

## **EXECUTIVE COMMITTEE MEETING**

*Monday, May 10, 2021 • 11:00 A.M.*

### **AGENDA**

- 1. Call to Order, Welcome & Roll Call**
  - 2. Invocation & Pledge**
  - 3. Approval of Agenda \*\*\***
  - 4. Approval Minutes (*see attachment*) \*\*\***
    - a. February 8, 2021
    - b. March 22, 2021 Special Meeting
  - 5. Finance Reports**
    - a. FY 2020-21 Budget Report through March 31, 2021 (*see attachment*) \*\*\*
    - b. FY 2020-21 Budget Ordinance Amendment (*see attachment*) \*\*\*
    - c. FY 2021-22 Proposed Budget and Pay Plan presentation (*see attachment*)
    - d. Set FY 2021-22 Budget public hearing (*see attachment*) \*\*\*
    - e. Audit Firm Selection (*see attachment*) \*\*\*
  - 6. Staff Reports**
    - a. Executive Director
      - i. Contract Summary (*see attachment*)
    - b. Area Agency on Aging (*see attachment*)
    - c. Homeless Continuum of Care
    - d. Local Government Services
    - e. Workforce Development
  - 7. Forum Update**
  - 8. Closed Session** for personnel matter per NCGS 143-318.11(a)(6)
  - 9. Chairman, Member, and Delegate Comments**
  - 10. Adjourn**
- Next Meeting:** Budget public hearing, TBD; regular meeting Monday, June 14, 2021

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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](http://www.capefearcog.org/live). Public comments received by email to [main@capefearcog.org](mailto: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.*

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**EXECUTIVE COMMITTEE MEETING**

*February 8, 2021 • 11:30 AM*

**MINUTES**

**Executive Committee Present:**

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

**Executive Committee Absent:**

Brent Watts

**Other General Membership Delegates Present:**

Brenda Bozeman*	John Gunter*	Glenn Marshall*	Allen Oliver*	Jean Toner*
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**CFCOG Staff Present:**

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

**Guest Present:**

Robert Bittner*	Charlotte Noel Fox, Atty*
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*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**

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

Mr. Serkin did roll call and confirmed quorum. *Present: Ms. Batts, Mr. Brown, Ms. Dawson, Mr. Eccard, Mr. Forte, Mr. Grate, Ms. Olson-Boseman and Mr. Rivenbark.*

**2. Invocation & Pledge**

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

**3. Approval of Agenda**

Mr. Serkin asked to add 2 items to the agenda. Motion by Mr. Eccard, second by Mr. Rivenbark, to amend and approve the agenda carried unanimously by roll call vote. *Ayes: Ms. Batts, Mr. Brown, Ms. Dawson, Mr. Eccard, Mr. Forte, Mr. Grate, Ms. Olson-Boseman and Mr. Rivenbark. Nays: None. Absent:*

**4. Approval of Minutes**

There was no discussion. Motion by Mr. Rivenbark, second by Mr. Grate, to approve December 14, 2020 minutes carried unanimously by roll call vote. *Ayes: Ms. Batts, Mr. Brown, Ms. Dawson, Mr. Eccard, Mr. Forte, Mr. Grate, Ms. Olson-Boseman and Mr. Rivenbark. Nays: None. Absent: Mr. Watts.*

**5. Audit Presentation: Robbie Bittner, PBMAres/RSM**

Mr. Robert Bittner presented the audit report to the Executive Committee. There were no questions from the board. Motion by Mr. Eccard, seconded by Ms. Batts, to approve the audit report carried unanimously by roll call vote. *Ayes: Ms. Batts, Mr. Brown, Ms. Dawson, Mr. Eccard, Mr. Forte, Mr. Grate, Ms. Olson-Boseman and Mr. Rivenbark. Nays: None. Absent Mr. Watts.*

**6. Finance Report**

Ms. Tucker presented the budget report through December 31, 2020. There were no questions. Ms. Dawson motioned, second by Mr. Brown, to appoint approve the report. *Ayes: Ms. Batts, Mr. Brown, Ms. Dawson, Mr. Eccard, Mr. Forte, Mr. Grate, Ms. Olson-Boseman and Mr. Rivenbark. Nays: None. Absent: Mr. Brent Watts.*

Ms. Tucker presented the budget ordinance amendment. There were no questions. Ms. Dawson motioned, second by Mr. Brown, to appoint approve the report. *Ayes: Ms. Batts, Mr. Brown, Ms. Dawson, Mr. Eccard, Mr. Forte, Mr. Grate, Ms. Olson-Boseman and Mr. Rivenbark. Nays: None. Absent: Mr. Brent Watts.*

Ms. Tucker presented the FY 2021 Audit RPF. Ms. Tucker addressed no questions. No action taken.

#### **7. 2021 Executive Committee Nominations**

Mr. Serkin presented the Executive Committee Nomination Worksheet. After discussion Ms. Olson-Boseman motioned to approve the Municipal Delegates as listed

#### **8. 2021 Annual Meeting agenda**

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 Meeting Schedule 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.

#### **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



**EXECUTIVE COMMITTEE SPECIAL MEETING**

*March 22, 2021 • 11:00 AM*

**MINUTES**

**Executive Committee Present:**

George Brown*	Jan Dawson*	Walt Eccard*	Mike Forte
Lamont Grate*	Charlie Rivenbark*	Brent Watts*	

**Executive Committee Absent:**

Teresa Batts	Julia Olson-Boseman
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**Other General Membership Delegates Present:**

Bill Brennan*	John Gunter*	Glenn Marshall*	Allen Oliver*	Tim Owens*
LeAnn Pierce*				

**CFCOG Staff Present:**

Patrick Flanagan	Wes MacLeod*	April Radford*	Allen Serkin	Dawn Tucker*
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**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 & Roll Call**

Mr. Forte called the meeting to order & welcomed everyone at 11:02AM.

Mr. Serkin did roll call and confirmed quorum. *Present: Mr. Brown, Ms. Dawson, Mr. Eccard, Mr. Forte, Mr. Grate and Mr. Rivenbark. Absent: Ms. Teresa Batts and Ms. Olson-Boseman*

**2. American Rescue Plan discussion**

Mr. Serkin presented the American Rescue Plan to the Executive Committee and turned the meeting over to the Executive Committee for discussion. No action was required, no action taken.

<https://www.ncacc.org/services-for-counties/disaster-preparedness-and-recovery/covid-19-information/american-rescue-plan/>

**3. Adjournment:**

A motion by Mr. Eccard, seconded by Mr. Rivenbark to adjourn the meeting at 11:25AM.

Respectfully submitted,

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April D. Radford, Clerk to the Board

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Mike Forte, Chairman

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# CAPE FEAR COUNCIL OF GOVERNMENTS

## Cash Balance and Budget/Expenditure Comparison FY 2020-2021 (as of March 31, 2021)

### Cash Balance

Cash Balance in Bank	\$ 119,537
North Carolina Cash Management Investments	577,880
Total Cash on Hand	\$ 697,417

### Budget & Actual Revenues

Departments	Adjusted Budget	Jul - Mar Revenues	Reserve Balance	Remaining Budget	Percent Received
Continuum of Care	\$ 467,187	\$ 171,082	\$ 5,347	\$ 290,758	37%
Local Gov Services	\$ 551,191	279,555	9,000	262,636	52%
Area Agency on Aging	\$ 6,360,766	3,364,307	19,827	2,976,632	53%
Workforce Development	\$ 7,460,982	2,270,222	2,528,993	2,661,767	46%
General Fund	27,000	180,752		(153,752)	669%
<b>Total Revenues</b>	<b>\$ 14,867,127</b>	<b>\$ 6,265,918</b>	<b>\$ 2,563,167</b>	<b>\$ 6,191,794</b>	<b>51%</b>

### Budget & Actual Expenditures

Departments	Beginning Budget	Jul - Mar Expenditures	Reserve Balance	Remaining Budget	Percent Expended
Continuum of Care	\$ 85,300	\$ 56,986		\$ 28,314	67%
NHC-Non-County Agency Funding	18,000	11,487		6,513	64%
ESG - CARES	75,000	27,559	5,347	42,095	40%
ESG - HMIS	240,464	81,965		158,499	34%
ESG - ADM	21,478	10,318		11,159	48%
HUD - PLANNING	26,946	11,176		15,770	41%
<b>Continuum of Care</b>	<b>467,187</b>	<b>199,490</b>	<b>5,347</b>	<b>262,350</b>	<b>43%</b>
Planning Services	159,393	137,219		22,173	86%
Rural Planning Org	205,588	147,993		57,595	72%
MOTSU Follow Up	38,854	1,442		37,411	4%
EDA Disaster Recovery	65,188	22,681		42,508	35%
EDA CARES	75,000	16,107	9,000	49,893	24%
Matthew Recovery Grant	7,168	7,168		-	100%
<b>Local Gov Services</b>	<b>551,191</b>	<b>332,610</b>	<b>9,000</b>	<b>209,581</b>	<b>61%</b>
Aging Planning & Admin.	347,208	230,711		116,498	66%
Ombudsman & Elder Abuse	218,972	147,099		71,873	67%
Project Care	104,000	76,678		27,322	74%
Family Caregiver Support	150,294	82,078		68,216	55%
AAA Funds to Counties	4,160,785	2,490,032		1,670,753	60%
CARES Aging Planning & Admin.	133,393	27,641	19,827	85,925	24%
CARES Ombudsman	27,405	1,257		26,148	5%
CARES Family Caregiver Support	15,000	15,000		-	100%
CARES AAA Funds to Counties	1,203,709	308,045		895,664	26%
<b>Area Agency on Aging</b>	<b>6,360,766</b>	<b>3,378,542</b>	<b>19,827</b>	<b>2,962,398</b>	<b>53%</b>
WIOA - Admin	611,798	237,500	232,292	142,006	63%
WIOA - Adult	2,103,957	573,375	858,665	671,918	46%
WIOA - Dislocated Worker	1,484,876	441,466	455,584	587,826	43%
WIOA - IWTG	100,000	23,430		76,570	23%
WIOA - NDWG FLO	3,052	3,052		-	100%
WIOA - Youth	2,349,857	618,583	895,312	835,962	43%
WIOA-2050 Business Services	51,046	51,046		-	100%
WIOA-IFA	223,842	186,037		37,805	83%
WIOA-NDWG COVID	250,000	86,022	87,141	76,837	53%
WIOA-NC Works Innovation Grant	200,610	133,612		66,998	67%
WIOA-Finish Line Grant	81,944	8,212		73,732	10%
<b>Workforce Development</b>	<b>7,460,982</b>	<b>2,362,335</b>	<b>2,528,993</b>	<b>2,569,654</b>	<b>48%</b>
General Operations	27,000	1,466	-	25,534	5%
<b>General Fund</b>	<b>27,000</b>	<b>1,466</b>	<b>-</b>	<b>25,534</b>	<b>5%</b>
<b>Total Expenditures</b>	<b>\$ 14,867,127</b>	<b>\$ 6,274,443</b>	<b>\$ 2,563,167</b>	<b>\$ 6,029,517</b>	<b>51%</b>
Administration	444,665	281,450	-	163,215	63%

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

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**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:

		<b>Original Budget</b>	<b>Prior Amended Budget</b>	<b>Amendment</b>	<b>Amended Budget</b>
<b>PART I: Local Government Services:</b>					
<b>Expenditures:</b>	Local Government Services	157,789	159,393	25,000	184,393
	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		7,168
	DOD MOTSU	40,000	38,854		38,854
	<b>Department Expenditure</b>	<b>546,758</b>	<b>551,191</b>	<b>25,000</b>	<b>576,191</b>
<b>Revenues:</b>	Dept. of Transportation	257,175	178,794		178,794
	Service Contracts	150,000	150,000	25,000	175,000
	EDA/DOD Grants	105,000	186,210		183,629
	Dues/Match/Other	34,583	36,187		36,187
	<b>Department Revenue</b>	<b>546,758</b>	<b>551,191</b>	<b>25,000</b>	<b>576,191</b>
<b>PART II: Area Agency on Aging:</b>					
<b>Expenditures:</b>	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	104,000		104,000
	Contracts	3,905,770	5,171,351	4,824	5,171,351
	<b>Department Expenditure</b>	<b>4,749,821</b>	<b>6,360,766</b>	<b>4,824</b>	<b>6,360,766</b>
<b>Revenues:</b>	State/Federal Grant	4,671,772	6,282,331	4,824	6,282,331
	Dues/Match	78,049	78,435		78,435
	<b>Department Revenue</b>	<b>4,749,821</b>	<b>6,360,766</b>	<b>4,824</b>	<b>6,360,766</b>

<b>PART III: Workforce Development</b>				
<b>Expenditures:</b>	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	(50,000) 1,387,427
	NDWG-FLO	587,840	3,052	3,052
	NDWG-COVID		250,000	250,000
	Statewide Activities	539,942	557,442	557,442
	Reserve for next Fiscal Year	1,851,499	2,563,726	2,563,726
	<b>Department Expenditure</b>	<b>6,894,292</b>	<b>7,360,982</b>	<b>(50,000) 7,310,982</b>
<b>Revenues:</b>	WIOA Funds	6,894,292	7,360,982	(50,000) 7,310,982
	<b>Department Revenue</b>	<b>6,894,292</b>	<b>7,360,982</b>	<b>(50,000) 7,310,982</b>
<b>PART IV: Homeless COC:</b>				
<b>Expenditures:</b>	COC	109,300	103,300	103,300
	ESG-COVID		75,000	75,000
	ESG HMIS	122,492	240,464	240,464
	PLANNING	22,677	26,945	26,945
	ESG Adm	10,614	21,478	21,478
	<b>Department Expenditure</b>	<b>265,083</b>	<b>467,187</b>	<b>467,187</b>
<b>Revenues:</b>	LOCAL	109,300	103,300	103,300
	ESG-COVID		75,000	75,000
	ESG-HMIS	122,492	240,464	240,464
	HUD-Planning	22,677	26,945	26,945
	ESG Adm	10,614	21,478	21,478
	<b>Department Revenue</b>	<b>265,083</b>	<b>467,187</b>	<b>467,187</b>
<b>PART V: General Administration:</b>				
<b>Expenditures:</b>	Operations	27,000	27,000	27,000
	<b>Department Expenditure</b>	<b>27,000</b>	<b>27,000</b>	<b>- 27,000</b>
<b>Revenues:</b>	Miscellaneous & Dues	27,000	27,000	27,000
	<b>Department Revenue</b>	<b>27,000</b>	<b>27,000</b>	<b>- 27,000</b>
<b>Total Expenditures</b>				
		<b>12,482,954</b>	<b>14,527,457</b>	<b>(20,176) 14,739,545</b>
<b>Total Revenues</b>				
		<b>12,482,954</b>	<b>14,527,456</b>	<b>(20,176) 14,739,545</b>
<b>Administrative Overhead from Programs</b>				
		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 10th day of May 2021.

