

The Executive Board Agenda

Chair Patsy Kinsey will convene a meeting of the Centralina COG Executive Board at 6:30 p.m. on Wednesday, November 8, 2017. A light dinner will be served at 6:00 p.m. The meeting will be held in the *Catawba Room of the Centralina COG Office on the 1st floor of the Broadcom building.*

Time	Item	Presenter
6:00 p.m.	Dinner Please RSVP to Kelly Weston at kweston@centralina.org or (704) 348-2728 by 12:00 p.m. on Monday, November 6th so that catering can be arranged.	Kelly Weston
6:30 p.m.	Call to Order	Patsy Kinsey
	Amendments to the Agenda (if any)	Patsy Kinsey
Consent Items: <i>Consent agenda items may be considered in one motion and without discussion except for those items removed by a Board member.</i>		
6:35 p.m. Item 1 Pages 4 – 7	Approval of the September 13, 2017 Executive Board Meeting Minutes The minutes of the September 13, 2017 meeting have been distributed to all members of the Executive Board and should be approved if correct. Action/Recommendation: <i>I move to approve the September 13, 2017 Executive Board Meeting minutes.</i>	Patsy Kinsey
Regular Business Items:		
6:40 p.m. Item 2 30 minutes Page 9	FY 2017 Audit Report Cherry Bekaert, LLP worked on the audit engagement for fiscal year ending June 30, 2017 to perform the financial audit and assist in the preparation of the financial statements as well as performed the single audit(s) for the fiscal year. Centralina staff worked diligently to prepare the financial statements and to provide all the necessary information and documentation. Eddie Burke, the engagement partner, and staff will make a presentation at the meeting and field any questions. Action/Recommendation: <i>Motion to approve and accept the audit as presented.</i>	Cherry Bekaert, LLP
7:10 p.m. Item 3 15 minutes Pages 11 – 13	Federal Relations Update Leslie Mazingo of Strategics Consulting will present a performance measures report based on performance measures previously approved by the Executive Board, and a briefing on CCOG Advocacy efforts. Vicki Bott will report on other efforts related to federal relations. Action/Recommendation: The Board is asked to receive as information the performance report and provide feedback on the results reflected in it. <i>I move that the Strategics Consulting Performance Report be received as information.</i> The Board members are also asked to continue participating in CCOG Advocacy with our Congressional Delegation during “district work periods”, and to provide feedback regarding staff-to-staff federal relations.	Vicki Bott and Leslie Mazingo
7:25 p.m. Item 4 10 minutes Page 15	Executive Board At-Large Membership Initiate discussion on the potential for establishing at-large positions on the Executive Board. As proposed, but subject to direction from the Executive Board, the at-large appointments would be made annually by the Chair as a means to augment representation from across the region.	Jim Prosser

The Executive Board Agenda

Time	Item	Presenter
	<p>Action/Recommendation: <i>Options:</i></p> <ol style="list-style-type: none"> 1. Provide direction to staff to prepare by-laws amendment for consideration at a future date. 2. Direct staff to prepare additional background information for future review by the Executive Board. 3. Take no action to amend by-laws at this time. 	
<p>7:35 p.m. Item 5 5 minutes Page 16</p>	<p>Nominating Committee Forecast Each year, the Executive Board forms a three-member Nominating Committee to select a slate of officers to serve on the Executive Board. The Nominating Committee will present the slate at the January 10, 2018 Executive Board meeting and the Board of Delegates will hold officer elections at its February 7, 2018 meeting.</p> <p>Action/Recommendation: <i>Receive as information.</i></p>	Kelly Weston
<p>7:40 p.m. Item 6 10 minutes Pages 18 – 19</p>	<p>Legal Services This action is intended to engage the Executive Board regarding an option for continuity of legal services if Bill McNair retires or is unavailable for a temporary period of time.</p> <p>Action/Recommendation: <i>Motion to support the designation of a back-up, interim Centralina attorney.</i></p>	Jim Prosser
<p>7:50 p.m. Item 7 5 minutes Page 21</p>	<p>Executive Director Transition Update The Executive Board will receive an update on the search process for CCOG's next Executive Director.</p> <p>Action/Recommendation: <i>Receive as information.</i></p>	Bill Deter
<p>7:55 p.m. 5 minutes</p>	Comments from the Executive Board	Board Members
<p>8:00 p.m. 5 minutes</p>	Comments from the Chair	Patsy Kinsey
<p>8:05 p.m. 5 minutes</p>	Comments from the Executive Director	Jim Prosser
<p>8:10 p.m.</p>	Adjournment	Patsy Kinsey

