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

Other General Membership Delegates Present:

Carson Durham*

Shelia Grady*

Joseph Hatem*

Ryan Merrill*

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 Cresent 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/F

Respectfully submitted,

April D. Radford, Clerk to the Board

Mike Forte Chairman