\_\_\_\_\_  
Mike Forte, Chair

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April D. Radford, Clerk




# CAPE FEAR COUNCIL OF GOVERNMENTS

## PROPOSED FISCAL YEAR 2021-2022 BUDGET

DRAFT

5/6/2021



## BUDGET MESSAGE

I am pleased to present the proposed FY 2021-2022 budget for the Cape Fear Council of Governments. As required by North Carolina law, the budget is balanced with projected revenues equal to appropriated expenditures. The budget anticipates a general fund balance equal to 19% of annual operating expenditures, substantially more than the 8% minimum recommended by the Local Government Commission. The Council is in sound fiscal shape with adequate reserves.

Each program director worked with the Finance Director to develop their respective program budgets. This proposed budget document is the result of careful consideration by our staff based on best estimates of program revenues and appropriate expenditures to continue our operations. Overall, the budget reflects conservative revenue projections where final funding allocations are outstanding. Like our member governments, we develop our budget with a view towards providing the highest level of service at the least cost to the taxpayers.

The total proposed appropriation for FY 21-22 is \$13,991,395, representing a \$1.5 million (12%) increase over the \$12,482,955 appropriation proposed for the prior fiscal year. This increase is primarily due to high Workforce Development carryforward funds and special pandemic-related program funding, much of which will be carried forward from the current fiscal year and have been incorporated into the current budget since initial adoption. Specific changes related to each program are summarized as follows:

**Local Government Services (LGS) ..... +7% ..... +\$38,619**

Increase is due to projected growth in fee-for-service technical assistance contracts and grant use.

**Area Agency on Aging (AAA) ..... +8% ..... +\$387,375**

Increase is due to higher formula-based funding allocations for block grant programs due to the growing number of persons 60 years old or older in our region. Non-block grant programs are projected to continue at similar levels to the prior year. Additional American Recovery Plan (ARP) Act funds will be addressed through a budget amendment once allocations are finalized.

**Workforce Development (WD) ..... +13% ..... +\$864,245**

Increase is due to higher-than-projected carryforward amounts from unspent Program Year (PY) 2020 funding. Note that Workforce Innovation and Opportunity Act (WIOA) funds are allocated annually but with two-year spending eligibility. Final state subaward amounts are often delayed until closer to the start of the federal fiscal year in October and will be addressed through a budget amendment once allocations are finalized.

**Homeless Continuum of Care (CoC) ..... +77% ..... +\$203,501**

Increase is due to a second round of CARES Act funding, additional in local funding, increased utilization of HUD planning grant funds, restoration of ESG pass-through funding for partner agencies to prior levels, and appropriation of some fund balance restricted for CoC program use. Note that some CoC funds are allocated based on a calendar year rather than our fiscal year and will be addressed through a budget amendment once awards are finalized.

**General Administration ..... +56% ..... +\$15,000**

Increase is due to proposed one-time professional services expenditures for human resources needs.

**CFCOG Total ..... +12% ... +\$1,508,740**



## BUDGET MESSAGE

### **Administrative Overhead (Indirect Costs) ..... +0%..... +\$2,045**

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.

### **Personnel (Salaries and Fringe Benefits)**

The total of all salaries and fringes is approximately 15% of the total CFCOG budget. A 1.5% cost-of-living salary adjustment for all personnel is included in the proposed budget. In addition, a merit pool for superior performance and longevity pay are proposed pursuant to the Personnel Policy. Any pay adjustments that may occur will follow the October funding finalization if funds permit. Pay classifications are assigned separately by the adopted Position Classification and Pay Plan. A Position Classification and Pay Study is proposed in the budget.

### **Revenues**

The Council is funded primarily through federal and State grants. Federal funds are awarded both directly from federal agencies and indirectly as subawards through State agencies. Variations in grant cycles and funding notice timelines means final funding levels are often not known until October. Certain funding allocations expire annually, and some allow unspent balances to carryforward to subsequent fiscal years. Federal and state funding levels are projected based on a combination of final funding notices supplied by granting agencies and estimates based on prior year funding levels (conservatively estimated until final funding notices are provided).

Federal funds in the proposed budget are awarded directly by the US Department of Housing and Urban Development (HUD); Department of Commerce, Economic Development Agency (EDA); and Department of Defense. State funds and federal subawards in the proposed budget are awarded by the NC Department of Commerce; Department of Health and Human Services; Department of Transportation; and Department of Insurance.

Local funds in the proposed budget are obtained from dues and grant matching funds from member governments and from fee-for-service contracts. Dues are calculated using a base assessment of \$300 plus eighteen cents per capita for municipalities or nine cents per capita (unincorporated) for counties. Local matching funds are assessed to members to meet federal matching requirements for the Area Agency on Aging and the Rural Transportation Planning Organization.

Local funds from fee-for-service contracts include recurring funding commitments to support administrative operations of the Homeless Continuum of Care and non-recurring contracts to provide single-purpose services to member governments. Non-recurring contracts in the proposed budget include outside-agency funding from New Hanover County to support the Homeless Coordinated Entry program and technical assistance contracts for services provided by our Local Government Services staff for a wide variety of services. LGS services to member jurisdictions include major deliverables like land use plans, development ordinance revisions, and utility asset management plans, as well as technical services like facilitation, mapping and land use administration.

## BUDGET MESSAGE

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.

### Summary

This budget reflects a lot of fine tuning to absorb increasing 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 always seek new opportunities 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*

## COMPARATIVE BUDGET ANALYSIS

	FY 20-21 Budget	FY 21-22 Ordinance	Change \$	%
<b>Local Government Services</b>				
Revenues:				
NCDOT	\$257,175	\$204,375		
Service Contracts	150,000	200,704		
Direct Federal Grants	105,000	100,280		
Dues/Match/Other	34,583	80,018		
<b>Department Revenue</b>	<b>546,758</b>	<b>585,377</b>		
Expenditures:				
Local Government Services	157,789	249,128		
Transportation Planning	283,969	235,969		
Disaster Recovery	65,000	70,280		
MOTSU JLUS Implementation	40,000	30,000		
<b>Department Expenditure</b>	<b>546,758</b>	<b>585,377</b>	38,619	7%
<b>Area Agency on Aging</b>				
Revenues:				
State/Federal Funds	4,671,772	5,076,819		
Local Match	78,049	60,377		
<b>Department Revenue</b>	<b>4,749,821</b>	<b>5,137,196</b>		
Expenditures:				
Planning & Administration	353,712	374,904		
LTC Ombudsman Program	211,045	210,972		
Family Caregiver Support Program	170,294	140,113		
Project CARE	109,000	109,000		
Provider Contracts	3,905,770	4,302,207		
<b>Department Expenditure</b>	<b>4,749,821</b>	<b>5,137,196</b>	387,375	8%
<b>Workforce Development</b>				
Revenues:				
WIOA Funds	6,894,293	7,758,538		
<b>Department Revenue</b>	<b>6,894,293</b>	<b>7,758,538</b>		
Expenditures:				
Administration	485,701	676,714		
Adult Program	1,803,376	2,529,762		
Dislocated Worker Program	1,359,299	1,566,920		
Youth Program	2,005,231	2,700,142		
Other	1,240,686	285,000		
<b>Department Expenditure</b>	<b>6,894,293</b>	<b>7,758,538</b>	864,245	13%
<b>Homeless COC</b>				
Revenues:				
Local	109,300	115,300		
HUD-HMIS	122,492	264,458		
HUD-Planning	22,677	63,965		
ESG Administration	10,314	12,316		
CoC Fund Balance	-	12,245		
<b>Department Revenue</b>	<b>264,783</b>	<b>468,284</b>		

## COMPARATIVE BUDGET ANALYSIS

	FY 20-21 Budget	FY 21-22 Ordinance	Change	
			\$	%
Expenditures:				
CoC Administration	109,300	97,545		
Coordinated Entry	-	30,000		
ESG-HMIS	122,492	264,458		
Planning	22,677	63,965		
ESG Administration	10,614	12,316		
<b>Department Expenditure</b>	<b>265,083</b>	<b>468,284</b>	203,201	77%
<b>General Government</b>				
Revenues:				
Miscellaneous & Dues	27,000	42,000		
<b>Department Revenue</b>	<b>27,000</b>	<b>42,000</b>		
Expenditures:	27,000	42,000		
<b>Department Expenditure</b>	<b>27,000</b>	<b>42,000</b>	15,000	56%
<b>Total Revenues</b>	<b>\$12,482,655</b>	<b>\$13,991,395</b>		
<b>Total Expenditures</b>	<b>\$12,482,955</b>	<b>\$13,991,395</b>	<b>\$1,508,440</b>	<b>12%</b>
<b>Administrative Overhead from Programs</b>	<b>\$444,665</b>	<b>\$446,710</b>	<b>\$2,045</b>	<b>0%</b>

# MEMBER ASSESSMENTS

	County/ Municipality	Pop. July '18	Pop. July '19	Pop. Change	Dues/Match 21-22	Dues/Match 20-21	Change
1	Brunswick County	69,956	71,882	1,926	\$36,334	35,812	\$522
2	Bald Head Island	182	187	5	334	333	1
3	Belville	2,274	2,340	66	721	709	12
4	Boiling Spring Lakes	6,928	7,200	272	1,596	1,547	49
5	Bolivia	163	173	10	331	329	2
6	Calabash	2,031	2,085	54	675	666	9
7	Carolina Shores	3,826	3,992	166	1,019	989	30
8	Caswell Beach	462	475	13	386	383	3
9	Holden Beach	651	675	24	422	417	5
10	Leland	20,297	22,610	2,313	4,370	3,953	417
11	Navassa	2,001	2,131	130	684	660	24
12	Northwest	857	879	22	458	454	4
13	Oak Island	7,836	8,089	253	1,756	1,710	46
14	Ocean Isle Beach	661	687	26	424	419	5
15	Sandy Creek	304	315	11	357	355	2
16	Shallotte	4,827	4,979	152	1,196	1,169	27
17	Southport	3,515	3,635	120	954	933	21
18	St. James	5,353	5,677	324	1,322	1,264	58
19	Sunset Beach	4,323	4,481	158	1,107	1,078	29
20	Varnamtown	656	677	21	422	418	4
Brunswick Total		137,103	143,169	6,066	54,868	53,598	1,270
21	Columbus County	40,229	40,221	(8)	24,367	24,488	(121)
22	Boardman	152	151	(1)	327	327	-
23	Bolton	684	570	(114)	403	423	(20)
24	Brunswick	1,082	1,098	16	498	495	3
25	Cerro Gordo	196	193	(3)	335	335	-
26	Chadbourn	1,763	1,751	(12)	615	617	(2)
27	Fair Bluff	913	907	(6)	463	464	(1)
28	Lake Waccamaw	1,452	1,451	(1)	561	561	-
29	Sandyfield	471	474	3	385	385	-
30	Tabor City	4,292	4,268	(24)	1,068	1,073	(5)
31	Whiteville	5,190	5,163	(27)	1,229	1,234	(5)
Columbus Total		56,424	56,247	(177)	30,251	30,402	(151)
32	New Hanover County	99,436	99,271	(165)	37,821	38,176	(355)
33	Carolina Beach	6,142	6,152	10	1,407	1,406	1
34	Kure Beach	2,255	2,261	6	707	706	1
35	Wilmington	121,910	122,891	981	22,420	22,244	176
36	Wrightsville Beach	2,505	2,487	(18)	748	751	(3)
New Hanover Total		232,248	233,062	814	63,103	63,283	(180)
37	Pender County	54,777	55,723	946	30,226	30,030	196
38	Atkinson	351	357	6	364	363	1
39	Burgaw	4,091	4,087	(4)	1,036	1,036	-
40	St. Helena	432	434	2	378	378	-
41	Surf City	1,874	1,902	28	642	637	5
42	Topsail Beach	414	418	4	375	375	-
43	Wallace	-	-	-	-	-	-
44	Watha	229	232	3	342	341	1
Pender Total		62,168	63,153	985	33,363	33,160	203
45	Holly Ridge	1,825	1,980	155	656	629	27
46	N. Topsail Beach	781	796	15	443	441	2
47	Wallace	4,025	3,963	(62)	1,013	1,025	(12)
Affiliate Members		6,631	6,739	108	2,112	2,095	17
GRAND TOTAL		494,574	502,370	7,796	\$183,697	182,538	\$1,159

