

EXECUTIVE COMMITTEE MEETING

Monday, February 10, 2025, 11:00 A.M.

AGENDA

- 1. Call to Order, Welcome, Invocation, Introductions & Pledge**
- 2. Amendments to Agenda *****
- 3. Approval December 9, 2024, Minutes (see attachment) *****
- 4. Executive Committee Attendance Policy Discussion**
- 5. Bylaws Amendment (see attachment) *****
- 6. Nominating Committee Report (see attachment) *****
- 7. Annual Meeting Agenda (see attachment) *****
- 8. Finance Report**
 - a. Budget Report through January 31, 2025 (see attachment) ***
 - b. Budget Ordinance Amendment #3 (see attachment) ***
- 9. 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
- 10. Chairman & Member Comments**
- 11. Adjourn**

Next Meeting: Annual Meeting and Awards Banquet Thursday, February 27, 2025, 6:15 pm at the Brunswick Senior Resource Center, 101 Stone Chimney Road, Supply, NC. *Doors open 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 9, 2024, 11:00 AM

MINUTES

Executive Committee Present:

Lynn Barbee Brenda Bozeman Lavern Coleman Mike Forte Brent Springer

Executive Committee Absent:

Teresa Batts Jan Dawson Lamont Grate Bill Rivenbark

Other General Membership Delegates Present:

Rich Alt* J. Martin Cooke (alt)* Jerry Grove (alt) Ryan Merrill*

CFCOG Staff Present:

Sam Boswell Ginger Brick Wes MacLeod Danny Nickel Holly Pilson
April Radford Allen Serkin Andrea Stough Dawn Tucker Noel Fox*

Guests Present:

Robbie Bittner

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 11:02 AM.

Present: Mr. Barbee, Ms. Bozeman, Mr. Coleman, Mr. Forte, and Mr. Springer. Absent: Ms. Batts, Ms. Dawson, Mr. Grate, and Mr. Rivenbark.

2. Invocation and Pledge

Mr. Barbee led the invocation and the Pledge of Allegiance.

In lieu of doing a roll call, Mr. Serkin asked to go around the room for introduction of all present, to benefit the new members joining the meeting for the first time. Mr. Forte started the introductions and all others in the room and online introduced themselves. Quorum confirmed. *Present: Mr. Barbee, Ms. Bozeman, Mr. Coleman, Mr. Forte, and Mr. Springer. Absent: Ms. Batts, Ms. Dawson, Mr. Grate, and Mr. Rivenbark*

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. Barbee, to approve agenda carried unanimously. *Ayes: Mr. Barbee, Ms. Bozeman, Mr. Coleman, Mr. Forte, and Mr. Springer. Nays: None. Absent: Ms. Batts, Ms. Dawson, Mr. Grate, and Mr. Rivenbark.*

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. Bozeman, seconded by Mr. Coleman, to approve the October 14, 2024, minutes as presented carried unanimously. *Ayes: Mr. Barbee, Ms. Bozeman, Mr. Coleman, Mr. Forte, and Mr. Springer. Nays: None. Absent: Ms. Batts, Ms. Dawson, Mr. Grate, and Mr. Rivenbark.*

5. Public Comments

There were no comments.

6. Audit Report

Mr. Bittner presented the Audit Report. Mr. Bittner explained the purpose and outcome of the audit. Mr. Bittner informed the board that the CFCOG received a clean opinion from PBMears. There were no noncompliance issues and no deficiencies to report. PBMears issued an unmodified opinion in accordance with uniform guidance, as no deficiencies for material weaknesses and internal control related issues to report. There were no unusual transactions, no audit adjustments, and no uncorrected misstatements. Mr. Bittner stated historically there have not been any significant compliance findings or material weaknesses. Mr. Bittner informed the Executive Committee that they expect changes to the GASB laws in the coming years. Mr. Bittner addressed questions from the Executive Committee. A motion by Ms. Bozeman, seconded by Mr. Coleman, to accept the Audit Report as presented carried unanimously. *Ayes: Mr. Barbee, Ms. Bozeman, Mr. Coleman, Mr. Forte, and Mr. Springer. Nays: None. Absent: Ms. Batts, Ms. Dawson, Mr. Grate, and Mr. Rivenbark.*

