

**EXECUTIVE COMMITTEE MEETING** 

Monday, August 9, 2021 • 11:00 A.M.

## AGENDA

- 1. Invocation & Pledge
- 2. Approval of Agenda \*\*\*
- 3. Approval Minutes \*\*\* a. June 14, 2021
- 4. Finance Reports
  - a. Budget Report through June 30, 2021 \*\*\*
  - b. Budget Ordinance Amendment \*\*\*
  - c. Adopt Pay Plan for FY21/22 \*\*\*
- 5. Records Retention and Disposition Policy Amendment \*\*\*
- 6. Annual Meeting date and location (February 24, 2022 at the Brunswick Center at Supply) \*\*\*

#### 7. Staff Reports

- a. Executive Director
- b. Area Agency on Aging
- c. Homeless Continuum of Care
- d. Local Government Services
- e. Workforce Development
- 8. Forum Update
- 9. Chairman, Member, and Delegate Comments
- 10. Adjourn

Next Meeting: regular meeting Monday, October 11, 2021

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

This meeting will be a remote meeting pursuant to SL 2020-3. Members of the public are invited to view a live video stream of the meeting at <u>www.capefearcog.org/live</u>. Public comments received by email to <u>main@capefearcog.org</u> 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.



#### EXECUTIVE COMMITTEE MEETING

June 14, 2021, • 11:00 AM

MINUTES

<b>Executive Committee P</b>	resent:			
Teresa Batts*	Jan Dawson*	Walt Eccard*	Mike Forte	Lamont Grate*
Charlie Rivenbark				
Executive Committee A	bsent:			
George Brown	Julia Olson-Boseman	Brent Watts		
Other General Member	rship Delegates Present:			
John Gunter*	Glenn Marshall*	Allen Oliver*		
CFCOG Staff Present:				
Ginger Brick*	Patrick Flanagan	Holly Pilson*	April Radford	Allen Serkin*
Dawn Tucker*				
Guest Present:				
Noel Fox, Atty*				

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

#### 1. Call to Order, Welcome and Roll Call

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

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

#### 2. Invocation and Pledge

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

#### 3. Approval of Agenda

Mr. Forte asked for approval of the agenda. Motion by Mr. Rivenbark, second by Ms. Dawson, to approve the agenda carried unanimously by roll call vote. *Ayes: Ms. Batts, Ms. Dawson, Mr. Eccard, Mr. Forte, Mr. Grate, and Mr. Rivenbark. Nays: None. Absent: Mr. Brown, Ms. Olson-Boseman, and Mr. Watts.* 

#### 4. Public Comments

There were no public comments.

#### 5. Approval of Minutes

Mr. Forte asked if there were any corrections to the minutes. There were no changes. Motion by Mr. Rivenbark, second by Ms. Dawson, to approve the May 10, 2021, minutes as presented. The motion carried unanimously by roll call vote. *Ayes: Ms. Batts, Ms. Dawson, Mr. Eccard, Mr. Forte, Mr. Grate, and Mr. Rivenbark. Nays: None. Absent: Mr. Brown, Ms. Olson-Boseman, and Mr. Watts.* 

Mr. Forte asked if there were any corrections to the minutes. There were no changes. Motion by Mr. Rivenbark, second by Mr. Grate, to approve the June 7, 2021, minutes as presented. The motion carried unanimously by roll call vote. *Ayes: Ms. Batts, Ms. Dawson, Mr. Eccard, Mr. Forte, Mr. Grate, and Mr. Rivenbark. Nays: None. Absent: Mr. Brown, Ms. Olson-Boseman, and Mr. Watts.* 

#### 6. Finance Report

Ms. Tucker presented the budget report through May 31, 2021. There were no questions. Motion by Mr. Forte, second by Mr. Rivenbark, to approve the budget report carried unanimously by roll call vote. *Ayes: Ms. Batts, Ms. Dawson, Mr. Eccard, Mr. Forte, Mr. Grate, and Mr. Rivenbark. Nays: None. Absent: Mr. Brown, Ms. Olson-Boseman, and Mr. Watts.* 

Ms. Tucker presented the budget ordinance amendment. There were no questions. Motion by Mr. Forte, second by Ms. Dawson, to approve budget ordinance amendment #6 carried unanimously by roll call vote. *Ayes: Ms. Batts, Ms. Dawson, Mr. Eccard, Mr. Forte, Mr. Grate, and Mr. Rivenbark. Nays: None. Absent: Mr. Brown, Ms. Olson-Boseman, and Mr. Watts.* 

