

**EXECUTIVE COMMITTEE MEETING** 

Monday, May 11, 2020

# AGENDA

- 1. Call to Order & Welcome
- 2. Invocation & Pledge
- 3. Introductions
- 4. Resolution Amending Electronic Meeting Participation Policy (see attachment) \*\*\*
- 5. Public Comment
- 6. Approval Minutes
  - a. December 9, 2019 (see attachment) \*\*\*
  - b. February 10, 2020 (see attachment) \*\*\*

# 7. Finance Reports

- a. Budget Adjustments through March 31, 2020 (see attachment) \*\*\*
- b. Budget Adjustments through April 30, 2020 (see attachment) \*\*\*
- c. Budget Report through March 31, 2020 (see attachment) \*\*\*
- d. Presentation of Draft FY 2020-2021 Budget Ordinance (see attachment)
- e. Set a budget public hearing for June 8, 2020 \*\*\*
- 8. Resolution Amending Personnel Policy (see attachment) \*\*\*

# 9. Staff Reports

- a. Executive Director
- b. Program Directors

# **10. Chairman & Member Comments**

# 11. Adjournment \*\*\*

Next Meeting: Monday, June 8, 2020, 11:00 am including FY 20-21 Budget Public Hearing

# 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

# CAPE FEAR COUNCIL OF GOVERNMENTS RESOLUTION AMENDING ELECTRONIC MEETING PARTICIPATION POLICY

**WHEREAS** the Cape Fear Council of Governments (CFCOG) is a regional council of governments organized pursuant to N.C.G.S. sections 160A-470 through 478;

**WHEREAS** the CFCOG is designated by the State of North Carolina as the Lead Regional Organization for Region O, serving Brunswick, Columbus, New Hanover, and Pender counties;

**WHEREAS** the Executive Committee is the governing board of the CFCOG;

**WHEREAS** the Executive Committee has adopted an electronic meeting participation policy, last updated on December 6, 2019; and

**WHEREAS** the Executive Committee desires to update the CFCOG Personnel Policy with to reflect changes to remote meeting requirements contained in Session Law 2020-03;

**NOW, THEREFORE, BE IT RESOLVED** that Executive Committee of the Cape Fear Council of Governments amends the Electronic Meeting Participation Policy as follows:

The Cape Fear Council of Governments Executive Committee, and any of its subcommittees—<u>and</u> advisory boards, may <u>meet electronically or permit</u> their members to <u>may</u> participate <u>remotely electronically</u>, by way of <u>videoconferencing</u>, teleconferencing, <u>Skype</u>, or <u>similar devices or applications</u> or other means of <u>simultaneous electronic</u> <u>communication</u>, subject to the following-<u>mandated stipulations</u>:

- 1. It is fully understood that remote <u>Electronic meetings and electronic participation</u> is are not the preferred manner of participation.
- 2. This policy may be used only if no less than three members are physically present.
- 2. The Clerk to the Board shall provide a location and means whereby members of the public may view or listen to the an electronic meeting and the notice of the meeting required by this Article shall specify that location.
- 3. In the case of a declared emergency or other special circumstance where a physical meeting location is not available to the public, the location of an electronic meeting may be a location on the internet, provided that the public is given a means to view or listen to a live stream of the meeting.
- 3.4. The notice of an electronic meeting may require that public comment be submitted in advance of the meeting to be read aloud during the public comment portion of the meeting.

Adopted this 11th day of May 2020.

Trent Burroughs, Chairman

April D. Radford, Clerk



# **EXECUTIVE COMMITTEE MEETING**

December 9, 2019 • 11:00 AM

MINUTES

<b>Members Present</b> Teresa Batts Jan Dawson	George Brown, Jr. Charlie Rivenbark	Trent Burroughs	Walt Eccard	Mike Forte
<b>Members Absent:</b> Jonathan Barfield, J	r. Lamont Grate			
<b>CFCOG Staff Prese</b> Ginger Brick April Radford	<b>nt:</b> Amy Doss Allen Serkin	Patrick Flanagan Dawn Tucker	Wes MacLeod	Holly Pilson
<b>Guest:</b> Jim Kornagay				

# 1. Call to Order, Welcome, Invocation, Introductions & Pledge:

Mr. Burroughs, called the meeting to order & welcomed everyone at 11:02AM. Mr. Rivenbark gave the invocation and Mr. Forte led the Pledge of Allegiance.

# 2. Approval of October 14, 2019 Minutes:

There was no discussion. Mr. Forte moved to approve the October 14, 2019 minutes, and Mr. Eccard seconded. The motion carried unanimously.

# 3. Finance Committee Report:

Ms. Tucker informed the board that the auditors will present the audit report at the next Executive Committee Meeting and that there was no budget adjustment. Ms. Tucker addressed questions from the board about the audit.

Ms. Tucker presented the Finance Report through October 31, 2019. There were no questions from the Executive Committee. Mr. Forte moved to approve the Finance Report, and Mr. Brown seconded. The motion carried unanimously.

# 4. Director's Reports:

Mr. MacLeod introduced the new LGS staff; Ms. Amy Doss, Planner (part-time) and Mr. Patrick Flanagan, Regional Planner and Cape Fear RPO Director.

Mr. Serkin presented amendments for the CFCOG bylaws. Discussion ensued. A motion was made by Mr. Eccard to accept the amendments to present to the General Membership at the Annual Meeting in February for approval, seconded by Mr. Brown. The motion carried unanimously.

Mr. Serkin presented proposed 2020 Executive Committee Meeting schedule. After discussion a motion was made by Mr. Forte to accept the 2020 schedule and seconded by Mr. Brown. The motion carried unanimously.

Mr. Serkin presented the current CFCOG Executive Committee roster and asked for nominations for re-election at the Annual Meeting. Mr. Forte moved to nominate Mr.



