



**Executive Board Meeting Minutes
November 14, 2018**

Officers Present	Delegates Present	Delegates Not Present	Centralina Staff
Bill Feather, Chair Bobby Compton, Vice Chair Bill Lawhon, Treasurer Jarvis Woodburn, Secretary	John Crump Larken Egleston Trevor Fuller Jay McCosh Martin Oakes <i>Via phone</i> Martha Sue Hall Gene Houpe	Frank Aikmus Michael Johnson Autumn Michael William Morgan Brent Moser Tim Smith Lynn Shue Nick Walsh Ronnie Worley	Tisha Blackley Emily Hickok Debi Lee Jim Prosser Dominique Sanders Denise Strosser Marsha Sutton Kelly Weston <i>Guest</i> Daniel Gougherty, Cherry Bekaert Leslie Mazingo, Strategies Consulting

Call to Order

Chairman Bill Feather, Town of Granite Quarry, called the meeting to order.

Amendments to the Agenda

There were no amendments to the agenda.

Vice Chair Bobby Compton, Town of Mooresville, made a motion to adopt the agenda as presented. Secretary Jarvis Woodburn, Anson County, seconded the motion and it carried unanimously.

Consent Agenda

- 1. Uniform Guidance for Purchasing**
- 2. Approval of the September 12, 2018 Executive Board Meeting Minutes, October 10, 2018 Executive Board Special Meeting Minutes, and the November 1, 2018 Executive Board Special Meeting Minutes**

Mayor Pro Tem Martha Sue Hall, City of Albemarle, made a motion to approve the consent agenda. Vice Chair Compton seconded the motion and it carried unanimously.

3. FY2018 Audit Report

Marsha Sutton, Finance Director, recognized Finance staff for their work in preparing for the audit. She introduced Daniel Gougherty, Cherry Bekaert, for a presentation on the audit report.

Mr. Gougherty presented the highlights of the audit. He noted there were no findings from a testing of internal controls, and no findings on the single audit.

In response to a question from Commissioner Martin Oakes, Lincoln County, Ms. Sutton explained that CCOG's liability amount is consistent with the liabilities of other COGs.

Mr. Gougherty continued highlighting the findings, noting there were no issues with journal entries. He also noted that cyber security is becoming a big topic.

Ms. Sutton added that Cherry Bekaert conducted an Information Technology of review of CCOG and the organization is actively addressing cyber security.

Mr. Gougherty continued the highlights, noting that the auditors tested the Area Agency on Aging and there were no issues with findings. He also noted that CCOG's cash position decreased by \$190,000, adding that it was not a large decrease.

In response to a question from Commissioner Oakes, Mr. Prosser explained that fund balance increased because the organization spent less during the year than the amount of funds received.

Mr. Gougherty continued the presentation, noting that revenues and expenditures were consistent with the previous year. He explained that GASB 87 will be effective in FY2021 and will require that lease assets and liabilities that were previously classified as operating leases be recognized as inflows or outflows of resources. He added that CCOG has done a good job of decreasing its leases.

In response to a suggestion from Commissioner Oakes, Mr. Prosser noted that staff will draft a policy for large investments.

Commissioner Trevor Fuller, Mecklenburg County, made a motion to approve and accept the audit as presented. Secretary Woodburn seconded the motion and it carried unanimously.

4. Federal Relations Update

Leslie Mazingo, Strategics Consulting, presented the performance report on federal relations efforts for September and October 2018. She noted that members of CCOG are beginning to become actively involved in federal advocacy. She noted that the election of Mark Harris to the House of Representatives was the only change to the region's U.S. Congressional delegation. She added that she will provide the Board with a report highlighting other changes at the federal level following the recent midterm elections.

Executive Board members suggested potential contacts that could provide an introduction between CCOG and Representative-elect Harris.

Council Member Egleston made a motion to accept the Strategics Consulting performance report for September through October 2018. Secretary Woodburn seconded the motion and it carried unanimously.

5. Formation of Membership Committee

Mr. Prosser noted that CCOG is a member-driven organization. He added that the organization has lost a few communities as members in recent years but has recently gained Cabarrus County and potentially the Town of Harrisburg. He explained that staff has drafted a plan for member retention and seeks the Board's feedback on the proposed plan.

Council Member Egleston noted that member retention should be a higher priority than member recruitment.

Mayor Pro Tem Jay McCosh, Town of McAdenville, noted that the Board had discussed possibly lowering the minimum dues of \$750. He expressed concern about the budgetary impact the current minimum may have on smaller communities.

