Brunswick County
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	Town Administrator	Athina	Williams	Town of Belville
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	Mayor Pro-Tem	Jacqueline	Williams-Rowland	Town of Brunswick
Commissioner Dana Witt City of Boiling Spring Lakes guest Anthony Witt City of Boiling Spring Lakes AARP Volunteer Wanda Wooten Coastal AARP/EAPN	Town Administrator	Frank	Wilson	Town of Bolton
Commissioner Dana Witt City of Boiling Spring Lakes guest Anthony Witt City of Boiling Spring Lakes AARP Volunteer Wanda Wooten Coastal AARP/EAPN	guest	Kathryn	Winston	Coastal Disability Advocates
guest Anthony Witt City of Boiling Spring Lakes AARP Volunteer Wanda Wooten Coastal AARP/EAPN			Witt	<u> </u>
AARP Volunteer Wanda Wooten Coastal AARP/EAPN	quest	Anthony	Witt	
		•	Wooten	
	Commissioner		Zapple	New Hanover County

Page **6** of **6** 12

Certificate of Appreciation

The Cape Fear Council of Governments Executive Committee

Presents this certificate to

Christopher D. May

health, happiness, and continued success in your retirement. all of us and will be remembered for many years to come. We wish you good dedicated service. Your wisdom and commitment to excellence have long inspired And wish to express its sincere thanks and gratitude for your 19 years of

March 2019

Trent Burroughs, Chairman
CFCOG Executive Committee

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CAPE FEAR COUNCIL OF GOVERNMENTS

Budget Adjustments - through 4/30/19 FY 2018-2019

Departments		Approved Budget	Adjusted Budget	Adjustment Amount
Continuum of Care		\$ 616,609	\$ 626,747	\$ 10,138
2. Local Government Services		799,639	799,639	(0)
3. Area Agency on Aging		4,580,586	4,585,411	4,825
4. Workforce Development		5,944,818	5,444,818	(500,000)
5. General Fund		27,000	27,000	%
Total Expenditures		\$ 11,968,652	\$ 11,483,614	\$ (485,038)
6. Administration (Included in 1-4)		\$ 408,960	\$ 408,960	\$ -
Justification for Budget Adjustmen	nts			
1. Continuum of Care:	increase due 1	to ESG CY 2019 Fur	nding Awarded	
2. Local Government Services:	no change			
3. Area Agency on Aging:	increase due to	18-19 Fan Grant Aw	varded	
4. Workforce Development:	Decrease due t	o transfer of Disaster	Funding to Lumber R	iver COG,
	state requested	this as they are spen	nding more quickly tha	in other boards.
5. General Fund:	no change			
6. Administration:	no change			
Trent Burroughs, Chairperson		Dawn Tucker, Fin	ance Officer	
		Date		

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CAPE FEAR COUNCIL OF GOVERNMENTS

Cash Balance and Budget/Expenditure Comparison FY 2018-2019 (as of April 30, 2019)

Cash Balance

 Cash Balance in Bank
 \$ 134,295

 North Carolina Cash Management Investments
 393,495

 Total Cash on Hand
 \$ 527,790

Budget & Actual Revenues

	Adjusted		Jul - April	Reserve	R	emaining	Percent
Departments	Budget	F	Revenues	Balance		Budget	Received
Continuum of Care	\$ 626,747	\$	442,253		\$	184,494	71%
Local Gov Services	\$ 799,639		334,326	61,644		403,669	45%
Area Agency on Aging	\$ 4,585,411		3,354,335			1,231,075	73%
Workforce Development	\$ 5,444,818		2,003,131	1,286,346		2,155,341	48%
General Fund	27,000		183,956			(156,956)	681%
Total Revenues	\$ 11,483,614	\$	6,318,001	\$ 1,347,990	\$	3,974,579	62%

Budget & Actual Expenditures

D	Beginning	Jul - April	Reserve	Remaining	Percent
Departments Continuum of Care	\$ 85,000	\$ 74,425	Balance	\$ 10,575	Expended 88%
ESG - HMIS	C		40,000		
	378,226	255,836	40,000	82,390	76% 66%
ESG - ADM	17,494	7,603	6,000	3,891	
HUD - PLANNING SOAR	21,027	1,034	19,000	993	51% 92%
50000000000000000000000000000000000000	125,000	114,583		10,417	-
Continuum of Care	626,747	453,481	65,000	108,266	81%
Planning Services	255,463	200,425		55,038	78%
Rural Planning Org	132,969	102,426		30,543	77%
MOTSU	235,936	90,864		145,072	39%
EDA Disaster Recovery	125,000	-	120,000	5,000	0%
Water Quality Planning Grant	15,271	3,205		12,066	21%
Matthew Recovery Grant	35,000	19,091		15,909	55%
Local Gov Services	799,639	416,011	120,000	263,628	61%
Aging Planning & Admin.	403,229	273,157		130,072	68%
Ombudsman & Elder Abuse	207,726	175,261		32,465	84%
Project Care	103,000	83,193		19,807	81%
Family Caregiver Support	140,954	99,176		41,778	70%
AAA Funds to Counties	3,730,501	2,721,082		1,009,419	73%
Area Agency on Aging	4,585,410	3,351,869		1,233,541	73%
- Arou Agonoy on Aging	4,303,410				7370
WIOA - 2010 - Admin	397,436	199,056	116,554	81,826	71%
WIOA - 2020 - Adult	1,227,856	411,871	388,015	427,969	49%
WIOA - 2030 - Dislocated Worker	1,026,104	345,399	252,200	428,505	45%
WIOA - 2031 - Hurricane Florence DI	1,000,000	361,296	69,700	569,004	39%
WIOA - 2040 - Youth	1,362,395	515,841	459,876	386,678	57%
WIOA-2050 Statewide Activities	281,027	235,792	€	45,235	84%
WIOA-2060-Finish Line Grant	150,000	1,563	-	148,437	1%
Workforce Development	5,444,818	2,070,819	1,286,346	2,087,654	50%
General Operations	27,000	9,862	7 2	17,138	37%
General Fund	27,000	9,862		17,138	37%
-	27,000				
Total Expenditures	\$ 11,483,614	\$ 6,302,042	\$ 1,471,346	\$ 3,710,226	55%
Administration	408,960	324,595		84,364	79%

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

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CAPE FEAR COUNCIL OF GOVERNMENTS

FISCAL YEAR 2019-2020 BUDGET ORDINANCE

(\$3,324)

CAPE FEAR COUNCIL OF GOVERNMENTS BUDGET MESSAGE 2019-2020 BUDGET

The staff and I are pleased to present the FY 2019-2020 annual budget document for Cape Fear Council of Governments. Represented herein are appropriations for all operating programs administered by the CFCOG in a balanced budget format with a 17% **reserve**, 9% higher than the 8% recommended by the North Carolina Local Government Commission.

Each program director worked with the finance officer to compile their respective program budgets in final draft form for my review. The finished document before you is the result of careful consideration by the directors and the finance director to combine scarce resources into a fully funded COG budget. Like our member governments, we developed our budget with a view towards providing the highest level of services at the least cost to the taxpayers. As stewards of the public trust, we are confident this budget meets those criteria.

COMMENTS CONCERNING THE PROPOSED BUDGET:

Small decrease due to staffing allocations.

The total combined appropriation for all funds for FY 19-20 is \$9,922,295 as compared to \$9,063,608 for FY 18-19. Specific changes related to each program are summarized as follows:

Local Government Services Reduction due to Sunny Point DOD Grant completion and fewer estimated Service grant was added this year and ways to increase service projects and additional grant	e Contracts. The	e EDA
Area Agency on Aging		\$238,862 our
Workforce Development	ed in the 18/19 be spent at the end unts for unspent uted to be 85%	udget of the 2018 of 2018
Tri Care Homeless (COC)	es and SOAR pr	
General Fund	No	Change
CFCOG Total	n the Workforce ons and anticipat o year awards ar	tes nd

Overhead costs are included in the LGS, AAA, WFD and COC budgets as allocated costs. This allocation method is based on cost accounting principles and is reviewed annually by State funding sources, monitors and auditors. The method takes into account expenditures and shared expenses that cannot be directly applied to specific programs.

CAPE FEAR COUNCIL OF GOVERNMENTS BUDGET MESSAGE 2019-2020 BUDGET

Human Resources (Salaries and Fringe Benefits)

The total of all salaries and fringes equates to 17% of the total CFCOG budget. The agency is in sound fiscal shape with adequate reserves. A COLA salary adjustment, a pool for merit increases subject to superior performance evaluations and longevity pay is proposed during the coming year. Any pay adjustments that may occur will follow the October funding finalization. Pay classifications are commensurate with the knowledge, skills and abilities required for the task assigned and are based upon comparable positions within the region and competitively across the state among the 16 Regional Councils. (Ref. sheet 8 of 11)

Revenues:

Federal and State funding levels are projected based on information supplied by various NC departments and divisions. Federal funds are routed through NC departments and divisions. Notification of final funding levels is in October, typically with increases for existing programs, new initiatives and as funding availability is confirmed. Specifically the funding sources are: NC Department of Commerce; NC Department of Health and Human Services; NC Department of Transportation; and the US Dept. of Housing and Urban Development.