Burroughs to remain the Chairman, seconded by Mr. Eccard. The motion carried unanimously. Mr. Rivenbark nominated Mr. Brown to remain the Vice-Chairman and seconded by Mr. Forte. The motion carried unanimously. Mr. Eccard nominated Mr. Rivenbark to remain the Secretary/Treasurer and seconded by Mr. Brown. The motion carried unanimously. Mr. Rivenbark motioned to nominate the rest of the current Executive Committee members to the at-large seats and seconded by Ms. Dawson. The motion carried unanimously. Mr. Serkin reminded the board of their electronic participation policy. Mr. Rivenbark motioned to amend the policy to eliminate the 33% electronic participation threshold and seconded by Mr. Eccard. The motion carried unanimously.

The Slate of Officers to be presented to the Board for approval at the Annual Meeting February 27, 2020 is as follows:

Commissioner Trent Burroughs – Chairman Chairman George Brown, Jr. – Vice-Chairman Council Member Charlie Rivenbark – Secretary/Treasurer Commissioner Mike Forte – Member Chair Julia Olson-Boseman – Member Councilwoman Teresa Batts – Member Commissioner Jan Dawson – Member Mayor Walt Eccard – Member Mayor Pro-Tem Lamont Grate - Member

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 "Forum". After discussion among the members Ms. Batts volunteered. A motion was made by Mr. Eccard and seconded by Mr. Brown to appoint Ms. Batts represent the CFCOG on the Forum. The motion carried unanimously.

Mr. Serkin provided information and asked the Executive Committee for their input on the Annual Meeting. He stated there will be no charge for CFCOG General Membership representatives to attend the meeting. There was discussion about a possible guest speaker on the topic of 2020 Census. The board requested the meeting end no later than 8:30PM.

# 5. Department Report:

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

Mr. Serkin presented the Continuum of Care report on behalf of Ms. Zielinski. Mr. Serkin addressed questions from the executive committee.

Mr. MacLeod presented the Local Government Services report. Mr. MacLeod addressed questions from the executive committee.

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



# 6. Chairman's Comments:

Mr. Burroughs thanks all and wish all a safe and happy holiday.

# 7. Executive Committee Members' Comments:

There were no comments from the executive committee.

Mr. Serkin reminded the executive committee of the SOG Ethics Webinar being hosted at the CFCOG on Tuesday, December 10, 2019.

8. Next Executive Committee Meeting: May 11, 2020 11:00 am

# 9. Adjournment:

Mr. Burroughs motioned to adjourn the meeting. The motion carried unanimously. The meeting ended at 12:34PM.

Respectfully submitted,

April D. Radford, Clerk to the Board

Trent Burroughs, Chairman



# **EXECUTIVE COMMITTEE MEETING**

*February 10, 2020* • *11:00 AM* **MINUTES** 

Members Present: *Teresa Batts *Lamont Grate (* indicates via remote	George Brown, J Charlie Rivenba J		Trent Burrouş *Julia Olson B	<i>.</i>	Mike Forte	Jan Dawson
<b>Members Absent:</b> Walt Eccard						
<b>CFCOG Staff Present:</b> Wes MacLeod Dawn Tucker	Lashauna Parke Maegan Zielinsk	-	Holly Pilson	April F	Radford	Allen Serkin
<b>Guest:</b> Phillip King, RSM US L	LP Mayor G	lenn M	Iarshall	Comm	issioner Ryan M	ſerrill

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

Mr. Burroughs, called the meeting to order & welcomed everyone at 11:16 am. Ms. Dawson gave the invocation and Mr. Forte led the Pledge of Allegiance. The members, staff, and guests introduced themselves.

# Approve FY18/19 Audit

Mr. King from RSM presented the 18/19 audit report. There were no significant items to report. Mr. King addressed questions from the Executive Committee. Mr. Brown moved to approve the audit, and Mr. Forte seconded. The motion carried unanimously.

# **Approval of December 9, 2019 Minutes:**

Mr. Serkin proposed a minor change to the minutes under the Executive Director's Report to reflect the nomination of the at-large Executive Committee members for presentation to the General Membership at the Annual Meeting. Mr. Brown moved to accept the changes and approve the minutes, and Ms. Dawson seconded. The motion carried unanimously.

# **Finance Report:**

Ms. Tucker presented the budget adjustment for the period ending December 31, 2019. There were no questions from the Executive Committee. Ms. Tucker next presented the financial report through December 31, 2019. There were no questions from the Executive Committee. Mr. Brown moved to approve both the budget adjustment and financial report, and Mr. Rivenbark seconded. The motion carried unanimously.

# **Executive Director's Report:**

Mr. Serkin presented a resolution establishing bank signatories to the Executive Committee. There were no questions from the Executive Committee. Mr. Rivenbark moved to approve the resolution and seconded by Mr. Brown. The motion carried unanimously.

Mr. Serkin presented the proposed agenda for the 2020 Annual Meeting. There were no questions from the Executive Committee. Mr. Forte moved to accept the agenda and seconded by Mr. Brown. The motion carried unanimously.

# Mr. Grate joined the meeting at 11:50 am.

Mr. Serkin presented the Annual Meeting's program and timeline. The meeting will start at 6:00 pm, 30 minutes earlier than prior years. There will be no tables on the stage. The head table will be head table in front of the stage.



Mr. Serkin informed the Executive Committee that due to the fact the CFCOG office is full and staff members are doubling up in offices and working in other locations, the CFCOG is leasing additional office space in the adjacent building to accommodate the Workforce Development department.

# **Department Report:**

Ms. Jones presented the Area Agency on Aging report. There were no questions from Executive Committee.

Ms. Zielinski presented the Continuum of Care report. Mr. Zielinski addressed questions from the Executive Committee.

Mr. MacLeod presented the Local Government Services report. There were no questions from the Executive Committee.

