

EXECUTIVE COMMITTEE MEETING

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

AGENDA

- 1. Call to Order, Welcome & Roll Call**
 - 2. Invocation & Pledge**
 - 3. Agenda Amendments *****
 - 4. Approval June 10, 2024, Minutes (see attachment) *****
 - 5. Finance Reports**
 - a. Budget Report through June 30, 2024 (see attachment) ***
 - 6. Staff Reports**
 - a. Executive Director
 - i. Contract Summary (see attachment)
 - ii. Executive Director evaluation
 - 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. Adjourn**
- Next Meeting:** Monday, October 14, 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.

Page Left Blank On Purpose

EXECUTIVE COMMITTEE MEETING

June 10, 2024, 11:00 AM

MINUTES

Executive Committee Present:

Lynn Barbee Brenda Bozeman Lavern Coleman Mike Forte Lamont Grate*
Bill Rivenbark

Executive Committee Absent:

Teresa Batts Jan Dawson Jackie Newton

Other General Membership Delegates Present:

Rich Alt Ryan Merrell*

CFCOG Staff Present:

Ginger Brick Wes MacLeod Holly Pilson April Radford Allen Serkin
Andrea Stough Dawn Tucker Noel Fox, Atty* Chip Bartlett Ron Satterfield

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. Quorum confirmed. *Present: Mr. Barbee, Ms. Bozeman, Mr. Coleman, Mr. Forte, Mr. Grate, and Mr. Rivenbark.*

2. Invocation and Pledge

Ms. Bozeman led the invocation and Pledge of Allegiance.

3. Approval of Agenda

Mr. Forte asked if there were any amendments to the agenda. There were none. A motion by Ms. Bozeman, seconded by Mr. Coleman, to approve the agenda carried unanimously. *Ayes: Mr. Barbee, Ms. Bozeman, Mr. Coleman, Mr. Forte, Mr. Grate, and Mr. Rivenbark. Nays: None.*

4. Public Comments

There were no public comments.

5. Approval of Minutes

Mr. Forte asked if there were any corrections to the minutes. There was one typo correction on the motion to adjourn meeting, "Ms. Rivenbark" was corrected to "Mr. Rivenbark". A motion by Mr. Coleman, seconded by Mr. Barbee, to approve the May 13, 2024, minutes with the correction carried unanimously. *Ayes: Mr. Barbee, Ms. Bozeman, Mr. Coleman, Mr. Forte, Mr. Grate, and Mr. Rivenbark. Nays: None.*

6. FY 2024-2025 Budget Ordinance

Mr. Forte opened the public hearing and asked if there were any comments. There were no comments. Mr. Forte closed the public hearing. A motion by Ms. Bozeman, seconded by Mr. Barbee, to approve the FY 2024-2025 Budget Ordinance as presented carried unanimously. *Ayes: Mr. Barbee, Ms. Bozeman, Mr. Coleman, Mr. Forte, Mr. Grate, and Mr. Rivenbark. Nays: None.*

7. Finance Reports

Ms. Tucker presented the Budget Report through May 31, 2024. Ms. Tucker addressed questions on the return of unspent LGS funds. Motion by Mr. Grate, seconded by Mr. Coleman, to approve Budget Report as presented carried unanimously. *Ayes: Mr. Barbee, Ms. Bozeman, Mr. Coleman, Mr. Forte, Mr. Grate, and Mr. Rivenbark. Nays: None.*

8. Staff Reports

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

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 introduced Mr. Ron Satterfield, part-time Senior Planner, and Mr. Chip Bartlett, Program Manager. There were no questions. No action was taken.

Ms. Stough presented the Homeless Services report. Ms. Stough addressed questions. No action was taken.

Ms. Brick presented the Workforce Development report. There were no questions. No action was taken.

9. Forum Update

There was no Forum update. No action was taken.

10. Chairman and Member Comments

Mr. Forte thanked all in attendance and expressed his appreciation of their time and dedication to CFCOG and the people in the region.

Mr. Rivenbark informed that New Hanover County has many job openings.

There were no more comments.

11. Adjournment

Mr. Forte adjourned the meeting at 11:26 AM.

