

The Executive Board Agenda

Chairman Bobby Compton will convene a meeting of the Centralina COG Executive Board at 6:30 p.m. on Wednesday, June 12, 2019. 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, June 10th so that catering can be arranged.	Kelly Weston
6:30 p.m.	Call to Order	Bobby Compton
	Amendments to the Agenda (if any)	Bobby Compton
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 5 - 7	FY18-19 Budget Amendment This budget amendment represents changes to reflect Federal and State grant allocations as of May 24, 2019 as well as other contracts received and confirmed since the adoption of the budget. We will continue to update the budget as new funds are received from new business contracts or grants from state and federal agencies. The attached amendments are to replace the FY18-19 placeholder budget and prior amendments with current and up-to-date funding and expenditures. In general, this budget reflects a similar budget position compared to the same time last year. Action/Recommendation: <i>Motion to approve the FY18-19 operating and grants budget amendments.</i>	Denise Strosser
Item 2 Pages 9 - 47	Title VI Implementation Plan Approval On October 10, 2018 the Centralina Board of Delegates approved a resolution regarding Title VI and the adoption of a Title VI Policy Statement, which authorized Centralina COG's Executive Director to further develop and provide any other Title VI assurances, plans and programs, as suggested or required. Centralina has since developed a Title VI Implementation Plan as is required of programs receiving certain federal funds and asks the Board to approve this document and the organization's continued compliance with provisions and responsibilities of Title VI. Action/Recommendation: <i>Motion to approve the Plan for the organization and resolve continued compliance by authorizing Centralina COG's Executive Director to continue to develop and provide any other Title VI assurances, plans and programs to ensure compliance.</i>	Katie Kutcher & Debi Lee
Item 3 Pages 49 - 51	Approval of the April 10, 2019 Executive Board Meeting Minutes The minutes of the April 10, 2019 meeting have been distributed to all members of the Executive Board and should be approved if correct. Action/Recommendation: <i>Motion to approve the April 10, 2019 Executive Board Meeting Minutes.</i>	Bobby Compton
Regular Business Items:		
6:40 p.m. Item 4 15 minutes Pages 53 - 58	Federal Relations Update CCOG's federal relations consultant, Leslie Mozingo, will present the 2018-2019 Annual Report of federal advocacy activities. Ms. Mozingo will also present the FY2020 federal relations work plan that includes advocacy goals and performance metrics. Action/Recommendation: <i>Motion to accept the CCOG 2018-2019 Federal Relations Annual Report, Strategics' April-May 2019 Performance Report, and the FY2020 Federal Relations Work Plan.</i>	Leslie Mozingo

The Executive Board Agenda

Time	Item	Presenter
6:55 p.m. Item 5 30 minutes Pages 60 - 61	<p>Strategic Review Update: CCOG Mission & FY20 Priorities Geraldine Gardner, CCOG Executive Director, will provide an update on the strategic planning process including the emerging priorities for CCOG FY20 workplan. Amy Holloway, President & CEO of Avalanche Consulting, will present their assessment of the CCOG mission statement and brand. The Board will be asked to provide input on both the FY20 priorities and mission statement concepts.</p> <p>Action/Recommendation: <i>Discuss and provide feedback on the CCOG mission statement concept and FY20 priorities.</i></p>	Geraldine Gardner & Amy Holloway
7:25 p.m. Item 6 10 minutes Pages 63 - 65	<p>Regional Transit Plan Update The CONNECT Our Future regional plan identified transportation choice as a top priority, with regional transit as a key approach. According to the region's economic strategy, Prosperity for Greater Charlotte, regional transit infrastructure is critical to economic and job growth. Since 2017, CCOG and CATS staff have laid the groundwork required to create a shared transit vision to increase mobility, economic access, and economic competitiveness across the region. Periodic updates have been provided to this board after key project milestones, including the 2018 Regional Transit Summit. After much engagement and preparation, the region is poised to begin the regional transit plan.</p> <p>Action/Recommendation: <i>This item is for information only. We anticipate that the CCOG Board will be asked to approve agreements related to this project in the fall of 2019.</i></p>	Michelle Nance
7:35 p.m. Item 7 10 minutes Page 67	<p>Resolution of Support for Medicaid Ombudsman Request for Proposal The NC Division of Health and Human Service (NC DHHS) released a Request for Proposal (RFP) on May 31, 2019 to establish and deliver a statewide Medicaid Ombudsman program. As a non-profit entity, the North Carolina Association of Regional Councils of Government (NCARCOG) would submit the proposal in partnership with the NC Association of Area Agencies on Aging. Centralina would potentially play a key role in writing the RFP and, if selected, in the implementation and delivery of the program.</p> <p>Action/Recommendation: <i>Motion to support Centralina COG/Area Agency on Aging as a part of the NCARCOG application (RFP) to serve as the Ombudsman Program for State Medicaid consumers.</i></p>	Linda Miller & Debi Lee
7:45 p.m. Item 8 10 minutes Pages 69 - 74	<p>Executive Board Outreach to CCOG Delegates CCOG staff seeks the Executive Board's assistance in contacting CCOG Delegates to gather their input on the location, structure, and format of the quarterly Board of Delegates meetings. Staff will use this feedback to inform future meeting planning that will increase attendance and create a productive, interactive meeting experience for Delegates.</p> <p>Action/Recommendation: <i>Motion committing the Executive Board members to conduct outreach to CCOG Delegates by July 15, 2019.</i></p>	Geraldine Gardner & Kelly Weston
7:55 p.m. 5 minutes	Comments from the Executive Board	Board Members
8:00 p.m. 5 minutes	Comments from the Chair	Bobby Compton



The Executive Board Agenda

Wednesday, June 12, 2019
9815 David Taylor Drive, Suite 100
Charlotte, NC 28262

Time	Item	Presenter
8:05 p.m. 5 minutes	Comments from the Executive Director	Geraldine Gardner
8:10 p.m.	Adjournment	Bobby Compton

Centralina Council of Governments complies with the Americans with Disabilities Act (ADA), which prohibits discrimination on the basis of disability. Centralina Council of Governments will make reasonable accommodations in all programs/services to enable participation by an individual with a disability who meets essential eligibility requirements. Centralina Council of Governments' programs will be available in the most integrated setting for each individual. If any accommodations are necessary for participation, please contact the Clerk to the Board, 9815 David Taylor Drive, Charlotte, NC 28262, phone (704) 348-2728. Please allow 72 hours advance notice for preparation. Visit our website: www.centralina.org.



Centralina Council of Governments

Item 1



Board Agenda Item Cover Sheet

Board Meeting Date:	June 12, 2019	Agenda Item Type:	Consent:	X	Regular:	
Submitting Person:	Denise Strosser	Presentation Time (est.):	5 minutes			
Presenter at meeting:	Denise Strosser	Phone Number/Ext:	704-348-2704			
		Email:	dstrosser@centralina.org			
Alternate Contact Person:	Geraldine Gardner	Phone Number/Ext:	704-348-2703			
		Email:	ggardner@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 Executive Board members is approval of the budget amendments for the operating and grant budgets.						
Description of Agenda Item:						
As required by general statute, attached is an updated budget amendment for FY18-19 operating and grant budgets.						
Background & Basis of Recommendations:						
A placeholder budget was approved by the Executive Board on January 10, 2018 and adopted by the Board of Delegates on February 7, 2018 as required by CCOG Charter. This initial “placeholder” budget is developed prior to receiving information from various state and federal agencies. This fourth amendment represents changes to reflect Federal and State grant allocations as of May 24, 2019 as well as other contracts received and confirmed since the adoption of the budget. We will continue to update the budget as new funds are received from new business contracts or grants from state and federal agencies. The attached amendments are to replace the placeholder budget and prior amendments with current and up to date funding and expenditures. In general, this budget reflects a similar budget position compared to the same time last year.						
Action / Recommendation:						
Approval by the Board of the attached budget amendments						
Time Sensitivity (none or explain):						
Budget Impact (if applicable):	As indicated on attachments					
List of Attachments (if any):	Operating and Grants Budget Amendments					

Fiscal Year 2018 - 2019 Annual Operating Budget Ordinance

ANTICIPATED REVENUES	FY2018-2019 Adopted Budget	FY2018-2019 Budget As of 12.13.2018	FY2018-2019 Budget As of 2.25.2019	FY2018-2019 Budget As of 3.21.2019	FY2018-2019 Budget As of 5.24.2019	Net Increase (Decrease)
Program Revenues						
Restricted Intergovernmental Revenue	4,100,000	4,647,703	4,440,437	4,440,437	4,503,342	62,905
Technical Assistance Projects	750,000	511,659	517,192	527,780	655,938	128,158
Contracts and fees	18,000	18,000	18,000	18,000	18,000	-
Other Program Revenue	657,000	307,678	459,178	459,178	459,178	-
Transfers In/(Out)	-	61,154	61,154	61,154	61,154	-
Fund Balance Appropriated	-	47,410	47,410	47,410	47,410	-
Total Program Revenue	<u>5,525,000</u>	<u>5,593,604</u>	<u>5,543,371</u>	<u>5,553,959</u>	<u>5,745,022</u>	<u>191,063</u>
Other Revenues						
Member Dues Support	830,000	835,000	835,000	835,000	835,000	-
Interest and Other Revenue	240,000	166,639	172,589	203,089	191,248	(11,841)
Total Other Revenues	<u>1,070,000</u>	<u>1,001,639</u>	<u>1,007,589</u>	<u>1,038,089</u>	<u>1,026,248</u>	<u>(11,841)</u>
TOTAL ANTICIPATED REVENUES	<u>6,595,000</u>	<u>6,595,243</u>	<u>6,550,960</u>	<u>6,592,048</u>	<u>6,771,270</u>	<u>179,222</u>
EXPENSE APPROPRIATIONS						
Board and Executive Committee	150,000	104,700	104,700	104,700	101,200 (1)	(3,500)
Management and Business Operations	1,875,000	1,691,988	1,702,988	1,702,988	1,703,897 (1)	909
Information Technology Division	130,000	110,000	110,000	110,000	97,250 (1)	(12,750)
Community and Economic Development	840,000	1,014,364	995,249	1,002,837	1,016,338	13,501
Planning Department	1,800,000	1,142,689	1,204,625	1,238,125	1,419,187	181,062
Area Agency on Aging	2,700,000	2,986,413	2,992,363	2,992,363	2,992,363	-
Workforce Development	1,000,000	1,295,089	1,191,035	1,191,035	1,191,035	-
Indirect Costs Representation	(1,900,000)	(1,750,000)	(1,750,000)	(1,750,000)	(1,750,000)	-
TOTAL EXPENSE APPROPRIATIONS	<u>6,595,000</u>	<u>6,595,243</u>	<u>6,550,960</u>	<u>6,592,048</u>	<u>6,771,270</u>	<u>179,222</u>
-						
Restricted Intergovernmental			Expense Appropriations			
EDA Planning Grant 19-21			Gen Gov't - TA (1) 500			
UNC Curbside Charging			Gen Gov't - HR (1) (15,841)			
			CEDC 7,501			
			CED 6,000			
			Planning 181,062			
			Total Expenses Increase <u><u>179,222</u></u>			
Technical Assistance Projects						
Spencer Personnel Review			500			
Salisbury Fair Housing TA			6,000			
McAdenville Key Financial Strateg			700			
Waxhaw Planning Service			19,300			
Regional transit Public Engageme			96,958			
Troutman Planning Service			4,700			
			128,158			
Other Revenue						
HR - Charlotte Works			(15,841)			
Ruffy Holmes Sr Center			4,000			
			(11,841)			
Total Revenue Increase			<u><u>179,222</u></u>			

Fiscal Year 2018-2019 Grant Project Budgets Amendment

<u>Program</u>	FY2018-2019 One Year Adopted Budget	1.9.2019 FY2018-2019 One Year Budget dated 12.13.2018	3.20.2019 FY2018-2019 One Year Budget dated 2.25.2019	4.10.2019 FY2018-2019 One Year Budget dated 3.25.2019	6.12.2019 FY2018-2019 One Year Budget dated 5.24.2019	Change
Workforce Development						
WIOA ACP 18-4010 UpSkill Contract	-	-	104,345	104,345	104,345	-
WIOA 18-4020 Adult Services-2018	1,800,000	1,295,866	1,963,789	1,963,789	1,980,789 (1)	17,000
WIOA 18-4030 Dislocated Workers-2018	950,000	1,210,303	437,493	437,493	420,493 (1)	(17,000)
WIOA 18-4040 Youth Services-2018	1,350,000	1,284,833	1,284,833	1,284,833	1,284,833	-
WIOA Infrastructure Cost	-	-	107,511	107,511	107,511	-
WIOA Finish Line Grant	-	-	84,500	84,500	84,500	-
	<u>4,100,000</u>	<u>3,791,002</u>	<u>3,982,471</u>	<u>3,982,471</u>	<u>3,982,471</u>	
Area Agency on Aging						
HCC Block Grant	9,920,000	9,734,677	9,734,677	9,734,677	9,734,677	-
USDA Supplement	650,000	650,000	650,000	650,000	650,000 (2)	-
Title III-B Legal	87,000	150,000	150,000	150,000	150,000	-
Family Caregiver	431,000	517,966	517,966	517,966	517,966	-
Disease Prevention/Health Promotion	36,500	34,450	34,450	34,450	34,450	-
State Senior Center General Purpose	160,000	120,333	120,333	120,333	120,333	-
Heat Fan Relief	20,000	14,750	14,750	14,750	14,380 (3)	(370)
	<u>11,304,500</u>	<u>11,222,176</u>	<u>11,222,176</u>	<u>11,222,176</u>	<u>11,221,806</u>	
Total Grant Projects Budgets	<u>15,404,500</u>	<u>15,013,178</u>	<u>15,204,647</u>	<u>15,204,647</u>	<u>15,204,277</u>	

(1) Reallocate from one project to another

(2) This program does not have a lump sum authorization currently. It is authorized at .75 per meal. Current Authorization is an estimate.

(3) Adjust projected to actual



Centralina Council of Governments

Item 2



Board Agenda Item Cover Sheet

Board Meeting Date:	June 12, 2019	Agenda Item Type:	Consent:	X	Regular:	
Submitting Person:	Venecia White	Presentation Time (est.):	N/A			
Presenter at meeting:	Venecia White	Phone Number/Ext:	(704) 348-2733			
		Email:	vrock@centralina.org			
Alternate Contact:	None	Phone Number/Ext:				
		Email:				
Submitting Department:	Executive	Department Head Approval:				
Board Expectation: <i>(required action or responsibility expected from Board members)</i>						
<p>On October 10, 2018 the Centralina Board of Delegates approved a resolution regarding Title VI and the adoption of a Title VI Policy Statement, which authorized Centralina COG’s Executive Director to further develop and provide any other Title VI assurances, plans and programs, as suggested or required. Centralina has since developed a Title VI Implementation Plan as is required of programs receiving certain federal funds and asks the Board to approve this document and the organization’s continued compliance with provisions and responsibilities of Title VI.</p>						
Description of Agenda Item:						
Title VI Implementation Plan						
Background & Basis of Recommendations:						
<p>To fund its many program activities and initiatives, Centralina COG receives direct or pass-through federal funding from various agencies and as a recipient and sub-recipient of federal funding must ensure full compliance with Title VI of the Civil Rights Act of 1964 which prohibits discrimination based on race, color and national origin.</p>						
Action / Recommendation:						
<p>Motion to approve the Plan for the organization, resolve continued compliance by authorizing Centralina COG’s Executive Director to continue to develop and provide any other Title VI assurances, plans and programs to ensure compliance.</p>						
Time Sensitivity (none or explain):	The organization will need to approve a formal Plan by July 1, 2019 to remain compliant with grant requirements.					
Budget Impact (if applicable):	N/A					
List of Attachments (if any):	Title VI Implementation Plan					

Anson County Morven Ansonville
 Wadesboro Gaston County Belmont
 Bessemer City Cherryville Cramerton Dallas Gastonia
 High Shoals Kings Mountain
 Lowell McAdenville Mount Holly
 Randle Spencer Mountain Stanley
 Rowan County China Grove
 Cleveland East Spencer Faith
 Granite Quarry Landis Rockwell
 Salisbury Spencer Stanly County
 Albemarle Badin Locust
 New London Norwood Oakboro
 Misenheimer Richfield
 Stanfield Cabarrus County
 Concord Harrisburg Kannapolis Midland
 Mount Pleasant Iredell County Harmony
 Mooresville Statesville Troutman
 Mecklenburg County Charlotte Cornelius
 Davidson Huntersville Matthews
 Mint Hill Pineville Lincoln County
 Lincolnton Union County Fairview
 Hemby Bridge Indian Trail
 Marshville Marvin Mineral Springs



Centralina Council of Governments

GROWING
our economy

CONTROLLING
the COST of government

IMPROVING
quality of life.

