

EXECUTIVE COMMITTEE MEETING

Monday, October 14, 2019 • 11:00AM

AGENDA

- 1. Call to Order, Welcome, Invocation, Introductions & Pledge**
- 2. Approval Minutes**
 - a. June 10, 2019 (*see attached*) ***
 - b. August 12, 2019 Special Meeting (*see attached*) ***
- 3. Finance Committee Report**
 - a. Financial Statements [unaudited] through June 30, 2019 (*see attachment*) ***
 - b. Budget Adjustments through September 30, 2019 (*see attachment*) ***
 - c. Financial Statements through September 30, 2019 (*see attachment*) ***
 - d. Surplus Capital Asset Disposal (*see attachment*) ***
- 4. Executive Director & Department Reports**
 - a. Allen Serkin, Executive Director
 1. Procuring legal services ***
 2. Annual Meeting location/date
 3. Bylaws discussion
 4. Appointment of NCARCOG Forum Representative (*see attachment*) ***
 - b. Department Reports
 1. Area Agency on Aging
 2. Homelessness Continuum of Care
 3. Local Government Services
 4. Workforce Development
- 5. Chairman's Comments**
- 6. Executive Committee Members' Comments**
- 7. Next Meeting:**
 - a. Monday, December 9, 2019 at 11:00AM
- 8. Adjournment*****

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

THIS IS THE REGULAR MEETING OF THE NINE MEMBER EXECUTIVE COMMITTEE; HOWEVER, MEMBER GOVERNMENTS ARE INVITED AND ENCOURAGED TO ATTEND. COPIES OF MINUTES OF PREVIOUS MEETINGS ARE AVAILABLE UPON REQUEST.

For Further Information Call 910-395-4553

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Cape Fear Council of Governments
EXECUTIVE COMMITTEE MEETING
Monday, June 10, 2019 • 11:00AM
MINUTES

Members Present:

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

Members Absent:

Lamont Grate

CFCOG Staff Present:

Jane Jones Chris May April Radford Allen Serkin Dawn Tucker Maegan Zielinski

Guest:

Randy Britt, Fair Bluff

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

Mr. Burroughs, called the meeting to order at 11:00am. Mr. Rivenbark gave the invocation and led the Pledge of Allegiance. Mr. Burroughs welcomed everyone and introduced guest audience, Commissioner Randy Britt of Fair Bluff.

Public Hearing FY 19/20 Budget Ordinance:

Mr. Forte made a motion to open the public hearing and seconded by Mr. Rivenbark. The motion carried unanimously.

Ms. Tucker presented the Budget Ordinance and addressed questions from the board. Mr. Rivenbark made a motion to close the Public Hearing and seconded by Mr. Barfield. The motion carried unanimously.

There were no comments from the public regarding the budget public hearing.

Approval of May 13, 2019 Minutes:

There was no discussion. A motion was made by Mr. Forte to approve the May 13, 2019 Minutes and seconded by Mr. Brown. The motion carried unanimously.

Finance Committee Report:

Ms. Tucker presented the Cash Balance & Budget/Expenditure Comparison through May 31, 2019 and the Budget Adjustment through May 31, 2019. Ms. Tucker answered questions from the board. A motion was made by Mr. Brown to approve the Cash Balance & Budget/Expenditure Comparison through May 31, 2019 and the Budget Adjustment through May 31, 2019 and seconded by Mr. Forte. The motion carried unanimously.

Ms. Tucker presented the FY 19/20 Budget Ordinance for approval. A motion was made by Mr. Barfield to approve the FY 19/20 Budget Ordinance and seconded by Mr. Brown. The motion carried unanimously.

Director's Reports:

Mr. Serkin presented the Local Government Service report and addressed questions from the board.

Ms. Jones presented the Area Agency on Aging report and addressed questions from the board.

Ms. Zielinski presented the Continuum of Care report. After discussion, Ms. Zielinski addressed questions from the board.

Mr. May addressed the board and presented highlights of his career and history as the Cape Fear Council of Governments Director. Mr. May thanked the board for their support of him and the Cape Fear Council of Governments.

The board thanked Mr. May for his dedicated service to the region. Mr. Eccard asked for a motion from the board to express their sincere appreciation to Mr. May for all his great work on behalf of the Cape Fear Council of Governments and all the communities within the Cape Fear Region as well as a congratulations on his retirement. Mr. Barfield seconded the motion. The motion carried unanimously.

Mr. Britt asked the board permission to address the board. Mr. Burroughs turned the floor over to Mr. Britt. Mr. Britt thank the board and Mr. May for their dedicated service to the region and especially the Town of Fair Bluff.

