

EXECUTIVE COMMITTEE MEETING

Monday, February 12, 2024, 11:00 A.M.

AGENDA

- 1. Call to Order, Welcome, Invocation, Introductions & Pledge**
- 2. Amendments to Agenda *****
- 3. Approval December 11, 2023, Minutes (see attachment) *****
- 4. Annual Meeting**
 - a. Nominating Committee Report ***
 - b. Annual Meeting Agenda (see attachment) ***
- 5. Finance Report**
 - a. Budget Report through January 31, 2024 (see attachment) ***
 - b. Budget Ordinance Amendment #3 (see attachment) ***
- 6. Staff Reports**
 - a. Executive Director
 - i. Contracts Summary (see attachment)
 - b. Area Agency on Aging
 - c. Homeless Services
 - d. Local Government Services
 - e. Workforce Development
- 7. Forum Update**
- 8. Chairman & Member Comments**
- 9. Adjourn**

Next Meeting: Annual Meeting and Awards Banquet Thursday, February 29, 2024, 6:15 pm at the Brunswick Senior Resource Center, 101 Stone Chimney Road, Supply, NC. *Event starts at 5:15 pm.

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 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

December 11, 2023, 11:00 AM

MINUTES

Executive Committee Present:

Teresa Batts	Brenda Bozeman	Lavern Coleman	Jan Dawson	Mike Forte
Lamont Grate*	Jackie Newton	Charlie Rivenbark	Dane Scalise*	

Other General Membership Delegates Present:

John Ellen*	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:

Robbie Bittner, PBMAres/RSM*

Members and others who participated remotely are indicated with an asterisk ().*

1. Call to Order, Welcome, Roll Call, Invocation and Pledge

Mr. Forte called the meeting to order and welcomed everyone at 11:03 AM. Mr. Serkin did roll call to confirm quorum. Mr. Forte led the invocation and Pledge of Allegiance.

Present: Ms. Batts, Ms. Bozeman, Mr. Coleman, Ms. Dawson, Mr. Forte, Mr. Grate, Mr. Rivenbark, and Mr. Scalise. Absent: Ms. Newton.

2. 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 Mr. Scalise, to approve the agenda was carried unanimously. *Ayes: Ms. Batts, Ms. Bozeman, Mr. Coleman, Ms. Dawson, Mr. Forte, Mr. Grate, Mr. Rivenbark, and Mr. Scalise. Absent: Ms. Newton. Nays: None.*

Ms. Newton joined the meeting at 11:10 AM

3. 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. Scalise, seconded by Ms. Bozeman, to approve the October 9, 2023, minutes as presented carried unanimously. *Ayes: Ms. Batts, Ms. Bozeman, Mr. Coleman, Ms. Dawson, Mr. Forte, Mr. Grate, Ms. Newton, Mr. Rivenbark, and Mr. Scalise. Nays: None.*

4. Public Comments

There were no public comments.

5. Audit Report by Robbie Bittner, PBMAres/RSM

Mr. Bittner introduced himself and thanked all present for allowing him the opportunity to present the PBMAres/RSM audit report. Mr. Bittner informed the Executive Committee that the auditors gave the CFCOG an unmodified opinion, the highest level on all aspects of the audit. Mr. Bittner addressed questions from the Executive Committee.

Mr. Bittner presented the auditor's letter to the Executive Committee and informed the Executive Committee there were no performance indicators of concern. Mr. Bittner informed the Executive Committee of expected changes from GASB Statement 101. There were no further questions from the Executive Committee. Motion by Mr. Rivenbark, seconded by Ms. Newton, to accept the audit report was carried unanimously. *Ayes: Ms. Batts, Ms. Bozeman, Mr. Coleman, Ms. Dawson, Mr. Forte, Mr. Grate, Ms. Newton, Mr. Rivenbark, and Mr. Scalise. Nays: None.*

6. Finance Reports

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

Ms. Tucker presented Budget Ordinance Amendment #2. Mr. Serkin explained the reason for the LGS funds increase. There were no questions. Motion by Mr. Coleman, seconded by Ms. Bozeman, to approve Budget Ordinance Amendment #2 carried unanimously. *Ayes: Ms. Batts, Ms. Bozeman, Mr. Coleman, Ms. Dawson, Mr. Forte, Mr. Grate, Ms. Newton, Mr. Rivenbark, and Mr. Scalise. Nays: None.*