Monroe Stallings Unionville
 Weddington Wesley Chapel
 Waxhaw Wingate

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INTRODUCTION

Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, or national origin in programs and activities receiving Federal financial assistance. Specifically, Title VI provides that "no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance." (42 U.S.C. § 2000d).

The Civil Rights Restoration Act of 1987 clarified the intent of Title VI to include all programs and activities of Federal-aid recipients, sub-recipients, and contractors whether those programs and activities are federally funded or not.

Recently, the Federal Transit Administration (FTA) has placed renewed emphasis on Title VI issues, including providing meaningful access to persons with Limited English Proficiency (LEP). Recipients of public transportation funding from FTA and the City of Charlotte through the Charlotte Area Transit System (CATS) are required to develop policies, programs, and practices that ensure that federal and state transit dollars are used in a manner that is nondiscriminatory as required under Title VI.

This document details how Centralina Council of Governments incorporates nondiscrimination policies and practices in providing services to the public. Centralina Council of Government's Title VI policies and procedures are documented in this plan and its appendices and attachments. This plan will be updated periodically (at least every three years) to incorporate changes and additional responsibilities that arise.

OVERVIEW OF SERVICES

Centralina Council of Governments (CCOG) is the state designated lead regional organization serving Anson, Cabarrus, Gaston, Iredell, Lincoln, Mecklenburg, Rowan, Stanly and Union counties. CCOG has a voluntary membership comprised of counties and municipalities from across the Centralina area and is governed by a Board of Delegates. Our region is one of the nation’s fastest growing metropolitan areas, making coordination and collaboration on key issues essential to shaping growth and managing change.

Our Mission is to unify the region’s collective resources to help grow the economy and jobs, improve quality of life and control the cost of government. We do this by finding innovative solutions to existing and future challenges and coordinating long-term strategies across public and private sectors at the local, state and federal levels. CCOG also serves as an umbrella organization for the Centralina Area Agency on Aging, Centralina Workforce Development Board, Centralina Economic Development Commission, Centralina Clean Fuels Coalition, Centralina Foundation and Centralina Health Solutions.

- ***The Centralina Area Agency on Aging*** – Centralina Area Agency on Aging (CAAA) strives to support and improve the quality of life for older and disabled adults, their families and caregivers through pass-through funding, direct services, programming, planning and technical assistance. CAAA manages over \$12 million in state, federal and local funds annually and delivers services through a network of community service providers. We also offer education, quality assurance monitoring and assistance to support local government organizations and non-profit agencies.
- ***The Centralina Workforce Development Board*** – The Centralina Workforce Development Board oversees efforts in seven counties to ensure that the workforce development and training needs of employers and career seekers are met. Managing \$6.3 million in state/federal grant funds annually, we operate eight NCWorks Career Centers along with NextGen services for young adults.
- ***The Centralina Regional Planning Department*** – The Centralina Regional Planning Department helps communities reach their highest potential through programs and services that address regional and community-based challenges in transportation, land use, healthy communities, community engagement, downtown redevelopment and the environment. We help communities plan, implement, and administer local planning projects, serve as an extension of staff and work with local elected and appointed boards to strategically plan for their future.
- ***The Centralina Economic Development Department*** – The Community and Economic Development Department helps address economic challenges and disadvantages by providing technical assistance to improve housing and public infrastructure, leveraging private and public resources and pursuing grants on behalf of Centralina communities. As a U.S. Department of Commerce EDA-designated Economic Development District for the region, the Centralina Economic Development Commission manages the creation and implementation of the Comprehensive Economic Development Strategy, Prosperity for Greater Charlotte, to promote community economic growth and create jobs.
- ***Government Affairs*** – In our role as connector, collaborator and convener, CCOG provides specialized services, creates professional development and networking programs, coordinates intergovernmental relations and celebrates regional excellence.

NONDISCRIMINATION ASSURANCES

This assurance is intended to cover the umbrella of related authorities that require recipients (and sub-recipients) of federal financial assistance to assure nondiscrimination on the basis of race, color, national origin, age, gender or disability under Title VI. These assurances are in accordance with but are not limited to:

- United States Department of Transportation Title VI Regulations 49 CFR Section 21.7(a)
- United States Department of Health and Human Services Regulations 45 CFR Part 80
- Workforce Investment Opportunity Act Regulations Section 188

Centralina COG is a recipient of federal assistance and as such it, as well as its responsible agents, contractors and consultants, is required to assure non-discrimination.

Centralina COG hereby gives assurances that no person shall on the grounds of race, color, national origin, age, gender or disability be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity conducted by Centralina COG regardless of whether those particular programs and activities are federally-funded. It is the responsibility of every employee with Centralina COG and all Centralina COG's external agents to incorporate and implement actions consistent with nondiscrimination in programs.

More specifically and without limiting the above general assurance, Centralina COG hereby gives the following specific assurances:

1. That it will promptly take any measures necessary to effectuate this agreement.
2. That each of Centralina COG's programs, activities and facility will be conducted and or operated in compliance with nondiscrimination requirements under all Federal laws and regulations.
3. That these assurances are given in consideration of and for the purpose of obtaining any and all federal grants, loans, contracts, property, discounts or other federal financial assistance. These assurances are binding on Centralina COG, its recipients, sub-grantees, contractors, subcontractors, transferees, successors in interest and other participants.
4. That Centralina COG will insert appropriate nondiscrimination clauses in every contract subject to Title VI and the Regulations.
5. Centralina COG will display Title VI information for employees and the public and information shall be translated into languages other than English as needed and consistent with the Limited English Proficiency (LEP) requirements of Title VI.
6. In the course of conducting public outreach and involvement activities, Centralina COG shall seek out and consider the input of minority, low income and LEP populations as feasible. Public participation shall be encouraged early and often in consideration of social, economic and environmental impacts on all populations.

ORGANIZATION AND TITLE VI PROGRAM RESPONSIBILITIES

Centralina COG’s policies and goals are set by a Board of Delegates comprised of elected officials from the counties and municipalities throughout the region. Each member government appoints an elected official to serve on the Board of Delegates. The Board of Delegates meetings provide a platform for discussion of shared issues and also offer a forum for local governments to address issues best handled through regional cooperation, planning and action. The Board of Delegates then selects a subset of members to serve on the Executive Board to provide leadership to Centralina COG on a regular basis.

The Centralina COG Board of Delegates, Executive Director, management, and employees all share the responsibility for carrying out CCOG’s commitment to Title VI compliance. The Title VI Coordinator (also Centralina COG’s Human Resources Officer) will be responsible for the day-to-day operation of the Title VI program, implementation of related plans and will receive and investigate Title VI complaints that might come through the complaint procedures process.

The Title VI Coordinator is also responsible for substantiating that these elements of the plan are appropriately implemented and maintained and for coordinating with those responsible for public outreach and involvement and service planning and delivery. The Title VI Coordinator also works with a Title VI Committee that act as liaisons to help ensure compliance.

The organizational chart is as follows:



As a subrecipient of funds, Centralina COG may be required to submit a Quarterly Report Form to the appropriate agencies that documents any Title VI complaints received during the preceding quarter and for each year. Centralina COG will also maintain and provide, as required, the public outreach and involvement activities undertaken to ensure that minority and low-income people have meaningful access to these activities.

The current list of Board Members is provided in the appendices.

PUBLIC NOTICE

It is the policy of Centralina COG to operate its programs and services in full compliance with Title VI of the Civil Rights Act of 1964, as amended, which requires that no person shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination in any program or activity which is federally funded. Additionally, Executive Order 12898 establishes a mission of Environmental Justice for minority and low-income populations in all federal programs, policies and activities.

Toward this end, it is Centralina COG's objective to:

- Ensure that the level and quality of its programs and services are provided in a non-discriminatory manner;
- Promote the full and fair participation by all potentially affected communities in the public involvement process;
- Avoid, minimize, or mitigate disproportionately high and adverse human health and environmental impacts, including social and economic effects of its programs, policies and activities on low-income and minority populations;
- Prevent the denial of, reduction in or significant delay in the receipt of benefits of low-income and minority populations; and
- Ensure meaningful access to programs and activities by persons with limited English proficiency (LEP).

Centralina COG's Title VI Coordinator in coordination with the Title VI Committee is responsible for initiating and monitoring Title VI activities, preparing required reports and ensuring that Centralina adheres to applicable laws and regulations. Any person that would like to request more information regarding Centralina's civil rights programs, Title VI obligations or who believes they have been aggrieved by any unlawful discriminatory practice under Title VI may contact or file a formal complaint directly with one or more of the following:

- Centralina Council of Governments, ATTN: Venecia R. White, Human Resources Officer, 9815 David Taylor Drive, STE 100, Charlotte, NC 28262
- CATS, via:
 - Telephone at (704) 336- RIDE(7433) TDD: (704) 336-5051
 - Internet at www.ridetransit.org
 - E-mail at telltransit@charlottenc.gov
 - U.S. Mail at ATTN: CATS Civil Rights Officer, 600 East Fourth Street, Charlotte, NC 28202
- Federal Transit Administration (FTA) Office for Civil Rights, ATTN: Complaint Team, East Building, 5th Floor – TCR, 1200 New Jersey Ave., SE, Washington, DC 20590
- U.S. Department of Health and Human Services (HHS) Office for Civil Rights, ATTN: Centralized Case Management Operations, 200 Independence Ave., SW, STE 515F, HHH Building, Washington, DC 20201
- WIOA – NC Department of Commerce, ATTN: Division of Workforce Solutions, 4316 Mail Service Center, Raleigh, NC 27699-4316

Centralina Council of Governments will provide written translation of vital documents in compliance with the Safe Harbor Provision found in FTA Circular 4702.1B, Chapter III, Section 19.

Another Language? www.centralina.org has Google Translate or call 704-372-2416. ¿Otro idioma? www.centralina.org tiene Google Translate o llame al 704-372-2416. Một ngôn ngữ không? www.centralina.org có Google Translate hay gọi 704-372-2416. 另一种语言? www.centralina.org 有谷歌翻译, 或致电 704-372-2416. 另一种语言? www.centralina.org 谷歌翻译, 或致电 704-372-2416. Une autre langue? www.centralina.org a Google Translate ou appelez 704-372-2416. Другой язык? www.centralina.org имеет Google Translate или позвоните 704-372-2416. ʌᄇᆞᆫ ᄇᆞᆫᆫᆞᆫ? www.centralina.org Google ʌᄇᆞᆫᆫᆞᆫ ʌᄇᆞᆫᆫᆞᆫ 704-372-2416. ʌᄇᆞᆫᆫᆞᆫ ᄇᆞᆫᆫᆞᆫ. 다른 언어? www.centralina.org 구글 번역 또는 704-372-2416 로 전화있다. Outra Língua? www.centralina.org tem Google Translate ou ligue para 704-372-2416. Wani Language? www.centralina.org yana da Google Translate ko kira 704-372-2416 . Asụsụ ọzọ? www.centralina.org nwere Google Ịtughari ma ọ bụ na-akpọ 704-372-2416. Miran ti Ede? www.centralina.org ni o ni Google sélédemírán tabi pe 704-372-2416. Luqad kale? www.centralina.org ayaa Google Translate ama wac 704-372-2416.

TITLE VI COMPLAINT PROCEDURES

This procedure explains the complaint process for Title VI complaints, communicates the rights and responsibilities of the complainant and states the responsibilities of Centralina COG. It does not preclude the right of any complainant to file complaints directly with CATS, FTA, HHS or the NC Department of Commerce, or to seek private legal representation.

Any person who believes he or she has been discriminated against on the basis of race, color, or national origin by Centralina COG may file a Title VI complaint by completing and submitting Centralina COG's Title VI Complaint Form. Centralina COG investigates complaints received no more than 180 days after the alleged incident. Centralina COG will process complaints that are complete. The signed, written complaint should include the following information:

- Your name, address and contact information (i.e., telephone number, email address, etc.); and
- How, when, where and why you believe you or another person were discriminated against.

The complaint must be filed with Centralina COG at the following location:

- Centralina Council of Governments, ATTN: Venecia R. White, Human Resources Officer, 9815 David Taylor Drive, STE 100, Charlotte, NC 28262

Centralina COG has 30 days to investigate the complaint. If more information is needed to resolve the case, Centralina COG may contact the complainant. Failure of the complainant to cooperate or to provide the requested information by a specified date may result in the administrative closure of the complaint.

At the conclusion of its investigation, Centralina COG will prepare a written response that is either a closure letter or a letter of finding (LOF). A closure letter summarizes the allegations and states that the evidence did not show a Title VI violation and the case will be closed. A LOF summarizes the allegations and the investigation findings and explains Centralina COG's proposed corrective action, if any. The written response, regardless of the decision, will be provided to the complainant.

Centralina COG will use its best efforts to respond to a Title VI complaint within sixty (60) working days of its receipt of such a complaint. The complainant may file an external Title VI complaint or appeal Centralina COG's decision with the following agencies listed also listed as part of the Public Notice.

- CATS, via:
 - Telephone at (704) 336- RIDE(7433) TDD: (704) 336-5051
 - Internet at www.ridetransit.org
 - E-mail at telltransit@charlottenc.gov
 - U.S. Mail at ATTN: CATS Civil Rights Officer, 600 East Fourth Street, Charlotte, NC 28202
- Federal Transit Administration (FTA) Office for Civil Rights, ATTN: Complaint Team, East Building, 5th Floor – TCR, 1200 New Jersey Ave., SE, Washington, DC 20590
- U.S. Department of Health and Human Services (HHS) Office for Civil Rights, ATTN: Centralized Case Management Operations, 200 Independence Ave., SW, STE 515F, HHH Building, Washington, DC 20201

- WIOA – NC Department of Commerce, ATTN: Division of Workforce Solutions, 4316 Mail Service Center, Raleigh, NC 27699-4316

The Title VI Complaint Form is provided in the appendices.

TITLE VI INVESTIGATIONS, COMPLAINTS AND LAWSUITS

Centralina COG is required to prepare and maintain a list of any of the following that allege discrimination on the basis of race, color, or national origin:

- Active investigations conducted by FTA and entities other than FTA;
- Lawsuits; and
- Complaints naming the recipient.

This list shall include the date that the related Title VI investigation, lawsuit, or complaint was filed; a summary of the allegation(s); the status of the investigation, lawsuit, or complaint; and actions taken by the recipient in response, or final findings related to the investigation, lawsuit, or complaint. This list shall be included in the Title VI Program that is submitted to funding agencies, as requested.

The Title VI Complaint Log is provided in the appendices.

