

EXECUTIVE COMMITTEE MEETING

Monday, January 9, 2023 • 11:00 A.M.

AGENDA

- 1. Invocation & Pledge**
- 2. Approval of Agenda *****
- 3. Approval Minutes (see attachment) *****
 - a. December 12, 2022
- 4. Finance Report**
 - a. Budget Report through November 30, 2022 (see attachment) ***
 - b. Budget Ordinance Amendment #4 (see attachment) ***
- 5. 2023 Executive Committee and Officers Nominations (see attachment) *****
- 6. Approval of Annual Meeting Agenda (see attachment) *****
- 7. Lunch Break**
- 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. Adjourn**

Next Meeting: The Annual Membership Meeting, Thursday, February 23, 2023, 6:30 PM at The Brunswick Senior Resource Center, 101 Stone Chimney Rd., Supply, NC.

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

December 12, 2022 • 11:00 AM

MINUTES

Executive Committee Present:

Teresa Batts*	Brenda Bozeman	Jan Dawson
Mike Forte	Jackie Newton	Charlie Rivenbark

Executive Committee Absent:

Lamont Grate	Brent Watts
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Other General Membership Delegates Present:

J. Alan Holden*	Glenn Marshall*
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CFCOG Staff Present:

Judy Herring	Brian Jackson	Wes MacLeod	April Radford
Sam Shore	Allen Serkin	Dawn Tucker	

Guests Present:

Deb Hays	Robbie Bittner*	Noel Fox*
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Members and others who participated remotely 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

Ms. Dawson led the invocation

Mr. Rivenbark led the Pledge of Allegiance.

Mr. Serkin did roll call to confirm quorum. *Present: Ms. Bozeman, Mr. Forte, Ms. Dawson, Ms. Newton, and Mr. Rivenbark. Absent: Ms. Batts, Mr. Grate and Mr. Watts.*

3. Approval of Agenda

Mr. Forte asked if there were any amendments to the agenda. There being none, a motion by Mr. Rivenbark, seconded by Ms. Dawson, to approve the agenda carried unanimously. *Ayes: Ms. Bozeman, Mr. Forte, Ms. Dawson, Ms. Newton, and Mr. Rivenbark. Nays: None. Absent: Ms. Batts, Mr. Grate and Mr. Watts.*

4. Auditor Report

Mr. Bittner from PBMAres/RSM presented the auditor's report and the financial and compliance report.

Ms. Batts joined the meeting remotely at 11:11 AM

There were no questions. A motion by Mr. Rivenbark, seconded by Ms. Bozeman, to accept the auditor's report and financial and compliance report carried unanimously. *Ayes: Ms. Batts, Ms. Bozeman, Mr. Forte, Ms. Dawson, Ms. Newton, and Mr. Rivenbark. Nays: None. Absent: Mr. Grate and Mr. Watts.*

5. Approval of Minutes

Mr. Forte asked if there were any corrections to the minutes. A motion by Ms. Dawson, seconded by Mr. Rivenbark, to approve the October 10, 2022, minutes with the corrected spelling of Ms. Dawson's name carried unanimously. *Ayes: Ms. Batts, Ms. Bozeman, Mr. Forte, Ms. Dawson, Ms. Newton, and Mr. Rivenbark. Nays: None. Absent: Mr. Grate and Mr. Watts.*

6. Finance Reports

Mr. Tucker presented the Budget Report through October 31, 2022. Ms. Tucker and Mr. Serkin addressed questions from the executive committee. A motion by Mr. Rivenbark, seconded by Ms. Dawson, to accept the Budget Report carried unanimously *Ayes: Ms. Batts, Ms. Bozeman, Mr. Forte, Ms. Dawson, Ms. Newton, and Mr. Rivenbark. Nays: None. Absent: Mr. Grate and Mr. Watts.*