Executive Session – Personnel Matter:

A motion to go into Closed Session to discuss a Personnel Matter after a five (5) minute break was made by Mr. Rivenbark and seconded by Mr. Forte. The motion carried unanimously. Closed Session began at 12:15PM.

There was no action taken in the closed session.

A motion to end Closed Session and reopen the Regular Session was made by Mr. Barfield and seconded by Mr. Brown. The motion carried unanimously. Regular Session restarted at 12:40PM.

Next Meeting:

Monday, October 14, 2019 Regular Meeting at 11:00AM in Large Conference Room at Cape Fear Council of Governments.

Adjournment:

Mr. Barfield motioned to adjourn the meeting. The motion carried unanimously. The meeting ended at 12:45PM.

Respectfully submitted,

April D. Radford, Clerk to the Board

Trent Burroughs, Chairman

EXECUTIVE COMMITTEE SPECIAL MEETING

Monday, August 12, 2019 • 11:00AM

MINUTES

Members Present:

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

Members Absent:

Lamont Grate

CFCOG Staff Present:

Ginger Brick	Jane Jones	Wes MacLeod	April Radford	Allen Serkin
Dawn Tucker				

Call to Order, Welcome, Introductions & Pledge:

Mr. Burroughs, called the meeting to order at 11:00am. Mr. Rivenbark led the Pledge of Allegiance. Mr. Burroughs welcomed everyone and turned the meeting over to Ms. Tucker.

Approval Budget Adjustment:

Ms. Tucker presented the Budget Adjustment of an additional \$100,000 for the AAA program. Ms. Jones explained the reason for receiving the additional funds. A motion was made by Mr. Rivenbark to approve the Budget Adjustment and seconded by Mr. Barfield. The motion carried unanimously.

Chairman's Comments:

Mr. Burroughs welcomed Mr. Serkin as the new Executive Director. Mr. Serkin thanked the board for the opportunity.

Mr. Serkin introduced Mr. MacLeod as the new Local Government Service Director.

Mr. Burroughs asked Ms. Brick to give a Workforce Development update. Ms. Brick shared some success stories and changes to the Workforce Development program.

Mr. Rivenbark stated that the staff at the CFCOG are an asset to Mr. Serkin as the new Executive Director.

Mr. Burroughs acknowledged the success of the retirement party for former Executive Director, Mr. Chris May and thanked the CFCOG staff for putting it together and facilitating the Order of the Long Leaf Pine for Mr. May.

Next Regular Meeting:

Mr. Burroughs noted that the next regularly scheduled Executive Committee meeting will be Monday, October 14, 2019 at 11:00AM in the Large Conference Room at the Cape Fear Council of Governments.

Adjournment:

Mr. Rivenbark motioned to adjourn the meeting and seconded by Mr. Barfield. The motion carried unanimously. The meeting ended at 11:15PM.

Respectfully submitted,

April D. Radford, Clerk to the Board

Trent Burroughs, Chairman

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CAPE FEAR COUNCIL OF GOVERNMENTS

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

UNAUDITED

Cash Balance

Cash Balance in Bank	\$ 110,061
North Carolina Cash Management Investments	338,016
Total Cash on Hand	\$ 448,078

Budget & Actual Revenues

Departments	Adjusted Budget	July - June Revenues	Reserve Balance	Remaining Budget	Percent Received
Continuum of Care	\$ 626,747	\$ 558,689	\$ 63,000	\$ 5,058	99%
Local Gov Services	\$ 799,639	548,709	120,000	130,929	81%
Area Agency on Aging	\$ 4,615,411	4,590,611		24,799	99%
Workforce Development	\$ 5,444,488	3,257,531	1,216,646	970,312	77%
General Fund	27,000	92,341		(65,341)	342%
Total Revenues	\$ 11,513,285	\$ 9,047,881	\$ 1,399,646	\$ 1,131,099	89%