PUBLIC PARTICIPATION PLAN

Centralina COG conducts community engagement and public outreach on an ongoing basis through the Aging, Workforce Development, Planning, Community and Economic Development and Government Affairs departments. Public outreach efforts include but are not limited to:

- Public Hearing Notices, as required by grants
- Community Surveys
- Open Houses
- Focus Groups
- Community Education through scheduled speaking opportunities, health fairs etc.

Centralina COG has also won numerous awards for best practices in community engagement and considers the following guiding principles for public participation:

- Public participation is a dynamic activity that requires teamwork and commitment at all levels of the organization;
- One size does not fit all — input from diverse perspectives enhances the process;
- Effective public outreach and involvement requires relationship building with local governments, stakeholders and advisory groups and others;
- Engaging interested persons in the issues is challenging, yet possible, by making it relevant, removing barriers to participation, and communicating in clear, compelling language and visuals; and
- An open and transparent public participation process empowers low-income communities and communities of color to participate in decision making that affects them.

The intent of the Public Participation Plan is to illuminate how Centralina COG conducts its business so that people can have a say in important decisions that affect them. Centralina COG is committed to consistent public participation opportunities, and employs the following strategies to encourage an open process:

Public Education:

Successful and meaningful public participation can only be assured through a public education effort where the issues and complexities of the program areas can be simply explained and openly discussed. Public education will take place through utilizing the Centralina COG website, public workshops and various media outlets. By increasing publicity and awareness about Centralina COG programs and activities, more citizens will become educated about the issues.

Visualization:

To the extent possible, Centralina COG may employ visualization techniques such as 2D overlays, maps and GIS to improve comprehension of complex issues, particularly as it relates to transportation projects. These techniques further help to promote successful and meaningful public participation.

Website:

The staff will develop and maintain websites for each of the various program areas (Aging, Workforce Development, Planning, Community and Economic Development and Government Affairs) that contain

such information as historical data, published documents, draft documents for review, meeting schedules, reports and links to related internet sites, as well as staff member contact information.

Board and Committee Meetings:

Centralina COG has regularly scheduled Board meetings that are open to the public. The meeting schedule is available from the website or by request. Also, meeting agenda and minutes are published and available online.

Public Meetings and Workshops:

Centralina COG hosts a variety of public meetings and workshops across its various program areas that bring diverse groups of stakeholders together for a specific purpose. These meetings are held to engage a wide audience in information sharing and discussion. They can be used to increase awareness of an issue or proposal, and can be a starting point for, or an ongoing means of engaging, further public involvement.

Media Participation/Public Notification:

Centralina COG staff may provide the major newspapers and media outlets in the area with timely notice regarding public meetings/workshops. In addition, Centralina COG may issue press releases about various program activities, which will include information on the meeting date(s) and time(s) and other pertinent information. (Please note that press releases do not guarantee that any of the media agencies contacted will actually publish or announce the press release).

Individuals with Disabilities:

All of the meeting rooms at Centralina COG are accessible by ADA standards.

Upon request, any documents can be made available in alternative formats to individuals with disabilities. Individuals with disabilities who need accommodations to participate in committee meetings, should contact the Centralina COG office at 704-372-2416.

Getting in Touch – Comments:

Public comment can be submitted in several ways:

- By attending meetings and workshops
- By visiting the Centralina COG office at: 9815 David Taylor Drive, STE 100, Charlotte, NC 28262
- By US Postal Service: 9815 David Taylor Drive, STE 100, Charlotte, NC 28262
- By phone: 704-372-2416, 1-800-508-577 (Centralina Area Agency on Aging Toll-Free Help Line)
- By fax: 704-347-4710
- By email: admin@centralina.org

LANGUAGE ASSISTANCE PLAN FOR PERSONS WITH LIMITED ENGLISH PROFICIENCY (LEP)

Title VI also prohibits discrimination against persons with limited English proficiency (LEP). LEP status includes persons who do not speak English as their primary language and who have limited ability to read, write, speak or understand English. LEP persons are entitled to free language assistance.

Because of language differences and the inability to effectively speak or understand English, persons with LEP may be subject to exclusion from programs or activities, experience delays or denials of services. These individuals may be entitled to language assistance with respect to a particular type of service. The federal government and those receiving assistance from the federal government must take reasonable steps to ensure that LEP persons have meaningful access to the programs, services and information those entities provide.

Executive Order 13166 directs federal agencies to “implement a system by which (limited English-proficient or ‘LEP’) persons can meaningfully access... services consistent with, and without unduly burdening, the fundamental mission of the agency.” When read in its entirety and interpreted consistently with Title VI, the Executive Order applies to all programs and activities of a federal agency.

Federal guidance outlines a four-factor analysis to determine appropriate services for persons with limited English proficiency.

FOUR FACTOR ANALYSIS

Factor No. 1: Number of LEP Persons in Service Region

Centralina COG is a regional council of cities, towns, and counties in the nine-county area consisting of Anson, Cabarrus, Gaston, Iredell, , Lincoln, Mecklenburg, Rowan, Stanly and Union counties.

Centralina COG is committed to breaking down language barriers by implementing consistent standards of language assistance, as needed, across its program areas.

Language Spoken at Home for the Population 5 Years & Over

2013-2017 ACS 5-Year Estimates

Language	Anson	Cabarrus	Gaston	Iredell	Lincoln	Mecklenburg	Rowan	Stanly	Union	Total for Region	% of Region
English	23,083	161,380	185,130	145,361	70,759	776,153	119,034	54,227	180,671	1,715,798	85.50%
Spanish	861	15,250	11,673	9,657	4,850	105,830	9,917	2,177	18,952	179,167	8.93%
French, Haitian, or Cajun	5	855	266	358	116	7,507	202	56	715	10,080	0.50%
German or other West Germanic	-	254	430	697	224	3,082	336	15	539	5,577	0.28%
Russian, Polish, or other Slavic	-	653	152	218	31	4,925	181	2	2,047	8,209	0.41%
Other Indo-European	76	1,480	1,075	964	122	23,507	257	97	2,592	30,170	1.50%
Korean	-	95	244	152	-	2,219	14	-	442	3,166	0.16%
Chinese (incl. Mandarin, Cantonese)	11	683	327	101	31	4,763	118	49	519	6,602	0.33%
Vietnamese	8	520	430	174	61	7,078	82	42	381	8,776	0.44%
Tagalog (incl. Filipino)	-	161	440	221	34	1,103	100	51	176	2,286	0.11%
Other Asian and Pacific Island	200	1,831	396	2,062	70	14,299	675	757	848	21,138	1.05%
Arabic	2	629	159	238	45	3,280	14	5	533	4,905	0.24%
Other & unspecified ⁴	7	271	407	83	12	9,576	104	10	447	10,917	0.54%
Total	24,253	184,062	201,129	160,286	76,355	963,322	131,034	57,488	208,862	2,006,791	

Factor No. 2: Frequency with which LEP Persons come into Contact with Centralina COG Services and Program
There are a large number of places where the residents of the greater Charlotte Region can come into contact with Centralina COG programs and services including public informational meetings, printed outreach materials, web-based outreach materials, local news media and communication with Centralina COG staff.

In the history of records of Centralina COG activities, there have been few requests for translations of documents or for special accommodations at public meetings. However, Centralina COG serves the entire community and outreach activities have been and will continue to be proactive in reaching traditionally underserved populations including people with low English proficiency and people with disabilities. Centralina COG will regularly review the need for further outreach to ensure full participation in program activities by all interested people.

Factor No. 3: The Nature and Importance of the Programs and Services Provided by Centralina COG
The mission of Centralina COG is to unify the region's collective resources to help grow the economy and jobs, improve quality of life and control the cost of government. We do this by finding innovative solutions to existing and future challenges and coordinating long-term strategies across public and private sectors at the local, state and federal levels.

The public participation processes that take place related to Centralina COG programs and services provides the Region with a consensus on what the major issues facing the region are and what the focus of possible improvements should be.

If limited English is a barrier to using the programs/services provided by Centralina COG then the consequences for the individual are the limited ability to provide review and comment regarding proposed actions. Without sufficient services, the intent to foster early and meaningful discussions so that the public is made a partner in the decision-making process will be hindered.

Recognizing this as a key factor, Centralina COG is committed to breaking down language barriers by implementing consistent standards of language assistance, as needed, across its program areas.

Factor No. 4: Resources Available to Centralina COG and Costs to Assure Meaningful Access to the Program by LEP Persons.

Centralina COG's outreach efforts ensure residents who are not proficient in English can effectively participate in Centralina COG's planning processes. Centralina COG ensures that all significant language groups are identified and incorporated into the public participation plan.

Centralina COG is committed to conducting outreach to traditionally under-served individuals and communities, which include but are not limited to low income, minority and LEP persons. Centralina COG will use appropriate methods to notify the public of its activities and of opportunities for public involvement.

See the Appendix for maps relevant to Limited English Proficiency (LEP) for the region.

ENVIRONMENTAL JUSTICE

As noted, Title VI of the Civil Rights Act prohibits discrimination on the basis of race, color or national origin. According to Executive Order 12898 – Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations “each Federal agency shall make achieving environmental justice part of its mission by identifying and addressing, as appropriate, disproportionately high and adverse human health or environmental effects of its programs, policies and activities on minority populations and low-income populations.”

Centralina COG seeks to improve social equity in accordance with our organizational values, as supported by Executive Order 12898. Centralina COG conducts all programs, policies and activities in a manner that ensures such programs, policies and activities do not have the effect of excluding persons (including populations) from participation in, denying persons (including populations) the benefits of, or subjecting persons (including populations) to discrimination under, such programs, policies and activities, because of their race, color or national origin.

The guiding Environmental Justice principles followed by Centralina COG are summarized as follows:

- To avoid, minimize or mitigate disproportionately high and adverse human health and environmental effects, including social and economic effects, on minority populations and low-income populations;
- To ensure the full and fair participation by all potentially affected communities in decision making processes; and
- To prevent the denial of, reduction in or significant delay in the receipt of benefits by minority and low-income populations.

If Centralina COG identifies a program, policy or activity that could disproportionately impact minority populations and/or low-income populations, Centralina COG will employ the appropriate measures to assure requirements are met throughout the development of program, policy or activity to accommodate those populations. These measures will be determined on a case-by-case basis and include assurance that any public outreach conducted by Centralina COG will accommodate minority and low-income populations.

See the Appendix for maps relevant to Environmental Justice (EJ) for the region.

CENTRALINA COG BOARD ADOPTED RESOLUTION



A RESOLUTION REGARDING TITLE VI AND ADOPTION OF A TITLE VI POLICY STATEMENT

WHEREAS, the Centralina Council of Governments (Centralina COG) is the state-designated lead regional organization for the nine-county region in and around Charlotte, North Carolina; and

WHEREAS, Centralina COG's role is to coordinate the efforts of federal, state and local governments and organizations to grow our region's economy and jobs, control the cost of government and improve quality of life; and

WHEREAS, to fund its many program activities and initiatives, Centralina COG receives direct or pass-through federal funding from agencies such as the US Department of Transportation (Federal Highway Administration and Federal Transit Administration); the US Department of Health and Human Services; and the US Department of Labor; and

WHEREAS, Centralina COG, as a recipient and sub-recipient of federal funding will ensure full compliance with Title VI of the Civil Rights Act of 1964 which prohibits discrimination based on race, color and national origin, specifically 42 USC 2000d, which states that:

No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance; and

WHEREAS, Centralina COG will also comply with the Title VI of the Civil Rights Act of 1964, as amended and its related statutes, regulations and all additional protections set forth; and

WHEREAS, Centralina COG has developed a Title VI Policy Statement that will direct the administration and implementation of the Title VI of the Civil Rights Act of 1964 within the organization and authorizes Centralina COG's Executive Director to further develop and provide any other Title VI assurances, plans and programs, as required.

NOW, THEREFORE, BE IT RESOLVED, that Centralina COG certifies that it will comply with the provisions of the Title VI of the Civil Rights Act of 1964 (as amended) and the associated responsibilities of the law and adopts the 2018 Title VI Policy Statement.

Approved by the CCOG Board of Delegates October 10, 2018

TITLE VI PLAN APPROVAL DOCUMENT

I hereby acknowledge the receipt of Centralina COG's Title VI Implementation Plan 2019-2022. I have reviewed and approve the Plan. I am committed to ensuring that no person is excluded from participation in or denied the benefits of transit services on the basis of race, color, national origin, as protected by Title VI.

Signature of Authorizing Official

Date

APPENDICES

APPENDIX A: TITLE VI NOTICE TO THE PUBLIC

It is the policy of Centralina COG to operate its programs and services in full compliance with Title VI of the Civil Rights Act of 1964, as amended, which requires that no person shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination in any program or activity which is federally funded. Additionally, Executive Order 12898 establishes a mission of Environmental Justice for minority and low-income populations in all federal programs, policies and activities.

Toward this end, it is Centralina COG's objective to:

- Ensure that the level and quality of its programs and services are provided in a non-discriminatory manner;
- Promote the full and fair participation by all potentially affected communities in the public involvement process;
- Avoid, minimize, or mitigate disproportionately high and adverse human health and environmental impacts, including social and economic effects of its programs, policies and activities on low-income and minority populations;
- Prevent the denial of, reduction in or significant delay in the receipt of benefits of low-income and minority populations; and
- Ensure meaningful access to programs and activities by persons with limited English proficiency (LEP).

Centralina COG's Title VI Coordinator in coordination with the Title VI Committee is responsible for initiating and monitoring Title VI activities, preparing required reports and ensuring that Centralina adheres to applicable laws and regulations. Any person that would like to request more information regarding Centralina's civil rights programs, Title VI obligations or who believes they have been aggrieved by any unlawful discriminatory practice under Title VI may contact or file a formal complaint directly with one or more of the following:

- Centralina Council of Governments, ATTN: Venecia R. White, Human Resources Officer, 9815 David Taylor Drive, STE 100, Charlotte, NC 28262
- CATS, via:
 - Telephone at (704) 336- RIDE(7433) TDD: (704) 336-5051
 - Internet at www.ridetransit.org
 - E-mail at telltransit@charlottenc.gov
 - U.S. Mail at ATTN: CATS Civil Rights Officer, 600 East Fourth Street, Charlotte, NC 28202
- Federal Transit Administration (FTA) Office for Civil Rights, ATTN: Complaint Team, East Building, 5th Floor – TCR, 1200 New Jersey Ave., SE, Washington, DC 20590
- U.S. Department of Health and Human Services (HHS) Office for Civil Rights, ATTN: Centralized Case Management Operations, 200 Independence Ave., SW, STE 515F, HHH Building, Washington, DC 20201
- WIOA – NC Department of Commerce, ATTN: Division of Workforce Solutions, 4316 Mail Service Center, Raleigh, NC 27699-4316

**APPENDIX B:
TITLE VI NOTICE TO THE PUBLIC – LIST OF LOCATIONS**

Centralina COG's Title VI notice to the public will be posted at the following locations:

- Centralina COG's reception area
- Centralina COG's meeting rooms
- Centralina COG's website: www.centralina.org

**APPENDIX C:
CENTRALINA COG TITLE VI COMPLAINT FORM**

Section I:

Any person who believes that he/she has been subjected to discrimination based upon race, color or national origin, may file a written complaint with Centralina COG within 180 days after the discrimination occurred. If you need translation, accessible format or other assistance, please contact (704) 372-2416.

