

## **EXECUTIVE COMMITTEE MEETING**

*Monday, October 9, 2023, 11:00 A.M.*

### **AGENDA**

- 1. Call to Order, Welcome & Roll Call**
- 2. Invocation & Pledge**
- 3. Approval of Agenda \*\*\***
- 4. Approval Minutes (see attachment) \*\*\***
  - a. August 14, 2023
- 5. Finance Reports**
  - a. Budget Report through September 30, 2023 (see attachment) \*\*\*
  - b. Budget Ordinance Amendment #1 (see attachment) \*\*\*
  - c. Pay Plan (see attachment) \*\*\*
- 6. Staff Reports**
  - a. Executive Director
    - i. Contract Summary (see attachment) \*\*\*
  - b. Area Agency on Aging
  - c. Homeless Continuum of Care
  - d. Local Government Services
  - e. Workforce Development
- 7. Forum Update**
- 8. Chairman, Member, and Delegate Comments**
- 9. Closed Session** for personnel matter per NCGS 143-318.11(a)(6)
- 10. Adjourn**

**Next Meeting:** Regular Scheduled Executive Committee meeting Monday, December 11, 2023, at 11:00 A.M.

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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](mailto: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 14, 2023, 11:00 AM*

**MINUTES**

**Executive Committee Present:**

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

**Executive Committee Absent:**

Lavern Coleman	Lamont Grate
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**Other General Membership Delegates Present:**

John Gunter*	Joseph Hatem*	Glenn Marshall*	Ryan Merrill*
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**CFCOG Staff Present:**

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

**Guests Present:**

Rich Alt	Marty Cooke (alt)*	Karen Mosteller (alt)*
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*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 11:00 AM. Mr. Serkin did roll call to confirm quorum.

**2. Invocation and Pledge**

Ms. Bozeman led the invocation and Pledge of Allegiance.

**3. Approval of Agenda**

Mr. Forte asked if there were any changes to the agenda. Being none, Mr. Forte asked a motion to approve the agenda. Motion by Mr. Rivenbark, seconded by Ms. Bozeman, to approve the agenda carried unanimously. *Ayes: Ms. Batts, Ms. Bozeman, Ms. Dawson, Mr. Forte, Ms. Newton, Mr. Rivenbark, and Mr. Scalise. Nays: None. Absent: Mr. Coleman and Mr. Grate.*

**4. Approval of Minutes**

Mr. Forte asked if there were any corrections to the minutes. Being none, Mr. Forte asked for a motion to approve the Minutes. A motion by Mr. Rivenbark, seconded by Ms. Dawson, to approve the June 12, 2023, minutes as presented carried unanimously. *Ayes: Ms. Batts, Ms. Bozeman, Ms. Dawson, Mr. Forte, Ms. Newton, Mr. Rivenbark, and Mr. Scalise. Nays: None. Absent: Mr. Coleman and Mr. Grate.*

**5. Finance Reports**

Ms. Tucker presented the Budget Report through June 30, 2023. Ms. Tucker, Mr. Serkin, and Mr. MacLeod addressed questions from the Executive Committee. Motion by Mr. Rivenbark, seconded by Ms. Dawson, to approve the Budget Report carried unanimously. *Ayes: Ms. Batts, Ms. Bozeman, Ms. Dawson, Mr. Forte, Ms. Newton, Mr. Rivenbark, and Mr. Scalise. Nays: None. Absent: Mr. Coleman and Mr. Grate.*

## **6. WMPO PROTECT Resolution of Support**

Mr. Serkin presented a resolution in support of the WMPO Resilience Improvement Planning Grant Application Through USDOT Protect Program. Mr. Serkin explained the purpose of the grant. Discussion ensued. Motion by Mr. Rivenbark, seconded by Ms. Dawson to approve the support of the resolution carried unanimously. *Ayes: Ms. Batts, Ms. Bozeman, Ms. Dawson, Mr. Forte, Ms. Newton, Mr. Rivenbark, and Mr. Scalise. Nays: None. Absent: Mr. Coleman and Mr. Grate.*

## **7. Staff Reports**

Mr. Serkin presented the contract summary. There were no questions. No action was taken.