Ms. Tucker informed the Executive Committee there were no changes to the draft FY 21/22 Budget Ordinance. There were no comments or questions from the public or Executive Committee. Motion by Mr. Rivenbark, second by Mr. Eccard, to approve the FY 21/22 budget ordinance as proposed carried unanimously by roll call vote. *Ayes: Ms. Batts, Ms. Dawson, Mr. Eccard, Mr. Forte, Mr. Grate, and Mr. Rivenbark. Nays: None. Absent: Mr. Brown, Ms. Olson-Boseman, and Mr. Watts.* 

#### 7. Staff Report

Mr. Serkin presented contract summary. Mr. Serkin addressed questions from the Executive Committee. Mr. Serkin informed the Executive Committee that the CFCOG will be hosting the COG directors meeting and the Forum August 5-6, 2021 and invited them to attend. Mr. Serkin will provide details to the Executive Committee.

Ms. Pilson presented the Area Agency on Aging report. Ms. Pilson announced the retirement of Project C.A.R.E Coordinator, Audrey Marshall. There were no questions.

Mr. Serkin introduced the new CoC Director, Judy Herring to the Executive Committee. Ms. Herring presented the CoC report. There were no questions.

Mr. Flanagan presented the Local Government Services report on behalf of Wes MacLeod. There were no questions.

Ms. Brick presented the Workforce Development report. Ms. Brick addressed questions.

#### 8. Chairman, Member, and Delegate Comments:

Mr. Forte encouraged everyone to contact their state representatives in support of HB 500. There were no other comments.

#### 9. Adjournment:

Mr. Rivenbark motioned, seconded by Ms. Dawson, to adjourn the meeting at 11:41AM.

Respectfully submitted,

April D. Radford, Clerk to the Board

Mike Forte, Chairman

#### **CAPE FEAR COUNCIL OF GOVERNMENTS**

#### Cash Balance and

Budget/Expenditure Comparison

### FY 2020-2021 (as of June 30, 2021) UNAUDITED

Cash Balance	
Cash Balance in Bank	\$ 203,475
North Carolina Cash Management Investments	464,269
Total Cash on Hand	\$ 667,744

#### **Budget & Actual Revenues**

Departments		Adjusted Budget	 Jul - June Revenues		eserve alance	F	Remaining Budget	Percent Received
Continuum of Care	\$	467,187	\$ 322,386	\$	5,347	\$	139,455	70%
Local Gov Services	\$	631,191	471,555		9,000		150,636	76%
Area Agency on Aging	\$	6,465,590	5,878,861		19,827		566,902	91%
Workforce Development	\$	7,310,982	3,999,748	2	,489,827		821,408	83%
General Fund		27,000	102,645				(75,645)	380%
Total Revenues	\$	14,901,951	\$ 10,775,195	\$ 2,524,000		\$ 2,524,000 \$		87%