Name: _____

Address: _____

Phone 1: _____ Phone 2: _____

Email: _____

Section II:

Are you filing this complaint on your own behalf? (circle yes or no)		Yes*	No
Yes	*If you answered "yes" to this question, please proceed to Section III.		
No	If you answered "no", please state the name of and relationship you have to the person for whom you are filing this complaint.	Name:	
		Relationship:	
	Please explain why you have filed for a third party:		
Please confirm that you have obtained the permission of the aggrieved party if you are filing on behalf of a third party.		Yes	No

Section III:

I believe the alleged discrimination experienced was based on (circle all that apply):					
Title VI			Other Federal Non-Discrimination Statutes		
Race	Color	National Origin	Gender	Age	Disability
Date of Alleged Discrimination (Month/Day/Year):					

Please explain as clearly as possible what happened and why you believe you were discriminated against. Describe all persons who were involved. Include the name, title and contact information of the person(s) who you believe discriminated against you (if known). If more space is needed, please use a separate page and attach it to this form.

Please provide the names, addresses and telephone numbers of persons (witnesses, fellow employees, supervisors or others) whom we may contact for additional information to support or clarify your complaint. Attach additional pages, if needed.

1. _____
2. _____
3. _____

Section IV:

Have you filed this complaint with any other Federal, State or local agency, or with any Federal or State court?	Yes	No
Federal Agency: _____ State Agency: _____		
Federal Court: _____ State Court: _____		
Local Agency: _____		

Section V:

Have you <u>previously</u> filed a discrimination complaint with Centralina COG?	Yes	No
Have you discussed the complaint with any Centralina COG representative?	Yes*	No
If yes, please provide the name, position and date of discussion:		

You may attach any written materials or other information that you think is relevant to your complaint.

By signing below, you acknowledge that the information in this complaint is true and accurate to the best of your knowledge and belief.

Signature: _____ Date: _____

MAIL OR DELIVER COMPLAINT FORM TO:
 Centralina Council of Governments
 ATTN: Venecia R. White, Human Resources Officer
 9815 David Taylor Drive, STE 100
 Charlotte, NC 28262

**APPENDIX D:
TITLE VI COMPLAINT LOG**

	Date (Month, Day, Year)	Summary (include basis of complaint: race, color, or national origin)	Status	Action(s) Taken
Investigations				
1.				
2.				
Lawsuits				
1.				
2.				
Complaints				
1.				
2.				

APPENDIX E: CENTRALINA COG BOARD MEMBERSHIP

Each member government of Centralina COG appoints an elected official to serve on the Board of Delegates. The Board of Delegates then selects a subset of members to serve on the Executive Board.

The following pages list the Centralina COG Board Membership for Fiscal Year 2017-18 and also the documents the Board of Delegates members will be asked to review and sign each year.

- CCOG Board of Delegates Who Served Between July 1, 2017 and June 30, 2018
- Acknowledgement of Receipt of the Centralina Board Resolution Regarding Title VI and Adoption of a Title VI Policy Statement
- Code of Conduct Policy
- Demographic Request Form



APPENDIX E-1: CENTRALINA COG BOARD MEMBERSHIP

CCOG BOARD DELEGATES WHO SERVED BETWEEN JULY 1, 2017 – JUNE 30, 2018

*Executive Board Members

Anson County , Commissioner Jarvis Woodburn*	Locust , Council Member Mike Haigler
Cabarrus County , Commissioner Lynn Shue*	Lowell , Mayor Sandy Railey
Gaston County , Commissioner Ronnie Worley*	Marshville , Mayor Pro Tem Virginia Morgan
Iredell County , Commissioner Gene Houpe*	Marvin , Mayor Joe Pollino
Lincoln County , Commissioner Martin Oakes*	Matthews , Commissioner Jeff Miller
Mecklenburg County , Commissioner George Dunlap*, Commissioner Trevor Fuller*	McAdenville , Council Member Jay McCosh*
Stanly County , Commissioner Bill Lawhon*	Midland , Mayor Kathy Kitts, Mayor John Crump
Union County , Commissioner Frank Aikmus*	Mineral Springs , Council Member Peggy Neill
Albemarle , Council Member Martha Sue Hall*	Mint Hill , Commissioner Dale Dalton, Commissioner Mike Cochrane
Badin , Mayor Pro Tem Deloris Chambers	Misenheimer , Mayor Michael Herron
Belmont , Council Member Richard Turner, Mayor Charlie Martin	Monroe , Council Member Gary L. Anderson
Bessemer City , Council Member Kay McCathen	 Mooresville , Commissioner Bobby Compton*
Charlotte , Council Member Patsy Kinsey*, Council Member Larken Egleston*	Morven , Mayor Theodore Carr
Cherryville , Mayor H.L. Beam	Mount Holly , Council Member Jim Hope, Council Member Perry Toomey
Cleveland , Commissioner Danny Gabriel	New London , Commissioner Dan Phillips
Cornelius , Commissioner Thurman Ross*	Norwood , Commissioner Wes Hartsell
Cramerton , Mayor Will Cauthen	Oakboro , Commissioner Doug Burgess
Dallas , Mayor Rick Coleman	Pineville , Council Member Christopher McDonough, Mayor Jack Edwards
Davidson , Mayor John Woods, Commissioner Autumn Rierson Michael*	Ranlo , Commissioner Effie Locklear
East Spencer , Alderwoman Phronice Johnson, Alderwoman Deloris High	Salisbury , Mayor Karen Alexander, Mayor Al Heggins
Faith , Mayor Charles Moody, Alderman Matthew Lyerly	Spencer , Mayor Pro Tem Sylvia Chillcott
Gastonia , Council Member Robert Kellogg, Mayor Walker Reid, III	Stallings , Council Member Shawna Steele, Mayor Pro Tem David Scholl
Granite Quarry , Mayor Bill Feather*	Statesville , Mayor Pro Tem Michael Johnson*
Hemby Bridge , Mayor Kevin Pressley	Troutman , Council Member Paul Bryant
Huntersville , Commissioner Charles Guignard, Commissioner Nick Walsh*	Wadesboro , Mayor Bill Thacker
Indian Trail , Mayor Pro Tem David Cohn	Waxhaw , Mayor Steve Maher, Mayor Pro Tem Brenda McMillon
Kings Mountain , Mayor Pro Tem Rodney Gordon	Weddington , Mayor Bill Deter*, Council Member Jeff Perryman
Lincolnton , Council Member Tim Smith*	Wesley Chapel , Council Member Paul Kaperonis, Council Member Mike Como
	Wingate , Commissioner Brent Moser*

**APPENDIX E-2:
CENTRALINA COG BOARD MEMBERSHIP**



**Acknowledgement of Receipt of the Centralina Board Resolution
Regarding Title VI and Adoption of a Title VI Policy Statement**

I hereby acknowledge receipt of Centralina COG's Board Resolution regarding Title VI, which ensures compliance with Title VI of the Civil Rights Act of 1964, as amended and its related statutes, regulations and all additional protections set forth. Further, I am committed to ensuring that no person is excluded from participation in or denied the benefits of Centralina COG's programs, policies, services and activities on the basis of race, color, national origin, sex, age, or disability, as provided by Title VI of the Civil Rights Act of 1964 and related nondiscrimination statutes.

(Printed Name)

(Signature)

(Date)

*9815 David Taylor Drive, STE 100
Charlotte, North Carolina 28262
Phone: 704-372-2416 Fax: 704-347-4710
www.centralina.org*

Equal Opportunity/Affirmative Action Employer. Auxiliary aids and services available upon request to individuals with disabilities.

APPENDIX E-3: CENTRALINA COG BOARD MEMBERSHIP

CODE OF CONDUCT POLICY

Centralina Council of Governments Board of Delegates adopted the policy on August 12, 2009 and last revised the policy on October 7, 2014.

POLICY:

The Code of Conduct covers a wide range of business practices and procedures. It does not cover every issue that may arise but sets out basic principles to guide all Centralina COG employees and members of its Board of Delegates. All employees and Board of Delegates must conduct themselves accordingly and seek to avoid even the appearance of improper behavior.

Centralina COG Employees and Board of Delegates are responsible for understanding policy requirements and reporting any suspected violations of law, this code, or Centralina COG policy.

Those who violate the standards of this policy will be subject to disciplinary action, including possible dismissal. Furthermore, violations of this code may also be violations of the law and may result in civil or criminal penalties.

PROCEDURE:

Equal Opportunity and Anti-Discrimination

Centralina COG is an Equal Employment Opportunity employer. It is against Centralina COG's policy for any employee to discriminate against an applicant for employment or an employee on the basis of race, color, religious creed, gender, age, sexual orientation, national origin, genetic predisposition, or any other classification protected by applicable discrimination laws.

Furthermore, no employee of Centralina COG is to discriminate against any applicant or fellow employee on the basis of a disability or status as a disabled veteran or veteran of the Vietnam era. Centralina COG will make reasonable accommodations, including modification of organizational policies and procedures in appropriate cases for qualified individuals with disabilities, if Centralina COG can do so without undue hardship.

This policy of Equal Employment Opportunity applies to all policies and procedures relating to recruitment and hiring, compensation, benefits, termination and all other terms and conditions of employment. Employees' questions or concerns should be referred to Centralina COG's Human Resources Officer.

Appropriate disciplinary action will be taken against any employee who willfully violates this policy up to and including termination.

Conflicts of Interest

Centralina COG actively prohibits any actual or appearance of conflict of interest with clients, the community, member governments or within the organization by employees and members of the Board of Delegates.

A conflict of interest is considered an actual or perceived interest by a staff member in an action that results in (or could potentially result in) personal or professional gain.

It is not possible to list every activity or relationship that would create a conflict of interest but examples of activities that violate this policy include the following:

- An employees' interest in an outside business which conflict or appears to conflict with their ability to act and make independent decisions in the best interest of Centralina COG;
- Employees, members of employee's immediate family, and members of the Board soliciting or accepting gifts, money or gratuities (in excess of minimal value) from the following:
 - a. Persons receiving benefits or services from the organization;
 - b. Any person or organization performing or seeking to perform services under contract with the organization; and
 - c. Persons who are otherwise in a position to benefit from the actions of any employee of the organization.
- Using the resources of Centralina COG for personal gain;
- Using your position at Centralina COG for personal advantage

Any violation of this policy by a Centralina COG employee is subject to review under Centralina COG's Policy on Disciplinary Actions which are found in the Centralina COG Personnel Policy Manual.

Any violation of this policy by the Executive Director will be referred to the Board of Delegates.

Any violation of this policy by any member or members of the Centralina COG Board of Delegates will face appropriate action by the rest of the Board Members and in accordance with jurisdictional Code of Ethics policies.

Note: The conflict of interest policy described above, may be superseded by higher requirements established by external funding sources or grant requirements.

Honoraria

Employees may, with the prior written approval of their Executive Director, receive honoraria for lectures and other such activities while on personal days, annual leave, or leave without pay. If the employee is acting in any official capacity, honoraria received by an employee in connection with activities relating to employment with Centralina COG are to be paid to the organization.

Outside Employment

This expectation is in addition to the requirement to notify and seek approval for outside employment. If there is a doubt about an actual or apparent conflict of interest, the employee should discuss it with his/her supervisor and/or the Executive Director. A Board Member should discuss any actual or apparent conflicts of interest with the Chairman of the Board of Delegates.

Record-Keeping, Financial Controls and Disclosures

Centralina COG requires honest, accurate and timely recording and reporting of information in order to make responsible business decisions.

All business expense accounts must be documented and recorded accurately in a timely manner. If you

are not sure whether a certain expense is legitimate, please ask the Finance Director. Policy guidelines are also available from Centralina COG's Human Resources Officer.

All of the organization's books, records, accounts and financial statements must be maintained in reasonable detail; must appropriately reflect the organization's transactions; must be promptly disclosed in accordance with any applicable laws or regulations; and must conform both to applicable legal requirements and to the organization's system of internal controls.

Confidentiality

Employees and members of the Board of Delegates must maintain the confidentiality of proprietary information entrusted to them by the organization or its customers/clients, except when disclosure is authorized in writing by the Executive Director or required by laws or regulations. Proprietary information includes all non-public information that might be of use to competitors or harmful to the organizations or its customers/clients if disclosed. It includes information that customers/clients have entrusted to us. The obligation to preserve proprietary information continues even after employment or service to the Board ends.

FOR MORE INFORMATION CONTACT: Executive Director

The undersigned hereby acknowledges, understands, and agrees to abide by this policy.

(Printed Name)

(Signature)

(Date)

APPENDIX E-4: CENTRALINA COG BOARD MEMBERSHIP



Demographic Request Form

Centralina COG is required by Title VI of the Civil Rights Act of 1964 to record demographic information on members of its boards and committees. Please provide the following information:

Race/Ethnicity: <input type="checkbox"/> White <input type="checkbox"/> Black/African American <input type="checkbox"/> Asian <input type="checkbox"/> American Indian/Alaskan Native <input type="checkbox"/> Native Hawaiian/Pacific Islander <input type="checkbox"/> Hispanic/Latino <input type="checkbox"/> Other (please specify): _____	National Origin: (if born outside the U.S.) <input type="checkbox"/> Mexican <input type="checkbox"/> Central American: _____ <input type="checkbox"/> South American: _____ <input type="checkbox"/> Puerto Rican <input type="checkbox"/> Chinese <input type="checkbox"/> Vietnamese <input type="checkbox"/> Korean <input type="checkbox"/> Other (please specify): _____
Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	Age: <input type="checkbox"/> Less than 18 <input type="checkbox"/> 45-64 <input type="checkbox"/> 18-29 <input type="checkbox"/> 65 and older <input type="checkbox"/> 30-44
Disability: <input type="checkbox"/> Yes <input type="checkbox"/> No	
I choose not to provide any of the information requested above: <input type="checkbox"/>	

Completed forms will remain on file as part of the public record. For more information regarding Title VI or this request, please contact Venecia R. White at Centralina COG at 704-372-2416 or by email at vrock@centralina.org.

Please sign below acknowledging that you have completed this form.

Thank you for your participation!

(Printed Name)

(Signature)

(Date)

9815 David Taylor Drive, STE 100
Charlotte, North Carolina 28262
Phone: 704-372-2416 Fax: 704-347-4710
www.centralina.org

Equal Opportunity/Affirmative Action Employer. Auxiliary aids and services available upon request to individuals with disabilities.

