

**EXECUTIVE COMMITTEE MEETING**

*August 12, 2024, 11:00 AM*

**MINUTES**

**Executive Committee Present:**

Lynn Barbee            Teresa Batts\*            Brenda Bozeman            Lavern Coleman            Mike Forte  
Jackie Newton            Bill Rivenbark

**Executive Committee Absent:**

Jan Dawson            Lamont Grate

**Other General Membership Delegates Present:**

Martin Cooke\*            Mel Miller\*

**CFCOG Staff Present:**

Brian Jackson            Danny Nickel            April Radford            Allen Serkin            Andrea Stough  
Dawn Tucker            Noel Fox, Atty\*

**Guests Present:**

Sabra Child\*

*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 11:01 AM. Quorum confirmed. *Present: Mr. Barbee, Ms. Batts, Ms. Bozeman, Mr. Coleman, Mr. Forte, Ms. Newton, and Mr. Rivenbark.*

**2. Invocation and Pledge**

Mr. Forte led the invocation and Mr. Rivenbark led the Pledge of Allegiance.

**3. Approval of Agenda**

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

**4. Approval of Minutes**

Mr. Forte asked if there were any corrections to the minutes. There were no changes to the minutes. A motion by Ms. Newton, seconded by Ms. Bozeman, to approve the June 10, 2024, minutes with the correction carried unanimously. *Ayes: Mr. Barbee, Ms. Batts, Ms. Bozeman, Mr. Coleman, Mr. Forte, Ms. Newton, and Mr. Rivenbark. Nays: None.*

**5. Finance Reports**

Ms. Tucker presented the Budget Report through June 30, 2024. Ms. Tucker and Mr. Serkin addressed questions on the return of \$153,869 unspent Disaster Recovery funds. Ms. Tucker and Mr. Jackson addressed questions on underspent funds for Workforce Development contractors. A motion by Mr. Barbee, seconded by Ms. Bozeman, to accept the Budget Report as presented carried unanimously. *Ayes: Mr. Barbee, Ms. Batts, Ms. Bozeman, Mr. Coleman, Mr. Forte, Ms. Newton, and Mr. Rivenbark. Nays: None.*

***Ms. Stough joined the meeting 11:25 AM***

## 6. Staff Reports

Mr. Serkin presented the contract summary and addressed questions. Ms. Fox addressed questions on Conflict of Interest. Mr. Serkin informed the Executive Committee that the CFCOG has successfully changed phone carriers and that there are no changes to the phone numbers. Mr. Serkin introduced the Executive Committee to Mr. Danny Nickel, the CFCOG's new Lead for NC Fellow. Mr. Serkin informed the Executive Committee that the Finance staff participated in recent continuing education trainings. Mr. Serkin reminded the Executive Committee that it is time his annual evaluation. Mr. Forte asked the Executive Committee whether they want to continue to have the Executive Committee officers conduct the evaluation. The Executive Committee agreed that the officers (Mr. Forte, Ms. Bozeman, and Mr. Barbee) would conduct the evaluation and present their findings to the Executive Committee in a closed session at the October 14<sup>th</sup> meeting. No action was taken.

Mr. Serkin presented the Area Agency on Aging Report on behalf of Ms. Pilson. Mr. Serkin informed the Executive Committee the grant used to fund the Aging Program Coordinator ends on September 15<sup>th</sup> meaning the CFCOG will be losing a staff member. A new Aging Compliance Specialist, Logan Elkins, has been hired. Contracts for AAA will be sent to the counties electronically in the coming week. Several upcoming AAA Events/Trainings were announced. The Home and Community Care Block Grant funding will be about \$3.4 million for the four counties plus approximately \$43,000, for health promotion. There were no questions. No action was taken.

Ms. Stough presented the Homeless Services report. The Permanent Supportive Housing Program, which provides financial assistance and case management to help maintain stable housing, will be running through the end of December. The Coordinated Entry (CE) hotline had about 777 calls between January and June, averaging about 130 calls a month. These individuals were referred to programs to assist them with their housing needs. 385 new households registered, 134 households exited, and 1093 households remain registered but awaiting services. Mr. Serkin reminded the Executive Committee that the Homeless Services and Continuum of Care serves Brunswick, New Hanover, and Pender counties. Columbus County is served by another organization. There were no questions. No action was taken.

Mr. Serkin presented the Local Government Services report on behalf of Mr. MacLeod. LGS completed assisting the Town of Carolina Beach with their Uniformed Development Ordinance, which was adopted, continues to work as a consultant on the Pender County Comprehensive Plan, and continues to provide ongoing Planning and Zoning Services for Boiling Spring Lakes, Calabash, Sandy Creek, St. James, Columbus County, Lake Waccamaw, Bolton, and Sunset Beach. Provided Planning and Zoning-related training sessions were provided to Oak Island, Carolina Shores, Topsail Beach, and Burgaw. In the RPO, 2 communities were approved for bike and/or pedestrian planning grants with application assistance by RPO staff. There were no questions. No action was taken.

Mr. Jackson presented the Workforce Development report on behalf of Ginger Brick. Mr. Jackson informed the Executive Committee that the new program year began July 1, and the same sub-recipients were retained, and new contracts are executed. Monitoring of prior years' identified only minor issues which had already been identified by internal review and those issues are being addressed. The Workforce Development 4-year plan was submitted and approved, and funding allocations for the current fiscal year have been released. Workforce Development continues to grow their manufacturing and construction sector partnerships. As of the month of July, the employment rate is 3.9%, up from 3.2%. The total labor force has increased, 1481 individuals were served across the region with over 7,000 services in the NCWORKS Career Centers and 84 employers received services across the 4-county region. There were no further questions. No action was taken.

## 7. Forum Update

There was no Forum update. No action was taken.

**8. Chairman and Member Comments**

Mr. Forte had no comments and asked the Executive Committee if they had any comments.

Mr. Barbee informed the Executive Committee that the Town of Carolina Beach lifeguards competed in the National Lifeguard Competition and placed second.

There were no further comments.

**9. Adjournment**

Ms. Newton motioned to adjourn the meeting. Mr. Forte adjourned the meeting at 11:57 AM.

Respectfully submitted,

  
April D. Radford, Clerk to the Board

  
Mike Forte, Chairman