

## **EXECUTIVE COMMITTEE MEETING**

*Monday, August 10, 2020 • 11:00 A.M.*

### **AGENDA**

- 1. Call to Order, Welcome & Roll Call**
- 2. Invocation & Pledge**
- 3. Approval of Agenda \*\*\***
- 4. Approval Minutes (see attachments) \*\*\***
  - a. May 11, 2020 amended
  - b. June 5, 2020 Special Meeting
  - c. June 8, 2020
  - d. July 7, 2020 Special Meeting
- 5. Finance Reports \*\*\***
  - a. Budget Report (unaudited) through June 30, 2020 (see attachment)
  - b. Budget Adjustments through July 1, 2020 (see attachment)
- 6. Legal services contract (see attachment) \*\*\***
- 7. Personnel Policy amendment (see attachment) \*\*\***
- 8. Position Classification and Pay Plan (see attachment) \*\*\***
- 9. Area Agency on Aging 2020-2024 Area Plan (see attachment) \*\*\***
- 10. Staff Reports**
  - a. Executive Director
  - b. Area Agency on Aging
  - c. Homeless Continuum of Care
  - d. Local Government Services
  - e. Workforce Development
- 11. Chairman & Member Comments**
- 12. Adjourn \*\*\***

**Next Meeting:** Monday, October 12, 2020, 11:00 A.M.

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

*This meeting will be a remote meeting pursuant to N.C.G.S. 166A-19.24. Members of the public are invited to view a live video stream of the meeting at [www.capefearcoq.org/live](http://www.capefearcoq.org/live). Public comments received by email to [main@capefearcoq.org](mailto:main@capefearcoq.org) or by mail to 1480 Harbour Dr, Wilmington, NC, 28401 at least 24 hours prior to the meeting will be presented to the Executive Committee. Copies of the minutes of previous meetings are available upon request. For Further Information Call 910-395-4553.*

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**EXECUTIVE COMMITTEE MEETING**

*May 11, 2020 • 11:00 AM*

**MINUTES (Amended)**

**Executive Committee Present:**

*Teresa Batts	*Trent Burroughs	*Walt Eccard	*Mike Forte	*Jan Dawson
*Lamont Grate	Charlie Rivenbark	*Julia Olson-Boseman		

**Executive Committee Absent:**

George Brown

**General Members Present:**

*Kathy Ashley	*Brenda Bozeman	*John Gunter	*Allen Holden	*Donna Long
*Glenn Marshall	*Ryan Merrill	*Elton Newkirk	*R. Wayne Rowell	

**CFCOG Staff Present:**

*Ginger Brick	Patrick Flanagan	*Jane Jones	*Wes MacLeod
April Radford	Allen Serkin	*Dawn Tucker	*Maegan Zielinski

*This meeting was a remote meeting held during a declared emergency pursuant to N.C.G.S. §166A-19.24. Members and others who participated by simultaneous communication are indicated with an asterisk (\*).*

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**1. Call to Order & Welcome:**

Mr. Burroughs, called the meeting to order & welcomed everyone at 11:32AM.

**2. Invocation & Pledge:**

Mr. Forte gave the invocation and Mr. Rivenbark led the Pledge of Allegiance.

**3. Introduction & Roll Call:**

Mr. Burroughs introduced himself and asked Mr. Serkin to go over meeting etiquette and to do roll call. Mr. Serkin requested an amendment to the agenda; adding 7f Audit Engagement Letter & Contract with RSM to perform 20/21 audit. *Motion by Ms. Dawson, second by Mr. Grate, to approve agenda amendment carried unanimously by following roll call vote. Ayes: Ms. Batts, Mr. Burroughs, Mr. Forte, Mr. Rivenbark, and Ms. Olson-Boseman. Nays: None. Absent: Mr. Brown and Mr. Eccard.*

**4. Resolution Amending Electronic Meeting Participation Policy:**

Mr. Serkin presented the resolution amending the meeting participation policy to the executive committee. There was no discussion. *Motion by Mr. Forte, second by Mr. Grate, to approve policy amendment carried unanimously by roll call vote. Ayes: Ms. Batts, Mr. Burroughs, Ms. Dawson, Mr. Rivenbark, and Ms. Olson-Boseman. Nays: None. Absent: Mr. Brown and Mr. Eccard.*

**5. Public Comments:**

There were no public comments.

**6. Approval of December 9, 2019 & February 10, 2020 Minutes:**

There was no discussion. *Motion by Mr. Rivenbark, second by Ms. Dawson, to approve both sets of minutes carried unanimously by roll call vote. Ayes: Ms. Batts, Mr. Burroughs, Mr. Forte, Mr. Grate, and Ms. Olson-Boseman. Nays: None. Absent: Mr. Brown and Mr. Eccard.*

**7. Finance Reports:**

Ms. Tucker presented the budget adjustments through March 31, 2020 and April 30, 2020. There were no questions from the board. *Motion by Mr. Rivenbark, second by Mr. Grate, to approve both budget adjustments*

*carried unanimously by roll call vote. Ayes: Ms. Batts, Mr. Burroughs, Mr. Forte, Ms. Dawson, and Ms. Olson-Boseman. Nays: None. Absent: Mr. Brown and Mr. Eccard.*

Ms. Tucker presented the Budget Report through March 31, 2020. Mr. Serkin & Ms. Tucker addressed questions from the Executive Committee. *Motion by Mr. Forte, second by Ms. Dawson, to approve budget report carried unanimously by roll call vote. Ayes: Ms. Batts, Mr. Burroughs, Mr. Grate, Mr. Rivenbark and Ms. Olson-Boseman. Nays: None. Absent: Mr. Brown and Mr. Eccard.*

*Mr. Eccard joined the meeting at 11:35 A.M.*

Mr. Serkin and Ms. Tucker presented the proposed FY 2020-2021 Budget to the Executive Committee. There was no discussion.