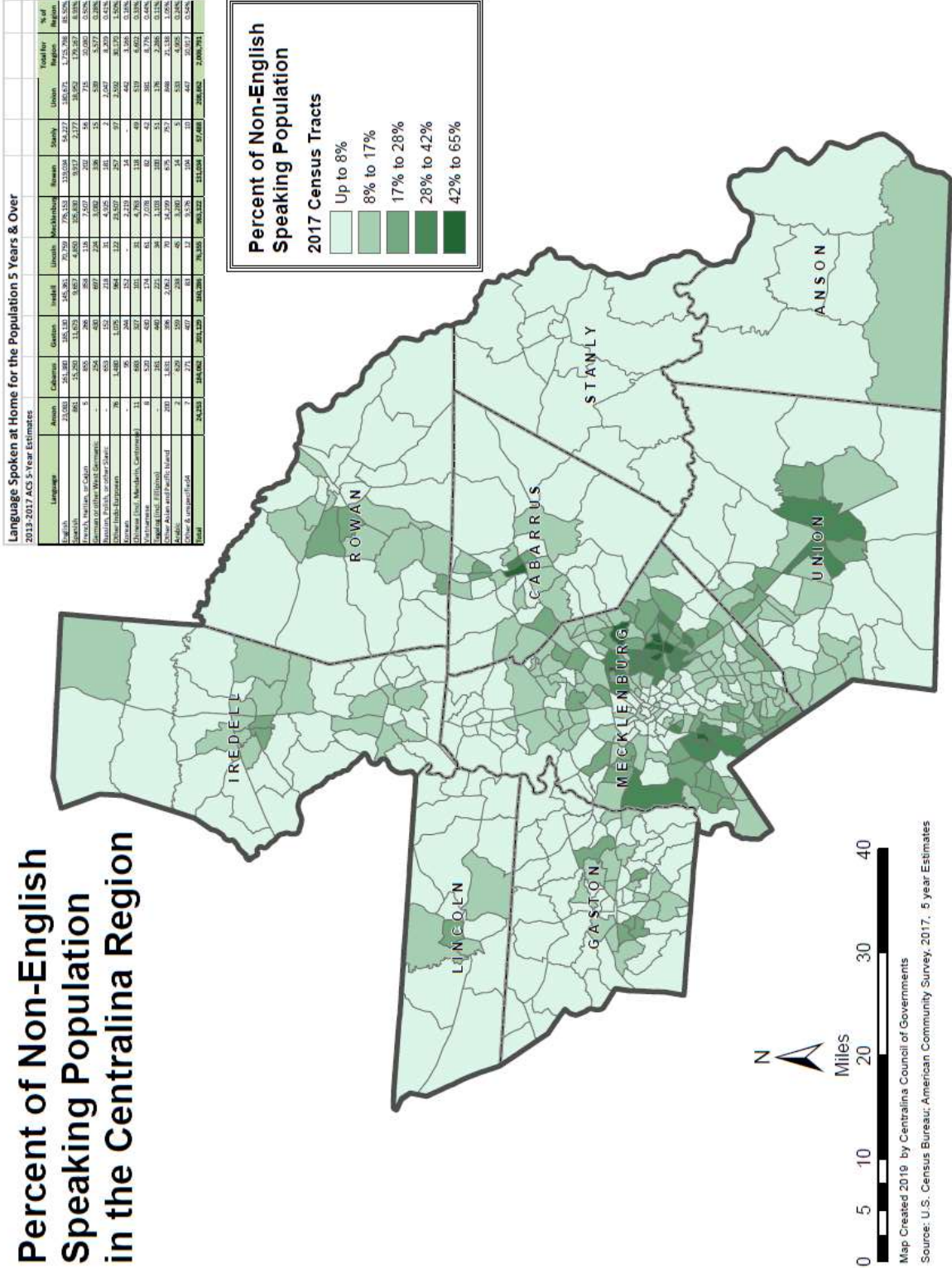
APPENDIX F: MAPS FOR LEP AND EJ AREAS

Centralina COG is charged with evaluating our plans and programs for environmental justice sensitivity and expanding outreach efforts to limited English proficient individuals, low-income, minority, and other potentially disadvantaged populations. Centralina COG has collected relevant data from the U.S. Census Bureau. Using this data, Centralina COG has created a snapshot of the region, mapping the locations of identified EJ and limited English proficiency populations.

Centralina COG has included data on the following populations below:

- Percent of Non-English Speaking
- Percent of Population in Poverty
- Percent of African-American Population
- Percent of Asian Population
- Percent of Population Age 65+

APPENDIX F: MAPS FOR LEP AND EJ AREAS PERCENT OF NON-ENGLISH SPEAKING POPULATION

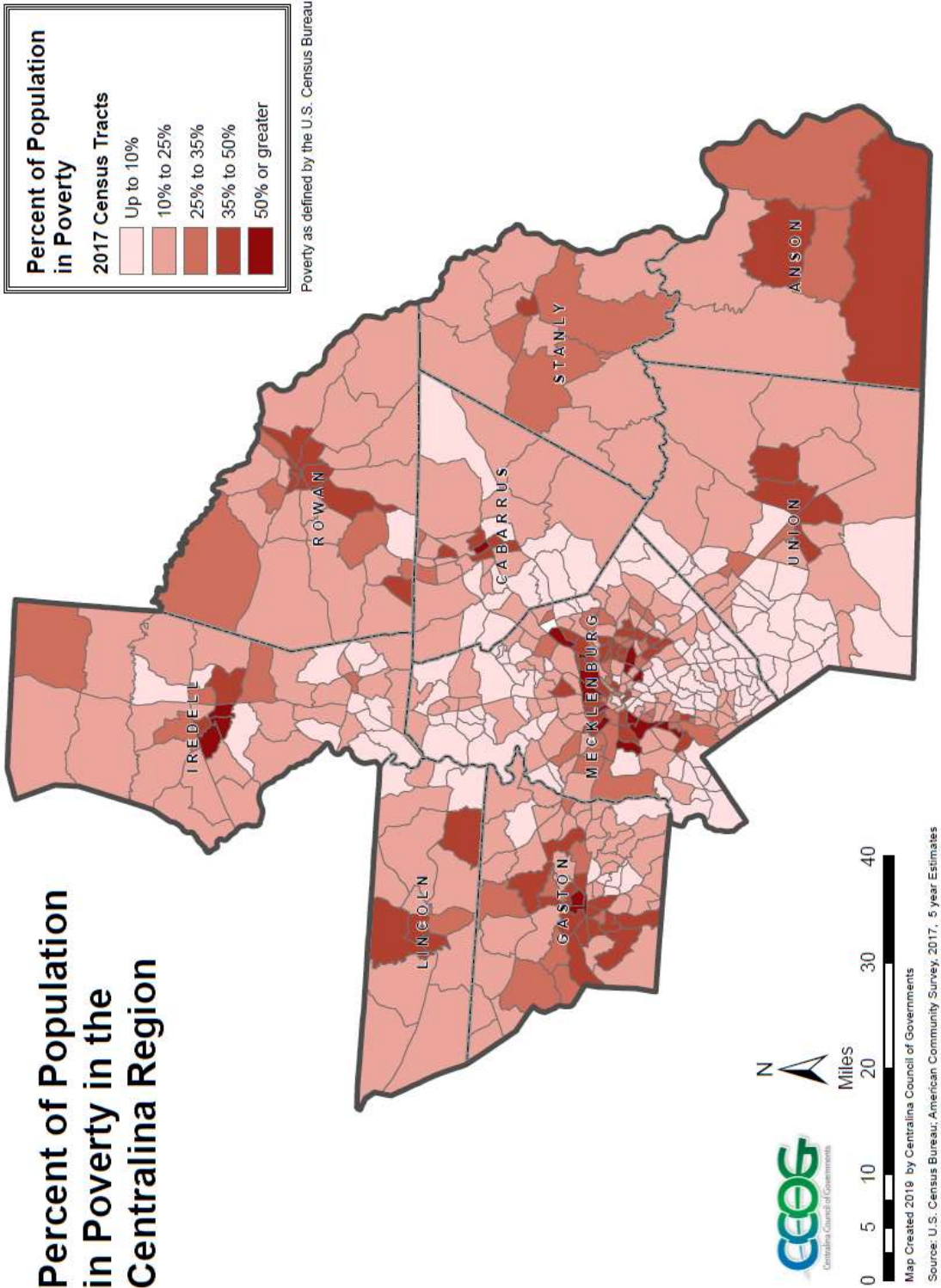


Language Spoken at Home for the Population 5 Years & Over
2013-2017 ACS 5-Year Estimates

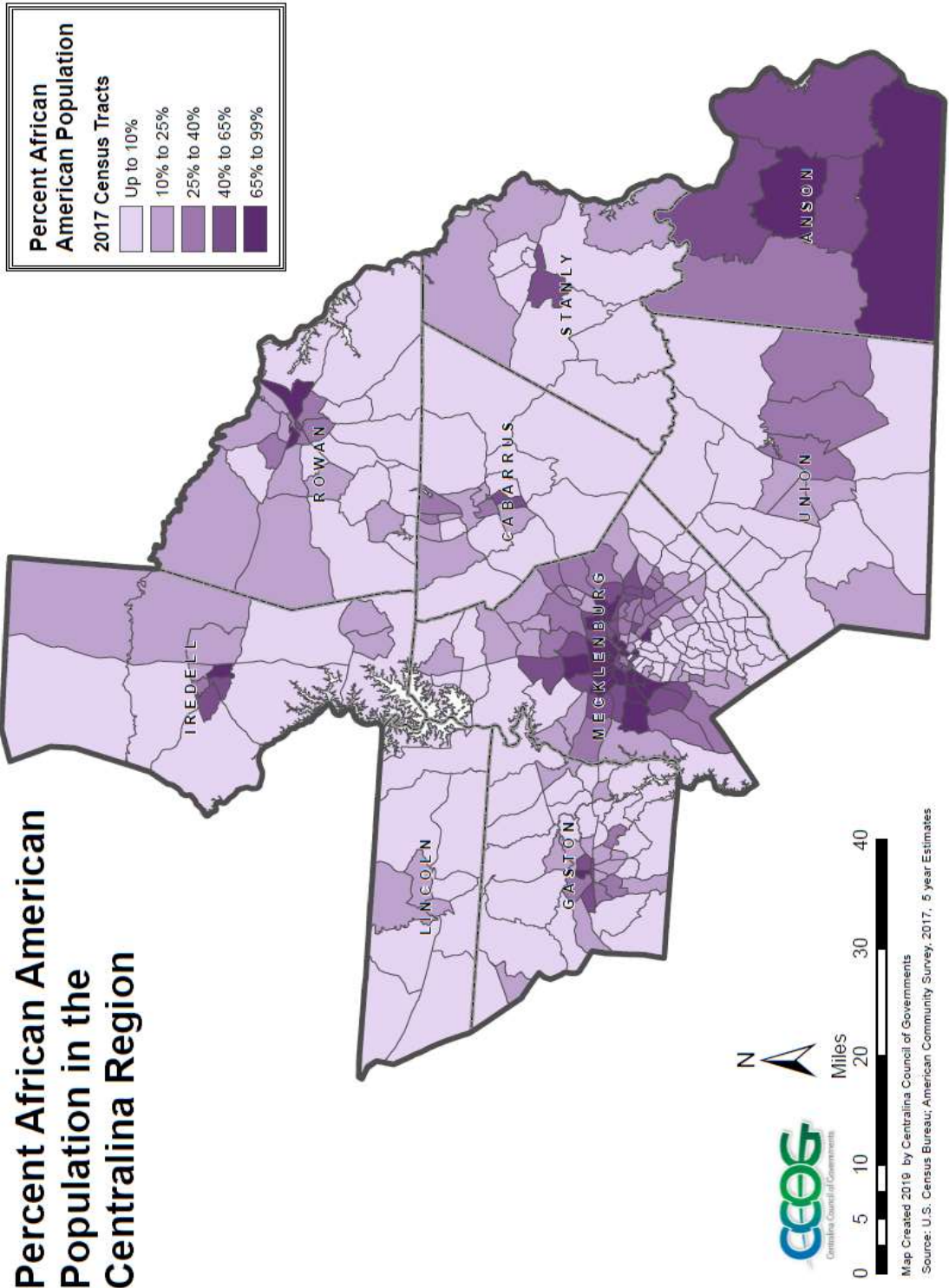
Language	Anson	Cabarrus	Gaston	Iredell	Lincoln	Mecklenburg	Rowan	Stanly	Union	Total for Region	% of Region
English	21,031	251,961	105,132	145,361	71,709	1,120,038	132,038	54,217	182,471	1,726,796	85.50%
Spanish	891	15,293	11,679	9,867	4,853	29,839	9,917	2,177	18,959	179,262	8.63%
French, Italian, or German	5	892	298	288	89	2,118	7,927	288	178	35,970	1.72%
Other Indo-European languages	-	853	152	215	31	4,105	161	2	2,047	8,270	0.41%
Other Indo-European languages	76	1,488	1,075	984	122	25,927	287	97	2,028	81,370	3.82%
Other Asian and Pacific Island languages	1	96	294	151	1	2,212	14	18	452	3,166	0.15%
Other languages	1	523	461	174	81	2,708	162	42	385	6,776	0.32%
Spanish	-	105	493	221	34	1,031	101	51	176	2,288	0.11%
Other Asian and Pacific Island	203	1,815	98	2,081	70	34,729	675	751	889	75,138	3.52%
Other languages	2	372	407	181	51	3,126	138	131	442	10,170	0.48%
Total	24,933	146,062	205,129	163,296	76,105	1,165,122	131,054	57,494	206,430	2,006,796	

