

EXECUTIVE COMMITTEE MEETING

Monday, June 10, 2024, 11:00 A.M.

AGENDA

- 1. Call to Order, Welcome & Roll Call**
- 2. Invocation & Pledge**
- 3. Amendments to Agenda *****
- 4. Public Comments**
- 5. Approval of Minutes: May 13, 2024 (see attachment) *****
- 6. Public Hearing: Adoption of FY 2024-2054 Budget Ordinance (see attachment) *****
- 7. Finance Reports**
 - a. Budget Report through May 31, 2023 (see attachment) ***
- 8. Staff Reports**
 - a. Executive Director
 - i. Contract Summary
 - b. Area Agency on Aging
 - c. Homeless Continuum of Care
 - d. Local Government Services
 - e. Workforce Development
- 9. Forum Update**
- 10. Chairman, Member, and Delegate Comments**
- 11. Adjourn**

Next Meeting: Monday, August 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 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

May 13, 2024, 11:00 AM

MINUTES

Executive Committee Present:

Lynn Barbee Teresa Batts* Brenda Bozeman* Lavern Coleman Jan Dawson*
Mike Forte Lamont Grate* Bill Rivenbark

Executive Committee Absent:

Jackie Newton

Other General Membership Delegates Present:

Martin Cooke* Ryan Merrell*

CFCOG Staff Present:

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

Guests Present:

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

1. Call to Order, Welcome, Invocation and Pledge

Mr. Forte called the meeting to order and welcomed everyone at 11:00 AM. Mr. Serkin did roll call to confirm quorum. Mr. Coleman led the invocation and Pledge of Allegiance. *Present: Mr. Barbee, Ms. Batts, Ms. Bozeman, Mr. Coleman, Ms. Dawson, Mr. Forte, Mr. Grate, and Mr. Rivenbark.*

2. Approval of Agenda

Mr. Forte asked if there were any amendments to the agenda. There were none.

3. Approval of Minutes

Mr. Forte asked if there were any corrections to the minutes. There being none, Mr. Forte asked for a motion to approve the Minutes. A motion by Ms. Bozeman, seconded by Mr. Coleman, to approve the February 12, 2024, minutes as presented carried unanimously. *Ayes: Mr. Barbee, Ms. Batts, Ms. Bozeman, Mr. Coleman, Ms. Dawson, Mr. Forte, Mr. Grate, and Mr. Rivenbark. Nays: None.*

4. Budget Reports

Ms. Tucker presented the Budget Report through April 30, 2024. Mr. Serkin gave a brief explanation of how the Budget Report is presented for the new Executive Committee members. There were no questions. Motion by Mr. Coleman, seconded by Mr. Barbee, to approve Budget Report as presented carried unanimously. *Ayes: Mr. Barbee, Ms. Batts, Ms. Bozeman, Mr. Coleman, Ms. Dawson, Mr. Forte, Mr. Grate, and Mr. Rivenbark. Nays: None.*

5. Pay Plan Amendment

Mr. Serkin presented the Pay Plan Amendment. Mr. Serkin addressed questions from the Executive Committee. Motion by Mr. Barbee, seconded by Mr. Grate, to approve the Pay Plan Amendment as presented carried unanimously. *Ayes: Mr. Barbee, Ms. Batts, Ms. Bozeman, Mr. Coleman, Ms. Dawson, Mr. Forte, Mr. Grate, and Mr. Rivenbark. Nays: None.*

6. Presentation of the Proposed FY 24/25 Budget and set Public Hearing for June 10, 2024

Mr. Serkin Presented the proposed FY 24/25 Budget. Mr. Serkin noted the 12% decrease from the FY 23/24 budget was due to the spending down of ARPA funds and changes in the Homeless Services program. The proposed budget is \$12,230,912. There were no questions. Motion by Ms. Bozeman, seconded by Mr. Forte, to set the budget hearing for June 10, 2024, carried unanimously. *Ayes: Mr. Barbee, Ms. Batts, Ms. Bozeman, Mr. Coleman, Ms. Dawson, Mr. Forte, Mr. Grate, and Mr. Rivenbark. Nays: None.*