Ms. Parker presented the Workforce Development report on behalf of Ms. Brick. Ms. Parker addressed questions from the Executive Committee. Mr. Serkin will have Ms. Brick contact Mr. Brown and Mr. Burroughs in reference to Workforce Development Board questions.

# **Chairman's Comments:**

Mr. Burroughs thanked Mr. Serkin for all his work.

# **Executive Committee Members' Comments:**

There were no comments from the Executive Committee.

# **Next Executive Committee Meeting:**

May 11, 2020 11:00 am

# **Annual Meeting Reminder:**

Thursday, February 27, 2020 6:00 pm, at The Brunswick Center 1010 Stone Chimney Road, Supply, NC

# Adjournment:

Ms. Dawson motioned to adjourn the meeting, and Mr. Brown seconded. The motion carried unanimously. The meeting ended at 12:29 pm.

Respectfully submitted,

April D. Radford, Clerk to the Board

Trent Burroughs, Chairman

# **CAPE FEAR COUNCIL OF GOVERNMENTS**

# Budget Adjustments - through 3/31/19 FY 2019-2020

Departments	Approved Budget	Adjusted Budget	Adjustment Amount
1. Continuum of Care	\$ 331,691	\$ 349,417	\$ 17,726
2. Local Government Services	605,456	606,956	1,500
3. Area Agency on Aging	4,731,388	4,731,388	-
4. Workforce Development	7,906,679	8,016,679	110,000
5. General Fund	32,000	32,000	
Total Expenditures	\$ 13,607,214	\$ 13,736,440	\$ 129,226
6. Administration (Included in 1-4)	\$ 404,972	\$ 404,972	\$-

no change

no change

### Justification for Budget Adjustments

1. Continuum of Care:

Increase due to additional funding for COVID-19 awarded to Good Shepherd Water Quality Planning Grant, Carolina Beach local match pass thru to Contractor

Increase for Florence Disaster funding final award and carryforward more than budgeted

- 2. Local Government Services:
- 3. Area Agency on Aging:
- 4. Workforce Development:

5. General Fund:

6. Administration: no change

Trent Burroughs, Chairperson

Dawn Tucker, Finance Officer

Date

# **CAPE FEAR COUNCIL OF GOVERNMENTS**

# Budget Adjustments - through 4/30/19 FY 2019-2020

Departments	Approved Budget	Adjusted Budget	Adjustment Amount
1. Continuum of Care	\$ 349,417	\$ 349,417	\$0
2. Local Government Services	606,956	606,956	(0)
3. Area Agency on Aging	4,731,388	5,147,021	415,633
4. Workforce Development	8,016,679	8,516,679	500,000
5. General Fund	32,000	32,000	
Total Expenditures	\$ 13,736,440	\$ 14,652,073	\$ 915,633
6. Administration (Included in 1-4)	\$ 404,972	\$ 404,972	\$ -

# **Justification for Budget Adjustments**

- 1. Continuum of Care:
- 2. Local Government Services:
- 3. Area Agency on Aging: Increase due to additional funding from the Families First Act for meals provided to seniors and the annual allotment for fan purchases. 4. Workforce Development: Increase due to COVID-19 Disaster funds
- 5. General Fund:
- 6. Administration:

Trent Burroughs, Chairperson

Dawn Tucker, Finance Officer

Date

# **CAPE FEAR COUNCIL OF GOVERNMENTS**

Cash Balance and

Budget/Expenditure Comparison

# FY 2019-2020 (as of March 31, 2020)

## **Cash Balance**

Cash Balance in Bank	\$ 164,303
North Carolina Cash Management Investments	451,390
Total Cash on Hand	\$ 615,693

# **Budget & Actual Revenues**

	Adjusted		Jul - Mar	R	eserve	R	emaining	Percent
Departments	Budget	F	Revenues	В	alance		Budget	Received
Continuum of Care	\$ 349,417	\$	157,772	\$	70,500	\$	121,145	57%
Local Gov Services	\$ 606,956		182,393		20,000		404,563	31%
Area Agency on Aging	\$ 4,731,388		3,122,761		-		1,608,627	66%
Workforce Development	\$ 8,016,679		2,660,063	2	,697,713		2,658,902	50%
General Fund	32,000		185,427				(153,427)	579%
Total Revenues	\$ 13,736,440	\$	6,308,417	\$ 2	,788,213	\$	4,793,237	58%

