



# The Executive Board Agenda

Wednesday, September 12, 2018  
 Centralina Council of Governments  
 9815 David Taylor Drive, Suite 100  
 Charlotte, NC 28262

Chairman Bill Feather will convene a meeting of the Centralina COG Executive Board at 6:30 p.m. on Wednesday, September 12, 2018. 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 1<sup>st</sup> floor of the Broadcom building.

Time	Item	Presenter
6:00 p.m.	<b>Dinner</b> Please RSVP to Kelly Weston at <a href="mailto:kweston@centralina.org">kweston@centralina.org</a> or (704) 348-2728 by <b>12:00 p.m. on Monday, September 10<sup>th</sup></b> so that catering can be arranged.	Kelly Weston
6:30 p.m.	<b>Call to Order</b>	Bill Feather
	<b>Amendments to the Agenda</b> (if any)	Bill Feather
<b>Consent Items:</b> <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. <b>Item 1</b> <a href="#">Pages 4 - 11</a>	<b>Approval of the June 13, 2018 Executive Board Meeting Minutes and the June 27, 2018 Executive Board Special Meeting Minutes</b> The minutes of the June 13, 2018 meeting and the June 27, 2018 special meeting have been distributed to all members of the Executive Board and should be approved if correct.  <b>Action/Recommendation:</b> <i>I move to approve the June 13, 2018 Executive Board Meeting minutes and the June 27, 2018 Executive Board Special Meeting minutes.</i>	Bill Feather
<b>Regular Business Items:</b>		
6:40 p.m. <b>Item 2</b> 10 minutes <a href="#">Page 13</a>	<b>Catawba Wateree Water Management Group Presentation</b> The majority of our region is included within either the Catawba or Yadkin River Basins. Each basin is now represented by its own Water Management Group. COG staff is interested in hearing from Executive Board members about the value in bringing representatives of each Water Management Group to the October of Board of Delegates meeting to provide brief updates on their top current initiatives and for Water Management Group staff members to hear from our region's elected officials on water issues important in their communities.  <b>Action/Recommendation:</b> <i>Provide guidance to staff regarding a) the value of hearing updates on this topic and b) key water issues that staff should further hear from local governments about.</i>	Jason Wager
6:50 p.m. <b>Item 3</b> 10 minutes <a href="#">Pages 15 - 19</a>	<b>Federal Relations Update</b> CCOG's federal relations consultant, Leslie Mazingo, will present an update on COG's federal relations efforts, including performance reports on activities from May through August 2018.  <b>Action/Recommendation:</b> <i>I move that the Strategics Consulting performance reports for May – June 2018 and July – August 2018 be accepted.</i>	Leslie Mazingo
7:00 p.m. <b>Item 4</b> 10 minutes <a href="#">Pages 21 - 23</a>	<b>CCOG Conference Update</b> Staff will present a 2019 COG Conference budget proposal for the Executive Board's review and approval. The Board will also be asked to review and approve the proposed registration fee structure for the event.  <b>Action/Recommendation:</b> <i>I move that the Executive Board approve the proposed budget for the 2019 COG Regional Conference and the proposed registration fee structure as presented.</i>	Angel Stoy
7:10 p.m. <b>Item 5</b>	<b>50<sup>th</sup> Anniversary Update</b> The Executive Board will review and provide feedback on options for funding the	Jim Prosser



# The Executive Board Agenda

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 Centralina Council of Governments  
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Time	Item	Presenter
10 minutes <a href="#">Pages 25 - 26</a>	November 30, 2018 Region of Excellence Awards Luncheon.  <b>Action/Recommendation:</b> <i>Provide feedback on options for funding the Region of Excellence Awards Luncheon.</i>	
<b>7:20 p.m.</b> <b>Item 6</b> 10 minutes <a href="#">Pages 28 - 32</a>	<b>Executive Director Transition Update</b> The Executive Board has initiated a process to select a new Executive Director. This item will provide an overview of that process including a timeline.  <b>Action/Recommendation:</b> <i>Review of and comment on selection process.</i>	Martin Oakes
<b>7:30 p.m.</b> <b>Item 7</b> 10 minutes <a href="#">Page 34 - 35</a>	<b>Interim Executive Director Compensation</b> The Executive Board appointed Jim Prosser as Interim Executive Director effective July 9, 2018. Separate action is now appropriate to set compensation for this position.  <b>Action/Recommendation:</b> <i>Set compensation for the Interim Executive Director retroactive to July 9, 2018.</i>	Jim Prosser
<b>7:40 p.m.</b> 5 minutes	<b>Comments from the Executive Board</b>	Board Members
<b>7:45 p.m.</b> 5 minutes	<b>Comments from the Chair</b>	Bill Feather
<b>7:50 p.m.</b> 5 minutes	<b>Comments from the Interim Executive Director</b>	Jim Prosser
<b>7:55 p.m.</b>	<b>Adjournment</b>	Bill Feather

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Centralina Council of Governments

## **Item 1**



**Executive Board Minutes  
June 13, 2018**

<b>Officers Present</b>	<b>Delegates Present</b>	<b>Delegates Not Present</b>	<b>Centralina Staff</b>
Bill Feather, Chair Bobby Compton, Vice Chair Jarvis Woodburn, Secretary	John Crump Michael Johnson Martin Oakes Nick Walsh  <i>Via phone</i> Martha Sue Hall Gene Houpe	Frank Aikmus Larken Egleston Trevor Fuller Bill Lawhon, Treasurer Jay McCosh Brent Moser Lynn Shue Tim Smith Ronnie Worley	Katie Kutcher Mike Manis Linda Miller Michelle Nance Ron Smith Angel Stoy Marsha Sutton Jason Wager Kelly Weston  <i>Guest</i> Leslie Mozingo

**Call to Order**

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

**Amendments to the Agenda**

Vice Chair Bobby Compton, Town of Mooresville, requested to remove Item 3 from the Consent Agenda for discussion.

Commissioner Martin Oakes, Lincoln County, requested the addition of Item 6a, an action item to discontinue the Volunteer Transportation Services (VTS) program.

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

**Consent Items**

- 1. FY2017-2018 Budget Amendment**
- 2. Finance Committee Authorization**
- 4. Purchasing Policy**
- 5. Approval of the April 11, 2018 Executive Board Meeting Minutes**

Mayor Pro Tem Hall made a motion to approve the Consent Agenda. Mayor John Crump, Town of Midland, seconded the motion and it carried unanimously.

**3. Conflict of Interest Policy**

Marsha Sutton, Finance Director, explained that because of new federal statutes and regulations, CCOG is required to adopt a more stringent conflict of interest policy. She noted that the policy included in the agenda packet was drafted by the School of Government and adapted to CCOG. The new policy is similar to the old policy and must be in place before July 1, 2018.

Secretary Woodburn made a motion to approve the revision to the Conflict of Interest Policy and the addition of a written Gift Ban Policy as required by 2 C.F.R. § 200.318(c)(1). Council Member Michael Johnson, City of Statesville, seconded the motion and it carried unanimously.

