

1480 Harbour Drive Wilmington, NC 28401-7776

# **EXECUTIVE COMMITTEE MEETING**

Monday, December 12, 2022 • 11:00 A.M.

## **AGENDA**

- 1. Invocation & Pledge
- 2. Approval of Agenda \*\*\*
- 3. Approval Minutes (see attachment) \*\*\*
  - a. October 10, 2022
- 4. Auditor Report: Robbie Bittner, PBMares/RSM (see links for attachments) \*\*\*
  - a. FY21/22 Auditors Report to Executive Committee
  - b. FY21/22 Audit Financial and Compliance Reports
- 5. Finance Reports
  - a. Budget Report through October 31, 2022 (see attachment) \*\*\*
  - b. Budget Ordinance Amendment (see attachment) \*\*\*
- 6. 2023 Meeting Schedule (see attachment) \*\*\*
- 7. 2023 Executive Committee Nominating Committee discussion
- 8. Staff Reports
  - a. Executive Director
    - i. Contracts Summary (see attachment)
  - b. Area Agency on Aging
  - c. Homeless Continuum of Care
  - d. Local Government Services
  - e. Workforce Development
- 9. Forum Update
- 10. Chairman & Member Comments
- 11. Closed Session for personnel matter per NCGS 143-318.11(a)(6)
- 12. Adjourn

**Next Meeting: TBD** 



### **EXECUTIVE COMMITTEE MEETING**

October 10, 2022 • 11:00 AM

## **MINUTES**

**Executive Committee Present:** 

Brenda Bozeman Mike Forte Teresa Batts\* George Brown
Jane Dawson\* Lamont Grate\* Julia Olson-Boseman\* Charlie Rivenbark

**Executive Committee Absent:** 

**Brent Watts** 

Other General Membership Delegates Present:

J. Alan Holden\* Glenn Marshall\*

**CFCOG Staff Present:** 

Patrick Flanagan Judy Herring Holly Pilson Wes MacLeod April Radford

Allen Serkin Dawn Tucker

**Guest Present:** 

Noel Fox\*

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 11:00 AM.

## 2. Invocation and Pledge

Mr. Brown led the invocation and Pledge of Allegiance.

Mr. Serkin did roll call to confirm quorum. *Present: Ms. Bozeman, Mr. Forte, Ms. Batts, Mr. Brown, Mr. Grate, Ms. Olson-Boseman and Mr. Rivenbark. Absent: Mr. Grate and Mr. Watts.* 

## 3. Approval of Agenda

Mr. Forte asked if there were any amendments to the agenda, there being none Mr. Forte asked for a motion to approve the agenda. Motion by Mr. Rivenbark, second by Ms. Bozeman to approve the agenda carried unanimously by roll call vote. Ayes: Ayes Ms. Bozeman, Mr. Forte, Ms. Batts, Mr. Brown, Ms. Dawson, Ms. Olson-Boseman and Mr. Rivenbark. Nays: None. Absent: Mr. Grate and Mr. Watts.

#### 4. Approval of Minutes

Mr. Forte asked if there were any corrections to the minutes. Motion by Mr. Brown, second by Mr. Rivenbark, to approve the August 8, 2022, minutes as written. The motion carried unanimously by roll call vote. Ayes: Ayes Ms. Bozeman, Mr. Forte, Ms. Batts, Mr. Brown, Ms. Dawson, Ms. Olson-Boseman and Mr. Rivenbark. Nays: None. Absent: Mr. Grate and Mr. Watts.

## 5. Finance Report

Mr. Tucker presented the Budget Report through August 31, 2022. There were no questions. Motion by Mr. Rivenbark, second by Mr. Brown, to accept the Budget Report carried unanimously by roll call Ayes: Ayes Ms. Bozeman, Mr. Forte, Ms. Batts, Mr. Brown, Ms. Dawson, Mr. Grate, Ms. Olson-Boseman and Mr. Rivenbark. Nays: None. Absent: Mr. Watts.

Mr. Grate joined the meeting at 11:04 AM.

Ms. Tucker then presented the Budget Ordinance Amendment #2. There were no questions. Motion by Mr. Forte, second by Mr. Rivenbark, to approve budget ordinance amendment #2 carried unanimously by roll call vote. Ayes: Ayes Ms. Bozeman, Mr. Forte, Ms. Batts, Mr. Brown, Ms. Dawson, Mr. Grate, Ms. Olson-Boseman and Mr. Rivenbark. Nays: None. Absent: Mr. Watts.