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Centralina Council of Governments

Item 1



**Executive Board Minutes
September 13, 2017**

Officers Present	Delegates Present	Delegates Not Present	Centralina Staff
Patsy Kinsey, Chair Bill Feather, Vice Chair Bill Deter, Treasurer	Frank Aikmus Martha Sue Hall Bill Lawhon Jay McCosh Martin Oakes Lynn Shue Ronnie Worley	Bobby Compton George Dunlap Gene Houpe Michael Johnson Thurman Ross Tim Smith Jarvis Woodburn, Secretary	Vicki Bott Katie Kutcher Debi Lee Jim Prosser Kelly Weston Venecia White <i>Guests</i> Leslie Mozingo

Call to Order

Chair Patsy Kinsey, City of Charlotte, called the meeting to order and confirmed that a quorum was present.

She welcomed Commissioner Lynn Shue, Cabarrus County, to the meeting and asked everyone in attendance to introduce themselves.

Amendments to the Agenda

There were no amendments to the agenda.

Consent Items

- 1. Amendment to the Operating Budget for Fiscal Year Ended June 30, 2017**
- 2. Approval of June 14, 2017 Executive Board Meeting Minutes**

Commissioner Frank Aikmus, Union County, made a motion to approve the Consent Agenda. Mayor Pro Tem Martha Sue Hall, City of Albemarle, seconded the motion and it carried unanimously.

3. Federal Relations Update

Leslie Mozingo, Strategics Consulting, presented an overview of the federal relations performance measures report for June through August 2017. She added that advocacy meetings between federal elected officials and CCOG Delegates continue.

Vice Chair Bill Feather, Town of Granite Quarry, reported on a meeting he and Commissioner Bobby Compton, Town of Mooresville, attended with Congressman Ted Budd. He noted that the meeting went extremely well and that the Congressman seemed receptive and supportive of CCOG.

Ms. Mozingo added that Mayor Karen Alexander of Salisbury also attended the meeting. Discussion topics included a Brownfields grant, regional transit, and the Regional Freight Mobility Plan. She noted that having three local perspectives with the same priorities represented at the meeting had a positive impact on Congressman Budd.

Commissioner Martin Oakes, Lincoln County, noted that he had a meeting with Congressman Richard Hudson and his Chief of Staff during which they discussed regional issues. He added that he was very happy with the meeting.

Mayor Pro Tem Hall expressed concern that few Board members were able to attend a recent meeting with Senator Thom Tillis' staff.

The Executive Board members provided feedback to CCOG staff on ways to improve notification of such meetings in the future.

Vicki Bott, Grants Development Director, noted that relationship building between CCOG staff and federal staff is ongoing and has been effective. She added that CCOG is receiving high-level attention and assistance from federal agencies because of the federal relations efforts.

Jim Prosser, Executive Director, thanked the Executive Board for suggesting that CCOG begin federal relations activities, noting that it has been one of the organization's most effective initiatives.

Vice Chair Feather made a motion that the Strategics Consulting Performance Report be received as information. Commissioner Aikmus seconded the motion and it carried unanimously.

4. Merit Increase Recommendation

Mr. Prosser explained that the Board of Delegates approved the FY2018 budget that included a 2% merit adjustment for CCOG employees. He added that the merit pool is funded mostly by grants. Each department must determine how it will distribute its merit pool funds among its employees. Mr. Prosser added that the organization needs to make sure it continues to be competitive and will conduct a pay and classification study. Staff will present the results of the study at a future Executive Board meeting.

In response to a question from Treasurer Bill Deter, Town of Weddington, Mr. Prosser noted that the study will indicate if the organization needs to make cost of living adjustments.

In response to a question from Commissioner Bill Lawhon, Stanly County, Mr. Prosser noted that there is not a maximum dollar amount for the merit adjustments, but added that departments monitor distribution of their merit pool funds.

Commissioner Lawhon made a motion to approve the merit increase. Commissioner Ronnie Worley, Gaston County, seconded the motion and it carried unanimously.