**CAPE FEAR COUNCIL OF GOVERNMENTS  
FISCAL YEAR 2021-2022 BUDGET ORDINANCE**

**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 and 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, requiring that the Council operate under an annual balanced budget ordinance, that the budget and budget message be presented to the governing board not later than June 1, and that a public hearing be held prior to adoption; and

**WHEREAS**, the Executive Committee held a properly noticed public hearing on the budget ordinance on June 7, 2021;

**NOW, THEREFORE, BE IT ORDAINED** by 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, 2021 and ending June 30, 2022;

**SECTION 1:** Funds are appropriated in the general fund as follows:

General Fund

Revenues by Source:

Federal	\$93,965
Federal/State Passthrough	13,338,523
State	48,263
Member Assessments	42,000
Local Aging Share	60,377
Local RPO Share	80,018
Local CoC Share	115,300
Fee-For-Service	200,704
Appropriated Fund Balance	12,245
General Fund Total Revenues	<u><u>\$13,991,395</u></u>

Expenditures by Department:

Local Governments Services	\$585,377
Aging Services	5,137,196
Workforce Development	7,758,538
Homeless Continuum of Care	468,284
General Government	42,000
General Fund Total Expenditures	<u><u>\$13,991,395</u></u>

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

Adopted this 7th day of June 2021.

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Mike Forte, Chairman

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April D. Radford, Clerk

DRAFT

CAPE FEAR COUNCIL OF GOVERNMENTS

PROPOSED  
POSITION CLASSIFICATION AND PAY PLAN  
FISCAL YEAR 2021-2022

DRAFT  
5/10/2021



**CAPE FEAR COUNCIL OF GOVERNMENTS**  
**FY 2021-2022 Position Classification and Pay Plan**

Salary ranges assume COLA adjustment

Grade	Position	Dept	Minimum	Maximum	Positions Allocated		
					Perm	Temp	
					FT	FT	PT
5	CE Program Asst.	COC	16/hr	20/hr			0.75
9	WFD Program Asst.	WFD	\$ 37,180	\$ 59,437	1.00		
9	Aging Program Asst.	AAA	\$ 37,180	\$ 59,437	1.00		
9	CARES AAA Program Asst.	AAA	\$ 37,180	\$ 59,437		1.00	
9	Clerk to the Board	ADM	\$ 37,180	\$ 59,437	1.00		
9	HMIS Program Asst.	COC	\$ 37,180	\$ 59,437		1.00	
11	Family Caregiver Spec.	AAA	\$ 41,039	\$ 65,608	1.00		
11	Aging Program Spec.	AAA	\$ 41,039	\$ 65,608	1.00		
11	Longterm Care Ombudsman	AAA	\$ 41,039	\$ 65,608	2.00		
11	Project C.A.R.E Coordinator	AAA	\$ 41,039	\$ 65,608	1.00		
11	Fiscal Support Tech.	ADM	\$ 41,039	\$ 65,608	1.00		
11	Planner	LGS	\$ 41,039	\$ 65,608	1.00		
11	Adult Program Mgr.	WFD	\$ 41,039	\$ 65,608	1.00		
11	Special Projects Mgr.	WFD	\$ 41,039	\$ 65,608	1.00		
11	Youth Program Mgr.	WFD	\$ 41,039	\$ 65,608	1.00		
15	CoC Director	COC	\$ 50,002	\$ 79,963	1.00		
15	Business Engagement Mgr.	WFD	\$ 50,002	\$ 79,963	1.00		
15	WFD Compliance Mgr.	WFD	\$ 50,002	\$ 79,963	1.00		
18	WFD Assistant Director	WFD	\$ 57,988	\$ 92,702	1.00		
20	Regional Planner	LGS	\$ 64,007	\$ 102,325	1.00		
22	AAA Director	AAA	\$ 70,652	\$ 112,948	1.00		
22	Local Gov. Svcs. Director	LGS	\$ 70,652	\$ 112,948	1.00		
22	Workforce Dev. Director	WFD	\$ 70,652	\$ 112,948	1.00		
23	Finance Officer	ADM	\$ 74,229	\$ 118,666	1.00		
28	Executive Director	ADM	\$ 95,019	\$ 151,903	1.00		
NA	Accountant	ADM	-	90/hr			0.35
NA	LGS Interns	LGS	10/hr	20/hr			0.15
<b>TOTAL ALLOCATED POSITIONS</b>					<b>23.00</b>	<b>2.00</b>	<b>1.25</b>

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

BY:

ATTEST:

\_\_\_\_\_  
Mike Forte, Chair

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

**CAPE FEAR COUNCIL OF GOVERNMENTS**  
**SALARY SCHEDULE - JULY 1, 2021 - JUNE 30, 2022**

**FY2021-2022 Salary Matrix with 1.5% COLA**

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	25,045 1,044	25,671 1,070	26,313 1,096	26,971 1,124	27,645 1,152	28,336 1,181	29,045 1,210	29,771 1,240	30,515 1,271	31,278 1,303	32,060 1,336	32,861 1,369	33,683 1,403	34,525 1,439	35,388 1,475	36,273 1,511	37,180 1,549	38,109 1,588	39,062 1,628	40,038 1,668	1
2	26,313 1,096	26,971 1,124	27,645 1,152	28,336 1,181	29,045 1,210	29,771 1,240	30,515 1,271	31,278 1,303	32,060 1,336	32,861 1,369	33,683 1,403	34,525 1,439	35,388 1,475	36,273 1,511	37,180 1,549	38,109 1,588	39,062 1,628	40,038 1,668	41,039 1,710	42,065 1,753	2
3	27,645 1,152	28,336 1,181	29,045 1,210	29,771 1,240	30,515 1,271	31,278 1,303	32,060 1,336	32,861 1,369	33,683 1,403	34,525 1,439	35,388 1,475	36,273 1,511	37,180 1,549	38,109 1,588	39,062 1,628	40,038 1,668	41,039 1,710	42,065 1,753	43,117 1,797	44,195 1,841	3
4	29,045 1,210	29,771 1,240	30,515 1,271	31,278 1,303	32,060 1,336	32,861 1,369	33,683 1,403	34,525 1,439	35,388 1,475	36,273 1,511	37,180 1,549	38,109 1,588	39,062 1,628	40,038 1,668	41,039 1,710	42,065 1,753	43,117 1,797	44,195 1,841	45,300 1,887	46,432 1,935	4
5	30,515 1,271	31,278 1,303	32,060 1,336	32,861 1,369	33,683 1,403	34,525 1,439	35,388 1,475	36,273 1,511	37,180 1,549	38,109 1,588	39,062 1,628	40,038 1,668	41,039 1,710	42,065 1,753	43,117 1,797	44,195 1,841	45,300 1,887	46,432 1,935	47,593 1,983	48,783 2,033	5
6	32,060 1,336	32,861 1,369	33,683 1,403	34,525 1,439	35,388 1,475	36,273 1,511	37,180 1,549	38,109 1,588	39,062 1,628	40,038 1,668	41,039 1,710	42,065 1,753	43,117 1,797	44,195 1,841	45,300 1,887	46,432 1,935	47,593 1,983	48,783 2,033	50,002 2,083	51,253 2,136	6
7	33,683 1,403	34,525 1,439	35,388 1,475	36,273 1,511	37,180 1,549	38,109 1,588	39,062 1,628	40,038 1,668	41,039 1,710	42,065 1,753	43,117 1,797	44,195 1,841	45,300 1,887	46,432 1,935	47,593 1,983	48,783 2,033	50,002 2,083	51,253 2,136	52,534 2,189	53,847 2,244	7
8	35,388 1,475	36,273 1,511	37,180 1,549	38,109 1,588	39,062 1,628	40,038 1,668	41,039 1,710	42,065 1,753	43,117 1,797	44,195 1,841	45,300 1,887	46,432 1,935	47,593 1,983	48,783 2,033	50,002 2,083	51,253 2,136	52,534 2,189	53,847 2,244	55,193 2,300	56,573 2,357	8
9	37,180 1,549	38,109 1,588	39,062 1,628	40,038 1,668	41,039 1,710	42,065 1,753	43,117 1,797	44,195 1,841	45,300 1,887	46,432 1,935	47,593 1,983	48,783 2,033	50,002 2,083	51,253 2,136	52,534 2,189	53,847 2,244	55,193 2,300	56,573 2,357	57,988 2,416	59,437 2,477	9
10	39,062 1,628	40,038 1,668	41,039 1,710	42,065 1,753	43,117 1,797	44,195 1,841	45,300 1,887	46,432 1,935	47,593 1,983	48,783 2,033	50,002 2,083	51,253 2,136	52,534 2,189	53,847 2,244	55,193 2,300	56,573 2,357	57,988 2,416	59,437 2,477	60,923 2,538	62,446 2,602	10
11	41,039 1,710	42,065 1,753	43,117 1,797	44,195 1,841	45,300 1,887	46,432 1,935	47,593 1,983	48,783 2,033	50,002 2,083	51,253 2,136	52,534 2,189	53,847 2,244	55,193 2,300	56,573 2,357	57,988 2,416	59,437 2,477	60,923 2,538	62,446 2,602	64,007 2,667	65,608 2,734	11
12	43,117 1,797	44,195 1,841	45,300 1,887	46,432 1,935	47,593 1,983	48,783 2,033	50,002 2,083	51,253 2,136	52,534 2,189	53,847 2,244	55,193 2,300	56,573 2,357	57,988 2,416	59,437 2,477	60,923 2,538	62,446 2,602	64,007 2,667	65,608 2,734	67,248 2,802	68,929 2,872	12
13	45,300 1,887	46,432 1,935	47,593 1,983	48,783 2,033	50,002 2,083	51,253 2,136	52,534 2,189	53,847 2,244	55,193 2,300	56,573 2,357	57,988 2,416	59,437 2,477	60,923 2,538	62,446 2,602	64,007 2,667	65,608 2,734	67,248 2,802	68,929 2,872	70,652 2,944	72,418 3,017	13
14	47,593 1,983	48,783 2,033	50,002 2,083	51,253 2,136	52,534 2,189	53,847 2,244	55,193 2,300	56,573 2,357	57,988 2,416	59,437 2,477	60,923 2,538	62,446 2,602	64,007 2,667	65,608 2,734	67,248 2,802	68,929 2,872	70,652 2,944	72,418 3,017	74,229 3,093	76,085 3,170	14
15	50,002 2,083	51,253 2,136	52,534 2,189	53,847 2,244	55,193 2,300	56,573 2,357	57,988 2,416	59,437 2,477	60,923 2,538	62,446 2,602	64,007 2,667	65,608 2,734	67,248 2,802	68,929 2,872	70,652 2,944	72,418 3,017	74,229 3,093	76,085 3,170	77,987 3,249	79,936 3,331	15
16	52,534 2,189	53,847 2,244	55,193 2,300	56,573 2,357	57,988 2,416	59,437 2,477	60,923 2,538	62,446 2,602	64,007 2,667	65,608 2,734	67,248 2,802	68,929 2,872	70,652 2,944	72,418 3,017	74,229 3,093	76,085 3,170	77,987 3,249	79,936 3,331	81,935 3,414	83,983 3,499	16
17	55,193 2,300	56,573 2,357	57,988 2,416	59,437 2,477	60,923 2,538	62,446 2,602	64,007 2,667	65,608 2,734	67,248 2,802	68,929 2,872	70,652 2,944	72,418 3,017	74,229 3,093	76,085 3,170	77,987 3,249	79,936 3,331	81,935 3,414	83,983 3,499	86,083 3,587	88,235 3,676	17
18	57,988 2,416	59,437 2,477	60,923 2,538	62,446 2,602	64,007 2,667	65,608 2,734	67,248 2,802	68,929 2,872	70,652 2,944	72,418 3,017	74,229 3,093	76,085 3,170	77,987 3,249	79,936 3,331	81,935 3,414	83,983 3,499	86,083 3,587	88,235 3,676	90,441 3,768	92,702 3,863	18
19	60,923 2,538	62,446 2,602	64,007 2,667	65,608 2,734	67,248 2,802	68,929 2,872	70,652 2,944	72,418 3,017	74,229 3,093	76,085 3,170	77,987 3,249	79,936 3,331	81,935 3,414	83,983 3,499	86,083 3,587	88,235 3,676	90,441 3,768	92,702 3,863	95,019 3,959	97,395 4,058	19
20	64,007 2,667	65,608 2,734	67,248 2,802	68,929 2,872	70,652 2,944	72,418 3,017	74,229 3,093	76,085 3,170	77,987 3,249	79,936 3,331	81,935 3,414	83,983 3,499	86,083 3,587	88,235 3,676	90,441 3,768	92,702 3,863	95,019 3,959	97,395 4,058	99,830 4,160	102,325 4,264	20
21	67,248 2,802	68,929 2,872	70,652 2,944	72,418 3,017	74,229 3,093	76,085 3,170	77,987 3,249	79,936 3,331	81,935 3,414	83,983 3,499	86,083 3,587	88,235 3,676	90,441 3,768	92,702 3,863	95,019 3,959	97,395 4,058	99,830 4,160	102,325 4,264	104,884 4,370	107,506 4,479	21
22	70,652 2,944	72,418 3,017	74,229 3,093	76,085 3,170	77,987 3,249	79,936 3,331	81,935 3,414	83,983 3,499	86,083 3,587	88,235 3,676	90,441 3,768	92,702 3,863	95,019 3,959	97,395 4,058	99,830 4,160	102,325 4,264	104,884 4,370	107,506 4,479	110,193 4,591	112,948 4,706	22
23	74,229 3,093	76,085 3,170	77,987 3,249	79,936 3,331	81,935 3,414	83,983 3,499	86,083 3,587	88,235 3,676	90,441 3,768	92,702 3,863	95,019 3,959	97,395 4,058	99,830 4,160	102,325 4,264	104,884 4,370	107,506 4,479	110,193 4,591	112,948 4,706	115,772 4,824	118,666 4,944	23
24	77,987 3,249	79,936 3,331	81,935 3,414	83,983 3,499	86,083 3,587	88,235 3,676	90,441 3,768	92,702 3,863	95,019 3,959	97,395 4,058	99,830 4,160	102,325 4,264	104,884 4,370	107,506 4,479	110,193 4,591	112,948 4,706	115,772 4,824	118,666 4,944	121,633 5,068	124,674 5,195	24
25	81,935 3,414	83,983 3,499	86,083 3,587	88,235 3,676	90,441 3,768	92,702 3,863	95,019 3,959	97,395 4,058	99,830 4,160	102,325 4,264	104,884 4,370	107,506 4,479	110,193 4,591	112,948 4,706	115,772 4,824	118,666 4,944	121,633 5,068	124,674 5,195	127,790 5,325	130,985 5,458	25
26	86,083 3,587	88,235 3,676	90,441 3,768	92,702 3,863	95,019 3,959	97,395 4,058	99,830 4,160	102,325 4,264	104,884 4,370	107,506 4,479	110,193 4,591	112,948 4,706	115,772 4,824	118,666 4,944	121,633 5,068	124,674 5,195	127,790 5,325	130,985 5,458	134,260 5,594	137,616 5,734	26
27	90,441 3,768	92,702 3,863	95,019 3,959	97,395 4,058	99,830 4,160	102,325 4,264	104,884 4,370	107,506 4,479	110,193 4,591	112,948 4,706	115,772 4,824	118,666 4,944	121,633 5,068	124,674 5,195	127,790 5,325	130,985 5,458	134,260 5,594	137,616 5,734	141,057 5,877	144,583 6,024	27
28	95,019 3,959	97,395 4,058	99,830 4,160	102,325 4,264	104,884 4,370	107,506 4,479	110,193 4,591	112,948 4,706	115,772 4,824	118,666 4,944	121,633 5,068	124,674 5,195	127,790 5,325	130,985 5,458	134,260 5,594	137,616 5,734	141,057 5,877	144,583 6,024	148,198 6,175	151,903 6,329	28
G/S	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	G/S