Mr. Serkin presented the Position Classification and Pay Plan. Mr. Serkin addressed questions. Motion by Mr. Rivenbark, seconded by Mr. Brown to approve position classification and pay plan carried unanimously by roll call vote. Ayes: Ayes Ms. Bozeman, Mr. Forte, Ms. Batts, Mr. Brown, Ms. Dawson, Mr. Grate, Ms. Olson-Boseman and Mr. Rivenbark. Nays: None. Absent: Mr. Watts.

## 6. Staff Reports

Mr. Serkin presented the Executive Director Report including the Contract Summary. Mr. Serkin addressed questions. No action taken.

Mr. Serkin asked the board to approve pay study. After discussion a motion by Mr. Rivenbark, second by Mr. Brown, to approve the use of \$7,000 to pay Piedmont Triad Regional Council for pay study carried unanimously by roll call vote. Ayes: Ayes Ms. Bozeman, Mr. Forte, Ms. Batts, Mr. Brown, Ms. Dawson, Mr. Grate, Ms. Olson-Boseman and Mr. Rivenbark. Nays: None. Absent: Mr. Watts.

Mr. Serkin informed the executive committee that the Town of Fair Bluff and Lumber River COG approached the Cape Fear COG about the possibility of the Cape Fear COG handling an affordable housing grant on behalf of the Town of Fair Bluff. After discussion the board requested more information and research before any decision is made. No action taken.

Mr. Serkin asked whether the executive committee had a preference on the meal for the Annual Meeting and Awards Banquet. The executive committee asked the Cape Fear COG Staff to use their discretion and choose the menu. No action taken.

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

## Ms. Herring joined the meeting in person at 12:03 PM.

## Ms. Olson-Boseman left the meeting at 12:07 PM.

Mr. Serkin addressed the WHQR report on the COC & Cape Fear COG. Discussion ensued.

Ms. Herring presented the COC report. Discussion ensued and Ms. Herring addressed questions. No action taken.

Mr. Brown asked to interrupt the to state that he had to leave and wanted to express his appreciation and thank the executive committee and Cape Fear COG staff for the years of working together.

Mr. Serkin presented a certificate of appreciation to Mr. Brown.

## Mr. Brown left the meeting at 12:30 P.M.

Mr. MacLeod presented the LGS report. There were no questions. No action taken.

## 7. Forum Update

Mr. Serkin presented the Forum Update on behalf of Mr. Gunter. There were no questions. No action taken.

## 8. Chairman and Member Comments

Mr. Forte expressed his thanks to both Mr. Brown and Ms. Olson-Boseman. There were no other comments

## 9. Closed Session

Motion by Mr. Rivenbark, second by Ms. Bozeman to go into closed session to discuss a personnel matter per NCGS 143-318.11(a)(6).

Discussion tabled until the December 12, 2022, meeting. No action was taken in closed session.

## 10. Adjournment

10. Adjournment	
Motion by Mr. Rivenbark, second by Ms. Bozema	n to adjourn the meeting. Meeting adjourned at $1{:}10\mathrm{PM}$
Respectfully submitted,	
April D. Radford, Clerk to the Board	Mike Forte, Chairman



# **CAPE FEAR COUNCIL OF GOVERNMENTS**

# Cash Balance and Budget/Expenditure Comparison

# FY 2022-2023 (as of October 31, 2022) **UNAUDITED**

## **Cash Balance**

Cash Balance in Bank North Carolina Cash Management Investments Total Cash on Hand 232,607 733,404 \$ 966,011

## **Budget & Actual Revenues**

Adjusted			Jul - Oct	Reserve	R	emaining	Percent	
Departments	partments Budget		ı	Revenues	Balance	Budget		Received
Continuum of Care	\$	812,508	\$	31,258	\$ 142,738	\$	638,511	5%
Local Gov Services	\$	1,810,738		125,617	1,028,393		656,729	16%
Area Agency on Aging	\$	7,463,464		1,233,601	149,250		6,080,613	17%
Workforce Development	\$	4,841,648		888,375	1,012,287		2,940,986	23%
General Fund		42,000		181,146			(139,146)	431%
Total Revenues	\$	14,970,358	\$	2,459,997	\$ 2,332,668	\$ 1	10,316,839	19%