5. CCOG Conference Report

Commissioner Oakes noted that the CCOG Regional Conference is a worthwhile event to attend. He asked the Executive Board members to save the Conference date of April 12, 2018, adding that the event will be held at the Harris Conference Center in Charlotte. He also asked the Executive Board to review the list of 2017 Conference sponsors and to suggest names of additional prospects. He noted that the 2017 Conference made a profit of \$17,000 and staff anticipates the 2018 event will break even financially. Commissioner

Oakes asked the Board members to provide staff with suggestions for keynote speakers. He requested that staff identify the number of 2017 Conference attendees that registered for the event in previous years.

Commissioner Oakes made a motion that the Executive Board approve the proposed budget for the 2017 CCOG Regional Conference and commit to assisting staff with sponsorship recruitment efforts. Mayor Pro Tem Hall seconded the motion and it carried unanimously.

6. February 2018 Board of Delegates Meeting Date Change

Mayor Pro Tem Hall reported that the 50th Anniversary Advisory Committee is looking at beginning the yearlong anniversary celebration at the Board of Delegates 2018 annual meeting, which will be held on the second Wednesday in February. She noted that this meeting date falls on both Valentine's Day and Ash Wednesday. Because the Committee is concerned about attendance at the meeting, it suggested looking at alternative meeting dates.

Mayor Pro Tem Hall made a motion to hold the CCOG Board of Delegates annual meeting on the alternative date of February 7, 2018. Vice Chair Feather seconded the motion and it carried unanimously.

7. Executive Director Transition Update

Treasurer Deter reported that the Selection Committee has made tremendous progress in the search for CCOG's next Executive Director. The Committee is working with Jim Youngquist from the Southeast Regional Directors Institute to identify and evaluate candidates. He directed the Board members attention to a list of grading criteria compiled based on feedback received from stakeholders and staff. The Committee will use the criteria to review the candidates' credentials. He noted that 14 applications have been received for the position, including applications from eight out-of-state candidates. Treasurer Deter highlighted key dates in the transition timeline. The Committee will review applications and select interviewees during the week of September 18. Interviews will be held at the CCOG office on October 18. The Selection Committee will select a final candidate on October 25. The Executive Board will vote to approve the Committee's recommended candidate at its November 8 meeting.

Comments from the Executive Board

There were no comments from the Executive Board.

Comments from the Chair

Chair Kinsey again welcomed Commissioner Shue to the Executive Board, adding that CCOG is glad to have Cabarrus County back in the organization.

She reported that CCOG is partnering with the Metropolitan Transit Commission to engage counties in the region on values, concerns, and opportunities related to regional transit. Engagement with local elected officials, economic development staff, and the private sector took place in August and early September. Make up meetings are scheduled for September 22 and October 5. A public survey and market research to explore public attitudes on transit will take place in fall/early winter. A regional transit summit is being planned for early 2018 to announce outcomes and consensus-based next steps, which will likely include the creation of a regional transit plan.

Treasurer Deter noted that he and Commissioner Aikmus attended one of the Regional Transit Engagement meetings earlier today and the meeting participants provided good input.

Comments from the Executive Director

Mr. Prosser reported that CCOG will continue engaging the advisory group that helped develop the Regional Freight Plan. They have asked staff to work on intelligent transportation systems and incident management.

He also reported that Bobby Williams has recently joined CCOG and has a skill set in conducting assessment centers. He also noted that Natasha Pender recently received her certification in position profiling.

Adjournment

With no further business to be discussed, Chair Kinsey adjourned the meeting at 7:34 p.m.

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Centralina Council of Governments