Ms. Tucker then presented Budget Ordinance Amendment #3. There were no questions. A motion by Mr. Rivenbark, seconded by Ms. Dawson, to approve the budget ordinance amendment carried unanimously. *Ayes: Ms. Batts, Ms. Bozeman, Mr. Forte, Ms. Dawson, Ms. Newton, and Mr. Rivenbark. Nays: None. Absent: Mr. Grate and Mr. Watts.*

7. 2023 Meeting Schedule

Mr. Forte presented the draft 2023 Executive Committee meeting schedule. Mr. Serkin explained the dates and times of the suggested meetings. A motion by Ms. Newton, seconded by Mr. Rivenbark, to adopt the 2023 Executive Committee meeting calendar carried unanimously. *Ayes: MS. Batts, Ms. Bozeman, Mr. Forte, Ms. Dawson, Ms. Newton, and Mr. Rivenbark. Nays: None. Absent: Mr. Grate and Mr. Watts.*

Adopted 2023 Meeting Schedule:

Monday, January 9, 2023, 11:00 AM - Executive Committee
Thursday, February 23, 2023, 6:30 PM - Annual Meeting
Monday, March 13, 2023, 11:00 AM - Executive Committee
Monday, May 8, 2023, 11:00 AM - Executive Committee
Monday, June 12, 2023, 11:00 AM - Executive Committee
Monday, August 14, 2023, 11:00 AM - Executive Committee
Monday, October 9, 2023, 11:00 AM - Executive Committee
Monday, December 11, 2023, 11:00 - Executive Committee

8. 2023 Executive Committee Nominations

Mr. Forte requested volunteers to serve on a nominating committee. Mr. Forte, Mr. Rivenbark, and Ms. Batts volunteered and agreed to present nominations at the next meeting. No action taken.

9. Staff Reports

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

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

Mr. Serkin presented the Area Agency on Aging report. There were no questions. No action taken.

Ms. Herring presented the Continuum of Care report. Discussion ensued and Ms. Herring addressed questions. No action taken.

Mr. MacLeod presented the Local Government Services report. Mr. MacLeod addressed questions. No action taken.

Ms. Bozeman left the meeting at 12:30 PM

Break for lunch at 12.35 PM

Resumed meeting 12:45 PM

Mr. Jackson presented the Workforce Development report. There were no questions. No action taken.

10. Forum Update

Mr. Gunter presented the Forum Update. There were no questions. No action taken.

11. Chairman and Member Comments

Mr. Forte thanked all for attending and welcomed Ms. Newton and Ms. Hays. Mr. Rivenbark wished all a Merry Christmas. Ms. Dawson expressed her gratitude to the CFCOG staff.

12. Closed Session for Personnel Matter

A motion by Mr. Forte, seconded by Ms. Dawson, to go into closed session to discuss a personnel matter per NCGS 143-318.11(a)(6) carried unanimously. *Ayes: Ms. Batts, Mr. Forte, Ms. Dawson, Ms. Newton, and Mr. Rivenbark. Nays: None. Absent: Ms. Bozeman, Mr. Grate and Mr. Watts.*

A motion by Mr. Rivenbark, seconded by Ms. Dawson, to return to open session carried unanimously. *Ayes: Ms. Batts, Mr. Forte, Ms. Dawson, Ms. Newton, and Mr. Rivenbark. Nays: None. Absent: Ms. Bozeman, Mr. Grate and Mr. Watts.*

A motion by Mr. Rivenbark, seconded by Ms. Dawson, to increase Mr. Serkin's salary grade from 28D to 28F effective immediately carried unanimously. *Ayes: Ms. Batts, Mr. Forte, Ms. Dawson, Ms. Newton, and Mr. Rivenbark. Nays: None. Absent: Ms. Bozeman, Mr. Grate and Mr. Watts.*

13. Adjournment

Motion by Mr. Forte, second by Ms. Newton to adjourn the meeting. Meeting adjourned at 1:45 PM.

