

EXECUTIVE COMMITTEE MEETING

Monday, December 11, 2023, 11:00 A.M.

AGENDA

- 1. Invocation & Pledge**
- 2. Approval of Agenda *****
- 3. Approval October 10, 2023, Minutes (see attachment) *****
- 4. Public Comments**
- 5. Auditor Report: Robbie Bittner, PBMAres/RSM (see links for attachments) *****
- 6. Finance Reports**
 - a. Budget Report through November 30, 2023 (see attachment) ***
 - b. Budget Ordinance Amendment (see attachment) ***
 - c. Pay Plan (see attachment) ***
- 7. 2023 Meeting Schedule (see attachment) *****
- 8. 2023 Executive Committee Nominating Committee discussion**
- 9. 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
- 10. Forum Update**
- 11. Chairman & Member Comments**
- 12. Adjourn**

Next Meeting: Regular Scheduled Executive Committee meeting (tentatively) Monday, February 12, 2024, 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 are welcome in person at the meeting or public comments received by email to main@capefearcoq.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

October 9, 2023, 11:00 AM

MINUTES

Executive Committee Present:

Brenda Bozeman	Lavern Coleman	Mike Forte	Lamont Grate*
Jackie Newton	Charlie Rivenbark	*Dane Scalise	

Executive Committee Absent:

Teresa Batts	Jan Dawson
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Other General Membership Delegates Present:

Carson Durham*	Shelia Grady*	Joseph Hatem*	Ryan Merrill*
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CFCOG Staff Present:

Ginger Brick	Wes MacLeod	April Radford	Allen Serkin
Andrea Stough	Dawn Tucker	Noel Fox, atty*	

Guests Present:

Karen Mosteller*

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 and welcomed everyone at 11:02 AM. Mr. Serkin did roll call to confirm quorum.

2. Invocation and Pledge

Mr. Coleman 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 Ms. Bozeman, seconded by Mr. Coleman, to approve the agenda was carried unanimously. *Ayes: Mr. Coleman, Ms. Bozeman, Mr. Forte, Ms. Newton, Mr. Rivenbark, and Mr. Scalise. Nays: None. Absent: Ms. Batts, Ms. Dawson, 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 Ms. Newton, seconded by Mr. Rivenbark, to approve the August 12, 2023, minutes as presented carried unanimously. *Ayes: Mr. Coleman, Ms. Bozeman, Mr. Forte, Ms. Newton, Mr. Rivenbark, and Mr. Scalise. Nays: None. Absent: Ms. Batts, Ms. Dawson, and Mr. Grate.*

5. Finance Reports

Ms. Tucker presented the Budget Report through September 30, 2023. There were no questions. Motion by Ms. Newton, seconded by Mr. Rivenbark, to accept the Budget Report carried unanimously. *Ayes: Mr. Coleman, Ms. Bozeman, Mr. Forte, Ms. Newton, Mr. Rivenbark, and Mr. Scalise. Nays: None. Absent: Ms. Batts, Ms. Dawson, and Mr. Grate.*

Mr. Grate joined the meeting remotely.

Mr. Serkin presented Budget Ordinance Amendment #1. Ms. Tucker addressed questions from the board about the ARPA funds. Motion by Mr. Forte, seconded by Mr. Rivenbark, to approve Budget Ordinance Amendment #1 carried unanimously. *Ayes: Mr. Coleman, Ms. Bozeman, Mr. Forte, Mr. Grate, Ms. Newton, Mr. Rivenbark, and Mr. Scalise. Nays: None. Absent: Ms. Batts, and Ms. Dawson.*

Mr. Serkin presented the Pay Plan. A 5% COLA increase is reflected in the pay plan. Staff pay increases will take effect November 1, 2023. Mr. Serkin informed the board the Grant Writer/Manager position will be 100% grant funded. There was discussion by the board and staff about potential obstacles from grant. Motion by Ms. Bozeman, seconded by Mr. Coleman, to approve the Pay Plan carried unanimously. *Ayes: Mr. Coleman, Ms. Bozeman, Mr. Forte, Mr. Grate, Ms. Newton, Mr. Rivenbark, and Mr. Scalise. Nays: None. Absent: Ms. Batts, and Ms. Dawson.*

6. Staff Reports

Mr. Serkin presented the contract summary. Mr. Serkin informed the board of the \$24,000 Southeastern Regional Crescent Commission grant that is 100% grant funded to help members with economic development-related grants. Mr. Serkin and Mr. MacLeod addressed questions from the board.