Budget & Actual Expenditures

Departments	Beginning Budget	July - June Expenditures	Reserve Balance	Remaining Budget	Percent Expended
Continuum of Care	\$ 85,000	\$ 85,000		\$ -	100%
ESG - HMIS	378,226	337,447	40,000	779	100%
ESG - ADM	17,494	8,872	6,000	2,622	77%
HUD - PLANNING	21,027	2,370	17,000	1,657	59%
SOAR	125,000	124,999		1	100%
Continuum of Care	626,747	558,688	63,000	5,059	99%
Planning Services	255,463	254,104		1,359	99%
Rural Planning Org	132,969	122,731		10,238	92%
MOTSU	235,936	140,173		95,763	59%
EDA Disaster Recovery	125,000	3,215	120,000	1,785	64%
Water Quality Planning Grant	15,271	6,617		8,654	43%
Matthew Recovery Grant	35,000	21,870		13,130	62%
Local Gov Services	799,639	548,709	120,000	130,929	81%
Aging Planning & Admin.	399,262	374,463		24,798	94%
Ombudsman & Elder Abuse	207,733	207,733		-	100%
Project Care	103,000	103,000		-	100%
Family Caregiver Support	137,351	137,351		-	100%
AAA Funds to Counties	3,768,065	3,768,064		1	100%
Area Agency on Aging	4,615,411	4,590,611	-	24,799	99%
WIOA - 2010 - Admin	397,436	239,450	116,554	41,432	85%
WIOA - 2020 - Adult	1,227,856	617,833	388,015	222,007	74%
WIOA - 2030 - Dislocated Worker	1,026,104	507,459	252,200	266,445	66%
WIOA - 2031 - Hurricane Florence D	1,000,000	946,037	-	53,963	95%
WIOA - 2040 - Youth	1,362,395	654,632	459,876	247,887	73%
WIOA-2050 Statewide Activities	280,698	264,775	-	15,923	94%
WIOA-NC Works Innovation Grant	12,096	12,096	-	-	100%
WIOA-2060-Finish Line Grant	137,904	15,250	-	122,655	11%
Workforce Development	5,444,488	3,257,531	1,216,646	970,312	77%
General Operations	27,000	25,159	-	1,841	93%
General Fund	27,000	25,159	-	1,841	93%
Total Expenditures	\$ 11,513,285	\$ 8,980,699	\$ 1,399,646	\$ 1,132,940	78%
Administration	408,960	381,386	-	27,573	93%

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

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CAPE FEAR COUNCIL OF GOVERNMENTS
Budget Adjustments - through 9/30/19
FY 2019-2020

<u>Departments</u>	<u>Approved Budget</u>	<u>Adjusted Budget</u>	<u>Adjustment Amount</u>
1. Continuum of Care	\$ 295,582	\$ 299,328	\$ 3,746
2. Local Government Services	561,255	605,456	44,201
3. Area Agency on Aging	4,365,064	4,731,388	366,324
4. Workforce Development	5,490,223	7,906,679	2,416,456
5. General Fund	27,000	27,000	-
Total Expenditures	<u>\$ 10,739,124</u>	<u>\$ 13,569,850</u>	<u>\$ 2,830,726</u>
6. Administration (Included in 1-4)	<u>\$ 394,972</u>	<u>\$ 404,972</u>	<u>\$ 10,000</u>

Justification for Budget Adjustments

- | | |
|-------------------------------|--|
| 1. Continuum of Care: | Carryforward amounts finalized after year end: ESG Admin |
| 2. Local Government Services: | Carryforward amounts finalized after year end, MOTSU award |
| 3. Area Agency on Aging: | Received 19-20 county amounts for Senior Center General Purpose Funds;
plus estimated for USDA Meals. |
| 4. Workforce Development: | Carryforward amounts finalized after year end, additional Disaster funds awarded. |
| 5. General Fund: | no change |
| 6. Administration: | Increase due to clearer picture of staff and resource allocations |

Trent Burroughs, Chairperson

Dawn Tucker, Finance Officer

Date

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CAPE FEAR COUNCIL OF GOVERNMENTS
Cash Balance and
Budget/Expenditure Comparison
FY 2019-2020 (as of September 30, 2019)

Cash Balance

Cash Balance in Bank	\$ 109,110
North Carolina Cash Management Investments	394,147
Total Cash on Hand	\$ 503,257

Budget & Actual Revenues

Departments	Adjusted Budget	Jul - Sept Revenues	Reserve Balance	Remaining Budget	Percent Received
Continuum of Care	\$ 299,328	\$ 43,276	\$ -	\$ 256,052	14%
Local Gov Services	\$ 605,456	39,674	20,000	545,781	7%
Area Agency on Aging	\$ 4,731,388	832,823	-	3,898,565	18%
Workforce Development	\$ 7,906,679	825,688	4,037,147	3,043,844	21%
General Fund	27,000	71,250		(44,250)	264%
Total Revenues	\$ 13,569,850	\$ 1,812,711	\$ 4,057,147	\$ 7,744,242	19%