Local funding is obtained via dues and match payments from our member governments. Dues are calculated using a base assessment of a \$300 base plus eighteen cents per capita for municipalities or plus nine cents per capita for counties. Local funds are used to meet matching requirements for the Area Agency on Aging grants, the Rural Transportation Planning Organization grant and to support other Local Government Services Programs. (ref. Membership Assessments sheet 7 of 11)

Local Government Services derives funds from a variety of service contracts including: land use plans, unified development ordinance revisions, personnel policies, code updates, facilitation services, and other planning/technical services. Additional sources of revenue via grants and technical assistance service agreements are continually pursued.

Continuum of Care derives funds from Federal grants and local funding commitments; City of Wilmington \$50,000, New Hanover County \$25,000, Brunswick County \$5,000, and Pender County \$5,000.

Summary:

This budget reflects a lot of fine tuning to absorb increased operating costs and expanding program demands as well as Local, State and Federal funding changes. We rely heavily on State and Federal Grants, but also depend upon the continued financial support of our member governments. We hope to continue the positive trends into the future, and will aggressively be seeking new programs to better serve our region and local government members.

As you review the document, please feel free to ask any questions and seek additional information about any part of the budget at any time. We are committed to serving you and our region as together we **SEEK REGIONAL SOLUTIONS** so that each member will realize the local benefits of regional cooperation.

Respectively Submitted

Chris May Executive Director

CAPE FEAR COUNCIL OF GOVERNMENTS COMPARATIVE BUDGET ANALYSIS FY 18-19 and 19-20

			FY 18-19	FY 19-20		Change	е
PART I: Local Gove	rnment Services:		Budget	 Ordinance	_	\$	%
Expenditures:	Local Government Services	\$	235,463	164,178			
	Transportation Planning	135	132,969	132,969			
	Misc. Grants		-	16,108			
	EDA Disater Grant			125,000			
	MOTSU		235,936	120,000			
	Department Expenditure		604,368	 438,255	-0.0		
Revenues:	Dopartment Expenditure		004,000	 400,200	= ;:		
Novellues.	Dept. of Transportation		106,375	106,375			
	Misc. Grants		100,575	141,108			
	Service Contracts		174,000	155,200			
	MOTSU		235,936	100,200			
	Dues/Match/Other		88,057	35,572			
	Department Revenue		604,368	 438,255	Φ.	(166,113)	-27%
PART II: Area Agen			004,300	430,233	Ψ	(100,113)	-2170
Expenditures:	cy on Aging.						
Experiditures.	Planning & Admin		254 204	252 222			
	Planning & Admin		354,284	353,223			
	Ombudsman		219,020	199,597			
	Family Care Giver Support		229,740	229,740			
	Project Care		103,000	103,000			
	Contracts		3,248,235	3,507,581			
	Department Expenditure		4,154,279	4,393,141			
Revenues:							
	State/Federal Grant		4,084,167	4,316,225			
	Dues/Match		70,112	76,916			
	Department Revenue		4,154,279	4,393,141		238,862	6%
PART III: Workforce Expenditures:	e Investment:			. 			
Exponditaroo.	Administration		381,135	375,544			
	Adult		1,115,771	1,226,265			
	Dislocated Worker		993,547	875,625			
	Youth						
	Hurricane Florence Disaster Grant		1,133,899	1,329,107			
			407.000	730,000			
Revenues:	Statewide Activities		187,000	 271,776			
Revenues.	Department Expenditure	_	3,811,352	4,808,317	:		
	Funds		3,811,352	4,808,317			
PART IV: Tri Care H	lome Department Revenue		3,811,352	4,808,317		996,965	26%
Expenditures:							
	COC		85,000	85,000			
	ESG-HMIS		229,582	143,348			
	PLANNING		21,027	21,607			
	ESG ADM		6,000	5,627			
				5,027			
Decrees	SOAR		125,000	 055 500			
Revenues:	Department Expenditure		466,609	255,582			
	LOCAL		n= -n=	0= 005			
	LOCAL		85,000	85,000			
	HUD-HMIS		229,582	143,348			
	HUD-Planning		21,027	21,607			
	ESG ADM		6,000	5,627			
	SOAR		125,000				
PART V: General Fu	nd/ Administration:		466,609	255,582		(211,027)	-45%
Expenditures:							
	Operations		27,000	27,000			
Revenues	Department Expenditure		27,000	 27,000			
Novonuos	Department Expenditure		£1,000	21,000			
Total Expenditures	Miscellaneous & Dues		27,000	27,000			
Total Revenues	Department Revenue		27,000	27,000		/2Y	0%
		\$	9,063,608	\$ 9,922,295			
		\$	9,063,608	\$ 9,922,295	\$	858,687	9%
Administrative O	verhead from Programs	\$	408,960	\$ 405,636	\$	(3,324)	-1%

THE CAPE FEAR COUNCIL OF GOVERNMENTS EXECUTIVE COMMITTEE

2019/2020 FISCAL YEAR BUDGET ORDINANCE RESOLUTION

WHEREAS, The State of North Carolina requires that Regional Councils of Government comply with NCGS Chapter 159 cited as The Local Government Finance Act; and

WHEREAS, The Local Government Finance Act prescribes a uniform system of budget adoption and administration and fiscal control; and

WHEREAS, NCGS Ch. 159-8 (a) further prescribes that Regional Council of Governments shall operate under an annual balanced budget; and

WHEREAS, NCGS Ch. 159-8 through 159-17 prescribes the procedures and requirements for the adoption, execution, and administration of an annual budget ordinance, **NOW THEREFORE**;

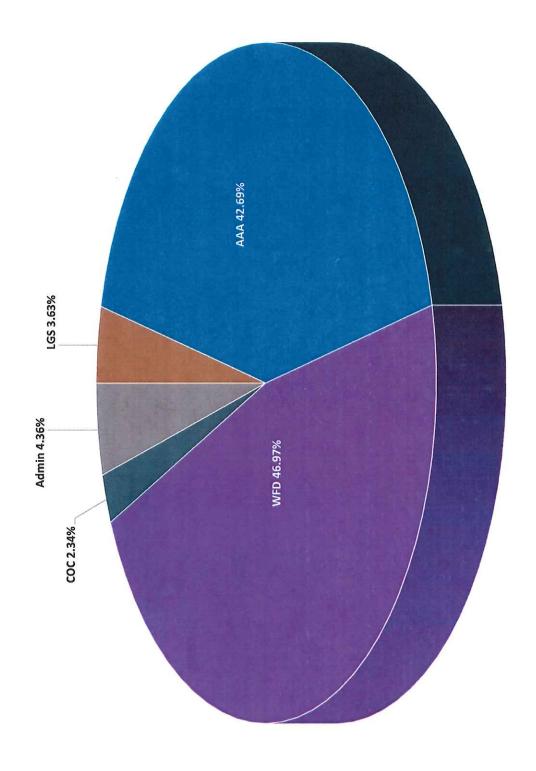
BE IT RESOLVED, by the Executive Committee of the Cape Fear Council of Governments, the following expenditures and revenues are herewith budgeted in the programs as indicated on page 4 of the FY2019/2020 Cape Fear Council of Governments Budget Ordinance is hereby adopted at the program department level.

INTRODUCED, MOVED, AND ADOPTED by the Executive Committee of the Cape Fear Council of Governments during a regular meeting held on this the 10th day of June, 2019.