Item 2



Board Agenda Item Cover Sheet

Board Meeting Date:	November 8, 2017	Agenda Item Type:	Consent:		Regular:	X
Submitting Person:	Marsha G. Sutton	Presentation Time (est.):	30 minutes			
Presenter at meeting:	Cherry Bekaert, LLP	Phone Number/Ext:				
		Email:				
Alternate Contact Person:	Marsha G. Sutton	Phone Number/Ext:	704-348-2716			
		Email:	msutton@centralina.org			
Submitting Department:	Finance	Department Head Approval:				
Board Expectation: <i>(required action or responsibility expected from Board members)</i>						
The required action from the Board members is an understanding of the financial position as of June 30, 2017 and resolution of any questions about financial activity for the period ending June 30, 2017.						
Description of Agenda Item:						
<p>Financial Statements and results of the financial audit for Fiscal Year Ending June 30, 2017:</p> <p>Cherry Bekaert, LLP worked on the audit engagement for fiscal year ending June 30, 2017 to perform the financial audit and assist in the preparation of the financial statements as well as performed the single audit(s) for the fiscal year. Centralina staff worked diligently to prepare the financial statements and to provide all the necessary information and documentation. Eddie Burke, the engagement partner, and staff will make a presentation at the meeting and field any questions.</p>						
Background & Basis of Recommendations:						
The Executive Director and Finance Director are asking the Board to make a motion to approve and accept the audit as presented.						
Action / Recommendation:						
Time Sensitivity (none or explain):						
Budget Impact (if applicable):	None					
List of Attachments (if any):	FY2016-2017 Financial Statements to be provided under separate cover.					



Centralina Council of Governments

Item 3



Board Agenda Item Cover Sheet

Board Meeting Date:	November 8, 2017	Agenda Item Type:	Consent:		Regular: X
Submitting Person:	Vicki Bott	Presentation Time (est.):	15 minutes		
Presenter at meeting:	Leslie Mozingo, Vicki Bott	Phone Number/Ext:	202-255-5760		
		Email:	leslie@strategics.consulting		
Alternate Contact Person:	Jim Prosser	Phone Number/Ext:	704-348-2703		
		Email:	jprosser@centralina.org		
Submitting Department:	Grants Development	Department Head Approval:			
Board Expectation: <i>(required action or responsibility expected from Board members)</i>					
The Executive Board will receive a an update on CCOG’s Federal Relations efforts, including a performance report from Strategics Consulting, and a briefing on related upcoming activities.					
Description of Agenda Item:					
<p>Federal Relations Update:</p> <p>Leslie Mozingo of Strategics Consulting will present a performance measures report based on performance measures previously approved by the Executive Board, and a briefing on CCOG Advocacy efforts.</p> <p>Vicki Bott will report on other efforts related to federal relations.</p>					
Background & Basis of Recommendations:					
<p><u>Strategics Performance Report.</u> The Executive Board has requested that specific performance measures for CCOG’s contract with Strategics Consulting be reported on at each Executive Board meeting. Leslie has prepared an updated Performance Report for the Executive Board’s review and welcomes feedback or questions about it.</p> <p><u>CCOG Advocacy.</u> Leslie will brief the Executive Board on recent and upcoming CCOG Advocacy efforts.</p> <p><u>Other Federal Relations Efforts.</u> Vicki will update the Executive Board on ongoing grants development and staff-to-staff relationship-building.</p>					
Action / Recommendation:					
<p>The Board is asked to receive as information the performance report and provide feedback on the results reflected in it.</p> <p><i>I move that the Strategics Consulting Performance Report be received as information.</i></p> <p>The Board members are also asked to continue participating in CCOG Advocacy with our Congressional Delegation during “district work periods”, and to provide feedback regarding staff-to-staff federal relations.</p>					
Time Sensitivity (none or explain):					
Budget Impact (if applicable):		None.			
List of Attachments (if any):		Strategics Performance Report			

PERFORMANCE REPORT: SEPTEMBER - OCTOBER 2017

VALUE TO CCOG

Review and provide feedback on federal competitive grants prior to submission, draft letters of support and organize support strategies.

- ✓ Provided expertise on lobbying disclosure requirements related to 5310 subrecipients, as well as how to handle grant letters of support on the application.

Analyze federal agency grants for areas of opportunities to support CCOG priorities:

- Innovation Corridors (now Regional Transit Engagement)
- Career Headlight
- Regional Freight

- ✓ See below regarding TIGER notice and also Annual Forecast.

Where there are no good fits, work with CCOG to start creating new opportunities for the priorities listed above.

- ✓ Nothing new to report.

Alert CCOG to competitive grant funding opportunity announcements.

- ✓ Annual Forecast, which also included the First Quarter Forecast of FY 2018, provided on September 30.
- ✓ Sent specific grant notice on TIGER Notice of Funding Availability.
- ✓ Grants News provided on September 13 and last week in October.

Alert CCOG to legislation and executive action where new funding opportunities are created.

- ✓ Nothing new to report.