Mr. Prosser indicated that staff will prepare a proposal for reducing the minimum dues amount for the Board's consideration.

In response to a question from Mayor Pro Tem McCosh, Chairman Feather noted that meeting with Delegates from communities that have not been attending meetings may be a way to engage them. He suggested considering adjustments to the CCOG bylaws related to membership withdrawal procedures.

Secretary Woodburn noted that he will talk with the communities in Anson County.

Commissioner Gene Houpe, Iredell County, noted that some elected officials have scheduling conflicts on Wednesday nights that prevent them from attending CCOG meetings. He cautioned about using the term "inactive" to refer to Delegates who are unable to regularly attend meetings.

Commissioner Fuller noted that elected official-to-elected official discussions may help increase engagement.

Chairman Feather noted that the purpose of this agenda item is to form a committee that would assist staff with member retention efforts.

Mayor Pro Tem Hall noted that the Board formed a similar committee several years ago to assist with membership.

Mayor John Crump, Town of Midland, noted that the Cabarrus County communities hold a quarterly summit and suggested that the incoming Executive Director attend these meetings.

Vice Chair Compton suggested incorporating the Board Orientation into the annual Board of Delegates meeting.

Chairman Feather suggested bringing back the social nature of the Board of Delegates meetings.

Council Member Egleston made a motion authorizing Chairman Feather to appoint a Membership Committee to support member marketing, retention, and recruitment efforts. Mayor Pro Tem McCosh seconded the motion and it carried unanimously.

6. 50th Anniversary Update

Mayor Pro Tem Hall encouraged the Executive Board members to register for the November 30th Region of Excellence Awards luncheon if they have not already. She noted that over 120 people have registered for the luncheon so far. Registration will close on Monday, November 19th.

Kelly Weston, Clerk to the Board, added that Anthony Bedell, Deputy Assistant Secretary for Intergovernmental Affairs at the U.S. Department of Transportation will give the keynote address. She also noted that David Baxter, General Manager for Cabarrus County Cable Television, will serve as the emcee for the event.

7. Nominating Committee Forecast

Ms. Weston explained that per the CCOG bylaws, the Executive Board must form a three-member Nominating Committee each year. The Committee will meet to identify a slate for the offices of Chair, Vice Chair, Treasurer, and Secretary. The Committee will present the slate to the Executive Board at its January meeting and then to the Board of Delegates at its annual meeting on February 13, 2019. Board Members who are interested in serving on the Committee should let Chairman Feather or Ms. Weston know.

8. Recognition of Outgoing Executive Board Members

Chairman Feather noted that this was Commissioner Oakes' last Executive Board meeting. He presented Commissioner Oakes with a resolution in honor of his outstanding public service.

Comments from the Executive Board

In response to a question from Vice Chair Compton, Debi Lee, Assistant Director of Aging Programs, noted that AARP has given \$90,000 to the Southeastern Association of Area Agencies on Aging (SE4A) for disaster relief in North Carolina. Aging Director Linda Miller is attending an event to accept the check on behalf of SE4A.

Vice Chair Compton noted that Ms. Miller's participation in the event reflects a lot on CCOG.

Chairman Feather suggested that staff send out similar announcements and recognitions via email.

Commissioner Houpe nominated Council Member William Morgan, City of Statesville, for the Nominating Committee.

Comments from the Chair

Chairman Feather reminded the Executive Board that the CCOG Conference will be held on Friday, March 8th on the campus of UNC Charlotte. Peter Kageyama will be the morning keynote speaker. He will also lead a pre-Conference workshop at the CCOG office on Thursday, March 7th. Conference session planning is underway, and topics will include transit, downtown redevelopment, attracting and retaining a local government workforce, cyber security, and housing. Online registration for the Conference and pre-Conference workshop will open next week.

Comments from the Executive Director

Mr. Prosser explained that the Executive Board will need to approve an adjustment of \$1,686 to his previously approved contract as Interim Executive Director.

Commissioner Fuller made a motion to amend the contract by \$1,686. Secretary Woodburn seconded the motion and it carried unanimously.

Mr. Prosser noted that this meeting is his last Executive Board meeting. He thanked the Board for the opportunity to come back, adding that the role of Executive Director is an awesome job.

Chairman Feather expressed his appreciation to Mr. Prosser for returning and assisting with the transition.

Adjournment

With no further business to be discussed, Chairman Feather adjourned the meeting at 8:03 p.m.