ATTEST:	CAPE FEAR COUNCIL OF GOVERNMENTS
Charles Rivenbark, Secretary/Treasurer	Trent Burroughs, Chairperson
	Clerk to the Board

CAPE FEAR COUNCIL OF GOVERNMENTS **BUDGET ORDINANCE** JULY 1, 2019 - JUNE 30,2020

			FY 19-20
PART I: Local Gov	ernment Services:		ORDINANCE
	Expenditures:	Local Government Services	\$ 164,178
		Transportation Planning	132,969
		Fair Bluff-Matthew Grant	10,000
		EDA Disater Grant	125,000
		Water Quality Grant	6,108
Í	Revenues:	Department Expenditure	438.255
	itevenues.	Dept. of Transportation	106,375
		Service Contracts	155,200
		Misc. Grants	141,108
		Dues/Match/Other	35,572
		Department Revenue	438.255
PART II: Area Ager	ncy on Aging: Expenditures:		
		Planning & Admin	353,223
		Ombudsman	199,597
		Family Care Giver Support	135,782
		Project Care	103,000
		Contracts	3,601,539
* <u>.</u>	120:	Department Expenditure	4.393.141
ļ	Revenues:	State/Federal Grant	4 246 225
		Dues/Match	4,316,225 76,916
		Department Revenue	4.393.141
PART III: Workford	ce Investment:		\$
I	Expenditures:		
		Administration	375,544
		Adult	1,226,265
		Dislocated Worker	875,625
		Youth	1,329,107
		Hurricane Florence Disaster Grant	730,000
		Statewide Activities	271,776
	Revenues:	Department Expenditure	4,808,317
		Funds	4,808,317
PART IV: Tri Care	Homeless:	Department Revenue	4,808,317
E	Expenditures:		
		COC	85,000
		ESG HMIS	143,348
		PLANNING	21,607
		ESG Adm	5,627
,	Revenues:	Department Expenditure	255,582
		LOCAL	85,000
		ESG-HMIS	143,348
		HUD-Planning	21,607
		ESG Adm	5,627
	und / Administration Expenditures:	n: Department Revenue	255,582
		Onerations	07.000
E	Revenues	Operations Department Expenditure	27,000 27,000
;	TO TOTALIA CO	Department Expenditure	21,000
Total Expenditures		Miscellaneous & Dues	27,000
Total Revenues		Department Revenue	27,000
			\$ 9.922.294
			\$ 9,922,294



CAPE FEAR COUNCIL OF GOVERNMENTS MEMBERSHIP ASSESSMENTS FY 2019-2020

<u> </u>		FY 201	19-2020		= 2/ TE	
County/	Pop.	Pop.	Pop.	Dues/Match	Dues/Match	
<u>Municipality</u>	<u>July '16</u>	<u>July '17</u>	<u>Change</u>	<u>19-20</u>	<u>18-19</u>	Change
4 December lab Halanana	CF 700	07.747	4.050	4 04.050	Φ 04.400	Φ 007
1 Brunswick Unincorp	65,788	67,747	1,959	\$ 34,853	\$ 34,486	\$ 367
2 Bald Head Island 3 Belville	175	177	2	332	332	- ,
	2,203	2,227	24 200	701 1,509	697	4
4 Boiling Spring Lakes 5 Bolivia	6,519 159	6,719 160	1	329	1,473 329	36
6 Calabash	1,972	1,994	22	659	655	- 4
7 Carolina Shores	3,577	3,681	104	963	944	19
8 Caswell Beach	450	452	2	381	381	-
9 Holden Beach	633	637	4	415	414	1
10 Leland	17,956	18,893	937	3,701	3,532	169
11 Navassa	1,815	1,867	52	636	627	9
12 Northwest	824	840	16	451	448	3
13 Oak Island	7,529	7,629	100	1,673	1,655	18
14 Ocean Isle Beach	639	646	7	416	415	1
15 Sandy Creek	285	294	9	353	351	2
16 Shallotte	4,457	4,697	240	1,145	1,102	43
17 Southport	3,428	3,481	53	927	917	10
18 St. James	4,580	4,899	319	1,182	1,124	58
19 Sunset Beach	4,128	4,206	78	1,057	1,043	14
20 Varnamtown	633	641	8	415	414	1
Brunswick Total	127,750	131,887	4,137	52,098	51,339	759
aper production constant above 401 - Marchinesconder						
21 Columbus Unincorp	40,745	40,479	(266)	24,513	24,847	(334)
22 Boardman	155	152	(3)	327	328	(1)
23 Bolton	693	687	(6)	424	425	(1)
24 Brunswick	1,126	1,117	(9)	501	503	(2)
25 Cerro Gordo	198	196	(2)	335	336	(1)
26 Chadbourn	1,805	1,775	(30)	620	625	(5)
27 Fair Bluff	931	918	(13)	465	468	(3)
28 Lake Waccamaw	1,466	1,473	7	565	564	1
29 Sandyfield	460	466	6	384	383	1
30 Tabor City	4,259	4,127	(132)	1,043	1,067	(24)
31 Whiteville	5,344	5,259	(85)	1,247	1,262	(15)
Columbus Total	57,182	56,649	(533)	30,424	30,808	(384)
32 New Hanover Unincorp	95,636	97,556	1,920	37,291	37,110	181
33 Carolina Beach	6,015	6,068	53	1,392	1,383	9
34 Kure Beach	2,193	2,224	31	700	695	5
35 Wilmington	117,255	121,150	3,895	22,107	21,406	701
36 Wrightsville Beach	2,509	2,503	(6)	751	752	(1)
New Hanover Total	223,608	229,501	5,893	62,241	61,346	895
· ·			-			
37 Pender Unincorp	52,155	53,575	1,420	29,479	29,239	240
38 Atkinson	336	345	9	362	360	2
39 Burgaw	4,102	4,081	(21)	1,035	1,038	(3)
40 St. Helena	427	431	4	378	377	1
41 Surf City(Part)	1,809	1,840	31	631	626	5
42 Topsail Beach	410	409	(1)	374	374	X Š
43 Wallace	3,984	3,959	(25)	1,013	1,009	4
44 Watha	220	224	4	340	340	3.R
Pender Total	63,443	64,864	1,421	33,612	33,363	249
45 Holly Ridge	1,541	1,648	107	597	583	14
GRAND TOTAL	473,524	482,901	9,377	178,972	177,439	1,533
	110,041	.02,001	0,011	110,012	111,100	1,000

CAPE FEAR COUNCIL OF GOVERNMENTS HUMAN RESOURCES BUDGET JULY 1, 2019 - JUNE 30, 2020

Position Title	Anniv. Date	Gr	St	FTE	Annual Salary	Fringe Benefits	Total Personnel
Aging Director	02/13/96	22	L	1.00	86,490	29,352	115,842
Aging Program Spec.	06/18/12	9	Н	1.00	41,567	20,316	61,883
Ombudsman 2	01/03/17	9	II.	1.00	42,604	20,432	63,036
Ombudsman 1	01/03/17	9	1	1.00	42,604	20,432	63,036
Project Care	03/02/07	9	М	1.00	46,975	20,876	67,851
Family Caregiver	03/01/99	10	N	1.00	50,526	22,215	72,741
Aging Program Asst.		4	к	1.00	35,751	18,891	54,642
Adjustment Pool					21,009		21,009
Workforce Dev. Director	08/01/17	22	С	1.00	69,412	25,434	94,846
Youth Program Mgr.	03/01/01	10	Н	1.00	43,645	20,808	64,453
Performance and Accountal	04/16/14	8	С	1.00	35,048	19,024	54,072
Business Services Rep.	01/28/19	14	С	1.00	46,974	20,757	67,731
Special Projects Mgr.	10/15/18	15	В	1.00	48,442	21,521	69,963
Adult Program Mgr.		10	Н	1.00	48,119	21,561	69,680
Adjustment Pool					14,159		14,159
COC Director	10/08/18	15	Α	1.00	46,974	21,248	68,222
Adjustment Pool					2,114		2,114
Local Gov't Svcs Director	09/16/13	22	F	1.00	74,665	26,766	101,431
Planner	12/07/15	20	Е	1.00	67,444	25,279	92,723
Planner Assistant				0.39	7,500	608	8,108
Adjustment Pool					9,575		9,575
Executive Director	01/24/00	28	Q	0.08	19,967	3,380	23,347
Executive Director	08/01/19	28	В	1.00	92,711	29,171	121,882
Finance Officer	04/01/17	23	Е	1.00	74,665	26,393	101,058
Clerk to the Board	08/01/02	9	С	1.00	36,800	19,503	56,303
Compliance Accountant	06/19/17	16	н	1.00	58,495	11,716	70,211
Accounting Asst.	01/23/17	6	В	0.80	24,810	4,417	29,227
Accountant				0.18	28,800	2,426	31,226
Adjustment Pool					17,366		17,366
TOTALS			8	21.45	1,235,211	452,526	1,687,737