Respectfully submitted,

April D. Radford, Clerk to the Board

Mike Forte, Chairman

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CAPE FEAR COUNCIL OF GOVERNMENTS
Cash Balance and
Budget/Expenditure Comparison
FY 2022-2023 (as of November 30, 2022) **UNAUDITED**

Cash Balance

Cash Balance in Bank	127,725
North Carolina Cash Management Investments	643,525
Total Cash on Hand	\$ 771,250

Budget & Actual Revenues

Departments	Adjusted Budget	Jul - Nov Revenues	Reserve Balance	Remaining Budget	Percent Received
Continuum of Care	\$ 812,508	\$ 98,944	\$ 142,738	\$ 570,825	15%
Local Gov Services	\$ 1,810,738	160,374	1,028,393	621,972	20%
Area Agency on Aging	\$ 7,463,464	1,674,570	149,250	5,639,644	23%
Workforce Development	\$ 4,841,648	1,124,414	1,012,287	2,704,947	29%
General Fund	42,000	183,525	141,962	437	100%
Total Revenues	\$ 14,970,358	\$ 3,241,828	\$ 2,474,630	\$ 9,537,388	26%

Budget & Actual Expenditures

Departments	Beginning Budget	Jul - Nov Expenditures	Reserve Balance	Remaining Budget	Percent Expended
Continuum of Care	\$ 91,172	\$ 37,384		\$ 53,788	41%
COVID Motel Shelter Program	30,845	28,204		2,641	91%
NHC-Non-County Agency Funding	3,522	3,522		-	100%
ESG - CARES	43,155	9,933	16,627	16,595	37%
ESG - HMIS	283,287	49,540	99,314	134,433	27%
ESG - ADM	15,396	3,593		11,803	23%
HUD - Perm. Supportive Housing	241,120	27,389	10,750	202,981	12%
HUD - CE Assessor	54,375	1,439	6,740	46,196	3%
HUD - PLANNING	49,635	13,513	9,307	26,815	34%
Continuum of Care	812,508	174,517	142,738	495,253	26%
Planning Services	365,256	131,832		233,424	36%
Rural Planning Org	212,969	105,966		107,003	50%
Disaster Recovery	331,250	4,417	307,245	19,588	18%
MOTSU Follow Up	22,479	4,238	13,806	4,434	49%
LGS Special Projects	294,816	47,046	187,010	60,760	44%
LGS-ARPA	583,969	20,722	520,332	42,915	33%
Local Gov Services	1,810,738	314,221	1,028,393	468,125	40%
Aging Planning & Admin.	403,892	154,960		248,932	38%
Ombudsman & Elder Abuse	220,603	88,824		131,779	40%
Project Care	109,000	39,663		69,337	36%
Family Caregiver Support	122,204	49,119		73,085	40%
AAA Funds to Counties	4,209,379	1,268,262		2,941,117	30%
COVID-19 Vaccine Funds	2,432	2,432		-	100%
AAA SAA	24,954	18,127		6,827	73%
AAA ARP	2,371,000	100,610	149,250	2,121,140	5%
Area Agency on Aging	7,463,464	1,721,997	149,250	5,592,217	24%
WIOA - Admin	528,972	127,813	165,654	235,505	35%
WIOA - Adult	1,442,748	398,865	241,456	802,428	33%
WIOA - Dislocated Worker	983,246	259,754	198,954	524,538	33%
WIOA - IWTG	68,000			68,000	0%
WIOA - Youth	1,758,399	440,935	406,223	911,241	33%
WIOA-Finish Line Grant	60,283	2,284		57,999	4%
Workforce Development	4,841,648	1,229,650	1,012,287	2,599,711	32%
General Operations	42,000	4	-	41,996	0%
General Fund	42,000	4	-	41,996	0%
Total Expenditures	\$ 14,970,358	\$ 3,440,388	\$ 2,332,668	\$ 9,197,302	27%
Administration	465,042	170,142	-	294,900	37%

*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 2022-2023 BUDGET ORDINANCE AMENDMENT #4**

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	Prior Amended Budget	Amendment # 4	Amended Budget
Expenditures by Department:				
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	\$5,233,649	10,502	5,244,151
Homeless Continuum of Care	660,870	\$812,508		812,508
General Government	42,000	\$42,000		42,000
General Fund Total Expenditures	<u>\$14,787,535</u>	<u>\$15,362,359</u>	<u>10,502</u>	<u>\$ 15,372,861</u>

Revenues by Source:				
Federal	\$343,143	\$ 347,980		\$347,980
Fed/State Pass Thru	13,645,318	14,207,369	10,502	14,217,871
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	<u>\$14,787,535</u>	<u>\$15,362,359</u>	<u>10,502</u>	<u>\$15,372,861</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 9th day of January 2023.