Katie Kutcher, Aging Programs Coordinator, explained that to receive FY2019 grant funding from the North Carolina Department of Transportation (NCDOT), the agency has requested that CCOG obtain updated forms signed by the Executive Board agreeing to the Conflict of Interest Policy.

Ron Smith, Executive Director, noted that the grant would be used to fund programs such as VTS and Mobility Management.

## **6. Federal Relations Update**

Leslie Mazingo, Strategics Consulting, presented the federal relations annual report for 2017-2018. She highlighted the August Advocacy meetings with members of Congress, adding that she will provide the Board Members with information on the dates and times for those meetings and for pre-meeting conference calls. She also noted that she has arranged for James Ray from the U.S. Department of Transportation to meet with CCOG on Friday to discuss needs and funding for regional transit planning. She further noted that CCOG successfully resubmitted draft appropriations report language that would list Councils of Government as being eligible for local government competitive grants. She also reported on assisting a County member government in identifying funding to address a public facility contamination issue. She encouraged the Board Members to contact CCOG for assistance in investigating funding for issues in their communities.

Chairman Feather asked Ms. Mazingo to step out of the meeting momentarily so the Board could discuss her contract renewal.

Commissioner Oakes made a motion that the Executive Director be authorized to enter into a contract with Strategics Consulting for a two-year renewal of services for fiscal year 2018-2020. Council Member Johnson seconded the motion and it carried unanimously.

Council Member Johnson noted that getting the House Subcommittees on Transportation and Housing and Urban Development and related agencies to recommend including appropriations language referencing Councils of Government was a big accomplishment.

Ms. Mazingo returned to the meeting and Chairman Feather informed her that the Executive Board had approved the contract renewal.

Mayor Pro Tem Hall made a motion that the CCOG Federal Relations Annual Report for 2017-2018 be accepted. Commissioner Compton seconded the motion and it carried unanimously.

## **6a. Volunteer Transportation Services**

Commissioner Oakes noted that the Executive Board received an email announcing CCOG's intent to cancel the VTS program. He noted that the Executive Board previously approved continuing VTS and requested that the Board vote on further action regarding the program.

Ms. Kutcher provided background information on VTS, explaining that the grant that funded the program had been reclassified in 2015 to require a 50% local match. The following year, CCOG was able to renegotiate with NCDOT, resulting in only a 10% local match. CCOG applied for the FY19 grant to fund the VTS and Mobility Management programs and in March 2018, received notice that VTS has been reclassified and now requires a 50% local match in the amount of \$73,500. In evaluating the program, staff

has not seen the growth or return on investment they had hoped to see. CCOG also applied for other funds through foundations, but those did not come to fruition.

Commissioner Oakes requested information on the out-of-pocket, per trip costs associated with the VTS program. He added that Lincoln County will look into taking over the program.

Commissioner Oakes made a motion to concur with the Executive Director's decision to terminate the VTS program. Secretary Woodburn seconded the motion and it carried unanimously.

#### **7. May 17<sup>th</sup> Regional Transit Summit Report Out**

Michelle Nance, Planning Director, presented a recap of the May 17<sup>th</sup> Regional Transit Summit. She explained that the purpose of the event was to report out on the Regional Transit Series work that occurred over the past year. She noted that over 80 agencies were represented, including local governments from 12 counties in North Carolina and South Carolina. The summit featured keynote speakers, including a luncheon keynote from Denver, CO. Because the biggest outcome of the transit series was the need for developing a regional transit plan, the summit concluded with a call to action that asked attendees to pledge their support to furthering the next steps for a transit plan. These next steps will include drafting a regional scope, continuing education and outreach, engaging state legislators, and developing a transit support message.

#### **8. CCOG Conference Update**

Kelly Weston, Clerk to the Board, presented the 2018 CCOG Conference financial report. She noted that CCOG saw a major cost savings in speaker fees, adding that the only costs associated with keynote speakers were travel expenses. She also noted that CCOG secured an in-kind sponsorship with a printing company, that resulted in a savings on printing costs. The event received \$32,950 in sponsorship funds, almost reaching its \$35,000 goal. Overall, Conference revenues exceeded expenditures, resulting in a surplus of over \$8,000.

Angel Stoy, Aging Specialist, explained that staff has researched several potential venues for next year's Conference and propose holding the event at the Popp-Martin Student Union on the UNC Charlotte campus. Staff also proposes setting the date as Friday, March 8, 2019. She added that the date does not appear to conflict with other conferences and occurs during UNC Charlotte's spring break.

Commissioner Oakes suggested earlier advertising of the Conference's continuing education credit opportunity for planners.

Commissioner Oakes made a motion to select Friday, March 8, 2019 as the date for the next CCOG Regional Conference and UNC Charlotte's Popp-Martin Student Union as the location for the event. Vice Chair Compton seconded the motion and it carried unanimously.

#### **9. CCOG 50<sup>th</sup> Anniversary Update**

Vice Chair Compton reported that the 50<sup>th</sup> Anniversary Advisory Committee met on June 1<sup>st</sup> to provide staff with feedback on celebration activities, including the August Board of Delegates meeting and the Region of Excellence Awards luncheon. The Board of Delegates meeting will be held on August 8<sup>th</sup> in the Grand Hall of the Mount Holly Municipal Complex and will highlight communities in Union, Rowan, and Gaston Counties. The meeting will also feature a panel discussion with representatives from CCOG member communities discussing significant projects with which CCOG has provided assistance. The Committee narrowed the list of venues for the Region of Excellence Awards luncheon to sites in Concord. The Committee will review a budget for the event. A save-the-date will be distributed later in June that will include the list of award categories and the location and time of the event.

## **10. NC Association of Regional Councils of Government IntraRegional Agreements**

Mr. Smith explained that the COGs within the state assist each other to cover gaps in services. The NC Association of Regional Councils of Government (NCARCOG) has drafted an agreement that would formalize these arrangements for shared services. NCARCOG has asked each COG to approve and sign the agreement.

Commissioner Walsh made a motion to recommend approval of the agreement. Vice Chair Compton seconded the motion and it carried unanimously.

## **11. Executive Board At-Large Membership**

Mr. Smith noted that Statesville City Council Member William Morgan and Town of Davidson Commissioner Autumn Michael have expressed interest in serving as at-large members on the Executive Board.

Hearing no objections from the Board, Chairman Feather appointed Council Member Morgan and Commissioner Michael to the at-large seats on the Executive Board.

### **Comments from the Executive Board**

Council Member Johnson, City of Statesville, noted that he and Mr. Smith participated in meetings with state legislators last month as part of a legislative push organized by NCARCOG. Council Member Johnson requested permission to submit NCARCOG's policy agenda to all members of the Executive Board. He added that the agenda's focus is education about the efficacy of COGs as the lead resource agency for government programs.

### **Comments from the Chair**

Chairman Feather reminded the Executive Board to save the date for the August 8<sup>th</sup> Board of Delegates meeting. He noted that since this is the Board's summer meeting, attendance is often affected. He asked for the Executive Board's assistance in encouraging Delegates from their county area to attend or send an Alternate.

Chairman Feather also reported the CCOG was among 23 local governments in the state to earn recognition in the 11<sup>th</sup> North Carolina City and County Communicators' Excellence in Communications Awards. CCOG won first place in the TV or Video Public Service Announcement award category for the Greater Charlotte Regional Freight Mobility film.