Mr. Serkin reminded the Executive Committee of the upcoming staff evaluations and that the Executive Committee performs his evaluation. Mr. Forte stated that he would create an evaluation form for the Executive Committee to use for Mr. Serkin's evaluation. Mr. Forte will email each Executive Committee member the form. Ms. Fox recommended the evaluation be reviewed in closed session at the October meeting.

Mr. Serkin asked the Executive Committee for guidance on potentially allowing H2Go join the CFCOG as an affiliate member. Mr. Serkin informed the Executive Committee that as an affiliate member H2Go would not have a delegate therefore would have no vote in decision made by the Executive Committee and Board Members. Mr. Serkin addressed questions. The Executive Committee requested due diligence be completed before they could make an informed decision. No action taken.

### ***Ms. Brick entered the meeting in the conference room at 11:25 AM***

Ms. Pilson presented the Area Agency on Aging report. She informed the Executive Committee new contracts are underway and new registration forms for reporting are in use. She informed the Executive Committee of upcoming events, Scam Jam at the New Hanover County Senior Resource Center on September 12<sup>th</sup> and the Caregiver Conference at Winter Park Baptist Church on August 17<sup>th</sup>. She informed the board of updates to the website for support groups and social media. She informed the Executive Committee that ARPA funds have been approved to use for EAPN. Ms. Pilson addressed questions. No action was taken.

### ***Ms. Herring entered the meeting at 11:30 AM***

Ms. Herring presented the Homeless Services report. She reported that it is grant season and she is completing grants for Emergency Solutions, Street Outreach, Rapid Rehousing, and more. She informed the Executive Committee August 21<sup>st</sup> is the deadline for the grants. She informed the Executive Committee that the CoC Board approved the HUD grant due September 28<sup>th</sup>. The grant contains \$163,000 through ESG and approximately \$500,000 for HUD.

Mr. Serkin informed the Executive Committee that Ms. Herring has submitted her resignation and will be leaving the CFCOG. The CFCOG will be interviewing for a new Homeless Services Director. Ms. Herring has agreed to help the CFCOG part-time though grant season. The Executive Committee thanked Ms. Herring for her service and wished her well. There were no questions. No action was taken.

Mr. MacLeod presented the Local Government Services report. He announced they have not replaced Mr. Shore yet. He informed the Executive Committee that LGS is working on projects for all four counties within the CFCOG region. There were no questions. No action was taken.

Ms. Brick presented the Workforce Development report. She informed the Executive Committee of potential budget cuts to the youth programs. She informed the Executive Committee that the Cape Fear Workforce Development Board would be meeting this coming Thursday and invited them to attend the meeting. She informed the Executive Committee that Cape Fear Manufactures have 50 manufacturers involved in Career

Pathways. She informed the Executive Committee Career Pathways helps with job certification especially in construction and healthcare and they hope to add films to the program. My Future NC promotes credentials in high growth jobs, and she has shared the information with the four county representatives and will happily share with the municipality members of they'd like to receive the information. There were no questions. No action was taken.

#### **8. Forum Update**

Mr. Gunter presented the forum update. He informed the Executive Committee of the deadline to complete the loan and grant funding for the Division of Water Infrastructure's Fall 2023 Drinking Water, Wastewater, and Stormwater Loan and Grant Funding Application is 5:00 PM October 2, 2023, and requested the CFCOG share the email with our members. No questions. No action was taken.

#### **9. 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.

Mr. Rivenbark informed the Executive Committee that he saw the movie "Sounds of Freedom" this weekend and highly recommended all-in attendance to watch the movie a true story about human trafficking.

Mr. Forte asked the Executive Committee and attending delegates if they had any comments. There were none.

Mr. Forte reminded the Executive Committee that the next meeting is Monday, October 9, 2023, at 11:00 AM.

#### **10. Adjournment**

Motion by Mr. Rivenbark to adjourn the meeting. The meeting adjourned at 12:08 PM.

