



**Executive Board Minutes
January 10, 2018**

Officers Present	Delegates Present	Delegates Not Present	Centralina Staff
Bill Feather, Vice Chair Jarvis Woodburn, Secretary	Bobby Compton Martha Sue Hall Bill Lawhon Jay McCosh Martin Oakes Thurman Ross Lynn Shue Ronnie Worley	Frank Aikmus Gene Houpe Michael Johnson Tim Smith	Vicki Bott Debi Lee Mike Manis Linda Miller Michelle Nance Jim Prosser Angel Stoy Kelly Weston Venecia White <i>Guests</i> LaWana Mayfield Leslie Mozingo Ron Smith

Call to Order

Vice Chair Bill Feather, Town of Granite Quarry, called the meeting to order. He welcomed Centralina Economic Development Commission (CEDC) Chair LaWana Mayfield, City of Charlotte, to the meeting.

Amendments to the Agenda

Vice Chair Feather noted that staff added to the agenda Item 14, Executive Session to discuss an employee pension matter.

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

Consent Items

- 1. Appointment of Deputy Finance Officers**
- 2. Centralina Economic Development Commission Appointments**
- 3. Approval of the November 8, 2017 Executive Board Meeting Minutes and the November 29, 2017 Executive Board Special Meeting Minutes**

Commissioner Thurman Ross, Town of Cornelius, made a motion to approve the Consent Agenda. Commissioner Lynn Shue, Cabarrus County, seconded the motion and it carried unanimously.

4. Federal Relations Update

Leslie Mozingo, Strategics Consulting, reported that the annual grants forecast is now distributed with each quarterly grants update. She pointed out the Congressional calendar included in the Board packet and noted that local meetings between local elected officials and members of the Congressional delegation are having

a huge impact. She also added that she can provide talking points for Mayors attending the upcoming U.S. Conference of Mayors in Washington, DC.

Commissioner Lynn Shue, Cabarrus County, stated that he will be meeting with Representative Hudson and Senators Burr and Tillis.

Commissioner Ronnie Worley, Gaston County, noted that he will be meeting with Representative McHenry.

Vicki Bott, Grants Development Director, reviewed the federal relations plan for the next six months.

Ms. Mozingo also reported on the success of the appropriations language that would increase leverage to COGs in the competitive grants process, noting that the statewide COG association has made this language a priority.

Commissioner Worley made a motion that the reports from Strategics Consulting and the plans for continuing CCOG's federal relations work under the new Executive Director be accepted as presented. Secretary Woodburn seconded the motion and it carried unanimously.

5. FY 18-19 Preliminary Budget Report

Jim Prosser, Executive Director, explained that a few years ago, the Board of Delegates made bylaws changes that allow for adopting a placeholder budget until funding information is received from the state.

Commissioner Oakes made a motion to raise the assessment rate to \$0.25. Mayor Pro Tem Hall seconded the motion.

In response to a question from Commissioner Oakes, Mr. Prosser noted that CCOG reduced the assessment rate from \$0.25 to \$0.24 a few years ago.

Mayor Pro Tem Hall indicated that she would prefer leaving the rate at \$0.24.

Commissioner Shue noted that the cost of membership was one reason Cabarrus County withdrew from the organization.

In response to Commissioner Lawhon's question, Mr. Prosser explained that membership dues account for 8-9% of CCOG revenues. He added that three years ago, the organization began asking Counties to pay for their Aging program match.

Mayor Pro Tem Hall made a motion to recommend to the Board of Delegates the Annual Operating Budget Ordinance in the amount of \$6,595,000. Commissioner Worley seconded the motion and it carried unanimously.

Mayor Pro Tem Hall made a motion to recommend to the Board of Delegates the Annual Pass Through Budget Ordinance in the amount of \$15,404,500 for the Fiscal Year 2018-2019. Commissioner Woodburn seconded the motion and it carried unanimously.

In response to a question from Commissioner Lawhon, Mr. Prosser explained that towns with a population under 3,200 pay a flat membership fee of \$750.00.

Mayor Pro Tem Hall requested information on the number of communities that pay the \$750.00 flat fee.

Commissioner Oakes amended his original motion and moved that the Board look at reducing the minimum membership assessment from \$750.00 to \$600.00. Mayor Pro Tem Hall seconded the motion and it passed on a vote of nine in favor and one opposed.

6. Carenect CST Update

Linda Miller, Aging Director, explained that the National Association of Area Agencies on Aging (n4a) negotiated a partnership with Critical Signal Technologies (CST) for the Carenect Personal Emergency Response System. Under a contract with CST, CCOG will sign up clients for the service and will receive a monthly fee based on the number of users signed. She introduced Angel Stoy, Aging Specialist, who will be the project manager for the program. Ms. Miller noted that staff has worked with CCOG Attorney Bill McNair to follow up on concerns the Executive Board previously expressed about the service. She explained that the contract has changed so there's zero liability to CCOG. Also, Arthur J. Gallagher, CCOG's insurance provider, has given basic parameters to meet insurance requirements. Furthermore, CCOG staff will not be required to install the system equipment for clients.

