

EXECUTIVE COMMITTEE MEETING

Monday, August 14, 2023, 11:00 A.M.

AGENDA

- 1. Call to Order, Welcome & Roll Call**
- 2. Invocation & Pledge**
- 3. Agenda Amendments *****
- 4. Approval Minutes (see attachment) *****
 - a. June 12, 2023
- 5. Finance Reports**
 - a. Budget Report through June 30, 2023 (see attachment) ***
- 6. WMPO PROTECT Resolution of Support (see attachment) *****
- 7. Staff Reports**
 - a. Executive Director
 - i. Contract Summary (see attachment)
 - ii. Executive Director evaluation
 - 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 Scheduled Executive Committee meeting Monday, October 9, 2023, at 11:00 A.M.

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

Members of the public are invited to view a live video stream of the meeting on our Facebook page. 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.

Page Left Blank On Purpose

EXECUTIVE COMMITTEE MEETING

June 12, 2023, 11:00 AM

MINUTES

Executive Committee Present:

Teresa Batts* Brenda Bozeman* Jan Dawson Mike Forte Lamont Grate
Dane Scalise

Executive Committee Absent:

Lavern Coleman Jackie Newton Charlie Rivenbark

Other General Membership Delegates Present:

John Gunter Jay Healy* Glenn Marshall* Ryan Merrill*
Francisco Rivas-Diaz*

CFCOG Staff Present:

Ginger Brick* Judy Herring* Wes MacLeod April Radford Sam Shore
Allen Serkin Dawn Tucker Noel Fox, atty*

Guests Present:

Marty Cooke (alt)*

Members and others who participated remotely are indicated with an asterisk ().*

1. Call to Order, Welcome

Mr. Forte called the meeting to order and welcomed everyone at 11:02 AM. Mr. Serkin did roll call to confirm quorum.

2. Invocation and Pledge

Ms. Dawson led the invocation and Pledge of Allegiance.

3. Approval of Agenda

Mr. Serkin requested an amendment to the agenda to consider a modification to the CFCOG travel policy. Motion by Mr. Forte, seconded by Ms. Dawson, to add the consideration of a travel policy amendment to the agenda following finance reports carried unanimously. *Ayes: Ms. Batts, Ms. Bozeman, Ms. Dawson, Mr. Forte, and Mr. Scalise. Nays: None. Absent: Mr. Coleman, Mr. Grate, Ms. Newton, and Mr. Rivenbark.*

4. Public Comments

Mr. Forte opened the meeting for comments. There were no comments.

5. Approval of Minutes

Mr. Forte asked if there were any corrections to the minutes. A motion by Mr. Scalise, seconded by Ms. Dawson, to approve the May 31, 2023 minutes as presented carried unanimously *Ayes: Ms. Batts, Ms. Bozeman, Ms. Dawson, Mr. Forte, and Mr. Scalise. Nays: None. Absent: Mr. Coleman, Mr. Grate, Ms. Newton, and Mr. Rivenbark.*

6. Public Hearing: FY 2023-2024 Budget Ordinance

Mr. Forte opened the Public Hearing on the FY23/24 Budget Ordinance and asked if there were any comments. There being none, Mr. Forte closed the Public Hearing.

Mr. Grate joined the meeting the meeting at 11:30AM

7. Finance Reports

Ms. Tucker presented the Budget Report through May 31, 2023. Ms. Tucker stated the spending of funds is on track. Ms. Tucker informed the Executive Committee that the finance system upgrade has been completed and going forward the finance reports should be completed in a timelier manner. Ms. Tucker addressed questions from the Executive Committee. Motion by Mr. Forte, seconded by Ms. Bozeman, to approve the Budget Report carried unanimously. *Ayes: Ms. Batts, Ms. Bozeman, Ms. Dawson, Mr. Forte, and Mr. Scalise. Nays: None. Absent: Mr. Coleman, Mr. Grate, Ms. Newton, and Mr. Rivenbark.*

Mr. Serkin presented the 2023-2024 Budget Ordinance. The proposed total budget is \$13,897,744, a decrease of \$889,791 or 6% from the previous year. Mr. Serkin reviewed the highlights. Mr. Serkin, Ms. Tucker, and Mr. MacLeod addressed questions from the Executive Committee. Mr. Forte asked for a motion to approve the budget. Motion by Ms. Dawson, seconded by Ms. Bozeman, to approve the FY 2023-2024 Budget Ordinance as presented carried unanimously. *Ayes: Ms. Batts, Ms. Bozeman, Ms. Dawson, Mr. Forte, and Mr. Scalise. Nays: None. Absent: Mr. Coleman, Mr. Grate, Ms. Newton, and Mr. Rivenbark.*

