

**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 ( <i>via phone</i> )

**Members Absent:**

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**CFCOG Staff Present:**

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

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**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.

***Mr. Lamont Grate joined the meeting via conference call 11:16AM***

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 Barfield, 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.

Respectfully submitted,

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April D. Radford, Clerk to the Board

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Trent Burroughs, Chairman