

EXECUTIVE COMMITTEE MEETING

Monday, December 9, 2019 • 11:00AM

AGENDA

- 1. Call to Order, Welcome, Invocation, Introductions & Pledge**
- 2. Approval Minutes**
 - a. October 14, 2019 (*see attachment*) ***
- 3. Finance Committee Report**
 - a. Financial Report through October 31, 2019 (*see attachment*) ***
- 4. Executive Director's Report**
 - a. Allen Serkin, Executive Director
 1. Introduction of New Employees
 2. Amendments to Bylaws (*see attachment*) ***
 3. 2020 Executive Committee Meeting Schedule (*see attachment*) ***
 4. Nomination to Executive Committee (*see attachment*) ***
 5. Appointment of NCARCOG Forum Representative ***
 6. Annual Meeting agenda
- 5. Department Reports**
 1. Area Agency on Aging
 2. Homelessness Continuum of Care
 3. Local Government Services
 4. Workforce Development
- 6. Chairman's Comments**
- 7. Executive Committee Members' Comments**
- 8. Next Meeting: TBD**
- 9. Adjournment *****

Luncheon and Workforce Consortium Board meeting to follow Executive Committee meeting

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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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

CAPE FEAR COUNCIL OF GOVERNMENTS
Cash Balance and
Budget/Expenditure Comparison
FY 2019-2020 (as of October 31, 2019)

Cash Balance

| | |
|--|------------|
| Cash Balance in Bank | \$ 367,352 |
| North Carolina Cash Management Investments | 400,652 |
| Total Cash on Hand | \$ 768,004 |

Budget & Actual Revenues

| Departments | Adjusted Budget | Jul - Oct Revenues | Reserve Balance | Remaining Budget | Percent Received |
|-----------------------|----------------------|---------------------|---------------------|---------------------|------------------|
| Continuum of Care | \$ 299,328 | \$ 64,679 | \$ - | \$ 234,649 | 22% |
| Local Gov Services | \$ 605,456 | 59,174 | 20,000 | 526,281 | 10% |
| Area Agency on Aging | \$ 4,731,388 | 1,232,941 | - | 3,498,447 | 26% |
| Workforce Development | \$ 7,906,679 | 1,139,427 | 4,037,147 | 2,730,105 | 29% |
| General Fund | 27,000 | 71,957 | | (44,957) | 267% |
| Total Revenues | <u>\$ 13,569,850</u> | <u>\$ 2,568,178</u> | <u>\$ 4,057,147</u> | <u>\$ 6,989,482</u> | <u>27%</u> |

Budget & Actual Expenditures

| Departments | Beginning Budget | Jul - Oct Expenditures | Reserve Balance | Remaining Budget | Percent Expended |
|-------------------------------------|----------------------|------------------------|---------------------|---------------------|------------------|
| Continuum of Care | \$ 85,000 | \$ 23,110 | | \$ 61,890 | 27% |
| ESG - HMIS | 183,348 | 30,009 | | 153,339 | 16% |
| ESG - ADM | 9,373 | 3,797 | | 5,576 | 41% |
| HUD - PLANNING | 21,607 | 6,416 | | 15,191 | 30% |
| Continuum of Care | <u>299,328</u> | <u>63,331</u> | <u>-</u> | <u>235,997</u> | <u>21%</u> |
| Planning Services | 177,838 | 63,001 | | 114,837 | 35% |
| Rural Planning Org | 233,969 | 22,869 | | 211,100 | 10% |
| MOTSU | 5,079 | 5,079 | | - | 100% |
| MOTSU Follow Up | 45,000 | 451 | 20,000 | 24,549 | 2% |
| EDA Disaster Recovery | 121,785 | 15,749 | | 106,036 | 13% |
| Water Quality Planning Grant | 8,654 | 3,773 | | 4,880 | 44% |
| Matthew Recovery Grant | 13,130 | 1,792 | | 11,338 | 14% |
| Local Gov Services | <u>605,456</u> | <u>112,714</u> | <u>20,000</u> | <u>472,741</u> | <u>19%</u> |
| Aging Planning & Admin. | 355,115 | 108,393 | | 246,722 | 31% |
| Ombudsman & Elder Abuse | 207,721 | 72,459 | | 135,262 | 35% |
| Project Care | 103,000 | 35,549 | | 67,451 | 35% |
| Family Caregiver Support | 151,782 | 40,190 | | 111,592 | 26% |
| AAA Funds to Counties | 3,913,770 | 981,335 | | 2,932,435 | 25% |
| Area Agency on Aging | <u>4,731,388</u> | <u>1,237,925</u> | <u>-</u> | <u>3,493,463</u> | <u>26%</u> |
| WIOA - 2010 - Admin | 486,193 | 96,449 | 213,620 | 176,124 | 35% |
| WIOA - 2020 - Adult | 1,674,929 | 140,050 | 736,715 | 798,164 | 15% |
| WIOA - 2030 - Dislocated Worker | 1,300,795 | 122,848 | 504,081 | 673,866 | 15% |
| WIOA - 2031 - Hurricane Florence DI | 2,153,963 | 421,319 | 1,684,058 | 48,586 | 90% |
| WIOA - 2040 - Youth | 1,814,073 | 132,958 | 898,673 | 782,442 | 15% |
| WIOA-2050 Statewide Activities | 209,071 | 19,750 | - | 189,321 | 9% |
| WIOA-NC Works Innovation Grant | 187,905 | 30,712 | - | 157,193 | 16% |
| WIOA-2060-Finish Line Grant | 79,750 | 365 | - | 79,385 | 0% |
| Workforce Development | <u>7,906,679</u> | <u>964,451</u> | <u>4,037,147</u> | <u>2,905,081</u> | <u>25%</u> |
| General Operations | 27,000 | 3,659 | - | 23,341 | 14% |
| General Fund | <u>27,000</u> | <u>3,659</u> | <u>-</u> | <u>23,341</u> | <u>14%</u> |
| Total Expenditures | <u>\$ 13,569,850</u> | <u>\$ 2,382,081</u> | <u>\$ 4,057,147</u> | <u>\$ 7,130,622</u> | <u>18%</u> |
| Administration | 404,972 | 137,919 | - | 267,053 | 34% |