### **Comments from the Executive Director**

Mr. Smith reported that the Senior Community Service Employment Program (SCSEP) has been in danger based on its funding and workload. CCOG is working with Senior Services of America to sustain SCSEP for the next six to nine months and will continue to assess the program.

Linda Miller, Aging Director, added that SCSEP is a job training program in which government agencies and nonprofits agree to host adult workers over age 55. The participants learn new skills to increase their employability. She noted that one pitfall of the program has been the criteria to accept participants.

Mr. Smith also reported that the Regional Conference of Mayors meeting will be held in Gastonia on June 21<sup>st</sup>.

He also reported that he received a letter and resolution from the Town of Indian Trail expressing their intent to withdraw membership from CCOG. He noted that he has attempted to contact the Town without response.

In response to a question from Commissioner Oakes, Mr. Smith noted that the Town paid its membership dues for the current fiscal year.

Commissioner Oakes noted that to withdraw its membership, the Town must provide at least six-month notice.

Chairman Feather stated that the Town must go through the proper process to withdraw and should receive a membership dues invoice for the upcoming fiscal year.

**Adjournment**

With no further business to be discussed, Chairman Feather adjourned the meeting at 7:41 p.m.

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**Executive Board Minutes  
June 27, 2018**

<b>Officers Present</b>	<b>Delegates Present</b>	<b>Delegates Not Present</b>	<b>Centralina Staff</b>
Bill Feather, Chair Bobby Compton, Vice Chair Jarvis Woodburn, Secretary Bill Lawhon, Treasurer	Larken Egleston Michael Johnson Jay McCosh Autumn Michael William Morgan Martin Oakes Lynn Shue Nick Walsh Ronnie Worley  <i>Via phone</i> Martha Sue Hall	Frank Aikmus John Crump Trevor Fuller Gene Houpe Brent Moser Tim Smith	Ron Smith Kelly Weston Venecia White

**Call to Order**

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

A motion to adopt the agenda was made and seconded. The motion carried unanimously.

**1. CCOG Audit Contract FY18-19**

Chairman Feather explained that the Executive Board must approve the contract with Cherry Bekaert, LLP for audit services before he can sign it.

Commissioner Nick Walsh, Town of Huntersville made a motion to approve the contract. Mayor Pro Tem Martha Sue Hall, City of Albemarle seconded the motion and it carried unanimously.

**2. Interim Executive Director**

Chairman Feather explained that following the resignation of Ron Smith, Executive Director, someone will need to fill the position during the interim period.

A discussion ensued about Interim Executive Director prospects.

Mayor Pro Tem Hall made a motion to select former CCOG Executive Director Jim Prosser as Interim Executive Director. Council Member Michael Johnson, City of Statesville, seconded the motion and it carried unanimously.

Mr. Smith noted that there will need to be a conversation with Mr. Prosser to discuss compensation and parameters.

Council Member Johnson made a motion authorizing Chairman Feather to enter into a contract with Mr. Prosser if it does not exceed the current Executive Director budgetary commitments. Treasurer Bill Lawhon, Stanly County, seconded the motion and it carried unanimously.

### **3. Executive Search Committee and Process**

Mayor Pro Tem Hall made a motion to enter Closed Session. The motion failed due to lack of a second.

In response to a question from Mayor Pro Tem Hall, Commissioner Martin Oakes, Lincoln County, noted that the previous Executive Director Search Committee was comprised of himself, former CCOG Chair Patsy Kinsey, former CCOG Treasurer Bill Deter, Town of Cornelius Commissioner Thurman Ross, Matthews Town Manager Hazen Blodgett, City of Charlotte Assistant City Manager Kim Eagle, and Western Piedmont Council of Governments Executive Director Anthony Starr. He added that he has contacted the committee and five have agreed to serve again.

In response to a question from Mayor Pro Tem Hall, Commissioner Oakes explained that during the previous search, the committee initially interviewed three candidates and then interviewed three more. He suggested revisiting the search process.

Chairman Feather suggested conducting the next search in-house, adding that CCOG staff can facilitate the process.

Commissioner Oakes agreed to lead the Search Committee.

By consensus, the Executive Board selected Mayor Pro Tem Hall and Council Member Johnson as additional members to serve on the committee.

### **4. Transition Timeline**

Chairman Feather explained that the Selection Committee will review and update the timeline used during the previous search.

In response to a question from Commissioner Oakes, Venecia White, Human Resources Officer, explained that out-of-state candidates can be recruited by advertising through professional organizations such as the International City/County Managers Association, the National Association of Regional Councils, and the National Association of Development Organizations.

Commissioner Walsh, suggested setting August 17<sup>th</sup> as the application deadline.

Council Member Johnson suggested contacting Joe McKinney of NADO for recommendations of potential candidates.

Commissioner Oakes stated that he will send the selection criteria from the previous search to the Search Committee for review.

Mayor Pro Tem Hall suggested continuing to involve CCOG directors and staff in the selection process.

Commissioner Oakes proposed setting a Search Committee conference call for July 17<sup>th</sup> at 7:00 p.m.

### **Comments from the Group**

Council Member Johnson introduced Council Member William Morgan, City of Statesville, a new at-large member to the Executive Board.

Commissioner Walsh introduced Commissioner Autumn Michael, Town of Davidson, also a new at-large member.

Chairman Feather asked the other members of the Executive Board and staff present to introduce themselves as well.

**Adjournment**

With no further business to be discussed, Chairman Feather adjourned the meeting at 6:53 p.m.

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Centralina Council of Governments

## **Item 2**



## Board Agenda Item Cover Sheet

<b>Board Meeting Date:</b>	September 12, 2018		<b>Consent:</b>		<b>Regular:</b>	X
<b>Submitting Person:</b>	Jason Wager	<b>Presentation Time (est.):</b>	10 minutes			
<b>Presenter at meeting:</b>	Jason Wager	<b>Phone Number/Ext:</b>	704-348-2707			
		<b>Email:</b>	<a href="mailto:jwager@centralina.org">jwager@centralina.org</a>			
<b>Alternate Contact Person:</b>	Jim Prosser	<b>Phone Number/Ext:</b>	704-348-2703			
		<b>Email:</b>	<a href="mailto:jprosser@centralina.org">jprosser@centralina.org</a>			
<b>Submitting Department:</b>	<b>Planning</b>	<b>Department Head Approval:</b>	<i>Michelle E. Nance</i>			
<b>Description of Agenda Item:</b> <i>(same wording as on agenda summary)</i>						
Discussion of Regional Water Resource Initiatives						
<b>Background &amp; Basis of Recommendations:</b>						
<ul style="list-style-type: none"> <li>• The majority of our region is included within either the Catawba or Yadkin River Basins</li> <li>• Each basin is now represented by its own Water Management Group</li> <li>• COG staff is interested in hearing from Executive Committee members about the value in bringing representatives of each Water Management Group to the October of Board of Delegates meeting to provide brief updates on their top current initiatives and for Water Management Group staff members to hear from our region's elected officials on water issues important in their communities.</li> </ul>						
<b>Action / Recommendation:</b>						
1. Provide guidance to staff regarding a) the value of hearing updates on this topic and b) key water issues that staff should further hear from local governments about						
<b>Time Sensitivity (none or explain):</b>	None					
<b>Budget Impact (if applicable):</b>	None					
<b>List of Attachments (if any):</b>	None.					