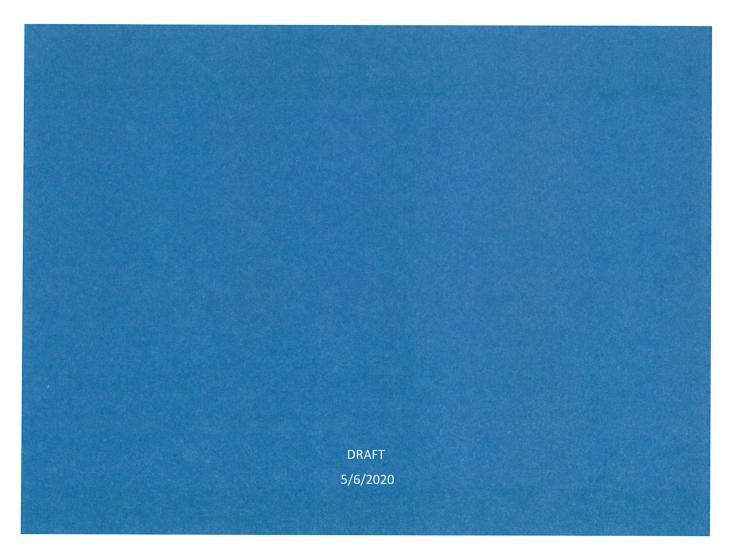
# **Budget & Actual Expenditures**

Departments	Beginning Budget	Jul - Mar Expenditures	Reserve Balance	Remaining Budget	Percent Expended
Continuum of Care	\$ 85,000	\$ 50,305	Dalance	\$ 34,695	59%
ESG - HMIS	222,824	92,627	65,000	65,197	59%
ESG - ADM	19,987	10,654	5,500	3,833	74%
HUD - PLANNING	21,607	13,607	0,000	8,000	63%
Continuum of Care	349,417	167,194	70,500	111,724	60%
Planning Services	177,838	128,034		49,805	72%
Rural Planning Org	233,969	100,341		133,628	43%
MOTSU	5,079	5,079		-	100%
MOTSU Follow Up	45,000	5,377	20,000	19,623	22%
EDA Disaster Recovery	121,785	43,107		78,678	35%
Water Quality Planning Grant	10,154	8,149		2,005	80%
Matthew Recovery Grant	13,130	4,228		8,903	32%
Local Gov Services	606,956	294,314	20,000	292,641	50%
Aging Planning & Admin.	355,115	226,925		128,190	64%
Ombudsman & Elder Abuse	207,721	159,815		47,906	77%
Project Care	103,000	79,801		23,199	77%
Family Caregiver Support	151,782	95,424		56,358	63%
AAA Funds to Counties	3,913,770	2,555,245		1,358,525	65%
Area Agency on Aging	4,731,388	3,117,210	-	1,614,178	66%
WIOA - 2010 - Admin	486,193	202,656	213,620	69,917	74%
WIOA - 2020 - Adult	1,674,929	529,568	642,258	503,103	51%
WIOA - 2030 - Dislocated Worker	1,300,795	407,432	473,624	419,739	49%
WIOA - 2031 - Hurricane Florence D	2,263,963	923,884	501,995	838,083	52%
WIOA - 2040 - Youth	1,814,073	508,030	866,216	439,827	54%
WIOA-2050 Statewide Activities	209,071	38,841		170,231	19%
WIOA-NC Works Innovation Grant	187,905	38,491	-	149,414	20%
WIOA-2060-Finish Line Grant	79,750	15,496	-	64,254	19%
Workforce Development	8,016,679	2,664,397	2,697,713	2,654,568	50%
General Operations	32,000	19,855	-	12,145	62%
General Fund	32,000	19,855	-	12,145	62%
Total Expenditures	\$ 13,736,440	\$ 6,262,970	\$ 2,788,213	\$ 4,685,256	46%
Administration	404,972	296,339		108,633	73%

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

# CAPE FEAR COUNCIL OF GOVERNMENTS

# PROPOSED FISCAL YEAR 2020-2021 BUDGET



# CAPE FEAR COUNCIL OF GOVERNMENTS BUDGET MESSAGE FISCAL YEAR 2020-2021 BUDGET

The staff and I are pleased to present the proposed FY 2020-2021 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 21% reserve, 13% more 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 officer to combine scarce resources into a fullyfunded CFCOG 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:

The total combined appropriation for all funds for FY 20-21 is \$12,482,955 as compared to \$10,639,124 for FY 19-20. Specific changes related to each program are summarized as follows:

Area Agency on Aging......+11%.....+\$484,757 Increase is due to higher State Block Grant allocations resulting from the growing number of persons 60 years old or older in our region. All other smaller programs will continue at similar levels to the prior year. Additional CARES Act funds will be addressed through a budget adjustment once allocations are finalized.

Administrative Overhead (Indirect).....+\$49,693

# CAPE FEAR COUNCIL OF GOVERNMENTS BUDGET MESSAGE FISCAL YEAR 2020-2021 BUDGET

Increase is due to personnel re-allocations related to increased administrative priorities, but program direct charges are reduced accordingly.

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 program funding sources, monitors and auditors. The method allocates expenditures and shared expenses that cannot be directly applied to specific programs.

#### Human Resources (Salaries and Fringe Benefits)

The total of all salaries and fringes is approximately 15% 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 if funds permit. 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 9 of 11)

### **Revenues**:

Federal and state funding levels are projected based on information supplied by various NC departments and divisions. Federal funds are awarded both directly from federal agencies and indirectly as subawards 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 state and federal funds are awarded by the NC Departments of Commerce; Health and Human Services; and Transportation; the NC Office of State Budget and Management; and the US Departments of Housing and Urban Development, Commerce, and Defense.

Local funding is obtained via dues and match payments from member governments. Dues are calculated using a base assessment of \$300 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 and the Rural Transportation Planning Organization and to support regional Local Government Services initiatives. (ref. Membership Assessments sheet 8 of 11)

Local funding is also derived from contracts with member governments for services provided by our Local Government Services staff for a variety of technical assistance products, including land use plans, development ordinance revisions, utility asset management plans, facilitation services, and land use administration services. New sources of revenue via grants and contracts are continually pursued.

Additional local funding is obtained from member governments who participate in the Homeless Continuum of Care, including the following recurring funding commitments: City of Wilmington \$50,000, New Hanover County \$25,000, Brunswick County \$5,150, and Pender County \$5,150. CoC revenues in this budget include an outside agency funding award from New Hanover County for \$24,000, pending final approval of the County budget.

Revenues represented in this budget include a significant amount of pass-through funds paid to county aging services providers and homeless prevention agencies as well as significant funding paid for contracted services, primarily for Workforce Development activities.

# CAPE FEAR COUNCIL OF GOVERNMENTS BUDGET MESSAGE FISCAL YEAR 2020-2021 BUDGET

## 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 our region together to **SEEK REGIONAL SOLUTIONS** so that each member will realize the local benefits of regional cooperation.