CAPE FEAR COUNCIL OF GOVERNMENTS SALARY SCHEDULE - JULY 1, 2019 - JUNE 30, 2020

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	-	38,456	40,404	1,683.50	42,402	44,523	1,855.14	46,751	1,947.98	2.045.38	51,545	2,147.72	54,125	2,255.20	56,834	59,677	2,486.55	62,663	65.799	2,741.61	69,091	2,878.78	3 022 84	76,178	3,174.09	79,990	3,332.90	3 499 67	88,244	3,676.84	3 862 94	97.405	4,058.55	102,336	107,518	4,479.92	112,961	4,706.71	4 944 99	124,688	5,195.33	131,000	137,633	5,734.72	144,601	6,025.04 T
,	0	37,540	39,418	1,642.40	41,391	43,461	1,810.87	45,637	7,901.52	1.996.68	50,316	2,096.52	52,835	2,201.46	55,479	58,255	2,427.28	61,169	64.230	2,676.25	67,444	2,810.15	70,817	74,362	3,098.42	78,083	3,253.44	3.416.23	86,092	3,587.16	90,450	95.029	3,959.56	99,840	104,895	4,370.61	110,206	4,591.92	4.824.38	121,647	5,068.62	127,805	134,276	5,594.85	141,074	5,878.09 S
,	2	36,624	38,456	1,602.34	40,404	42,402	1,766.74	44,523	1,855.14	1.947.98	49,089	2,045.38	51,545	2,147.72	54,125	56,834	2,368.08	59,677	62.663	2,610.97	65,799	2,741.61	69,091	72,547	3,022.81	76,178	3,174.09	3.332.90	83,992	3,499.67	3 676 84	92,711	3,862.94	97,405	102,336	4,264.01	107,518	4,479.92	4.706.71	118,680	4,944.99	5 195 33	131,000	5,458.35	137,633	5,734.72 R
,	3 1	35,751 1,489.64	37,540	1,564.15	39,418	41,391	1,724.63	43,461	1,810.87	1.901.52	47,920	1,996.68	50,316	2,096.52	52,835	55,479	2,311.62	58,255	61.169	2,548.71	64,230	2,676.25	2810 15	70,817	2,950.71	74,362	3,098.42	3.253.44	81,989	3,416.23	3 587 16	90,450	3,768.77	3.959.56	99,840	4,160.01	104,895	110.006	4.591.92	115,785	4,824.38	5 068 62	127,805	5,325.22	134,276	5,594.85 Q
,	04.070	1,453.30	36,624	1,526.00	38,456	40,404	1,683.50	42,402	1,766.74	1.855.14	46,751	1,947.98	49,089	2,045.38	2,147.72	54,125	2,255.20	56,834	59.677	2,486.55	62,663	2,610.97	65,799	69,091	2,878.78	72,547	3,022.81	3,174,09	79,990	3,332.90	3 499 67	88,244	3,676.84	3.862.94	97,405	4,058.55	102,336	107 518	4,479.92	112,961	4,706.71	4 944 99	124,688	5,195.33	131,000	5,458.35 P
,		1,418.63	35,751	1,489.64	37,540	39,418	1,642.40	41,391	43.461	1.810.87	45,637	1,901.52	47,920	1,996.68	2,096.52	52,835	2,201.46	55,479	58,255	2,427.28	61,169	2,548.71	64,230	67,444	2,810.15	70,817	2,950.71	3,098.42	78,083	3,253.44	3.416.23	86,092	3,587.16	90,450	95,029	3,959.56	99,840	104 895	4,370.61	110,206	4,591.92	4.824.38	121,647	5,068.62	127,805	0,325.22
,	20 22 0	1,384.07	34,879	1,453.30	36,624	38,456	1,602.34	40,404	42 402	1,766.74	44,523	1,855.14	46,751	1,947.98	2,045.38	51,545	2,147.72	54,125	56,834	2,368.08	59,677	2,486.55	2.610.97	65,799	2,741.61	69,091	2,878.78	3,022.81	76,178	3,174.09	3.332.90	83,992	3,499.67	3.676.84	92,711	3,862.94	97,405	102 336	4,264.01	107,518	4,479.92	4.706.71	118,680	4,944.99	124,688	0,130.00 N
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- JUNE 30, 2020	34 635	-	Ц		34,879	36,624	1,526.00	38,456	40.404	1,683.50		-	44,523	1,855.74	1,947.98	49,089	2,045.38	51,545	L	2,	56,834	2,358.08	2,486.55	62,663	2,610.97	62,799	2,741.61	2,878.78	72,547	3,022.81	3,174.09	79,990	3,332.90	83,992	88,244	3,676.84	92,711	97.405	4,058.55	102,336	4,264.01	4,479.92	112,961	4,706.71	118,680	4,344.35 L
7, 2019	30 870	-			34,047	35,751	1,489.64	37,540	39.418	1,642.40	41,391	1,724.63	43,461	7870.87	1,901.52	47,920	1,996.68	50,316	52,835	2,201.46	55,479	20.11.02	2,427.28	61,169	2,548.71	64,230	2,676.25	2,810.15	70,817	2,950.71	3,098.42	78,083	3,253.44	81,989	86,092	3,587.16	90,450	95.029	3,959.56	99,840	404 005	4,370.61	110,206	4,591.92	115,785	¥,024.30
EDULE - JULY	30 127	_			33,218	Ц	1,453.30	36,624	38.456	-		1,683.50	42,402	1,700.74	1,855.14	46,751		49,089	L	2,147.72	54,125	1	2,368.08	59,677	2,486.55	62,663	2,610.97	2,741.61	69,091	2,878.78	3,022.81	76,178	3,174.09	3,332.90	83,992	3,499.67	3 676 84	92.711	3,862.94	97,405	4,008,00	4,264.01	107,518	4,479.92	112,961	- 1:00 / F
ALART SCHEDULE	29.408	1,225.32	30,879	1,286.63	32,426	34,047	1,418.63	35,751	37.540	1,564.15	39,418	1,642.40	41,391	1,724.03	1,810.87	45,637	1,901.52	47,920	50,316	2,096.52	52,835	55 170	2,311.62	58,255	2,427.28	61,169	64 230	2,676.25	67,444	2,810.15	70,817		్	3,253.44	81,989	3,416.23	3 587 16	90.450	3,768.77	95,029	00.808.00	4,160.01	104,895	4,370.61	110,206	-
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ш	26.672	_			29,408	30,879	1,286.63	32,426	L	1,418.63			37,540	L	٢			43,461	Ц	٦	47,920	L	2,096.52		2	_	58 255	2	61,169	~	2,676.25	Ц	7	70,817	74,362	3,098.42	3.253.44	L	က	86,092	90.450	3,768.77	95,029	"	4,160.01	ш
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٥	25,403	_			1,167.09	Ц		30,879		1,351.08		7	35,751		_			41,391 1,724.63	43,461	7	45,637	47 920	1,996.68		~	52,835	L	2	1	2,427.28	2,548.71		2,676.25	67,444 2,810.15		~	3.098.42	78,083	3,253.44	81,989	_	ω,	90,450	3,768.77		ပ
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4		1,007.97	25,403	1,058.45	26,672	28,010	1,167.09	29,408	30,879	1,286.63	32,426	1,351.08	1418 63	35.751	1,489.64	37,540	1,564.15	39,418	41,391	1,724.63	1 810 87	45.637	1,901.52	47,920	1,996.68	300,5	52.835	2,201.46	55,479	2,311.62	2,427.28	61,169	2,548.71	64,230 2,676.25	67,444	2,810.15	70,817	74,362	3,098.42	78,083	81.989	3,416.23	86,092	90.450	e,	A
S/S	-		7	,	m	4		S	9		7	(×	െ		9	3	-1	12		5	4		₽ 28	,	9	17		18	9	2	20	3	7	22	1	23	24		25	26		27	28	ì	G/S

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Cape Fear Council of Governments

Public Notice

2019-2020 Budget Ordinance Hearing

The Public should take notice that the Executive Director of the Cape Fear Council of Governments, in his capacity as Budget Officer for that agency, has submitted the proposed 2019/2020 Budget Ordinance along with the Budget Message to the Executive Committee of the Cape Fear Council of Governments. There is a copy available for public inspection in the Office of the Cape Fear Council of Governments, 1480 Harbour Dr. Wilmington, NC.

There will be a Public Hearing held on **Monday, June 10, 2019**, at 11:00 A.M. at the Office of the Cape Fear Council of Governments, 1480 Harbour Dr. Wilmington, NC, to receive citizen comments and input on the proposed 2019/2020 Budget Ordinance. It is the intent of the CFCOG Executive Committee to consider adoption of the proposed ordinance following this hearing.

Christopher May Executive Director

Newspaper run date:

One day Friday, May 24, 2019 - Star News

One day Friday, May 24, 2019 - News Reporter

Contact:

Chris May

Voice -

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May 7, 2019

Executive Committee Chris May, Executive Director Dawn Tucker, Finance Director Cape Fear Council of Governments 1480 Harbour Dr. Wilmington, NC 28401

Attention: Chairman

The Objective and Scope of the Audit of the Financial Statements

You have requested that we audit Cape Fear Council of Governments' (the "Council") governmental activities, each major fund and aggregate remaining fund information as of and for the year ending June 30, 2019, which collectively comprise the basic financial statements. We are pleased to confirm our our understanding of this audit engagement by means of this letter. This engagement is subject to our final engagement acceptance procedures.