Centralina Council of Governments

### **Item 3**



## Board Agenda Item Cover Sheet

<b>Board Meeting Date:</b>	September 12, 2018	<b>Agenda Item Type:</b>	<b>Consent:</b>	<b>Regular:</b>	x
<b>Submitting Person:</b>	Kelly Weston	<b>Presentation Time (est.):</b>	10 minutes		
<b>Presenter at meeting:</b>	Leslie Mozingo	<b>Phone Number/Ext:</b>	202-255-5760		
		<b>Email:</b>	<a href="mailto:leslie@strategics.consulting">leslie@strategics.consulting</a>		
<b>Alternate Contact Person:</b>	n/a	<b>Phone Number/Ext:</b>			
		<b>Email:</b>			
<b>Submitting Department:</b>	<b>General Government</b>	<b>Department Head Approval:</b>	<b>Jim Prosser</b>		
<b>Board Expectation:</b> <i>(required action or responsibility expected from Board members)</i>					
The Executive Board will receive an update on CCOG's Federal Relations efforts, including reports from Strategics Consulting.					
<b>Description of Agenda Item:</b>					
CCOG's federal relations consultant, Leslie Mozingo, will present an update on CCOG's federal relations efforts, including performance reports on activities from May through August 2018.					
<b>Background &amp; Basis of Recommendations:</b>					
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.					
<b>Action / Recommendation:</b>					
<i>I move that the Strategics Consulting performance reports for May – June 2018 and July – August 2018 be accepted.</i>					
<b>Time Sensitivity (none or explain):</b>	None				
<b>Budget Impact (if applicable):</b>	None				
<b>List of Attachments (if any):</b>	<ul style="list-style-type: none"> <li>• Strategics Performance Report: May – June 2018</li> <li>• Strategics Performance Report: July – August 2018</li> </ul>				

## PERFORMANCE REPORT: MAY – JUNE 2018

### VALUE TO CCOG

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

- ✓ No requests received.

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

- Innovation Corridors
- Career Headlight
- Regional Freight
- ✓ Provided update on Workforce Development Board's use of funding for local fire department readiness testing.

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

- ✓ Sent appropriations report language adopted by House in current committee reports to CCOG Executive Director and others.

Alert CCOG to competitive grant funding opportunity announcements.

- ✓ Special alert sent regarding TOD Pilot Program Grant, as well as follow-up information after attending FTA webinar for applicants.
- ✓ Sent special alert regarding NOFA for Buses and Bus Facilities Infrastructure Investment Program.
- ✓ Analysis, communications and updates on the \$1 billion supplemental for smaller airports.
- ✓ Reminders sent regarding WIFIA deadline, July 1, for letters of interest.
- ✓ Sent notice from Office of Victims of Crime regarding resources available to help ensure services to Older Americans.
- ✓ Prepared Grants News, sent May 17 and also June 29.
- ✓ Prepared Opioid Funding Memo, sent May 22.
- ✓ Annual Grants Forecast updated for federal fourth quarter (July – Sept 2018), sent June 28.

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

- ✓ Sent list of pending legislation and bill summaries for opioid use treatment and prevention and public health.
- ✓ Sent regulation from IRS proposed to clarify a rule on infrastructure investors using tax-exempt municipal bonds.
- ✓ Provided notice regarding Senate Special Committee on Aging hearing on opioid misuse by the elderly.
- ✓ Researched and provided updates on funding increase for senior nutrition programs.
- ✓ Sent Federal Register notice from EPA regarding opportunity for comment on policy development and three grant programs leading up to agency's guidelines for the FY19 Brownfields grants cycle.

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

- ✓ Communicated with congressional delegation staff regarding U.S. Economic Development Administration Monthly Newsletter Success Story highlighting CCOG’s strong CEDS.

Connect CCOG with key points of contact.

- ✓ Presented to Board of Delegates on May 9 regarding opportunities to participate in upcoming advocacy meetings with Members of Congress.
- ✓ Scheduled follow-up meeting with Jim Ray, U.S. DOT Special Assistant to the Secretary on Infrastructure, for CCOG department leaders.

Report quarterly to Executive Board.

- ✓ Prepared annual report for presentation to Executive Board on June 13.
- ✓ Reported to the Executed Board on June 13.

**VALUE TO CCOG MEMBERS**

Provide notice on competitive grant opportunities for local governments.

- ✓ Sent Grant Guidelines, People for Bikes information directly to CCOG members as requested.
- ✓ Prepared Grants News, sent May 17 and also June 28.
- ✓ Prepared Opioid Funding Memo, sent May 22.
- ✓ Annual Grants Forecast updated for federal fourth quarter (July – Sept 2018), send June 28.

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

- ✓ Provided written proposal for next level workshop to Executive Director for consideration.

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.

- ✓ No requests for assistance received.

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

- ✓ Prepared talking points for Executive Board Member’s anticipated opportunities to speak with Congressman Richard Hudson and Congressman Ted Budd.

**ADDITIONAL WORK PERFORMED**

- ✓ Regular strategy calls with Executive Director and updates to timeline and deliverables.
- ✓ Attended Annual Conference in April.
- ✓ Federal Report Presentation at the Regional Conference of Mayors Meeting, June 21.
- ✓ Federal Report Presentation at the Regional Managers Meeting, June 28.
- ✓ Researched and reported on status of legislative action at request of Mayor.
- ✓ Provided guidance to Executive Director on lobbying language and also to CCOG staff on filing forms for disclosure of lobbying activities.

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

## PERFORMANCE REPORT: JULY – AUGUST 2018

### VALUE TO CCOG

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

- ✓ No requests received.

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

- Innovation Corridors
- Career Headlight
- Regional Freight
- ✓ Items discussed as part of local advocacy meetings with Members of Congress and congressional staff.

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

- ✓ Discussed appropriations report language during advocacy meetings with Members of Congress and congressional staff.

Alert CCOG to competitive grant funding opportunity announcements.

- ✓ Sent reminders on July 23 bike grant deadline.
- ✓ Sent reminders on the July 31 WIFIA deadline.
- ✓ Provided updates and advice on the \$1 billion supplemental for smaller airports.
- ✓ Special alerts sent on Smart Growth Program and Grant with National Association of Realtors, and opportunity to host EDA program on global trade and economic competitiveness.

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

- ✓ Provided notice regarding FTA comment period to solicit input on what defines a federal project for purposes of reducing scope subject to federal regulations as well as what projects are eligible for federal funding.
- ✓ Provided notice regarding USDA notice seeking input on a new \$600 million broadband pilot program to address internet coverage gaps in rural areas.