Mr. Serkin informed the Executive Committee of the newly adopted remote public meeting requirements of Session Law 2020-03 (SB 704) requiring at least 24 hours between a public hearing conducted at a remote meeting and any action on the public hearing item. The Executive Committee discussed the requirement and Mr. Serkin proposed scheduling the budget public hearing for 10 AM on Friday, June 5th, more than 24 hours prior to the regularly-scheduled meeting on June 8th at which the Executive Committee had planned to take action on the proposed budget ordinance. *Motion by Mr. Grate, second by Mr. Rivenbark, to schedule the budget public hearing for 10 AM on June 5<sup>th</sup> carried unanimously by roll call vote. Ayes: Ms. Batts, Mr. Burroughs, Mr. Eccard, Mr. Forte, Ms. Dawson, and Ms. Olson-Boseman. Nays: None. Absent: Mr. Brown.*

#### **8. Resolution Amending Personnel Policy:**

Mr. Serkin presented a resolution amending the personnel policy broadening Section K from “Inclement Weather” to “Emergency Closure”. There were no questions. *Motion by Mr. Rivenbark, second by Mr. Forte, to approve personnel policy amendment carried unanimously by roll call vote. Ayes: Ms. Batts, Mr. Burroughs, Mr. Eccard, Ms. Dawson, Mr. Grate and Ms. Olson-Boseman. Nays: None. Absent: Mr. Brown.*

#### **9. Staff Reports:**

Mr. Serkin presented Executive Directors report to the Executive Committee, discussing changes implemented due to Coronavirus and working remotely. There were no questions.

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

Ms. Zielinski presented the Continuum of Care report. There were no questions.

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

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

#### **10. Chairman & Member Comments:**

Mr. Forte thanks Ms. Radford for putting together the remote meeting. There were no other comments.

#### **11. Adjournment:**

*Motion by Mr. Forte, second by Ms. Dawson, to adjourn the meeting carried unanimously by roll call vote. Ayes: Ms. Batts, Mr. Burroughs, Mr. Eccard, Ms. Dawson, Mr. Grate and Ms. Olson-Boseman. Nays: None. Absent: Mr. Brown.* The meeting ended at 12:30PM.

Respectfully submitted,

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April D. Radford, Clerk to the Board

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Trent Burroughs, Chairman

**EXECUTIVE COMMITTEE SPECIAL MEETING**

*June 5, 2020 • 10:00 AM*

**MINUTES**

**Executive Committee Present:**

*Teresa Batts	*George Brown	Trent Burroughs	*Walt Eccard	*Mike Forte
*Lamont Grate	Charlie Rivenbark			

**Executive Committee Absent:**

Jan Dawson	Julia Olson-Boseman
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**General Members Present:**

*John Gunter	*Allen Holden	*Glenn Marshall	*Ryan Merrill
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**CFCOG Staff Present:**

Patrick Flanagan	April Radford	Allen Serkin	*Dawn Tucker
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**1. Call to Order & Welcome:**

Mr. Burroughs, called the meeting to order & welcomed everyone at 10:13AM.

**2. Invocation & Pledge:**

Mr. Grate gave the invocation and Mr. Forte led the Pledge of Allegiance.

**3. Introduction & Roll Call:**

Mr. Burroughs introduced himself and asked Mr. Serkin to go over meeting etiquette and to do roll call.

**4. Approval of Agenda:**

There was no discussion. Motion by Mr. Grate, second by Mr. Rivenbark, to approve agenda carried unanimously by roll call vote. *Ayes: Ms. Batts, Mr. Brown, Mr. Burroughs, Mr. Eccard, and Mr. Forte. Nays: None. Absent: Ms. Dawson and Ms. Olson-Boseman.*

**5. Public Hearing on Proposed FY 20/21 Budget:**

Motion by Mr. Forte, second by Mr. Grate, to open public hearing carried unanimously by roll call vote. *Ayes: Ms. Batts, Mr. Brown, Mr. Burroughs, Mr. Eccard, and Mr. Forte. Nays: None. Absent: Ms. Dawson and Ms. Olson-Boseman.*

There were no public comments.

Motion by Mr. Rivenbark, second by Mr. Brown, to close public hearing carried unanimously by roll call vote. *Ayes: Ms. Batts, Mr. Burroughs, Mr. Eccard, Mr. Forte, and Mr. Grate. Nays: None. Absent: Ms. Dawson and Ms. Olson-Boseman.*

**6. Adjournment:**

Motion by Mr. Grate, second by Mr. Brown, to adjourn the meeting carried unanimously by roll call vote. *Ayes: Ms. Batts, Mr. Burroughs, Mr. Eccard, Mr. Forte, and Mr. Rivenbark. Nays: None. Absent: Ms. Dawson and Ms. Olson-Boseman.* The meeting ended at 12:30PM.

Respectfully submitted,

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April D. Radford, Clerk to the Board

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Trent Burroughs, Chairman

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**EXECUTIVE COMMITTEE MEETING**

*June 8, 2020 • 11:00 AM*

**MINUTES**

**Executive Committee Present:**

\*Teresa Batts                      \*Trent Burroughs                      \*Walt Eccard                      \*Jan Dawson                      \*Mike Forte  
\*Lamont Grate                      \*Charlie Rivenbark

**Executive Committee Absent:**

George Brown                      Julia Olson-Boseman

**General Members Present:**

\*John Gunter                      \*Allen Holden                      \*Glenn Marshall                      \*Ryan Merrill

**CFCOG Staff Present:**

\*Ginger Brick                      Patrick Flanagan                      \*Jane Jones                      \*Wes MacLeod                      April Radford  
Allen Serkin                      \*Dawn Tucker

This meeting was a remote meeting held during a declared emergency pursuant to N.C.G.S. §166A-19.24. Members and others who participated by simultaneous communication are indicated with an asterisk (\*).

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**1. Call to Order & Welcome:**

Mr. Burroughs, called the meeting to order & welcomed everyone at 11:04AM.

**2. Invocation & Pledge:**

Mr. Rivenbark gave the invocation and Mr. Forte led the Pledge of Allegiance.

**3. Introduction & Roll Call:**

Mr. Burroughs introduced himself and asked Mr. Serkin recognize on site executive committee member, staff and to do roll call of all participating remotely.

**4. Approval of Agenda:**

There was no discussion. Motion by Mr. Eccard, second by Ms. Dawson, to approve agenda carried unanimously by roll call vote. *Ayes: Ms. Batts, Mr. Burroughs, Mr. Forte, and Mr. Rivenbark. Nays: None. Absent: Mr. Brown, Mr. Grate and Ms. Olson-Boseman.*

**5. Public Comments:**

There were no public comments.

