

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

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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. Personnel Policy Amendment Resolution**

Mr. Serkin presented the personnel policy amendment resolution to make the CFCOG holiday schedule the same holiday schedule at the state. After discussion a motion by Mr. Brown, second by Mr. Rivenbark to approve the amendment resolution. *Ayes: Ms. Batts, Mr. Brown, Ms. Dawson, Mr. Eccard, Mr. Forte, Mr. Grate, and Mr. Rivenbark. Nays: None. Absent: Ms. Olson-Boseman.*

#### **11. Pay Plan change**

Mr. Serkin made a request to the board to change the FY2020/21 Position Classification and Pay Plan to reflect the Planner position be a permanent full-time position. After discussion a motion by Mr. Rivenbark, second by Mr. Brown to approve the amendment. *Ayes: Ms. Batts, Mr. Brown, Ms. Dawson, Mr. Eccard, Mr. Forte, Mr. Grate, and Mr. Rivenbark. Nays: None. Absent: Ms. Olson-Boseman.*

#### **12. 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.



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**13. 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.

**14. 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