Ms. Stough and Ms. Brick joined the meeting at 11:32 AM.

Mr. Serkin presented the board with the requested follow-up information on the request to allow H2Go to join the CFCOG as an affiliate member. Mr. Serkin asked the board how they wanted to move forward with the request from H2Go. After much discussion the board requested further information to include spreadsheet of the dues members pay, hourly rates for LGS charges for various services provided, as well as potential income this project would generate for further review to be presented at the December meeting.

Mr. Serkin informed the board of a request from the NC Coastal Federation for support on a resolution. The board denied the request.

Mr. Serkin informed the board that NC State University's Institute for Emerging Issues has secured funding for regional digital inclusion plan across the state with COG's. CFCOG has asked them to secure a consultant to do the work in our region and that staff will participate to the extent possible, but the CFCOG will not be administering the project due to staffing issues.

Mr. Serkin informed the board that he was nominated by MOTSU for an award presented at the NC Defense Summit held in Raleigh in September.

Ms. Pilson presented the Area Agency on Aging report. Ms. Pilson informed the board about updates via social media for events and activities involving the CFAAA. Ms. Pilson informed the board that monitoring of ARPA funds will begin next week and the monitoring of Home Community Care funds will take place this month. November is National Caregivers Month. The Ombudsmen have seen an increase in complaints, most due to staff shortages and turnover. There were no questions. No action was taken.

Mr. Serkin introduced Ms. Stough as the new Homeless Services Director. Ms. Stough gave a brief work history to the Executive Committee and expressed he pleasure to join the CFCOG.

Ms. Stough presented the Homeless Services report. Ms. Stough informed the board she has submitted to HUD the Collaborative Application for the Continuum of Care servicing the three counties (New Hanover, Brunswick, and Pender). She is reaching out to the community directors to make sure they know who she is and participating in several meetings and working to see how the CoC can serve our communities better. They are heavily involved in Strategic Planning. There were no questions. No action was taken.

Mr. MacLeod presented the Local Government Services report. He reminded the board that LGS provides free training per fiscal year to members to include board training, planning and development, boards of adjustments, etc. There will be no changes to the boundaries for this regions RPO. He informed the board

that they are wrapping up LUP's for Calabash, Lake Waccamaw, and Topsail Beach. LGS is also working with Carolina Beach to overhaul their Ordinances and LGS continues planning services for several members. LGS is also looking for a dedicated Grant Writer. There were no questions. No action was taken.

Ms. Brick presented the Workforce Development report. She reminded the board that Workforce Development not only works with job seekers, but also employers. Ginger reminded the Board that Workforce Development includes services for employers, not just jobseekers. The ARPA funds are being used to support the training needs of small businesses. This ties in with the regular IWTGs that the WDB offers. Ginger provided an update on activities for Adult, Dislocated Worker, and Youth programs. Workforce staff are attending a conference this week. Staff are working with K12 and CTE (Career Technical Education). Ms. Brick answered questions. Ms. Brick will send Ms. Newton a calendar of events for Workforce Development programs in Pender County. No action was taken.

7. Forum Update

There was no Forum Update.

8. Chairman and Member Comments

There were no comments.

9. Closed Session

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

Mr. Forte asked the executive committee members to remain online for the closed session and thanked the non-executive committee members for attending and asked them to leave the meeting.

Closed session began at 12:06 PM.

Motion by Mr. Rivenbark, seconded by Ms. Newton to end closed session and return to regular session carried unanimously. *Ayes: Mr. Coleman, Ms. Bozeman, Mr. Forte, Mr. Grate, Ms. Newton, Mr. Rivenbark, and Mr. Scalise. Nays: None. Absent: Ms. Batts, and Ms. Dawson.*

Closed session ended at 12:32 PM.

Motion by Mr. Rivenbark, second by Ms. Bozeman to approve Mr. Serkin's pay increase by 2 pay steps carried unanimously. *Ayes: Mr. Coleman, Ms. Bozeman, Mr. Forte, Mr. Grate, Ms. Newton, Mr. Rivenbark, and Mr. Scalise. Nays: None. Absent: Ms. Batts, and Ms. Dawson.*

10. Adjournment

Motion by Mr. Rivenbark to adjourn the meeting. The meeting adjourned at 1:20 PM.