Percent of Non-English Speaking Population in the Centralina Region

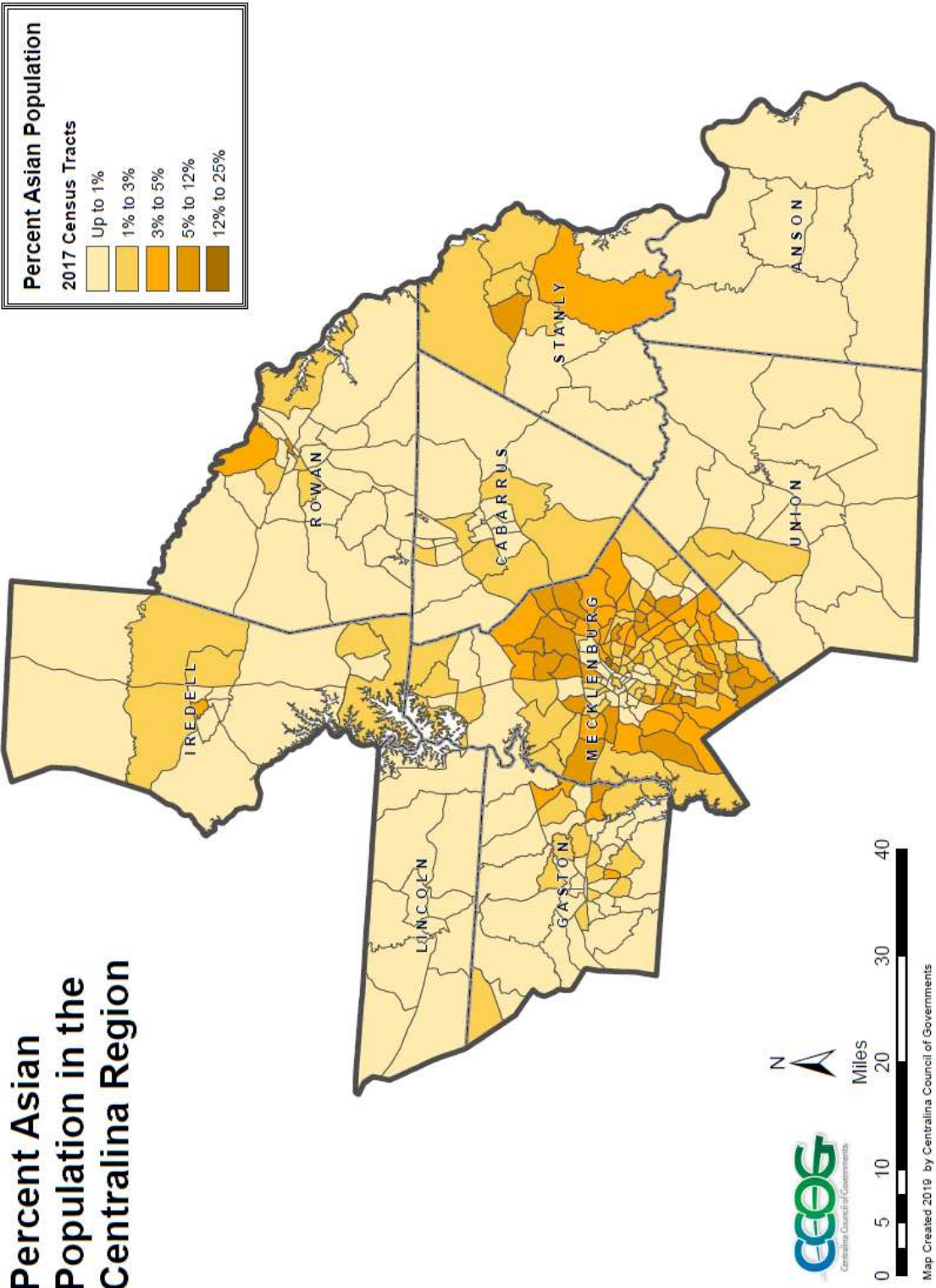
**APPENDIX F-2:
MAPS FOR LEP AND EJ AREAS
PERCENT OF POPULATION IN POVERTY**



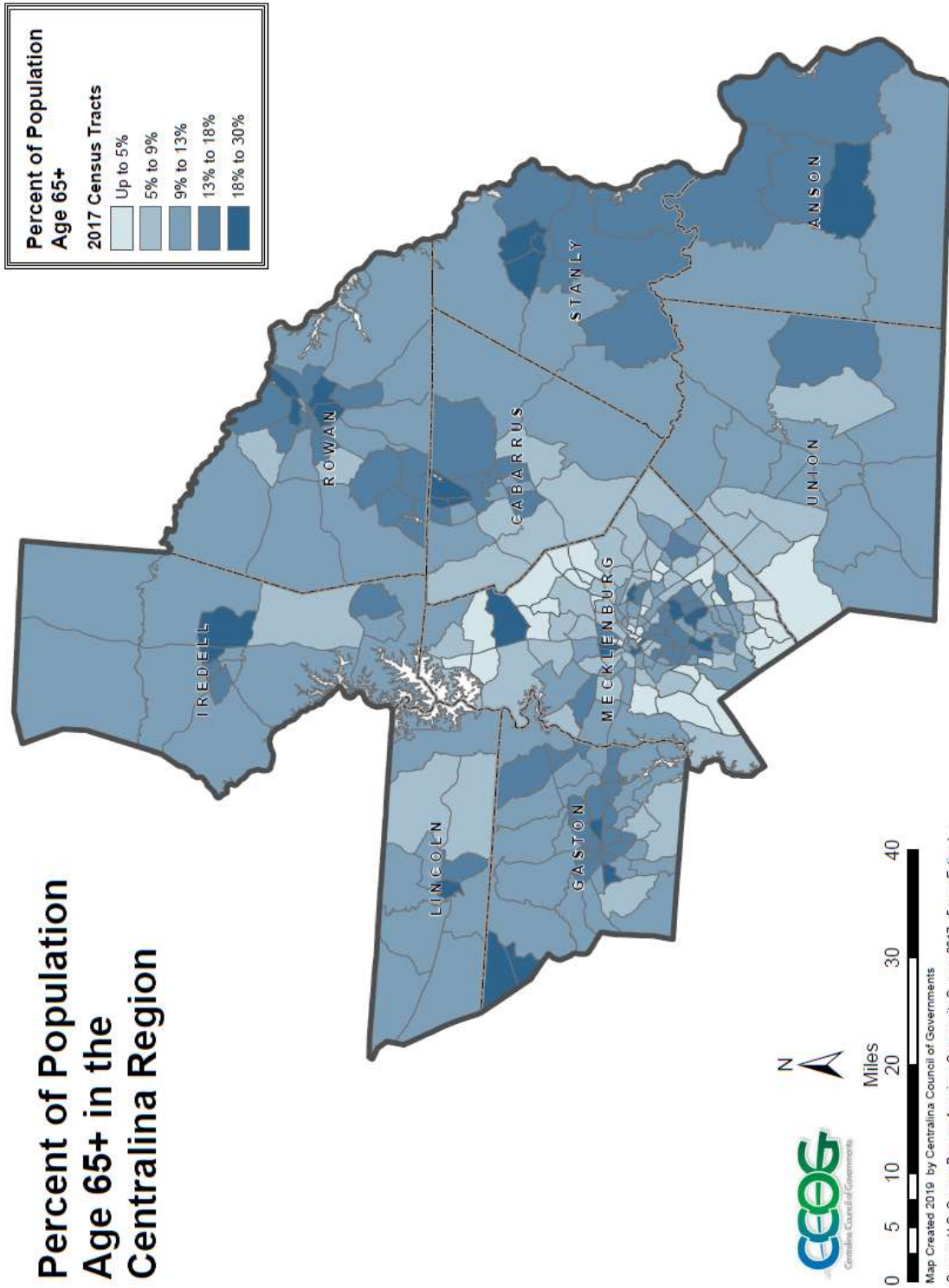
**APPENDIX F-3:
MAPS FOR LEP AND EJ AREAS
PERCENT AFRICAN-AMERICAN POPULATION**



**APPENDIX F-4:
MAPS FOR LEP AND EJ AREAS
PERCENT ASIAN POPULATION**



**APPENDIX F-5:
MAPS FOR LEP AND EJ AREAS
PERCENT OF POPULATION AGE 65+**





Centralina Council of Governments

Item 3



**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 Mazingo, 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.



Centralina Council of Governments

Item 4



Board Agenda Item Cover Sheet

Board Meeting Date:	June 12, 2019	Agenda Item Type:	Consent:	Regular:	x
Submitting Person:	Kelly Weston	Presentation Time (est.):	15 minutes		
Presenter at meeting:	Leslie Mozingo	Phone Number/Ext:	202-255-5760		
		Email:	leslie@strategics.consulting		
Alternate Contact Person:	Geraldine Gardner	Phone Number/Ext:	704-348-2703		
		Email:	ggardner@centralina.org		
Submitting Department:	Administration	Department Head Approval:	Geraldine Gardner		
Board Expectation: <i>(required action or responsibility expected from Board members)</i>					
The Executive Board will receive an update from Strategics Consulting on CCOG's Federal Relations efforts.					
Description of Agenda Item:					
CCOG's federal relations consultant, Leslie Mozingo, will present the 2018-2019 Annual Report of federal advocacy activities and the performance report for April to May 2019. Ms. Mozingo will also present the FY2020 federal relations work plan that includes advocacy goals and performance metrics.					
Background & Basis of Recommendations:					
Since 2015, the Executive Board has contracted with Strategics Consulting for federal relations consulting services. The Executive Board has requested that Ms. Mozingo present performance metrics reports at each of its meetings.					
Action / Recommendation:					
Motion to accept the CCOG 2018-2019 Federal Relations Annual Report, Strategics April-May 2019 Performance Report, and the FY2020 Federal Relations Work Plan.					
Time Sensitivity (none or explain):	None.				
Budget Impact (if applicable):	None				
List of Attachments (if any):	<ul style="list-style-type: none"> • CCOG Federal Relations Annual Report 2018-2019 • Strategics Performance Report: April-May 2019 • FY2020 Federal Relations Work Plan 				

CCOG Federal Relations ANNUAL REPORT July 2018 – June 2019

Thank you for allowing me to work for the Centralina Council of Governments (CCOG) and continuing to put your trust in me for your federal advocacy and government relations needs. This year I am again very excited about the work we have accomplished and continue to see solid growth in awareness and the reputation of CCOG among your Members of Congress and the federal agencies, and their interest in working in partnership with you. More and more CCOG is becoming better known for being a trusted source of information and a key player in regional affairs of interest to the federal government.

The following are some of the key highlights from the last year:

- ✓ Organized 20 very productive meetings both in DC and in NC with U.S. Representatives Alma Adams, Congressman Ted Budd, Congressman Richard Hudson, and their staff members, as well as staff for U.S. Representative Patrick McHenry and U.S. Senators Thom Tillis and Richard Burr. Coordinated with CCOG leadership to participate and lead the meetings; prepared customized talking points for attendees; held conference calls to prepare attendees; prepared and sent briefing materials electronically to congressional offices in advance; prepared briefing packets for meetings; communicated issues and attendees bios with congressional staff, as well as reply to questions and inquiries, in advance of the meetings; attended meetings; provided follow-up after the meetings; and prepared memos detailing the meetings for the Board.
- ✓ Prepared customized introduction letters for Executive Director to send to each member of CCOG's Congressional Delegation.
- ✓ Worked with CCOG's Executive Director to develop a formal Federal Action Plan and strategies for implementing those priorities, and participated in bimonthly calls and several face-to-face strategy sessions to discuss action items, federal updates, and more.
- ✓ Secured FY19 Appropriations Report Language to give more attention to regional councils and regional collaboration by three Committees and Congress. The language must be repeated each year, thus submitted again for FY20 and received support from U.S. Representatives Alma Adams and Richard Hudson without hesitation, as well as submittal to two additional subcommittees.
- ✓ Recommended and worked to confirm Anthony Bedell, Deputy Assistant Secretary (DAS) for Intergovernmental Affairs at the U.S. Department of Transportation, to give keynote address at the 50th Anniversary celebration. Also arranged for DAS Bedell to meet separately with members of the CCOG Executive Board and local stakeholders to discuss regional transportation initiatives, challenges and recommended solutions. In addition, DAS Bedell and his colleagues met with Executive Director Geraldine Gardner in DC.
- ✓ Wrote one-minute speeches for Members of Congress to recognize CCOG's 50th Anniversary, which resulted in a speech by Congressman Richard Hudson on the floor of the U.S. House of Representatives. (Congressman Hudson graciously framed a large copy of this speech as a gift to CCOG.)
- ✓ Prepared customized packets and talking points for Hill meetings during three different DC conferences – National Association of Counties (NACO), National League of Cities (NLC) and National Association of Development Organizations (NADO) – and communicated on same with CCOG members and Executive Director during those conferences while also personally attending each.
- ✓ Reported personally to all Executive Board meetings, as well as several more meetings of the Board of Delegates, Regional Mayors and Regional Managers.
- ✓ Researched historic restoration grant for CCOG member; identified questions; located points of contact and additional information requested; alerted organization to release of the Notice of Funding Availability (NOFA); read NOFA; reviewed and commented on outlines; participated in multiple strategy calls; prepared letters of support; and secured letters of support from congressional delegation.

- ✓ Started writing regular column for CCOG newsletter called “Capital Corner.”
- ✓ Provided regular updates on individual grant opportunities, a monthly collective list of new funding opportunities for local governments, and a quarterly update on competitive grants forthcoming. Additionally, in between these highlights, participated in federal agency webinars; arranged calls between CCOG and federal agency officials; evaluated feedback on previously unsuccessful applications and made recommendations for improvement; participated in debriefing calls; shared key political contacts; and regularly advised on grant programs and applications.
- ✓ Became actively involved in four separate problem solving strategies for CCOG members, two of which are still ongoing and another that after multiple communications with HUD and CCOG staff resolved a CDBG issue that threatened both future funding for a local project and potentially a requirement to payback previously awarded funds. The resolution not only saved the project, but will ultimately also save the affected CCOG county and city members \$332,950.

Although this list is not all inclusive, it is indicative of the rise in federal government relationships and successful outcomes. Congressional offices also continue to participate in CCOG organized meetings and to reach out to CCOG Directors in order to coordinate on local issues.

Despite all of the good news to report, however, there is always room from improvement. Any suggestions you have that will help me serve you and your constituents better is welcomed and encouraged.

Thank you for the opportunity to serve as CCOG’s federal lobbyist and consultant and for the time you have invested in these efforts. I remain firm in my commitment to make every year that you entrust in me better than the last.

Respectfully,



Leslie C. Mozingo
Owner and CEO
(202) 255-5760
leslie@strategics.consulting

PERFORMANCE REPORT: APRIL-MAY 2019

VALUE TO CCOG

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

- ✓ Prepared letters of support for Historic Revitalization Subgrant Program competitive grant application and coordinated securing those letters from CCOG's congressional delegation.

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

- Innovation Corridors
- Career Headlight
- Regional Freight
- ✓ All grants available listed in the master list of annual grants provided.

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

- ✓ Worked on process for requesting annual appropriations report language with congressional offices, including revisions to language to reflect FY20 request, draft request letters to the relevant subcommittees, and communications with CCOG's Congressional Delegation staff on same. Additionally, communicated with CCOG Executive Board, and prepared entry for newsletter, on Members of Congress to thank for their strong support.

Alert CCOG to competitive grant funding opportunity announcements.

- ✓ Sent special alerts on grants for rural community development and rural business development, Community Oriented Policing Services and FTA funds to fight human trafficking, healthy foods, farmers markets, and SNAP program.

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

- ✓ Provided alert on Sen. Tillis co-sponsored bipartisan legislation that would award grants to local communities for evidence-based school safety technology and infrastructure.
- ✓ Reviewed potential threats to Older Americans Act and its impact on Area Agencies on Aging; watched U.S. Senate Special Committee on Aging hearing for any comments specific and relevant to North Carolina and CCOG's concerns.

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

- ✓ Scheduled local meetings for Executive Director with district directors for U.S. Representatives Richard Hudson, Alma Adams and Patrick McHenry and regional representatives for U.S. Senators Thom Tillis and Richard Burr. (Future meeting with new district director for U.S. Representative Ted Budd forthcoming once staff member is hired.) Sent CCOG materials electronically in advance of meetings and attended all meetings.

Connect CCOG with key points of contact.

- ✓ See entry above regarding NC meetings scheduled with congressional offices for Executive Director.
- ✓ Shared CCOG support for CATS bus grants with organization's congressional delegation and contacts at U.S. DOT.
- ✓ Provided details of support to Raleigh contacts for city member's locally identified project in state budget.
- ✓ Updated list of legislative contacts for CCOG's congressional delegation.
- ✓ Shared recommendations from CCOG's Workforce Development Board with the sponsors of Dear Colleague letter in Congress regarding workforce development programs to be part of any infrastructure package in Congress.

Report quarterly to Executive Board.

- ✓ Reported to Executive Board during April 10th meeting.
- ✓ Participated in May 8th Board of Delegates meeting and rapid reporting exercise to explain the benefits of federal government relations program to CCOG members.
- ✓ Prepared April-May Performance Report for presentation to Executive Board on June 12th.

VALUE TO CCOG MEMBERS

Provide notice on competitive grant opportunities for local governments.

- ✓ Sent Grants Alert and quarterly update to Grants Forecast on April 22nd of competitive grants available to local governments.

Conduct quarterly "Lunch and Learn" grants workshops at CCOG offices.

- ✓ Discussions underway to possibly change format for grants training.

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.

- ✓ Communicated with city member regarding April Grants Alert.

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

- ✓ Not needed for recent meetings.

ADDITIONAL WORK PERFORMED

- ✓ Continued communications and met personally with CCOG staff and city member for a strategy discussion MSA HUD issue.
- ✓ Updated annual calendar for bimonthly strategy calls with Executive Director, as well as participated in longer face-to-face strategy session on Federal Action Plan implementation.
- ✓ Wrote entries for Capital Corner portion of newsletter and shared newsletter with staff for congressional delegation.

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

**GOALS AND ACTIVITIES FOR STRATEGICS CONSULTING
JULY 2019 – JUNE 2020**

- 1. Build, maintain and enhance relationships with Members of Congress and the federal agencies**
 - a. Build knowledge of CCOG’s positive reputation with Congressional Delegation and Executive Offices;
 - b. Coordinate visits in Washington and in-home districts for CCOG Delegates and management at least two times per year;
 - c. Connect CCOG with key points of contact; and
 - d. Draft customized talking points for communications with Congressional Delegation and staff members.

- 2. Develop advocacy strategies around the approved CCOG Federal Action Plan on regional priorities and implement in coordination with CCOG management.**

- 3. Provide information and support related to federal grant opportunities in coordination with CCOG staff**
 - a. Identifying resources and competitive grants from federal agencies via quarterly-updated annual forecast, monthly highlights, and individual notices when appropriate (Resources available to all CCOG members and staff);
 - b. Support individual members upon request with the following services as part of their CCOG membership:
 - i. Advising on grant strategy for specific projects
 - ii. Evaluating applications for competitiveness
 - iii. Alerting Congressional offices when CCOG members are submitting competitive applications
 - iv. Advising CCOG members on garnering Congressional support for specific applications
 - c. Offer training to staff and elected officials on grant strategy and readiness (basic training available free to CCOG members; advanced training fee required);
 - d. Should members require additional support, i.e. grant writing or congressional engagement related to the grants, these services can be made available for a fee; and
 - e. Advise CCOG staff on the development of communication and member request tracking systems that will better support the implementation of the above activities.