8. Travel Policy Amendment

Mr. Serkin presented the proposed travel policy amendment. The request is to change meal per diem rate from the rate published by the NC Office of State Budget and Management to the rate published by the U.S. General Services Agency. The reason for the change is it would allow more flexibility and fair reimbursement of meals for out-of-region travel. The cost change is expected to be less than \$1,000 per year and would go into effect July 1, 2023. Mr. Serkin, Ms. Tucker, and Mr. MacLeod answered questions from the Executive Committee. Motion by Ms. Bozeman, seconded by Mr. Grate to approve the amendment to the travel policy carried unanimously. *Ayes: Ms. Batts, Ms. Bozeman, Ms. Dawson, Mr. Forte, Mr. Grate, and Mr. Scalise. Nays: None. Absent: Mr. Coleman, Ms. Newton, and Mr. Rivenbark.*

9. Staff Reports

Mr. Serkin presented the contract summary. Mr. Serkin and Mr. MacLeod addressed questions from the Executive Committee. No action was taken.

Mr. Serkin informed the Executive Committee of the IT migration for emails has been completed and apologized for any disruption in receiving and sending emails from CFCOG staff. No action taken.

Mr. MacLeod presented the Local Government Services report. Mr. MacLeod announced that Mr. Shore would be leaving CFCOG this summer. The position has not been posted. Mr. MacLeod is working on the best way to advertise, interview and hire a replacement. Mr. Gunter stated he was sad to hear Mr. Shore was leaving CFCOG but wished him well. No action was taken.

Mr. Serkin presented the Area Agency on Aging report on behalf of Ms. Pilson. He stated that monitoring is ongoing and there have been no issues or noncompliance reported. He reported that the Area Agency on Aging was mentioned in a local obituary due to the impact their support program provided to the individual and his family in their time of need. He informed Pender and Brunswick counties that they are expected to receive the same Aging program funding amounts next fiscal year as in the current year. New Hanover and Columbus counties are expected to receive a decrease in funds for the upcoming fiscal year. The AAA is still researching the reason for the decrease. Mr. Serkin addressed questions from the Executive Committee. Mr. Scalise requested Ms. Pilson contact him regarding the funding for New Hanover County. No action was taken.

Ms. Herring entered the meeting (remotely) at 11:47 AM

Ms. Herring presented the Continuum of Care report. She reported that the ESG funding window has opened. The fair share amount for the Cape Fear Region is \$163,749. She expects the HUD grant to open in 1-2 weeks. HMIS staff provided onsite training May 31 & June 1 to CoC members. The CFCOG has housed 21 individuals enrolled in their Permanent Supportive Housing program. There were no questions. No action was taken.

Ms. Brick presented the Workforce Development report. She announced that the Workforce Development Board retreat took place at the end of May and that new contractors have been selected for the upcoming fiscal year. Youth and Adult Programs in Brunswick and Columbus counties will be operated by their community colleges and in New Hanover and Pender Counties by Two Hawk Employment Services. There were no questions. No action was taken.

10. Forum Update

Mr. Gunter presented the forum update. Economic Development Challenge Grants are available with between \$25 million and \$65 million in funds to be divided among the regions for educational and workforce development programs. He stated that Johnathan Meyer from the NC State Budget Office provided the information to the Forum. No questions. No action was taken.

11. Chairman and Member Comments

Mr. Forte thanked all the Executive Committee members and other Board members in attendance for their time and dedication to the region. Mr. Forte thanked the CFCOG staff for their work and for completing and presenting the budget. Mr. Forte thanks Ms. Brick for inviting him to the Workforce Development Board Retreat and he was happy he was able to attend. Mr. Forte praised Ms. Brick for how well the meeting was presented. Mr. Forte asked the Executive Committee and attending delegates if they had any comments. There were none.

12. Adjournment

Motion by Ms. Dawson to adjourn the meeting. The meeting adjourned at 12:07 PM.