Respectfully submitted,

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

Cash Balance

Cash Balance in Bank	101,732
North Carolina Cash Management Investments	791,128
Total Cash on Hand	\$ 892,860

Budget & Actual Revenues

Departments	Adjusted Budget	Jul - Nov Revenues	Reserve Balance	Remaining Budget	Percent Received
Continuum of Care	\$ 867,749	\$ 197,076	\$ 238,450	\$ 432,223	31%
Local Gov Services	\$ 1,484,392	103,575	532,397	848,421	11%
Area Agency on Aging	\$ 6,405,992	1,308,636	57,387	5,039,969	21%
Workforce Development	\$ 4,695,089	807,334	1,052,416	2,835,339	22%
General Fund	35,000	179,840	166,848	22,008	89%
Total Revenues	\$ 13,488,222	\$ 2,596,460	\$ 2,047,497	\$ 9,155,952	23%

Budget & Actual Expenditures

Departments	Beginning Budget	Jul - Nov Expenditures	Reserve Balance	Remaining Budget	Percent Expended
Continuum of Care	\$ 85,467	\$ 43,916		\$ 41,551	51%
ESG - CARES	8,108	8,108		0	100%
ESG - HMIS	195,871	19,794	64,484	111,592	15%
ESG - ADM	16,183	5,125		11,058	32%
HUD - Perm. Supportive Housing	371,288	87,398	123,327	160,563	35%
HUD - CE Assessor	141,679	30,969	32,969	77,742	28%
HUD - PLANNING	49,153	14,570	17,670	16,913	46%
Continuum of Care	867,749	209,880	238,450	419,419	33%
Planning Services	289,115	75,523		213,591	26%
Rural Planning Org	153,000	59,086		93,914	39%
Disaster Recovery	282,232	34,323		247,909	12%
MOTSU Follow Up	13,917			13,917	0%
SCRC LDD	24,000	870		23,130	4%
LGS Special Projects	181,412	51,659	53,136	76,617	40%
LGS-ARPA	540,716	14,743	479,261	46,713	24%
Local Gov Services	1,484,392	236,204	532,397	715,791	25%
Aging Planning & Admin.	403,340	167,539		235,801	42%
Ombudsman & Elder Abuse	207,772	93,577		114,195	45%
Project Care	111,000	43,643		67,357	39%
Family Caregiver Support	138,445	58,035		80,410	42%
AAA Funds to Counties	4,065,819	578,837		3,486,982	14%
AAA ARP	1,479,616	496,764	57,387	925,465	35%
Area Agency on Aging	6,405,992	1,438,395	57,387	4,910,210	23%
WIOA - Admin	420,310	160,637	59,389	200,284	45%
WIOA - Adult	1,323,518	258,117	408,527	656,874	28%
WIOA - Dislocated Worker	852,357	167,176	194,367	490,814	25%
WIOA - IWTG	50,000	4,160		45,840	8%
WIOA - Youth	1,601,916	300,212	390,132	911,571	25%
BSR Grant	4,700			4,700	0%
Infrastructure Grant	-			-	#DIV/0!
WF ARPA Grant	442,288	14,486		427,802	3%
Workforce Development	4,695,089	904,788	1,052,416	2,737,885	25%
General Operations	35,000	119		34,881	0%
General Fund	35,000	119	-	34,881	0%
Total Expenditures	\$ 13,488,222	\$ 2,789,387	\$ 1,880,650	\$ 8,818,186	24%
Administration	496,153	196,624		299,529	40%

*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 #2**

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:

	Original Budget	Previous Amendments	Amendment #2	Amended Budget
Expenditures by Department:				
Local Governments Services	\$1,303,033	\$1,484,392	\$224,000	\$1,708,392
Aging Services	7,308,556	6,405,992	309,918	\$6,715,910
Workforce Development	4,340,945	4,696,089		\$4,696,089
Homeless Continuum of Care	910,210	867,749		\$867,749
General Government	35,000	35,000		\$35,000
General Fund Total Expenditures	<u>\$13,897,744</u>	<u>\$13,489,222</u>	<u>533,918</u>	<u>\$14,023,140</u>

Revenues by Source:				
Federal	\$539,829	\$364,183		\$364,183
Fed/State Pass Thru	12,224,746	12,013,884	533,918	\$12,547,802
State	337,491	354,495		\$354,495
Member Assessment	35,000	35,000		\$35,000
Local Aging Share	82,617	85,338		\$85,338
Local LGS Share	67,854	46,510		\$46,510
Local COC Share	176,275	158,400		\$158,400
Fee-For-Service	433,932	431,412		\$431,412
General Fund Total Revenues	<u>\$13,897,744</u>	<u>\$13,489,222</u>	<u>533,918</u>	<u>\$14,023,140</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 11th day of December 2023.