Budget & Actual Expenditures

Departments	Beginning Budget	Jul - Sept Expenditures	Reserve Balance	Remaining Budget	Percent Expended
Continuum of Care	\$ 85,000	\$ 18,004		\$ 66,996	21%
ESG - HMIS	183,348	23,339		160,009	13%
ESG - ADM	9,373	1,854		7,519	20%
HUD - PLANNING	21,607	4,378		17,229	20%
Continuum of Care	299,328	47,575	-	251,753	16%
Planning Services	177,838	52,337		125,501	29%
Rural Planning Org	233,969	15,362		218,607	7%
MOTSU	50,079	5,079	20,000	25,000	17%
EDA Disaster Recovery	121,785	11,586		110,199	10%
Water Quality Planning Grant	8,654	361		8,293	4%
Matthew Recovery Grant	13,130	921		12,209	7%
Local Gov Services	605,456	85,646	20,000	499,810	15%
Aging Planning & Admin.	363,223	87,592		275,631	24%
Ombudsman & Elder Abuse	199,613	57,797		141,816	29%
Project Care	103,000	27,447		75,553	27%
Family Caregiver Support	151,782	31,818		119,964	21%
AAA Funds to Counties	3,913,770	651,005		3,262,765	17%
Area Agency on Aging	4,731,388	855,659	-	3,875,729	18%
WIOA - 2010 - Admin	486,193	74,950	213,620	197,623	27%
WIOA - 2020 - Adult	1,674,929	128,296	736,715	809,918	14%
WIOA - 2030 - Dislocated Worker	1,300,795	111,957	504,081	684,757	14%
WIOA - 2031 - Hurricane Florence DI	2,153,963	413,506	1,684,058	56,399	88%
WIOA - 2040 - Youth	1,814,073	121,464	898,673	793,936	13%
WIOA-2050 Statewide Activities	209,071	15,601	-	193,470	7%
WIOA-NC Works Innovation Grant	187,905	30,202	-	157,702	16%
WIOA-2060-Finish Line Grant	79,750	365	-	79,385	0%
Workforce Development	7,906,679	896,343	4,037,147	2,973,189	23%
General Operations	27,000	3,659	-	23,341	14%
General Fund	27,000	3,659	-	23,341	14%
Total Expenditures	\$ 13,569,850	\$ 1,888,882	\$ 4,057,147	\$ 7,623,821	14%
Administration	404,972	113,020	-	291,952	28%

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

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Cape Fear Council of Governments									
Capital Asset Disposal List									
Description	Placed in Service Date	Purchase Price	Depr. Method	Life	Accumulated Depreciation	Ending Balance			
HP Design Plotter	06/01/01	7,177.00	SL	5	7,177.00	-			
Telephone System	10/15/15	7,799.00	SL	7	4,457.00	3,342.00			
Grand Total		14,976.00			11,634.00	3,342.00			

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THE FORUM

Delegates

The Forum is a unique venue where municipal and county elected officials and community leaders convene to research and discuss issues and policies and seek regional solutions for local units of government and the State of North Carolina. This body focuses on issues that can best be addressed on a regional or statewide basis and then champions regional solutions to challenges facing its member governments through collaboration, partnership and consensus building.

The Forum consists of elected officials and community leaders from the 16 regional councils across North Carolina and serve as an advocacy and advisory group to the Association.

Delegates 2019

Southwestern Commission	Connie Orr
Land-Of-Sky Regional Council	Larry Harris
Isothermal Regional Commission	Scott Neisler
High Country Council of Governments	Gary Blevins, Chair
Western Piedmont Council of Governments	Wayne Abele
Centralina Council of Governments	Michael Johnson, Secretary
Piedmont Triad Council of Governments	Steve Yokeley
Triangle J Council of Governments	Donald Rains, Vice-Chair
Kerr-Tar Council of Governments	Danny Wright
Upper Coastal Plain Council of Governments	Gregory Browning
Mid-Carolina Council of Governments	Arnold Page
Lumber River Council of Governments	Charles Townsend
Cape Fear Council of Governments	Frank Williams
Eastern Carolina Council of Governments	James Bender, Jr.
Mid-East Commission	Lewis Hoggard
Albemarle Commission	Tracey Johnson

Officers for 2019

Chair – Gary Blevins (High Country COG and Wilkes County Commissioner)

Vice – Don Rains (Triangle J COG and Princeton Mayor)

Secretary – Michael Johnson (Centralina COG and Statesville Councilman)

The delegates serve two-year terms and can be reappointed. The Forum officers are elected for two-year terms by a majority vote of The Forum delegates.

Mission Statement

To champion partnerships with the State of North Carolina and regional councils of government and their local members to promote and support regional collaborative solutions to complex challenges.

Vision

The Forum is nationally known as a “best practice” for providing informed, innovative and creative regional solutions to complex challenges facing the state of North Carolina and its local units of government.

Core Areas of Focus, 2013-19

- Process Improvement of Governmental Programs & Service Delivery
- Promote Local and Inter-Local Solutions
- Enhance Public and Private Resources
- Water Resources for North Carolina