**6. Approval of Minutes:**

There was no discussion. Motion by Mr. Rivenbark, second by Mr. Forte, to approve minute carried unanimously by roll call vote. *Ayes: Ms. Batts, Mr. Burroughs, Mr. Eccard, and Ms. Dawson. Nays: None. Absent: Mr. Brown, Mr. Grate and Ms. Olson-Boseman*

**7. Finance Report:**

Ms. Tucker presented the finance report through April 30, 2020 and the budget adjustment through May 31, 2020. There was no discussion. Motion by Mr. Forte, second by Mr. Grate, to approve finance report and budget adjustment carried unanimously by roll call vote. *Ayes: Ms. Batts, Mr. Burroughs, Mr. Eccard, Ms. Dawson, and Mr. Rivenbark. Nays: None. Absent: Mr. Brown and Ms. Olson-Boseman*

*Mr. Grate joined the meeting while Ms. Tucker was presenting finance report at 11:14AM.*

Ms. Tucker presented the FY 20/21 budget Ordinance without changes and requested the executive committee approve ordinance. There was no discussion. Motion by Mr. Rivenbark, seconded by Mr. Eccard to approve budget ordinance carried unanimously by roll call vote. *Ayes: Ms. Batts, Mr. Burroughs, Ms. Dawson, Mr. Forte and Mr. Grate. Nays: None. Absent: Mr. Brown and Ms. Olson-Boseman*

**8. Adoption on the 2019 Records Retention & Disposition Schedule:**

Mr. Serkin presented the records retention & disposition schedule for approval. There was no discussion. Motion by Mr. Grate, seconded by Ms. Dawson to approve records retention & disposition schedule carried unanimously by roll call vote. *Ayes: Ms. Batts, Mr. Burroughs, Mr. Eccard, Mr. Forte and Mr. Rivenbark. Nays: None. Absent: Mr. Brown and Ms. Olson-Boseman*

**9. Staff Reports:**

Mr. Serkin presented the executive director report. Mr. Serkin informed the executive committee of his acceptance to a short-term contract to assist Lake Waccamaw as their interim manager and in the hiring a full-time town manager. Mr. Serkin addressed questions from the executive committee. Mr. Serkin informed the executive committee he will send them emails with recommendation on filling the vacant CFCOG staff positions. Mr. Serkin asked the executive committee for their input and involvement in the review of RFP's and hiring of legal council for the CFCOG and the Executive Committee. There was discussion. Motion by Mr. Rivenbark, seconded by Mr. Grate to appoint the executive committee officers (Mr. Burroughs, Mr. Brown & Mr. Rivenbark) to review the RFP candidate's for legal counsel and present their findings to the entire executive committee at the August 10<sup>th</sup> meeting carried unanimously by roll call vote. *Ayes: Ms. Batts, Mr. Burroughs, Mr. Eccard, Ms. Dawson, and Mr. Forte. Nays: None. Absent: Mr. Brown and Ms. Olson-Boseman.*

Mr. Serkin updated the executive committee on staff working remotely & plans to reopen the office in phases. Mr. Serkin informed the executive committee the CFCOG has an official Facebook page and invited them to like the page. Mr. Serkin informed the executive committee of an economic development/COVID-19 grant. There was no further comments or questions.

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

Mr. MacLeod presented the Local Governments Service report and asked Mr. Flanagan to give a brief RPO report. There were no questions.

Ms. Brick presented the Workforce Development report. There were no questions.

Mr. Serkin presented the Continuum of Care report on behalf of Ms. Zielinski. There were no questions.

**10. Chairman & Member Comments:**

Mr. Eccard informed the executive committee of a letter requesting Governor Cooper to reverse requirement that counties, cities and towns must first apply to FEMA prior to receiving any CARE Act funds (see attached letter) and asked the CFCOG share with all the mayors in the region.

**11. Adjournment:**

Motion by Mr. Rivenbark, second by Ms. Dawson, to adjourn the meeting. The meeting ended at 11:58AM.

Respectfully submitted,

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April D. Radford, Clerk to the Board

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Trent Burroughs, Chairman,



**EXECUTIVE COMMITTEE SPECIAL MEETING**

*July 7, 2020 • 9:00 AM*

**MINUTES**

**Executive Committee Present:**

\*Teresa Batts                      \*George Brown                      \*Jan Dawson                      \*Walt Eccard                      \*Mike Forte  
\*Julia Olson-Boseman      \*Charlie Rivenbark

**Executive Committee Absent:**

Trent Burroughs              Lamont Grate

**CFCOG Staff Present:**

\*Ginger Brick                      Patrick Flanagan                      April Radford                      Allen Serkin                      \*Dawn Tucker

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**1. Call to Order:**

Mr. Brown, called the meeting to order & welcomed everyone at 9:00AM.

Mr. Serkin did roll call and confirmed quorum.

**2. Amendment to FY 2020-2021 Human Resources Budget:**

Mr. Serkin presented the Amendment to FY 2020-2021 Human Resources Budget to the executive committee and explained why the amendment is being requested. Pursuant to the Personnel Policy, the Executive Committee must approve salary changes. There were no questions from the Executive Committee.

Motion by Mr. Rivenbark, second by Mr. Brown, to approve amendment as presented carried unanimously by roll call vote. *Ayes: Ms. Batts, Mr. Brown, Ms. Dawson, Mr. Eccard, Mr. Forte, Ms. Olson-Boseman and Mr. Rivenbark. Nays: None. Absent: Mr. Burroughs and Mr. Grate.*

**3. Adjournment:**

Mr. Rivenbark motioned to adjourn the meeting at 9:06AM.

Respectfully submitted,

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April D. Radford, Clerk to the Board

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George Brown, Vice-Chairman

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# CAPE FEAR COUNCIL OF GOVERNMENTS

## Cash Balance and Budget/Expenditure Comparison FY 2019-2020 (as of June 30, 2020)

**UNAUDITED**

### Cash Balance

Cash Balance in Bank	\$ 116,570
North Carolina Cash Management Investments	445,890
Total Cash on Hand	\$ 562,460

### Budget & Actual Revenues

Departments	Adjusted Budget	Jul - Jun Revenues	Reserve/ Carryforward Balance	Remaining Budget	Percent Received
Continuum of Care	\$ 349,417	\$ 248,075	\$ 94,462	\$ 6,881	97%
Local Gov Services	\$ 606,956	423,673	182,829	454	100%
Area Agency on Aging	\$ 6,645,992	4,958,913	1,568,438	118,641	98%
Workforce Development	\$ 8,516,679	3,782,919	3,570,640	1,163,119	76%
General Fund	32,000	122,741		(90,741)	384%
<b>Total Revenues</b>	<b>\$ 16,151,044</b>	<b>\$ 9,536,321</b>	<b>\$ 5,416,369</b>	<b>\$ 1,289,095</b>	<b>89%</b>