7. Finance Reports

Ms. Tucker announced to the Executive Committee that she is now a certified Local Government Finance Officer. Ms. Tucker presented the Budget Report through November 30, 2024. Ms. Tucker and Mr. Serkin explained funds spending and addressed questions. A motion by Mr. Barbee, seconded by Mr. Coleman, to accept the Finance Report as presented carried unanimously. *Ayes: Mr. Barbee, Ms. Bozeman, Mr. Coleman, Mr. Forte, and Mr. Springer. Nays: None. Absent: Ms. Batts, Ms. Dawson, Mr. Grate, and Mr. Rivenbark.*

Mr. Serkin presented Budget Ordinance Amendment #2. Increasing the budget by \$60,000 for LGS to extend management services to the Towns of Bolton and Sandyfield through the end of the fiscal year. For the Workforce Development program, the CFCOG has old US Department of Labor funds in the amount of \$51,194 for a program that can no longer be spent. The NC Division of Workforce Solutions has directed the CFCOG to return the funds to the granting agency. Ms. Tucker and Mr. Serkin addressed questions. There was discussion about the Workforce Development funds. The Executive Committee was directed to ask more questions of possible ways to use the \$51,194 and not return the money at this time. A motion by Ms. Bozeman, seconded by Mr. Barbee, to conditionally approve the Budget Ordinance Amendment #2 with the condition being the CFCOG staff reach out to our Congressional delegates for help getting a response from the NCDOL in resolving the \$51,194, if no resolution is made before June 30, 2025, a check will be cut to refund the \$51,194 to the NCDWS carried unanimously. *Ayes: Mr. Barbee, Ms. Bozeman, Mr. Coleman, Mr. Forte, and Mr. Springer. Nays: None. Absent: Ms. Batts, Ms. Dawson, Mr. Grate, and Mr. Rivenbark.*

8. 2025 Meeting Schedule

Mr. Serkin presented the proposed 2025 CFCOG Executive Committee meeting schedule and reminded the Executive Committee that the nomination Committee will need to present a slate of officers at the February 27, 2025, Annual Meeting to be approved by the entire board. Dates are listed below.

- **Thursday, February 27, 2025:** Annual Meeting
- **Monday, February 10, 2025**
- **Monday, May 12, 2025**
- **Monday, June 9, 2025**
- **Monday, August 11, 2025**
- **Monday, October 13, 2025**
- **Monday, December 8, 2025**

There was discussion about the nominating committee. Mr. Forte recommended a By-Law Amendment to allow two representatives from same county to serve as officers on the Executive Committee. Mr. Springer recommended term limits for the officers. No action required on the by-law recommendations at this time. The three current officers, Mr. Forte, Ms. Bozeman, and Mr. Barbee, will provide the slate of officers for the Annual Meeting. Mr. Serkin will send an email to the eligible delegates informing them to contact Mr. Forte,

Ms. Bozeman, and/or Mr. Barbee if they are interested in serving on the Executive Committee and/or as an officer on the Executive Committee.

A motion by Mr. Coleman, seconded by Mr. Barbee, to accept the proposed 2025 CFCOG Executive Committee meeting schedule as presented carried unanimously. *Ayes: Mr. Barbee, Ms. Bozeman, Mr. Coleman, Mr. Forte, and Mr. Springer. Nays: None. Absent: Ms. Batts, Ms. Dawson, Mr. Grate, and Mr. Rivenbark.*

9. Staff Reports

Mr. Serkin presented two options for the Annual Meeting Catering, buffet or plated meals. After discussion the Executive Committee asked to maintain the buffet style, with the desserts and salads to be plated at the tables ahead of the time. No action required. No action taken.

