



**Executive Board Meeting Minutes
April 10, 2019**

Officers Present	Delegates Present	Delegates Not Present	Centralina Staff
Bobby Compton, Chairman Jarvis Woodburn, Secretary William Morgan, Treasurer	Deloris Chambers Martha Sue Hall Michael Johnson Lynn Shue Nick Walsh Ronnie Worley <i>Via Phone</i> Zach Almond Larken Egleston	Frank Aikmus John Crump Bill Feather Trevor Fuller Gene Houpe Jay McCosh, Vice Chairman Autumn Michael Brent Moser Rich Permenter Jim Watson	Geraldine Gardner Jessica Hill Tyana Johnson Debi Lee Linda Miller Michelle Nance Denise Strosser Kelly Weston Venecia White Bobby Williams <i>Guest</i> Leslie Mozingo, Strategics Consulting

Call to Order

Chairman Bobby Compton, Town of Mooresville, called the meeting to order. He asked those in attendance to introduce themselves. He congratulated Denise Strosser on her recent promotion to Finance Director.

Amendments to the Agenda

There were no amendments to the agenda.

Consent Agenda

- 1. FY18-19 Budget Amendment**
- 2. Audit Contract**
- 3. Federal Action Plan**
- 4. Federal Relations Performance Report**
- 5. Approval of the March 20, 2019 Executive Board Meeting Minutes**

Mayor Pro Tem Martha Sue Hall, City of Albemarle, made a motion to approve the consent agenda. Secretary Jarvis Woodburn, Anson County, seconded the motion and it carried unanimously.

6. Bylaws Amendment

Kelly Weston, Clerk to the Board, explained that the purpose of the amendments is to clarify the term dates of the at-large members of the Executive Board and to formalize the procedure for selecting an Executive Board member to serve as CCOG’s representative to the North Carolina Association of Regional Councils of Governments’ (NCARCOG) Forum board.

Chairman Compton noted that Council Member Michael Johnson, City of Statesville, currently serves as the CCOG's Forum representative.

Mayor Pro Tem Deloris Chambers, Town of Badin, made a motion recommending that the Board of Delegates approve the proposed amendments to the CCOG bylaws as presented. Commissioner Lynn Shue, Cabarrus County, seconded the motion and it carried unanimously.

7. Merit-Based Salary Adjustment

Geraldine Gardner, Executive Director, explained that she is proposing a 2% merit increase pool that will enable department directors to assign salary increases to their staff.

Mayor Pro Tem Hall suggested reviewing the Local Governmental Employees' Retirement System percentage. She expressed her appreciation for CCOG staff but cautioned against increases that place CCOG staff above local government staff.

In response to a question from Mayor Pro Tem Hall, Ms. Gardner noted that the budget can support the increase, but added that CCOG needs to identify more business development opportunities.

In response to questions from Commissioner Shue, Venecia White, Human Resources Officer, noted that CCOG conducted a salary study in 2018 and the results were in line with the market. The organization tries to conduct a study once every three to five years.

In response to a question from Council Member Michael Johnson, City of Statesville, Ms. Gardner noted that in the future, the organization will consider factoring in merit increases into membership dues.

Council Member Johnson made a motion approving merit increases with a total pool of 2% of salaries based on employee evaluation results. Secretary Woodburn seconded the motion and it carried unanimously.

8. Strategic Review Informal Work Session

Ms. Gardner noted that CCOG's last strategic review was in 2010. She presented an overview of the new strategic review process, noting that it will focus on three themes: (1) mission and strategic priorities, (2) brand and external communications, and (3) internal operations. She explained that the process is currently in the discovery phase. She added that today's meeting will help uncover the Executive Board's insights to enable the organization to work better with its members and to work collectively towards CCOG's mission. She presented the results of a recent member and constituent survey and a CCOG staff survey.

The Executive Board members divided into small groups and participated in three different exercises: (1) examples of CCOG at its best, (2) five key words to include in the organization's mission, and (3) needs and expectations.

Comments from the Executive Board

Mayor Pro Tem Hall suggested making the CONNECT Our Future toolbox more accessible.

Council Member Johnson suggested presenting information from the CONNECT project to the boards of CCOG member communities. He noted that the CONNECT project is a meaningful body of work and certain elements need to be updated. He suggested working with CCOG's federal relations consultant, Leslie Mozingo, to facilitate an update on key aspects of the framework to take it back to the marketplace.

Comments from the Chair

Chairman Compton noted that the next Board of Delegates meeting will be held on Wednesday, May 8th at 6:15 p.m. The Delegates will participate in a strategic review work session that will provide an opportunity to discuss member communities' priorities for the upcoming fiscal year. He asked the Executive Board

members to help boost attendance at that meeting by contacting the Delegates from communities in their counties and encourage them to attend. He encouraged the Board to pick up handouts on CCOG projects and services. He thanked the Executive Board members for their attendance at today's midday meeting.

Mayor Pro Tem Hall suggested conducting a poll to identify an alternative date for the Executive Board's June meeting.

Comments from the Executive Director

Ms. Gardner noted that moving forward, the agenda packets for the Board of Delegates meetings will include a brief report on CCOG's activities and successes during the last quarter.

Adjournment

Chairman Compton adjourned the meeting at 12:58 p.m.