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

- ✓ Numerous emails and phone calls with CCOG's Congressional Delegation to schedule meetings for August Advocacy; prepared talking points for CCOG Board Members and Delegates attending meetings; orchestrated conference calls to prepare attendees; prepared and sent electronic briefing materials to congressional offices in advance of meetings; attended meetings with Members of Congress and staff.
- ✓ Communications with Senator Burr's office regarding 50<sup>th</sup> Anniversary celebration.

- ✓ Emails, calls, online research to find information to share on Congressional Town Hall meetings.

Connect CCOG with key points of contact.

- ✓ Presented to Board of Delegates on August 8 regarding opportunities to participate in advocacy meetings with Members of Congress.
- ✓ Advised on best timing for congressional participation in the next round of Regional Transit Engagement Series and prepared updated list of congressional contacts for invitations.
- ✓ Scheduled and attended staff-to-staff briefing with CCOG department leaders and district office staff members for Congresswoman Alma Adams.
- ✓ Advised on best method and timing for local support involvement in advocacy efforts and provided updated status chart of upcoming congressional meetings to assist in that effort.

Report quarterly to Executive Board.

- ✓ Prepared May-June and July-August Performance Report for presentation to Executive Board on September 12.

## **VALUE TO CCOG MEMBERS**

Provide notice on competitive grant opportunities for local governments.

- ✓ Worked on Grants News for late August delivery.

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

- ✓ Proposal for next level workshop on standby for approval.

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.

- ✓ No requests for assistance received.

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

- ✓ Prepared talking points for Board Members and Delegates attending advocacy meetings with Congressman Ted Budd and U.S. Senator Richard Burr’s regional representative.

## **ADDITIONAL WORK PERFORMED**

- ✓ Regular strategy calls with Executive Director and updates to timeline and deliverables.
- ✓ Researched possible funding for community gyms per request from CCOG member.
- ✓ Additional calls regarding status of local issue at request of CCOG Mayor.
- ✓ Researched state Medicaid issue for federal connection.
- ✓ Federal Report presentation at the Regional Managers Meeting, August 28.

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



Centralina Council of Governments

## **Item 4**



## Board Agenda Item Cover Sheet

<b>Board Meeting Date:</b>	September 12, 2018	<b>Agenda Item Type:</b>	<b>Consent:</b>		<b>Regular:</b>	X
<b>Submitting Person:</b>	Kelly Weston	<b>Presentation Time (est.):</b>	10 minutes			
<b>Presenter at meeting:</b>	Angel Stoy	<b>Phone Number/Ext:</b>	980-521-3935			
		<b>Email:</b>	<a href="mailto:astoy@centralina.org">astoy@centralina.org</a>			
<b>Alternate Contact Person:</b>	Kelly Weston	<b>Phone Number/Ext:</b>	704-248-2728			
		<b>Email:</b>	<a href="mailto:kweston@centralina.org">kweston@centralina.org</a>			
<b>Submitting Department:</b>	<b>General Government</b>	<b>Department Head Approval:</b>	Jim Prosser			
<b>Board Expectation:</b> <i>(required action or responsibility expected from Board members)</i>						
The Executive Board will be asked to approve the budget and registration fee structure for the 2019 CCOG Regional Conference.						
<b>Description of Agenda Item:</b>						
Staff will present a Conference budget proposal for the Executive Board's review and approval. The Board will also be asked to review and approve the proposed registration fee structure for the event.						
<b>Background &amp; Basis of Recommendations:</b>						
The CCOG Regional Conference, "Creative Solutions for Thriving Communities," is designed to provide elected officials and local government staff with practical tools and solutions to address their communities' biggest challenges. On Friday, March 8, 2019, CCOG will hold the fifth annual Conference at the UNC Charlotte main campus.						
<b>Action / Recommendation:</b>						
I move that the Executive Board approve the proposed budget for the 2019 CCOG Regional Conference and the proposed registration fee structure as presented.						
<b>Time Sensitivity</b> <i>(none or explain):</i>	Approval of the budget and registration fee structure are needed to proceed with registration and Conference planning activities.					
<b>Budget Impact</b> <i>(if applicable):</i>	The 2018 Conference produced a profit of \$8,000 exceeding its goal of financially breaking even. Staff hopes the 2019 Conference will build on this success.					
<b>List of Attachments</b> <i>(if any):</i>	<ul style="list-style-type: none"> <li>• Proposed 2019 CCOG Regional Conference Budget</li> <li>• Proposed 2018 CCOG Regional Conference Registration Fee Structure</li> </ul>					

**CCOG Conference Financial Report Comparison**

<b>EXPENSES</b>	<b>2019</b>	
	<b>Budgeted Total</b>	<b>Actual Total</b>
Venue (space rental, food, A/V, WiFi)	\$22,000.00	
Speaker Fees & Travel Expenses	\$16,000.00	
Conference Consultants	\$1,700.00	
Advertising, Graphic Design, Printing & Materials (Also includes website and copywriting)	\$12,000.00	
Credit Card Fees	\$1,500.00	
AICP Credits	\$1,800.00	
Miscellaneous (Includes materials and supplies)	\$3,500.00	
<b>Total Expenses</b>	\$58,500.00	\$0.00

<b>REVENUE</b>	<b>2019</b>	
	<b>Budgeted Total</b>	<b>Actual Total</b>
Registrations	\$23,500.00	
Cash Sponsorships	\$35,000.00	
<b>Total Revenue</b>	\$58,500.00	\$0.00

<b>NET SURPLUS /(DEFICIT)</b>	<b>\$0.00</b>
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<b>2019 CCOG Conference Registration Cost</b>		
<i>9/5/2018</i>		
	<b>2019 Pending Approval Conference Registration Fees</b>	<b>2019 Conference Registration Fees Actuals</b>
All registrations include: parking fee, food and admission to conference		
<b>GOVERNMENT/NON-PROFIT</b>		
<i>Early Bird</i>	\$109	
<i>Registration Fee (after Early Bird)</i>	\$135	
<i>Day of Event Registration</i>	\$145	
<b>FOR-PROFIT</b>		
<i>Early Bird</i>	\$135	
<i>Registration Fee (after Early Bird)</i>	\$160	
<i>Day of Event Registration</i>	\$170	
<b>SPEAKERS</b>	\$50	
<b>STUDENT RATE</b>	\$50	



