

**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