Ms. Stough joined the meeting 12:15 PM

Before presenting the contract summary Mr. Serkin gave a brief explanation to the new members of the authority granted to him by the Executive Committee to execute contracts on behalf of the Council of Governments. Mr. Serkin presented the contract summary. There were no questions. No action required. No action taken.

Mr. Pilson presented the Area Agency on Aging Report. Ms. Pilson gave a brief explanation of the responsibilities, and duties of the Ombudsman and Project C.A.R.E. Coordinator. Ms. Pilson updated the Executive Committee on the progress of the Area Agency on Aging program monitoring. Ms. Pilson announced there will be in a new Senior Center opening in Brunswick County. Ms. Pilson informed the Executive Committee of a recent move of the Carolina Beach to a new location nutrition site and of her meeting with the Town of Leland about their "Aging Friendly Community Plan". Ms. Pilson informed the Executive Committee of the need for volunteers to serve on their STHL committee and asked permission to send the Executive Committee descriptions of the job and their help in recruiting volunteers. There were no questions or comments. No action required. No action taken.

Mr. Serkin asked Ms. Stough to introduce herself and gave a brief explanation of the Homeless Services and Continuum of Care program to the new members in the meeting. After introducing herself, Ms. Stough presented the Homeless Services report.

Homeless Services is providing rental assistance to landlords on behalf of 22 clients. Ms. Stough announced the ending of the rental assistance grant, the clients are being transitioned to Coastal who have taken over the expansion of the grant. Ms. Stough informed the Executive Committee of the successful submission and collaboration of an application to HUD to receive funds for 2024-2026, currently working on contracts for grantees of emergency solutions, and she informed the Executive Committee of the coordinated entry program, the homeless services hotline, and other services provided to individuals experiencing homelessness.

Mr. Springer left the meeting at 12:25 PM

Ms. Stough informed the Executive Committee that Homeless Services is preparing to conduct their annual point-in-time count at the end of January. There were no questions. No action required. No action was taken.

Mr. MacLeod presented the Local Government Services report. Mr. MacLeod informed the Executive Committee of several projects LGS is currently working on, including a Pender County Land Use Plan and several projects with Columbus County. Mr. MacLeod informed the Executive Committee that the CFCOG may be sending assistance to the western part of the state to assist with flood mitigation intake for homeowners affected by Hurricane Helene. Mr. MacLeod announced that he and another LGS staff member will be meeting with Representative Iler at the Town of Sunset Beach at a luncheon to help facilitate investment and growth in their local government. There were no questions. No action required. No action was taken.

Before Ms. Brick presented the Workforce Development report. Ms. Brick informed the Executive Committee that Workforce Development will be issuing a Request for Proposals for programs administered through NCWORKS. Cape Fear Workforce Development was recently recognized for obtaining their Certification for Career Pathways in Manufacturing through the NCWORKS Commission. Ms. Brick expressed concern for potential change in legislation requirement for the Workforce Development programs. Ms. Brick encouraged Executive Committee members to contact their senators about the potential impact the changes will have on their communities. There were no questions or comments. No action required. No action was taken.

10. Chairman and Member Comments

Mr. Forte thanks all for their participation and wished everyone a wonderful holiday season. Mr. Forte asked if there were any other comments for board members present. Mr. Coleman wished everyone a Merry Christmas and expressed his gratitude to the CFCOG Staff. Ms. Bozeman also wished everyone a Merry Christmas and thanked the CFCOG Staff for all their hard work. Mr. Forte also expressed his gratitude to the CFCOG Staff. No action required.

11. Adjournment

Mr. Forte adjourned the meeting at 12:35 PM.

Respectfully submitted,

April D. Radford, Clerk to the Board

Mike Forte, Chairman

BYLAWS

CAPE FEAR COUNCIL OF GOVERNMENTS

ARTICLE I - NAME

The name of this organization shall be the Cape Fear Council of Governments, hereinafter referred to as the Council.

ARTICLE II - GEOGRAPHIC DISTRICT

The counties of Brunswick, Columbus, New Hanover, and Pender, and the municipalities therein, shall be eligible for membership in this Council of Governments subject to the provisions of these Bylaws.