Build knowledge of CCOG's positive reputation with Congressional Delegation and Executive Offices.

- ✓ Facilitated advocacy meeting with Congressman Richard Hudson: scheduled the meeting through Rep. Hudson's office; coordinated with CCOG designated team leaders to cover the meeting; prepared talking points for delegates attending meeting; held conference call to prepare attendees; prepared packets for the meeting; communicated issues and attendees with congressional staff, as well as reply to questions and inquiries for information, in advance of the meeting; attended meeting; provided follow-up after the meeting.
- ✓ Prepared memos summarizing meetings with Congressman Ted Budd on behalf of Commissioner Bobby Compton and with Senator Thom Tillis' Regional Representative on behalf of Mayor Pro Tem Michael Johnson. (Memo summarizing meeting with Congressman Richard Hudson being drafted for Commission Chairman Bill Lawhon's review.)

Connect CCOG with key points of contact.

- ✓ Updated list of contacts in the congressional offices to begin preparing for April 2018 conference.
- ✓ Additional advice to CCOG staff on RTES meetings regarding congressional staff attending.
- ✓ Provided CCOG staff with additional background information on meeting with Senator Tillis Regional Representative, follow-up needed and contact information for that follow-up.

Report quarterly to Executive Board.

- ✓ Prepared performance report for presentation to Executive Board on November 8th.

VALUE TO CCOG MEMBERS

Provide notice on competitive grant opportunities for local governments.

- ✓ Annual Forecast, which also included the First Quarter Forecast of FY 2018, provided on September 30.
- ✓ Sent specific grant notice on TIGER Notice of Funding Availability.
- ✓ Grants News provided on September 13 and last week in October.

Conduct quarterly “Lunch and Learn” grants workshops at CCOG offices.

- ✓ Next grants workshop not yet scheduled.

Review and provide feedback on six federal competitive grants brought forward from CCOG members on a first-come-first-serve basis, prior to submission, as well as draft letters of support and organize support strategy for those six applications.

- ✓ On standby for additional review work on the Brownfields Assessment Grant due November 16.

Draft customized talking points for communications with Congressional Delegation and staff members.

- ✓ Prepared talking points for CCOG elected officials meeting with Senator Thom Tillis’ Regional Representative and for meeting with Congressman Richard Hudson.

For more information, contact Leslie Mazingo at (202) 255-5760 or leslie@strategics.consulting.



Centralina Council of Governments

Item 4



Board Agenda Item Cover Sheet

Board Meeting Date:	November 8, 2017	Agenda Item Type:	Consent:	X	Regular:	
Submitting Person:	Jim Prosser	Presentation Time (est.):	10 minutes			
Presenter at meeting:	Jim Prosser	Phone Number/Ext:	704-348-2703			
		Email:	jprosser@centralina.org			
Alternate Contact Person:	Kelly Weston	Phone Number/Ext:	704-348-2728			
		Email:	kweston@centralina.org			
Submitting Department:	Executive	Department Head Approval:				
Board Expectation: <i>(required action or responsibility expected from Board members)</i>						
Provide staff direction regarding drafting changes to by-laws to permit appointment of Delegates to serve as at-large Executive Board members.						
Description of Agenda Item:						
Initiate discussion on the potential for establishing at-large positions on the Executive Board. As proposed, but subject to direction from the Executive Board, the at-large appointments would be made annually by the Chair as a means to augment representation from across the region.						
Background & Basis of Recommendations:						
In accordance with our by-laws, the current composition of the Executive Board includes the CCOG officers, the delegate from each County member government, the Delegate from the City of Charlotte, and one municipal Delegate from each County area selected by caucus at the annual meeting in February. Appointment of at-large Executive Board members would permit broader participation that may benefit Executive Board activities and deliberations. This may be especially useful for instances where appointees to the Executive Board are unable to regularly attend Executive Board meetings.						
Action / Recommendation:						
Options:						
<ol style="list-style-type: none"> 1. Provide direction to staff to prepare by-laws amendment for consideration at a future date. 2. Direct staff to prepare additional background information for future review by the Executive Board. 3. Take no action to amend by-laws at this time. 						
Time Sensitivity <i>(none or explain):</i>	None.					
Budget Impact <i>(if applicable):</i>	No material impacts.					
List of Attachments <i>(if any):</i>	None.					