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## **NOTICE OF PUBLIC HEARING ON 2021-2022 BUDGET ORDINANCE**

The public will 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 2021-2022 Budget Ordinance, along with the Budget Message, to the Executive Committee, the governing board of the CFCOG. The Executive Committee will hold a remote public hearing pursuant to N.C.G.S. 166A-19.24(e) on **Monday, June 7, 2021 at 11:00 A.M.**, to receive public comments on the proposed ordinance. The public is invited to view the remote hearing live at <https://capefearcog.org/live>. Written comments on the proposed budget will be accepted if delivered by 11:00 A.M. on Tuesday, June 8, 2021 to the office of the CFCOG at 1480 Harbour Dr, Wilmington, NC 28401 or by email to [aradford@capefearcog.org](mailto:aradford@capefearcog.org). It is the intent of the Executive Committee to consider adoption of the proposed ordinance at their regularly scheduled meeting at 11:00 A.M. on Monday, June 14, 2021. The proposed ordinance is available for public inspection at the office of the CFCOG or at <https://capefearcog.org/home/admindocs/>.

April Radford, Clerk to the Board

Newspaper run date: One day Friday, May 21, 2021 – Star News  
One day Friday, May 21, 2021 – News Reporter

Contact:

April Radford; [aradford@capefearcog.org](mailto:aradford@capefearcog.org) 910-395-4553 ext. 201

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## Audit RFP Evaluation Sheets and Firm Recommendation

Criteria	Max Points	Martin &Starnes	Sharpe Patel	Thompson, Price, Scott, Adams & Co	PB Mares	Cherry Bekaert
Audit Teams experience and education related to Local Governments and COG's	30.00	25.00	15.00	30.00	27.50	28.50
Firms ability to meet the timeframe outlined in the request	5.00	3.50	4.50	5.00	5.00	5.00
Presentation and Understanding of Scope of Work	20.00	16.50	12.50	17.00	20.00	17.50
Firm's Audit Approach	10.00	9.50	7.00	10.00	10.00	10.00
Audit Cost comparison and 5 year cost summary of audit proposal	30.00	28.50	28.00	25.50	29.50	23.50
RFP response contains the following:	5.00	5.00	3.17	5.00	4.00	5.00
Client Reference						
Most Recent Peer Review						
Liability Insurance						
Total Points	100.00	88.00	70.17	92.50	96.00	89.50
Cost Comparison						
Total Cost Year 1		\$ 35,000	\$ 30,000	\$ 33,750	\$ 36,000	\$ 37,500
Total Estimated Hours		350	242	313	406	279
Cost Per Hour		\$ 100	\$ 124	\$ 108	\$ 89	\$ 134

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May 6, 2021

Executive Committee  
Cape Fear Council of Governments  
1480 Harbour Drive  
Wilmington, North Carolina

Attention: Mike Forte, Chairman, Allen Serkin, Executive Director, and Dawn Tucker, Finance Director

### **The Objective and Scope of the Audit of the Financial Statements**

You have requested we audit the Cape Fear Council of Governments' (Council) governmental activities, each major fund, and the aggregate remaining fund information as of and for the year ending June 30, 2021, which collectively comprise the basic financial statements. In addition, the schedules and other information presented as supplementary information and the Schedule of Expenditures of Federal and State Awards presented in relation to the financial statements taken as a whole will be subjected to the auditing procedures applied in our audit of the basic financial statements. We are pleased to confirm our acceptance and our understanding of this audit engagement by means of this letter.

Our audit will be conducted with the objective of our expressing an opinion on the financial statements.

We will also perform the audit of the Council as of June 30, 2021 so as to satisfy the audit requirements imposed by the Single Audit Act and Subpart F of Title 2 U.S. Code of Federal Regulations (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance) and the State Single Audit Implementation Act.

### **The Responsibilities of the Auditor**

We will conduct our audit in accordance with auditing standards generally accepted in the United States of America (GAAS); *Government Auditing Standards* issued by the Comptroller General of the United States (GAS); the provisions of the Single Audit Act; Subpart F of Title 2 U.S. CFR Part 200, Uniform Guidance; the U.S. Office of Management and Budget's (OMB) Compliance Supplement; and the State Single Audit Implementation Act. Those standards, regulations, supplement and Act require we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement. An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.



Because of the inherent limitations of an audit, together with the inherent limitations of internal control, an unavoidable risk that some material misstatements may not be detected exists, even though the audit is properly planned and performed in accordance with GAAS. Also, an audit is not designed to detect errors or fraud that are immaterial to the financial statements. The determination of waste or abuse is subjective; therefore, GAS does not expect us to provide reasonable assurance of detecting waste or abuse.

In making our risk assessments, we consider internal control relevant to the Council's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances but not for the purpose of expressing an opinion on the effectiveness of the Council's internal control. However, we will communicate to you in writing concerning any significant deficiencies or material weaknesses in internal control relevant to the audit of the financial statements that we have identified during the audit.

We will also communicate to the Executive Committee (a) any fraud involving senior management and fraud (whether caused by senior management or other employees) that causes a material misstatement of the financial statements that becomes known to us during the audit, and (b) any instances of noncompliance with laws and regulations that we become aware of during the audit (unless they are clearly inconsequential).

The funds you have told us are maintained by the Council and that are to be included as part of our audit are listed here:

- |  |                                   |
|--|-----------------------------------|
| I. General Fund                          | IV. Continuum of Care Fund        |
| II. Aging Programs Fund                  | V. Local Government Services Fund |
| III. Workforce Development Programs Fund |                                   |

The federal and state financial assistance programs and awards you have told us the Council participates in and are to be included as part of the single audit are listed on Attachment A.

We are responsible for the compliance audit of the major programs under the Uniform Guidance and State Single Audit Implementation Act, including the determination of major program, the consideration of internal control over compliance, and reporting responsibilities.

Our reports on internal control will include any significant deficiencies and material weaknesses in controls of which we become aware as a result of obtaining an understanding of internal control and performing tests of internal control consistent with requirements of the standards, regulations, supplement and Act identified above. Our reports on compliance matters will address material errors, fraud, waste or abuse, violations of compliance obligations, and other responsibilities imposed by state and federal statutes and regulations or assumed by contracts; and any state or federal grant, entitlement or loan program questioned costs of which we become aware, consistent with requirements of the standards, regulations, supplement and Act identified above.

### **The Responsibilities of Management and Identification of the Applicable Financial Reporting Framework**

Our audit will be conducted on the basis that management and, when appropriate, those charged with governance, acknowledge and understand that they have responsibility:

1. For the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America;
2. To evaluate subsequent events through the date the financial statements are issued or available to be issued and to disclose the date through which subsequent events were evaluated in the financial statements. Management also agrees they will not conclude on subsequent events earlier than the date of the management representation letter referred to below;
3. For the design, implementation and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error;
4. For establishing and maintaining effective internal control over financial reporting, and for informing us of all significant deficiencies and material weaknesses in the design or operation of such controls of which it has knowledge;
5. For report distribution; and
6. To provide us with:
  - a. Access to all information of which management is aware that is relevant to the preparation and fair presentation of the financial statements such as records, documentation and other matters;
  - b. Additional information we may request from management for the purpose of the audit; and
  - c. Unrestricted access to persons within the Council from whom we determine it necessary to obtain audit evidence.
  - d. When applicable, a summary schedule of prior audit findings for inclusion in the single audit reporting package; and
  - e. If applicable, responses to any findings reported on the schedule of findings and questioned costs.

As part of our audit process, we will request from management and, when appropriate, those charged with governance written confirmation concerning representations made to us in connection with the audit, including, among other items, that:

1. Management has fulfilled its responsibilities as set out in the terms of this letter; and
2. It believes the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

Management is responsible for identifying and ensuring the Council complies with the laws and regulations applicable to its activities, and for informing us about all known material violations of such laws or regulations. In addition, management is responsible for the design and implementation of programs and controls to prevent and detect fraud, waste or abuse, and for informing us about all known or suspected fraud, waste or abuse affecting the Council involving management, employees who have significant roles in internal control, and others where the fraud, waste or abuse could have a material effect on the financial statements or compliance. Management is also responsible for informing us of its knowledge of any allegations of fraud, waste or abuse or suspected fraud, waste or abuse affecting the Council received in communications from employees, former employees, analysts, regulators, or others.

Management is responsible for the preparation of the schedules and other information presented as supplementary information and the Schedule of Expenditures of Federal and State Awards presented in relation to the financial statements as a whole in accordance with accounting principles generally accepted in the United States of America. Management agrees to include the auditor's report on the schedules and other information presented as supplementary information and the Schedule of Expenditures of Federal and State Awards in any document that contains the schedules and other information presented as supplementary information and the Schedule of Expenditures of Federal and State Awards and indicates that the auditor has reported on such schedules and other information presented as supplementary information and the Schedule of Expenditures of Federal and State Awards. Management also agrees to present the schedules and other information presented as supplementary information and the Schedule of Expenditures of Federal and State Awards with the audited financial statements or, if the schedules and other information presented as supplementary information and the Schedule of Expenditures of Federal and State Awards will not be presented with the audited financial statements, to make the audited financial statements readily available to the intended users of the schedules and other information presented as supplementary information and the Schedule of Expenditures of Federal and State Awards no later than the date of issuance of the schedules and other information presented as supplementary information and the Schedule of Expenditures of Federal and State Awards and the auditor's report thereon.