Respectively Submitted

Allen Serkin Executive Director

# CAPE FEAR COUNCIL OF GOVERNMENTS FISCAL YEAR 2020-2021 BUDGET ORDINANCE

**WHEREAS**, the Cape Fear Council of Governments (CFCOG) is a regional council of governments organized pursuant to N.C.G.S. 160A-470 through 478;

**WHEREAS**, the CFCOG is designated by the State of North Carolina as the Lead Regional Organization for Region O, serving Brunswick, Columbus, New Hanover, and Pender counties;

WHEREAS, the Executive Committee is the governing board of the CFCOG;

**WHEREAS**, a regional council of governments is a public authority subject to N.C.G.S. 159, Article 3, the Local Government Budget and Fiscal Control Act; and

WHEREAS, N.C.G.S. 159-8(a) requires a public authority to operate under an annual balanced budget ordinance;

**NOW, THEREFORE, BE IT ORDAINED** that Executive Committee of the Cape Fear Council of Governments that the following amounts are hereby appropriated for the operation of said Council of Governments for the fiscal year beginning July 1, 2020 and ending June 30, 2021;

**SECTION 1**: Funds are appropriated according to the attached Cape Fear Council of Governments Fiscal Year 2020-2021 Budget Schedule.

**SECTION 2**: The Budget Officer is hereby authorized to transfer appropriations within any of the parts in the budget schedule referenced in Section 1 without the approval of the Executive Committee.

Adopted this 8th day of June 2020.

Trent Burroughs, Chairman

April D. Radford, Clerk

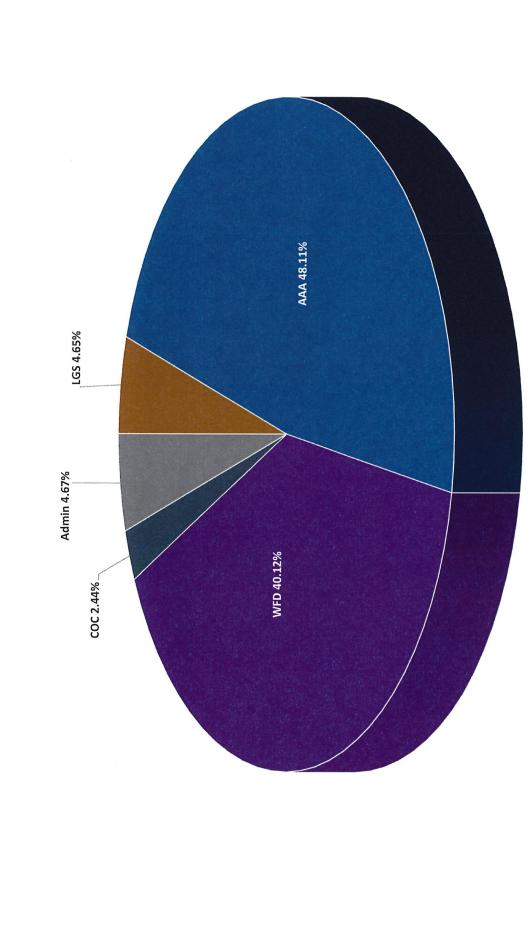
# CAPE FEAR COUNCIL OF GOVERNMENTS FISCAL YEAR 2020-2021 BUDGET SCHEDULE

PART I: Local Gov	ernment Services:		FY 20-21 ORDINANCE
	Expenditures:	Local Government Services	\$ 157,789
		Transportation Planning	283,969
		EDA Disaster Grant	65,000
		DOD MOTSU	40,000
		Department Expenditure	546,758
	Revenues:	Dept. of Transportation	257,175
		Service Contracts	150,000
		EDA/DOD Grants	105,000
		Dues/Match/Other Department Revenue	34,583 <b>546,758</b>
			040,700
PART II: Area Age			
	Expenditures:	Planning & Admin	353,712
		Ombudsman	211,045
		Family Care Giver Support	170,294
		Project Care	109,000
		Contracts	3,905,770
		Department Expenditure	4,749,821
	Revenues:	State/Federal Grant	4,671,772
		Dues/Match Department Revenue	78,049 <b>4,749,821</b>
		Department Revenue	<u> </u>
PART III: Workforc			
	Expenditures:	Administration	304,287
		Adult	1,267,721
		Dislocated Worker	983,774
		Youth	1,359,229
		Hurricane Florence Disaster Grant	587,840
		Statewide Activities	539,942
		Reserve for next Fiscal Year Department Expenditure	1,851,499 <b>6,894,292</b>
	Revenues:	WIOA Funds	
	Kevenues.	Department Revenue	6,894,292 6,894,292
PART IV: Homeles		COC	100 200
	Expenditures:	ESG HMIS	109,300
		PLANNING	122,492 22,677
		ESG Adm	10,614
		Department Expenditure	265,083
	Revenues:	LOCAL	109,300
		ESG-HMIS	122,492
		HUD-Planning	22,677
		ESG Adm	10,614
		Department Revenue	265,083
PART V: General A			
	Expenditures:	Operations	27,000
	-	Department Expenditure	27,000
	Revenues:	Miscellaneous & Dues	27,000
		Department Revenue	27,000
Total Expenditures			\$ 12,482,954
Total Revenues			<u>\$ 12,482,954</u> \$ 12,482,954
			,,,
	Administrative Overh	ead from Programs	444,665

