

EXECUTIVE COMMITTEE MEETING

Monday, October 11, 2021 • 11:00 A.M.

AGENDA

[Join meeting](#)

Join by phone: [+1-408-418-9388](tel:+14084189388) **Meeting Access Code:** 132 327 0269
Meeting password: QmBJRSUb657 (76257782 from phones and video systems)

- 1. Call to Order, Welcome & Roll Call**
 - 2. Invocation & Pledge**
 - 3. Approval of Agenda *****
 - 4. Approval Minutes (see attachment) *****
 - a. August 9, 2021
 - 5. Finance Reports**
 - a. Budget Report through August 31, 2021 (see attachment) ***
 - b. Budget Ordinance Amendment #2 (see attachment) ***
 - 6. Annual Meeting date and location** (The Brunswick Center at Supply not available 02/24/22) ***
 - 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, December 13, 2021

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

This meeting will be a remote meeting pursuant to SL 2020-3. Members of the public are invited to view a live video stream of the meeting at www.capefearcog.org/live. Public comments received by email to main@capefearcog.org or by mail to 1480 Harbour Dr, Wilmington, NC, 28401 at least 24 hours prior to the meeting will be presented to the Executive Committee. For further information Call 910-395-4553.

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EXECUTIVE COMMITTEE MEETING

August 9, 2021, • 11:00 AM

MINUTES

Executive Committee Present:

Teresa Batts* George Brown Walt Eccard* Mike Forte
Julia Olson-Boseman*

Executive Committee Absent:

Jan Dawson Lamont Grate Charlie Rivenbark Brent Watts

Other General Membership Delegates Present:

John Gunter* Glenn Marshall*

CFCOG Staff Present:

Ginger Brick* Patrick Flanagan Judy Herring* Holly Pilson* Wes MacLeod
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 11:01AM.

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

2. Invocation and Pledge

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

3. Approval of Agenda

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

4. Approval of Minutes

Mr. Forte asked if there were any corrections to the minutes. There were no changes. Motion by Mr. Eccard, second by Mr. Brown, to approve the June 14, 2021, minutes as presented. The motion carried unanimously by roll call vote. *Ayes: Ms. Batts, Mr. Brown, Mr. Eccard, Mr. Forte, and Ms. Olson-Boseman. Nays: None. Absent: Ms. Dawson, Mr. Grate, Mr. Rivenbark, and Mr. Watts.*

5. Finance Report

Ms. Tucker presented the budget report through June 30, 2021. There were no questions. Motion by Mr. Brown, second by Ms. Batts, to approve the budget report carried unanimously by roll call vote. *Ayes: Ms. Batts, Mr. Brown, Mr. Eccard, Mr. Forte, and Ms. Olson-Boseman. Nays: None. Absent: Ms. Dawson, Mr. Grate, Mr. Rivenbark, and Mr. Watts.*

Ms. Tucker presented the budget ordinance amendment. There were no questions. Motion by Mr. Forte, second by Mr. Brown, to approve budget ordinance amendment carried unanimously by roll call vote. *Ayes: Ms.*

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

Ms. Tucker presented the Pay Plan for FY21/22. Ms. Tucker and Mr. Serkin addressed questions from the Executive Committee. Motion by Mr. Brown, second by Ms. Batts, to approve the FY 21/22 Pay Plan FY21/22 carried unanimously by roll call vote. *Ayes: Ms. Batts, Mr. Brown, Mr. Eccard, Mr. Forte, and Ms. Olson-Boseman. Nays: None. Absent: Ms. Dawson, Mr. Grate, Mr. Rivenbark, and Mr. Watts.*

