

**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 (\*).*

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**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**

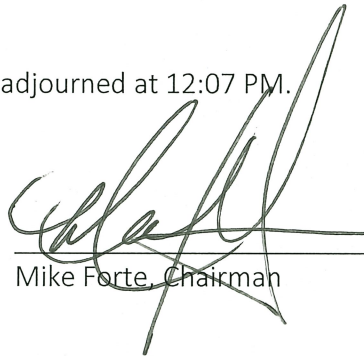
Mr. Forte thanked all the Executive Committee members and other Board members in attendance for their time and dedication to the region. Mr. Forte thanked the CFCOG staff for their work and for completing and presenting the budget. Mr. Forte thanks Ms. Brick for inviting him to the Workforce Development 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,

  
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April D. Radford, Clerk to the Board

  
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Mike Forte, Chairman