## **Budget & Actual Expenditures**

Deventurente	Beginning	Jul - Oct	Reserve	Remaining	Percent
Departments Continuum of Care	<b>Budget</b> \$ 91.172	S 27.492	Balance	<b>Budget</b> \$ 63,680	Expended
		, , -			30% 91%
COVID Motel Shelter Program NHC-Non-County Agency Funding	30,845	28,204 3,522		2,641	100%
ESG - CARES	3,522 43,155	3,322 11,641	16 627	- 14,887	
	•	•	16,627	,	44%
ESG - HMIS	283,287	27,993	99,314	155,980	15%
ESG - ADM	15,396	3,593	10.750	11,803	23%
HUD - Perm. Supportive Housing HUD - CE Assessor	241,120	13,663	10,750	216,707	6%
	54,375	1,439	6,740	46,196	3%
HUD - PLANNING	49,635	11,288	9,307	29,040	28%
Continuum of Care	812,508	128,835	142,738	540,935	19%
Planning Services	365,256	100,932		264,324	28%
Rural Planning Org	212,969	59,551		153,418	28%
Disaster Recovery	331,250	2,844	307,245	21,161	12%
MOTSU Follow Up	22,479	2,413	13,806	6,259	28%
LGS Special Projects	294,816	38,061	187,010	69,745	35%
LGS-ARPA	583,969	18,108	520,332	45,529	28%
Local Gov Services	1,810,738	221,909	1,028,393	560,437	28%
Aging Planning & Admin.	403,892	119,189		284,702	30%
Ombudsman & Elder Abuse	220,603	67,478		153,125	31%
Project Care	109,000	30,812		78,188	28%
Family Caregiver Support	122,204	37,789		84,415	31%
AAA Funds to Counties	4,209,379	925,041		3,284,338	22%
COVID-19 Vaccine Funds	2,432	2,432		-	100%
AAA SAA	24,954	17,528		7,426	70%
AAA ARP	2,371,000	65,332	149,250	2,156,418	3%
Area Agency on Aging	7,463,464	1,265,602	149,250	6,048,612	17%
racarigency on riging	7,103,101		113,230		
WIOA - Admin	528,972	88,479	165,654	274,839	24%
WIOA - Adult	1,442,748	269,251	241,456	932,041	22%
WIOA - Dislocated Worker	983,246	182,255	198,954	602,037	23%
WIOA - IWTG	68,000			68,000	0%
WIOA - Youth	1,758,399	257,337	406,223	1,094,839	19%
WIOA-Finish Line Grant	60,283	•		60,283	0%
Workforce Development	4,841,648	797,322	1,012,287	3,032,039	21%
General Operations	42,000	4	_	41,996	0%
General Fund	42,000	· <u> </u>		41,996	0%
Contrain and		· ———			
Total Expenditures	\$ 14,970,358	\$ 2,413,671	\$ 2,332,668	\$ 10,224,019	19%
Administration	465,042	129,675		335,367	28%
*Administrative costs are allocated	to and included in t	he department, pro	ogram or project	budgets.	



# CAPE FEAR COUNCIL OF GOVERNMENTS FISCAL YEAR 2022-2023 BUDGET ORDINANCE AMENDMENT #3

**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, 2022 and ending June 30, 2023 is hereby amended as follows:

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

	Original Budget	-		Amended Budget
<b>Expenditures by Department:</b>				
Local Government Services	\$1,001,023	\$1,810,738		\$ 1,810,738
Aging Services	7,712,096	\$7,463,464		7,463,464
Workforce Development	5,371,546	\$4,841,648	392,001	5,233,649
Homeless Continuum of Care	660,870	\$812,508		812,508
General Government	42,000	\$42,000		42,000
General Fund Total Expenditures	\$14,787,535	\$14,970,358	392,001	\$ 15,362,359
Revenues by Source:				
Federal	\$343,143	\$ 347,980		\$347,980
Fed/State Pass Thru	13,645,318	13,815,368	392,001	14,207,369
State	48,263	48,263		48,263
Member Assessment	42,000	42,000		42,000
Local Aging Share	81,234	81,626		81,626
Local LGS Share	60,336	60,336		60,336
Local COC Share	150,000	145,167		145,167
Fee-For-Service	417,241	429,618		429,618
General Fund Total Revenues	\$14,787,535	\$14,970,358	392,001	\$15,362,359

