

KERR-TAR REGIONAL COUNCIL OF GOVERNMENTS
Executive Committee
May 26, 2016

MEMBERS PRESENT:

John Alston
Jimmy Clayton
Eddie Ellington
Tommy Hester
Linda Jordon
Joe Shearon
Danny Wright

Quon Bridges
Henry Daniel
Walter Gardner
Zelodis Jay
Barry Richardson
David Smith

COG STAFF PRESENT:

Diane Cox
Gina Parham

OTHERS:

Tonya Kilgore

Call to Order

Chairman Tommy Hester called the meeting to order and asked Diane to begin with first Agenda item.

Diane introduced members to Tonya Kilgore, CPA who is a member of William Hoyle's staff. She also advised that Tonya had reviewed the draft budget.

Diane advised that she and Donna Lee had worked diligently on preparing this budget over the last few weeks. The budget being presented for consideration and forwarding to the board includes:

- 2% COLA for all staff members
- Budget estimate includes \$5.3M in Federal/State funds that have been confirmed
- Recommending promotion of Donna Lee from Finance Data Base Specialist to Finance Manager (Donna has been handling all the day to day duties of the Finance Director except for Accounts Payable.) Salary will be increased from \$43,524 to \$50,000.
- A new Finance Assistant position will be 100% funded with indirect
- Each department's budget was reviewed in detail and Diane confirmed that all revenues budgeted have been confirmed.
- There is possibility of two additional SFR grants being approved but they are not included in the budget until written notification is received.
- Total COG budget is \$2,040,055
- Budget includes 1% increase in insurance premiums for staff & 6% increase for premiums for retirees
- Due to negotiations with Vance County School staff Rent cost are down about \$13,000 this year and Cleaning/Custodial is down about \$10,000
- Budget also includes contract with William Hoyle's office for Finance Director responsibilities as the Finance Director position is not being filled.
- Currently over \$800,000 in the bank that is available through the COG's loan programs. Business Service Rep also serves as loan officer currently and they do not have time to market the loan program. Budget includes funding to contract with someone to market

the RLF and MRLP next year. (Currently have two loans still paying and one that pays from time to time) EDA is encouraging us to loan funds now. Diane stated the program needs to be marketed more directly to banks so they are aware of these funds.

- Also kept a 1% match for staff members' 401K fund.
- The RPO program will be continued and NCDOT will continue to fund the Mobility Planner position.
- Also received notification of 2 year grant with NCSU July 1st and Triangle North Health Foundation grant is approved.
- Diane also stated if SFR grants are approved that she does the admin work on these projects and the other services are contracted out. Currently have one on going SFR in Roxboro and waiting to hear on approval in 2 other counties. Urgent repairs funding is not available within the region. COG will re-apply next year for SFR and Urgent Repair funding.

Executive Committee had some discussion regarding the budget and asked how the Fund balance looked. Diane stated that as of July 1, 2015 the fund balance was \$96,792 and as of March 31, 2016 it was \$119,932.

Tommy praised Diane and staff and Danny for their hard work to put this package together.

Danny stated that the COG is becoming a model of "efficiency" and applauded the staff.

2016/2017 Budget

Motion # 1

Motion was made by Walter Gardner to present this to the full board for their review and approval at the June meeting. Zelodis Jay seconded the motion. Motion carried unanimously.

There being no further business or comments the meeting was adjourned.

Respectfully submitted,



Patricia S. Cox, Executive Director
Secretary to the Board of Directors

Minutes
KERR-TAR REGIONAL COUNCIL OF GOVERNMENTS
Kerr-Tar COG Office
May 26th, 2016

Members Present

John Alston	Mary Anderson
Pete Averette	Wayne Aycock
Quon Bridges	Francine Chavis
Jimmy Clayton	Henry Daniel
Eddie Ellington	Fonzie Flowers
Walter Gardner	Carrol Harris
Tommy Hester	Zelodis Jay
Linda Jordon	Jennifer Jordan
Dazale Kearney	Gary Plummer
Barry Richardson	Joe Shearon
David Smith	Archer Wilkins
Michael Williford	Danny Wright

Absent Members:

Elizabeth Blackwell	Junious Debnam
Sidney Dunston	Kevin Easter
Terry Garrison	Brad Kearney
Johnny Lunsford	Bryan Pfohl
Marsha Strawbridge	Jerry Joyner

COG Staff:

Diane Cox
Vincent Gilreath
Katie Conner
Donna Lee
Ann Stroobant
Jillian Hardin
Gina Parham

Others:

Jim Wrenn
Betty Jo Shepheard
Mayor Vickie Cates – Butner
Ruth Nance – Middleburg
Kevin Copley – CPA
Tonya Kilgore – CPA
Tommy Marrow – Butner
Ken Bowman – Warren County EDC

Call to Order and Invocation

Chairman Hester asked Board Member, Barry Richardson to provide the invocation prior to dinner. Guests were recognized and welcomed to the meeting.