### Budget & Actual Expenditures

Departments	Beginning Budget	Jul - Jun Expenditures	Reserve/ Carryforward Balance	Remaining Budget	Percent Expended
Continuum of Care	\$ 85,000	\$ 75,991		\$ 9,009	89%
ESG - HMIS	222,824	144,587	78,236	0	100%
ESG - ADM	19,987	10,823	9,164	(0)	100%
HUD - PLANNING	21,607	14,545	7,062	(0)	100%
<b>Continuum of Care</b>	<b>349,417</b>	<b>245,947</b>	<b>94,462</b>	<b>9,009</b>	<b>96%</b>
Planning Services	177,838	170,294		7,545	96%
Rural Planning Org	233,969	150,075	71,619	12,275	92%
MOTSU	5,079	5,079		-	100%
MOTSU Follow Up	45,000	6,146	38,854	-	100%
EDA Disaster Recovery	121,785	56,597	65,188	-	100%
Water Quality Planning Grant	10,154	10,154		-	100%
Matthew Recovery Grant	13,130	5,962	7,168	0	100%
<b>Local Gov Services</b>	<b>606,956</b>	<b>404,307</b>	<b>182,829</b>	<b>19,820</b>	<b>95%</b>
Aging Planning & Admin.	355,115	340,822	14,293	(0)	100%
Ombudsman & Elder Abuse	207,721	207,721		-	100%
Project Care	103,000	102,957		43	100%
Family Caregiver Support	129,082	129,082		-	100%
AAA Funds to Counties	5,776,074	4,178,303	1,554,145	43,626	99%
<b>Area Agency on Aging</b>	<b>6,570,992</b>	<b>4,958,885</b>	<b>1,568,438</b>	<b>43,669</b>	<b>99%</b>
WIOA - 2010 - Admin	486,193	263,699	222,494	-	100%
WIOA - 2020 - Adult	1,674,929	818,274	856,655	-	100%
WIOA - 2030 - Dislocated Worker	1,300,795	619,334	681,461	-	100%
WIOA - 2031 - Disaster DLW	2,763,963	1,100,844	500,000	1,163,119	49%
WIOA - 2040 - Youth	1,814,073	717,618	1,096,456	-	100%
WIOA-2050 Statewide Activities	209,071	57,727	151,344	-	100%
WIOA-NC Works Innovation Grant	187,905	187,294	610	0	100%
WIOA-2060-Finish Line Grant	79,750	18,129	61,621	(0)	100%
<b>Workforce Development</b>	<b>8,516,679</b>	<b>3,782,919</b>	<b>3,570,640</b>	<b>1,163,119</b>	<b>76%</b>
General Operations	32,000	20,936	-	11,064	65%
<b>General Fund</b>	<b>32,000</b>	<b>20,936</b>	<b>-</b>	<b>11,064</b>	<b>65%</b>
<b>Total Expenditures</b>	<b>\$ 16,076,044</b>	<b>\$ 9,412,993</b>	<b>\$ 5,416,369</b>	<b>\$ 1,246,681</b>	<b>88%</b>
Administration	404,972	363,727	-	41,245	90%

\*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 7/01/20  
 FY 2020-2021

<u>Departments</u>	<u>Approved Budget</u>	<u>Adjusted Budget</u>	<u>Adjustment Amount</u>
1. Continuum of Care	\$ 265,083	\$ 340,083	\$ 75,000
2. Local Government Services	546,758	539,587	(7,171)
3. Area Agency on Aging	4,749,821	6,303,966	1,554,145
4. Workforce Development	6,894,292	6,556,452	(337,840)
5. General Fund	27,000	27,000	-
Total Expenditures	<u>\$ 12,482,954</u>	<u>\$ 13,767,088</u>	<u>\$ 1,284,134</u>
6. Administration (Included in 1-4)	<u>\$ 444,665</u>	<u>\$ 444,665</u>	<u>\$ -</u>

**Justification for Budget Adjustments**

- |                               |   |
|-------------------------------|---|
| 1. Continuum of Care:         | COVID award for HMIS (award still pending but expect approval)      |
| 2. Local Government Services: | EDA-COVID funds and adjustments for Carryovers from FY 19-20        |
| 3. Area Agency on Aging:      | Increase due to CARES and Families First Carryforward from FY 19-20 |
| 4. Workforce Development:     | Decrease do to NDWG-FLO return and Decrease in NDWG-COVID awarded   |
| 5. General Fund:              | no change   |
| 6. Administration:            | no change   |

Trent Burroughs, Chairperson

Dawn Tucker, Finance Officer

Date

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July 29, 2020

Allen Serkin  
Executive Director  
Cape Fear Council of Governments  
1480 Harbour Drive  
Wilmington, NC 28401

**Re: *Fee Agreement for Legal Services***

Dear Mr. Serkin,

This letter confirms the decision of the Cape Fear Council of Governments (“Council”) to retain the services of our law firm for representation.

Your signature where indicated on the enclosed copy of this letter will confirm the terms of our agreement and our engagement to provide legal services for the Council. Those terms are as follows:

- A. Monthly Retainer: Client agrees to pay a true monthly retainer in the amount of \$1,000.00 as the minimum fee earned. Time billed by the Attorney or Paralegal in excess of the \$1,000.00 shall be billed in accordance with Sections B and C of this Agreement.
- B. Attorney Hourly Rate: Attorneys will be billed at an hourly rate of \$200.00 with time being charged in quarters of an hour.
- C. Paralegal Hourly Rate: Paralegals will be billed on an hourly basis, with time being charged in quarters of an hour, at the rate of \$85.00.
- D. Staffing: Attorneys will use their discretion in staffing, to provide services in the most economical manner possible. Please note that all time spent on your behalf in this matter, including time spent in telephone conversations, will be charged to you. The initials of the person performing the services will be noted on the invoice.
- E. Administrative Costs: In addition to fees for legal services, Attorney will be entitled to payment for “Administrative Costs” incurred for services, including but not limited to: photo copying, messenger and delivery services, fees for computerized research services, long distance telephone, and telecopying. These

costs will be billed at a rate of 5.9% of the total attorney fees on each invoice. In addition, travel (including mileage, parking, air fare, lodging, meals and ground transportation), depositions, court costs, and filing fees will be billed as "Expenses" and listed separately on each invoice, per incident. Client agrees that Client is responsible for all such costs and expenses related to this case. Depending upon the type of case you have, expenses may also include, but are not limited to: medical treatment, charges for medical examinations and reports, the cost of accident and credit reports, hospital records and pictures. Attorney is hereby authorized to charge such expenses and have such expenses billed to Client and Client agrees to pay them promptly. Unless other arrangements are made at the outset, fees and expenses of others will not be paid by Attorney and will be the responsibility of and billed directly to the Client. The firm's policy is to forward to clients for direct payment any expense charges that exceed \$100.00.