Our audit will be conducted with the objective of our expressing an opinion on the financial statements.

We will also perform the audit of Cape Fear Council of Governments as of June 30, 2019 so as to satisfy the audit requirements imposed by the Single Audit Act and Subpart F of Title 2 U.S. Code of Federal Regulations (CFR) Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance), and the State Single Audit Implementation Act.

The Responsibilities of the Auditor

We will conduct our audit in accordance with auditing standards generally accepted in the United States of America (GAAS); Government Auditing Standards issued by the Comptroller General of the United States (GAS); the provisions of the Single Audit Act; Subpart F of Title 2 U.S. CFR Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards; and the U.S. Office of Management and Budget's (OMB) Compliance Supplement and the State Single Audit Implementation Act. Those standards, the *Uniform Guidance*, supplements, and Act require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement. An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

Because of the inherent limitations of an audit, together with the inherent limitations of internal control, an unavoidable risk that some material misstatements may not be detected exists, even though the audit is properly planned and performed in accordance with GAAS. Also, an audit is not designed to detect errors or fraud that are immaterial to the financial statements. The determination of abuse is subjective; therefore, GAS does not expect us to provide reasonable assurance of detecting abuse.

THE POWER OF BEING UNDERSTOOD AUDIT | TAX | CONSULTING

In making our risk assessments, we consider internal control relevant to the Council's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. However, we will communicate to you in writing concerning any significant deficiencies or material weaknesses in internal control relevant to the audit of the financial statements that we have identified during the audit.

We will also communicate to the Executive Committee (a) any fraud involving senior management and fraud (whether caused by senior management or other employees) that causes a material misstatement of the financial statements that becomes known to us during the audit, and (b) any instances of noncompliance with laws and regulations that we become aware of during the audit (unless they are clearly inconsequential).

The Council's Finance Director, Dawn Tucker, will be responsible for providing a list of funds that you have determined are maintained by the Council and that are to be included as part of our audit. Ms. Tucker will also be responsible for providing a list of the federal and state financial assistance programs that the Council participates in and that are to be included as part of the single audit.

The Council has not identified any component units whose financial statements are to be included as part of or excluded from the Council's basic financial statements.

We are responsible for the compliance audit of major programs under the Uniform Guidance, including the determination of major programs, the consideration of internal control over compliance, and reporting responsibilities.

Our report(s) on internal control will include any significant deficiencies and material weaknesses in controls of which we become aware as a result of obtaining an understanding of internal control and performing tests of internal control consistent with requirements of the standards and regulations identified above. Our report(s) on compliance matters will address material errors, fraud, abuse, violations of compliance obligations, and other responsibilities imposed by state and federal statutes and regulations or assumed by contracts; and any state or federal grant, entitlement or loan program questioned costs of which we become aware, consistent with requirements of the standards and regulations identified above.

The Responsibilities of Management and Identification of the Applicable Financial Reporting Framework

Our audit will be conducted on the basis that management and, when appropriate, those charged with governance acknowledge and understand that they have responsibility:

- 1. For the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America;
- 2. To evaluate subsequent events through the date the financial statements are issued or available to be issued, and to disclose the date through which subsequent events were evaluated in the financial statements. Management also agrees that it will not conclude on subsequent events earlier than the date of the management representation letter referred to below;
- 3. For the design, implementation and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error:

- 4. For establishing and maintaining effective internal control over financial reporting, and for informing us of all significant deficiencies and material weaknesses in the design or operation of such controls of which it has knowledge;
- 5. For report distribution; and
- 6. To provide us with:
 - a. Access to all information of which management is aware that is relevant to the preparation and fair presentation of the financial statements such as records, documentation and other matters;
 - b. Additional information that we may request from management for the purpose of the audit; and
 - c. Unrestricted access to persons within the entity from whom we determine it necessary to obtain audit evidence;
 - When applicable a summary of prior audit findings for inclusion in the single audit reporting package; and
 - e. If applicable, responses to any findings reported on the schedule of findings and questioned costs

As part of our audit process, we will request from management and, when appropriate, those charged with governance written confirmation concerning representations made to us in connection with the audit, including among other items:

- 1. That management has fulfilled its responsibilities as set out in the terms of this letter; and
- 2. That it believes the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

Management is responsible for identifying and ensuring that the Council complies with the laws and regulations applicable to its activities, and for informing us about all known material violations of such laws or regulations. In addition, management is responsible for the design and implementation of programs and controls to prevent and detect fraud or abuse, and for informing us about all known or suspected fraud or abuse affecting the entity involving management, employees who have significant roles in internal control, and others where the fraud or abuse could have a material effect on the financial statements or compliance. Management is also responsible for informing us of its knowledge of any allegations of fraud or abuse, or suspected fraud or abuse, affecting the entity received in communications from employees, former employees, analysts, regulators or others.

Management is responsible for the preparation of the required supplementary information (RSI) and supplementary information presented in accordance with accounting principles generally accepted in the United States of America. Management agrees to include the auditor's report on the RSI and supplementary information in any document that contains the supplementary information and indicates that the auditor has reported on the RSI and supplementary information. Management also agrees to present the supplementary information with the audited financial statements or, if the supplementary information will not be presented with audited financial statements, to make the audited financial statements readily available to the intended users of the supplementary information no later than the date of issuance of the supplementary information and the auditor's report thereon.

Because the audit will be performed in accordance with the Single Audit Act and the Uniform Guidance, management is responsible for (a) identifying all federal awards received and expended; (b) preparing the

schedule of expenditures of federal awards (including notes and noncash assistance received) in accordance with Uniform Guidance requirements; (c) internal control over compliance; (d) compliance with federal statutes, regulations, and the terms and conditions of federal awards; (e) making us aware of significant vendor relationships where the vendor is responsible for program compliance; (f) following up and taking corrective action on audit findings, including the preparation of a summary schedule of prior audit findings and a corrective action plan; and (g) submitting the reporting package and data collection form

The Executive Committee is responsible for informing us of its views about the risks of fraud or abuse within the entity, and its knowledge of any fraud or abuse or suspected fraud or abuse affecting the entity.

Our association with an official statement is a matter for which separate arrangements will be necessary. Cape Fear Council of Governments agrees to provide us with printer's proofs or masters of such offering documents for our review and approval before printing, and with a copy of the final reproduced material for our approval before it is distributed. In the event our auditor/client relationship has been terminated when Cape Fear Council of Governments seeks such consent, we will be under no obligation to grant such consent or approval.

Cape Fear Council of Governments agrees that it will not associate us with any public or private securities offering without first obtaining our consent. Therefore, Cape Fear Council of Governments agrees to contact us before it includes our reports, or otherwise makes reference to us, in any public or private securities offering.

Records and Assistance

If circumstances arise relating to the condition of the Council's records, the availability of appropriate audit evidence or indications of a significant risk of material misstatement of the financial statements because of error, fraudulent financial reporting or misappropriation of assets which, in our professional judgment, prevent us from completing the audit or forming an opinion, we retain the unilateral right to take any course of action permitted by professional standards, including declining to express an opinion or issue a report, or withdrawing from the engagement.

During the course of our engagement, we may accumulate records containing data that should be reflected in the Council's books and records. The Council will determine that all such data, if necessary, will be so reflected. Accordingly, the Council will not expect us to maintain copies of such records in our possession.

The assistance to be supplied by Council personnel, including the preparation of schedules and analyses of accounts, has been discussed and coordinated with Dawn Tucker, Finance Director. The timely and accurate completion of this work is an essential condition to our completion of the audit and issuance of our audit report.

In connection with our audit, you have requested us to perform certain non-audit services necessary for the preparation of the financial statements, including the preparation of the draft financial statements that are based on management's chart of accounts and trial balance and any adjusting, correcting, and closing entries that has been approved by management and assisting in the preparation of draft notes to the financial statements based on information provided and approved by management. The GAS independence standards require that the auditor maintain independence so that opinions, findings, conclusions, judgments and recommendations will be impartial and viewed as impartial by reasonable and informed third parties. Before we agree to provide a non-audit service to Cape Fear Council of Governments, we determine whether providing such a service would create a significant threat to our independence for GAS audit purposes, either by itself or in aggregate with other non-audit services provided. A critical component of our determination is consideration of management's ability to effectively oversee the non-audit services to be performed. Cape Fear Council of Governments has agreed that

Dawn Tucker, Finance Director possesses suitable skill, knowledge or experience and that the individual understands the drafting of the financial statements and notes services to be performed sufficiently to oversee them. Accordingly, the management of Cape Fear Council of Governments agrees to the following:

- Cape Fear Council of Governments has designated Dawn Tucker, Finance Director as a senior member of management who possesses suitable skill, knowledge and experience to oversee the services:
- 2. Dawn Tucker, Finance Director will assume all management responsibilities for subject matter and scope of the drafting of the financial statements and notes;
- Cape Fear Council of Governments will evaluate the adequacy and results of the services performed; and
- Cape Fear Council of Governments accepts responsibility for the results and ultimate use of the services.