Respectfully submitted,

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April D. Radford, Clerk to the Board

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Mike Forte, Chairman

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**CAPE FEAR COUNCIL OF GOVERNMENTS**  
**Cash Balance and**  
**Budget/Expenditure Comparison**  
**FY 2023-2024 (as of September 30, 2023) UNAUDITED**

**Cash Balance**

Cash Balance in Bank	335,833
North Carolina Cash Management Investments	1,345,617
Total Cash on Hand	\$ 1,681,450

**Budget & Actual Revenues**

Departments	Adjusted Budget	Jul - Sept Revenues	Reserve Balance	Remaining Budget	Percent Received
Continuum of Care	\$ 910,210	\$ 121,300	\$ 154,323	\$ 634,587	16%
Local Gov Services	1,303,033	46,314	384,432	872,287	5%
Area Agency on Aging	7,308,556	869,740	35,843	6,402,973	12%
Workforce Development	4,340,745	363,274	705,527	3,271,943	10%
General Fund	35,000	172,031	150,471	13,440	93%
<b>Total Revenues</b>	<b>\$ 13,897,544</b>	<b>\$ 1,572,659</b>	<b>\$ 1,430,596</b>	<b>\$ 11,181,791</b>	<b>13%</b>

**Budget & Actual Expenditures**

Departments	Beginning Budget	Jul - Sept Expenditures	Reserve Balance	Remaining Budget	Percent Expended
Continuum of Care	\$ 86,500	\$ 27,011		\$ 59,489	31%
ESG - CARES	30,000	8,108		21,892	27%
ESG - HMIS	164,112	18,669		145,443	11%
ESG - ADM	12,308	5,125		7,183	42%
HUD - Perm. Supportive Housing	418,725	50,046	104,681	263,998	16%
HUD - CE Assessor	151,250	14,694	37,813	98,743	13%
HUD - PLANNING	47,315	7,727	11,829	27,759	22%
<b>Continuum of Care</b>	<b>910,210</b>	<b>131,381</b>	<b>154,323</b>	<b>624,507</b>	<b>17%</b>
Planning Services	289,614	37,637		251,977	13%
Rural Planning Org	135,370	36,378		98,992	27%
Disaster Recovery	289,228	22,295		266,933	8%
MOTSU Follow Up	12,314	-		12,314	0%
LGS Special Projects	183,177	32,782	53,278	97,117	25%
LGS-ARPA	393,330	8,687	331,154	53,489	14%
<b>Local Gov Services</b>	<b>1,303,033</b>	<b>137,778</b>	<b>384,432</b>	<b>780,823</b>	<b>15%</b>
Aging Planning & Admin.	379,470	106,076		273,394	28%
Ombudsman & Elder Abuse	232,698	54,524		178,174	23%
Project Care	111,000	25,956		85,044	23%
Family Caregiver Support	130,204	33,721		96,483	26%
AAA Funds to Counties	4,184,959			4,184,959	0%
AAA ARP	2,270,225	91,543	35,843	2,142,839	4%
<b>Area Agency on Aging</b>	<b>7,308,556</b>	<b>311,821</b>	<b>35,843</b>	<b>6,960,892</b>	<b>4%</b>
WIOA - Admin	432,021	93,823	53,273	284,925	25%
WIOA - Adult	1,088,611	138,230	182,986	767,395	15%
WIOA - Dislocated Worker	845,039	92,595	196,414	556,030	14%
WIOA - IWTG	50,000			50,000	0%
WIOA - Youth	1,475,074	117,681	272,855	1,084,539	10%
BSR Grant	-			-	#DIV/0!
Infrastructure Grant	-			-	#DIV/0!
WF ARPA Grant	450,000			450,000	0%
<b>Workforce Development</b>	<b>4,340,745</b>	<b>442,329</b>	<b>705,527</b>	<b>3,192,889</b>	<b>12%</b>
General Operations	35,000	119		34,881	0%
<b>General Fund</b>	<b>35,000</b>	<b>119</b>	<b>-</b>	<b>34,881</b>	<b>0%</b>
<b>Total Expenditures</b>	<b>\$ 13,897,544</b>	<b>\$ 1,023,428</b>	<b>\$ 1,280,125</b>	<b>\$ 11,593,991</b>	<b>8%</b>
Administration	496,153	125,657		370,496	25%

\*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 2023-2024 BUDGET ORDINANCE AMENDMENT #1**

**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, 2023 and ending June 30, 2024 is hereby amended as follows:

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

	<b>Original Budget</b>	<b>Amendment #1</b>	<b>Amended Budget</b>
<b>Expenditures by Department:</b>			
Local Governments Services	\$1,303,033	\$181,359	\$1,484,392
Aging Services	7,308,556	(902,564)	6,405,992
Workforce Development	4,340,945	355,144	4,696,089
Homeless Continuum of Care	910,210	(42,461)	867,749
General Government	35,000		35,000
General Fund Total Expenditures	<u>\$13,897,744</u>	<u>(408,522)</u>	<u>\$13,489,222</u>