# CAPE FEAR COUNCIL OF GOVERNMENTS **COMPARATIVE BUDGET ANALYSIS** FY 19-20 and 20-21

		FY 19-20	FY 20-21			
	vernment Services:	Budget	Ordinance		\$	%
		¢ 1((170	¢ 157700			
Expenditures:	Local Government Services Transportation Planning	\$ 164,178	\$ 1 <i>57,789</i> 283,969			
		235,969	203,909			
	Misc. Grants EDA Disaster Grant	16,108	45.000			
	MOTSU	125,000	65,000			
	Department Expenditure	20,000 561,255	40,000 <b>546,758</b>	-		
				=		
Revenues:	Dept. of Transportation	209,375	257,175			
	Misc. Grants	141,108	-			
	Service Contracts	155,200	150,000			
		20,000	105,000			
	Dues/Match/Other Department Revenue	35,572 561,255	34,583 <b>546,758</b>	\$	(14,497)	-3
ART II: Area Ag	0.00	001,200	010,700	Ψ	(14,477)	-0
Expenditures:	, , ,					
	Planning & Admin	353,035	353,712			
	Ombudsman	199,613	211,045			
	Family Care Giver Support	139,782	170,294			
	Project Care	103,000	109,000			
	Contracts	3,469,634	3,905,770			
_	Department Expenditure	4,265,064	4,749,821			
Revenues:						
	State/Federal Grant	4,188,154	4,671,772			
	Dues/Match	76,910	78,049		101757	110
ADT III. Workfo	Department Revenue rce Development:	4,265,064	4,749,821		484,757	119
Expenditures:		-	-			
	Administration	263,531	304,287			
	Adult	859,129	1,267,721			
	Dislocated Worker	786,029	983,774			
	Youth	959,116	1,359,229			
	Hurricane Florence Disaster Grant	730,000	587,840			
	Statewide Activities	268,324	539,942			
	Reserve for next Fiscal Year Department Expenditure	<u> </u>	1,851,499 <b>6,894,292</b>			
Revenues:		5,490,225	0,094,292			
	Funds	5,490,223	6,894,292			
	Department Revenue	5,490,223	6,894,292		1,404,069	26%
			6		4	
ART IV: Homele		05.000	100 200			
Expenditures:		85,000	109,300			
		183,348	122,492			
	PLANNING ESG ADM	21,607	22,677			
	Department Expenditure	5,627 295,582	10,614 265,083			
		270,002	200,000			
Revenues:	LOCAL	85,000	109,300			
	HUD-HMIS	183,348	122,492			
	HUD-Planning	21,607	22,677			
	ESG ADM	5,627	10,614			
		295,582	265,083		(30,499)	-10%
ART V: General	Administration:					
Expenditures:	Departure	27,000	27,000			
	Department Expenditure	27,000	27,000			
Revenues	Miscellaneous & Dues	27,000	27,000			
	Department Revenue	27,000	27,000		-	0%
otal Expenditures	-	\$ 10,639,124	\$ 12,482,954			
otal Revenues	=		\$ 12,482,954	\$	1,843,830	170
SIMI KEYCINCS	=	φ τυ,039,124	Ψ Ι 2,402,734	φ	1,043,830	17%
Administrative	Overhead from Programs 23	\$ 394,972	\$ 444,665	\$	49,693	13%





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# CAPE FEAR COUNCIL OF GOVERNMENTS MEMBERSHIP ASSESSMENTS FY 2020-2021

	County/ <u>Municipality</u>	Pop. <u>July '17</u>	Pop. July '18	Pop. <u>Change</u>	Dues/Match <u>20-21</u>	Dues/Match <u>19-20</u>		<u>Change</u>
1	Brunswick Unincorp	67,747	69,956	2,209	\$ 35,812	\$ 34,853	\$	959
2	Bald Head Island	177	182	5	333	332	\$	1
3	Belville	2,227	2,274	47	709	701	\$	8
4	<b>Boiling Spring Lakes</b>	6,719	6,928	209	1,547	1,509	\$	38
5	Bolivia	160	163	3	329	329	\$	-
6	Calabash	1,994	2,031	37	666	659	\$	7
	Carolina Shores	3,681	3,826	145	989	963	\$	26
8	Caswell Beach	452	462	10	383	381	\$	2
	Holden Beach	637	651	14	417	415	\$	2
10	Leland	18,893	20,297	1,404	3,953	3,701	\$	252
11	Navassa	1,867	2,001	134	660	636	\$	24
12	Northwest	840	857	17	454	451	\$	3
13	Oak Island	7,629	7,836	207	1,710	1,673	\$	37
14	Ocean Isle Beach	646	661	15	419	416	\$	3
15	Sandy Creek	294	304	10	355	353	\$	2
16	Shallotte	4,697	4,827	130	1,169	1,145	\$	24
17	Southport	3,481	3,515	34	933	927	\$	6
18	St. James	4,899	5,353	454	1,264	1,182	\$	82
19	Sunset Beach	4,206	4,323	117	1,078	1,057	\$	21
20	Varnamtown	641	656	15	418	415	\$	3
	Brunswick Total	131,887	137,103	5,216	53,598	52,098	\$	1,500
21	Colored and the income	10,170	10 000	(0.50)	24.400	24 512	¢	(0.5)
	Columbus Unincorp	40,479	40,229	(250)	24,488	24,513	\$	(25)
	Boardman	152	152	-	327	327	\$	-
	Bolton	687	684	(3)	423	424	\$	(1)
	Brunswick	1,117	1,082	(35)	495	501	\$	(6)
	Cerro Gordo	196	196	-	335	335	\$	-
	Chadbourn	1,775	1,763	(12)	617	620	\$	(3)
	Fair Bluff	918	913	(5)	464	465	\$	(1)
	Lake Waccamaw	1,473	1,452	(21)	561	565	\$	(4)
	Sandyfield	466	471	5	385	384	\$	1
	Tabor City	4,127	4,292	165	1,073	1,043	\$	30
31	Whiteville	5,259	5,190	(69)	1,234	1,247	\$	(13)
	Columbus Total	56,649	56,424	(225)	30,402	30,424		(22)
32	New Hanover Unincorp	97,556	99,436	1,880	38,176	37,291	\$	885
33	Carolina Beach	6,068	6,142	74	1,406	1,392	\$	14
34	Kure Beach	2,224	2,255	31	706	700	\$	6
35	Wilmington	121,150	121,910	760	22,244	22,107	\$	137
36	Wrightsville Beach	2,503	2,505	2	751	751	\$	-
	New Hanover Total	229,501	232,248	2,747	63,283	62,241		1,042
27	Develop Hote and		F 4 777	-	20.020	20 (70	¢	551
	Pender Unincorp	53,575	54,777	1,202	30,030	29,479	\$	551
	Atkinson	345	351	6	363	362	\$	1
	Burgaw	4,081	4,091	10	1,036	1,035	\$	1
	St. Helena	431	432	1	378	378	\$	- ,
	Surf City(Part)	1,840	1,874	34	637	631	\$	6
	Topsail Beach	409	414	5	375	374	\$	1
	Wallace	-	-	-	-		\$	
44	Watha	224	229	5	341	340	\$	1
	Pender Total	60,905	62,168	1,263	33,160	32,599		561
45	Holly Ridge	1,648	1,825	177	629	597	\$	32
			701	701	* 117	0	\$	441
46	North Topsail Beach	-	781	781	\$ 441	0	φ	441
	North Topsail Beach Wallace	- 3,959	4,025	/81 66	\$ 441 1,025 182,538	1,013	э \$	12