Respectfully submitted,

April D. Radford, Clerk to the Board

Mike Forte, Chairman

Page Left Blank On Purpose

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

Cash Balance

Cash Balance in Bank	162,197
North Carolina Cash Management Investments	670,337
Total Cash on Hand	\$ 832,534

Budget & Actual Revenues

Departments	Adjusted Budget	Jul - Jun Revenues	Reserve Balance	Remaining Budget	Percent Received
Continuum of Care	\$ 812,508	\$ 602,524	\$ 76,102	\$ 133,882	82%
Local Gov Services	\$ 1,810,738	748,952	894,191	167,596	82%
Area Agency on Aging	\$ 7,463,464	5,824,849	175,909	1,462,706	80%
Workforce Development	\$ 5,264,151	3,109,893	1,239,787	914,470	77%
General Fund	42,000	155,218		(113,218)	370%
Total Revenues	\$ 15,392,861	\$ 10,441,436	\$ 2,385,989	\$ 2,678,653	80%

Budget & Actual Expenditures

Departments	Beginning Budget	Jul - Jun Expenditures	Reserve Balance	Remaining Budget	Percent Expended
Continuum of Care	\$ 91,172	\$ 91,172		\$ -	100%
COVID Motel Shelter Program	30,845	30,845		-	100%
NHC-Non-County Agency Funding	3,522	3,522		-	100%
ESG - CARES	43,155	30,516	12,639	-	100%
ESG - HMIS	283,287	245,515	37,772	-	100%
ESG - ADM	15,396	11,502	3,894	-	100%
HUD - Perm. Supportive Housing	241,120	134,567	5,750	100,803	57%
HUD - CE Assessor	54,375	17,696	6,740	29,939	37%
HUD - PLANNING	49,635	37,188	9,307	3,140	92%
Continuum of Care	812,508	602,524	76,102	133,882	82%
Planning Services	365,256	299,200		66,055	82%
Rural Planning Org	212,969	204,085		8,884	96%
Disaster Recovery	331,250	49,018	194,750	87,482	36%
MOTSU Follow Up	22,479	8,562	13,917	-	100%
LGS Special Projects	294,816	113,404	181,412	-	100%
LGS-ARPA	583,969	43,253	504,112	36,604	54%
Local Gov Services	1,810,738	717,521	894,191	199,026	78%
Aging Planning & Admin.	403,892	377,233	26,660	(0)	100%
Ombudsman & Elder Abuse	222,698	222,698		(0)	100%
Project Care	109,000	109,000		0	100%
Family Caregiver Support	122,204	122,204		(0)	100%
AAA Funds to Counties	4,260,630	4,260,630		-	100%
COVID-19 Vaccine Funds	2,432	2,432		-	100%
AAA ARP	2,342,608	730,652	149,250	1,462,707	33%
Area Agency on Aging	7,463,464	5,824,848	175,909	1,462,706	80%
WIOA - Admin	528,972	363,314	165,654	4	100%
WIOA - Adult	1,442,748	1,002,836	276,156	163,756	86%
WIOA - Dislocated Worker	983,246	622,992	259,254	101,000	86%
WIOA - IWTG	68,000	-		68,000	0%
WIOA - Youth	1,758,399	1,090,655	538,723	129,021	89%
BSR Grant	20,000	15,300		4,700	77%
Infrastructure Grant	10,502	10,501		0	100%
WF ARPA Grant	450,000	2,012	-	447,988	0%
WIOA-Finish Line Grant	2,284	2,284		-	100%
Workforce Development	5,264,151	3,109,894	1,239,787	914,470	77%
General Operations	42,000	12,081	-	29,920	29%
General Fund	42,000	12,081	-	29,920	29%
Total Expenditures	\$ 15,392,861	\$ 10,266,867	\$ 2,385,989	\$ 2,740,004	79%
Administration	465,042	449,237	-	15,805	97%

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

Page Left Blank On Purpose

CAPE FEAR COUNCIL OF GOVERNMENTS

**RESOLUTION SUPPORTING THE WMPO RESILIENCE IMPROVEMENT
PLANNING GRANT APPLICATION THROUGH THE USDOT PROTECT PROGRAM**

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 United States Department of Transportation has developed a discretionary grant program to address surface transportation resilience to natural hazards through the new Promoting Resilient Operations for Transformative, Efficient, and Cost-Saving Transportation (PROTECT) Program; and

WHEREAS the Bipartisan Infrastructure Bill has appropriated \$848 billion for the PROTECT Program through FY 2026;

WHEREAS the program supports the development of a Resilience Improvement Plan that addresses immediate and long range transportation network needs related to comprehensive natural hazard preparedness to limit transportation disruptions, and to identify and assess areas of vulnerability within the transportation network to be considered and prioritized for future resiliency projects;

WHEREAS the PROTECT Program encourages that entities, including local governments, that are interested in obtaining implementation funds through the PROTECT Program have an adopted Resilience Improvement Plan;

WHEREAS the Wilmington Urban Area Metropolitan Planning Organization (WMPO) planning area has observed transportation network disruptions due to natural hazard events such as flooding and has a high likelihood of future flooding and severe weather events such as hurricanes; and

WHEREAS, all jurisdictions included in a Resilience Improvement Plan that covers the WMPO planning area are members of the CFCOG.

