

**EXECUTIVE COMMITTEE MEETING**  
*October 14, 2019 • 11:00 AM*  
**MINUTES**

**Members Present:**

Jonathan Barfield, Jr.    Trent Burroughs    Walt Eccard    Mike Forte    Charlie Rivenbark

**Call-In:**

George Brown, Jr.

**Members Absent:**

Teresa Batts    Jan Dawson    Lamont Grate

**CFCOG Staff Present:**

Ginger Brick    Wes MacLeod    Holly Pilson    April Radford    Allen Serkin  
Dawn Tucker    Maegan Zielinski

---

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

Mr. Burroughs, called the meeting to order & welcomed everyone at 11:05AM. Mr. Rivenbark gave the invocation and Mr. Forte led the Pledge of Allegiance.

**Approval of June 10, 2019 and August 12, 2019 Special Meeting Minutes:**

There was no discussion. A motion was made by Mr. Rivenbark to approve the June 10, 2019 and August 12, 2019 Minutes and seconded by Mr. Eccard. The motion carried unanimously.

**Finance Committee Report:**

Ms. Tucker asked the executive committee if they would like to vote on each individual item in the finance section of the agenda or one vote after all items are presented. The executive committee requested to make one motion for all the finance section.

Ms. Tucker presented the unaudited Financial Statement through June 10, 2019. Ms. Tucker and Ms. Brick answered questions from the executive committee. Ms. Tucker presented the Budget Adjustment through September 30, 2019. There were no questions. Ms. Tucker presented the Budget/Expenditure Comparison through September 30, 2019. There were no questions. Ms. Tucker presented the Surplus Capital Asset Disposal list of items to the executive commit. Ms. Tucker addressed questions from the executive committee. A motion was made by Mr. Forte to approve items 3a through 3d of the Finance report and seconded by Mr. Rivenbark.

**Director's Reports:**

Mr. Burroughs turned the floor over to Mr. Serkin. Mr. Serkin discussed the option of procuring a retainer of legal service via bids. Mr. Serkin addressed questions from the executive committee. Discussion ensued between executive committee. A motion was made by Mr. Eccard to authorize by Mr. Serkin to conduct a procurement for counsel to represent the CFCOG going forward on contracts and other matters; and until that contract is secured to further authorize Mr. Serkin on an as needed basis to enter into a legal contract and seconded by Mr. Forte. The motion carried unanimously.

Mr. Serkin requested the executive committee to select a location and date for the Annual Meeting. Mr. Serkin informed the executive committee that the location of previous Annual Meetings is no longer available and suggested alternative locations. After discussion the executive committee agreed to tentatively approve the date of Thursday, February 27, 2020 with the location to be determined. Mr. Serkin informed the executive committee the dates for the 2020 executive committee meetings will be presented and approved at the December meeting.

Mr. Serkin discussed updating the bylaws to be presented revision draft to the executive committee for review at an upcoming meeting. Mr. Brown, Jr. requested to be able to see the changes with strikethroughs of changed items.

Mr. Serkin requested the executive committee appoint a CFCOG board member to represent the CFCOG on the North Carolina Association of Regional Councils of Governments "The Forum". There was discussion among the executive committee. A list of current CFCOG board members was given to the executive committee to review for appointment of the seat. Mr. Rivenbark respectfully declined the appointment. Mr. Serkin recommended an active executive committee member be appointed to the position. No action was taken.

**Chairman's Comments:**

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

Ms. Zielinski presented the Continuum of Care report and addressed questions from the executive committee.

Mr. MacLeod presented the Local Government Services report. There were no questions from the executive committee.

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

**Executive Committee Members' Comments:**

There were no comments from other executive committee.

**Next Meeting:**

Mr. Serkin asked the executive committee what they would like for the meal at the next meeting for their "Appreciation Meal". The executive committee stated they liked the prime rib option they have had in the past. The next meeting will be Monday, December 9, 2019 at 11:00AM in the Cape Fear Council of Governments Conference Room.

**Adjournment:**

Mr. Barfield, Jr. motioned to adjourn the meeting. The motion carried unanimously. The meeting ended at 1:20PM.

Respectfully submitted,

---

April D. Radford, Clerk to the Board

---

Trent Burroughs, Chairman