<b>SECTION 2</b> : The Budget Officer is hereby authore the parts in Section 1 without the approval of the	11 1
Adopted this 12th day of December 2022.	
Mike Forte, Chairman	April D. Radford, Clerk



# 1480 Harbour Drive Wilmington, NC 28401-7776

### 2023 GENERAL MEMBERSHIP ANNUAL MEETING

Thursday, February 23: Annual Meeting at 6:30PM (Brunswick Senior Resources 101 Stone

Chimney Rd, Supply, NC)

Potential Action Items: Approve 2022 annual meeting minutes; elect Executive Committee

## **Proposed 2023 EXECUTIVE COMMITTEE MEETINGS (11:00AM at CFCOG)**

## Monday, January 9, 2023

Potential Action Items: Executive Committee nominations; Annual Meeting agenda

## Monday, March 13, 2023

Potential Action Items:

## Monday, May 8, 2023

Potential Action Items: Present draft FY 23/24 budget; set budget public hearing date

## Monday, June 12, 2023

Potential Action Items: Adopt FY 23/24 budget

# Monday, August 14, 2023

Potential Action Items:

## Monday, October 9, 2023

Potential Action Items: Present final FY 22/23 unaudited financial statements; adopt FY 23/24 budget amendment per final allocations; Executive Director evaluation

## Monday, December 11, 2023

Potential Action Items: Adopt 2024 meeting schedule; FY 22/23 audit presentation by auditors; approve FY 22/23 audit; Executive Committee nomination committee