Mike Forte, Chairman

April D. Radford, Clerk



**Serving
Local
Government in:**

**Brunswick
County**

Bald Head Island
Belville
Boiling Spring Lakes
Bolivia
Calabash
Carolina Shores
Caswell Beach
Holden Beach
Leland
Navassa
Northwest
Oak Island
Ocean Isle Beach
Sandy Creek
Shallotte
Southport
St. James
Sunset Beach

**Columbus
County**

Bolton
Brunswick
Cerro Gordo
Chadbourn
Fair Bluff
Lake Waccamaw
Sandyfield
Tabor City
Whiteville

**New Hanover
County**

Carolina Beach
Kure Beach
Wilmington
Wrightsville Beach

**Pender
County**

Atkinson
Burgaw
Surf City
Topsail Beach
Wallace

2023 Executive Committee Automatic Members

Mike ForteBrunswick Co.
Lavern ColemanColumbus Co.
Deb HaysNew Hanover Co.
Jackie NewtonPender Co.

2023 Executive Committee Municipal Nominees

Brenda BozemanBrunswick Co. Municipal (Leland)
Lamont GrateColumbus Co. Municipal (Tabor City)
Charlie RivenbarkNew Hanover Co. Municipal (Wilmington)
Jan DawsonPender Co. Municipal (Burgaw)
Teresa BattsMunicipal At-Large (Surf City)

2023 CFCOG General Membership Officer Nominees

ChairMike Forte
Vice ChairDeb Hays
Secretary-TreasurerCharlie Rivenbark

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CFCOG Contract Summary
Contracts Entered Since Prior Report

Dept.	Program	Contract Name or Description	Other Party	\$ to CFCOG	\$ to Other Party	Start Date	End Date	Funding Availability Clause (Y/N)	Prior Reimbursement Clause (Y/N)	CFCOG Matching Funds (Y/N)
AAA	LCA	LCA Extension Amendment #6	NC DHHS Division of Health Benefits	\$80/hr		7/22/2019	6/30/2023	N/A	N/A	N
COC	COC	CoC Planning Grant	US Dept. of HUD	\$ 28,468.00		12/1/2022	11/30/2023	N/A	N/A	Y*
ADM	Admin	CFCOG Classification & Pay Study	Piedmont Triad Regional Council		\$ 7,000.00	12/12/2022	5/30/2023	N/A	N/A	N/A
ADM	Admin	Handyman Services Agreement	Cape Fear Handyman		\$55/hr	12/13/2022	N/A	N/A	N/A	N/A
AAA	EBHP	Brunswick Health Promotion/Disease Prevention	Brunswick Senior Resources, Inc.		\$ 14,335.00	7/1/2022	6/30/2023	Y	N	N
				\$ 28,468.00	\$ 21,335.00					

DEPARTMENTS

AAA: Area Agency on Aging
ADM: Administration
CoC: Homeless Continuum of Care
LGS: Local Government Services
WD: Workforce Development

PROGRAMS

EBHB: Evidence-Based Health Promotion (OAA Title III-D)
Formula: WIOA Formula Funds
LCA: Local Contact Agency
MIPPA: Medicare Improvements for Patients & Providers Act
OMB: Long-term Care Ombudsman
PSH: Permanent Supportive Housing

OTHER ACRONYMS

DHHS: NC Dept. of Health & Human Services
HMIS: Homeless Management Information System
WIOA: Workforce Innovation and Opportunity Act