Centralina Council of Governments

No attachments for Item 5.

Presentation to be made at Board of Delegates Meeting.



Centralina Council of Governments

Item 6



Board Agenda Item Cover Sheet

Board Meeting Date:	November 8, 2017	Agenda Item Type:	Consent:	Regular:	X
Submitting Person:	Jim Prosser	Presentation Time (est.):	10 minutes		
Presenter at meeting:	Jim Prosser	Phone Number/Ext:	704-348-2703		
		Email:	jprosser@centralina.org		
Alternate Contact Person:	Vicki Bott	Phone Number/Ext:	704-348-2702		
		Email:	vbott@centralina.org		
Submitting Department:	Executive	Department Head Approval:	Jim Prosser		
Board Expectation: <i>(required action or responsibility expected from Board members)</i>					
Provide guidance to Executive Director regarding designation of David Hood as a back-up, interim Centralina attorney.					
Description of Agenda Item:					
This action is intended to engage the Executive Board regarding an option for continuity of legal services if Bill McNair retires or is unavailable for a temporary period of time.					
Background & Basis of Recommendations:					
<p>Bill McNair has provided exceptional legal services at a very reasonable cost to Centralina since the inception of Centralina. Mr. McNair is partially retired from his law firm (Shumaker, Loop and Kendrick) but still provides high quality legal services to Centralina. It is clearly our preference that Mr. McNair continues to represent Centralina. However, if he does decide to retire from representing Centralina, it is in our best interest to have an option readily available in order to provide uninterrupted legal representation on an interim basis at a reasonable cost until a more thorough selection process can be completed.</p> <p>David Hood (Patrick Harper Dixon) currently represents Western Piedmont COG and is therefore generally familiar with Centralina business issues. His hourly fees are comparable to Bill McNair's fees. General familiarity with COG business is expected to contribute to reducing financial impact of a change in representation. The staff that have primary responsibilities for legal issues (Kelly Weston, Vicki Bott and Jim Prosser) have interviewed Mr. Hood and agree that he would be a good fit to provide legal representation on an interim basis as needed. Mr. Hood is fully cognizant of the contingent and interim basis of this designation.</p>					
Action / Recommendation:					
Motion to support the designation of a back-up, interim Centralina attorney.					
Time Sensitivity <i>(none or explain):</i>	No specific time sensitivity.				
Budget Impact <i>(if applicable):</i>	None quantifiable at this time.				
List of Attachments <i>(if any):</i>	Centralina legal fees over past 5 years				



**CCOG Legal Fees
FY2013 - FY2017**

Fiscal Year	Legal Fees
FY2012-2013	96,682.50
FY2013-2014	42,587.77
FY2014-2015	66,149.88
FY2015-2016	28,398.47
FY2016-2017	8,712.09



Centralina Council of Governments

Item 7



Board Agenda Item Cover Sheet

Board Meeting Date:	November 8, 2017	Agenda Item Type:	Consent:		Regular:	X
Submitting Person:	Kelly Weston	Presentation Time (est.):	5 minutes			
Presenter at meeting:	Bill Deter	Phone Number/Ext:				
		Email:				
Alternate Contact Person:	Kelly Weston	Phone Number/Ext:	704-348-2728			
		Email:	kweston@centralina.org			
Submitting Department:	General Government	Department Head Approval:	Jim Prosser			
Description of Agenda Item:						
The Executive Board will receive an update on the search process for CCOG's next Executive Director.						
Background & Basis of Recommendations:						
<p>With the upcoming retirement of CCOG Executive Director Jim Prosser, the Chair has formed a Selection Committee to lead the recruitment of the next Executive Director. Committee members include Chair Kinsey of the Charlotte, Mayor Bill Deter of Weddington, Commissioner Martin Oakes of Lincoln County, Commissioner Thurman Ross of Cornelius, Charlotte Assistant City Manager Kim Eagle, Matthews Town Manager Hazen Blodgett, and Western Piedmont Council of Governments Executive Director Anthony Starr.</p> <p>The Executive Board will receive an update on the search process including candidate interviews and the Selection Committee's next steps.</p>						
Action / Recommendation:						
Receive as information.						
Time Sensitivity (none or explain):	None.					
Budget Impact (if applicable):	None.					
List of Attachments (if any):	None.					