7. Approval of Auditors Contract and Agreement Letter

Mr. Serkin presented the audit contract and agreement letter. Mr. Serkin informed the board there was a slight price increase of \$500. There were no questions. Motion by Mr. Coleman, seconded by Ms. Batts, to approve the auditors contract and agreement letter carried unanimously. *Ayes: Mr. Barbee, Ms. Batts, Ms. Bozeman, Mr. Coleman, Ms. Dawson, Mr. Forte, Mr. Grate, and Mr. Rivenbark. Nays: None.*

8. Approval of Agent Designation Form for NC Emergency Management Grant

Mr. Serkin presented the agent designation form for the NC Emergency Management grant and requested the Executive Committee approve the request to designate Mr. Serkin as the point of contact for the grant. Motion by Mr. Forte, seconded by Ms. Bozeman, to approve the designation of Mr. Serkin as the point of contact for the NC Emergency Management grant carried unanimously. *Ayes: Mr. Barbee, Ms. Batts, Ms. Bozeman, Mr. Coleman, Ms. Dawson, Mr. Forte, Mr. Grate, and Mr. Rivenbark. Nays: None.*

9. Staff Reports

Mr. Serkin stated he had no Executive Director's report. Mr. Serkin presented the contract summary. There were no questions. No action was taken.

Ms. Pilson presented the Area Agency on Aging Area Four Year Plan to the Executive Committee. There were no questions. Motion by Mr. Grate, seconded by Ms. Bozeman to approve the AAA Area Plan carried unanimously. *Ayes: Mr. Barbee, Ms. Batts, Ms. Bozeman, Mr. Coleman, Ms. Dawson, Mr. Forte, Mr. Grate, and Mr. Rivenbark. Nays: None.*

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

Mr. MacLeod presented the Local Government Services report. Mr. MacLeod stated he was pleased to have Mr. Ron Satterfield on as a part-time planner. Mr. MacLeod informed the board of a two-day Disaster Recovery Training event that took place in Brunswick and New Hanover counties on May 7th and 8th.

Ms. Stough presented the Homeless Services report. Ms. Stough informed the Executive Committee that the homeless Point In Time count is officially completed. There were no questions. No action was taken.

Ms. Brick presented the Workforce Development report. Ms. Brick informed the Executive Committee she is currently working on the Workforce Development four-year Area Plan; however, the Executive Committee will not need to approve it, the Workforce Development Board will approve it at their June meeting. Mr. Brick informed the board that the Workforce Development Department is nearly fully staffed except for one part-time employee. There were no questions. No action was taken.

10. Forum Update

Mr. Forte presented the Forum Update. There were no questions. No action was taken.



11. Chairman and Member Comments

Mr. Forte thanked all who attended the meeting and expressed his appreciation of their time and dedication to the CFCOG and the people in the region. Mr. Rivenbark informed the Executive Committee that the Wake County Senior Center has reached out to the New Hanover County Senior Center and asked for their help on improving their Senior Center.

Mr. Cooke recommended using cell phones to promote Emergency Management communication to the public.

12. Adjournment

Motion by Ms. Rivenbark to adjourn the meeting. The meeting adjourned at 11:52 AM.

Respectfully submitted,

April D. Radford, Clerk to the Board

Mike Forte, Chairman

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**CAPE FEAR COUNCIL OF GOVERNMENTS
FISCAL YEAR 2024-2025 BUDGET ORDINANCE**

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 following amounts are hereby appropriated for the operation of said Council of Governments for the fiscal year beginning July 1, 2024, and ending June 30, 2025:

SECTION 1: Funds are appropriated as follows:

Expenditures by Department:

Local Governments Services	\$1,374,481
Aging Services	5,456,143
Workforce Development	4,625,745
Homeless Services	708,311
General Government	66,232
Total Expenditures	<u><u>\$12,230,912</u></u>

Revenues by Source:

Federal	\$397,382
Fed/State Pass Thru	10,677,810
State	542,263
Member Assessment	66,232
Local Aging Share	87,195
Local LGS Share	15,650
Local HS Share	134,899
Fee-For-Service	309,481
Total Revenues	<u><u>\$12,230,912</u></u>

SECTION 2: The Budget Officer is hereby authorized to transfer appropriations within any of the parts in the budget schedule referenced in Section 1 without the approval of the Executive Committee.

Adopted this 10th day of June 2024.