Centralina Council of Governments

**Item 5**



## Board Agenda Item Cover Sheet

<b>Board Meeting Date:</b>	September 12, 2018	<b>Agenda Item Type:</b>	<b>Consent:</b>		<b>Regular:</b>	X
<b>Submitting Person:</b>	Kelly Weston	<b>Presentation Time (est.):</b>	10 minutes			
<b>Presenter at meeting:</b>	Jim Prosser	<b>Phone Number/Ext:</b>	704-348-2703			
		<b>Email:</b>	<a href="mailto:jprosser@centralina.org">jprosser@centralina.org</a>			
<b>Alternate Contact Person:</b>	Kelly Weston	<b>Phone Number/Ext:</b>	704-348-2728			
		<b>Email:</b>	<a href="mailto:kweston@centralina.org">kweston@centralina.org</a>			
<b>Submitting Department:</b>	<b>General Government</b>	<b>Department Head Approval:</b>	Jim Prosser			
<b>Board Expectation:</b> <i>(required action or responsibility expected from Board members)</i>						
Provide feedback on funding options for the November 30, 2018 Region of Excellence Awards luncheon.						
<b>Description of Agenda Item:</b>						
The Executive Board will review and provide feedback on options for funding the November 30, 2018 Region of Excellence Awards Luncheon.						
<b>Background &amp; Basis of Recommendations:</b>						
<p>2018 marks the 50<sup>th</sup> anniversary of the passage of federal legislation establishing Regional Councils of Government. CCOG kicked off the year-long celebration at the February 7, 2018 Board of Delegates meeting with special guest speaker and CCOG's first Board Chair, Former NC Governor Jim Martin. The organization is highlighting one county in the region per month with proclamations presented to each county's Board of Commissioners. The celebration year will culminate with a Region of Excellence Awards luncheon on November 30, 2018 that will honor the accomplishments of local communities throughout the Centralina region.</p> <p>The 50<sup>th</sup> Anniversary Advisory Committee is led by Mayor Pro Tem Martha Sue Hall and comprised of Commissioner Bobby Compton, former Huntersville Commissioner Sarah McAulay, former Gaston County Commissioner Joe Carpenter, former CCOG staff member Hilda Threatt, and CCOG attorney Bill McNair. This Committee has provided historical background and direction to CCOG staff throughout the 50<sup>th</sup> anniversary planning process.</p>						
<b>Action / Recommendation:</b>						
<i>Provide feedback on options for funding the Region of Excellence Awards Luncheon.</i>						
<b>Time Sensitivity (none or explain):</b>	None.					
<b>Budget Impact (if applicable):</b>	None.					
<b>List of Attachments (if any):</b>	Region of Excellence Awards Luncheon Options Summary					

## Region of Excellence Awards Luncheon Options Summary

	Option A	Option B
<b>Description</b>	50th anniversary/Region of Excellence awards luncheon with CCOG covering all event costs	50th anniversary/Region of Excellence awards luncheon with event costs partially offset by revenue from registration fees in the amount of \$25 or less per person, sponsorships, or commitment from Executive Board member communities
<b>Anticipated Revenues</b>	\$0.00	\$2,500.00 - \$5,000.00
<b># of Attendees</b>	100	100-200
<b>Invitees</b>	Current and past award recipients, CCOG Delegates, CCOG staff	Current and past award recipients, CCOG Delegates, regional mayors, regional managers, state and federal elected officials, affiliate boards, partner organizations
<b>Elements</b>		
Luncheon at The Speedway Club	\$4,500.00	\$4,500.00 - \$7,000.00
Emcee	\$0.00	\$0.00
Guest Speaker	\$0.00	\$0.00
Awards	\$750.00	\$750.00
Giveaways	\$1,000.00	\$1,000.00
Marketing/Décor	\$400.00	\$400.00
<b>Advantages</b>	· CCOG budget can support this cost	· More robust attendee/invitee list
<b>Disadvantages</b>	· Limited attendee/invitee list	· If registration fee is the preferred revenue source, these prices would need to be added to marketing materials
<b>Cost to CCOG</b>	\$6,650.00	\$4,150.00

*To keep event costs to an amount the CCOG budget can support, we would need to limit attendance to 100 attendees (Option A). If we want to encourage the attendance of more CCOG stakeholders and partners, we would need to identify an additional funding source for the event to help offset costs (Option B) as spending could place stress on the CCOG budget.*



Centralina Council of Governments

**Item 6**



## Board Agenda Item Cover Sheet

<b>Board Meeting Date:</b>	September 12, 2018	<b>Agenda Item Type:</b>	<b>Consent:</b>	<b>Regular:</b>	X								
<b>Submitting Person:</b>	Jim Prosser	<b>Presentation Time (est.):</b>	10 minutes										
<b>Presenter at meeting:</b>	Martin Oakes	<b>Phone Number/Ext:</b>	704-277-3226										
		<b>Email:</b>	moakes@lincolncounty.org										
<b>Alternate Contact Person:</b>	Kelly Weston	<b>Phone Number/Ext:</b>	704-348-2728										
		<b>Email:</b>	kweston@centralina.org										
<b>Submitting Department:</b>	Executive	<b>Department Head Approval:</b>											
<b>Board Expectation:</b> <i>(required action or responsibility expected from Board members)</i>													
Review Executive Director Recruitment Process and Timeline													
<b>Description of Agenda Item:</b>													
The Executive Board has initiated a process to select a new Executive Director. This is an overview of that process including timeline.													
<b>Background &amp; Basis of Recommendations:</b>													
<ol style="list-style-type: none"> <li>1. The Selection Committee has been established and includes: <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Martin Oakes (Chair)</td> <td>Larken Egleston</td> </tr> <tr> <td>Bill Feather</td> <td>Michael Johnson</td> </tr> <tr> <td>Martha Sue Hall</td> <td>Kim Eagle</td> </tr> <tr> <td>Thurman Ross</td> <td>Hazen Blodgett</td> </tr> </table> </li> <li>2. The selection process has been refined to include additional support for personality traits and leadership style to reflect Board and staff input.</li> <li>3. The process will also include an opportunity for candidates selected for interviews to receive services from a Relocation Consultant (at no cost to Centralina).</li> <li>4. Twenty-two candidates have submitted applications to date.</li> <li>5. Selection Committee will select candidates for personality/leadership analysis based on resume and experience reviews.</li> <li>6. Selection Committee will select candidates to be interviewed based on personality trait and leadership style analysis report prepared by Licensed Clinical Psychologist (Lisa Sorensen).</li> <li>7. Interviews tentatively scheduled for October 3 and, if necessary, October 4. Interviews will include staff and Directors with reports to the Selection Committee.</li> <li>8. Background checks (criminal history, credit, references, social media) will be performed on finalist(s) selected by Selection Committee.</li> <li>9. Special meeting of Executive Board scheduled for November 1 for Executive Board interview and approval of selected candidate.</li> </ol>						Martin Oakes (Chair)	Larken Egleston	Bill Feather	Michael Johnson	Martha Sue Hall	Kim Eagle	Thurman Ross	Hazen Blodgett
Martin Oakes (Chair)	Larken Egleston												
Bill Feather	Michael Johnson												
Martha Sue Hall	Kim Eagle												
Thurman Ross	Hazen Blodgett												
<b>Action / Recommendation:</b>													
Review of and comment on selection process.													
<b>Time Sensitivity:</b>	Feedback at this meeting will help inform the selection process.												
<b>Budget Impact:</b>	None.												
<b>List of Attachments:</b>	<ul style="list-style-type: none"> <li>• Position profile</li> <li>• Job announcement</li> <li>• Timeline</li> </ul>												

## THE LEADER WE SEEK

We are looking for more than an Executive Director. We seek a leader who embraces our mission, vision, and values, and who exemplifies these qualities:

- ◆ Servant leader empowering others
- ◆ Strategic, visionary
- ◆ Regional thinker, community-focused
- ◆ Life-long learner, mature self-awareness
- ◆ Strong code of ethics, accountable
- ◆ Mentors & develops staff, others
- ◆ Systems-oriented, inter-disciplinary
- ◆ Organizational development advocate
- ◆ Relationship-builder, approachable
- ◆ Walks on water (preferred but not required)