#### **Budget & Actual Expenditures**

Departments	I	Beginning Budget	Jul - June Expenditures	Reserve Balance	Remaining Budget	Percent Expended
Continuum of Care	\$	85,300	\$ 85,000		\$ 300	100%
NHC-Non-County Agency Funding		18,000	15,636		2,364	87%
ESG - CARES		75,000	39,892	5,347	29,761	57%
ESG - HMIS		240,464	149,301	-/	91,163	62%
ESG - ADM		21,478	10,009		11,469	47%
HUD - PLANNING		26,946	20,184		6,762	75%
Continuum of Care		467,187	320,023	5,347	141,818	69%
Planning Services		239,393	226 522		12 071	050
Rural Planning Org		•	226,522		12,871	95%
MOTSU Follow Up		205,588	189,186		16,402	92%
		38,854	3,474		35,380	9%
EDA Disaster Recovery		65,188	36,050	0.000	29,139	55%
EDA CARES		75,000	28,985	9,000	37,015	44%
Matthew Recovery Grant		7,168	7,168		-	100%
Local Gov Services		631,191	491,385	9,000	130,806	79%
Aging Planning & Admin.		348,490	348,490		0	100%
Ombudsman & Elder Abuse		191,822	191,822		-	100%
Project Care		104,000	102,182		1,818	98%
Family Caregiver Support		107,794	107,794		-	100%
AAA Funds to Counties		4,333,977	4,199,603		134,374	97%
CARES Aging Planning & Admin.		133,393	50,648	19,827	62,918	45%
CARES Ombudsman		27,405	2,752		24,653	10%
CARES Family Caregiver Support		15,000	15,000		-	100%
CARES AAA Funds to Counties		1,203,709	860,569		343,140	71%
Area Agency on Aging		6,465,590	5,878,861	19,827	566,902	91%
WIOA - Admin		611,798	318,174	232,292	61,332	84%
WIOA - Adult		2,103,957	1,002,912	855,723	245,323	80%
WIOA - Dislocated Worker		1,384,876	760,527	455,584	168,766	80%
WIOA - IWTG		100,000	67,498	13,775	18,727	78%
WIOA - NDWG FLO		3,052	3,052	13,775	10,727	100%
WIOA - Youth		2,299,857	1,035,443	845,312	419,103	71%
WIOA-2050 Business Services		51,046	51,046	040,012	415,105	100%
WIOA-IFA		223,842	223,842		- 0	100%
WIOA-NDWG COVID		250,000	146,269	87,141	16,590	90%
WIOA-NC Works Innovation Grant		200,610	169,895	07,141	30,715	85%
WIOA-Finish Line Grant		81,944	20,688		61,256	25%
Workforce Development		7,310,982	3,799,343	2,489,827	1,021,812	79%
Operation of the second s		07.000				
General Operations	-	27,000	3,941		23,059	15%
General Fund		27,000	3,941		23,059	15%
Total Expenditures	\$	14,901,951	\$ 10,493,553	\$ 2,524,000	\$ 1,884,398	85%
Administration		444,665	366,962		77,703	83%

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

#### CAPE FEAR COUNCIL OF GOVERNMENTS FISCAL YEAR 2021-2021 BUDGET ORDINANCE AMENDMENT #1

**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, 2021 and ending June 30, 2022 is hereby amended as follows:

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

	Original Budget	Amendment #1	Amended Budget
Expenditures by Department:			
Local Governments Services	\$585,377		\$585,377
Aging Services	5,137,196	87,047	\$5,224,243
Workforce Development	7,758,538	25,000	\$7,783,538
Homeless Continuum of Care	468,284		\$468,284
General Government	42,000		\$42,000
General Fund Total Expenditures	\$13,991,395	\$112,047	\$14,103,442
<b>Revenues by Source:</b>			
Federal	\$93,965		\$93,965
Fed/State Pass Thru	13,338,523	87,047	\$13,425,570
State	48,263		\$48,263
Member Assessment	42,000		\$42,000
Local Aging Share	60,377		\$60,377
Local RPO Share	80,018		\$80,018
Local COC Share	115,300		\$115,300
Fee-For-Service	200,704		\$200,704
Misc.		25,000	\$25,000
Fund Balance Utilization	12,245		\$12,245
General Fund Total Revenues	\$13,991,395	\$112,047	\$14,103,442

**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.

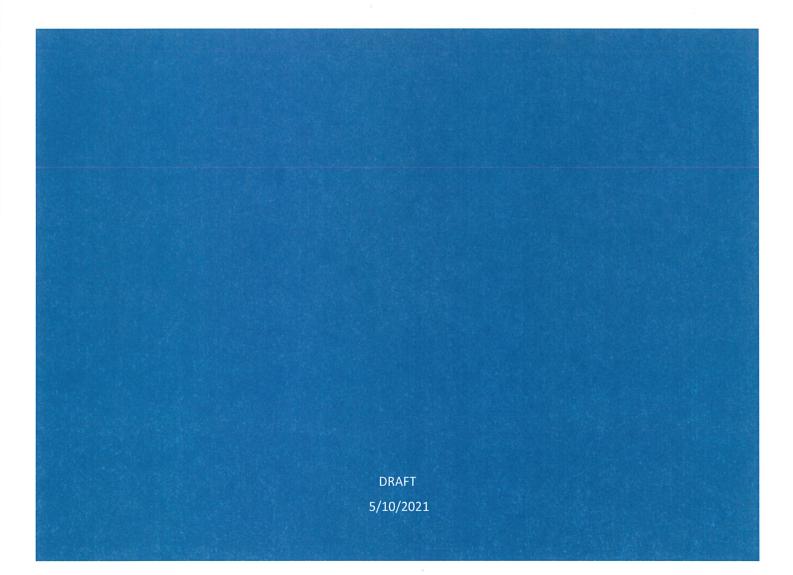
Adopted this 9th day of August 2021.