NOW THEREFORE, BE IT RESOLVED that the Cape Fear Council of Governments supports the application from the WMPO to develop a Resilience Improvement Plan for the Greater Wilmington region through the PROTECT Program.

Adopted and approved the 14th day of August 2023.

BY: _____

Mike Forte, Chair

ATTEST: _____

April Radford, Clerk

Page Left Blank On Purpose

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 #7	NC DHHS Division of Health Benefits	\$80/hr		7/22/2019	12/31/2023	N/A	N/A	N
AAA	Project CARE	Project C.A.R.E. FY 2022-2023 * Budget Realignment	NC DAAS	No Change		7/1/2022	6/30/2023	N/A	N/A	N
LGS	LGS	NCARCOG Disaster Recovery Assistance*Amendment 1	NCARCOG	No Change		6/29/2023	6/30/2024	N/A	N/A	N
WFD	Formula	BCC Adult & Dislocated Amendment #1	Brunswick Community College		\$ 510,000.00	7/1/2022	6/30/2023	Y	N	N
WFD	Formula	Two Hawk Adult & Dislocated *Amendment #1	Two Hawk Employment Services			7/1/2022	6/30/2023	Y	N	N
COC	PSH	PSH Rental Assistance Security Deposit Client: HMIS #402233	1519 Lake Branch Dr Wilmington LLC		\$ 1,720.00			Y	N	N
LGS	LGS	Southport Build-Out Analysis	City of Southport	\$ 14,500.00		5/1/2023	12/31/2023	N/A	N/A	N
ADM	Facilities	SecurCare Self Storage	SECURCARE Self Storage		\$ 3,324.00	7/1/2023	6/30/2024	N	N	N
COC	PSH	PSH Rental Assistance Client: HMIS #584682	Morris Property Management		\$ 9,720.00	6/22/2023	6/21/2024	Y	N	N
AAA	Project CARE	Project C.A.R.E. FY 2023-2024	NC DAAS	\$ 111,000.00		7/1/2023	6/30/2024	N/A	N/A	N
COC	HMIS	NC HMIS MCAH Annual Contract	Homelessness		\$ 28,318.35	7/1/2023	6/30/2024	Y	N	N
ADM	Facilities	Pest Control for Harbour Drive Locations	Healthy Home Pest Control		\$ 813.20	7/10/2023	6/30/2024	N	N	N
WFD	Incumbent Worker	Topsail Montessori Local Incumbent Worker	Topsail Montessori School		\$ 7,650.00	7/12/2023	12/31/2024	Y	N	N
AAA	OAA	Area Agency on Aging NGA FY 2023-2024	NC DAAS	\$ 4,355,684.00		7/1/2023	6/30/2024	N/A	N/A	Y
ADM	Facilities	Harbour Square Lease - 1528 Harbour Drive	Harbour Square, LLC		\$ 64,522.08	8/1/2023	7/31/2028	Y	N	N
ADM	Facilities	Drive	Harbour Square, LLC		\$ 409,725.72	8/1/2023	7/31/2028	Y	N	N
WFD	Incumbent Worker	PipeView Technologies Local Incumbent Worker	PipeView Technologies		\$ 4,300.00	8/1/2023	9/30/2023	Y	N	N
WFD	Formula	SCC Youth	Southeastern Community College		\$ 235,000.00	7/1/2023	6/30/2024	Y	N	N
WFD	Formula	SCC Adult & Dislocated	Southeastern Community College		\$ 275,000.00	7/1/2023	6/30/2023	Y	N	N
WFD	Formula	SCC Columbus Co. One-Stop Operator	Southeastern Community College		\$ 10,000.00	7/1/2023	6/30/2023	Y	N	N
WFD	Incumbent Worker	Hanover Interiors Local Incumbent Worker	Hanover Interiors		\$ 750.00	8/4/2023	9/30/2023	Y	N	N
AAA	FCSP	Columbus Co Family Caregiver Grant	Columbus County		\$ 44,000.00	7/1/2023	6/30/2024	Y	N	N
				\$ 4,481,184.00	\$ 1,604,843.35					

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)
ESG: Emergency Solutions Grant (HUD)
FCSP: Family Caregiver Support Program
Formula: WIOA Formula Funds
HCCBG: Home & Community Care Block Grant
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