6. Records Retention and Disposition Policy Amendment

Mr. Serkin presented the Records Retention and Disposition Policy Amendment. Mr. Serkin and Ms. Tucker addressed questions from the Executive Committee. Motion by Mr. Brown, second by Mr. Eccard, to approve the Records Retention and Disposition Policy Amendment carried unanimously by roll call vote. *Ayes: Ms. Batts, Mr. Brown, Mr. Eccard, Mr. Forte, and Ms. Olson-Boseman. Nays: None. Absent: Ms. Dawson, Mr. Grate, Mr. Rivenbark, and Mr. Watts.*

7. Annual Meeting date and location

Mr. Serkin suggested the Annual Meeting be held on Thursday, February 24, 2022 at the Brunswick Center at Supply. Motion by Mr. Forte, second by Ms. Batts, to approve the date and location of the Annual Meeting carried unanimously by roll call vote. *Ayes: Ms. Batts, Mr. Brown, Mr. Eccard, Mr. Forte, and Ms. Olson-Boseman. Nays: None. Absent: Ms. Dawson, Mr. Grate, Mr. Rivenbark, and Mr. Watts.*

8. Staff Report

Mr. Serkin presented the administrative report. Mr. Serkin and Mr. MacLeod addressed questions from the Executive Committee.

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

Mr. Herring presented the 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. There were no questions.

9. Forum Update

Mr. Gunter presented the Forum update. There were no questions.

10. Chairman, Member, and Delegate Comments:

Mr. Forte, Mr. Brown, and Mr. Eccard thanked the CFCOG staff. Mr. Serkin addressed questions from Mr. Eccard.

11. Adjournment:

Mr. Brown motioned to adjourn the meeting at 12:13PM. Motion carried unanimously by roll call. *Ayes: Ms. Batts, Mr. Brown, Mr. Eccard, Mr. Forte, and Ms. Olson-Boseman. Nays: None. Absent: Ms. Dawson, Mr. Grate, Mr. Rivenbark, and Mr. Watts.*

Mr. Forte reminded the Executive Committee the next meeting October 11, 2021, at 11:00AM. Meeting adjourned.

Respectfully submitted,

April D. Radford, Clerk to the Board

Mike Forte, Chairman

CAPE FEAR COUNCIL OF GOVERNMENTS
Cash Balance and
Budget/Expenditure Comparison
FY 2021-2022 (as of August 31, 2021) **UNAUDITED**

Cash Balance

Cash Balance in Bank	\$ 161,282
North Carolina Cash Management Investments	493,103
Total Cash on Hand	\$ 654,385

Budget & Actual Revenues

Departments	Adjusted Budget	Jul - Aug Revenues	Reserve Balance	Remaining Budget	Percent Received
Continuum of Care	\$ 468,284	\$ 6,762	\$ -	\$ 461,522	1%
Local Gov Services	\$ 585,377	13,919	-	571,458	2%
Area Agency on Aging	\$ 5,224,243	301,342	-	4,922,901	6%
Workforce Development	\$ 7,783,538	77,658	2,088,069	5,617,810	1%
General Fund	42,000	66,525		(24,525)	158%
Total Revenues	<u>\$ 14,103,442</u>	<u>\$ 466,206</u>	<u>\$ 2,088,069</u>	<u>\$ 11,573,691</u>	<u>4%</u>