- 4. Respond to trouble shooting requests from members and CCOG on federal issues**
 - a. For member requests that CCOG staff cannot address, support the resolution with assistance, information, etc. (*case by case basis up to a certain degree of complexity*)
 - b. Support CCOG on any federal troubleshooting issues, requests for information, resolution development, etc.
 - c. Advise CCOG staff on the development of communication and member request tracking systems that will better support the implementation of the above activities.

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



Centralina Council of Governments

Item 5



Board Agenda Item Cover Sheet

Board Meeting Date:	June 12, 2019	Agenda Item Type:	Consent:	Regular:	x
Submitting Person:	Geraldine Gardner	Presentation Time (est.):	30 minutes		
Presenter at meeting:	Geraldine Gardner	Phone Number/Ext:	704-348-2703		
		Email:	ggardner@centralina.org		
Alternate Contact Person:	Kelly Weston	Phone Number/Ext:	704-348-2728		
		Email:	kweston@centralina.org		
Submitting Department:	Administration	Department Head Approval:	Geraldine Gardner		
Board Expectation: <i>(required action or responsibility expected from Board members)</i>					
The Executive Board will receive an update on the strategic planning process from the Executive Director and Amy Holloway, President & CEO of Avalanche Consulting. The Board will be asked to provide feedback on the emerging priorities for CCOG FY20 workplan and the CCOG mission statement.					
Description of Agenda Item:					
Geraldine Gardner, CCOG Executive Director, will provide an update on the strategic planning process including the emerging priorities for CCOG FY20 workplan. Amy Holloway, President & CEO of Avalanche Consulting, will present their assessment of the CCOG mission statement and brand. The Board will be asked to provide input on both the FY20 priorities and mission statement concepts.					
Background & Basis of Recommendations:					
The strategic review process, approved in March 2019, is now in its second phase and key activities are informing the development of CCOG's FY20 workplan. As part of the strategic review process, CCOG asked Avalanche Consulting to undertake an assessment of its external communications, including mission statement, brand and online presence. Avalanche has consulted with CCOG on numerous high profile projects, including the Career Headlight Portal and the Comprehensive Economic Development Strategy. Their familiarity with the organization and track record of strategic organizational advising make them uniquely qualified to assess CCOG's positioning.					
Action / Recommendation:					
Discuss and provide feedback on the CCOG mission statement concept and FY20 priorities.					
Time Sensitivity <i>(none or explain):</i>	Feedback at the June Board meeting is necessary to inform the completion of the FY20 workplan prior to the start of the fiscal year.				
Budget Impact <i>(if applicable):</i>	None				
List of Attachments <i>(if any):</i>	Strategic Planning Process Update Memo				



To: CCOG Executive Board
From: Geraldine Gardner, Executive Director
Date: June 4, 2019
RE: Update on CCOG Strategic Review

In March the Executive Board approved a strategic review process to address three themes or questions:

- What is our mission and our strategic priorities?
- Do we have an internal culture & infrastructure to support it?
- How can we strengthen our communications & brand?

I'm pleased to report that we have completed two out of the three phases of the process. For each theme, we assessed opportunities/challenges and developed a refined list of issues to tackle in FY20. We received robust internal and external input throughout the process and are now working towards completing several deliverables for the strategic review, as well as, defining next steps for activities/investments in the coming fiscal year.

Mission & Strategic Priorities

- **Mission:** June 12th work session with the Board will present initial ideas for feedback. CCOG staff will continue to refine concepts over June and July. A revised mission will be presented at the August Board of Delegates meeting for approval.
- **Strategic Priorities:** We have received input from the CCOG team, the Regional Managers group and the Board of Delegates at the May meeting. A draft list of priorities will be presented for feedback on June 12th. CCOG staff will finalize the priorities by June 30th and translate them into the FY20 workplan over July. We will provide a briefing at the August Board of Delegates meeting and the FY20 workplan will be sent to the Executive Board for approval at the September 11th meeting.

Internal Culture & Infrastructure

- We held an all-staff retreat on May 20th that focused on refining our core values as an organization and brainstorming solutions for a range of internal/infrastructure challenges identified in a staff survey. Work on this theme will continue throughout FY20, but priorities include coordinate all-staff training/development opportunities; improve our conference facilities; and refine our employee engagement/performance system.

Communications & Brand

Investment in the CCOG website and brand/logo is a critical priority for FY20 in order to enhance external communications with the region and engagement with our members. CCOG will budget for these investments in FY20 and work to implement in coordination with the Board throughout the 1st and 2nd Quarters of FY20.



Centralina Council of Governments

Item 6



Board Agenda Item Cover Sheet

Board Meeting Date:	June 12, 2019	Agenda Item Type:	Consent:		Regular:	X
Submitting Person:	Michelle Nance	Presentation Time (est.):	10 minutes			
Presenter at meeting:	Michelle Nance	Phone Number/Ext:	704-348-2709			
		Email:	mnance@centralina.org			
Alternate Contact Person:	None	Phone Number/Ext:				
		Email:				
Submitting Department:	Planning	Department Head Approval:	MEN			
Description of Agenda Item:						
<p>Regional Transit Plan Update</p> <p>The CONNECT Our Future regional plan identified transportation choice as a top priority, with regional transit as a key approach. According to the region’s economic strategy, Prosperity for Greater Charlotte, regional transit infrastructure is critical to economic and job growth. Since 2017, CCOG and CATS staff have laid the groundwork required to create a shared transit vision to increase mobility, economic access, and economic competitiveness across the region. Periodic updates have been provided to this board after key project milestones, including the 2018 Regional Transit Summit. After much engagement and preparation, the region is poised to begin the regional transit plan.</p>						
Background & Basis of Recommendations:						
<p>During 2017-2018, CCOG and the Metropolitan Transit Commission (MTC) partnered on an eighteen-month <i>Regional Transit Engagement Series</i> (RTES), to better understand the transit opportunities and needs within the region. The engagement included local government managers and staff, economic development professionals, major employers, land use and transportation planners, workforce, transit, higher education and hospital officials, and elected leaders from local, state, and federal levels (staff). The engagement results were highlighted in the May 2018 Regional Transit Summit, attended by over 200 persons from twelve counties in NC and SC. The final session of the summit included a <i>call to action for a regional shared vision for transit and the need for a regional transit plan and implementation strategies</i>.</p> <p>In late 2018 and early 2019, additional engagement was held (24 meetings) to identify key scope elements for the plan and test transit supportive messaging with a variety of stakeholders. The resulting plan scope will meet the needs of the region in terms of long-term visioning and planning and near-term implementation strategies. The CCOG/MTC team has identified funding for the plan and anticipate securing a consultant and beginning the plan in fall 2019.</p>						
Action / Recommendation:						
This item is for information only. We anticipate that the CCOG Board will be asked to approve agreements related to this project in the fall of 2019.						
Time Sensitivity (none or explain):	Time sensitive information.					
Budget Impact (if applicable):	None at this time. The project budget will bring funds into the organization to fund staff to work on this regional initiative.					
List of Attachments (if any):						



ACTION ITEMS:

Regional Transit Summit

Prepare for the Regional Transit Plan

Identify Funding for the Regional Transit Plan

GOALS:



Present findings from the Engagement Series



Define a plan scope that meets the needs of individual counties and communities.



Build a broad coalition of funders at the national, state, and local levels.

Regional Transit Engagement Series



Gastonia Transit Downtown Transfer Terminal

How can a Regional Transit Plan benefit Individual Communities?

Provides a unified vision and coordination

- Provides a "larger voice" for jurisdictions that may not normally be heard
- Makes the region more competitive
- Saves time now and money in the long-term by working together as a region
- Supports the reservation of right-of-way for transit

Supports economic competitiveness for all in the region

- Presents a unified message to businesses and residents considering the region
- Offers predictability for economic development and business investment decisions

Identified topics for a potential Regional Transit Plan:

- Enhancing local and regional mobility options
- Regional collaboration around trip planning, fare payment, and integrated service
- Human Transportation Services coordination and planning
- Veteran and cross-jurisdictional medical transportation
- Transit destinations and rapid transit lines
- Engagement of local, state, and federal elected officials and staff to identify key policy issues for the region
- Funding options, challenges, and best practices from peer regions



Regional Transit Engagement Series

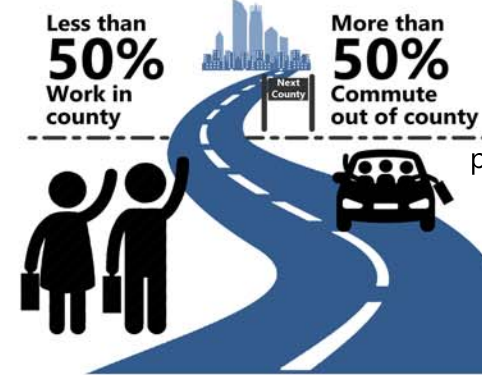
Why Plan for Regional Transit Now?

One of the fastest growing areas in the country, the Charlotte region is expected to add 1.8 million people by 2050. To meet the demands of this growing population, additional transportation choices will be needed.

In the 14-county, bistate CONNECT Our Future regional planning effort, transportation choice was identified as a top priority. Communities of all sizes across the region expressed a desire for increased transit service.



In Our Region...



Currently, over 50% of our region's population works in one county and lives in another. Cross-county public transportation options are needed for job access, economic development, and access to medical facilities

and services. Long-term transit planning efforts should be accelerated if we are to remain a leading, competitive region nationally and globally.

In partnership with the Metropolitan Transit Commission, the Regional Transit Public Engagement Series is a continuation of the CONNECT Our Future dialogue aimed at building regional relationships and understanding local transit needs and opportunities.

Regional Transit Engagement Series Objectives

Develop and strengthen regional relationships and engage those in surrounding counties that will be most impacted by a growing region and transportation network.

Understand local preferences for transit destinations and next best steps for regional transit planning.

Harvest insight from key stakeholders and decision makers on transit needs, challenges and opportunities.

Develop consensus based next steps on cross-county coordination and the expansion of regional transit infrastructure and services.



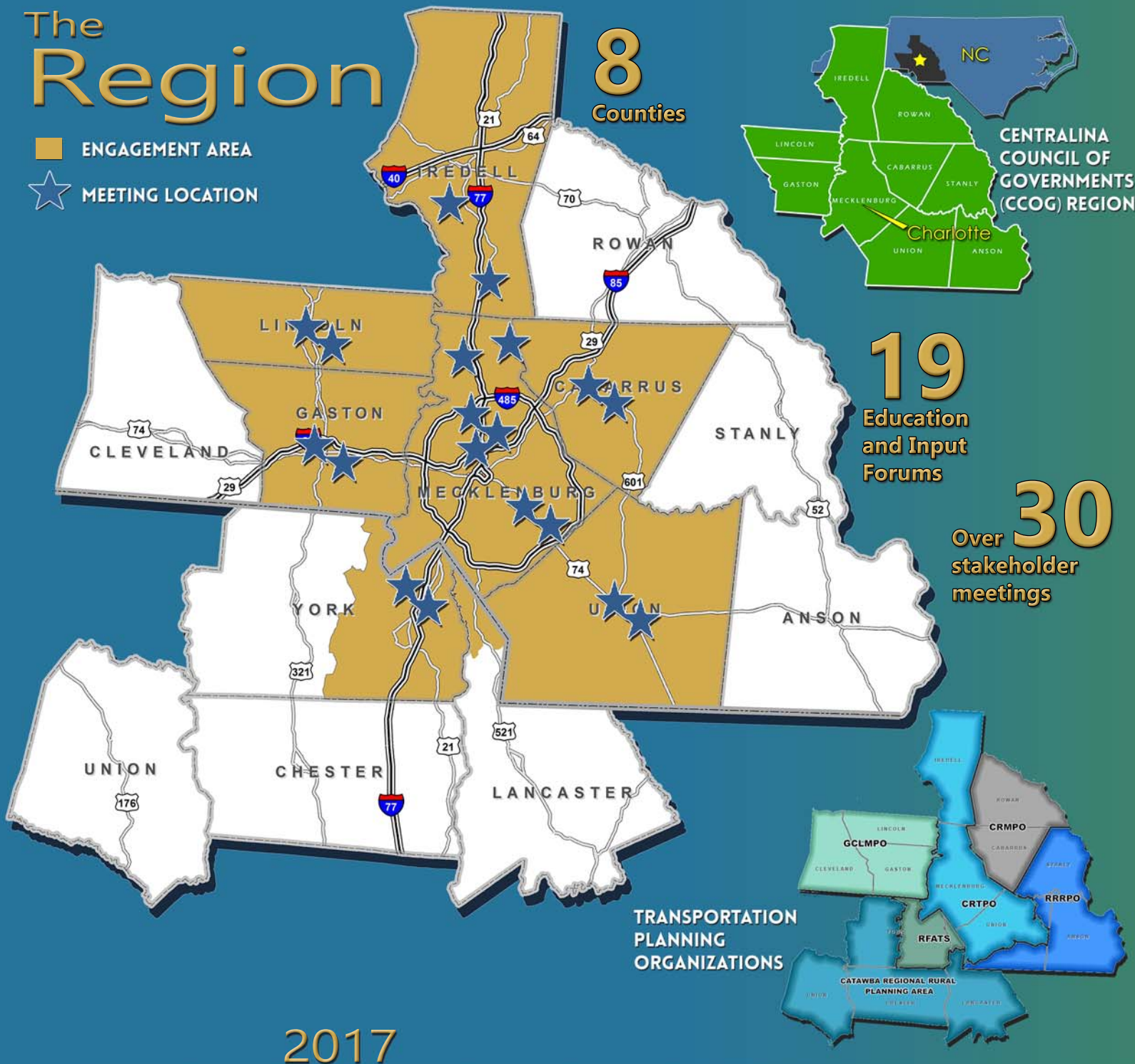
- MOBILITY OPTIONS
- INTEGRATED SERVICE
- PROVIDER COLLABORATION
- RAPID TRANSIT LINES
- COMMUTER RAIL
- VETERAN TRANSPORTATION
- FUNDING OPTIONS

For more information

about this project, upcoming engagement activities and opportunities related to transit, and to see this and other **Regional Transit Engagement Series** reports and appendices, access the RTES webpage: <http://bit.ly/RegionalTransit>

The Region

ENGAGEMENT AREA
MEETING LOCATION

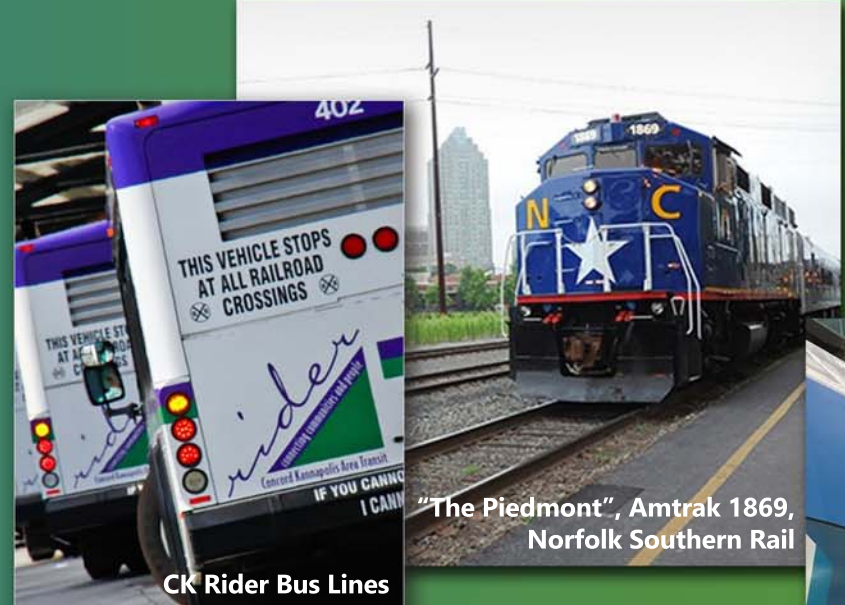


Regional Transit Key Themes

- Global Competitiveness and Job Retention
- Mobility Options and Meeting Needs of Changing Population
- Upward Social Mobility and Access

Engagement Outcomes

- Promote a Regional, System-wide Mobility Focus
- Develop a Regional Transit Plan to Identify:
 - Mobility Options
 - Transit Destinations, Lines, and Modes
 - Funding Options, Barriers, and Peer Region Review
- Create Regional Transit Resource Guide
- Develop Transit Supportive Messaging
- Assemble Additional Data
 - Tipping point for riding transit
 - Desire to pay for transit



Public Opinion Survey Findings

4 things to know about Regional Transit:

1. Public transportation should be comfortable, convenient, and safe.
2. Benefits of expanded regional transit service need to be emphasized to overcome perceived negative neighborhood impact concerns.
3. Majority would likely use Uber or Lyft for the first/last mile of trip to the public transit station.
4. Rail is more appealing than buses and street cars.



