

EXECUTIVE COMMITTEE MEETING

Monday, February 8, 2021 • 11:30 A.M.

AGENDA

[Join meeting](#)

Join by phone: [+1-408-418-9388](tel:+14084189388) Meeting Access Code: 132 487 1661
Meeting password: GJveiPjE333 (45834753 from phones and video systems)

- 1. Call to Order, Welcome & Roll Call**
- 2. Invocation & Pledge**
- 3. Approval of Agenda *****
- 4. Approval Minutes (see attachment) *****
 - a. December 14, 2020
- 5. Audit Presentation: Robbie Bittner, PBMAres/RSM (see separate attachment) *****
- 6. Finance Reports**
 - a. Budget Report through December 31, 2020 (see attachment) ***
 - b. Budget Ordinance Amendment (see attachment) ***
 - c. FY 2021 Audit RFP (see attachment)
- 7. 2021 Executive Committee Nominations (see attachment) *****
- 8. 2021 Annual Meeting agenda (see attachment) *****
- 9. 2021 Meeting Schedule Discussion**
- 10. Staff Reports**
 - a. Executive Director
 - i. Contracts Summary (see attachment)
 - 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: Annual General Membership meeting – Thursday, February 25, 2021 at 6:30PM

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

This meeting will be a remote meeting pursuant to SL 2020-3. Members of the public are invited to view a live video stream of the meeting at www.capefearcog.org/live. Public comments received by email to main@capefearcog.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. For further information Call 910-395-4553.

Page Left Blank On Purpose

EXECUTIVE COMMITTEE MEETING

December 14, 2020 • 11:00 AM

MINUTES

Executive Committee Present:

Teresa Batts* George Brown Jan Dawson* Walt Eccard* Mike Forte*
Lamont Grate* Charlie Rivenbark

Executive Committee Absent:

Julia Olson-Boseman

Other General Membership Delegates Present:

Kathy Ashley* John Gunter* Glenn Marshall* Elton Newkirk* Jean Toner*

CFCOG Staff Present:

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

Guest Present:

Charlotte Noel Fox, Atty*

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 ().*

1. Call to Order:

The office of Chair being vacant, Vice-Chair Brown called the meeting to order & welcomed everyone at 11:05AM. Mr. Serkin did roll call and confirmed quorum. *Present: Ms. Batts, Mr. Brown, Ms. Dawson, Mr. Eccard, Mr. Forte, Mr. Grate, and Mr. Rivenbark. Absent: Ms. Olson-Boseman.*

2. Invocation & Pledge:

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

3. Approval of Agenda:

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

4. Approval of Minutes:

There was no discussion. Motion by Mr. Forte, second by Mr. Eccard, to approve October 12, 2020 minutes carried unanimously by roll call vote. *Ayes: Ms. Batts, Mr. Brown, Ms. Dawson, Mr. Eccard, Mr. Forte, Mr. Grate, and Mr. Rivenbark. Nays: None. Absent: Ms. Olson-Boseman.*

5. Resolution Recognizing Trent Burroughs:

Mr. Brown read the resolution and presented it with a certificate of appreciation to the Executive Committee. Motion by Mr. Forte, seconded by Mr. Grate, to approve the resolution and certificate in honor of Mr. Burroughs carried unanimously by roll call vote. *Ayes: Ms. Batts, Mr. Brown, Ms. Dawson, Mr. Eccard, Mr. Forte, Mr. Grate, and Mr. Rivenbark. Nays: None. Absent: Ms. Olson-Boseman.*

6. Chair Vacancy Discussion:

Mr. Rivenbark motioned, second by Mr. Grate, to appoint Mr. Forte as the Chair for the remainder of the term. *Ayes: Ms. Batts, Mr. Brown, Ms. Dawson, Mr. Eccard, Mr. Forte, Mr. Grate, and Mr. Rivenbark. Nays: None. Absent: Ms. Olson-Boseman.*

7. Finance Reports:

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

Mr. Serkin presented the budget ordinance amendment and addressed questions from the Executive Committee. Motion by Mr. Rivenbark, second by Ms. Batts, to approve budget ordinance amendment carried unanimously by roll call vote. *Ayes: Ms. Batts, Mr. Brown, Ms. Dawson, Mr. Eccard, Mr. Forte, Mr. Grate, and Mr. Rivenbark. Nays: None. Absent: Ms. Olson-Boseman.*

Mr. Serkin presented the 2020 Pay Classification Plan clarification and addressed questions from the Executive Committee. Motion by Mr. Eccard, seconded by Mr. Grate, to approve pay plan clarification carried unanimously by roll call vote. *Ayes: Ms. Batts, Mr. Brown, Ms. Dawson, Mr. Eccard, Mr. Forte, Mr. Grate, and Mr. Rivenbark. Nays: None. Absent: Ms. Olson-Boseman.*

Mr. Serkin presented the contract summary to Executive Committee and addressed questions from the Executive Committee. No action taken.