Budget & Actual Expenditures

Departments	Beginning Budget	Jul - Aug Expenditures	Reserve Balance	Remaining Budget	Percent Expended
Continuum of Care	\$ 97,545	\$ 18,536		\$ 79,009	19%
NHC-Non-County Agency Funding	30,000	2,888		27,112	10%
ESG - CARES	100,000	4,668		95,332	5%
ESG - HMIS	164,458	12,558		151,900	8%
ESG - ADM	12,316	451		11,865	4%
HUD - PLANNING	63,965	6,762		57,203	11%
Continuum of Care	<u>468,284</u>	<u>45,863</u>	<u>-</u>	<u>422,421</u>	<u>10%</u>
Planning Services	249,128	32,001		217,127	13%
Rural Planning Org	235,969	21,675		214,294	9%
MOTSU Follow Up	30,000	2,011		27,989	7%
EDA Disaster Recovery	25,280	7,344		17,936	29%
EDA CARES	45,000	17,708		27,292	39%
Local Gov Services	<u>585,377</u>	<u>80,737</u>	<u>-</u>	<u>504,640</u>	<u>14%</u>
Aging Planning & Admin.	341,618	35,123		306,495	10%
Ombudsman & Elder Abuse	219,358	32,226		187,132	15%
Project Care	109,000	26,695		82,305	24%
Family Caregiver Support	140,113	17,818		122,295	13%
AAA Funds to Counties	3,857,952	65,414		3,792,538	2%
COVID-19 Vaccine Funds	87,047			87,047	0%
CARES Aging Planning & Admin.	34,892	8,260		26,632	24%
CARES Ombudsman	24,653	11,799		12,854	48%
CARES AAA Funds to Counties	409,610	117,044		292,566	29%
Area Agency on Aging	<u>5,224,243</u>	<u>314,378</u>	<u>-</u>	<u>4,909,865</u>	<u>6%</u>
WIOA - Admin	676,714	50,982	248,169	377,562	12%
WIOA - Adult	2,529,762	98,137	355,696	2,075,929	5%
WIOA - Dislocated Worker	1,566,920	87,044	160,681	1,319,195	6%
WIOA - IWTG	100,000	10,145	80,273	9,582	51%
WIOA - Youth	2,700,142	103,013	1,169,164	1,427,965	7%
WIOA-IFA				-	#DIV/0!
WIOA-NDWG COVID	125,000	7,380	74,086	43,534	14%
Local Educational Attainment Collabor	25,000			25,000	0%
WIOA-Finish Line Grant	60,000			60,000	0%
Workforce Development	<u>7,783,538</u>	<u>356,702</u>	<u>2,088,069</u>	<u>5,338,767</u>	<u>6%</u>
General Operations	42,000	668	-	41,332	2%
General Fund	<u>42,000</u>	<u>668</u>	<u>-</u>	<u>41,332</u>	<u>2%</u>
Total Expenditures	<u>\$ 14,103,442</u>	<u>\$ 798,347</u>	<u>\$ 2,088,069</u>	<u>\$ 11,217,025</u>	<u>7%</u>
Administration	446,710	64,279	-	382,431	14%

*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 2021-2022 BUDGET ORDINANCE AMENDMENT #2**

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	Prior Amended Budget	Amendment #2	Amended Budget
Expenditures by Department:				
Local Governments Services	\$585,377	\$ 585,377	114,035.00	\$699,412
Aging Services	5,137,196	5,224,243	2,848,386.00	8,072,629
Workforce Development	7,758,538	7,783,538	(1,326,436.00)	6,457,102
Homeless Continuum of Care	468,284	468,284	61,324.00	529,608
General Government	42,000	42,000	-	42,000
General Fund Total Expenditures	<u>\$13,991,395</u>	<u>\$14,103,442</u>	<u>\$1,592,309</u>	<u>\$15,800,751</u>

Revenues by Source:				
Federal	\$93,965	\$ 93,965	(2,858.00)	\$91,107
Fed/State Pass Thru	13,338,523	13,425,570	1,585,478.00	15,011,048
State	48,263	48,263		48,263
Member Assessment	42,000	42,000		42,000
Local Aging Share	60,377	60,377	234.00	60,611
Local RPO Share	80,018	80,018		80,018
Local COC Share	115,300	115,300	46,700.00	162,000
Fee-For-Service	200,704	200,704	105,000	305,704
Misc.		25,000	(25,000.00)	-
Fund Balance Utilization	12,245	12,245	(12,245.00)	-
General Fund Total Revenues	<u>\$13,991,395</u>	<u>\$14,103,442</u>	<u>\$1,592,309</u>	<u>\$15,800,751</u>

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 11th day of October 2021.

Mike Forte, Chairman

April D. Radford, Clerk