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 June 30, 2024) UNAUDITED

Cash Balance

Cash Balance in Bank	175,564
North Carolina Cash Management Investments	<u>670,005</u>
Total Cash on Hand	<u>\$ 845,569</u>

Budget & Actual Revenues

<u>Departments</u>	<u>Adjusted Budget</u>	<u>Jul - June Revenues</u>	<u>Reserve Balance</u>	<u>Remaining Budget</u>	<u>Percent Received</u>
Homeless Services	\$ 867,749	\$ 549,532	\$ 255,998	\$ 62,219	90%
Local Gov Services	\$ 1,694,475	649,085	751,173	294,218	69%
Area Agency on Aging	\$ 6,733,392	6,575,263	74,869	83,260	99%
Workforce Development	\$ 4,816,712	2,627,411	1,143,032	1,046,269	72%
General Fund	35,000	215,836	131,848	(48,989)	129%
Total Revenues	<u>\$ 14,147,328</u>	<u>\$ 10,617,127</u>	<u>\$ 2,356,919</u>	<u>\$ 1,485,966</u>	<u>90%</u>

Budget & Actual Expenditures

<u>Departments</u>	<u>Beginning Budget</u>	<u>Jul - June Expenditures</u>	<u>Reserve Balance</u>	<u>Remaining Budget</u>	<u>Percent Expended</u>
Homeless Services	\$ 85,467	\$ 85,467		\$ -	100%
ESG - CARES	8,108	8,108		0	100%
ESG - HMIS	194,647	117,015	77,632	0	100%
ESG - ADM	17,406	10,586	6,141	679	94%
HUD - Perm. Supportive Housing	371,288	211,380	123,327	36,582	85%
HUD - CE Assessor	141,679	97,084	32,969	11,627	89%
HUD - PLANNING	49,153	33,223	15,930	0	100%
Homeless Services	<u>867,749</u>	<u>562,863</u>	<u>255,998</u>	<u>48,888</u>	<u>92%</u>
Planning Services	289,115	219,822		69,293	76%
Rural Planning Org	153,000	143,067		9,933	94%
Disaster Recovery	282,232	128,363		153,869	45%
SCRC LDD	24,000	3,078		20,922	13%
Flood Mitigation	200,000	1,947	194,776	3,277	37%
LGS Special Projects	181,412	120,944	53,136	7,333	94%
LGS-ARPA	564,716	39,768	503,261	21,688	65%
Local Gov Services	<u>1,694,475</u>	<u>656,988</u>	<u>751,173</u>	<u>286,315</u>	<u>70%</u>
Aging Planning & Admin.	403,340	403,340		-	100%
Ombudsman & Elder Abuse	207,772	207,772		(0)	100%
Project Care	111,000	111,000		-	100%
Family Caregiver Support	138,445	138,445		-	100%
AAA Funds to Counties	4,191,803	4,157,276		34,527	99%
AAA ARP	1,681,032	1,604,202	74,869	1,961	100%
Area Agency on Aging	<u>6,733,392</u>	<u>6,622,036</u>	<u>74,869</u>	<u>36,487</u>	<u>99%</u>
WIOA - Admin	420,310	361,835	58,475	0	100%
WIOA - Adult	1,323,518	731,021	391,527	200,970	78%
WIOA - Dislocated Worker	852,357	447,316	188,867	216,174	67%
WIOA - IWTG	50,000	4,160		45,840	8%
WIOA - Youth	1,601,916	885,596	330,632	385,687	70%
Industry Sector Planning Grant	35,000			35,000	0%
Virtual Reality Grant	5,000	4,929		71	99%
BSR Grant	4,700	4,700		-	100%
Infrastructure Grant	80,923	80,923		-	100%
WF ARPA Grant	442,988	37,726	173,530	231,732	14%
Workforce Development	<u>4,816,712</u>	<u>2,558,206</u>	<u>1,143,032</u>	<u>1,115,474</u>	<u>70%</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>\$ 10,414,731</u>	<u>\$ 2,225,072</u>	<u>\$ 1,507,525</u>	<u>87%</u>
Administration	496,153	467,444		28,709	94%