Ms. Tucker presented audit report. Ms. Tucker addressed questions from the Executive Committee. No action taken.

8. 2021 Meeting Schedule:

Mr. Serkin presented proposed 2021 Executive Committee meeting schedule. After discussion a motion by Mr. Forte, second by Mr. Grate to approve the following dates & times were proposed for the 2021 Executive Committee meeting schedule:

Monday, February 8, 2021 11:30AM – Executive Committee meeting

Thursday, February 25, 2021 6:30PM – General Membership meeting (remote)

Monday, May 10, 2021 11:00AM – Executive Committee meeting

Monday, June 14, 2021 11:00AM – Executive Committee meeting - Public Hearing Budget

Monday, August 9, 2021 11:00AM – Executive Committee meeting

Monday, October 11, 2021 11:00AM – Executive Committee meeting

Monday, December 13, 2021 11:00AM – Executive Committee meeting

Ayes: Ms. Batts, Mr. Brown, Ms. Dawson, Mr. Eccard, Mr. Forte, Mr. Grate, and Mr. Rivenbark. Nays: None. Absent: Ms. Olson-Boseman.

9. 2021 Executive Committee Nomination Committee Discussion

Mr. Serkin presented the current Slate of Officers. The Executive Committee discussed the slate of officers for the Executive Committee. No action taken.

10. Staff Report:

Mr. Serkin presented Executive Director report and addressed questions from the Executive Committee. CFCOG to get quotes for COG pay study and request copies of pay scales from other COG's.

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

Ms. Zielinski presented the Homeless 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 and addressed questions from the Executive Committee.

11. Chairman & Member Comments:

Mr. Forte, Mr. Rivenbark, and Mr. Brown wished everyone a Merry Christmas and wished everyone well in the New Year. Mr. Brown thanked the delegates in attendance for joining the meeting and wished all well.



CAPE FEAR
COUNCIL OF GOVERNMENTS
1480 Harbour Drive
Wilmington, NC 28401-7776

12. Adjournment:

Mr. Brown adjourned the meeting at 12:39PM.

Respectfully submitted,

April D. Radford, Clerk to the Board

Mike Forte, Chairman

Page Left Blank On Purpose

CAPE FEAR COUNCIL OF GOVERNMENTS
Cash Balance and
Budget/Expenditure Comparison
FY 2020-2021 (as of December 31, 2020)

Cash Balance

Cash Balance in Bank	\$ 148,347
North Carolina Cash Management Investments	<u>534,971</u>
Total Cash on Hand	\$ 683,319

Budget & Actual Revenues

Departments	Adjusted Budget	Jul - Dec Revenues	Reserve Balance	Remaining Budget	Percent Received
Continuum of Care	\$ 338,352	\$ 127,244	\$ 5,347	\$ 205,760	38%
Local Gov Services	\$ 551,191	166,954	9,000	375,237	31%
Area Agency on Aging	\$ 6,250,034	1,939,550	19,827	4,290,657	31%
Workforce Development	\$ 7,360,881	1,251,489	2,633,968	3,475,424	26%
General Fund	27,000	177,690		(150,690)	658%
Total Revenues	<u>\$ 14,527,457</u>	<u>\$ 3,662,927</u>	<u>\$ 2,668,142</u>	<u>\$ 8,347,078</u>	<u>31%</u>