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

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BYLAWS

CAPE FEAR COUNCIL OF GOVERNMENTS

ARTICLE I - NAME

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

ARTICLE II - GEOGRAPHIC DISTRICT

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

ARTICLE III - PURPOSE

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

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

ARTICLE IV - DUTIES AND FUNCTIONS

Section 1. The Council may accept and expend contributions for research assistance from

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

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

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

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

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

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

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

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

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

ARTICLE V - OFFICES

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

ARTICLE VI - GENERAL MEMBERSHIP

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

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

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

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

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

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

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

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

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

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

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

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

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

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

- (a) Preside at all regular and special meetings of the General Membership and Executive Committee.
- (b) Serve as an ex-officio member of all other Council committees.

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

Section 3. The Secretary shall keep or arrange for the keeping of minutes of all meetings of the General Membership. Upon reading of said minutes and approval by the General Membership, they shall be filed in books to be kept for that purpose. The Secretary shall give or cause to be given, notice of all meetings of the General Membership and Executive Committee, and shall perform such other duties as may be prescribed by the General Membership.

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

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

Section 5. The Executive Director shall:

- (a) Maintain and manage the business office of the Council.
- (b) Be custodian of all Council property and records.
- (c) Prepare and submit for approval, minutes of all meetings of the Executive Committee and conduct the correspondence of the Council as needed.
- (d) Attend General Membership and Executive Committee meetings and be prepared to report on business activities, meetings, proposals, cooperative endeavors, etc., in which the Council is currently engaged or may be in the process of developing.
- (e) Maintain close personal contact with representatives of federal, State, and local agencies which currently are, or subsequently will be, cooperatively involved in accomplishing the objectives of the Council.
- (f) Acquire and maintain a working knowledge of the current laws, regulations, and procedures which govern the above federal, State, and local agencies in order that the Council may take full advantage of opportunities provided for joint endeavors, and through receipt of available federal and State funds.

- (g) Prepare and submit a balanced annual budget for consideration by the Executive Committee.
- (h) Prepare an annual report of Council activities to be distributed to each member.
- (i) Be responsible for the supervision of all employees of the Council.
- (j) Act as the Budget Officer pursuant to North Carolina General Statutes Sec. 159-9.

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

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

ARTICLE IX - RULES OF ORDER

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

Section 2. Quorum:

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

ARTICLE X - DISSOLUTION OF COUNCIL

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

ARTICLE XI - AMENDMENTS TO THE BYLAWS

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

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

Approved by the General Membership on February 27, 2020.

BY:

ATTEST:

Trent Burroughs, Chair

April Radford, Clerk

DRAFT

2020 GENERAL MEMBERSHIP ANNUAL MEETING

Thursday, February 27, 2020 Annual Meeting & Awards Banquet at
The Brunswick Center 101 Stone Chimney Rd, Supply, NC (6:30PM)

Action Items: Approve 2019 annual meeting minutes; elect Executive Committee; adopt bylaws amendments

Proposed 2020 EXECUTIVE COMMITTEE MEETINGS **(11:00AM at CFCOG)**

Monday, January 13, 2020 OR Monday, February 10, 2020

Action Items: FY 18/19 audit presentation by auditor; approve FY 18/19 audit (by March 31)

Monday, May 11, 2020

Action Items: Present draft FY 20/21; set budget public hearing

Monday, June 8, 2020

Action Items: FY 20/21 budget public hearing; adopt FY 20/21 budget

Monday, August 10, 2020

Action Items: TBD

Monday, October 12, 2020

Action Items: Present final FY 19/20 unaudited financial statements; adopt FY 20/21 budget adjustments per final allocations

Monday, December 14, 2020

Action Items: Adopt 2021 meeting calendar; FY 19/20 audit presentation by auditors; approve FY 19/20 audit (by March 31); nominate Executive Committee to General Membership; recommend bylaws amendments to General Membership

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CURRENT EXECUTIVE COMMITTEE

Chair, Trent Burroughs - Columbus County Commissioner (2018)

Vice-Chair, George Brown, Jr. - Pender County Commissioner (2018)

Secretary/Treasurer, Charles “Charlie” Rivenbark - City of Wilmington Councilman (2018)

Finance Chair, Jonathan Barfield, Jr. - New Hanover County Commissioner (2018)

Mike Forte, Brunswick County Commissioner (2019)

Janet “Jan” Dawson, Pender County Municipality (2018)

Lamont Grate, Columbus County Municipality (2014)

Walter “Walt” Eccard, Brunswick County Municipality (2018)

Member at Large - Teresa Batts, Pender County Municipality (2019)

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

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Cape Fear Council of Governments
Executive Committee Board Appreciation Meal

Monday, December 9, 2019

Meal presented by A Thyme Savor
3704 Carolina Beach Road
910-262-2962

Menu

Buffet

Prime Rib with Au Jus & Horseradish cream

Garlic Mashed Potatoes

Roasted Asparagus

Farmers Market Salad w/ Dressings

Rolls w/ Butter

Chef's Seasonal Dessert

Sweet/Un Sweet Tea