- F. Co-counsel: Client agrees that Attorney may retain co-counsel, and Attorney agrees that Client will be consulted concerning co-counsel and any fee arrangements with co-counsel prior to retention of consultation with co-counsel by Attorney.
- G. Invoices: Invoices for legal services rendered and costs advanced or incurred are issued monthly and are payable upon receipt. Interest at the rate of one and a half (1 ½) percent per month will be added to the balance due on amounts that remain unpaid thirty (30) days or more.
- H. Firm's Rights to Terminate and Obligations to Client: If in the firm's opinion this case is such that we are not able to assist you in this matter, then the firm has the right to withdraw without further obligation to you. If the firm does so elect to terminate, we will give reasonable notice of our decision, assist insofar as possible in locating successor counsel, and cooperate in transferring files and the responsibility for your representation. If we do not receive payment from you at any time during this case and such payment becomes more than thirty (30) days past due, we reserve the right to withdraw from this case and from our representation of you subject to the Rules of North Carolina Bar and with the Court's permission.
- I. Client's Rights to Terminate and Obligations to Firm: In the event that you elect for any reason to terminate our services prior to completion of this contract, then we will be entitled to reasonable compensation for our services rendered through the date of termination. You will owe this sum within thirty (30) days after termination. If you so elect to terminate, we will cooperate in transferring files and the responsibility for your representation to you or your new counsel.
- J. Cooperation with Counsel: You agree to cooperate with the firm so that we can perform the legal services efficiently. In particular, you agree to provide us with any relevant records or documents which we may request, to be available upon reasonable notice for consultation, depositions, and court appearances as may be



necessary, to keep us advised of any changes of address or extended absences so that we may communicate readily with you, and otherwise to assist us as we may request. Persistent or repeated failure to cooperate with us will be grounds for the firm to withdraw from further representation of you. No settlement of this case will occur without your express consent.

- K. Designation of Firm to Represent Client: By execution of this agreement, you specifically designate this firm to represent your interest in this dispute and to file suit on your behalf if necessary. As in all cases such as this, no guarantee is made nor is a representation made regarding the likelihood of success.
- L. Members of Firm to Assist with Case: By execution of this agreement, you specifically permit the undersigned attorney and any other member of this firm to represent you in this case.
- M. No Guarantee of Results: We will continuously evaluate this matter and provide our best professional judgment regarding likelihood of success, settlement, recommendations, strategy and tactical decisions. However, you understand that we can in no way guarantee the outcome of this matter or any litigation.
- N. Closing of File: After the conclusion of all activity in this file, you should contact us regarding the return of any original documents and copies of any documentation which you may need. Our files are stored in accordance with State Bar Rules, after which time they may be destroyed at our discretion.
- O. Gramm-Leach-Bliley Act: In accordance with the Gramm-Leach-Bliley Act (Public Law 106-102, Privacy of Consumer Financial Information) and rules promulgated by the FTC, we are required to provide our clients with a statement of our firm's policy with respect to the privacy of client records, especially including financial records. A copy of our firm's policy is attached hereto and incorporated herein by reference.

If you have any questions about the terms of our agreement as set forth in this letter, please call me to discuss them. After you have thoroughly read and reviewed this letter and furthermore satisfied yourself that you understand its provisions, please confirm our agreement by signing and dating this letter and mailing it back to our office at the above address.

We look forward to working with you on this matter.

Sincerely,  
**CRAIGE & FOX, PLLC**

By: \_\_\_\_\_  
Charlotte Noel Fox

Client's Acknowledgment and Agreement

I, Allen Serkin, Executive Director of Cape Fear Council of Governments, acknowledge that I have read and understand the foregoing agreement and, in accordance with this Agreement dated \_\_\_\_\_, 2020, and the unanimous vote of Cape Fear Council of Governments' Executive Committee, I execute this agreement to retain Charlotte Noel Fox, of the firm Craige & Fox, PLLC for the services and on the terms set forth above.

Cape Fear Council of Governments

By: \_\_\_\_\_  
Allen Serkin, Executive Director



Lawrence S. Craige  
Charlotte Noel Fox  
Ashley Michael  
Jennifer M. Roden

701 Market Street  
Wilmington, NC 28401  
Phone: 910-815-0085  
Facsimile: 910-815-1095  
[mail@craigeandfox.com](mailto:mail@craigeandfox.com)

### **PRIVACY POLICY NOTICE**

Attorneys, as providers of certain personal services, are now required by the Gramm-Leach-Bliley Act to inform their clients of their policies regarding privacy of client information. Our law firm understands your concerns as a client for privacy and the need to ensure the privacy of all your information. Your privacy is important to us, and maintaining your trust and confidence is a high priority. Attorneys have been and continue to be bound by professional standards of confidentiality that are even more stringent than those required by such Act. Therefore, we have always protected your right to privacy. The purpose of this notice is to explain our Privacy Policy with regard to personal information about you that we obtain and how we keep that information secure.

### **NONPUBLIC PERSONAL INFORMATION WE COLLECT**

We collect non-public personal information about you that is provided to us by you or obtained by us with your authorization or consent.

WE DO NOT DISCLOSE ANY PERSONAL INFORMATION ABOUT OUR CLIENTS OR FORMER CLIENTS TO ANYONE, EXCEPT AS PERMITTED BY LAW AND ANY APPLICABLE STATE ETHICS RULES.

We do not disclose any non-public personal information about current or former clients obtained in the course of representation of those clients, except as expressly or impliedly authorized by those clients to enable us to effectuate the purpose of our representation or as required or permitted by law or applicable provisions of codes of professional responsibility or ethical rules governing our conduct as attorneys.

### **CONFIDENTIALITY AND SECURITY**

We retain records relating to professional services that we provide so that we are better able to assist you with our professional needs and to comply with professional guidelines or requirements of law. In order to guard your non-public personal information, we maintain physical, electronic, and procedural safeguards that comply with our professional standards.

We pride ourselves in providing you quality legal services. We respect and protect the privacy of those who engage us to perform such services. Please contact us if you have any questions, because your privacy, our professional ethics, and providing you with high quality legal services are important to our firm.