GAS further requires that we establish an understanding with Cape Fear Council of Governments' management and those charged with governance of the objectives of the non-audit services, the services to be performed, the entity's acceptance of its responsibilities, the auditor's responsibilities and any limitations of the non-audit services. We believe this letter documents that understanding.

Other Relevant Information

From time to time and depending upon the circumstances, we may use third-party service providers to assist us in providing professional services to you. In such circumstances, it may be necessary for us to disclose confidential client information to them. We enter into confidentiality agreements with all third-party service providers and we are satisfied that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others.

In accordance with GAS, a copy of our most recent peer review report is enclosed for your information.

Fees, Costs, and Access to Workpapers

Our fees for the services described above are based upon the value of the services performed and the time required by the individuals assigned to the engagement plus directly billed expenses, including reporting processing, travel, meals, and fees for services from other professionals, as well as a charge of 5% of fees for all other expenses, including indirect administrative expenses such as technology, research and library databases, communications, photocopying, postage and clerical assistance. Our fees for the services described in this letter will not exceed \$35,300. Our fee estimate and completion of our work are based upon the following criteria:

- 1. Anticipated cooperation from Council personnel
- 2. Timely responses to our inquiries
- 3. Timely completion and delivery of client assistance requests
- 4. Timely communication of all significant accounting and financial reporting matters
- 5. The assumption that unexpected circumstances will not be encountered during the engagement

If any of the aforementioned criteria are not met, then fees may increase. Interim billings will be submitted as work progresses and as expenses are incurred. Billings are due upon submission.

When an engagement has been suspended at the request of management or those charged with governance and work on that engagement has not recommenced within 120 days of the request to suspend our work, RSM US LLP may, at its sole discretion, terminate this arrangement letter without further obligation to Cape Fear Council of Governments. Resumption of audit work following termination may be subject to our client acceptance procedures and, if resumed, will necessitate additional procedures not contemplated in this arrangement letter. Accordingly, the scope, timing and fee arrangement discussed in this arrangement letter will no longer apply. In order for RSM US LLP to recommence work, a new arrangement letter would need to be mutually agreed upon and executed.

Our professional standards require that we perform certain additional procedures, on current and previous years' engagements, whenever a partner or professional employee leaves the firm and is subsequently employed by or associated with a client in a key position. Accordingly, the Council agrees it will compensate RSM US LLP for any additional costs incurred as a result of the Council's employment of a partner or professional employee of RSM US LLP.

The audit documentation for this engagement is the property of RSM US LLP and constitutes confidential information.

Review of audit documentation by a successor auditor or as part of due diligence will be agreed to, accounted for and billed separately.

In the event we are requested or authorized by Cape Fear Council of Governments or are required by government regulation, subpoena or other legal process to produce our documents or our personnel as witnesses with respect to our engagement for Cape Fear Council of Governments, Cape Fear Council of Governments will, so long as we are not a party to the proceeding in which the information is sought, reimburse us for our professional time and expenses, as well as the fees and expenses of our counsel, incurred in responding to such requests.

The documentation for this engagement is the property of RSM US LLP. However, you acknowledge and grant your assent that representatives of the cognizant or oversight agency or their designee, other government audit staffs, and the U.S. Government Accountability Office shall have access to the audit documentation upon their request and that we shall maintain the audit documentation for a period of at least three years after the date of the report, or for a longer period if we are requested to do so by the cognizant or oversight agency. Access to requested documentation will be provided under the supervision of RSM US LLP audit personnel and at a location designated by our firm.

Claim Resolution

Cape Fear Council of Governments and RSM US LLP agree that no claim arising out of services rendered pursuant to this arrangement letter shall be filed more than the earlier of two years after the date of the audit report issued by RSM US LLP or the date of this arrangement letter if no report has been issued. In no event shall either party be liable to the other for claims of punitive, consequential, special, or indirect damages. RSM US LLP's liability for all claims, damages and costs of Cape Fear Council of Governments arising from this engagement is limited to the amount of fees paid by Cape Fear Council of Governments to RSM US LLP for the services rendered under this arrangement letter.

Information Security - Miscellaneous Terms

RSM US LLP is committed to the safe and confidential treatment of Cape Fear Council of Governments' proprietary information. RSM US LLP is required to maintain the confidential treatment of client information in accordance with relevant industry professional standards which govern the provision of services described herein. Cape Fear Council of Governments agrees that it will not provide RSM US LLP with any unencrypted electronic confidential or proprietary information, and the parties agree to utilize

commercially reasonable measures to maintain the confidentiality of Cape Fear Council of Governments information, including the use of collaborate sites to ensure the safe transfer of data between the parties.

RSM US LLP may terminate this relationship immediately in its sole discretion if RSM US LLP determines that continued performance would result in a violation of law, regulatory requirements, applicable professional standards or RSM US LLP's client acceptance or retention standards, or if Cape Fear Council of Governments is placed on a verified sanctioned entity list or if any director or executive of, or other person closely associated with, Cape Fear Council of Governments or its affiliates is placed on a verified sanctioned person list, in each case, including but not limited to lists promulgated by the Office of Foreign Assets Control of the U.S. Department of the Treasury, the U.S. State Department, the United Nations Security Council, the European Union or any other relevant sanctioning authority.

If any term or provision of this arrangement letter is determined to be invalid or unenforceable, such term or provision will be deemed stricken and all other terms and provisions will remain in full force and effect.

Reporting

We will issue a written report upon completion of our audit of Cape Fear Council of Governments' financial statements. Our report will be addressed to the executive committee of Cape Fear Council of Governments. We cannot provide assurance that an unmodified opinion will be expressed. Circumstances may arise in which it is necessary for us to modify our opinion, add an emphasis-of-matter or other-matter paragraph(s), or withdraw from the engagement.

In addition to our report on Cape Fear Council of Governments' financial statements, we will also issue the following types of reports:

- 1. A report on the fairness of the presentation of Cape Fear Council of Governments' schedule of expenditures of federal awards for the year ending June 30, 2019;
- 2. Reports on internal control related to the financial statements and major programs. These reports will describe the scope of testing of internal control and the results of our tests of internal control;
- 3. Reports on compliance with laws, regulations, and the provisions of contracts or grant agreements. We will report on any noncompliance that could have a material effect on the financial statements and any noncompliance that could have a material effect, as defined by Subpart F of Title 2 U.S. CFR Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, on each major program;
- 4. An accompanying schedule of findings and questioned costs; and

This letter constitutes the complete and exclusive statement of agreement between RSM US LLP and Cape Fear Council of Governments, superseding all proposals, oral or written, and all other communications with respect to the terms of the engagement between the parties.

Electronic Signatures and Counterparts

Each party hereto agrees that any electronic signature of a party to this agreement or any electronic signature to a document contemplated hereby (including any representation letter) is intended to authenticate such writing and shall be as valid, and have the same force and effect, as a manual signature. Any such electronically signed document shall be deemed (i) to be "written" or "in writing," (ii) to have been signed and (iii) to constitute a record established and maintained in the ordinary course of business and an original written record when printed from electronic files. Each party hereto also agrees that electronic delivery of a signature to any such document (via email or otherwise) shall be as effective as manual delivery of a manual signature. For purposes hereof, "electronic signature" includes, but is not limited to, (i) a scanned copy (as a "pdf" (portable document format) or other replicating image) of a

manual ink signature, (ii) an electronic copy of a traditional signature affixed to a document, (iii) a signature incorporated into a document utilizing touchscreen capabilities or (iv) a digital signature. This agreement may be executed in one or more counterparts, each of which shall be considered an original instrument, but all of which shall be considered one and the same agreement. Paper copies or "printouts," of such documents if introduced as evidence in any judicial, arbitral, mediation or administrative proceeding, will be admissible as between the parties to the same extent and under the same conditions as other original business records created and maintained in documentary form. Neither party shall contest the admissibility of true and accurate copies of electronically signed documents on the basis of the best evidence rule or as not satisfying the business records exception to the hearsay rule.

Please sign and return a copy of this letter to indicate your acknowledgment of, and agreement with, the arrangements for our audit of the financial statements, including our respective responsibilities.