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

Page Left Blank On Purpose

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)
LGS	ARPA	American Rescue Plan Technical Assistance *Realignment	NCARCOG	\$ -	\$ -	02/01/2022	10/01/2026	N/A	N/A	No
LGS	ARPA	American Rescue Plan Technical Assistance *Realignment	NCARCOG	\$ -	\$ -	02/01/2022	10/31/2026	N/A	N/A	No
LGS	ARPA	American Rescue Plan Technical Assistance *Realignment	NCARCOG	\$ -	\$ -	02/01/2022	10/31/2026	N/A	N/A	No
Homeless	PSH	PSH Rental Assistance Client: HMIS #366998	1519 Lake Branch Dr Wilmington LLC	\$ -	\$ 9,588.00	04/01/2024	03/31/2025	Yes	No	No
Homeless	PSH	PSH Rental Assistance Client: HMIS #108416	1519 Lake Branch Dr Wilmington LLC	\$ -	\$ 9,720.00	01/01/2024	12/31/2024	Yes	No	No
Homeless	PSH	PSH Rental Assistance Client: HMIS #537701	1519 Lake Branch Dr LLC	\$ -	\$ 6,768.00	06/01/2024	05/31/2025	Yes	No	No
Aging	Project CARE	Project C.A.R.E. FY 2023-2024 *Budget Realignment	NC DAAS	\$ -	\$ -	07/01/2023	06/30/2024	N/A	N/A	No
Homeless	NC ESG	Emergency Solutions Grant 2024 - Budget Realignment	NC DAAS	\$ -	\$ -	05/17/2024	12/31/2024	N/A	N/A	No
Aging	Project CARE	Project C.A.R.E. FY 2024-2025	NC DAAS	\$ 120,000.00	\$ -	07/01/2024	06/30/2025	N/A	N/A	No
Aging	SMP	Streetlevel Media Transit Advertising	Streetlevel Media	\$ -	\$ 6,492.32	05/27/2024	10/27/2024	No	No	No
Workforce	Other WD	Industry Sector Partnerships Planning Grant-De-obligation	NC DWS	\$ -	\$ (35,000.00)	05/14/2024	12/31/2024	N/A	N/A	N/A
LGS	Planning	Pender County Comprehensive Plan	Clarion Associates, LLC	\$ 12,619.00	\$ -	04/08/2024	12/31/2025	N/A	N/A	No
Workforce	IWTG	PipeView Technologies Local Incumbent Worker	PipeView Technologies	\$ -	\$ 4,000.00	06/15/2024	08/04/2024	Yes	No	No
Aging	HCCBG	Area Agency on Aging NGA FY 2023-2024	NC DAAS	\$ 4,359,440.00	\$ -	07/01/2024	06/30/2025	N/A	N/A	Yes
Homeless	HMIS	NC HMIS MCAH Annual Contract	Michigan Coalition Against Homeless	\$ -	\$ 36,499.52	07/01/2024	06/30/2025	Yes	No	No
LGS	Planning	Comprehensive Land Use Plan & UDO	Town of Holly Ridge	\$ 122,000.00	\$ -	07/01/2024	06/30/2026	N/A	N/A	No
LGS	Planning	General Code Ordinance Review	Town of Holly Ridge	\$ 22,000.00	\$ -	07/01/2024	06/30/2026	N/A	N/A	No
Homeless	CoC Local	Brunswick Co. Annual CoC Support Contract	Brunswick County	\$ 13,500.00	\$ -	07/01/2024	06/30/2025	N/A	N/A	No
Admin	IT	VIOP Internet Phone System Provider	Square Clover, Inc.	\$ -	\$ 9,918.00	08/06/2024	08/05/2027	No	No	No
LGS	Admin	Service Agreement Lead for NC 24-25 FY	UNC-CH	\$ -	\$ 30,000.00	08/01/2024	06/30/2025	N/A	N/A	N
				\$ 4,649,559.00	\$ 77,985.84					

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
 NC DAAS: NC DHHS Div. of Aging and Adult Services
 NC DWS: NC Commerce Div. of Workforce Solutions
 WIOA: Workforce Innovation and Opportunity Act