ARTICLE III - PURPOSE

The purpose of the Council includes, but is not limited to, the following:

- (a) To carry on a continuing program of comprehensive planning that supplements and coordinates, but does not duplicate the programs of member units.
- (b) To study such area governmental problems common to two or more member units as is deemed appropriate, including but not limited to matters affecting health, safety, recreation, housing, marine resources, transportation, general welfare, education, economic and regional development.
- (c) To promote cooperative arrangements and coordinate action among member units of government.
- (d) To make recommendations for review and action to the member units and other public agencies that perform functions within the region.
- (e) To serve as a clearinghouse for the benefit of member units, gather information concerning their common problems and concerning federal and State services and funds available to assist in the solution of various problems in this area.
- (f) Upon request, provide comment on projects involving federal, State, and private assistance grants for local governments and the private sector.
- (g) To administer federal, State, local and foundation grant programs.
- (h) To provide planning and technical assistance to local governments.

ARTICLE IV - DUTIES AND FUNCTIONS

Section 1. The Council may accept and expend contributions for research assistance from

research organizations, civic foundations, institutions of higher learning, and other organizations.

Section 2. The Council may accept and expend funds, grants, gifts, and/or services from the government of the United States, or its agencies; from the State of North Carolina or its departments and agencies; from agencies or instrumentalities from any governmental unit whether a member of the Council or not; and from other civic or private sources.

Section 3. The Council shall establish an annual operating budget which shall include each member unit of local government's proportional assessment. The fiscal year shall run from July 1 to June 30 of the next calendar year.

Section 4. The Council may discuss questions or any matters within the scope of its stated purpose, and make recommendations for action to the governmental units involved in any such questions or matter.

Section 5. The Council may request any governmental unit or agency, federal, State, or local, to act upon its recommendations if such is deemed to be in the interest of the Council and/or its member units.

Section 6. The Council may promote agreements between members or non-member governmental units which are deemed appropriate to further inter-governmental cooperation.

Section 7. The Council may initiate and/or request studies deemed necessary to further understanding of any matters or problems under consideration by the Council.

Section 8. The Council has the right to perform and carry out such other powers, duties and responsibilities as may be authorized under North Carolina General Statutes Secs. 160A-470 through 160A-478 and as they may be amended.

Section 9. The Council may administer federal, State, local and private foundation programs.

ARTICLE V - OFFICES

The Council shall establish a principal office and such other offices as the Council may from time-to-time determine to be necessary for the business of which the Council may require.

ARTICLE VI - GENERAL MEMBERSHIP

Section 1. The Council's General Membership shall be composed of one delegate who shall be a governing board member from each member unit of local government to be appointed annually by the governing board of each unit of government. Should any delegate cease to be a member of a local governing board, that delegate's membership in the General Membership shall automatically terminate.

Section 2. Appointments made by a local unit of government governing board which fills a vacancy shall be to complete the unexpired term of the vacated member.

Section 3. General Membership delegates may be reappointed to succeed themselves.

Section 4. Each member government shall appoint a ~~principal~~^{principle} delegate and an alternate delegate. The alternate delegate when sitting in for the ~~principal~~^{principle} delegate shall have all the authority and responsibilities normally assigned the ~~principal~~^{principle} delegate.

Section 5. All delegates shall continue to serve as a delegate until their successor is appointed.

Section 6. The General Membership shall hold an annual meeting in or around February as determined by the Executive Committee. Other meetings may be called by the Chairman or by the Executive Committee. Ten days advance notice is required for all meetings.

ARTICLE VII - OFFICERS, EXECUTIVE COMMITTEE, AND EXECUTIVE DIRECTOR - APPOINTMENT

Section 1. The officers of the General Membership shall consist of a Chair, a Vice-Chair, and a Secretary, who shall be elected from and by the voting members of the General Membership. ~~No two officers may be from the same county.~~ The officers shall be elected at the annual meeting of the General Membership.