# CFCOG Contract Summary Contracts Entered Since Prior Report

						\$ to			Funding	Prior	CFCOG
					\$ to Other	Subgrantee/			Availability	Reimbursement	Matching
	Program	Contract Name or Description	Other Party	\$ to CFCOG	Party	Subcontractor		End Date	Clause (Y/N)	Clause (Y/N)	Funds (Y/N)
LGS		St James On-Call Planning and Zoning Technical Services	Town of St. James	Hourly	\$ -	\$ -	10/6/2022		N/A	N/A	N
		Eckerd Connects - WIOA One-Stop Operator	Eckerd Connects	\$ -	\$ 225,000.00	\$ -	7/1/2022	6/30/2023	Υ	N	N
	_	PSH Rental Assistance Client: HMIS #109707	Village of Greenfield	\$ -	\$ 7,716.00	\$ -	10/7/2022	10/6/2023	Υ	N	N
COC	PSH	PSH Rental Assistance Client: HMIS #434304	Village of Greenfield	\$ -	\$ 7,716.00	\$ -	8/1/2022	7/31/2023	Υ	N	N
	_	PSH Rental Assistance Client: HMIS #453448	Village of Greenfield	\$ -	\$ 7,584.00	\$ -	10/3/2022	10/2/2023	Υ	N	N
COC	PSH	PSH Rental Assistance Client: HMIS #475858	Village of Greenfield	\$ -	\$ 7,716.00	\$ -	10/5/2022	10/4/2023	Υ	N	N
COC	PSH	PSH Rental Assistance Client: HMIS #366998	Village of Greenfield	\$ -	\$ 7,512.00	\$ -	9/21/2022	9/20/2023	Υ	N	N
COC	PSH	PSH Rental Assistance Client: HMIS #108416	Village of Greenfield	\$ -	\$ 7,620.00	\$ -	8/1/2022	7/31/2023	Υ	N	N
COC	PSH	PSH Rental Assistance Client: HMIS #223245	Village of Greenfield	\$ -	\$ 7,716.00	\$ -	8/1/2022	7/31/2023	Υ	N	N
COC	PSH	PSH Rental Assistance Client: HMIS #272797	Village of Greenfield	\$ -	\$ 7,716.00	\$ -	8/1/2022	7/31/2023	Υ	N	N
WFD	Formula	SCC - WIOA Adult & Dislocated	Southeastern Community College	\$ -	\$ 347,000.00	\$ -	7/1/2022	6/30/2023	Υ	N	N
WFD	Formula	BCC - WIOA Adult & Dislocated	Brunswick Community College	\$ -	\$ 460,000.00	\$ -	7/1/2022	6/30/2023	Υ	N	N
WFD	Formula	SCC - WIOA Columbus County One-Stop Operator	Southeastern Community College	\$ -	\$ 75,000.00	\$ -	7/1/2022	6/30/2023	Υ	N	N
WFD	Formula	SCC - WIOA Youth	Southeastern Community College	\$ -	\$ 210,000.00	\$ -	7/1/2022	6/30/2023	Υ	N	N
AAA	OMB	Legal Representation - Ombudsman	Craige & Fox, PLLC	\$ -	\$ -	\$ -	7/1/2022	6/30/2024	N/A	N/A	N
WFD	Formula	EDSI - WIOA Youth	Educational Data Systems, Inc.	\$ -	\$ 638,000.00	\$ -	7/1/2022	6/30/2023	Υ	N	N
COC	PSH	PSH Rental Assistance Client: HMIS #402799	Village of Greenfield	\$ -	\$ 7,092.00	\$ -	8/1/2022	7/31/2023	Υ	N	N
COC	COC	Continuum of Care Administration Funding	New Hanover County	\$ 27,300.00	\$ -	\$ -	7/1/2022	6/30/2023	N/A	N/A	N
LGS	LGS	Kure Beach Compensation & Classification Study	Piedmont Triad Regional Council	\$ 8,000.00	\$ -	\$ 7,680.00	2/1/2023	5/30/2023	N/A	N/A	N
WFD	Formula	Two Hawk - WIOA Youth	Two Hawk Employment Services	\$ -	\$ 180,000.00	\$ -	7/1/2022	6/30/2023	Υ	N	N
WFD	Formula	Two Hawk - WIOA Adult & Dislocated	Two Hawk Employment Services	\$ -	\$ 560,000.00	\$ -	7/1/2022	6/30/2023	Υ	N	N
WFD	Formula	SCC - WIOA Finish Line Grant	Southeastern Community College	\$ -	\$ 18,206.13	\$ -	7/1/2022	9/30/2022	Υ	N	N
COC	PSH	PSH Rental Assistance Client: HMIS #537701	Village of Greenfield	\$ -	\$ 6,948.00	\$ -	8/1/2022	7/31/2023	Υ	N	N
COC	PSH	PSH Rental Assistance Client: HMIS #136382	Village of Greenfield	\$ -	\$ 7,284.00	\$ -	8/1/2022	7/31/2023	Υ	N	N
WFD	Facilities	Pender Co/Burgaw Career Center lease	Donna G. Rowe	\$ -	\$ 7,896.66	\$ -	11/1/2022	12/31/2022	Υ	NA	N
AAA	EBHP	Columbus Health Promotion/Disease Prevention	Columbus County	\$ -	\$ 5,992.00	\$ -	7/1/2022	6/30/2023	Υ	N	N
COC	PSH	PSH Rental Assistance Client: HMIS #109725	Village of Greenfield	\$ -	\$ 7,944.00	\$ -	11/2/2022	10/31/2023	Υ	N	N
COC	PSH	PSH Rental Assistance Client: HMIS #130931	Village of Greenfield	\$ -	\$ 9,120.00	\$ -	11/4/2022	10/31/2023	Υ	N	N
COC	PSH	PSH Rental Assistance Client: HMIS #67872	Village of Greenfield	\$ -	\$ 9,120.00	\$ -	11/8/2022	10/31/2023	Υ	N	N
LGS	LGS	Calabash On-call Planning, Zoning & Technical Services	Town of Calabash	Hourly	\$ -	\$ -	11/9/2022	6/30/2023	N/A	N/A	N
WFD	Formula	BCC - WIOA Finish Line Grant	Brunswick Community College	\$ -	\$ 18,437.65	\$ -	7/1/2022	9/30/2022	Υ	N	N
AAA	EBHP	New Hanover Health Promotion/Disease Prevention	New Hanover County	\$ -	\$ 14,985.00	\$ -	7/1/2022	6/30/2023	Υ	N	N
AAA	EBHP	Pender Health Promotion/Disease Prevention	Pender Adult Services	\$ -	\$ 5,342.00	\$ -	7/1/2022	6/30/2023	Υ	N	N
				\$ 35,300.00	\$ 2,874,663.44	\$ 7,680.00					