Mike Forte, Chairman

April D. Radford, Clerk



CAPE FEAR COUNCIL OF GOVERNMENTS

POSITION CLASSIFICATION AND PAY PLAN
EFFECTIVE DECEMBER 11, 2023



draft 12/3/2023

CAPE FEAR COUNCIL OF GOVERNMENTS

Position Classification and Pay Plan

Effective December 11, 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		
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			1.51
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	Business Services Representative	WD	\$ 55,127	\$ 88,129			0.48
15	Management Specialist	LGS	\$ 55,127	\$ 88,129		1.00	
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 POSITIONS					22.00	3.00	3.14

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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2024 GENERAL MEMBERSHIP ANNUAL MEETING

Thursday, February 29: Annual Meeting at 6:30PM (Brunswick Senior Resources 101 Stone Chimney Rd, Supply, NC)

Potential Action Items: Approve 2023 annual meeting minutes; elect Executive Committee

Proposed 2024 EXECUTIVE COMMITTEE MEETINGS (11:00AM at CFCOG)

Monday, February 12, 2024

Potential Action Items: Executive Committee nominations; Annual Meeting agenda

Monday, May 13, 2024

Potential Action Items: Present draft FY 24/25 budget; set budget public hearing date.

Monday, June 10, 2024

Potential Action Items: Adopt FY 24/25 budget.

Monday, August 12, 2024

Potential Action Items:

Monday, October 14, 2024

Potential Action Items: Present final FY 23/24 unaudited financial statements; adopt FY 24/25 budget amendment per final allocations; Executive Director evaluation.

Monday, December 9, 2024

Potential Action Items: Adopt 2025 meeting schedule; FY 23/24 audit presentation by auditors; approve FY 23/24 audit; Executive Committee nomination committee.

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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	EBHP	NHC Health Promotion/Disease Prevention	New Hanover County		\$ 15,533.00	7/1/2023	6/30/2024	Y	N	N
AAA	EBHP	Brunswick Health Promotion/Disease Prevention	Brunswick Senior Resources, Inc.		\$ 15,710.00	7/1/2023	6/30/2024	Y	N	N
AAA	EBHP	Pender Health Promotion/Disease Prevention	Pender Adult Services		\$ 5,887.00	7/1/2023	6/30/2023	Y	N	N
AAA	EBHP	Columbus Health Promotion/Disease Prevention	Columbus County		\$ 6,286.00	7/1/2023	6/24/2023	Y	N	N
AAA	LCA	Money Follows the Person Contract Termination	NC Medicaid	Hourly		7/1/2023	11/4/2023	N/A	N/A	N/A
WFD	Facilities	Workforce Center Janitorial Services	Jan-Pro		\$ 13,475.24	11/1/2023	10/31/2024	N	N	N
WFD	Facilities	Facilities - Lawn Care	A Greener Thing Lawn Services		\$ 3,600.00	11/1/2023	10/31/2024	N	N	N
COC	COC	Brunswick Co. Annual CoC Support Contract	Brunswick County	\$ 13,500.00		7/1/2023	6/30/2024	N/A	N/A	N
AAA	HCCBG	Brunswick Co. Home & Community Care Block Grant	Brunswick County		\$ 1,223,207.00	7/1/2023	6/30/2024	Y	N	N
AAA	ARPA	NGA - ARPA for LTC Ombudsman under SSA	NC DAAS	\$ 17,482.00		10/1/2023	9/30/2025	N/A	N/A	N
LGS	LDD	SCRC LDD Capacity Building Program	Southeast Crescent Regional Commis	\$ 24,000.00		10/1/2023	9/30/2024	N/A	N/A	N
AAA	SMP	Senior Medicare Patrol Project	NC Dept. of Insurance	\$ 10,000.00		6/1/2023	5/31/2024	N/A	N/A	N
AAA	HCCBG	Legal Aid of NC Home & Community Care Block Grant	NC DAAS		\$ 19,362.00	7/1/2023	6/30/2024	Y	N	N
				\$ 64,982.00	\$ 1,303,060.24					

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