In response to a question from Mayor Pro Tem Hall, Ms. Miller noted that the Region A Area Agency on Aging is working with the system, but has had trouble with the service operating in mountain areas.

In response to questions from Commissioner Lawhon, Ms. Miller noted that the company and its system have been vetted by n4a.

In response to a question from Council Member Mayfield, Mr. Prosser explained that staff has developed an exit strategy in which staff will identify another organization to take over CCOG's role should it decide to discontinue as an affiliate.

Commissioner Oakes made a motion that with all Executive Board and Legal Counsel questions satisfactorily addressed through the newly updated contract, the Executive Board supports the Executive Director in negotiating and executing a contract with CST for a license to market CST's Carenect equipment and services within the Centralina region. Mayor Pro Tem Hall seconded the motion and it carried unanimously.

7. Review of Elections and Caucuses Process

Kelly Weston, Clerk to the Board, explained that the Board of Delegates will elect officers for Chair, Vice Chair, Secretary, and Treasurer at its February 7th Annual Meeting. The Nominating Committee will present the slate of nominees for each office and will open up the floor for additional nominations. The Board will then vote when the presiding officer calls for a motion on the nominations. The new officers will then be sworn in by the Clerk immediately following the election.

Ms. Weston also explained that per the CCOG bylaws, the Executive Board is comprised of the four officers, the Delegate from each County member government, the Delegate from the City of Charlotte, and one municipal Delegate from each County. The municipal members from each County caucus to elect their representative to the Executive Board with two exceptions. First, if there is only one municipal member within a County, the Delegate from that municipality is automatically a member of the Executive Board and a caucus is not necessary. Secondly, the Counties in which a municipal Delegate is among the slate of officer nominees will not need to caucus. A CCOG staff member will facilitate the process for each County that will hold a caucus. Once the process is complete, the presiding officer will announce the names of the Executive Board members elected during the caucuses.

8. Nominating Committee Report

Secretary Woodburn noted that the Nominating Committee was comprised of Council Member Michael Johnson, Mayor Pro Tem Jay McCosh, and himself. He then presented the following slate of officer nominees:

Chair: Bill Feather, Town of Granite Quarry
Vice Chair: Bobby Compton, Town of Mooresville
Secretary: Jarvis Woodburn, Anson County
Treasurer: Bill Lawhon, Stanly County

9. Executive Board At-Large Membership

Mr. Prosser noted that the Executive Board previously discussed the issue of additional membership to increase regional diversity on the Board. He explained that he sought guidance from Vice Chair Feather in drafting the proposed bylaws change that would allow up to two additional Executive Board members.

Commissioner Oakes noted that the resolution indicates that the At-Large members do not necessarily need to be CCOG Delegates.

Mayor Pro Tem Hall stated that the At-Large members should be Delegates.

Commissioner Compton noted that the At-Large members should be individuals who are dedicated to CCOG and that tends to be Delegates.

Mayor Pro Tem McCosh suggested that the At-Large members should be from CCOG member communities.

Vice Chair Feather noted that the At-Large members should be selected after the Executive Board is determined at the annual Board of Delegates meeting.

Commissioner Oakes made a motion to recommend that the Board of Delegates approve a resolution to amend the Centralina Bylaws to permit appointment of up to two At-Large members by the Chair of the Executive Board with the advice and consent of the Executive Board. Commissioner Ross seconded the motion and it carried on a vote of nine in favor and one opposed.

10. CCOG Attorney Hiring Policy

Mr. Prosser noted that CCOG has only had one attorney since the organization was formed. This item establishes a policy that appoints a corporate attorney with the advice of the Executive Board.

Commissioner Oakes made a motion to establish a policy that the appointment of the Centralina COG corporate attorney shall be subject to the advice and consent of the Executive Board. Commissioner Woodburn seconded the motion and it carried unanimously.

11. CCOG Conference Update

Commissioner Oakes reported that Conference registration is now open and asked the Executive Board members to encourage their fellow elected officials and staff in their communities to register. Rip Rapson, CEO of the Kresge Foundation, will be the morning keynote speaker. Leslie Winner and John Hood, Co-Chairs of the North Carolina Leadership Forum, will be the luncheon keynote speakers and they will discuss leading an effort to get Democrats and Republicans to reach across the aisle. So far, the Conference has raised \$4,750 in sponsorship.

In response to Commissioner Lawhon's question, Mr. Prosser explained that the Conference is open to elected officials and local government staff.

In response to Vice Chair Feather's question, Mr. Prosser noted that marketing efforts will encourage businesses to attend as well.