Minutes

Chairman asked for the pleasure of the Board in regards to the Minutes of March 24th that were previously sent to all members for review.

Minutes

Motion # 1

Barry Richardson made a motion to approve the Minutes as written. Zelodis Jay seconded the motion and the motion carried unanimously.

NEW BUSINESS

FINANCE REPORT

Tonya Kilgore who works with William Hoyle, CPA is providing oversight of financials and providing Finance Director assistance at the COG as needed for supervision and auditing. Kermit Copley of Hoyle's office was also in attendance and recognized. Tonya presented the Finance Report ending April 30, 2016 and stated it was previously reviewed by Finance Chairman, Danny Wright. She commended Donna Lee for the excellent job she has done in the Finance Department. She reviewed balances in all funds and offered to answer any questions or concerns. She also stated she would have budget amendments next for grant funds that were received for fans for seniors.

(INSERT FINANCE REPORT HERE)

	BUDGET	YTD EXPEND	BALANCE	% EXPENDED	REVENUES RECEIVED	ACCOUNTS RECEIVABLE	ASSESSMENTS ALLOCATED LOCAL MATCH	TOTAL REVENUES	GAIN/(LOSS)
GENERAL FUND - 10									
KTR:EDC	\$ 53,000	\$ 43,726	\$ 9,274	81	\$ 35,671	\$ 8,055	\$ -	\$ 43,726	-
EDA Planning	\$ 97,502	\$ 85,884	\$ 11,618	88	\$ 59,310	\$ 26,574	\$ 39,145	\$ 125,029	-
Revolving Loan Fund	\$ 17,595	\$ 11,786	\$ 5,809	67	\$ -	\$ 11,786	\$ -	\$ 11,786	-
Micro Loan Fund	\$ 1,952	\$ 1,952	\$ -	100	\$ -	\$ 1,952	\$ -	\$ 1,952	-
Rural Transportation	\$ 121,030	\$ 105,918	\$ 15,112	88	\$ 52,207	\$ 32,527	\$ 21,184	\$ 105,918	-
Bike Path Plan	\$ 18,220	\$ 5,200	\$ 13,020	29	\$ 6,222	\$ -	\$ 3,004	\$ 6,222	1,022
CEPAT	\$ 20,213	\$ 15,020	\$ 5,193	74	\$ 11,770	\$ 246	\$ -	\$ 15,020	-
Mobility Manager	\$ 92,900	\$ 51,196	\$ 41,704	55	\$ 32,099	\$ 19,097	\$ -	\$ 51,196	-
Burn Zoning	\$ 8,094	\$ 6,202	\$ 1,892	77	\$ 5,536	\$ 666	\$ -	\$ 6,202	-
Warrenton Zoning	\$ 2,700	\$ 1,183	\$ 1,517	44	\$ 2,700	\$ -	\$ -	\$ 2,700	1,517
City of Henderson REUSE	\$ 5,000	\$ -	\$ 5,000	0	\$ -	\$ -	\$ -	\$ -	-
Franklin Co. Building Reuse	\$ 15,000	\$ 4,887	\$ 10,113	33	\$ 15,000	\$ -	\$ 27,227	\$ 15,000	10,113
Aging - Planning & Admn.	\$ 187,380	\$ 130,337	\$ 57,043	70	\$ 89,661	\$ 13,449	\$ 27,227	\$ 130,337	-
Aging - Ombudsman	\$ 106,146	\$ 91,885	\$ 14,261	87	\$ 74,749	\$ 7,948	\$ 9,189	\$ 91,885	-
Aging - Elder Abuse	\$ 4,708	\$ 2,774	\$ 1,934	59	\$ 2,022	\$ 277	\$ 475	\$ 2,774	-
Aging - Evidence Based	\$ 32,254	\$ 20,557	\$ 11,697	64	\$ 13,664	\$ 4,837	\$ 2,056	\$ 20,557	-
Aging - ADA Admn	\$ 48,263	\$ 27,420	\$ 20,843	57	\$ 22,016	\$ 5,404	\$ -	\$ 27,420	-
Aging - Medicare SHIPP	\$ 5,000	\$ 4,454	\$ 546	89	\$ 5,500	\$ -	\$ -	\$ 5,500	1,046
Aging - MIPPA	\$ 15,518	\$ 8,501	\$ 7,017	55	\$ 5,904	\$ 2,507	\$ -	\$ 8,501	-
Aging - Caregiver I	\$ 95,000	\$ 68,420	\$ 26,580	72	\$ 65,591	\$ 2,829	\$ -	\$ 68,420	-
Aging - NC DOT Project	\$ 300,000	\$ 202,850	\$ 97,150	68	\$ 163,649	\$ 39,201	\$ -	\$ 202,850	-
Aging - LCA	\$ 30,000	\$ 19,338	\$ 10,662	64	\$ 19,077	\$ 261	\$ -	\$ 19,338	-
Aging - CATCH Community Services	\$ 260	\$ 180	\$ 80	69	\$ 260	\$ -	\$ -	\$ 260	80
Aging - Triangle North Healthcare Foundation	\$ 10,000	\$ 5,370	\$ 4,630	54	\$ 10,000	\$ -	\$ -	\$ 10,000	4,630
Aging - Senior Games	\$ 7,500	\$ 4,843	\$ 2,657	70	\$ 5,364	\$ -	\$ -	\$ 5,364	521
WIA Adult Program	\$ 145,974	\$ 124,628	\$ 21,346	85	\$ 112,818	\$ 11,810	\$ -	\$ 124,628	-
WIA Youth Program	\$ 116,634	\$ 83,524	\$ 33,110	72	\$ 70,931	\$ 12,593	\$ -	\$ 83,524	-
WIA Distric Work Prog	\$ 123,241	\$ 99,584	\$ 23,657	81	\$ 95,781	\$ 3,803	\$ -	\$ 99,584	-
WIA Admn	\$ 230,957	\$ 184,204	\$ 46,753	80	\$ 163,580	\$ 20,624	\$ -	\$ 184,204	-
WIA NEG OUT	\$ 21,600	\$ 850	\$ 20,750	4	\$ 501	\$ 349	\$ -	\$ 850	-
WIOA Career Pathways	\$ 30,000	\$ -	\$ 30,000	0	\$ -	\$ -	\$ -	\$ -	-
Granville Co. SS CDBG	\$ 10,000	\$ 2,805	\$ 7,195	28	\$ 3,504	\$ -	\$ -	\$ 3,504	699
Granville Co. SFR	\$ 170,000	\$ 32,298	\$ 137,702	19	\$ 14,480	\$ 17,818	\$ -	\$ 32,298	-
Vance Co. NSP	\$ 4,500	\$ 6,030	\$ (1,530)	131	\$ 5,194	\$ 836	\$ -	\$ 6,030	-
Roxboro SFR	\$ 170,000	\$ 182	\$ 169,818	0	\$ -	\$ 182	\$ -	\$ 182	-
Miscellaneous	\$ -	\$ 1	\$ (1)	0	\$ 10,123	\$ -	\$ -	\$ 10,123	10,122
Contingency	\$ -	\$ -	\$ -	0	\$ -	\$ -	\$ -	\$ -	-
TOTAL	\$ 2,318,141	\$ 1,453,989	\$ 864,152	63%	\$ 1,174,974	\$ 245,631	\$ 102,279	\$ 1,522,884	29,750

