

1480 Harbour Drive Wilmington, NC 28401-7776

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.



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

Other General Membership Delegates Present:

John Gunter* Joseph Hatem* Glenn Marshall* Ryan Merrill*

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)*

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 11:00 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 12th and the Caregiver Conference at Winter Park Baptist Church on August 17th. 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 21st is the deadline for the grants. She informed the Executive Committee that the CoC Board approved the HUD grant due September 28th. 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

10. Aujournment		
Motion by Mr. Rivenbark to adjourn the meeting. The meeting adjourned at 12:08 PM. Respectfully submitted,		
Respectfully submitted,		
April D. Radford, Clerk to the Board	Mike Forte, Chairman	



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

Budget & Actual Revenues

		Adjusted	,	Jul - Sept	ı	Reserve	R	emaining	Percent
Departments	Departments Budget		I	Revenues		Balance		Budget	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%
Total Revenues	\$	13,897,544	\$	1,572,659	\$	1,430,596	\$	11,181,791	13%

Budget & Actual Expenditures

Departments Continuum of Care ESG - CARES ESG - HMIS ESG - ADM HUD - Perm. Supportive Housing HUD - CE Assessor HUD - PLANNING Continuum of Care	\$ 86,500 30,000 164,112 12,308 418,725 151,250 47,315 910,210	Jul - Sept Expenditures \$ 27,011 8,108 18,669 5,125 50,046 14,694	104,681	\$ 59,489 21,892 145,443 7,183	31% 27% 11%
Continuum of Care ESG - CARES ESG - HMIS ESG - ADM HUD - Perm. Supportive Housing HUD - CE Assessor HUD - PLANNING	\$ 86,500 30,000 164,112 12,308 418,725 151,250 47,315	\$ 27,011 8,108 18,669 5,125 50,046 14,694		\$ 59,489 21,892 145,443	31% 27%
ESG - HMIS ESG - ADM HUD - Perm. Supportive Housing HUD - CE Assessor HUD - PLANNING	30,000 164,112 12,308 418,725 151,250 47,315	8,108 18,669 5,125 50,046 14,694	104,681	21,892 145,443	
ESG - ADM HUD - Perm. Supportive Housing HUD - CE Assessor HUD - PLANNING	164,112 12,308 418,725 151,250 47,315	18,669 5,125 50,046 14,694	104,681	•	11%
HUD - Perm. Supportive Housing HUD - CE Assessor HUD - PLANNING	12,308 418,725 151,250 47,315	50,046 14,694	104,681	7,183	
HUD - CE Assessor HUD - PLANNING	151,250 47,315	50,046 14,694	104,681		42%
HUD - PLANNING	47,315			263,998	16%
-			37,813	98,743	13%
Continuum of Care		7,727	11,829	27,759	22%
		131,381	154,323	624,507	17%
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	22,233		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%
Local Gov Services	1,303,033	137,778	384,432	780,823	15%
-					
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%
Area Agency on Aging	7,308,556	311,821	35,843	6,960,892	4%
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	32,333	130,111	50,000	0%
WIOA - Youth	1,475,074	117,681	272,855	1,084,539	10%
BSR Grant	-, 1, 3, 6, 1	111,001	272,000	-	#DIV/0!
Infrastructure Grant	_			_	#DIV/0!
WF ARPA Grant	450,000			450,000	0%
Workforce Development	4,340,745	442,329	705,527	3,192,889	12%
-					
General Operations	35,000	119		34,881	0%
General Fund	35,000	119	-	34,881	0%
Total Expenditures	\$ 13,897,544	\$ 1,023,428	\$ 1,280,125	\$ 11,593,991	8%
- Administration	496,153	125,657		370,496	25%



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:

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	Original Budget	Amendment #1	Amended Budget
Expenditures by Department:			
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	\$13,897,744	(408,522)	\$13,489,222
Revenues by Source:			
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	\$13,897,744	(408,522)	\$13,489,222

SECTION 2 : The Budget Officer is hereby authore the parts in Section 1 without the approval of the	11 1
Adopted this 9th day of October 2023.	
Mike Forte, Chairman	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

					Positi	ions Allo	cated
					Perm	mp	
Grade	Position	Dept.	Minimum	Maximum	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
	TOTAL ALLOCATED I	OSITIO	ONS		22.00	4.00	0.66

Adopted this	day of	, 20	
BY:		ATTEST:	
Mike Forte, Chair		April Radford, Clerk	

CAPE FEAR COUNCIL OF GOVERNMENTS SALARY SCHEDULE - EFFECTIVE November 1, 2023

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CFCOG Contract Summary Contracts Entered Since Prior Report

								Funding	Prior	CFCOG
Dept.	Drogram	Contract Name or Description	Other Party	\$ to CFCOG	\$ to Other Party	Start Date	End Date	Availability Clause (Y/N)	Reimbursement Clause (Y/N)	Matching Funds (Y/N)
•	Program	·		\$ to CrCOG						
LGS	Planning	Lake Waccamaw Wastewater Assest Mgt. Plan	LKC Engineering, PLLC	45.000.00	\$ 41,250.00	8/9/2023	3/31/2024		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
AAA	FCSP	Pender Co. Family Caregiver Grant	Pender Adult Services		\$ 44,000.00	7/1/2023	6/30/2024		Y	N
AAA	FCSP	Burnswick Co. Family Caregiver Grant	Brunswick Senior Resources, Inc.		\$ 44,000.00	7/1/2023	6/30/2024		Υ	N
WFD	IWTG	Stella J. Media Consultants Local Incumbent Worker	Stella J. Media Consultants		\$ 1,995.00	8/1/2023	7/30/2024	Υ	N	N
WFD	IWTG	Art by Nuggett Local Incumbent Worker	Art by Nuggett		\$ 749.20	8/1/2023	9/30/2024	Υ	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	Υ	N	N
WFD	Formula	Brunswick Co. WIOA Adult & Dislocated	Brunswick Community College		\$ 335,000.00	7/1/2023	6/30/2024	Υ	N	N
WFD	Formula	Brunswick Co. WIOA Youth	Brunswick Community College		\$ 255,000.00	7/1/2023	6/30/2024	Υ	N	N
WFD	Formula	NHC/Pender Co. WIOA Adult & Dislocated	Two Hawk Employment Services		\$ 497,000.00	7/1/2023	6/30/2024	Υ	N	N
WFD	Formula	NHC/Pender Co. WIOA Youth	Two Hawk Employment Services		\$ 425,000.00	7/1/2023	6/30/2024	Υ	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	Υ	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	Υ	N	N
AAA	HCCBG	Columbus Co. Home & Community Block Grant	Columbus County		\$ 548,379.00	7/1/2023	6/30/2024	Υ	N	N
AAA	HCCBG	Pender Co. Home & Community Care Block Grant	Pender Adult Services		\$ 476,906.00	7/1/2023	6/30/2024	Υ	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	Υ	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