Because the audit will be performed in accordance with the Single Audit Act, Uniform Guidance and State Single Audit Implementation Act, management is responsible for (a) identifying all federal and state awards received and expended; (b) preparing the Schedule of Expenditures of Federal and State Awards (including notes and noncash assistance received) in accordance with Uniform Guidance requirements; (c) internal control over compliance; (d) compliance with federal statutes, regulations and the terms and conditions of federal awards; (e) making us aware of significant vendor relationships where the vendor is responsible for program compliance; (f) following up and taking corrective action on audit findings, including the preparation of a summary schedule of prior audit findings and a corrective action plan; and (g) submitting the reporting package and data collection form.

The Executive Committee is responsible for informing us of its views about the risks of fraud, waste or abuse within the Council, and its knowledge of any fraud, waste or abuse or suspected fraud, waste or abuse affecting the Council.

The Council agrees that it will not associate us with any public or private securities offering without first obtaining our consent. Therefore, the Council agrees to contact us before it includes our reports, or otherwise makes reference to us, in any public or private securities offering. Our association with an official statement is a matter for which separate arrangements may be necessary. The Council agrees to provide us with printer's proofs or masters of such offering documents for our review and approval before printing, and with a copy of the final reproduced material for our approval before it is distributed. In the event our auditor/client relationship has been terminated when the Council seeks such consent, we will be under no obligation to grant such consent or approval.

### **Records and Assistance**

If circumstances arise relating to the condition of the Council's records, the availability of appropriate audit evidence or indications of a significant risk of material misstatement of the financial statements because of error, fraudulent financial reporting or misappropriation of assets which, in our professional judgment, prevent us from completing the audit or forming an opinion, we retain the unilateral right to take any course of action permitted by professional standards, including declining to express an opinion or issue a report, or withdrawing from the engagement.

During the course of our engagement, we may accumulate records containing data that should be reflected in the Council's books and records. The Council will determine all such data, if necessary, will be so reflected. Accordingly, the Council will not expect us to maintain copies of such records in our possession.

The assistance to be supplied by Council personnel, including the preparation of schedules and analyses of accounts, has been discussed and coordinated with Dawn Tucker, Finance Director. The timely and accurate completion of this work is an essential condition to our completion of the audit and issuance of our audit report.

### **Nonaudit Services**

In connection with our audit, you have requested us to perform certain nonaudit services:

1. Drafting the financial statements.

GAS independence standards require that the auditor maintain independence so that opinions, findings, conclusions, judgments and recommendations will be impartial and viewed as impartial by reasonable and informed third parties. Before we agree to provide a non-audit service to the Council, we determine whether providing such a service would create a significant threat to our independence for GAS audit purposes, either by itself or in aggregate with other non-audit services provided. A critical component of our determination is consideration of management's ability to effectively oversee the non-audit services to be performed. The Council has agreed that Dawn Tucker, Finance Director, possesses suitable skill, knowledge or experience and that the individual understands the non-audit services to be performed sufficiently to oversee them. Accordingly, the management of the Council agrees to the following:

1. The Council has designated Dawn Tucker, Finance Director, as a senior member of management who possesses suitable skill, knowledge and experience to oversee the services;
2. Dawn Tucker, Finance Director, will assume all management responsibilities for subject matter and scope of the non-audit services;

3. The Council will evaluate the adequacy and results of the services performed; and
4. The Council accepts responsibility for the results and ultimate use of the services.

GAS further requires that we establish an understanding with the Council's management and those charged with governance of the objectives of the non-audit services, the services to be performed, the Council's acceptance of its responsibilities, the auditor's responsibilities and any limitations of the non-audit services. We believe this letter documents that understanding.

#### **Other Relevant Information**

From time to time and depending upon the circumstances, we may use third-party service providers to assist us in providing professional services to you. In such circumstances, it may be necessary for us to disclose confidential client information to them. We enter into confidentiality agreements with all third-party service providers and we are satisfied that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others.

In accordance with GAS, a copy of our most recent peer review is attached.

If any portion of this arrangement letter is deemed invalid or unenforceable, such a finding shall not operate to invalidate the remainder of the terms set forth in this arrangement letter.

#### **Parties' Understandings Concerning Situation Around COVID-19**

PBMares, LLP and the Council acknowledge that, at the time of the execution of this arrangement letter, federal, state and local governments, both domestic and foreign, have restricted travel and/or the movement of their citizens due to the ongoing and evolving situation around COVID-19. In addition, like many organizations and companies in the United States and around the globe, PBMares, LLP may restrict its employees from travel and onsite work, whether at a client facility or PBMares, LLP facility, to protect the health of both PBMares, LLP's and its clients' employees. Accordingly, to the extent that any of the services described in this arrangement letter requires or relies on PBMares, LLP or Council personnel to travel and/or perform work onsite, either at the Council's or PBMares, LLP's facilities, including, but not limited to, maintaining business operations and/or IT infrastructure, PBMares, LLP and the Council acknowledge and agree that the performance of such work may be delayed, significantly or indefinitely, and thus certain services described herein may need to be rescheduled and/or suspended at either PBMares, LLP's or the Council's sole discretion. PBMares, LLP and the Council agree to provide the other with prompt written notice (email will be sufficient) in the event any of the services described herein will need to be rescheduled and/or suspended. PBMares, LLP and the Council also acknowledge and agree that any delays or workarounds due to the situation surrounding COVID-19 may increase the cost of the services described herein. PBMares, LLP will obtain the Council's prior written approval (email will be sufficient) for any increase in the cost of PBMares, LLP services that may result from the situation surrounding COVID-19.

### **Fees, Costs, and Access to Workpapers**

Our fees for the audit and accounting services described above are not expected to exceed \$36,000. Our fee estimate and completion of our work are based upon the following criteria:

1. Anticipated cooperation from Council personnel.
2. Timely responses to our inquiries.
3. Timely completion and delivery of client assistance requests.
4. Timely communication of all significant accounting and financial reporting matters.
5. The assumption unexpected circumstances will not be encountered during the engagement.

If any of the aforementioned criteria are not met, then fees may increase. Fees may also increase based on the extent of accounting services and other assistance required to render a complete set of financial statements. Additional federal or state programs in excess of two programs will be billed at \$4,000 each. Interim billings will be submitted as work progresses and as expenses are incurred. Billings are due upon submission. Amounts not paid within thirty days from the invoice date(s) will be subject to a late payment charge of 1.5% per month (18% per year).

Our professional standards require we perform certain additional procedures, on current and previous years' engagements, whenever a partner or professional employee leaves the firm and is subsequently employed by or associated with a client in a key position. Accordingly, the Council agrees it will compensate PBMAres, LLP for any additional costs incurred as a result of the Council's employment of a partner or professional employee of PBMAres, LLP.

The audit documentation for this engagement is the property of PBMAres, LLP and constitutes confidential information.

Review of audit documentation by a successor auditor or as part of due diligence will be agreed to, accounted for and billed separately.

In the event we are requested or authorized by the Council or are required by government regulation, subpoena or other legal process to produce our documents or our personnel as witnesses with respect to our engagement for the Council, the Council will, so long as we are not a party to the proceeding in which the information is sought, reimburse us for our professional time and expenses, as well as the fees and expenses of our counsel, incurred in responding to such requests.

The documentation for this engagement is the property of PBMAres, LLP. However, you acknowledge and grant your assent that representatives of the cognizant or oversight agency or their designee, other government audit staffs, and the U.S. Government Accountability Office shall have access to the audit documentation upon their request and that we shall maintain the audit documentation for a period of at least three years after the date of the report, or for a longer period if we are requested to do so by the cognizant or oversight agency. Access to requested documentation will be provided under the supervision of PBMAres, LLP audit personnel and at a location designated by our firm.

## **Termination**

Your failure to make full payment of any and all undisputed amounts invoiced in a timely manner constitutes a material breach for which we may refuse to provide deliverables and/or, upon written notice, suspend or terminate our services under this arrangement letter. We will not be liable to you for any resulting loss, damage or expense connected with the suspension or termination of our services due to your failure to make full payment of undisputed amounts invoiced in a timely manner.

In the event you or PBMAres, LLP terminate this engagement, you will pay us for all services rendered (including deliverables and products delivered), expenses incurred, and noncancelable commitments made by us on your behalf through the effective date of termination.

We will not be responsible for any delay or failure in our performance resulting from acts beyond our reasonable control or unforeseen or unexpected circumstances, such as, but not limited to, acts of God, government or war, riots or strikes, disasters, fires, floods, epidemics, pandemics or outbreaks of communicable disease, cyberattacks, and internet or other system or network outages. At your option, you may terminate this arrangement letter where our services are delayed more than 120 days; however, you are not excused from paying us for all amounts owed for services rendered and deliverables provided prior to the termination of this arrangement letter.

When an engagement has been suspended at the request of management or those charged with governance and work on that engagement has not recommenced within 120 days of the request to suspend our work, we may, at our sole discretion, terminate this arrangement letter without further obligation to you. Resumption of our work following termination may be subject to our client acceptance procedures and, if resumed, will require additional procedures not contemplated in this arrangement letter. Accordingly, the scope, timing and fee arrangement discussed in this arrangement letter will no longer apply. In order for us to recommence work, the execution of a new arrangement letter will be required.

We may terminate this arrangement letter upon written notice if we determine that our continued performance would result in a violation of law, regulatory requirements, applicable professional or ethical standards, or our client acceptance or retention standards.

## **Other Terms**

While there is an attorney-client privilege, there is no accountant-client privilege. Accordingly, any information you provide to us is subject to discovery. Unless prohibited by law, we will notify you if we receive any subpoena, IRS summons, or other third party request for our information and/or records concerning you. If you direct us to disclose the requested information, we will comply with the subpoena or IRS summons and, in the case of a third party request, we will need you to sign a form authorizing the disclosure. If you do not direct us to disclose the requested information, we may engage counsel to protect your interest in non-disclosure. In either event, we will bill you for all of our costs associated with complying with your directions. Our bill will include, in addition to our then standard fees and charges and, by way of illustration only, our attorney's fees, court costs, outside adviser's costs, penalties, and fines imposed because of our nondisclosure.

We reserve the right to withdraw from the engagement without completing our services for any reason, including, but not limited to, your failure to comply with the terms of this engagement letter, or as we determine professional standards require.

### **Dispute Resolution**

If any dispute other than fees arises among the parties hereto, the parties agree first to try in good faith to settle the dispute by mediation administered by the American Arbitration Association under its Rules for Professional Accounting and Related Services Disputes before resorting to litigation. The costs of any mediation proceeding shall be shared equally by all parties. You and we consent to personal jurisdiction, both for mediation and/or litigation, of the Federal District Court, Eastern District of North Carolina, sitting in New Bern, North Carolina, or the Carteret County Superior Court. Participation in such mediation shall be a condition to either of us initiating litigation. In order to allow time for the mediation, any applicable statute of limitations shall be tolled for a period not to exceed 120 days from the date either of us first requests in writing to mediate the dispute. The mediation shall be confidential in all respects, as allowed or required by law, except our final settlement positions at mediation shall be admissible in litigation solely to determine the prevailing party's identity for purposes of the award of attorneys' fees.

The parties hereto both agree that any dispute over fees charged by the accountant to the client will be submitted for resolution by arbitration in accordance with the Rules for Professional Accounting and Related Services Disputes of the American Arbitration Association. Such arbitration shall be binding and final. The arbitration shall take place in Morehead City, North Carolina. Any award rendered by the Arbitrator pursuant to this Agreement may be filed and entered and shall be enforceable in the Superior Court of the County in which the arbitration proceeds. In agreeing to arbitration, we both acknowledge that, in the event of a dispute over fees charged by the accountant, each of us is giving up the right to have the dispute decided in a court of law before a judge or jury, and instead we are accepting the use of arbitration for resolution.

### **Information Security – Miscellaneous Terms**

PBMares, LLP is committed to the safe and confidential treatment of the Council's proprietary information. PBMares, LLP is required to maintain the confidential treatment of client information in accordance with relevant industry professional standards which govern the provision of services described herein. The Council agrees that it will not provide PBMares, LLP with any unencrypted electronic confidential or proprietary information, and the parties agree to utilize commercially reasonable measures to maintain the confidentiality of Council information, including the use of collaborate sites to ensure the safe transfer of data between the parties.

### **Reporting**

We will issue a written report upon completion of our audit of the Council's financial statements. Our report will be addressed to the Executive Committee of the Council. We cannot provide assurance that an unmodified opinion will be expressed. Circumstances may arise in which it is necessary for us to modify our opinion, add an emphasis-of-matter or other-matter paragraph(s), or withdraw from the engagement.



In addition to our report on the Council's financial statements, we will also issue the following types of reports:

1. A report on the fairness of the presentation of the Council's Schedule of Expenditures of Federal and State Awards for the year ending June 30, 2021;
2. Reports on internal control related to the financial statements and major programs. These reports will describe the scope of testing of internal control and the results of our tests of internal control;
3. Reports on compliance with laws, regulations, and the provisions of contracts or grant agreements. We will report on any noncompliance that could have a material effect on the financial statements and any noncompliance that could have a material effect, as defined by Subpart F of Title 2 U.S. CFR Part 200, Uniform Guidance, on each major program; and
4. An accompanying schedule of findings and questioned costs.