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## MEMORANDUM

**TO:** Executive Committee  
**FROM:** Allen Serkin, Executive Director  
**DATE:** July 31, 2020  
**RE:** Personnel Policy amendment and Position Classification and Pay Plan

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As discussed at our June meeting, the CFCOG Personnel Policy is quite restrictive by requiring that the Executive Committee set the salary for each employee, rather than the range for each position as is more typical. You may recall that our July 7<sup>th</sup> Special Meeting was to amend the Human Resources Budget to increase the Business Engagement Manager salary to allow us to offer the position to a qualified candidate who required more pay than the figure identified in the budget. The special meeting would not have been necessary had the Personnel Policy only provided that the Executive Committee establish salary ranges for each position.

In reviewing the Personnel Policy, it became clear that the Human Resources Budget was intended to be the Position Classification and Pay Plan (Pay Plan) that is referenced in Section XIII and utilizes salary ranges for each approved position. It is unclear when COG practice departed from the approved policy, but the attached proposed Personnel Policy amendments and conversion of the Human Resources Budget to a Position Classification and Pay Plan are intended to reunite COG practice and policy while providing additional hiring flexibility to the Executive Director and maintaining appropriate management oversight by the Executive Committee.

The proposed changes can be summarized as follows:

1. Clarify and modify the roles and responsibilities of the Executive Committee and the Executive Director to become more consistent with the Bylaws and the other sections of the Personnel Policy.
2. Formalize the process of establishing position salary ranges, COLA adjustments, and number of positions through adoption of the Pay Plan.
3. Add projected new temporary full-time positions for approval and reclassify certain positions to be more consistent with peer positions.
4. Give the Executive Director authority to hire temporary and part-time positions without Executive Committee approval where a budget adjustment is not necessary.
5. Give the Executive Director the responsibility to determine FLSA exempt status and remove the list of exempt positions from the Personnel Policy.
6. Enable digital distribution of the Personnel Policy to staff.
7. Fix a few minor technical and formatting errors.

**RECOMMENDATION:** Staff recommends approval of the proposed Personnel Policy amendments and of the proposed Position Classification and Pay Plan.

**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 of the Council's Personnel Policy, last updated on June 20, 2018; and

**WHEREAS** the Executive Committee desires to update the CFCOG Personnel Policy to clarify certain provisions;

**NOW, THEREFORE, BE IT RESOLVED** that Executive Committee of the Cape Fear Council of Governments amends the Personnel Policy pursuant to the attached.

Adopted this 10th day of August 2020.

---

Trent Burroughs, Chairman

---

April D. Radford, Clerk

## I. INTRODUCTION

### *Welcome*

You have been chosen to work with the Cape Fear Council of Governments because your background indicates you may have the motivation, dependability, technical competence, interpersonal skills and ability to communicate that characterize successful Council employees. The “knowledge” of our employees is our product and because the value of this product is often intangible, first rate employees are our most valuable resource. Due to the importance of the work undertaken by the Council, employees are expected to quickly attain a level of high-quality performance. The Council recognizes commitment is required of employees.

This Personnel Policy Manual has been developed to provide you with information concerning the policies and philosophies of the Council. Please read through the Policy Manual and discuss any questions you may have with your immediate supervisor.

With professionalism and a cooperative team effort from all employees, the Council of Governments can continue to grow and prosper. The efforts of our past and present employees have made our record one of pride and accomplishment. We are happy to have you on staff and look forward to your contributions.

~~Chris May:~~ \_\_\_\_\_  
Allen Serkin, \_\_\_\_\_ Executive Director

## II. PERSONNEL POLICIES AND PROCEDURES

### A. Authority for Personnel Action

#### **Executive Committee:**

The Executive Committee is responsible for adoption of ~~shall approve the annual budget and the Position Classification and Pay Plan.~~ The annual budget will include salary levels for each employee position.

The Executive Committee is responsible for appointing, fixing the compensation of, and removing ~~shall appoint, fix salary of, hire and remove the Executive Director.~~

~~The Executive Committee may amend the annual budget and annual program of work during the year as may be necessary to successfully carry out the objectives of the Council. The Executive Committee may change employee salary levels and employee salary ranges during the fiscal year if in their judgement such changes are warranted.~~

~~The Executive Committee Chair shall appoint~~ is responsible for appointing a Personnel Grievance Committee to hear appeals from employees filing grievances if the employees are not satisfied with the decision of the Executive Director

#### **Executive Director:**

~~The Executive Director, acting as the budget officer, directs and oversees the preparation of the proposed annual budget ordinance for consideration by the Executive Committee for final approval. The proposed annual budget shall include recommended salaries for each employee (including vacant positions) and a salary range for each position.~~

The Executive Director is responsible for the supervision of all employees and ~~as to all employees,~~ shall recruit, hire, terminate,



discipline, promote, demote, evaluate and set the number of hours of work. The Executive Director may adjust salaries and provide merit increases as set forth in the approved budget.

The Executive Director is responsible for determining which employees shall be subject to the overtime provisions of FLSA.

~~The Executive Director is responsible for the supervision, direction, and discipline of employees of the Council of Governments.~~

The Executive Director ~~shall administer all of the Administrative and Personnel Policies as approved by the Executive Committee,~~ is responsible for administering this policy and all Executive Orders she/he may determine are necessary with the oversight of the Executive Committee.

## **B. Master and Employee Copies**

1. A "Master Copy" of the Personnel Policy ~~personnel policies~~ will be available in the Clerk's office. The Executive Director will have a Master Copy in his possession and will be responsible for including any amendments in the Master Copy.
2. A copy of the personnel policies will be provided to each employee at the time of employment. The employee shall sign for the copy received to verify receipt. A copy of that acknowledgement shall be kept in the employee's personnel file. A digital version of the Master Copy of the Personnel Policy will be available to employees in a commonly available location.

## **C. Adoption and Amendment**

1. These policies may be amended or completely revised by the Executive Committee. These policies become effective when adopted by the Executive Committee. Policy amendments

shall be dated to reflect the date of Executive Committee approval.

2. Employees will be issued copies of all policy amendments.
3. Staff members may make suggestions for changes in personnel policies and procedures. Proposed changes should be submitted, in writing, to their supervisor who shall present those suggestions to the Executive Director. The Executive Director shall review the recommended changes and may discuss same with the supervisor and the employee, and may convene the CFCOG Management Team to garner their input. Following this process, the Executive Director may accept or reject the recommendations and provide written explanation to the originator and their supervisor of the decision. Should the Executive Director agree to recommend amendments to the Executive Committee, the recommended changes with explanation shall be inserted into the Executive Committee Agenda Package. The proposal must state the existing policy, the proposed changes, and the purpose of the change.

#### **D. Forms**

The Executive Director (or their designee) shall provide procedures and forms necessary for personnel administration and instruct the staff in their proper use.

