

**Executive Board Minutes**

**September 14, 2016**

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| **Officers Present** | **Delegates Present** | **Delegates Not Present** | **Centralina Staff** |
| Michael Johnson, Chair  Patsy Kinsey, Vice Chair  Bill Feather, Treasurer | Joe Carpenter  Bill Deter  George Dunlap  Martha Sue Hall  Bill Lawhon  Martin Oakes  Richard Turner  Jarvis Woodburn | Kathy Kitts, Secretary  Bobby Compton  Devin Rhyne  Jerry Simpson  John Woods | Vicki Bott  Debi Lee  Linda Miller  Jim Prosser  Jason Wager  Kelly Weston  Venecia White  ***Guests***  Sarah McAulay  Leslie Mozingo  Jennifer Nichols |

**Call to Order, Welcome, and Declaration of Quorum**

Chairman Michael Johnson, City of Statesville called the meeting to order and noted that a quorum was present.

**Amendments to the Agenda**

Chairman Johnson stated that Item 2 would be removed from the Consent Agenda and placed under Regular Business. Item 6 would be taken as the first order of Regular Business.

Commissioner George Dunlap, Mecklenburg County, made a motion to approve the agenda as amended. Mayor Pro Tem Martha Sue Hall, City of Albemarle, seconded the motion and it carried unanimously.

**Consent Items**

1. **Approval of the June 8, 2016 Executive Board Meeting Minutes**
2. **Approval of North Carolina Department of Transportation Funding Agreement for the Greater Charlotte Regional Freight Mobility Plan**

Mayor Pro Tem Hall made a motion to approve the Consent Agenda. Commissioner Joe Carpenter, Gaston County, seconded the motion and it carried unanimously.

1. **Centralina Foundation Fundraising Update**

Fundraising consultant Jennifer Nichols presented an overview of the friend-raising process, requesting the Executive Board’s help in opening doors to potential funders. The Board’s help is needed in identifying these funders. She noted that she, CCOG staff, and Centralina Foundation Trustees will make a funding request of these entities; the Board Members will not be asked to do so.

In response to Mayor Pro Tem Hall’s question, Vicki Bott, Grants Development Director, explained that staff will request assistance from the Board of Delegates at its October 12 meeting.

Chairman Johnson read aloud the following resolution:

Resolved, whereas Centralina Foundation is partnering with CCOG on certain high-priority regional initiatives and is working to secure private sector funding for those initiatives, and whereas relationship connections are key to Centralina Foundation’s Intentional Inquiries approach, CCOG does hereby encourage its Executive Board members to commit to assisting with those efforts through “friend-raising” and “door-opening.”

Commissioner Bill Lawhon, Stanly County, made a motion to adopt the resolution presented. Vice Chair Patsy Kinsey, City of Charlotte, seconded the motion and it carried unanimously.

1. **Review of Amendment to the Operating Budget for Fiscal Year Ended June 30, 2016**

Jim Prosser, Executive Director, explained that CCOG adopts a budget based on the previous year’s operating expenses because it does not receive state and federal funding projections until after the budget has to be adopted. He noted that last year this time, CCOG had a gap of approximately $400,000. This year, CCOG has signed agreements and contracts so that the budget should be balanced. Major issues from the previous year’s audit have been corrected. He added that the auditors have completed preliminary work and will present the audit report in November.

In response to a question from Commissioner George Dunlap, Mecklenburg County, Mr. Prosser noted that the Accufund accounting system has been installed and provides financial reporting on an ongoing basis. CCOG also hired a new Finance Director last year. He added that CCOG needs foundations and businesses to help fund its work in the region.

In response to a question from Commissioner Martin Oakes, Lincoln County, Mr. Prosser explained that the grant funds received cannot be used to build CCOG’s fund balance.

Chairman Johnson noted that CCOG’s current products and contracts exist because the organization’s product offerings, particularly programs derived from CONNECT Our Future, are gaining acceptance.

1. **Merit Pay Adjustment**

Mr. Prosser explained that a merit adjustment was built into the budget for the fiscal year ending June 30, 2016. The majority of the payments will be funded by grants. He noted that CCOG needs to continue and retain high quality staff capable of performing the organization’s work.

Mayor Pro Tem Hall made a motion to provide direction to staff regarding changes to budget plans and authorize the provision of merit increases with a total pool of 2% of salaries based on employee evaluation results effective July 1, 2016. Treasurer Feather seconded the motion and it carried unanimously.