Budget & Actual Expenditures

Departments	Beginning Budget	Jul - Dec Expenditures	Reserve Balance	Remaining Budget	Percent Expended
Continuum of Care	\$ 85,300	\$ 23,664		\$ 61,636	28%
NHC-Non-County Agency Funding	18,000	7,422		10,578	41%
ESG - CARES	75,000	17,561	5,347	52,092	25%
ESG - HMIS	122,492	84,912		37,580	69%
ESG - ADM	10,614	10,090		524	95%
HUD - PLANNING	26,946	7,179		19,767	27%
Continuum of Care	<u>338,352</u>	<u>150,829</u>	<u>5,347</u>	<u>182,176</u>	<u>45%</u>
Planning Services	159,393	90,791		68,601	57%
Rural Planning Org	205,588	90,910		114,678	44%
MOTSU Follow Up	38,854	764		38,090	2%
EDA Disaster Recovery	65,188	16,789		48,400	26%
EDA CARES	75,000	6,986	9,000	59,014	11%
Matthew Recovery Grant	7,168	4,588		2,581	64%
Local Gov Services	<u>551,191</u>	<u>210,827</u>	<u>9,000</u>	<u>331,364</u>	<u>39%</u>
Aging Planning & Admin.	347,208	177,619		169,590	51%
Ombudsman & Elder Abuse	218,972	99,643		119,329	46%
Project Care	109,000	50,229		58,771	46%
Family Caregiver Support	150,294	55,839		94,455	37%
AAA Funds to Counties	4,045,053	1,599,484		2,445,569	40%
CARES Aging Planning & Admin.	133,393	5,737	19,827	107,829	5%
CARES Ombudsman	27,405	-		27,405	0%
CARES Family Caregiver Support	15,000	15,000		-	100%
CARES AAA Funds to Counties	1,203,709			1,203,709	0%
Area Agency on Aging	<u>6,250,034</u>	<u>2,003,551</u>	<u>19,827</u>	<u>4,226,656</u>	<u>32%</u>
WIOA - Admin	611,798	161,866	232,292	217,640	43%
WIOA - Adult	2,103,957	357,351	858,665	887,942	29%
WIOA - Dislocated Worker	1,484,876	250,432	555,584	678,860	27%
WIOA - NDWG FLO	3,052	3,052	-	-	100%
WIOA - Youth	2,349,857	370,871	912,428	1,066,558	26%
WIOA-2050 Business Services	51,046	51,046		-	100%
WIOA-IFA	223,740	122,682		101,058	55%
WIOA-NDWG COVID	250,000	32,850	75,000	142,150	19%
WIOA-NC Works Innovation Grant	200,610	82,702		117,908	41%
WIOA-Finish Line Grant	81,944	3,100		78,844	4%
Workforce Development	<u>7,360,881</u>	<u>1,435,951</u>	<u>2,633,968</u>	<u>3,290,961</u>	<u>30%</u>
General Operations	27,000	886	-	26,114	3%
General Fund	<u>27,000</u>	<u>886</u>	<u>-</u>	<u>26,114</u>	<u>3%</u>
Total Expenditures	<u>\$ 14,527,457</u>	<u>\$ 3,802,044</u>	<u>\$ 2,668,142</u>	<u>\$ 8,057,272</u>	<u>32%</u>
Administration	444,665	181,564	-	263,101	41%

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

Page Left Blank On Purpose

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

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

WHEREAS, the Council 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 Council;

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 by Executive Committee of the Cape Fear Council of Governments that the budget ordinance for the fiscal year beginning July 1, 2020 and ending June 30, 2021 is hereby amended as follows:

SECTION 1: The following General Fund appropriations and revenues are amended as follows:

		Original Budget	Prior Amended Budget	Amendment	Amended Budget
PART I: Local Government Services:					
Expenditures:	Local Government Services	157,789	159,393		159,393
	Transportation Planning	283,969	205,588		205,588
	EDA Disaster Grant	65,000	65,188		65,188
	EDA COVID		75,000		75,000
	Matthew Recovery		7,168		4,588
	DOD MOTSU	40,000	38,854		38,854
	Department Expenditure	546,758	551,191		548,610
Revenues:	Dept. of Transportation	257,175	178,794		178,794
	Service Contracts	150,000	150,000		150,000
	EDA/DOD Grants	105,000	186,210		183,629
	Dues/Match/Other	34,583	36,187		36,187
	Department Revenue	546,758	551,191		548,610
PART II: Area Agency on Aging:					
Expenditures:	Planning & Admin	353,712	488,543		488,543
	Ombudsman	211,045	238,435		238,435
	Family Care Giver Support	170,294	358,437		358,437
	Project Care	109,000	109,000	(5,000)	104,000
	Contracts	3,905,770	5,055,619	115,732	5,171,351
	Department Expenditure	4,749,821	6,250,034	110,732	6,360,766
Revenues:	State/Federal Grant	4,671,772	6,171,599	110,732	6,282,331
	Dues/Match	78,049	78,435		78,435
	Department Revenue	4,749,821	6,250,034	110,732	6,360,766