Section 3. All officers shall be elected for a term of one year to expire with the next annual meeting. Any officer may be re-elected to serve any number of terms so long as the officer remains a member of the General Membership.

Section 4. Vacancies occurring in any office between annual sessions may be filled by the Executive Committee.

Section 5. The Executive Committee shall consist of nine members elected at the annual meeting. The Executive Committee shall include the three officers and a County Commissioner from each county who may or may not be an officer. At large members shall be elected to bring the total to nine. In no event shall any county have more than three members (this includes both city and county governing board members) on the Executive Committee. Each member of the Executive Committee member shall have one vote. The officers of the General Membership shall serve as the officers of the Executive Committee. Vacancies occurring may be filled by the Executive Committee, in keeping with Executive Committee makeup requirements stated in this section. All members shall continue to serve until their successor is appointed.

Section 6. An Executive Director shall serve as the Chief Administrative Officer. The Executive Director shall be appointed by and serve at the will of the Executive Committee.

ARTICLE VIII – OFFICERS, EXECUTIVE COMMITTEE, AND EXECUTIVE DIRECTOR - DUTIES

Section 1. The duties of the Chair of the General Membership shall include but are not limited to:

- (a) Preside at all regular and special meetings of the General Membership and Executive Committee.
- (b) Serve as an ex-officio member of all other Council committees.
- (c) Sign any bank checks or withdrawals when the Executive Director or Finance Officer are not available

Section 2. The Vice-Chair of the General Membership shall perform the duties of the Chair in his absence.

Section 3. The Secretary-Treasurer shall keep or arrange for the keeping of minutes of all meetings of the General Membership and the Executive Committee. Upon reading of said minutes and approval by the General Membership, they shall be filed in books to be kept for that purpose. The Secretary shall give or cause to be given, notice of all meetings of the General Membership and Executive Committee, and shall perform such other duties as may be prescribed by the General Membership. The Secretary-Treasurer shall sign any bank checks or withdrawals when the Executive Director or Finance Officer are not available.

Section 4. The Executive Committee shall be the governing board of the Council. As such, the Executive Committee shall:

- (a) Be charged with the responsibility of reviewing financial statements, staff reports, committee reports, and other information in order to set policy and provide fiscal oversight, as specified herein.
- (b) Meet regularly to consider current business and shall be authorized to set policy and otherwise act for the Council on all matters including, but not limited to, adoption of the annual budget and amendments thereto.
- (c) Appoint, fix the compensation of, and remove the Executive Director.

Section 5. The Executive Director shall:

- (a) Maintain and manage the business office of the Council.
- (b) Be custodian of all Council property and records.
- (c) Prepare and submit for approval, minutes of all meetings of the Executive Committee and conduct the correspondence of the Council as needed.
- (d) Attend General Membership and Executive Committee meetings and be prepared to report on business activities, meetings, proposals, cooperative endeavors, etc., in which the Council is currently engaged or may be in the process of developing.
- (e) Maintain close personal contact with representatives of federal, State, and local agencies which currently are, or subsequently will be, cooperatively involved in accomplishing the objectives of the Council.

- (f) Acquire and maintain a working knowledge of the current laws, regulations, and procedures which govern the above federal, State, and local agencies in order that the Council may take full advantage of opportunities provided for joint endeavors, and through receipt of available federal and State funds.
- (g) Prepare and submit a balanced annual budget for consideration by the Executive Committee.
- (h) Prepare an annual report of Council activities to be distributed to each member.
- (i) Be responsible for the supervision of all employees of the Council.
- (j) Act as the Budget Officer pursuant to North Carolina General Statutes Sec. 159-9.

Section 6. The Executive Committee shall appoint from the staff, a Finance Officer pursuant to North Carolina General Statutes Sec. 159-24 who shall report to the Executive Committee on fiscal matters and shall function under the supervision of the Executive Director for all administrative and personnel matters.

Section 7. Every officer and employee of the Council who shall handle funds shall be suitably bonded in an amount determined by the Executive Committee.