Mike Forte, Chairman

April D. Radford, Clerk

# CAPE FEAR COUNCIL OF GOVERNMENTS

# PROPOSED POSITION CLASSIFICATION AND PAY PLAN FISCAL YEAR 2021-2022



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

Salary	ranges assume COLA adjustment	Positi	<b>Positions Allocated</b>				
					Perm	Te	mp
Grade	Position	Dept	Minimum	Maximum	FT	FT	РТ
5	CE Program Asst.	COC	16/hr	20/hr			0.75
9	Workforce Dev. 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	Workforce Dev. Compliance Mgr.	WFD	\$ 50,002	\$ 79,963	1.00		
18	Workforce Dev. 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
	TOTAL ALLOCATED	POSIT	IONS		23.00	2.00	1.25

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
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F	40,038 1,668	42,065 1,753	44,195 1,841	46,432 1,935	48,783 2,033	51,253 2,136	53,847 2,244	56,573 2,357	59,437 2,477	62,446 2,602	65,608 2,734	68,929 2,872	72,418	76,085	3,170	79,936 3,331	83,983	88 735	3,676	92,702 3,863	97,395	102,325	4,264	107,506 4,479	112,948 4,706	118,666	4,944	5,195	130,985 5,458	137,616 5,734	144,583 6.024	151,903	U, JZZ
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<u> </u>	28,336 1,181	29,771 1,240	31,278 1,303	32,861 1,369	34,525 1,439	36,273 1,511	38,109 1,588	40,038 1,668	42,065 1,753	44,195 1,841	46,432 1,935	48,783 2,033	51,253 2.136	53,847	2,244	56,573 2,357	59,437 2,477	AAA CA	2,602	65,608 2,734	68,929	72,418	3,017	76,085 3,170	79,936 3,331	83,983	3,499 88 235	3,676	92,702 3.863	97,395 4.058	102,325	107,506	4,4/9 F
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=Y2021-2022 Salary Matrix with 1.5% COLA G/S   A   B   C					100															3 59,437 5 2,477					2 72,418 4 3.017					88,235 3.676			
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FY2021-20 G/S	F	2	m	4	2	9	2	œ	თ	10	4	12	13	14		15	16	47	=	18	19	20		24	22	23	40	ţ	25	26	27	28	G/S

#### CAPE FEAR COUNCIL OF GOVERNMENTS RESOLUTION AMENDING RECORDS RETENTION AND DISPOSITION POLICY

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

**WHEREAS** the CFCOG is designated by the State of North Carolina as the Lead Regional Organization for Region O, serving Brunswick, Columbus, New Hanover, and Pender counties;

**WHEREAS** the Executive Committee is the governing board of the CFCOG;

**WHEREAS** N.C.G.S. § 121-5(b) and G.S. § 132-3 require the consent of the Department of Natural and Cultural Resources (DNCR), as administered by the State Archives of North Carolina, prior to destruction of public records and whose consent is granted to local government agencies through adoption of the *General Records Schedule for Local Government Agencies*;

**WHEREAS** the Executive Committee is responsible for adoption of the Council's Records Retention and Disposition Schedule, last updated on June 8, 2020; and

**WHEREAS** the Executive Committee desires to update the Records Retention and Disposition Schedule to comply with retention requirements imposed by the U.S. Department of Housing and Urban Development (HUD) pursuant to 24 CFR 578.103(c).

**NOW, THEREFORE, BE IT RESOLVED** that Executive Committee of the Cape Fear Council of Governments adopts the attached amendments to the Records Retention and Disposition Schedule.

Adopted this 9th day of August 2021.