<b>Revenues by Source:</b>			
Federal	\$539,829	(\$175,646)	\$364,183
Fed/State Pass Thru	12,224,746	(210,862)	12,013,884
State	337,491	17,004	354,495
Member Assessment	35,000		35,000
Local Aging Share	82,617	2,721	85,338
Local LGS Share	67,854	(21,344)	46,510
Local COC Share	176,275	(17,875)	158,400
Fee-For-Service	433,932	(2,520)	431,412
General Fund Total Revenues	<u>\$13,897,744</u>	<u>(408,522)</u>	<u>\$13,489,222</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 October 2023.

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Mike Forte, Chairman

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April D. Radford, Clerk



CAPE FEAR COUNCIL OF GOVERNMENTS

POSITION CLASSIFICATION AND PAY PLAN  
EFFECTIVE NOVEMBER 1, 2023

# CAPE FEAR COUNCIL OF GOVERNMENTS

## Position Classification and Pay Plan

Effective November 1, 2023

Grade	Position	Dept.	Minimum	Maximum	Positions Allocated		
					Perm	Temp	
					FT	FT	PT
7	Homeless Services Assistant	HS	\$ 37,135	\$ 59,366		1.00	
9	Workforce Dev. Program Assistant	WD	\$ 40,990	\$ 65,529	1.00		
9	Aging Specialist	AAA	\$ 40,990	\$ 65,529	1.00		
9	Aging Program Coordinator	AAA	\$ 40,990	\$ 65,529		1.00	
9	Clerk to the Board	ADM	\$ 40,990	\$ 65,529	1.00		
9	Homeless Services Specialist	HS	\$ 40,990	\$ 65,529	1.00	0.00	
11	Family Caregiver Specialist	AAA	\$ 45,245	\$ 72,331	1.00		
11	Aging Compliance Specialist	AAA	\$ 45,245	\$ 72,331	1.00		
11	Ombudsman	AAA	\$ 45,245	\$ 72,331	2.00		
11	Project C.A.R.E Coordinator	AAA	\$ 45,245	\$ 72,331	1.00		
11	Fiscal Support Technician	ADM	\$ 45,245	\$ 72,331	1.00		
11	Project Manager	LGS	\$ 45,245	\$ 72,331			0.51
11	Workforce Dev. Coordinator	WFD	\$ 45,245	\$ 72,331	1.00		
11	Workforce Dev. Programs Manager	WFD	\$ 45,245	\$ 72,331	1.00		
15	Business Engagement Manager	WD	\$ 55,127	\$ 88,129	1.00		
15	Management Specialist	LGS	\$ 55,127	\$ 88,129		1.00	0.00
15	Grant Writer/Manager	LGS	\$ 55,127	\$ 88,129		1.00	
18	Homeless Services Director	HS	\$ 63,930	\$ 102,202	1.00		
18	Workforce Dev. Assistant Director	WD	\$ 63,930	\$ 102,202	1.00		
18	Regional Planner	LGS	\$ 63,930	\$ 102,202	2.00		
22	AAA Director	AAA	\$ 77,893	\$ 124,523	1.00		
22	Local Gov. Services Director	LGS	\$ 77,893	\$ 124,523	1.00		
22	Workforce Dev. Director	WD	\$ 77,893	\$ 124,523	1.00		
23	Finance Director	ADM	\$ 81,836	\$ 130,827	1.00		
28	Executive Director	ADM	\$ 104,757	\$ 167,470	1.00		
NA	LGS Interns	LGS	10/hr	20/hr			0.15
<b>TOTAL ALLOCATED POSITIONS</b>					<b>22.00</b>	<b>4.00</b>	<b>0.66</b>

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

BY:

ATTEST:

\_\_\_\_\_  
Mike Forte, Chair

\_\_\_\_\_  
April Radford, Clerk

### FY2023-2024 Salary Matrix with 5% COLA

G/S	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
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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)
LGS	Planning	Lake Waccamaw Wastewater Assest Mgt. Plan	LKC Engineering, PLLC		\$ 41,250.00	8/9/2023	3/31/2024	Y	N	N
COC	PSH	PSH Non County Agency Funding Agreement	New Hanover County	\$ 45,000.00		7/1/2023	6/30/2024	N/A	N/A	N
AAA	FCSP	Pender Co. Family Caregiver Grant	Pender Adult Services		\$ 44,000.00	7/1/2023	6/30/2024	Y	Y	N
AAA	FCSP	Burnswick Co. Family Caregiver Grant	Brunswick Senior Resources, Inc.		\$ 44,000.00	7/1/2023	6/30/2024	Y	Y	N
WFD	IWTG	Stella J. Media Consultants Local Incumbent Worker	Stella J. Media Consultants		\$ 1,995.00	8/1/2023	7/30/2024	Y	N	N
WFD	IWTG	Art by Nuggett Local Incumbent Worker	Art by Nuggett		\$ 749.20	8/1/2023	9/30/2024	Y	N	N
LGS	Planning	Sunset Beach Planning & Zoning Services	Town of Sunset Beach	\$ 15,000.00		7/1/2023	6/30/2024	N/A	N/A	N
LGS	Planning	Topsail Beach Planning & Zoning Services	Town of Topsail Beach	\$ 15,000.00		7/1/2023	6/30/2024	N/A	N/A	N
WFD	IWTC	Coastal Horizons Local Incumbent Worker	Coastal Horizons		\$ 5,180.00	9/1/2023	9/30/2023	Y	N	N
WFD	Formula	Brunswick Co. WIOA Adult & Dislocated	Brunswick Community College		\$ 335,000.00	7/1/2023	6/30/2024	Y	N	N
WFD	Formula	Brunswick Co. WIOA Youth	Brunswick Community College		\$ 255,000.00	7/1/2023	6/30/2024	Y	N	N
WFD	Formula	NHC/Pender Co. WIOA Adult & Dislocated	Two Hawk Employment Services		\$ 497,000.00	7/1/2023	6/30/2024	Y	N	N
WFD	Formula	NHC/Pender Co. WIOA Youth	Two Hawk Employment Services		\$ 425,000.00	7/1/2023	6/30/2024	Y	N	N
AAA	LCA	Money Follows the Person	NC Medicaid	Hourly		7/1/2023	12/31/2024	N/A	N/A	N
LGS	Planning	Boiling Spring Lakes On-Call Planning & Technical Services	City of Boiling Spring Lakes	Hourly		7/1/2023	6/30/2024	N/A	N/A	N
AAA	MIPPA	MIPPA Advertising	Streetlevel Media		\$ 22,182.00	8/21/2023	12/21/2023	N	N	N
WFD	OSO	Career Center One-Stop Operator Temp Services	Carolinas Staffing Solutions, Inc.		per invoice	8/24/2023	6/30/2024	Y	N	N
COC	Admin	New Hanover Co. Economic Funding Agreement	New Hanover County	\$ 27,300.00		7/1/2023	6/30/2024	N/A	N/A	N
AAA	HCCBG	NHC Home & Community Care Block Grant	New Hanover County		\$ 1,250,197.00	7/1/2023	6/30/2024	Y	N	N
AAA	HCCBG	Columbus Co. Home & Community Block Grant	Columbus County		\$ 548,379.00	7/1/2023	6/30/2024	Y	N	N
AAA	HCCBG	Pender Co. Home & Community Care Block Grant	Pender Adult Services		\$ 476,906.00	7/1/2023	6/30/2024	Y	N	N
LGS	Planning	Calabash On-Call Planning & Technical Services	Town of Calabash	Hourly		8/28/2023	6/30/2024	N/A	N/A	N
LGS	RPO	Cape Fear RPO LPA Agreement Amendment	NCDOT			9/11/2023	N/A	N/A	N	N
COC	COC	HUD CoC PSH/HMIS/Planning Grant	US Dept. of HUD	\$ 342,158.00		10/1/2023	9/30/2024	N/A	N/A	N
WFD	IWTG	Sturdy Corp. Local Incumbent Worker	Sturdy Corporation		\$ 1,045.00	10/1/2023	10/31/2023	Y	N	N
				\$ 444,458.00	\$ 3,947,883.20					

**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  
IWTG: Incumbent Worker Training Grant

**OTHER ACRONYMS**

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