RSM US LLP

Robert E Bittner III Senior Manager

Financial Officer

Confirmed on behalf of Cape Fear Council of Governments:

Chairman

Date

Executive Officer

Date

Date

CONTRACT TO AUDIT ACCOUNTS

The	Governing Board
	Executive Committee
of	Primary Government Unit
	Cape Fear Council of Governments
and	Discretely Presented Component Unit (DPCU) (if applicable)
	N/A

Primary Government Unit, together with DPCU (if applicable), hereinafter referred to as Governmental Unit(s)

Auditor Name
RSM US LLP
Auditor Address
3621 John Platt Drive, Morehead City, NC 28557

Hereinafter referred to as Auditor

for	Fiscal Year Ending	Audit Report Due Date
	06/30/19	10/31/19
		Month by within favor was all a of EVE

Must be within four months of FYE

hereby agree as follows:

- 1. The Auditor shall audit all statements and disclosures required by U.S. generally accepted auditing standards (GAAS) and additional required legal statements and disclosures of all funds and/or divisions of the Governmental Unit(s). The non-major combining, and individual fund statements and schedules shall be subjected to the auditing procedures applied in the audit of the basic financial statements and an opinion shall be rendered in relation to (as applicable) the governmental activities, the business- type activities, the aggregate DPCUs, each major governmental and enterprise fund, and the aggregate remaining fund information (non-major government and enterprise funds, the internal service fund type, and the fiduciary fund types).
- 2. At a minimum, the Auditor shall conduct his/her audit and render his/her report in accordance with GAAS. The Auditor shall perform the audit in accordance with *Government Auditing Standards* if required by the State Single Audit Implementation Act, as codified in G.S. 159-34. If required by OMB *Uniform Administration Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance) and the State Single Audit Implementation Act, the Auditor shall perform a Single Audit. This audit and all associated audit documentation may be subject to review by Federal and State agencies in accordance with Federal and State laws, including the staffs of the Office of State Auditor (OSA) and the Local Government Commission (LGC). If the audit requires a federal single audit performed under the requirements found in Subpart F of the Uniform Guidance (§200.501), it is recommended that the Auditor and Governmental Unit(s) jointly agree, in advance of the execution of this contract, which party is responsible for submission of the audit and the accompanying data collection form to the Federal Audit Clearinghouse as required under the Uniform Guidance (§200.512).

If the audit and Auditor communication are found in this review to be substandard, the results of the review may be forwarded to the North Carolina State Board of CPA Examiners (NC State Board).

County and Multi-County Health Departments: The Office of State Auditor will require Auditors of these Governmental Units to perform agreed upon procedures (AUPs) on eligibility determination on certain programs. Both Auditor and Governmental Unit agree that Auditor shall complete and report on these AUPs on

eligibility determination as required by OSA and in accordance with the instructions and timeline provided by OSA.

- 3. If an entity is determined to be a component of another government as defined by the group audit standards, the entity's auditor shall make a good faith effort to comply in a timely manner with the requests of the group auditor in accordance with AU-6 §600.41 §600.42.
- 4. This contract contemplates an unmodified opinion being rendered. If during the process of conducting the audit, the Auditor determines that it will not be possible to render an unmodified opinion on the financial statements of the unit, the Auditor shall contact the LGC staff to discuss the circumstances leading to that conclusion as soon as is practical and before the final report is issued. The audit shall include such tests of the accounting records and such other auditing procedures as are considered by the Auditor to be necessary in the circumstances. Any limitations or restrictions in scope which would lead to a qualification should be fully explained in an attachment to this contract.
- 5. If this audit engagement is subject to the standards for audit as defined in *Government Auditing Standards*, 2011 revisions, issued by the Comptroller General of the United States, then by accepting this engagement, the Auditor warrants that he/she has met the requirements for a peer review and continuing education as specified in *Government Auditing Standards*. The Auditor agrees to provide a copy of the most recent peer review report to the Governmental Unit(s) and the Secretary of the LGC prior to the execution of an audit contract. Subsequent submissions of the report are required only upon report expiration or upon auditor's receipt of an updated peer review report. If the audit firm received a peer review rating other than pass, the Auditor shall not contract with the Governmental Unit(s) without first contacting the Secretary of the LGC for a peer review analysis that may result in additional contractual requirements.

If the audit engagement is not subject to *Government Accounting Standards* or if financial statements are not prepared in accordance with U.S. generally accepted accounting principles (GAAP) and fail to include all disclosures required by GAAP, the Auditor shall provide an explanation as to why in an attachment to this contract or in an amendment.

- 6. It is agreed that time is of the essence in this contract. All audits are to be performed and the report of audit submitted to LGC staff within four months of fiscal year end. If it becomes necessary to amend this due date or the audit fee, an amended contract along with a written explanation of the delay shall be submitted to the Secretary of the LGC for approval.
- 7. It is agreed that GAAS include a review of the Governmental Unit's (Units') systems of internal control and accounting as same relate to accountability of funds and adherence to budget and law requirements applicable thereto; that the Auditor shall make a written report, which may or may not be a part of the written report of audit, to the Governing Board setting forth his/her findings, together with his recommendations for improvement. That written report shall include all matters defined as "significant deficiencies and material weaknesses" in AU-C 265 of the AICPA Professional Standards (Clarified). The Auditor shall file a copy of that report with the Secretary of the LGC.
- 8. All local government and public authority contracts for audit or audit-related work require the approval of the Secretary of the LGC. This includes annual or special audits, agreed upon procedures related to internal controls, bookkeeping or other assistance necessary to prepare the Governmental Unit's (Units') records for audit, financial statement preparation, any finance-related investigations, or any other audit- related work in the State of North Carolina. Invoices for services rendered under these contracts shall not be paid by the Governmental Unit(s) until the invoice has been approved by the Secretary of the LGC. (This also includes any progress billings.) [G.S. 159-34 and 115C-447] All invoices for Audit work shall be submitted in PDF format to the Secretary of the LGC for approval. The invoice marked 'approved 'with approval date shall be returned to

the Auditor to present to the Governmental Unit(s) for payment. Approval is not required on contracts and invoices for system improvements and similar services of a non-auditing nature.

- 9. In consideration of the satisfactory performance of the provisions of this contract, the Governmental Unit(s) shall pay to the Auditor, upon approval by the Secretary of the LGC, the fee, which includes any costs the Auditor may incur from work paper or peer reviews or any other quality assurance program required by third parties (federal and state grantor and oversight agencies or other organizations) as required under the Federal and State Single Audit Acts. This does not include fees for any pre-issuance reviews that may be required by the NC Association of CPAs (NCACPA) Peer Review Committee or NC State Board of CPA Examiners (see Item 12).
- 10. If the Governmental Unit(s) has/have outstanding revenue bonds, the Auditor shall submit to LGC staff, either in the notes to the audited financial statements or as a separate report, a calculation demonstrating compliance with the revenue bond rate covenant. Additionally, the Auditor shall submit to LGC staff simultaneously with the Governmental Unit's (Units') audited financial statements any other bond compliance statements or additional reports required by the authorizing bond documents, unless otherwise specified in the bond documents.
- 11. After completing the audit, the Auditor shall submit to the Governing Board a written report of audit. This report shall include, but not be limited to, the following information: (a) Management's Discussion and Analysis, (b) the financial statements and notes of the Governmental Unit(s) and all of its component units prepared in accordance with GAAP, (c) supplementary information requested by the Governmental Unit(s) or required for full disclosure under the law, and (d) the Auditor's opinion on the material presented. The Auditor shall furnish the required number of copies of the report of audit to the Governing Board upon completion.
- 12. If the audit firm is required by the NC State Board, the NCACPA Peer Review Committee, or the Secretary of the LGC to have a pre-issuance review of its audit work, there shall be a statement in the engagement letter indicating the pre-issuance review requirement. There also shall be a statement that the Governmental Unit(s) shall not be billed for the pre-issuance review. The pre-issuance review shall be performed prior to the completed audit being submitted to LGC Staff. The pre-issuance review report shall accompany the audit report upon submission to LGC Staff.
- 13. The Auditor shall submit the report of audit in PDF format to LGC Staff when (or prior to) submitting the final invoice for services rendered. The report of audit, as filed with the Secretary of the LGC, becomes a matter of public record for inspection, review and copy in the offices of the LGC by any interested parties. Any subsequent revisions to these reports shall be sent to the Secretary of the LGC along with an Audit Report Reissued Form (available on the Department of State Treasurer website). These audited financial statements, excluding the Auditors' opinion, may be used in the preparation of official statements for debt offerings by municipal bond rating services to fulfill secondary market disclosure requirements of the Securities and Exchange Commission and for other lawful purposes of the Governmental Unit(s) without requiring consent of the Auditor. If the LGC Staff determines that corrections need to be made to the Governmental Unit's (Units') financial statements, those corrections shall be provided within three business days of notification unless another deadline is agreed to by LGC staff.