Ms. Tucker presented the Pay Plan. Personnel change included changing the Business Service designation of temp to part-time and changing the Homeless Services Assistant from full-time to part-time. There were no questions. Motion by Mr. Rivenbark, seconded by Mr. Coleman, to approve the modification of the Pay Plan carried unanimously. *Ayes: Ms. Batts, Ms. Bozeman, Mr. Coleman, Ms. Dawson, Mr. Forte, Mr. Grate, Ms. Newton, Mr. Rivenbark, and Mr. Scalise. Nays: None.*

7. Proposed 2024 Meeting Schedule

Mr. Serkin Presented the proposed dates for the 2024 Executive Committee and Board meetings. There were no questions. Motion by Ms. Dawson, seconded by Mr. Grate, to accept the meeting dates carried unanimously. *Ayes: Ms. Batts, Ms. Bozeman, Mr. Coleman, Ms. Dawson, Mr. Forte, Mr. Grate, Ms. Newton, Mr. Rivenbark, and Mr. Scalise. Nays: None.*

8. 2024 Executive Committee Nominating Committee

Mr. Forte recommended a committee of non-committee officers to meet and nominate a slate of officers to be presented at the Annual General Membership Meeting February 29, 2024. Discussion by the Executive Committee. Mr. Rivenbark informed the Executive Committee that he will not be serving on the 2024 Executive Committee because Mayor Saffo appointed newly elected Mr. David Joyner as the City of Wilmington delegate. Mr. Scalise informed the Executive Committee he may be replaced as the New Hanover County delegate at the January meeting. After discussion it was decided to leave the process as it currently is, the current officers will nominate the slate of officers to be presented at the CFCOG Annual General Membership Meeting.

9. Staff Reports

Mr. Serkin presented the Executive Director's report and the contract summary. As requested by the Executive Committee at the October meeting Mr. Serkin provided the follow-up information on the benefits of allowing H2Go to be an affiliate member and to contract with H2Go to assist with projects. Mr. Serkin and Mr. MacLeod addressed questions. The Executive Committee expressed an interest in a higher fee for non-dues paying affiliate member contracts. Mr. Serkin to review and inform the Executive Committee at the February meeting.

Ms. Newton requested to be excused for a previous commitment. Mr. Forte excused Ms. Newton at 12:04 PM.

Ms. Stough joined the meeting at 12:10 PM

Ms. Pilson presented the Area Agency on Aging report. There were no questions. No action was taken.

Ms. Stough presented the Homeless Services report. There were no questions. No action was taken.

Mr. MacLeod presented the Local Government Services report. Mr. MacLeod informed the Executive Committee that Ms. Tucker, Ms. Schraml, Mr. Serkin, and himself participated in a 3-day Financial Assistance Disaster Recovery training in Raleigh the previous week. There were no questions. No action was taken.

Ms. Brick presented the Workforce Development report. Ms. Brick introduced the new Business Engagement Manager, Ms. Rosemary Guendner. Ms. Brick also informed the Executive Committee of the hiring of part-time Business Services, Tony Caggiano funded by ARPA funds.

Ms. Brick invited the Executive Committee to the "Opportunity Youth" event (10AM-1PM) and Workforce Development Board (1PM-2PM) meeting taking place this coming Wednesday at the BCC- Leland campus. Ms. Brick explained what "Opportunity Youth" means. There were no questions. No action was taken.

10. Forum Update

There was no Forum Update.

11. Chairman and Member Comments

Mr. Forte wished all a happy & safe holiday season and thanked all for their work.

Mr. Ellen informed the Executive Committee that Mr. Oliver has stepped down as the CFCOG delegate and that he has been appointed as the new delegate.

Mr. Rivenbark expressed his appreciation to CFCOG and for all the work they have done.

Mr. Forte and Mr. Serkin thanked Mr. Rivenbark for his 20 years of service to CFCOG.

12. Adjournment

Motion by Mr. Rivenbark to adjourn the meeting. The meeting adjourned at 12:27 PM.

Respectfully submitted,

April D. Radford, Clerk to the Board

Mike Forte, Chairman

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GENERAL MEMBERSHIP ANNUAL MEETING

Thursday, February 29, 2024

EVENING ITINERARY

- 5:15 pm Reception/Networking
- 6:15 pm Business Meeting
1. Call to Order
 2. Invocation and Pledge
 3. Agenda Amendments
 4. Approval of February 23, 2023, Minutes ***
 5. Election of Officers and At-Large Executive Committee members ***
 6. Presentation of Annual Public Officials Directory & Annual Report
 7. Adjourn
- 6:30 pm Dinner
- Guest Speaker - Dr. Mouhcine Guettabi, Regional Economist, UNCW
- Staff Introduction and Awards Presentation
- Door Prizes
- 8:00 pm End of Program

Please feel free to stay and socialize until 9:00 pm.