ARTICLE IX - RULES OF ORDER

Section 1. All meetings of the General Membership and Executive Committee shall be conducted in accordance with Roberts Rules of Order, Revised unless modified by the General Membership or Executive Committee.

Section 2. Quorum:

- (a) In all General Membership meetings, twenty-five percent of the voting membership of the Council shall constitute a quorum.
- (b) In all Executive Committee meetings, a majority of Executive Committee members shall constitute a quorum.

ARTICLE X - DISSOLUTION OF COUNCIL

The Council may be dissolved at the end of any fiscal year (i) upon the adoption of a joint dissolution resolution by all, or all but one, of the governing bodies of all member governmental units, or (ii) the withdrawal from the Council of all, or all but one, of the member governmental units. Upon dissolution of the Council, all assets and liabilities shall be liquidated, and the proceeds, if any, distributed to those members who paid the latest annual assessment and in the same proportion. Any deficit shall be the responsibility of those member governments who would have received the net proceeds, and in the same proportions.

ARTICLE XI - AMENDMENTS TO THE BYLAWS

These Bylaws may be amended at any regular or special meeting of the General Membership by a two-thirds vote of those present, provided that written notice of the proposed change be given to each voting member of the General Membership at least two weeks in advance of the meeting at which amendment of the Bylaws will be considered.

All actions or clauses which are in conflict with these Bylaws as amended are hereby repealed.

Approved by the General Membership on February 27, ~~2020~~2024.

BY:

ATTEST:

Mike Forte~~Trent Burroughs~~, Chair

April Radford, Clerk

DRAFT



Serving Local Government in:

Brunswick County

- Bald Head Island
- Belville
- Boiling Spring Lakes
- Bolivia
- Calabash
- Carolina Shores
- Caswell Beach
- Holden Beach
- Leland
- Navassa
- Northwest
- Oak Island
- Ocean Isle Beach
- Sandy Creek
- Shalotte
- Southport
- St. James
- Sunset Beach

Columbus County

- Bolton
- Brunswick
- Cerro Gordo
- Chadbourn
- Fair Bluff
- Lake Waccamaw
- Sandyfield
- Tabor City
- Whiteville

New Hanover County

- Carolina Beach
- Kure Beach
- Wilmington
- Wrightsville Beach

Pender County

- Atkinson
- Burgaw
- Surf City
- Topsail Beach
- Wallace



2025 Executive Committee Automatic Members

- Mike ForteBrunswick County
- Lavern ColemanColumbus County
- Stephanie Walker.....New Hanover County
- Brent SpringerPender County

2025 Executive Committee Municipal Nominees

- Brenda BozemanBrunswick Co. Municipal (Leland)
- Lamont Grate.....Columbus Co. Municipal (Tabor City)
- Lynn BarbeeNew Hanover Co. Municipal (Carolina Beach)
- Jan Dawson.....Pender Co. Municipal (Burgaw)
- Teresa Batts.....Municipal At-Large (Surf City)

2025 CFCOG General Membership Officer Nominees

- Chair.....Mike Forte
- Vice- Chair.....Brenda Bozeman
- Secretary-TreasurerLynn Barbee

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GENERAL MEMBERSHIP ANNUAL MEETING

Thursday, February 27, 2025

AGENDA

- 1. Call to Order**
- 2. Invocation and Pledge**
- 3. Agenda Amendments *****
- 4. Approval February 29, 2024, Minutes (see attachment) *****
- 5. Amendment to Bylaws (see attachment) *****
- 6. Election of Municipal Executive Committee Members and Officers (see attachment) *****
- 7. Presentation of 2025 Public Officials Directory & Annual Report**
- 8. Adjourn**

Next Meeting: Regular Scheduled Executive Committee meeting Monday, May 12, 2025, 11:00 A.M.