# CAPE FEAR COUNCIL OF GOVERNMENTS HUMAN RESOURCES BUDGET JULY 1, 2020 – JUNE 30, 2021

Position Title	Anniv. Date	Gr	St	FTE	Annual Salary	Fringe Benefits	Total Personnel
Aging Director	02/13/96	22	м	1.00	94,722	31,472	126,194
Aging Program Spec.	06/18/12	9	L	1.00	44,523	22,103	66,626
Ombudsman 2	01/03/17	9	L	1.00	44,523	22,019	66,542
Ombudsman 1	01/03/17	9	J	1.00	44,523	22,017	66,540
Project Care	02/02/07	9	N	1.00	49,859	22,518	72,377
Family Caregiver	03/01/99	10	P	1.00	55,963	24,164	80,127
Aging Program Asst.	Vacant	10	Р	1.00	35,751	20,362	56,113
Adjustment Pool					16,335	3,102	19,437
Workforce Dev. Director	08/01/17	22	С	1.00	74,947	27,763	102,710
Youth Program Mgr.	03/01/01	11	l	1.00	50,243	23,089	73,332
Compliance Accountant	06/19/17	16	I	1.00	61,169	12,359	73,528
Special Projects Mgr.	10/15/18	15	С	1.00	51,516	23,338	74,855
Adult Program Mgr.	06/03/19	11	J	1.00	49,089	22,879	71,968
Program Asst.	01/23/17	6	В	1.00	31,635	19,268	50,903
Business Services Rep.	Vacant	14	с	1.00	46,752	23,590	70,342
Adjustment Pool					16,281	3,111	19,392
COC Director	10/08/18	15	В	1.00	49,089	21,248	70,337
Program Asst.	Vacant	6	В	0.60	18,981	1,545	20,526
Adjustment Pool					3,063	2,117	5,180
Local Got Svcs Director	12/07/15	22	G	1.00	80,099	28,733	108,832
Planner	10/21/19	20	В	1.00	63,863	25,672	89,535
Planner Assistant	Vacant	20	U	0.40	7,500	639	8,139
Adjustment Pool	, acam			0.40	6,334	1,201	
					0,004	1,201	7,535
Executive Director	09/16/13	28	В	1.00	94,880	32,077	126,957
Finance Officer	04/03/17	23	E	1.00	78,083	28,337	106,420
Clerk to the Board	08/01/02	9	D	1.00	39,360	21,033	60,393
Accountant	03/01/17			0.20	37,800	3,031	40,831
Fiscal Support Tech	Vacant	11	в	1.00	40,404	22,011	62,415
Adjustment Pool					11,234	2,124	13,358
TOTALS				00.00	1 000 500		1015 111
TOTALS			. :	22.20	1,298,522	512,921	1,811,444