1. **Federal Relations Update**

Leslie Mozingo, Strategics Consulting, LLC, presented an overview of performance metrics. She noted that she will do more in depth research in the areas of Innovation Corridors, Career Headlight, and Regional Freight. She also noted that she has highlighted funding opportunities for member governments through the Grant News. In October, she will begin leading quarterly grant workshops to help local governments learn about the grant process.

Mayor Pro Tem Hall suggested holding the workshops at locations throughout the region so that more members could participate.

Commissioner Dunlap suggested streaming the workshops online.

Commissioner Oakes stated that there should be an emphasis on grants that are new and different.

Commissioner Carpenter made a motion to accept the Strategics Consulting Performance Report for July-August 2016. Commissioner Dunlap seconded the motion and it carried unanimously.

1. **Catawba Wateree Relicensing Agreement Update**

Jason Wager, Planning Program Supervisor – Sustainability, presented a report on modifications made to the relicensing agreement for the Catawba Wateree Hydro project. He noted that none of the modifications were considered controversial.

Chairman Johnson asked staff to provide an update on the status of the Yadkin-Pee Dee relicensing process at a future meeting.

1. **CCOG Regional Conference Update**

Vice Chair Kinsey presented an update on planning activities for the 2017 CCOG Regional Conference. She noted that staff needs the Executive Board’s assistance in identifying potential top-level sponsors for the event.

Commissioner Oakes requested a profile of the attendees at the 2015 Conference and a list of sponsorship benefit levels.

Commissioner Oakes made a motion to approve the proposed budget for the 2017 CCOG Regional Conference and commit to assisting staff with recruiting sponsors as outlined in the sponsorship plan presented.

1. **CCOG Building Update**

Mr. Prosser reported that CCOG’s attorney and insurance representative have reviewed the proposed lease agreement for a new office location. The goal is to relocate as early as January 2017.

Mayor Pro Tem Hall made a motion to authorize execution of a lease agreement for 9815 David Taylor Drive for a term of 62 months commencing January 1, 2017, contingent upon CCOG’s release from its current lease. Vice Chair Kinsey seconded the motion and it carried unanimously.

Mr. Prosser asked the Executive Board members to provide staff with the names of vendors who can assist with construction work and office relocation.

1. **Report on North Carolina Association of Regional Councils 2016-17 Work Plan**

Commissioner Carpenter reported that the North Carolina Association of Regional Councils developed the NC Tomorrow initiative with four goals: (1) build on each region’s competitive advantages and leverage the marketplace (2) establish and maintain a robust regional infrastructure (3) create and revitalize healthy and vibrant communities (4) develop talented and innovative people. The directors of the state’s 16 Councils of Government met and developed a work plan for reaching these goals. The plan includes steps for collaborating with other regions on rural broadband and building on the legislative agenda. Commissioner Carpenter noted that this will be his last year serving on the association’s Forum board, adding that Chairman Johnson will succeed him in representing CCOG.

**Comments from the Executive Board**

Mayor Pro Tem Hall asked the Board members to keep Chairman Johnson and his wife in their prayers.

**Comments from the Chair**

Chairman Johnson noted that the Executive Board’s November 9 meeting is scheduled for the day after Election Day and inquired if the Board Members would like to reschedule the meeting. By consensus, the Executive Board decided to meet on its scheduled date.

Chairman Johnson reported that Debi Lee, Assistant Director of Aging Programs, will be a facilitator at Lowes’ Executive Science Fair where she will lead members of the company’s executive team in learning about market diversity from an aging perspective.

The National Association of Development Organizations (NADO) has selected CCOG as a recipient of its 2016 Innovation Awards for the CONNECT Our Future project. The winners will be recognized at a special reception during NADO’s 2016 Annual Training Conference to be held in October.

Chairman Johnson asked the Board Members to begin thinking about volunteers for the Nominating Committee.

He also inquired if the Executive Board would be interested in considering changing Ms. Mozingo’s status from consultant to lobbyist on behalf of CCOG. By consensus, the Board asked staff to provide a proposal for this change at the November Executive Board meeting.

**Comments from the Executive Director**

There were no comments from the Executive Director.

**Adjournment**

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With no further business to be discussed, Chairman Johnson adjourned the meeting at 8:32 p.m.