#### **E. Clarification of Procedures**

When a question arises concerning the application or interpretation of policies or rules, inquiry should be made via the chain of command to the Executive Director before proceeding.

## IV. CLASSIFICATION OF POSITIONS

### A. Classification Definitions

The following classifications of staff are established:

1. For purposes of the Fair Labor Standards Act;
  - a. Non-exempt employees: hourly or salaried employees who receive overtime compensation subject to State and Federal fair wage and hour laws. (This entitlement applies only after forty hours are worked in a seven day period as set forth by the FLSA).
  - b. Exempt employees: salaried personnel ~~listed in Section IV.1.c. below~~, who are exempt from State and Federal fair wage and hour laws.
  - c. ~~The following positions shall be considered EXEMPT:~~
    - ~~Executive Director~~
    - ~~Finance Director~~
    - ~~Compliance Accountant~~
    - ~~WIOA Workforce Director~~
    - ~~WIOA Youth Program/Special Projects Manager~~
    - ~~WIOA Adult Program/NC Works Career Center Coordinator~~
    - ~~WIOA Accountability Specialist~~
    - ~~WIOA Business Services Representative~~
    - ~~AAA Director~~
    - ~~AAA Aging Program Specialist~~
    - ~~AAA Family Caregiver Specialist~~
    - ~~AAA Ombudsman~~
    - ~~AAA Project Care Family Consultant~~
    - ~~Local Government Services Director~~
    - ~~Senior Regional Planner~~
    - ~~COC Program Director~~
    - ~~CFCOG Clerk to the Executive Committee~~

2. For purpose of employment status:

- a. Permanent employees: full or part-time employees who have satisfactorily completed their probationary period and work permanently scheduled hours each work week.
- b. Temporary employees: full or part-time employees being employed for;
  - 1. Hourly work on an as needed basis;
  - 2. Completion of a specific job;
  - 3. A specific time period (includes interns)
- c. Full-time employees: permanent employees who work the standard thirty-seven and one-half (37 ½) hour work week established by the Council.
- d. Part-time employees: permanent employees who are scheduled to work less than twenty-nine (29) hours in a work week established by the Council.
- e. Probationary employees: full or part-time introductory employees who are serving a trial employment period.

**B. Position Descriptions**

Position descriptions have been developed for each job and shall be updated as necessary; a copy of the appropriate position description will be maintained in each employee's personnel file.

### **XIII. CLASSIFICATION AND PAY PLAN**

#### **A. Adoption**

Adoption of the~~The~~ Position Classification and Pay Plan is the responsibility of the Executive Committee.~~set forth in the Annual Budget ordinance.~~

#### **B. Administration of the Position Classification and Pay Plan**

The Executive Director shall be responsible for the administration and maintenance of the ~~p~~Position ~~e~~Classification and Pay ~~p~~Plan so that it will accurately reflect the duties performed by employees in the classes to which their positions are allocated. Program Directors shall be responsible for bringing to the attention of the Executive Director (1) the need for new positions, and (2) material changes in the nature of duties, responsibilities, working conditions, or other factors affecting the classification of any existing positions.

Recommendations to amend the ~~p~~Position ~~e~~Classification and ~~p~~Pay ~~p~~Plan will be made by the Executive Director to the Executive Committee during the annual budget approval time or at any other time during the fiscal year. New full-time permanent positions and salary scales shall be established by the Position Classification and Pay Plan. The Executive Director may add and fix the compensation of new temporary and part-time positions until such positions are incorporated into the Position Classification and Pay Plan.~~only with the approval of the Executive Committee when approving the annual budget or by the Executive Committee during the fiscal year.~~

#### **C. Coverage**

The Position ~~e~~Classification and ~~p~~Pay ~~p~~Plan shall include all full-time permanent employees and may include part-time and temporary classes of positions of the Council.

#### **D. Maintenance of the Position Classification and Pay Plan**

The Executive Director shall be responsible for the development and administration of the Position Classification and Pay Plan. The ~~Pay~~ Plan is intended to provide equitable compensation for all positions when considered in relation to each other, to general rates of pay for similar positions in other Lead Regional Organizations that have similar financial conditions and similar program responsibilities. Comparisons may also be made to member governments, other regional organizations in the area, and the private sector if needed.

#### **E. Administration of and Use of Salary Ranges**

1. The minimum rate established for the class is the normal hiring rate, except in those cases where circumstances appear to warrant appointment at a higher rate. Appointment above the minimum step may be on the recommendation of program administrators with the approval of the Executive Director when deemed necessary in the best interest of the Council. Appointments at above the minimum shall be justified due to knowledge, skills, and abilities that exceed the minimum criteria, and where hiring the over qualified employee will be a value added benefit to the CFCOG. Funds must be available in the budget in order to hire any employees at more than the minimum rate.
2. The salary of probationary employees may be five (5) percent lower than the minimum salary rate, or at the minimum established for their particular position, depending on qualifications. In the case of an employee starting at 5% below, upon successfully completing the six months probationary period, the employee's salary may change to the minimum salary rate established for that position.

## **XIV. COMPENSATION**

### **A. Compensation**

1. Employees will be paid on the 15th and the 30th of each month or the closest working day prior to that date.

### **B. Fair Labor Standards Act (FLSA) Classifications**

#### **Exempt Employees:**

Exempt employees, as defined in the Fair Labor Standards Act, are not eligible for overtime pay or compensatory time. Exempt employees are expected to work a sufficient number of hours to complete their assigned work tasks and cover related evening meetings.

#### **Non-Exempt Employees:**

Non-exempt employees as defined by the Fair Labor Standards Act, shall receive overtime compensation as follows:

1. Non-exempt employees who work more than 40 hours per week shall be awarded 1 ½ hours of paid overtime wages for every hour worked over 40 hours per week
2. Non-exempt employees who wish to work more than 37.5 hours per week must receive written permission from their supervisor.
3. The Executive Director has the authority to modify work schedules in any given work week to avoid having to have an employee work in excess of 40 hours.
4. Department Directors will be responsible for assuring that their employees fully understand the

compensation policy and for planning work schedules to assure compliance with this policy.

- | 57. Department Directors must schedule non-exempt personnel work hours to avoid overtime.
- | 68. For non-exempt employees, conferences, seminars, meetings, etc. will be considered part of the work week only for those that require attendance with the approval of the Executive Director. Compensable time will be determined by the FLSA.
- | 79. Non-exempt employees **shall not** conduct any agency work outside of permanent business hours as this constitutes overtime. Checking emails, making phone calls, preparing correspondence, reviewing work documents, etc. constitute agency work.
- | 810. Non-exempt employees shall not work during lunch hour as this constitutes overtime.