# CAPE FEAR COUNCIL OF GOVERNMENTS SALARY SCHEDULE - JULY 1, 2020 - JUNE 30, 2021

5/5	-		7	3		•	ŝ		D	7		∞	σ	10	2	11	12		13	14		15	16	Π	17	18		19	20		21	22	Π	23	24	Π	25	26		27	28	Π	G/S
T 10	39,446	1,044	41,443	43,541	45 746	1,906	48,062	2,003	2.104	53,051	2,210	55,737	58,558	10		64,638 2 693					3,123	3 281			86,930 3 622	-		95,955 3.998			1000			116,912 4 871			Color Color			142,445 5 035			_
5	38,484	1,604	40,433 1.685	42,479	44 630	1,860	46,889	40 762	2.053	51,757	2,157	54,377 2 766	57,130	2,38U 60.022	2.501	63,061 2,628	66,253	2,761	69,608 2 000	73,131	3,047	3 201	80,723	3,363	84,810 3 534	89,104	3,713	93,614 3.901					4,524							138,971 5 790			
8	37,546	40C'L	33,440 1.644	41,443	43.541	1,814	45,746	1,300	2,003	50,495	2,104	53,051	55,737	2,322	2.440	61,523 2.563	64,638	2,693	67,910 2 830	71,348	2,973	74,960	78,755	3,281	82,742 3.448	86,930	3,622	91,331 3.805	95,955	3,998	100,812 4 201	105,916	4,413	111,278 4 637	116,912	4,871	122,830 5.118	129,049	5,377	135,582 5,640	142,445	5,935	~
0	36,630	070'1	38,484 1.604	40,433	C2Q11	1,770	44,630	16 880	1,954	49,263	2,053	51,757	54,377	2,200	2,380	60,022 2 501	63,061	2,628	66,253 2 761	69,608	2,900	3,131	76,834	3,201	80,723 3.363	84,810	3,534	89,104 3.713	93,614	3,901	98,354 4.098	103,333	4,306	108,564 4 524	114,060	4,753	119,834 4,993	125,901	5,246	132,275	138,971	5,790	a
4	35,736	01 E46	1,564	39,446	41 443	1,727	43,541	1,014 A5 7A6	1,906	48,062	2,003	50,495 2 104	53,051	55 737	2,322	58,558 2.440	61,523	2,563	64,638 2,693	67,910	2,830	71,348	74,960	3,123	78,755 3.281	82,742	3,448	86,930 3,622	91,331	3,805	95,955 3.998	100,812	4,201	105,916	111,278	4,637	116,912 4.871	122,830	5,118	129,049	135,582	5,649	-
0	34,865	1,433	1,526	38,484	40.433	1,685	42,479	44 630	1,860	46,889	1,954	49,263 2 053	51,757	54.377	2,266	57,130 2,380	60,022	2,501	63,061 7,678	66,253	2,761	69,608 2 900	73,131	3,047	76,834 3.201	80,723	3,363	84,810 3,534	89,104	3,713	93,614 3.901	98,354	4,098	103,333	108,564	4,524	114,060 4.753	119,834	4,993	125,901 5 246	132,275	5,511	0
Z	34,015	71411	1,489	37,546	39,446	1,644	41,443	43 541	1,814	45,746	1,906	48,062 2 003	50,495	53.051	2,210	55,737 2.322	58,558	2,440	61,523 2 563	64,638	2,693	67,910 2 830	71,348	2,973	3.123	78,755	3,281	82,742 3,448	86,930	3,622	91,331 3.805		3,998			4,413		116,912	4,871	122,830 5 118	129,049	5,377	z
M	33,185 1 383	24 26 45	1,453	36,630	38.484	1,604	40,433 1 685	42 479	1,770	44,630	1,860	46,889	49,263	51.757	2,157	54,377 2.266	57,130	2,380	60,022 2.501	63,061	2,628	66,253 2 761	69,608	2,900	73,131 3.047	76,834	3,201	80,723 3,363	84,810	3,534	89,104 3.713	93,614	3,901	98,354	103,333	4,306	108,564 4,524	114,060		119,834			
	32,376	34 045	1,417	35,736	37.546	1,564	39,446 1 644	41 443	1,727	43,541	1,814	45,746	48,062	50.495	2,104	53,051 2.210	55,737	2,322	58,558 2 440	61,523	2,563	64,638 2 693	67,910	2,830	71,348 2.973	74,960	3,123	78,755	82,742	3,448	86,930 3.622	91,331	3,805	95,955 3.998	100,812	4,201	105,916 4,413	111,278	4,637	116,912	122,830	5,118	_
¥	31,586 1.316	33 185	1,383	34,865	36,630	1,526	38,484 1 604	40 433	1,685	42,479	1,770	44,630	46,889	49.263	2,053	51,757 2.157	54,377	2,266	57,130 2 380	60,022	2,501	63,061 2,628	66,253	2,761	69,608 2,900	73,131	3,047	76,834 3,201	80,723	3,363	84,810 3.534	89,104	3,713	93,614 3.901	98,354	4,098	103,333 4,306	108,564	4,524	114,060 4 753	119,834	4,993	×
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## **Cape Fear Council of Governments**

# **Public Notice**

# 2020-2021 Budget Ordinance Public Hearing

The public should take notice that the Executive Director of the Cape Fear Council of Governments (CFCOG), in his capacity as Budget Officer for that agency, has submitted the proposed 2020-2021 Budget Ordinance, along with the Budget Message, to the Executive Committee, the governing board of the CFCOG. The Executive Committee will hold a Public Hearing on **Monday**, **June 8, 2020** at 11:00 A.M. at the office of the CFCOG, located at 1480 Harbour Dr, Wilmington, NC, to receive public comments on the proposed ordinance. It is the intent of the Executive Committee to consider adoption of the proposed ordinance following the hearing. The proposed ordinance is available for public inspection at <u>https://capefearcog.org/home/admindocs/</u> and copies shall be provided in accordance with Chapter 132 of the General Statutes.

April Radford, Clerk to the Board

Newspaper run date:

One day Friday, May 22, 2020 – Star News One day Friday, May 22, 2020 – News Reporter

Contact:

April Radford; <u>aradford@capefearcog.org</u> 910-395-4553 ext. 201

# CAPE FEAR COUNCIL OF GOVERNMENTS RESOLUTION AMENDING PERSONNEL POLICY

**WHEREAS** the Cape Fear Council of Governments (CFCOG) is a regional council of governments organized pursuant to N.C.G.S. sections 160A-470 through 478;

**WHEREAS** the CFCOG is designated by the State of North Carolina as the Lead Regional Organization for Region O, serving Brunswick, Columbus, New Hanover, and Pender counties;

**WHEREAS** the Executive Committee is the governing board of the CFCOG;

**WHEREAS** the Executive Committee is responsible for adoption and amendment of the CFCOG Personnel Policy pursuant to Section II.C of said policy; and

**WHEREAS** the Executive Committee desires to update the CFCOG Personnel Policy with respect to office closures due to inclement weather, emergencies, and other special circumstances;

**NOW, THEREFORE, BE IT RESOLVED** that Executive Committee of the Cape Fear Council of Governments amends the Personnel Policy as follows:

Article X. Terms and Conditions of Employment is amended as follows:

# Section K. Inclement Weather Emergency Closure

During inclement weather, the Cape Fear Council of Governments will follow New Hanover County's opening/closing policy. When the Council of Governments office is officially closed due to inclement weather, the staff will receive administrative leave. If the Council of Governments office is open, but individual employees are unable to return to work due to the aftermath of the weather, the Executive Director may authorize administrative leave. The Executive Director, at his or her discretion, may close the office for special circumstances including inclement weather, declared states of emergency, pandemics, or other extreme circumstances as good judgement and common practice would dictate. During such emergency closures, the Executive Director may grant paid administrative leave to employees or may require employees to perform work duties remotely (telework). If due to the special circumstance an employee is unable to return to work after an emergency closure, whether to the office if the office is open or by telework if the office is closed but employees are working remotely, the employee may use annual leave pursuant to Section XI.A or, on a case-by-case basis, the Executive Director may authorize administrative leave or the use of sick leave.

Adopted this 11th day of May 2020.

Trent Burroughs, Chairman

April D. Radford, Clerk