Management acknowledges its responsibility for the timely and accurate completion of the Data Collection Form and the filing of the single audit reporting package with the Federal Audit Clearinghouse.

### **Electronic Signatures and Counterparts**

Each party hereto agrees that any electronic signature of a party to this agreement or any electronic signature to a document contemplated hereby (including any representation letter) is intended to authenticate such writing and shall be as valid, and have the same force and effect, as a manual signature. Any such electronically signed document shall be deemed (i) to be "written" or "in writing," (ii) to have been signed, and (iii) to constitute a record established and maintained in the ordinary course of business and an original written record when printed from electronic files. Each party hereto also agrees that electronic delivery of a signature to any such document (via email or otherwise) shall be as effective as manual delivery of a manual signature. For purposes hereof, "electronic signature" includes, but is not limited to, (i) a scanned copy (as a "pdf" (portable document format) or other replicating image) of a manual ink signature, (ii) an electronic copy of a traditional signature affixed to a document, (iii) a signature incorporated into a document utilizing touchscreen capabilities, or (iv) a digital signature. This agreement may be executed in one or more counterparts, each of which shall be considered an original instrument, but all of which shall be considered one and the same agreement. Paper copies or "printouts," of such documents if introduced as evidence in any judicial, arbitral, mediation or administrative proceeding, will be admissible as between the parties to the same extent and under the same conditions as other original business records created and maintained in documentary form. Neither party shall contest the admissibility of true and accurate copies of electronically signed documents on the basis of the best evidence rule or as not satisfying the business records exception to the hearsay rule.

This letter and contract constitutes the complete and exclusive statement of agreement between PBMares, LLP and the Council, superseding all proposals, oral or written, and all other communications with respect to the terms of the engagement between the parties.

Cape Fear Council of Governments  
May 6, 2021  
Page 11

Please sign and return a copy of this letter to indicate your acknowledgment of, and agreement with, the arrangements for our audit of the financial statements, including our respective responsibilities.

Sincerely,

PBMares, LLP

A handwritten signature in blue ink, appearing to read "Rob E. Bittner III".

Robert E. Bittner III, CPA, MBA  
Partner

Confirmed on behalf of the Cape Fear Council of Governments:

\_\_\_\_\_  
Mike Forte, Chairman

\_\_\_\_\_  
Date

\_\_\_\_\_  
Allen Serkin, Executive Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dawn Tucker, Finance Director

\_\_\_\_\_  
Date

**ATTACHMENT A**  
**Year Ending June 30, 2021**


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<b>Grantor/Pass-Through Grantor/Program Title</b>	<b>Federal CFDA Number</b>
<b>Federal Awards</b>	
<u>U.S. Department of Health and Human Services</u>	
Passed-through the N.C. Department of Health and Human Services – Division of Aging Adult Services Aging Cluster: (93.044, 93.045 & 93.053):	
Special Programs for the Aging – Title III B Ombudsman	93.044
Legal Access In-home/Support Services	
Special Programs for the Aging – Title III C Congregate meals Home-delivered meals Families First Congregate Meals Families First Home Delivered Meals	93.045
Nutrition Services Incentive Program (NSIP)	93.053
Money Follows the Person Rebalancing Demonstration	93.791
Special Programs for the Aging – Title III D and F Preventive health	93.043
Social Services Block Grant In-home	93.667
Elder Abuse Prevention Title III Elder Abuse	93.041
Special Programs for the Aging – Title VII E Ombudsman	93.042
National Family Caregiver Support Program Family Caregiver Services	93.052
Passed-through the N.C. Department of Insurance Senior's Health Insurance Information Program	93.048

**ATTACHMENT A**  
**Year Ending June 30, 2021**


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<b>Grantor/Pass-Through Grantor/Program Title</b>	<b>Federal CFDA Number</b>
<u>U.S. Department of Labor</u>	
Passed-through the N.C. Department of Commerce – Division of Employment and Training National Dislocated Worker Grant: Hurricane Florence Workforce Investment and Opportunity Act Cluster: (17.258, 17.259, 17.278)	17.277
WIA Adult Program	17.258
WIA Adult Program (2010 Administration)	17.258
WIA Youth Activities	17.259
WIA Youth Activities (2010 Administration)	17.259
WIA Dislocated Workers	17.278
WIA Dislocated Workers (2010 Administration)	17.278
WIA State Wide Activities	17.278
WIA Innovations Grant	17.259
WIA Dislocated Workers Finish Line Grant	17.278
<u>U.S. Department of Housing and Urban Development</u>	
Direct funding:	
Continuum of Care Planning Grant	14.267
Passed-through the N.C. Department of Health and Human Services Emergency Solutions Grant	14.231
<u>U.S. Department of Defense</u>	
Direct funding:	
Community Economic Adjustment Assistance for Compatible Use and Joint Land Use Studies	12.610
<u>U.S. Department of Commerce</u>	
Direct funding:	
EDA Disaster Recovery Grant	11.307
<u>U.S. Environmental Protection Agency</u>	
Passed-through the N.C. Department of Environmental Quality, Division of Water Resources Water Quality Planning Grant	66.454
<u>U.S. Department of Transportation</u>	
Passed-through the N.C. Department of Transportation Highway Planning and Construction Cluster Highway Planning and Construction	20.205

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## Report on the Firm's System of Quality Control

To the Shareholders of  
PBMares, LLP  
And the National Peer Review Committee

We have reviewed the system of quality control for the accounting and auditing practice of PBMares, LLP (the firm) applicable to engagements not subject to PCAOB permanent inspection in effect for the year ended February 29, 2020. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at [www.aicpa.org/prsummary](http://www.aicpa.org/prsummary). The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

### Firm's Responsibility

The firm is responsible for designing a system of quality and complying with it to provide the firm reasonable assurance of performing and reporting in conformity with applicable professional standards in all material aspects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards when appropriate, and for remediating weakness in its system of quality control, if any.

### Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review.

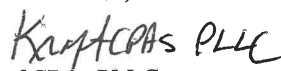
### Required Selections and Considerations

Engagements selected for review included engagements performed under Government Auditing Standards, including a compliance audit under the Single Audit Act; audits of employee benefit plans, an audit of a broker-dealer, and an examination of service organizations [SOC 1 engagement].

As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

### Opinion

In our opinion, the system of quality control for the accounting and auditing practice of PBMares, LLP applicable to engagements not subject to PCAOB permanent inspection in effect for the year ended February 29, 2020, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)*, or *fail*. PBMares, LLP has received a peer review rating of *pass*.

  
KraftCPAs PLLC  
January 15, 2021

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The of and	Governing Board Executive Committee
	Primary Government Unit (or charter holder) Cape Fear Council of Governments
	Discretely Presented Component Unit (DPCU) (if applicable) N/A

*Primary Government Unit, together with DPCU (if applicable), hereinafter referred to as Governmental Unit(s)*

and	Auditor Name PBMares, LLP
	Auditor Address 3621 John Platt Drive, Morehead City, NC 28557

*Hereinafter referred to as Auditor*

for	Fiscal Year Ending 06/30/21	Audit Report Due Date 10/31/21

*Must be within four months of FYE*

hereby agree as follows:

1. The Auditor shall audit all statements and disclosures required by U.S. generally accepted auditing standards (GAAS) and additional required legal statements and disclosures of all funds and/or divisions of the Governmental Unit(s). The non-major combining, and individual fund statements and schedules shall be subjected to the auditing procedures applied in the audit of the basic financial statements and an opinion shall be rendered in relation to (as applicable) the governmental activities, the business- type activities, the aggregate DPCUs, each major governmental and enterprise fund, and the aggregate remaining fund information (non-major government and enterprise funds, the internal service fund type, and the fiduciary fund types).
2. At a minimum, the Auditor shall conduct his/her audit and render his/her report in accordance with GAAS. The Auditor shall perform the audit in accordance with *Government Auditing Standards* if required by the State Single Audit Implementation Act, as codified in G.S. 159-34. If required by OMB *Uniform Administration Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance) and the State Single Audit Implementation Act, the Auditor shall perform a Single Audit. This audit and all associated audit documentation may be subject to review by Federal and State agencies in accordance with Federal and State laws, including the staffs of the Office of State Auditor (OSA) and the Local Government Commission (LGC). If the audit requires a federal single audit performed under the requirements found in Subpart F of the Uniform Guidance (§200.501), it is recommended that the Auditor and Governmental Unit(s) jointly agree, in advance of the execution of this contract, which party is responsible for submission of the audit and the accompanying data collection form to the Federal Audit Clearinghouse as required under the Uniform Guidance (§200.512).

If the audit and Auditor communication are found in this review to be substandard, the results of the review may be forwarded to the North Carolina State Board of CPA Examiners (NC State Board).



3. If an entity is determined to be a component of another government as defined by the group audit standards, the entity's auditor shall make a good faith effort to comply in a timely manner with the requests of the group auditor in accordance with AU-6 §600.41 - §600.42.
4. This contract contemplates an unmodified opinion being rendered. If during the process of conducting the audit, the Auditor determines that it will not be possible to render an unmodified opinion on the financial statements of the unit, the Auditor shall contact the LGC Staff to discuss the circumstances leading to that conclusion as soon as is practical and before the final report is issued. The audit shall include such tests of the accounting records and such other auditing procedures as are considered by the Auditor to be necessary in the circumstances. Any limitations or restrictions in scope which would lead to a qualification should be fully explained in an attachment to this contract.
5. If this audit engagement is subject to the standards for audit as defined in *Government Auditing Standards*, 2018 revision, issued by the Comptroller General of the United States, then by accepting this engagement, the Auditor warrants that he/she has met the requirements for a peer review and continuing education as specified in *Government Auditing Standards*. The Auditor agrees to provide a copy of the most recent peer review report to the Governmental Unit(s) and the Secretary of the LGC prior to the execution of an audit contract. Subsequent submissions of the report are required only upon report expiration or upon auditor's receipt of an updated peer review report. If the audit firm received a peer review rating other than pass, the Auditor shall not contract with the Governmental Unit(s) without first contacting the Secretary of the LGC for a peer review analysis that may result in additional contractual requirements.
- If the audit engagement is not subject to *Government Accounting Standards* or if financial statements are not prepared in accordance with U.S. generally accepted accounting principles (GAAP) and fail to include all disclosures required by GAAP, the Auditor shall provide an explanation as to why in an attachment to this contract or in an amendment.
6. It is agreed that time is of the essence in this contract. All audits are to be performed and the report of audit submitted to LGC Staff within four months of fiscal year end. If it becomes necessary to amend this due date or the audit fee, an amended contract along with a written explanation of the delay shall be submitted to the Secretary of the LGC for approval.
7. It is agreed that GAAS include a review of the Governmental Unit's (Units') systems of internal control and accounting as same relate to accountability of funds and adherence to budget and law requirements applicable thereto; that the Auditor shall make a written report, which may or may not be a part of the written report of audit, to the Governing Board setting forth his/her findings, together with his recommendations for improvement. That written report shall include all matters defined as "significant deficiencies and material weaknesses" in AU-C 265 of the *AICPA Professional Standards (Clarified)*. The Auditor shall file a copy of that report with the Secretary of the LGC.
8. All local government and public authority contracts for audit or audit-related work require the approval of the Secretary of the LGC. This includes annual or special audits, agreed upon procedures related to internal controls, bookkeeping or other assistance necessary to prepare the Governmental Unit's (Units') records for audit, financial statement preparation, any finance-related investigations, or any other audit-related work in the State of North Carolina. Approval is not required on contracts and invoices for system improvements and similar services of a non-auditing nature.
9. Invoices for services rendered under these contracts shall not be paid by the Governmental Unit(s) until the invoice has been approved by the Secretary of the LGC. (This also includes any progress billings.)[G.S. 159-34 and 115C-447] All invoices for Audit work shall be submitted in PDF format to the Secretary of the LGC for approval. The invoice marked 'approved' with approval date shall be returned to

the Auditor to present to the Governmental Unit(s) for payment. This paragraph is not applicable to contracts for audits of hospitals.

10. In consideration of the satisfactory performance of the provisions of this contract, the Governmental Unit(s) shall pay to the Auditor, upon approval by the Secretary of the LGC if required, the fee, which includes any costs the Auditor may incur from work paper or peer reviews or any other quality assurance program required by third parties (federal and state grantor and oversight agencies or other organizations) as required under the Federal and State Single Audit Acts. This does not include fees for any pre-issuance reviews that may be required by the NC Association of CPAs (NCACPA) Peer Review Committee or NC State Board of CPA Examiners (see Item 13).

11. If the Governmental Unit(s) has/have outstanding revenue bonds, the Auditor shall submit to LGC Staff, either in the notes to the audited financial statements or as a separate report, a calculation demonstrating compliance with the revenue bond rate covenant. Additionally, the Auditor shall submit to LGC Staff simultaneously with the Governmental Unit's (Units') audited financial statements any other bond compliance statements or additional reports required by the authorizing bond documents, unless otherwise specified in the bond documents.