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CAPE FEAR COUNCIL OF GOVERNMENTS
Cash Balance and
Budget/Expenditure Comparison
FY 2024-2025 (as of January 31, 2025) **UNAUDITED**

Cash Balance

Cash Balance in Bank	130,274
North Carolina Cash Management Investments	<u>1,012,477</u>
Total Cash on Hand	\$ 1,142,752

Budget & Actual Revenues

Departments	Adjusted Budget	Jul - Jan Revenues	Reserve Balance	Remaining Budget	Percent Received
Homeless Services	\$ 764,436	\$ 268,939	\$ 190,828	\$ 304,669	47%
Local Gov Services	\$ 1,315,474	229,286	257,498	828,690	22%
Area Agency on Aging	\$ 5,194,360	2,559,990	-	2,634,370	49%
Workforce Development	\$ 4,960,901	1,375,840	988,887	2,596,174	35%
General Fund	61,660	196,922	142,008	6,746	97%
Total Revenues	<u>\$ 12,296,830</u>	<u>\$ 4,630,976</u>	<u>\$ 1,579,221</u>	<u>\$ 6,363,903</u>	<u>43%</u>

Budget & Actual Expenditures

Departments	Beginning Budget	Jul - Jan Expenditures	Reserve Balance	Remaining Budget	Percent Expended
CoC Lead Agency Expense	\$ 97,326	\$ 45,994		\$ 51,332	47%
CoC Use of Fund Balance	\$ 12,000			\$ 12,000	0%
ESG Program Expense	235,445	56,138	36,569	142,738	28%
ESG Fiscal Agent Admin Expense	19,130	7,796	3,857	7,477	51%
HUD PSH	103,239	96,647		6,592	94%
HUD CE HMIS/CE	146,420	71,937	53,407	21,076	77%
HUD CoC CE Extension	79,674	-	56,000	23,674	0%
HUD CoC Planning	71,202	22,045	40,995	8,162	73%
Homeless Services	<u>764,436</u>	<u>300,557</u>	<u>190,828</u>	<u>273,051</u>	<u>52%</u>
Planning Services	298,596	149,046		149,550	50%
Rural Planning Org	153,000	84,251		68,749	55%
SCRC LDD	20,922	2,925		17,997	14%
Flood Mitigation	198,053	40,770	111,823	45,460	47%
LGS Special Projects	120,253	71,174		49,079	59%
LGS-ARPA	524,650	107,759	145,675	271,216	28%
Local Gov Services	<u>1,315,474</u>	<u>455,926</u>	<u>257,498</u>	<u>602,050</u>	<u>43%</u>
Aging Planning & Admin.	384,436	162,333		222,103	42%
Ombudsman & Elder Abuse	221,954	126,334		95,620	57%
Project CARE	120,000	68,195		51,805	57%
Family Caregiver Support	145,002	81,929		63,073	57%
AAA Funds to Counties	4,035,069	2,060,865		1,974,204	51%
Choosing Home	216,064	-		216,064	0%
AAA ARP	71,835	71,735		100	100%
Area Agency on Aging	<u>5,194,360</u>	<u>2,571,391</u>	<u>-</u>	<u>2,622,969</u>	<u>50%</u>
WIOA - Admin	351,348	185,878	83,565	81,905	69%
WIOA - Adult	1,605,827	426,537	397,690	781,600	35%
WIOA - Dislocated Worker	877,345	308,006	134,208	435,131	41%
WIOA - IWTG	50,000	8,557		41,443	17%
WIOA - Youth	1,842,649	518,003	373,424	951,221	35%
Infrastructure Grant				-	
Use of Fund Balance	51,194			51,194	
WF ARPA Grant	182,538	12,294		170,244	7%
Workforce Development	<u>4,960,901</u>	<u>1,459,275</u>	<u>988,887</u>	<u>2,512,738</u>	<u>37%</u>
General Operations	61,660	(1,645)	34,660	28,645	-3%
General Fund	<u>61,660</u>	<u>(1,645)</u>	<u>34,660</u>	<u>28,645</u>	<u>-3%</u>
Total Expenditures	<u>\$ 12,296,830</u>	<u>\$ 4,785,504</u>	<u>\$ 1,471,873</u>	<u>\$ 6,039,453</u>	<u>44%</u>
Administration	545,993	322,328		223,664	59%