Commissioner Oakes made a motion that the Executive Board commits to registering for the April 12, 2018 CCOG Regional Conference and encouraging the Board of Delegates, other elected officials, and local government staff to register for the event. Commissioner Ross seconded the motion and it carried unanimously.

12. 50th Anniversary Update

Mayor Pro Tem Hall reported that the CCOG 50th anniversary celebration will kick off at the February 7th Board of Delegates meeting. Former Governor Jim Martin will be the guest speaker. She noted that having Governor Martin speak will set the stage for the rest of the Board of Delegates meetings throughout the year. CCOG will highlight each County per month between March through November, beginning with Anson County. The locations for the May, August, and October Board of Delegates meetings have not yet been determined, but will be venues around the region. Staff is considering hosting a big event as the culmination of the celebration year on November 30th. They will identify potential locations for the event which will be reasonable and cost-effective.

Commissioner Oakes suggested holding the August 8th Board of Delegates meeting at Beatty's Ford Park on Lake Norman.

13. Executive Director Transition Update

Mr. Prosser reported that staff has developed a transition plan that identifies what the organization does and its systems. Each department is working on strategic plans. Staff has also started pre-scheduling activities on the new Executive Director's calendar.

Mayor Pro Tem Hall suggested adding to the calendar the February 27th meeting of the Stanly County municipalities.

Council Member Mayfield suggested adding to the calendar the quarterly Charlotte Delegation breakfast meeting.

14. Executive Session

Commissioner Oakes made a motion to enter Executive Session to discuss a matter related to employee pensions pursuant to N.C.G.S. 143-318.11(a). Mayor Pro Tem Hall seconded the motion and it carried unanimously.

Present: Vice Chair Feather, Secretary Woodburn, Commissioners Compton, Lawhon, Oakes, Ross, Shue, Worley, Mayor Pro Tems Hall and McCosh, Jim Prosser, Kelly Weston, Venecia White, and Ron Smith.

Mr. Prosser presented a report on state legislation regarding contribution-based benefit caps.

The Executive Board members discussed the matter.

Commissioner Lawhon made a motion to end Executive Session and resume open session. Commissioner Worley seconded the motion and it carried unanimously.

Commissioner Lawhon announced that the Executive Board took no action during Executive Session.

Comments from the Executive Board

There were no comments from the Executive Board.

Comments from the Vice Chair

Vice Chair Feather reminded the Executive Board that the Board of Delegates Annual Meeting will be held on Wednesday, February 7th at the CCOG office. At this meeting, the Delegates will approve the annual placeholder budget, elect officers, caucus for municipal representation on the Executive Board, review the annual report, and kick-off the 50th anniversary. Because the Board of Delegates will vote on critical business items, Delegate attendance at the meeting is essential. He asked the Executive Board to encourage Delegates from other municipalities within their county to attend the meeting or send an Alternate. He added that there will be a Board Orientation session beginning at 5:00 p.m., which new and returning Delegates and Alternates are encouraged to attend.

Vice Chair Feather also reported that beginning in February, CCOG will host CCOG University, a series of seven training sessions that will cover planning topics in the greater Charlotte region that align with the CONNECT Our Future priorities.

Vice Chair Feather thanked Mr. Prosser for his hard work, time and service. He noted that tonight will be the Executive Board's last meeting with Mr. Prosser.

Council Member Mayfield expressed her thanks to Mr. Prosser on behalf of the CEDC.

Comments from the Executive Director

Mr. Prosser reported that the North Carolina Association of Regional Councils of Government has undertaken an inventory of COGs, their membership rates, and services. He asked for the Executive Board's feedback on services other COGs are providing that may be of interest in this region.

He also reported on CCOG's protocol in the event of a government shutdown. Each department director is responsible for maintaining close relationships with funders in federal and state agencies to help track funding. The organization has significantly built up cash balance and has a very efficient system for recovering reimbursements. He added that keeping employees informed of any potential impact of a shutdown is critical.

Commissioner Oakes noted that some counties give a discount for paying real estate taxes early.

In response to a question from Mayor Pro Tem Hall, Mr. Prosser noted that the Aging and Workforce Development departments rely more heavily on federal funding than service contracts within the region.

Mr. Prosser reported that CCOG is undertaking a pay and classification study. He added that the organization needs to be competitive in salaries. The market is not the same for all positions and the organization must compete for positions on a national basis.

He also reported that Ms. Bott is retiring in the next 30 to 60 days. He noted that she has played a big role in developing systems within the organization including federal relations and the grants review process. He further noted that CCOG is looking at reshaping her position.

Mr. Prosser thanked the Executive Board members for the opportunity to work with them. He expressed his appreciation for their confidence in the organization and its staff. He added that it has been a privilege to serve the Board and their communities.

Adjournment

Commissioner Oakes made a motion to adjourn the meeting. Commissioner Worley seconded the motion and it carried unanimously.

The meeting adjourned at 8:21 p.m.

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