12. After completing the audit, the Auditor shall submit to the Governing Board a written report of audit. This report shall include, but not be limited to, the following information: (a) Management's Discussion and Analysis, (b) the financial statements and notes of the Governmental Unit(s) and all of its component units prepared in accordance with GAAP, (c) supplementary information requested by the Governmental Unit(s) or required for full disclosure under the law, and (d) the Auditor's opinion on the material presented. The Auditor shall furnish the required number of copies of the report of audit to the Governing Board upon completion.

13. If the audit firm is required by the NC State Board, the NCACPA Peer Review Committee, or the Secretary of the LGC to have a pre-issuance review of its audit work, there shall be a statement in the engagement letter indicating the pre-issuance review requirement. There also shall be a statement that the Governmental Unit(s) shall not be billed for the pre-issuance review. The pre-issuance review shall be performed prior to the completed audit being submitted to LGC Staff. The pre-issuance review report shall accompany the audit report upon submission to LGC Staff.

14. The Auditor shall submit the report of audit in PDF format to LGC Staff. For audits of units other than hospitals, the audit report should be submitted when (or prior to) submitting the final invoice for services rendered. The report of audit, as filed with the Secretary of the LGC, becomes a matter of public record for inspection, review and copy in the offices of the LGC by any interested parties. Any subsequent revisions to these reports shall be sent to the Secretary of the LGC along with an Audit Report Reissued Form (available on the Department of State Treasurer website). These audited financial statements, excluding the Auditors' opinion, may be used in the preparation of official statements for debt offerings by municipal bond rating services to fulfill secondary market disclosure requirements of the Securities and Exchange Commission and for other lawful purposes of the Governmental Unit(s) without requiring consent of the Auditor. If the LGC Staff determines that corrections need to be made to the Governmental Unit's (Units') financial statements, those corrections shall be provided within three business days of notification unless another deadline is agreed to by LGC Staff.

15. Should circumstances disclosed by the audit call for a more detailed investigation by the Auditor than necessary under ordinary circumstances, the Auditor shall inform the Governing Board in writing of the need for such additional investigation and the additional compensation required therefore. Upon approval by the

Secretary of the LGC, this contract may be modified or amended to include the increased time, compensation, or both as may be agreed upon by the Governing Board and the Auditor.

16. If an approved contract needs to be modified or amended for any reason, the change shall be made in writing and pre-audited if the change includes a change in audit fee (pre-audit requirement does not apply to charter schools or hospitals). This amended contract shall be completed in full, including a written explanation of the change, signed and dated by all original parties to the contract. It shall then be submitted to the Secretary of the LGC for approval. No change to the audit contract shall be effective unless approved by the Secretary of the LGC, the Governing Board, and the Auditor.

17. A copy of the engagement letter, issued by the Auditor and signed by both the Auditor and the Governmental Unit(s), shall be attached to this contract, and except for fees, work, and terms not related to audit services, shall be incorporated by reference as if fully set forth herein as part of this contract. In case of conflict between the terms of the engagement letter and the terms of this contract, the terms of this contract shall take precedence. Engagement letter terms that conflict with the contract are deemed to be void unless the conflicting terms of this contract are specifically deleted in Item 28 of this contract. Engagement letters containing indemnification clauses shall not be accepted by LGC Staff.

18. Special provisions should be limited. Please list any special provisions in an attachment.

19. A separate contract should not be made for each division to be audited or report to be submitted. If a DPCU is subject to the audit requirements detailed in the Local Government Budget and Fiscal Control Act and a separate audit report is issued, a separate audit contract is required. If a separate report is not to be issued and the DPCU is included in the primary government audit, the DPCU shall be named along with the primary government on this audit contract. DPCU Board approval date, signatures from the DPCU Board chairman and finance officer also shall be included on this contract.

20. The contract shall be executed, pre-audited (pre-audit requirement does not apply to charter schools or hospitals), and physically signed by all parties including Governmental Unit(s) and the Auditor, then submitted in PDF format to the Secretary of the LGC.

21. The contract is not valid until it is approved by the Secretary of the LGC. The staff of the LGC shall notify the Governmental Unit and Auditor of contract approval by email. The audit should not be started before the contract is approved.

22. Retention of Client Records: Auditors are subject to the NC State Board of CPA Examiners' Retention of Client Records Rule 21 NCAC 08N .0305 as it relates to the provision of audit and other attest services, as well as non-attest services. Clients and former clients should be familiar with the requirements of this rule prior to requesting the return of records.

23. This contract may be terminated at any time by mutual consent and agreement of the Governmental Unit(s) and the Auditor, provided that (a) the consent to terminate is in writing and signed by both parties, (b) the parties have agreed on the fee amount which shall be paid to the Auditor (if applicable), and (c) no termination shall be effective until approved in writing by the Secretary of the LGC.

24. The Governmental Unit's (Units') failure or forbearance to enforce, or waiver of, any right or an event of breach or default on one occasion or instance shall not constitute the waiver of such right, breach or default on any subsequent occasion or instance.

25. There are no other agreements between the parties hereto and no other agreements relative hereto that shall be enforceable unless entered into in accordance with the procedure set out herein and approved by the Secretary of the LGC.

26. E-Verify. Auditor shall comply with the requirements of NCGS Chapter 64 Article 2. Further, if Auditor utilizes any subcontractor(s), Auditor shall require such subcontractor(s) to comply with the requirements of NCGS Chapter 64, Article 2.

27. **Applicable to audits with fiscal year ends of June 30, 2020 and later.** For all non-attest services, the Auditor shall adhere to the independence rules of the AICPA Professional Code of Conduct and Governmental Auditing Standards, 2018 Revision (as applicable). Financial statement preparation assistance shall be deemed a "significant threat" requiring the Auditor to apply safeguards sufficient to reduce the threat to an acceptable level. If the Auditor cannot reduce the threats to an acceptable level, the Auditor cannot complete the audit. If the Auditor is able to reduce the threats to an acceptable level, the documentation of this determination, including the safeguards applied, must be included in the audit workpapers.

All non-attest service(s) being performed by the Auditor that are necessary to perform the audit must be identified and included in this contract. The Governmental Unit shall designate an individual with the suitable skills, knowledge, and/or experience (SKE) necessary to oversee the services and accept responsibility for the results of the services performed. If the Auditor is able to identify an individual with the appropriate SKE, s/he must document and include in the audit workpapers how he/she reached that conclusion. If the Auditor determines that an individual with the appropriate SKE cannot be identified, the Auditor cannot perform both the non-attest service(s) and the audit. See "Fees for Audit Services" page of this contract to disclose the person identified as having the appropriate SKE for the Governmental Unit.

28. **Applicable to audits with fiscal year ends of June 30, 2021 and later.** The auditor shall present the audited financial statements including any compliance reports to the government unit's governing body or audit committee in an official meeting in open session as soon as the audited financial statements are available but not later than 45 days after the submission of the audit report to the Secretary. The auditor's presentation to the government unit's governing body or audit committee shall include:

- a) the description of each finding, including all material weaknesses and significant deficiencies, as found by the auditor, and any other issues related to the internal controls or fiscal health of the government unit as disclosed in the management letter, the Single Audit or Yellow Book reports, or any other communications from the auditor regarding internal controls as required by current auditing standards set by the Accounting Standards Board or its successor;
- b) the status of the prior year audit findings;
- c) the values of Financial Performance Indicators based on information presented in the audited financial statements; and
- d) notification to the governing body that the governing body shall develop a "Response to the Auditor's Findings, Recommendations, and Fiscal Matters," if required under 20 NCAC 03 .0508.

29. Information based on the audited financial statements shall be submitted to the Secretary for the purpose of identifying Financial Performance Indicators and Financial Performance Indicators of Concern.

30. Applicable to charter school contracts only: No indebtedness of any kind incurred or created by the charter school shall constitute an indebtedness of the State or its political subdivisions, and no indebtedness of the charter school shall involve or be secured by the faith, credit, or taxing power of the State or its political subdivisions.

31. All of the above paragraphs are understood and shall apply to this contract, except the following numbered paragraphs shall be deleted (See Item 16 for clarification).

32. The process for submitting contracts, audit reports and invoices is subject to change. Auditors and units should use the submission process and instructions in effect at the time of submission. Refer to the N.C. Department of State Treasurer website at <https://www.nctreasurer.com/state-and-local-government-finance-division/local-government-commission/submitting-your-audit>

33. All communications regarding audit contract requests for modification or official approvals will be sent to the email addresses provided on the signature pages that follow.

34. Modifications to the language and terms contained in this contract form (LGC-205) are not allowed.

## FEES FOR AUDIT SERVICES

1. For all non-attest services, the Auditor shall adhere to the independence rules of the AICPA Professional Code of Conduct (as applicable) and *Governmental Auditing Standards, 2018 Revision*. Refer to Item 27 of this contract for specific requirements. The following information must be provided by the Auditor; contracts presented to the LGC without this information will not be approved.

Financial statements were prepared by: ☒ Auditor ☐ Governmental Unit ☐ Third Party

If applicable: Individual at Governmental Unit designated to have the suitable skills, knowledge, and/or experience (SKE) necessary to oversee the non-attest services and accept responsibility for the results of these services:

Name:

Title and Unit / Company:

Email Address:

Dawn Tucker

Finance Director

dtucker@capefearcog.org

OR Not Applicable ☐ (Identification of SKE Individual not applicable for GAAS-only audit or audits with FYEs prior to June 30, 2020.)

2. Fees may not be included in this contract for work performed on Annual Financial Information Reports (AFIRs), Form 990s, or other services not associated with audit fees and costs. Such fees may be included in the engagement letter but may not be included in this contract or in any invoices requiring approval of the LGC. See Items 8 and 13 for details on other allowable and excluded fees.

3. Prior to submission of the completed audited financial report, applicable compliance reports and amended contract (if required) the Auditor may submit invoices for approval for services rendered, not to exceed 75% of the billings for the last annual audit of the unit submitted to the Secretary of the LGC. Should the 75% cap provided below conflict with the cap calculated by LGC Staff based on the billings on file with the LGC, the LGC calculation prevails. All invoices for services rendered in an audit engagement as defined in 20 NCAC .0503 shall be submitted to the Commission for approval before any payment is made. Payment before approval is a violation of law. (This paragraph not applicable to contracts and invoices associated with audits of hospitals).

## PRIMARY GOVERNMENT FEES


Primary Government Unit	Cape Fear Council of Governments
Audit Fee	\$ 36,000.00
<b>Additional Fees Not Included in Audit Fee:</b>	
Fee per Major Program	\$ 4,000 per program exceeding two major programs
Writing Financial Statements	\$ Included in audit fee above
All Other Non-Attest Services	\$
<b>75% Cap for Interim Invoice Approval</b> (not applicable to hospital contracts)	\$ 27,000.00

## DPCU FEES (if applicable)

Discretely Presented Component Unit	N/A
Audit Fee	\$
<b>Additional Fees Not Included in Audit Fee:</b>	
Fee per Major Program	\$
Writing Financial Statements	\$
All Other Non-Attest Services	\$
<b>75% Cap for Interim Invoice Approval</b> (not applicable to hospital contracts)	\$



**SIGNATURE PAGE****AUDIT FIRM**

Audit Firm* PBMares, LLP	
Authorized Firm Representative (typed or printed)* Robert E. Bittner III	Signature* 
Date* 05/06/21	Email Address* rebittner@pbmares.com

**GOVERNMENTAL UNIT**

Governmental Unit* Cape Fear Council of Governments	
Date Primary Government Unit Governing Board Approved Audit Contract* (G.S.159-34(a) or G.S.115C-447(a))	
Mayor/Chairperson (typed or printed)* Mike Forte	Signature*
Date	Email Address

Chair of Audit Committee (typed or printed, or "NA") N/A	Signature
Date	Email Address

**GOVERNMENTAL UNIT – PRE-AUDIT CERTIFICATE**

Required by G.S. 159-28(a1) or G.S. 115C-441(a1).  
Not applicable to hospital contracts.

*This instrument has been pre-audited in the manner required by The Local Government Budget and Fiscal Control Act or by the School Budget and Fiscal Control Act.*

Primary Governmental Unit Finance Officer* (typed or printed) Dawn Tucker	Signature*
Date of Pre-Audit Certificate*	Email Address* dtucker@capefearcog.org

**SIGNATURE PAGE – DPCU**  
**(complete only if applicable)**

**DISCRETELY PRESENTED COMPONENT UNIT**

DPCU*	
N/A	
Date DPCU Governing Board Approved Audit Contract* (Ref: G.S. 159-34(a) or G.S. 115C-447(a))	
DPCU Chairperson (typed or printed)*	Signature*
Date*	Email Address*

Chair of Audit Committee (typed or printed, or "NA")	Signature
Date	Email Address

**DPCU – PRE-AUDIT CERTIFICATE**

Required by G.S. 159-28(a1) or G.S. 115C-441(a1).  
 Not applicable to hospital contracts.

*This instrument has been pre-audited in the manner required by The Local Government Budget and Fiscal Control Act or by the School Budget and Fiscal Control Act.*

DPCU Finance Officer (typed or printed)*	Signature*
Date of Pre-Audit Certificate*	Email Address*

Remember to print this form, and obtain all  
 required signatures prior to submission.