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CAPE FEAR COUNCIL OF GOVERNMENTS
Cash Balance and
Budget/Expenditure Comparison
FY 2023-2024 (as of January 31, 2024) **UNAUDITED**

Cash Balance

Cash Balance in Bank	182,939
North Carolina Cash Management Investments	779,686
Total Cash on Hand	\$ 962,625

Budget & Actual Revenues

Departments	Adjusted Budget	Jul - Jan Revenues	Reserve Balance	Remaining Budget	Percent Received
Continuum of Care	\$ 867,749	\$ 262,513	\$ 242,451	\$ 362,785	42%
Local Gov Services	\$ 1,708,392	188,012	732,397	787,983	19%
Area Agency on Aging	\$ 6,715,912	2,705,772	57,387	3,952,753	41%
Workforce Development	\$ 4,696,089	1,305,667	1,225,946	2,164,476	38%
General Fund	35,000	192,174	166,848	9,673	95%
Total Revenues	\$ 14,023,142	\$ 4,654,138	\$ 2,425,028	\$ 7,267,998	40%

Budget & Actual Expenditures

Departments	Beginning Budget	Jul - Jan Expenditures	Reserve Balance	Remaining Budget	Percent Expended
Continuum of Care	\$ 85,467	\$ 52,768		\$ 32,698	62%
ESG - CARES	8,108	8,108		0	100%
ESG - HMIS	195,871	23,788	64,484	107,599	18%
ESG - ADM	16,183	5,662	4,001	6,520	46%
HUD - Perm. Supportive Housing	371,288	123,529	123,327	124,432	50%
HUD - CE Assessor	141,679	45,075	32,969	63,635	41%
HUD - PLANNING	49,153	22,895	17,670	8,588	73%
Continuum of Care	867,749	281,826	242,451	343,472	45%
Planning Services	289,115	100,993		188,121	35%
Rural Planning Org	153,000	82,925		70,075	54%
Disaster Recovery	282,232	63,835		218,397	23%
MOTSU Follow Up	13,917	-		13,917	0%
SCRC LDD	24,000	1,041		22,959	4%
Flood Mitigation	200,000		200,000	-	#DIV/0!
LGS Special Projects	181,412	70,466	53,136	57,810	55%
LGS-ARPA	564,716	17,427	479,261	68,029	20%
Local Gov Services	1,708,392	336,687	732,397	639,308	34%
Aging Planning & Admin.	403,340	233,982		169,358	58%
Ombudsman & Elder Abuse	207,772	131,895		75,877	63%
Project Care	111,000	61,597		49,403	55%
Family Caregiver Support	138,445	82,954		55,491	60%
AAA Funds to Counties	4,191,805	1,567,184		2,624,621	37%
AAA ARP	1,663,550	757,583	57,387	848,580	47%
Area Agency on Aging	6,715,912	2,835,195	57,387	3,823,330	43%
WIOA - Admin	420,310	224,497	59,389	136,424	62%
WIOA - Adult	1,323,518	373,738	408,527	541,252	41%
WIOA - Dislocated Worker	852,357	242,065	194,367	415,925	37%
WIOA - IWTG	50,000	4,160		45,840	8%
WIOA - Youth	1,601,916	427,310	390,132	784,473	35%
BSR Grant	4,700	4,700		-	100%
Infrastructure Grant	80,923	17,007		63,915	21%
WF ARPA Grant	362,366	20,826	173,530	168,010	11%
Workforce Development	4,696,089	1,314,304	1,225,946	2,155,839	38%
General Operations	35,000	1,762		33,238	5%
General Fund	35,000	1,762	-	33,238	5%
Total Expenditures	\$ 14,023,142	\$ 4,769,774	\$ 2,258,181	\$ 6,995,188	41%
Administration	496,153	267,090		229,063	54%

*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 #3**

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 #3	Amended Budget
Expenditures by Department:				
Local Governments Services	\$1,303,033	\$1,708,392	(\$13,917)	\$1,694,475
Aging Services	7,308,556	6,715,910	17,482	\$6,733,392
Workforce Development	4,340,945	4,696,089	120,623	\$4,816,712
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>\$14,023,140</u>	<u>124,188</u>	<u>\$14,147,328</u>

Revenues by Source:				
Federal	\$539,829	\$364,183	(\$13,917)	\$350,266
Fed/State Pass Thru	12,224,746	12,547,802	138,105	\$12,685,907
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>\$14,023,140</u>	<u>124,188</u>	<u>\$14,147,328</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 12th day of February 2024.