**CAPE FEAR COUNCIL OF GOVERNMENTS  
FISCAL YEAR 2020-2021  
Position Classification and Pay Plan**

Salary ranges assume COLA adjustment

Grade	Position	Dept	Minimum	Maximum	Positions Allocated		
					Perm	Temp	
					FT	FT	PT
6	Program Asst.	WFD	\$ 31,586	\$ 50,495	1.00		
9	Aging Program Spec.	AAA	36,630	58,558	1.00		
9	CARES AAA Program Asst.	AAA	36,630	58,558		1.00	
9	HMIS Program Asst.	COC	36,630	58,558		1.00	
9	Longterm Care Ombudsman	AAA	36,630	58,558	2.00		
9	Project C.A.R.E Coordinator	AAA	36,630	58,558	1.00		
9	Clerk to the Board	ADM	36,630	58,558	1.00		
9	Aging Program Asst.	AAA	36,630	58,558	1.00		
10	Family Caregiver Spec.	AAA	38,484	61,523	1.00		
11	Youth Program Mgr.	WFD	40,433	64,638	1.00		
11	Adult Program Mgr.	WFD	40,433	64,638	1.00		
11	Fiscal Support Tech.	ADM	40,433	64,638	1.00		
11	Planner	LGS	40,433	64,638		1.00	
11	Special Projects Mgr.	WFD	40,433	64,638	1.00		
15	Business Engagement Mgr.	WFD	49,263	78,755	1.00		
15	CoC Director	COC	49,263	78,755	1.00		
15	Compliance Accountant	WFD	49,263	78,755	1.00		
20	Regional Planner	LGS	63,061	100,812	1.00		
22	AAA Director	AAA	69,608	111,278	1.00		
22	Workforce Dev. Director	WFD	69,608	111,278	1.00		
22	Local Gov. Svcs. Director	LGS	69,208	111,278	1.00		
23	Finance Officer	ADM	73,131	116,912	1.00		
28	Executive Director	ADM	93,614	149,657	1.00		
5	CE Program Asst.	COC	16/hr	20/hr			0.50
NA	LGS Interns	LGS	10/hr	20/hr			0.50
NA	Accountant	ADM	-	90/hr			0.22
<b>TOTAL ALLOCATED POSITIONS</b>					<b>21.00</b>	<b>3.00</b>	<b>1.22</b>

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
Trent Burroughs, Chair

\_\_\_\_\_  
April Radford, Clerk

G/S	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	G/S
1	24,191	24,783	25,403	26,022	26,672	27,324	28,010	28,692	29,408	30,127	30,879	31,635	32,426	33,218	34,047	34,879	35,751	36,624	37,540	38,456	1
	1,007.97	1,032.63	1,058.45	1,084.24	1,111.35	1,138.51	1,167.09	1,195.52	1,225.32	1,255.29	1,286.63	1,318.13	1,351.08	1,384.07	1,418.63	1,453.30	1,489.64	1,526.00	1,564.15	1,602.34	
2	25,403	26,022	26,672	27,324	28,010	28,692	29,408	30,127	30,879	31,635	32,426	33,218	34,047	34,879	35,751	36,624	37,540	38,456	39,418	40,404	2
	1,058.45	1,084.24	1,111.35	1,138.51	1,167.09	1,195.52	1,225.32	1,255.29	1,286.63	1,318.13	1,351.08	1,384.07	1,418.63	1,453.30	1,489.64	1,526.00	1,564.15	1,602.34	1,642.40	1,683.50	
3	26,672	27,324	28,010	28,692	29,408	30,127	30,879	31,635	32,426	33,218	34,047	34,879	35,751	36,624	37,540	38,456	39,418	40,404	41,391	42,402	3
	1,111.35	1,138.51	1,167.09	1,195.52	1,225.32	1,255.29	1,286.63	1,318.13	1,351.08	1,384.07	1,418.63	1,453.30	1,489.64	1,526.00	1,564.15	1,602.34	1,642.40	1,683.50	1,724.63	1,766.74	
4	28,010	28,692	29,408	30,127	30,879	31,635	32,426	33,218	34,047	34,879	35,751	36,624	37,540	38,456	39,418	40,404	41,391	42,402	43,461	44,523	4
	1,167.09	1,195.52	1,225.32	1,255.29	1,286.63	1,318.13	1,351.08	1,384.07	1,418.63	1,453.30	1,489.64	1,526.00	1,564.15	1,602.34	1,642.40	1,683.50	1,724.63	1,766.74	1,810.87	1,855.14	
5	29,408	30,127	30,879	31,635	32,426	33,218	34,047	34,879	35,751	36,624	37,540	38,456	39,418	40,404	41,391	42,402	43,461	44,523	45,637	46,751	5
	1,225.32	1,255.29	1,286.63	1,318.13	1,351.08	1,384.07	1,418.63	1,453.30	1,489.64	1,526.00	1,564.15	1,602.34	1,642.40	1,683.50	1,724.63	1,766.74	1,810.87	1,855.14	1,901.52	1,947.98	
6	30,879	31,635	32,426	33,218	34,047	34,879	35,751	36,624	37,540	38,456	39,418	40,404	41,391	42,402	43,461	44,523	45,637	46,751	47,920	49,089	6
	1,286.63	1,318.13	1,351.08	1,384.07	1,418.63	1,453.30	1,489.64	1,526.00	1,564.15	1,602.34	1,642.40	1,683.50	1,724.63	1,766.74	1,810.87	1,855.14	1,901.52	1,947.98	1,996.68	2,045.38	
7	32,426	33,218	34,047	34,879	35,751	36,624	37,540	38,456	39,418	40,404	41,391	42,402	43,461	44,523	45,637	46,751	47,920	49,089	50,316	51,545	7
	1,351.08	1,384.07	1,418.63	1,453.30	1,489.64	1,526.00	1,564.15	1,602.34	1,642.40	1,683.50	1,724.63	1,766.74	1,810.87	1,855.14	1,901.52	1,947.98	1,996.68	2,045.38	2,096.52	2,147.72	
8	34,047	34,879	35,751	36,624	37,540	38,456	39,418	40,404	41,391	42,402	43,461	44,523	45,637	46,751	47,920	49,089	50,316	51,545	52,835	54,125	8
	1,418.63	1,453.30	1,489.64	1,526.00	1,564.15	1,602.34	1,642.40	1,683.50	1,724.63	1,766.74	1,810.87	1,855.14	1,901.52	1,947.98	1,996.6						