### THE EXECUTIVE DIRECTOR POSITION

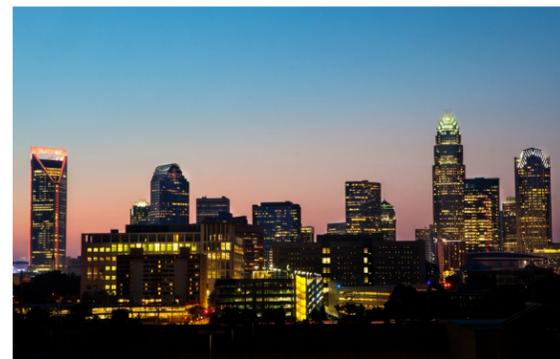
The ED is the chief executive officer of CCOG, reporting to the Executive Board, with responsibility for staff and operations. The ED ensures, through program development, oversight and leadership, that the mission, vision and goals of the CCOG Board are carried forward and that the policies and directives of the Board are implemented. The ED must demonstrate a broad knowledge of transportation, urban planning, aging policy initiatives and workforce development programming and have experience working with local, regional, state and federal government agencies, and the ability to establish strong working relationships with partners in government, non-profit, and business sectors. The ED also serves as an ex-officio member of the Centralina Economic Development Commission and as a Trustee of the Centralina Foundation, each a 501(c)3 non-profit.

The hiring salary for the new ED will be market competitive and commensurate with the experience and qualifications of the successful candidate. In addition, a competitive benefits package is provided.

### THE APPLICATION & SELECTION PROCESS

Interested candidates are invited to apply by visiting [www.centralina.org/executive-director/](http://www.centralina.org/executive-director/) for minimum qualifications requirements and application instructions.

CCOG's Executive Board has appointed a Selection Committee representative of the Board and of CCOG's regional partners to assist in the selection process. All applications will be screened for adherence to application instructions and minimum qualifications requirements. Qualified applications will be reviewed and prioritized by the Selection Committee for follow-up by telephone or in-person interviews. Finalists will undergo background checks. The deadline to receive applications is Friday, August 17, 2018.



Centralina Council of Governments is seeking a dynamic, highly experienced leader to serve as its next Executive Director.



### THE CENTRALINA REGION

Based in Charlotte, NC, CCOG serves the 9-county Centralina Region, one of the nation's fastest growing metropolitan areas. The region is located between the mountains to the west and coastal plains to the east, along the piedmont corridor stretching from Atlanta to Washington, DC. It is home to over 2.14 million people and ten Fortune 500 companies. Charlotte is the largest city in a region that ranges from densely urban to very rural and includes over seventy other cities and small towns. With its enviable quality of life and prime location 2-3 hours from either the mountains or the beach, the region is ranked in the top 15 Best Places to Live in the USA by US News & World Report.

The region has significant assets and opportunities in industries such as finance, aerospace, automotive, biomedical, energy, and logistics, with complementary workforce competencies in advanced industries, engineering, and information technology. Challenges include accommodating rapid growth, including long-range planning for transit and water supply, while retaining traditional character and open space. The region also grapples with significant disparities in socio-economic mobility, that while readily evident in urban areas, are also prevalent in small town and rural areas.

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

9815 David Taylor drive, Charlotte, NC 28262  
Phone: 704-372-2416 Website: [www.centralina.org](http://www.centralina.org)

## WHO WE ARE

### OUR VISION AND VALUES

Our vision is to be among the best regional councils in the nation. We believe we will do that by focusing on our mission, demonstrating our values in our work, and by seeking to understand and serve our member communities' needs.

We value:

<b>Teamwork</b>	<b>Accountability</b>
<b>Integrity</b>	<b>Innovation</b>
<b>Communications</b>	<b>Work-Life Balance</b>
<b>Excellence</b>	

### OUR ORGANIZATION

Established in 1968, and celebrating 50 years of service to the region, CCOG is the state-designated Lead Regional Organization for our 9-county area in and around Charlotte, NC. Currently, over 60 local governments, both municipalities and counties, are members of CCOG. We are governed under our Bylaws by our Board of Delegates. Each Delegate is an elected official appointed by their respective member local government. The Executive Board of Delegates oversees the operating budget and employment of the Executive Director.

### OUR APPROACH

We have worked hard to establish a reputation as a cutting-edge leader integrating multi-disciplinary approaches to the challenges and opportunities facing our region and communities.

◆CONNECT Our Future, a 3-year regional planning project funded by the Sustainable Communities Partnership, was recognized by HUD for innovative public engagement and growth modeling.

◆The Prosperity for Greater Charlotte CEDS with its Jobs Workforce Education Alignment Strategy, and the resulting Centralina Career Headlight online tool for career pathways exploration both received NADO Innovation Awards.

◆Our annual conferences — Area Agency on Aging, Creative Solutions for Thriving Communities, and Healthy Communities — promote national best practices and draw strong repeat attendance.



### OUR MISSION



## WHAT WE DO

### OUR SERVICES

CCOG has four main divisions supported by our finance & general administrative departments:

**Aging Services \* Community & Economic Development  
\* Regional Planning \* Workforce Development.**

Our staff of about 40 administer programs such as the Centralina Area Agency on Aging, Arthritis Services, Centralina Connection's Voluntary Transportation Service, the Centralina Clean Fuels Coalition, the Centralina Economic Development Commission, the Centralina Foundation, and the Centralina Workforce Development Board.

We also provide our members with services such as public engagement, strategic planning, downtown re-development, grants development, and personnel assessment processes for hiring and pro-

#### Aging Services



CAAA manages over \$11 million in state/federal grant funds annually, fulfilling the Older Americans Act mandates which includes the Long Term Care Ombudsman program, monitoring delivery of services in the counties, and offering a range of certified Evidence-based Health Programs to over 1,500 participants each year. The CAAA provides education, planning, and technical assistance to support local organizations, consumers, and caregivers by providing the ability to age in the community.

#### Community & Economic Development



The CED division manages HUD CDBG Entitlement, DOT DATP and local Code Enforcement services for CCOG members. As the U.S. Commerce EDA-designated Economic Development District (EDD) for the Centralina region, the Centralina Economic Development Commission manages the creation of the region's EDA-mandated Comprehensive Economic Development Strategy (CEDS) and its implementation.



#### Regional Planning

Our Planning division addresses regional and community-based challenges in transportation, land use, the environment, energy, and healthy communities. We convene partnerships for regional collaboration, and we train local government staff on emerging issues that will impact their communities. We are instrumental in developing multi-jurisdictional, long-term systems such as regional transit and regional freight mobility. We design and lead robust and innovative stakeholder and public engagement efforts.



#### Workforce Development

The Centralina Workforce Development Board oversees efforts in 7 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 the NextGen program for young adults. Through our NCWorks Career Centers, we serve over 45,000 career-seekers and provide more than 70,000 services to employers and businesses in our region each year.



## CCOG Executive Director Job Announcement

**Centralina Council of Governments (CCOG) is seeking a dynamic, highly experienced leader to serve as its next Executive Director.** CCOG is the state-designated Lead Regional Organization for a nine-county area in and around Charlotte, North Carolina.