PART III: Workforce Development				
Expenditures:	Administration	304,287	374,755	374,755
	Adult	1,267,721	1,245,291	1,245,291
	Dislocated Worker	983,774	929,291	929,291
	Youth	1,359,229	1,437,427	1,437,427
	NDWG-FLO	587,840	3,052	3,052
	NDWG-COVID		250,000	250,000
	Statewide Activities	539,942	557,340	102 557,442
	Reserve for next Fiscal Year	1,851,499	2,563,726	2,563,726
	Department Expenditure	6,894,292	7,360,881	102 7,360,982
Revenues:	WIOA Funds	6,894,292	7,360,880	102 7,360,982
	Department Revenue	6,894,292	7,360,880	102 7,360,982
PART IV: Homeless COC:				
Expenditures:	COC	109,300	103,300	103,300
	ESG-COVID		75,000	75,000
	ESG HMIS	122,492	122,492	117,972 240,464
	PLANNING	22,677	26,945	26,945
	ESG Adm	10,614	10,614	10,864 21,478
	Department Expenditure	265,083	338,351	128,836 467,187
Revenues:	LOCAL	109,300	103,300	103,300
	ESG-COVID		75,000	75,000
	ESG-HMIS	122,492	122,492	117,972 240,464
	HUD-Planning	22,677	26,945	26,945
	ESG Adm	10,614	10,614	10,864 21,478
	Department Revenue	265,083	338,351	128,836 467,187
PART V: General Administration:				
Expenditures:	Operations	27,000	27,000	27,000
	Department Expenditure	27,000	27,000	- 27,000
Revenues:	Miscellaneous & Dues	27,000	27,000	27,000
	Department Revenue	27,000	27,000	- 27,000
Total Expenditures		12,482,954	14,527,457	239,670 14,764,545
Total Revenues		12,482,954	14,527,456	239,670 14,764,545
Administrative Overhead from Programs		444,665	444,665	444,665

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

Adopted this 8th day of February 2021.

Mike Forte, Chair

April D. Radford, Clerk

Time Schedule for Awarding the Contract

RFP Release Date	<i>February 26, 2021</i>
Deadline for RFP Questions *	<i>March 5, 2021 by 5:00 pm</i>
Questions to be Answered No Later Than	<i>March 15, 2021 by 5pm</i>
Deadline for Receipt of Proposals **	<i>March 27, 2021 by 3:00 pm</i> Cape Fear Council of Governments Attn: Dawn Tucker, Finance Officer 1480Harbour Drive Wilmington, NC 28401
Notice of Recommended Firm	<i>April 30, 2021</i>
Executive Committee Approval ***	<i>May 10, 2021</i>

*Any questions should be directed to Dawn Tucker, Finance Officer, dtucker@capefearcog.org.

** Proposals can either be submitted electronically (email) to dtucker@capefearcog.org or on paper by March 27 2021. Envelopes containing proposals on paper should be clearly identified on the front with the words "RESPONSE TO RFP FOR AUDIT SERVICES".

➤ Please note your email should include two separate pdf attachments for sections 1 and 2 Envelopes should include Three copies of the bound proposal (clearly separating section 1 and 2) should be delivered to: Cape Fear Council of Governments Attn: Dawn Tucker, Finance Officer 1480Harbour Drive Wilmington, NC 28401

*** The Finance Office will review the proposals and make a recommendation to the Board of Commissioners on May 10, 2021 at which time the contract will be awarded.