If the OSA designates certain programs to be audited as major programs, as discussed in Item 2, a turnaround document and a representation letter addressed to the OSA shall be submitted to LGC Staff.

14. Should circumstances disclosed by the audit call for a more detailed investigation by the Auditor than necessary under ordinary circumstances, the Auditor shall inform the Governing Board in writing of the need for such additional investigation and the additional compensation required therefore. Upon approval by the

Secretary of the LGC, this contract may be modified or amended to include the increased time, compensation, or both as may be agreed upon by the Governing Board and the Auditor.

- 15. If an approved contract needs to be modified or amended for any reason, the change shall be made in writing, on the Amended LGC-205 contract form and pre-audited if the change includes a change in audit fee (pre-audit requirement does not apply to charter schools). This amended contract shall be completed in full, including a written explanation of the change, signed and dated by all original parties to the contract. It shall then be submitted to the Secretary of the LGC for approval. No change to the audit contract shall be effective unless approved by the Secretary of the LGC, the Governing Board, and the Auditor.
- 16. A copy of the engagement letter, issued by the Auditor and signed by both the Auditor and the Governmental Unit(s), shall be attached to this contract, and shall be incorporated by reference as if fully set forth herein as part of this contract. In case of conflict between the terms of the engagement letter and the terms of this contract, the terms of this contract shall take precedence. Engagement letter terms that conflict with the contract are deemed to be void unless the conflicting terms of this contract are specifically deleted in Item 26 of this contract. Engagement letters containing indemnification clauses shall not be accepted by LGC Staff.
- 17. Special provisions should be limited. Please list any special provisions in an attachment.
- 18. A separate contract should not be made for each division to be audited or report to be submitted. If a DPCU is subject to the audit requirements detailed in the Local Government Budget and Fiscal Control Act and a separate audit report is issued, a separate audit contract is required. If a separate report is not to be issued and the DPCU is included in the primary government audit, the DPCU shall be named along with the parent government on this audit contract. DPCU Board approval date, signatures from the DPCU Board chairman and finance officer also shall be included on this contract.
- 19. The contract shall be executed, pre-audited (pre-audit requirement does not apply to charter schools), and physically signed by all parties including Governmental Unit(s) and the Auditor, then submitted in PDF format to the Secretary of the LGC.
- 20. The contract is not valid until it is approved by the Secretary of the LGC. The staff of the LGC shall notify the Governmental Unit and Auditor of contract approval by email. The audit should not be started before the contract is approved.
- 21. Retention of Client Records: Auditors are subject to the NC State Board of CPA Examiners' Retention of Client Records Rule 21 NCAC 08N .0305 as it relates to the provision of audit and other attest services, as well as non-attest services. Clients and former clients should be familiar with the requirements of this rule prior to requesting the return of records.
- 22. This contract may be terminated at any time by mutual consent and agreement of the Governmental Unit(s) and the Auditor, provided that (a) the consent to terminate is in writing and signed by both parties, (b) the parties have agreed on the fee amount which shall be paid to the Auditor (if applicable), and (c) no termination shall be effective until approved in writing by the Secretary of the LGC.
- 23. The Governmental Unit's (Units') failure or forbearance to enforce, or waiver of, any right or an event of breach or default on one occasion or instance shall not constitute the waiver of such right, breach or default on any subsequent occasion or instance.
- 24. There are no other agreements between the parties hereto and no other agreements relative hereto that shall be enforceable unless entered into in accordance with the procedure set out herein and approved by the Secretary of the LGC.

- 25. E-Verify. Auditor shall comply with the requirements of NCGS Chapter 64 Article 2. Further, if Auditor utilizes any subcontractor(s), Auditor shall require such subcontractor(s) to comply with the requirements of NCGS Chapter 64, Article 2.
- 26. All of the above paragraphs are understood and shall apply to this contract, except the following numbered paragraphs shall be deleted (See Item 16 for clarification).
- 27. The process for submitting contracts, audit reports and invoices is subject to change. Auditors and units should use the submission process and instructions in effect at the time of submission. Refer to the N.C. Department of State Treasurer website at https://www.nctreasurer.com/slg/Pages/Audit-Forms-and-Resources.aspx.
- 28. All communications regarding audit contract requests for modification or official approvals will be sent to the email addresses provided on the signature pages that follow.

FEES FOR AUDIT SERVICES

For all non-attest services, the Auditor shall adhere to the independence rules of the AICPA Professional Code of Conduct and *Governmental Auditing Standards* (as applicable). Bookkeeping and other non-attest services necessary to perform the audit shall be included under this contract. However, bookkeeping assistance shall be limited to the extent that the Auditor is not auditing his or her own work or making management decisions. The Governmental Unit shall designate an individual with the suitable skills, knowledge, and/or experience necessary to oversee the services and accept responsibility for the results of the services. Financial statement preparation assistance shall be deemed a "significant threat" requiring the Auditor to apply safeguards sufficient to reduce the threat to an acceptable level. The Auditor shall maintain written documentation of his or her compliance with these standards in the audit work papers.

Fees may not be included in this contract for work performed on Annual Financial Information Reports (AFIRs), Form 990s, or other services not associated with audit fees and costs. Such fees may be included in the engagement letter, but may not be included in this contract or in any invoices requiring approval of the LGC. See Items 8, 9, and 12 for details on other allowable and excluded fees.

Prior to submission of the completed audited financial report, applicable compliance reports and amended contract (if required) the Auditor may submit invoices for approval for services rendered, not to exceed 75% of the total of the stated fees below. If the current contracted fee is not fixed in total, invoices for services rendered may be approved for up to 75% of the prior year audit fee. Should the 75% cap provided below conflict with the cap calculated by LGC staff based on the prior year audit fee on file with the LGC, the LGC calculation prevails.

20 NCAC 03 .0505: All invoices for services rendered in an audit engagement as defined in 20 NCAC 3 .0503 shall be submitted to the Commission for approval before any payment is made. Payment before approval is a violation of law.

PRIMARY GOVERNMENT FEES

Primary Government Unit	Cape Fear Council of Governments
Audit	\$35,300- The accompanying arrangement letter is incorporated herein by r
Writing Financial Statements	\$ included in above fee
All Other Non-Attest Services	\$ _{N/A}
75% Cap for Interim Invoice Approval	\$ 26,475.00

DPCU FEES (if applicable)

Discretely Presented Component Unit	N/A
Audit	\$ _{N/A}
Writing Financial Statements	\$ _{N/A}
All Other Non-Attest Services	\$ _{N/A}
75% Cap for Interim Invoice Approval	\$0.00

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SIGNATURE PAGE

AUDIT FIRM

Audit Firm	
RSM US LLP	
Authorized Firm Representative (typed or printed)	Signature Sylvey
Robert E. Bittner III	0413/
Date 5/7/2019	Email Address
3///2010	robbie.bittner@rsmus.com

GOVERNMENTAL UNIT

Governmental Unit							
Cape Fear Council of Governments							
Date Primary Government Unit Governing Board Approved Audit Contract (Ref: G.S. 159-34(a) or G.S. 115C-447(a))							
Mayor/Chairperson (typed or printed)	Signature						
Data	Email Address						
Date	Email Address						
Chair of Audit Committee (typed or printed, or "NA")	Signature						
Date	Email Address						

GOVERNMENTAL UNIT – PRE-AUDIT CERTIFICATE

(Pre-audit certificate not required for charter schools)

Required by G.S. 159-28(a1) or G.S. 115C-441(a1)

This instrument has been pre-audited in the manner required by The Local Government Budget and Fiscal Control Act or by the School Budget and Fiscal Control Act.

Primary Governmental Unit Finance Officer (typed or printed)	Signature
Dawn Tucker	
Date of Pre-Audit Certificate	Email Address
	dtucker@capefearcog,org

DPCU

SIGNATURE PAGE – DPCU (complete only if applicable)

DISCRETELY PRESENTED COMPONENT UNIT

D. 00								
N/A								
Date DPCU Governing Board Approved Audit Contract (Ref: G.S. 159-34(a) or G.S. 115C-447(a))								
DPCU Chairperson (typed or printed)	Signature							
N/A								
Date	Email Address							
	N/A							
Chair of Audit Committee (typed or printed, or "NA")	Signature							
N/A								
Date	Email Address							
	NT/A							

DPCU - PRE-AUDIT CERTIFICATE

(Pre-audit certificate not required for charter schools)

Required by G.S. 159-28(a1) or G.S. 115C-441(a1)

This instrument has been pre-audited in the manner required by The Local Government Budget and Fiscal Control Act or by the School Budget and Fiscal Control Act.

DPCU Finance Officer (typed or printed)	Signature
N/A	
Date of Pre-Audit Certificate	Email Address
	N/A

Remember to print this form, and obtain all required signatures prior to submission.

PRINT