PRINT



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CFCOG Contracts Entered  
2/4/2021 through 5/5/2021

Dept.	Program	Contract Name or Description	Other Party	\$ to CFCOG	\$ to Other Party	\$ to Subgrantee/ Subcontractor	Funding Availability Clause (Y/N)	Prior Reimbursement Clause (Y/N)	CFCOG Matching Funds (Y/N)
AAA	EBHP	Title III-D Health Promotion/Dis. Prevention	Brunswick Co.		\$15,673		Y	N	N
AAA	EBHP	Title III-D Health Promotion/Dis. Prevention	New Hanover Co.		\$ 16,528.00		Y	N	N
AAA	FCSP	Contract Amend-Additional Funds	Columbus Co.		\$2,500		Y	N	N
AAA	FCSP	Contract Amend-Additional Funds	Brunswick Co.		\$35,000		Y	N	N
AAA	FCSP	Contract Amend-Additional Funds	Pender Co.		\$5,000		Y	N	N
AAA	COVID CARES	CARES Act Contract	Pender Co. (PAS)		\$ 134,967.00		Y	N	N
AAA	COVID CARES	CARES Act Contract	Columbus Co.		\$ 159,092.00		Y	N	N
AAA	COVID CARES	CARES Act Contract	New Hanover Co.		\$ 372,880.00		Y	N	N
COC	CoC	CoC HUD grant consultant	Homebase NOFA Consulting		\$ 15,000.00		N	N	N
WDB	Incumber Worker	Local Incumbent Worker	UPS Store Hester		\$ 5,750.00		Y	N	N
WDB	Misc	Labor Market Analytics	Emsi		\$ 10,000.00		N	N	N
WDB	Youth	Formula Amendment #1	Two Hawk Employment Services		\$ 17,116.00		Y	N	N
WDB	NDWG Covid	NDWG Covid Amendment #1	Southeastern Community College		\$ (62,141.10)		Y	N	N
WDB	NDWG Covid	NDWG Covid Amendment #1	EDSI		\$ 50,000.00		Y	N	N
WDB	Incumbent Worker	Local Incumbent Worker	Rising Stars of Wilmington		\$ 10,000.00		Y	N	N
WDB	Incumbent Worker	Local Incumbent Worker	Sturdy Corporation		\$ 4,970.00		Y	N	N
WDB	Incumbent Worker	Local Incumbent Worker	Master Machine, Inc.		\$ 10,000.00		Y	N	N
TOTAL				\$ -	\$ 802,334.90	\$ -			

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March 2021

# NC AREA AGENCIES ON AGING AT WORK: COVID-19 REPORT



**Created by:**

North Carolina Association of  
Area Agencies on Aging

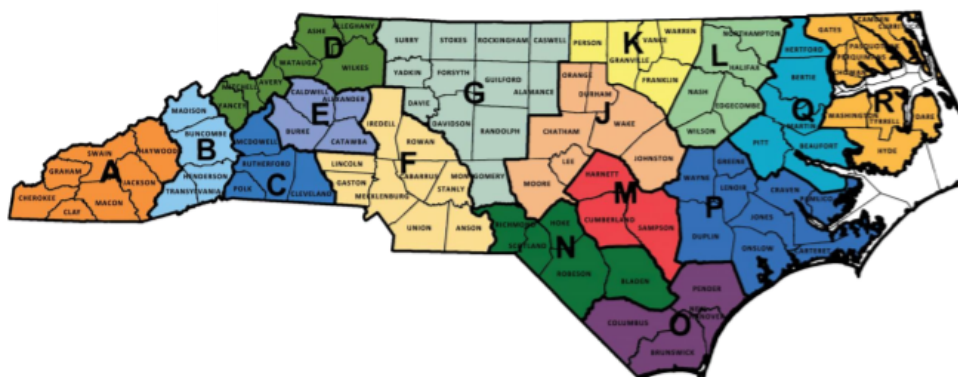


advocacy | action | answers on aging

<https://www.nc4a.org/>

# NC AREA AGENCIES ON AGING

North Carolina Area Agencies on Aging are part of a national network of over 600 on-the-ground organizations in each state, mandated by the Older Americans Act, and charged with helping vulnerable older adults live with independence and dignity in their homes and communities.



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|---|---|
| <p><b>Region A – Southwestern Commission</b><br/>Sarajane Melton, Area Agency on Aging Administrator<br/>828-586-1962 x220, sarajane@regiona.org</p> <p><b>Region B – Land of Sky Regional Council</b><br/>LeeAnne Tucker, Area Agency on Aging Director<br/>828-251-7436, leeanne@landofsky.org</p> <p><b>Region C – Isothermal Planning &amp; Development Commission</b><br/>Laura Lynch, Area Agency on Aging Director<br/>828-351-2336, llynch@regionc.org</p> <p><b>Region D – High Country Council of Governments</b><br/>Nicole Hiegl, Area Agency on Aging Director<br/>828-265-5434 x122, nhiegl@hccog.org</p> <p><b>Region E – Western Piedmont Council of Governments</b><br/>Tina Miller, Area Agency on Aging Director<br/>828-485-4212, tina.miller@wpcog.org</p> <p><b>Region F – Centralina Council of Governments</b><br/>Linda Miller, Aging Program Director<br/>704-348-2712, lmiller@centralina.org</p> <p><b>Region G – Piedmont Triad Regional Council</b><br/>Adrienne Calhoun, Area Agency on Aging Director<br/>336-904-0300, acalhoun@ptrc.org</p> <p><b>Region J – Triangle J Council of Governments</b><br/>Mary Warren, Area Agency on Aging Director<br/>919-558-2707, mwarren@tjcog.org</p> | <p><b>Region K – Kerr-Tar Regional Council of Governments</b><br/>Nancy Francis, Area Agency on Aging Director<br/>252-436-2040 x2047, nfrancis@kerrtarco.org</p> <p><b>Region L – Upper Coastal Plains Council of Governments</b><br/>Mary Marlin, Area Agency on Aging Program Director<br/>252-234-5956, mmartin@ucpcog.org</p> <p><b>Region M – Mid-Carolina Council of Governments</b><br/>Tracy Honeycutt, Area Agency on Aging Director<br/>910-323-4191 x27, thoneycutt@mccog.org</p> <p><b>Region N – Lumber River Council of Governments</b><br/>Twilla Allen, Aging Program Administrator<br/>910-775-9781, tca@lrcog.org</p> <p><b>Region O – Care Fear Council of Governments</b><br/>Holly Pilson, Area Agency on Aging Director<br/>910-274-0339, hpilson@capefearcog.org</p> <p><b>Region P – Eastern Carolina Council of Governments</b><br/>Heather O'Connor, Area Agency on Aging Director<br/>252-638-3185 x3012, hoconnor@eccog.org</p> <p><b>Region Q – Mid-East Commission</b><br/>Annette Eubanks, Area Agency on Aging Director<br/>252-974-1835, aeubanks@mid-eastcom.org</p> <p><b>Region R – Albemarle Commission</b><br/>Laura Alvarico, Area Agency on Aging Director<br/>252-426-5753, lalvarico@accog.org</p> |
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# NORTH CAROLINA AREA AGENCIES ON AGING RESPOND TO COVID-19

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Older adults, many having chronic conditions, seem to be at higher risk for developing more serious complications from COVID-19 illness.

Because this population is disproportionately impacted by the disease, NC's Area Agencies on Aging quickly assembled and formulated a plan to ensure continuity of services, to help those impacted, and to get necessities to those who needed it most.

One of the initial challenges that AAAs faced was learning how to transition from in-person to no-contact services.

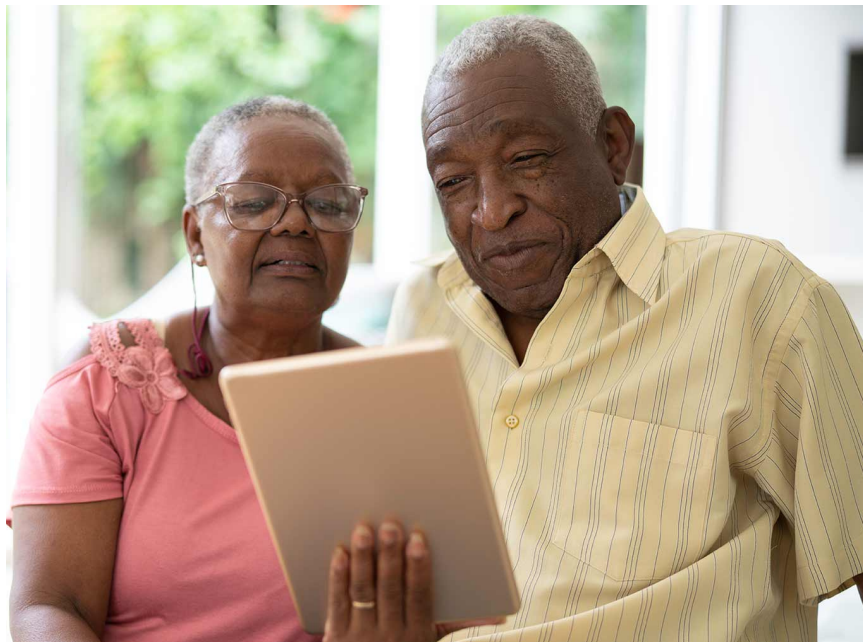
## **Senior Nutrition Program**

With more people avoiding grocery stores and restaurants closing, the need for senior nutrition skyrocketed.





Senior meal sites could no longer host congregate meals, and meanwhile, some volunteers providing home-delivered meals -- many of them seniors themselves -- were hesitant about going out. Some regions report up to an 80% drop in volunteer hours. With more demand for senior nutrition services than ever, many staff members from AAAs and provider agencies stepped up to



ensure these meals were delivered. Many congregate sites pivoted to a drive-thru format, while other programs transitioned congregate nutrition clients to home delivered routes. AAA partners had to shift and take on different responsibilities.

### **Evidence Based Health Promotion Classes**

AAAs also altered many of their Evidence-Based Health Promotion classes to accommodate virtual platforms. There were many challenges to engaging people virtually. The population that AAAs serve has varying degrees of experience with technology. Another obstacle was the poor internet connectivity in many areas, especially the more rural areas. AAAs and their partners had to learn new technology and be creative to continue to provide classes. Also, staff had to learn new technology and be creative in how they lead classes. Despite the challenges, more and more seniors find themselves using technology as a tool to connect with their loved ones, visit their doctors, and improve their well-being in general.

### **Long Term Care Ombudsman Program**

Since March 2020, regional Long Term Care Ombudsmen and community volunteers have been unable to visit facilities, a core part of the program. In order to continue to protect residents in the long term care facilities, regional Long Term Care Ombudsmen have learned to do virtual complaint management and trainings.

## Caregiver Services

Adult Day services typically provide caregivers much needed respite and clients with a safe place to socialize and participate in activities. Some adult day programs have operated at limited capacities while others have shut down completely during the pandemic. Adult Day staff have been reaching out to caregivers and clients over the phone and by mail. Some programs have sent out activity books, DIY crafts, robotic pets, etc. to keep their clients-- many of whom have cognitive impairments-- comfortable and engaged at home.

Caregivers remain one of the hardest hit groups by the pandemic. With limited adult day services for their loved ones, and fear of placement in long term care facilities, many caregivers have found themselves in tough positions.

Because of this, state wide respite programs coordinated by the AAAs, including the Family Caregiver Support Program, Project C.A.R.E and Lifespan Respite have seen an increase in caregivers needing services. AAAs and providers continue to evolve their programs to fit the needs of caregivers and their care recipients.

## In Home Aid Program

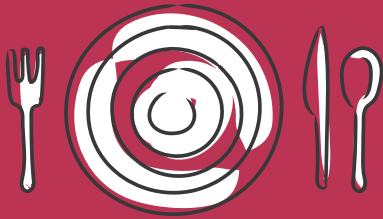
The In Home Aid Program plays a vital role in keeping seniors who need assistance independent at home. During the pandemic, many participants have been hesitant to allow people to come into their homes because of the risk of transmitting the virus. This, combined with increasing difficulties in finding personal assistants, have proven a major challenge. Some programs evolved the roles of the aides to include contactless assistance, like medication deliveries and grocery drop offs.

**AAAs across the state continue to work with providers in each county to help formulate plans and ensure support for these vulnerable citizens. Aging service providers continue to find creative solutions to complex programs.**



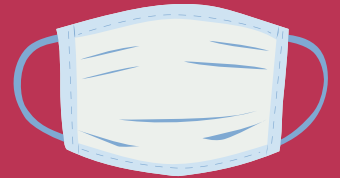
# NC Area Agencies on Aging COVID-19 Response by the Numbers

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Over **3,500,000** meals  
provided to older adults

**780,000** PPE supplies provided to  
older adults, caregivers, and agencies



**80,000** older adults attended  
virtual programming

**900,000** requests for assistance  
from the community



Over **57,000** telephone check-in  
calls made

**10,000** caregivers received support





# COVID-19 Response in photos

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