2018





Centralina Council of Governments

Item 7



Board Agenda Item Cover Sheet

Board Meeting Date:	June 12, 2019	Agenda Item Type:	Consent:		Regular:	X
Submitting Person:	Linda Miller	Presentation Time (est.):	10 minutes			
Presenter at meeting:	Linda Miller and Debi Lee	Phone Number/Ext:	704-348-2712			
		Email:	lmiller@centralina.org			
Alternate Contact Person:	Debi Lee	Phone Number/Ext:	704-348-2714			
		Email:	dlee@centralina.org			
Submitting Department:	Aging	Department Head Approval:	<i>Linda H. Miller</i>			
Board Expectation: (required action or responsibility expected from Board members)						
To gain support from the Executive Board for the submission of a Medicaid Ombudsman Request for Proposal (RFP) from the NC Association of Regional Councils of Government (NCARCOG) including Centralina COG/Area Agency on Aging as a member.						
Description of Agenda Item:						
The NC Division of Health and Human Service (NC DHHS) released a Request for Proposal (RFP) on May 31, 2019 to establish and deliver a statewide Medicaid Ombudsman program. As a non-profit entity, the NCARCOG would submit the proposal in partnership with the NC Association of Area Agencies on Aging. Centralina would potentially play a key role in writing the RFP and, if selected, in the implementation and delivery of the program.						
Background & Basis of Recommendations:						
As North Carolina transitions to a Medicaid Managed Care model, NC DHHS seeks an experienced provider in the role of the Medicaid Ombudsman to: <ul style="list-style-type: none"> • Serve as a central resource to resolve issues within the Medicaid delivery system • Provide information utilizing a “no wrong door” system • Support access to care by making referrals and collaborating with other resources and partners • Identify trends or systemic issues in delivery system performance • Support the NC DHHS vision of creating a healthier NC In light of the over 35 years delivering the Long Term Care Ombudsman program, knowledge of healthcare programs, insurance, Medicare and Medicaid, and established infrastructure across NC, the NCARCOG has engaged with the Area Agencies on Aging across the state to submit a proposal (RFP) to serve as the NC Medicaid Ombudsman.						
Action / Recommendation:						
Motion to support Centralina COG/Area Agency on Aging as a part of the NCARCOG application (RFP) to serve as the Ombudsman Program for State Medicaid consumers.						
Time Sensitivity (none or explain):	RFP due 7/16/19					
Budget Impact (if applicable):	None					
List of Attachments (if any):	None					



Centralina Council of Governments

Item 8



Board Agenda Item Cover Sheet

Board Meeting Date:	June 12, 2019	Agenda Item Type:	Consent:		Regular:	X
Submitting Person:	Kelly Weston	Presentation Time (est.):	10 minutes			
Presenter at meeting:	Geraldine Gardner	Phone Number/Ext:	704-348-2703			
		Email:	ggardner@centralina.org			
Alternate Contact Person:	Kelly Weston	Phone Number/Ext:	704-348-2728			
		Email:	kweston@centralina.org			
Submitting Department:	Administration	Department Head Approval:	Geraldine Gardner			
Board Expectation: <i>(required action or responsibility expected from Board members)</i>						
The Executive Board is asked to assist CCOG staff in gathering Delegate input on the location, structure, and format of the CCOG Board of Delegates meetings.						
Description of Agenda Item:						
CCOG staff seeks the Executive Board's assistance in contacting CCOG Delegates to gather their input on the location, structure, and format of the quarterly Board of Delegates meetings. Staff will use this feedback to inform future meeting planning that will increase attendance and create a productive, interactive meeting experience for Delegates.						
Background & Basis of Recommendations:						
The quarterly Board of Delegates meetings provide an opportunity for local elected officials to network with one another, learn about CCOG services, and gain insight into how CCOG is implementing strategies to meet the needs of the growing Centralina region.						
Earlier this year, CCOG conducted a Constituent and Membership Survey to collect feedback from those the organization serves. Responses to the survey indicate that there is an opportunity to examine new ways to make Board of Delegates meetings more productive and interactive and increase attendance. Staff would like to gather additional input from Delegates to inform meeting planning. Because elected official-to-elected official interactions have proven effective in generating thoughtful discussion, CCOG staff would like to enlist the assistance of the Executive Board in contacting the other Delegates to collect this input.						
Feedback related to meeting dates and times will be considered for planning the 2020 Board of Delegates meeting calendar. Feedback regarding other meeting enhancements will be incorporated into the August and October 2019 Board of Delegates meetings.						
Action / Recommendation:						
Motion committing the Executive Board members to conduct outreach to CCOG Delegates in their counties.						
Time Sensitivity (none or explain):	Feedback by Monday, July 15 th would be appreciated as this would allow time to incorporate suggestions into the planning for the August Board of Delegates meeting.					
Budget Impact (if applicable):	None					
List of Attachments (if any):	<ul style="list-style-type: none"> • Assignment: Executive Board Outreach to CCOG Delegates • Delegate Contact Information • CCOG Delegate Outreach Log 					

Assignment: Executive Board Outreach to CCOG Delegates

Due Date: Monday, July 15th

1. Contact the Delegates assigned to you on the attached list to ask them for feedback about Board of Delegates meetings. Suggested talking points for phone calls and an email template are provided below.

Talking Points for Phone Calls

- As you know, I represent [County Name]/[the municipalities in County Name] on the CCOG Executive Board.
- We're interested in getting feedback from CCOG Delegates to help us make the quarterly Board of Delegates meetings as productive, informative, and engaging as possible for our members.
- These meetings provide an opportunity to engage with other elected officials and CCOG staff, receive information about services to address your community's needs, and ensure your community has a seat at the table for discussions about the challenges facing our growing region.
- I have a few questions I'd like to ask you about the time, format, and structure of these meetings and would appreciate any thoughts you have to share.
 - Is the current meeting time of 6:15 pm convenient for you, or would you prefer to meet at a different time, such as mid-morning or mid-afternoon?
 - Per the CCOG bylaws, Board of Delegates meetings are always the 2nd Wednesday of the months of February, May, August and October. Are there any standing meetings of your Council/Commission that regularly interfere with your participation?
 - Is the CCOG office a suitable location for the meetings?
 - Currently, the meetings consist primarily of presentations and reports on local and regional issues. Which of the following could we add to the meetings: guest speakers, panel discussions, small group discussions, or some other element?
 - How useful are the meeting topics and content to your work in your community?
 - Are there any topics you would like to see covered at future meetings?
 - What do you like best about Board of Delegates meetings?
 - Is there anything we should start doing or stop doing at Board of Delegates meetings?
 - Do you have any additional suggestions for improving your experience at Board of Delegates meetings?
 - Do you report back to your Council or Commission after CCOG Board of Delegates meetings?
 - In the event that you are unable to attend, has your alternate been able to attend?
- I'll be sharing your feedback with CCOG staff and other members of the Executive Board. Thank you for your time.

Email Template

[Greeting]

As you know, I represent [County Name]/[the municipalities in County Name] on the CCOG Executive Board. We are interested in getting feedback from CCOG Delegates to help us make the quarterly Board of Delegates meetings as productive, informative, and engaging as possible for our

members. These meetings provide an opportunity to engage with other elected officials and CCOG staff, receive information about services to address your community's needs, and ensure your community has a seat at the table for discussions about the challenges facing our growing region.

I would appreciate any thoughts you may have regarding the time, format, and structure of the Board of Delegates meetings. Your responses to the following questions will be helpful to CCOG staff when planning the meetings.

- Is the current meeting time of 6:15 pm convenient for you, or would you prefer to meet at a different time, such as mid-morning or mid-afternoon?
- Per the CCOG bylaws, Board of Delegates meetings are always the 2nd Wednesday of the months of February, May, August and October. Are there any standing meetings of your Council/Commission that regularly interfere with your participation?
- Is the CCOG office a suitable location for the meetings?
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- Are there any topics you would like to see covered at future meetings?
- What do you like best about Board of Delegates meetings?
- Is there anything we should start doing or stop doing at Board of Delegates meetings?
- Do you have any additional suggestions for improving your experience at Board of Delegates meetings?
- Do you report back to your Council or Commission after CCOG Board of Delegates meetings?
- In the event that you are unable to attend, has your alternate been able to attend?

I'll be sharing your feedback with CCOG staff and other members of the Executive Board.

Thank you for your time.

2. **If you contact Delegates via phone or in person:** Record their responses on the attached CCOG Delegate Outreach Log. Be sure to include your responses on the CCOG Delegate Outreach Log as well. Send the log to Kelly Weston at kweston@centralina.org by **Monday, July 15th**.

If you contact Delegates via email and receive responses from them: Forward those response emails to Kelly Weston at kweston@centralina.org by **Monday, July 15th**. Please email your input to Kelly by this date as well.

CCOG Delegate Contact List

Executive Board Member	Delegate(s) to Contact	Title	Community	Phone	Email
Frank Aikmus	Joe Pollino	Mayor	Marvin	704-243-6721	joepollino@marvinnc.org
	David Scholl	Mayor Pro Tem	Stallings	704-981-1501	dscholl@stallingsnc.org
Zach Almond	Betty Harrison	Commissioner	Norwood	704-474-3416	betty.harrison@norwoodgov.com
Deloris Chambers	Jeffrey Watson	Mayor Pro Tem	Misenheimer	704-463-0432	jwatson@villageofmisenheimernc.gov
	Gary Anderson	Council Member	Monroe	803-509-0284	ganderson@monroenc.org
Bobby Compton	Charlie Martin	Mayor	Belmont	704-591-9388	cmartin@cityofbelmont.org
	Mike Boone	Alderman	Spencer	704-637-0217	jmbdcb@bellsouth.net
John Crump	Mike Haigler	Council Member	Locust	980-581-7224	lcchaigler@gmail.com
Larken Egleston	Jack Edwards	Mayor	Pineville	704-577-2973	jedwards@pinevilledsl.net
	Brenda McMillon	Mayor Pro Tem	Waxhaw	704-843-2195	brenda.mcmillon@waxhaw.com
Bill Feather	Deloris High	Alderman	East Spencer	704-738-3193	delorishigh@gmail.com
	Matthew Lyerly	Alderman	Faith	704-279-7500	MLyerly4U@Me.com
Trevor Fuller	Thurman Ross	Commissioner	Cornelius	704-968-5876	tross@cornelius.org
	Jeff Matthews	Commissioner	Matthews	704-999-9191	jmiller@matthewsnc.gov
Martha Sue Hall	Doug Burgess	Mayor	Oakboro	704-485-4541	dburgess@oakboro.com
	Virginia Morgan	Mayor Pro Tem	Marshville	704-624-9151	vmorgan34@yahoo.com
Gene Houpe	Paul Bryant	Council Member	Troutman	704-508-1455	pbryant@troutmannnc.gov
Michael Johnson	Danny Gabriel	Mayor	Cleveland	704-278-9198	clevelandclerk@clevelandnc.org
	Jeff Perryman	Council Member	Weddington	704-846-2709	jperryman@townofweddington.com
Jay McCosh	H.L. Beam	Mayor	Cherryville	704-435-1700	hbeam@cityofcherryville.com
	Effie Locklear	Commissioner	Ranlo	704-824-3461	effiesonshine1@aol.com
William Morgan	Autumn Michael	Commissioner	Davidson	704-904-3388	amichael@townofdavidson.org
	Al Heggins	Mayor	Salisbury	704-638-5231	Al.Heggins@salisburync.gov
Brent Moser	Kevin Pressley	Mayor	Hemby Bridge	704-882-2571	mayorpres@aol.com
	Peggy Neill	Council Member	Mineral Springs	704-843-2910	peggyneill27@carolina.rr.com
Rich Permenter	Rick Coleman	Mayor	Dallas	704-922-4991	rcdc18@charter.net
	Rodney Gordon	Mayor Pro Tem	Kings Mountain	704-739-2229	rgordon@cityofkm.com
Lynn Shue	Seth Moore	Alderman	Landis	704-857-2411	smoore@townoflandis.com
Nick Walsh	Mike Cochrane	Commissioner	Mint Hill	704-578-6309	mcochrane52@gmail.com
Jim Watson	Will Cauthen	Mayor	Cramerton	704-860-4885	willcauthen@gmail.com
	Sandy Railey	Mayor	Lowell	704-860-7162	srailey@lowellnc.com
Jarvis Woodburn	Theodore Carr	Mayor	Morven	704-851-3905	townofmorven@windstream.net
	Bill Thacker	Mayor	Wadesboro	704-694-3860	wadesboroclerk@windstream.net
Ronnie Worley	Kay McCathen	Council Member	Bessemer City	704-866-8721	kmccathen@bessemercity.com
	Walker Reid	Mayor	Gastonia	704-853-9406	mayorreid@cityofgastonia.com



CCOG Delegate Outreach Log

- Please use the spaces below to collect feedback from your conversations with CCOG Delegates regarding the Board of Delegates meetings.
- It is not necessary to indicate the names or communities of the Delegates who provided feedback.
- Include your own input as well.
- Please return this form to Kelly Weston at kweston@centralina.org by **Monday, July 15th**.
- If you contact Delegates via email, it is not necessary to use this form, but please forward their email responses to Kelly.

Meeting Time/Date/Location

Is the current meeting time of 6:15 pm convenient for you, or would you prefer to meet at a different time, such as mid-morning or mid-afternoon?	Per CCOG bylaws, Board of Delegates meetings are held the 2 nd Wednesday of the months of February, May, August, and October. Does your Council/Commission have any standing meetings that regularly interfere with your participation?	Is the CCOG office a suitable location for the meetings?

Meeting Format/Structure/Content

The meetings currently consist primarily of presentations and reports on local and regional issues. Which of the following could we add to the meetings: guest speakers, panel discussions, small group discussions, or some other element?	How useful are the meeting topics and content to your work in your community?	Are there any topics you would like to see covered at future meetings?

Meeting Experience

What do you like best about Board of Delegates meetings?	Is there anything we should start doing or stop doing at Board of Delegates meetings?	Do you have any additional suggestions for improving your experience at Board of Delegates meetings?

Council/Commission Engagement

Do you report back to your Council or Commission after Board of Delegates meetings?	In the event you have been unable to attend a Board of Delegates meeting, has your Alternate been able to attend on your behalf?	Additional Comments