*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 2024-2025 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, 2024 and ending June 30, 2025 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	\$1,374,481	\$1,315,474		\$1,315,474
Area Agency on Aging	5,456,143	5,194,260	133,074	\$5,327,334
Workforce Development	4,625,745	4,960,901		\$4,960,901
Homeless Services	708,311	764,436		\$764,436
General Government	66,232	61,660		\$61,660
Total Expenditures	<u>\$12,230,912</u>	<u>\$12,296,731</u>	<u>133,074</u>	<u>\$12,429,805</u>
Revenues by Source:				
Federal	\$397,382	\$351,848		\$351,848
Fed/State Passthrough	10,677,810	10,947,844	133,074	\$11,080,918
State	542,263	214,263		\$214,263
Member Assessment	66,232	61,660		\$61,660
Local Aging Share	87,195	85,410		\$85,410
Local LGS Share	15,650	7,650		\$7,650
Local Homeless Services Share	134,899	146,013		\$146,013
Fee-For-Service	309,481	418,849		\$418,849
Appropriated Workforce Fund Balance		51,194		\$51,194
Appropriated Homeless Services Fund Balance		12,000		\$12,000
Total Revenues	<u>\$12,230,912</u>	<u>\$12,296,731</u>	<u>133,074</u>	<u>\$12,429,805</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 10th 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	\$ to Subgrantee/ Subcontractor	Start Date	End Date	Funding Availability Clause (Y/N)	Prior Reimbursement Clause (Y/N)	CFCOG Matching Funds (Y/N)
Homeless	NC ESG	Emergency Solutions Grant 2025 Realignment	NC DAAS	\$ -	\$ -	\$ -	01/01/2025	12/31/2025	N/A	N/A	No
Aging	HCCBG	Brunswick Co. Home & Community Care Block Grant	Brunswick County	\$ -	\$ 1,217,112.00	\$ -	07/01/2024	06/30/2025	Yes	No	No
LGS	Other LGS	Bolton Management Specialist	Town of Bolton	\$ 30,000.00	\$ -	\$ -	01/01/2025	06/30/2025	N/A	N/A	N/A
Aging	EBHP	Pender Health Promotion/Disease Prevention	Pender Adult Services	\$ -	\$ 5,764.00	\$ -	07/01/2024	06/30/2025	Yes	No	No
Homeless	NC ESG	ESG Subaward - Good Shepherd Center	Good Shepherd Center	\$ -	\$ 60,000.00	\$ -	01/01/2025	12/31/2025	No	No	No
Homeless	NC ESG	ESG Subaward - Domestic Violence Shelter & Services	Domestic Violence Shelter	\$ -	\$ 32,500.00	\$ -	01/01/2025	12/31/2025	No	No	No
Aging	EBHP	NHC Health Promotion/Disease Prevention	New Hanover County	\$ -	\$ 15,753.00	\$ -	07/01/2024	06/30/2025	Yes	No	No
Aging	MIPPA	MIPPA	NC Dept. of Insurance	\$ 46,186.00	\$ -	\$ -	09/01/2024	08/31/2025	N/A	N/A	No
Aging	SMP	Senior Medicare Patrol Project	NC Dept. of Insurance	\$ 10,000.00	\$ -	\$ -	06/01/2024	05/31/2025	N/A	N/A	No
Aging	EBHP	Columbus Health Promotion/Disease Prevention	Columbus County	\$ -	\$ 6,267.00	\$ -	07/01/2024	06/30/2025	Yes	No	No
Aging	EBHP	Brunswick Health Promotion/Disease Prevention	Brunswick Senior Resources, Inc.	\$ -	\$ 15,554.00	\$ -	07/01/2024	06/30/2025	Yes	No	No
Aging	HCCBG	Senior Center General Purpose Funding Region O	NC DAAS	\$ 115,085.00	\$ -	\$ -	07/01/2024	06/30/2025	Yes	No	No
				\$ 201,271.00	\$ 1,352,950.00						

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