Page Left Blank On Purpose

**Serving
Local
Government in:**

**Brunswick
County**

Bald Head Island
Belville
Boiling Spring Lakes
Bolivia
Calabash
Carolina Shores
Caswell Beach
Holden Beach
Leland
Navassa
Northwest
Oak Island
Ocean Isle Beach
Sandy Creek
Shalotte
Southport
St. James
Sunset Beach

**Columbus
County**

Bolton
Brunswick
Cerro Gordo
Chadborn
Fair Bluff
Lake Waccamaw
Sandyfield
Tabor City
Whiteville

**New Hanover
County**

Carolina Beach
Kure Beach
Wilmington
Wrightsville Beach

**Pender
County**

Atkinson
Burgaw
Surf City
Topsail Beach
Wallace

Executive Committee Nomination Worksheet

Seat	Current Delegate	Nominee
County Delegates (automatic membership)		
Brunswick Co.	Mike Forte	
Columbus Co.	Brent Watts	
New Hanover Co.	Julia Olson-Boseman	
Pender Co.	George Brown	
Municipal Delegates (elected)		
Brunswick Co.	Walt Eccard (Shalotte)	
Columbus Co.	Lamont Grate (Tabor City)	
New Hanover Co.	Charlie Rivenbark (Wilmington)	
Pender Co.	Jan Dawson (Burgaw)	
At-Large	Teresa Batts (Surf City)	
Officers (elected)		
Chair*	Mike Forte	
Vice-Chair	George Brown	
Secretary-Treasurer	Charlie Rivenbark	
NCARC Forum Representative (appointed)		
Forum Representative	Teresa Batts	

* NOTE: Chair must be a county delegate to serve as Chief Elected Official of Cape Fear Workforce Development Consortium

Page Left Blank On Purpose

GENERAL MEMBERSHIP ANNUAL MEETING

Thursday, February 25, 2021 • 6:30 P.M.

AGENDA

- 1. Call to Order, Welcome & Roll Call**
- 2. Invocation & Pledge**
- 3. Approval of Agenda *****
- 4. Approval Minutes (see attachment) *****
 - a. February 27, 2020
- 5. Election of Officers and At-Large Executive Committee members (see attachment) *****
- 6. Public Officials Directory/Annual Report presentation**
- 7. Adjourn**

Next Meeting: Regular Scheduled Executive Committee meeting Monday, May 10, 2021

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

This meeting will be a remote meeting pursuant to SL 2020-3. Members of the public are invited to view a live video stream of the meeting at www.capefearcog.org/live. Public comments received by email to main@capefearcog.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. For further information Call 910-395-4553.

Page Left Blank On Purpose

CFCOG Contracts Entered
12/20/2020 through 2/3/2021

Dept.	Program	Contract Name or Description	Other Party	\$ to CFCOG	\$ to Other Party	\$ to Subgranttee/ Subcontractor	Funding Availability Clause (Y/N)	Prior Reimbursement Clause (Y/N)	CFCOG Matching Funds (Y/N)
AAA	Sr Ctr State Funds	Senior Center General Purpose	New Hanover Co		\$ 10,515.00		Y	N	N
AAA	Sr Ctr State Funds	Senior Center General Purpose	Columbus Co.		\$ 24,535.00		Y	N	N
AAA	EBHP	Title III-D Health Promotion/Dis. Prevention	Pender Adult Serv.		\$ 5,980.00		Y	N	N
AAA	Sr Ctr State Funds	Senior Center General Purpose	Pender Co.		\$ 7,010		Y	N	N
AAA	CARES	CARES Act Legal	Legal Aid NC		\$10,000		Y	N	N
AAA	Legal Aid	Title III Legal	Legal Aid of NC		\$ 20,134.00		Y	N	N
AAA	EBHP	Title III-D Health Promotion/Dis. Prevention	Columbus Co. DOA		\$ 7,052.00		Y	N	N
COC	ESG	Annual Emergency Solution Grant	NC DAAS	\$ 62,316.00		\$ 114,219.00	Y	Y	Y
LGS	LGS	Kure Beach		\$ 35,000.00			N	N	N
WDB	Special	FLG Amendment #1	EDSI				Y	Y	N
WDB	Incumbent Worker	Topsail Montessori Local Incumbent Worker	Topsail Montessori School		\$ 9,980.00		Y	N	N
WDB	Incumbent Worker	Cape Fear Solar Local Incumbent Worker	Cape Fear Solar Systems		\$ 10,000.00		Y	N	N
WDB	Incumber Worker	UPS Store Forum Local Incumbent Worker	UPS Store Forum		\$ 5,750.00		Y	N	N
TOTAL				\$ 97,316.00	\$ 85,226.00	\$ 114,219.00			