Mike Forte, Chairman

April D. Radford, Clerk

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	MIPPA	MIPPA	NC Dept. of Insurance	\$ 30,569.00		9/1/2023	8/31/2024	N/A	N/A	N
LGS	LGS	Lake Waccamaw Planning and Zoning Services	Town of Lake Waccamaw	\$ 10,500.00		7/1/2023	6/30/2024	N/A	N/A	N
WFD	Facilities	Workforce Center Pest Control	Healthy Home Pest Control		\$ 535.00	1/1/2024	12/31/2024	N	N	N
COC	NC ESG	Emergency Solutions Grant 2024	NC DAAS	\$ 176,030.00		1/1/2024	12/31/2024	N/A	N/A	N
AAA	MIPPA	MIPPA Advertising	Streetlevel Media		\$ 16,000.00	12/28/2023	4/28/2024	N	N	N
AAA	HCCBG	Senior Center General Purpose - NH Co.	New Hanover County		\$ 14,791.00	7/1/2023	6/30/2024	Y	N	N
AAA	HCCBG	Senior Center General Purpose - Brunswick Co.	Brunswick Senior Resources, Inc.		\$ 73,955.00	7/1/2023	6/30/2024	Y	N	N
AAA	HCCBG	Senior Center General Purpose - Pender Co.	Pender Adult Services		\$ 29,582.00	7/1/2023	6/30/2024	Y	N	N
AAA	HCCBG	Senior Center General Purpose - Columbus Co.	Columbus County		\$ 34,699.00	7/1/2023	6/30/2024	Y	N	N
ADM	Admin	Brunswick Sr. Resources Center Rental - Annual Dinner	Brunswick Senior Resources, Inc.		\$ 850.00	2/29/2024	2/29/2024	N	N	N
COC	PSH	PSH Rental Assistance Client: HMIS #521159	1519 Lake Branch Dr. Wilmington LLC		\$ 7,884.00	2/1/2024	1/31/2025	Y	N	N
COC	PSH	PSH Rental Assistance Client: HMIS #136382	1519 Lake Branch Dr. Wilmington LLC		\$ 7,812.00	1/1/2024	12/31/2024	Y	N	N
COC	PSH	PSH Rental Assistance Client: HMIS #434304	1519 Lake Branch Dr. Wilmington LLC		\$ 7,152.00	1/1/2024	12/31/2024	Y	N	N
COC	PSH	PSH Rental Assistance Client: HMIS #223245	1519 Lake Branch Dr. Wilmington LLC		\$ 8,052.00	8/1/2023	7/31/2024	Y	N	N
COC	PSH	PSH Rental Assistance Client: HMIS #130931	1519 Lake Branch Dr. Wilmington LLC		\$ 7,980.00	11/1/2023	10/31/2024	Y	N	N
COC	PSH	PSH Rental Assistance Client: HMIS #272797	1519 Lake Branch Dr. Wilmington LLC		\$ 8,652.00	4/1/2023	3/31/2024	Y	N	N
COC	PSH	PSH Rental Assistance Client: HMIS #67872	1519 Lake Branch Dr. Wilmington LLC		\$ 6,288.00	11/1/2023	10/31/2024	Y	N	N
COC	PSH	PSH Rental Assistance Client: HMIS #111668	1519 Lake Branch Dr. Wilmington LLC		\$ 7,392.00	9/1/2023	8/31/2024	Y	N	N
COC	PSH	PSH Rental Assistance Client: HMIS #109707	1519 Lake Branch Dr. Wilmington LLC		\$ 5,700.00	10/1/2023	9/30/2024	Y	N	N
COC	PSH	PSH Rental Assistance Client: HMIS #109725	1519 Lake Branch Dr. Wilmington LLC		\$ 6,876.00	11/1/2023	10/31/2024	Y	N	N
COC	PSH	PSH Rental Assistance Client: HMIS #453448	1519 Lake Branch Dr. Wilmington LLC		\$ 7,944.00	10/1/2023	9/30/2024	Y	N	N
COC	PSH	PSH Rental Assistance Client: HMIS #475858	1519 Lake Branch Dr. Wilmington LLC		\$ 7,980.00	10/1/2023	9/30/2024	Y	N	N
COC	PSH	PSH Rental Assistance Client: HMIS #108166	1519 Lake Branch Dr. Wilmington LLC		\$ 7,128.00	11/1/2023	10/31/2024	Y	N	N
COC	PSH	PSH Rental Assistance Client: HMIS #291267	1519 Lake Branch Dr. Wilmington LLC		\$ 8,052.00	12/1/2023	11/30/2024	Y	N	N
COC	NC ESG	Emergency Solutions Grant 2024 *Revised	NC DAAS			1/1/2024	12/31/2024	N/A	N/A	N
				\$ 217,099.00	\$ 275,304.00					

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