Mike Forte, Chairman

April D. Radford, Clerk

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

Cash Balance

Cash Balance in Bank	127,449
North Carolina Cash Management Investments	239,287
Total Cash on Hand	<u>\$ 366,736</u>

Budget & Actual Revenues

Departments	Adjusted Budget	Jul - May Revenues	Reserve Balance	Remaining Budget	Percent Received
Homeless Services	\$ 867,749	\$ 443,013	\$ 261,701	\$ 163,035	73%
Local Gov Services	\$ 1,694,475	404,717	878,580	411,178	50%
Area Agency on Aging	\$ 6,733,392	4,902,764	74,869	1,755,759	74%
Workforce Development	\$ 4,816,712	2,118,312	1,143,946	1,554,454	58%
General Fund	35,000	212,712	131,848	(45,865)	127%
Total Revenues	<u>\$ 14,147,328</u>	<u>\$ 8,081,518</u>	<u>\$ 2,490,944</u>	<u>\$ 3,884,426</u>	<u>69%</u>

Budget & Actual Expenditures

Departments	Beginning Budget	Jul - May Expenditures	Reserve Balance	Remaining Budget	Percent Expended
Homeless Services	\$ 85,467	\$ 77,389		\$ 8,078	91%
ESG - CARES	8,108	8,108		0	100%
ESG - HMIS	194,647	66,720	83,335	44,592	60%
ESG - ADM	17,406	9,034	6,141	2,232	80%
HUD - Perm. Supportive Housing	371,288	195,550	123,327	52,412	79%
HUD - CE Assessor	141,679	84,843	32,969	23,867	78%
HUD - PLANNING	49,153	33,223	15,930	0	100%
Homeless Services	<u>867,749</u>	<u>474,867</u>	<u>261,701</u>	<u>131,180</u>	<u>78%</u>
Planning Services	289,115	179,845		109,270	62%
Rural Planning Org	153,000	130,722		22,278	85%
Disaster Recovery	282,232	93,572	127,407	61,253	60%
SCRC LDD	24,000	3,078		20,922	13%
Flood Mitigation	200,000	1,078	194,776	4,146	21%
LGS Special Projects	181,412	111,448	53,136	16,828	87%
LGS-ARPA	564,716	34,685	503,261	26,770	56%
Local Gov Services	<u>1,694,475</u>	<u>554,429</u>	<u>878,580</u>	<u>261,466</u>	<u>68%</u>
Aging Planning & Admin.	403,340	340,863		62,477	85%
Ombudsman & Elder Abuse	207,772	207,772		(0)	100%
Project Care	111,000	99,815		11,185	90%
Family Caregiver Support	138,445	128,178		10,267	93%
AAA Funds to Counties	4,191,803	3,456,490		735,313	82%
AAA ARP	1,681,032	1,324,635	74,869	281,528	82%
Area Agency on Aging	<u>6,733,392</u>	<u>5,557,753</u>	<u>74,869</u>	<u>1,100,770</u>	<u>83%</u>
WIOA - Admin	420,310	341,366	59,389	19,555	95%
WIOA - Adult	1,323,518	609,469	391,527	322,521	65%
WIOA - Dislocated Worker	852,357	381,366	188,867	282,125	57%
WIOA - IWTG	50,000	4,160		45,840	8%
WIOA - Youth	1,601,916	727,365	330,632	543,918	57%
Industry Sector Planning Grant	35,000			35,000	0%
Virtual Reality Grant	5,000	4,000		1,000	80%
BSR Grant	4,700	4,700		-	100%
Infrastructure Grant	80,923	80,923		-	100%
WF ARPA Grant	442,988	34,100	173,530	235,359	13%
Workforce Development	<u>4,816,712</u>	<u>2,187,448</u>	<u>1,143,946</u>	<u>1,485,317</u>	<u>60%</u>
General Operations	35,000	14,639		20,361	42%
General Fund	<u>35,000</u>	<u>14,639</u>	<u>-</u>	<u>20,361</u>	<u>42%</u>
Total Expenditures	<u>\$ 14,147,328</u>	<u>\$ 8,789,137</u>	<u>\$ 2,359,097</u>	<u>\$ 2,999,095</u>	<u>75%</u>
Administration	496,153	430,615		65,538	87%

*Administrative costs are allocated to and included in the department, program or project budgets.