

**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 (\*).*

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**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

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**12. Adjournment:**

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

Respectfully submitted,

  
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April D. Radford, Clerk to the Board

  
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Mike Forte, Chairman