### THE EXECUTIVE DIRECTOR POSITION

The Executive Director (ED) is the chief executive officer of CCOG, reporting to the Executive Board, with responsibility for staff and operations. The ED ensures, through program development, oversight and leadership, that the mission, vision and goals of the CCOG Board are carried forward and that the policies and directives of the Board are implemented. The ED also serves as an ex-officio member of the Centralina Economic Development Commission and as a Trustee of the Centralina Foundation, each a 501(c)3 non-profit.

The ED must demonstrate a broad knowledge of transportation, urban planning, aging policy initiatives and workforce development programming and have experience working with local, regional, state and federal government agencies, and the ability to establish strong working relationships with partners in government, non-profit, and business sectors. The position requires a Master's degree in public administration or directly related field and 10 to 12 years of management experience that includes relevant experience at the director and/or executive level, or an equivalent combination of education and experience.

The hiring salary for the new ED will be market competitive and commensurate with the experience and qualifications of the successful candidate. In addition, a competitive benefits package is provided.

### THE LEADER WE SEEK

We seek a leader who embraces our mission, vision, and values and exemplifies the following qualities:

- Servant leader empowering others
- Strategic, visionary
- Regional thinker, community-focused
- Life-long learner, mature self-awareness
- Strong code of ethics, accountable
- Mentors & develops staff, others
- Systems-oriented, inter-disciplinary
- Organizational development advocate
- Relationship-builder, approachable
- Creative, innovative

### THE APPLICATION AND SELECTION PROCESS

Applicants are asked to submit a letter of interest, resume and a list of four references. In addition to these items, applicants must provide a response to the following question (in two double-spaced pages or less at 12pt Times New Roman Font): What strengths will you bring to this position relative to your experience with strategic planning, building collaborative partnerships, and in providing innovative programs/initiatives.

Please [CLICK HERE](#) for more information about the Executive Director position and about our organization.

To apply please send your application materials to Venecia R. White, Human Resources Officer, at [vrock@centralina.org](mailto:vrock@centralina.org). The deadline to receive applications is Friday, August 17, 2018 at 5:00 p.m.

CCOG is an equal opportunity employer.

### 2018 Executive Director Recruitment Timeline

Date	Task
Tuesday, July 17 <sup>th</sup> at 7:00 pm	Selection Committee call to review, refine, and finalize selection process
Friday, July 29 <sup>th</sup>	Distribute job advertisement
Friday, August 17 <sup>th</sup>	Initial application deadline
Wednesday, August 29 <sup>th</sup> at 7:00 pm	Selection Committee call with Lisa Sorensen to review candidates' initial application submissions and select candidates for personality assessments
Thursday, August 30 <sup>th</sup> – Thursday, September 13 <sup>th</sup>	Lisa Sorensen conducts personality assessments
September 17 <sup>th</sup> at 3:30 pm	Call with Lisa Sorensen to discuss personality assessments and select candidates to interview
Wednesday, October 3 <sup>rd</sup> and Thursday, October 4 <sup>th</sup>	Candidate interviews
Friday, October 5 <sup>th</sup> – Monday, October 22 <sup>nd</sup>	Candidate background and personal reference checks
Week of October 22 <sup>nd</sup>	Selection Committee call to select final candidate
Thursday, November 1 <sup>st</sup>	Executive Board Special Meeting to interview final candidate and approve contract



Centralina Council of Governments

**Item 7**



## Board Agenda Item Cover Sheet

<b>Board Meeting Date:</b>	September 12, 2018	<b>Agenda Item Type:</b>	<b>Consent:</b>	<b>Regular:</b>	X
<b>Submitting Person:</b>	Jim Prosser	<b>Presentation Time (est.):</b>	10 minutes		
<b>Presenter at meeting:</b>	CCOG Officers	<b>Phone Number/Ext:</b>			
		<b>Email:</b>			
<b>Alternate Contact Person:</b>	Kelly Weston	<b>Phone Number/Ext:</b>	704-348-2728		
		<b>Email:</b>	<a href="mailto:kweston@centralina.org">kweston@centralina.org</a>		
<b>Submitting Department:</b>	Executive	<b>Department Head Approval:</b>	Jim Prosser		
<b>Board Expectation:</b> <i>(required action or responsibility expected from Board members)</i>					
Set compensation for Interim Executive Director as recommended by Executive Committee with significant input from CCOG Treasurer Bill Lawhon.					
<b>Description of Agenda Item:</b>					
The Executive Board appointed Jim Prosser as Interim Executive Director effective July 9, 2018. Separate action is now appropriate to set compensation for this position.					
<b>Background &amp; Basis of Recommendations:</b>					
<p>Jim Prosser has requested compensation be set at the same level as received while serving as Executive Director prior to retirement.</p> <p>The interim Executive Director retired with annual compensation of \$153,750 plus benefits with no car allowance. The benefits calculate to an approximate value of 20% (pension, health and life insurance, 3% 401K, vacation, holiday and sick leave). This produces a compensation package value of \$184,500.</p> <p>The previous Executive Director received annual compensation of \$180,000, plus benefits (same as above) and a car allowance of \$800 per month. This produces a compensation package of approximately \$225,000. The FYE 2019 budget was prepared to support this level of expense.</p> <p>The interim Executive Director is not eligible to receive vacation, sick leave, holiday pay, pension, health and life insurance benefits. Compensation to provide equivalent payment for benefits may be considered by the Executive Board.</p> <p>Centralina Executive Board Treasurer Bill Lawhon, Vice Chair Bobby Compton and Secretary Jarvis Woodburn have consulted with Centralina Finance Director to assess budgeted resources for this position and have prepared a recommendation based on budgeted resources available for position.</p>					
<b>Action / Recommendation:</b>					
<ol style="list-style-type: none"> <li>1. Compensation to be retroactive to date of initial service as Interim Executive Director - July 9, 2018.</li> <li>2. Compensation will be based on annual salary of \$184,500, paid bi-weekly for hours worked (no sick time, vacation or holidays), with a maximum payment of 40 hours per week.</li> <li>3. Compensation will not include any benefits (car allowance, health/life insurance, pension).</li> <li>4. To comply with NC Public Employee Retirement System requirements, maximum compensation will be \$75,000 and 1,000 hours in any calendar year. If it appears the maximum will be reached, then compensation options will be revisited. As of September 7, the Interim Executive Director has recorded 272 work hours.</li> </ol>					

<p><b>Time Sensitivity :</b></p>	<p>Board discretion.</p>
<p><b>Budget Impact:</b></p>	<p>If approved, this compensation level would be within funds budgeted for this position and would accommodate compensation of the incoming Executive Director at a level commensurate with the previous Executive Director.</p> <p>Compensation for this position has significant impact on Centralina administrative costs, cash flow, budget performance and final budget balance. In making the compensation decision for the Interim Executive Director, special consideration should be given to the impact of pending compensation requirements for incoming Executive Director. Compensation levels that exceed budget amounts will require additional revenue sources to assure budget balance.</p>
<p><b>List of Attachments</b> <i>(if any):</i></p>	<p>None</p>