Mike Forte, Chair

April D. Radford, Clerk



	STANDARD 1: A	ADMINISTRATION AND MANAGEMENT RECORDS										
ITEM #	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION									
31.	GRANTS Records concerning approved federal, state, and private grants. File includes applications, reports, records of equipment purchased with grant funds, andall relevant programmatic records. Also includes documentation about grants issued by the agency along with research records generated as part of a grant project. See also GRANTS: FINANCIAL, page 24, item 27.	<ul> <li>a) Destroy records supporting the expenditure of federal funds passed through NC DHHS on a fiscal year basis whenthe DHHS Office of the Controller provides written guidance that records are released from all audits and other official actions.</li> <li>b) Destroy in office records of state and private grants 5 years after final financial report is filed.*</li> <li>c) Destroy in office records of other federal grants 3 years after final financial report is filed.</li> <li>d) Destroy in office records not relating to a specific grant after 1 year.</li> <li>e) Destroy records related to the HUD Continuum of Care Program 5 years after the final financial report is filed unless required to be retained longer pursuant to 24 CFR 578.103(c).</li> <li><i>Retention Note: According to 2 CFR 200.333(c), records for real property and equipment acquired with Federal funds must be retained for 3 years after disposition of the property/equipment.</i></li> </ul>	Retention: 09 NCAC 03M .0703 2 CFR 200.333 24 CFR 578.103(c) 1									
32.	HISTORY RECORDS (AGENCY AND EMPLOYEES)	a) Retain in office records with historical value permanently.										
	Records concerning the history of the agency and its employees. Includes published and unpublished histories, biographical data, photographs, newspaper clippings, and other related records.	<ul> <li>b) Destroy in office remaining records when reference value ends.<sup>†</sup></li> <li>Agency Policy: Destroy in office after</li> </ul>										
33.	IMPROPER CONDUCT INVESTIGATIONS	Destroy in office 3 years after resolution.										
	Records concerning investigations triggered by questions about ethics or conduct within an agency, such as whistleblower reports or allegations of fraud. Includes complaints, reports, investigations, and otherrelated records. Also includes records from an ombuds office.											

\* No destruction of records may take place if audits or litigation are pending or reasonably anticipated. See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION,** page vi.

<sup>†</sup> See signature page. The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Natural and Cultural Resources has scheduled with the disposition instruction "destroy when reference value ends." Please use the space provided.



ITEM #	STANDAR	D 2: BUDGET, FISCAL, AND PAYROLL RECORDS	
11 2101 #	<b>RECORDS SERIES TITLE</b>	DISPOSITION INSTRUCTIONS	CITATION
27.	GRANTS: FINANCIAL Records concerning approved federal, state, and private grants received or issued by the agency. Includes all relevant accounting, purchasing, payroll, and other financial records.	<ul> <li>a) Destroy records supporting the expenditure of federal funds passed through NC DHHS on a fiscal year basis when the DHHS Office of the Controller provides written guidance that records are released from all audits and other official actions.</li> </ul>	Retention: 09 NCAC 03M .0703 2 CFR 200.333 <u>24 CFR 578.103(c)</u>
	See also <b>GRANTS</b> , page 8, item 31.	<ul> <li>b) Destroy in office records of state and private grants 5 years after final financial report is filed.*</li> </ul>	
		c) Destroy in office records of other federal grants 3 years after final financial report is filed.	
		<ul> <li>Destroy in office records not relating to a specific grant or to grants not funded after 1 year.</li> </ul>	
		e) <u>Destroy records related to the HUD Continuum of Care</u> <u>Program 5 years after the final financial report is filed</u> <u>unless required to be retained longer pursuant to 24</u> <u>CFR 578.103(c).</u>	
		Retention Note: According to 2 CFR 200.333(c), records for real property and equipment acquired with Federal funds must be retained for 3 years after disposition of the property/equipment.	
28.	INVESTMENTS	a) Destroy in office transaction schedules after 2 years.*	Authority: G.S. § 159-30
	Includes fund information, portfolio listings and reports, balance sheets, exchange or consent instructions, broker confirmations, notices, and other	<ul><li>b) Destroy in office performance investment reports when reference value ends.</li><li>c) Destroy in office all remaining records after 3 years.*</li></ul>	0.3. 3 133-30
	documentation related to agency investments. Also includes transaction schedules for projecting revenue on investments as well as performance investment reports issued by broker or investment firm.	c) Destroy in onice all remaining records after 3 years.*	

2

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<sup>&</sup>lt;sup>†</sup> See signature page. The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Natural and Cultural Resources has scheduled with the disposition instruction "destroy when reference value ends." Please use the space provided.