



**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.

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, [kweston@centralina.org](mailto:kweston@centralina.org) or phone (704) 348-2728. Please allow 72 hours advance notice for preparation. Visit our website: [www.centralina.org](http://www.centralina.org).