AGING FUND - FUND 11									
Agng - Block Grant	\$ 1,769,445	\$ 1,256,152	\$ 513,293		62	\$ 1,256,152	\$ -	\$ 1,256,152	\$ -
Agng - Legal	\$ 9,205	\$ 9,205	\$ -		100	\$ 9,205	\$ -	\$ 9,205	\$ -
Agng - Sr Cit Gen Pump	\$ 62,292	\$ 12,963	\$ 49,329		12	\$ 12,963	\$ -	\$ 12,963	\$ -
Agng - Fans	\$ 3,050	\$ -	\$ 3,050		0	\$ 3,261	\$ -	\$ 3,261	\$ -
Agng - Caregiver	\$ 46,093	\$ 22,908	\$ 23,185		50	\$ 22,908	\$ -	\$ 22,908	\$ -
TOTAL	\$ 1,890,085	\$ 1,301,228	\$ 588,857		69%	\$ 1,304,489	\$ -	\$ 1,304,489	\$ 3,261
WORKFORCE - FUND 13									
WIA Adult Program	\$ 503,261	\$ 261,462	\$ 241,799		52	\$ 261,462	\$ -	\$ 261,462	\$ -
WIA Adult ITA's	\$ 55,000	\$ -	\$ 55,000		0	\$ -	\$ -	\$ -	\$ -
WIA Youth Program	\$ 623,300	\$ 287,529	\$ 335,771		46	\$ 287,529	\$ -	\$ 287,529	\$ -
WIA Disloc Work Prog	\$ 503,261	\$ 262,706	\$ 240,555		52	\$ 262,706	\$ -	\$ 262,706	\$ -
WIA Disloc Work ITA's	\$ 55,000	\$ -	\$ 55,000		0	\$ -	\$ -	\$ -	\$ -
WIA NEG-OJT	\$ 206,000	\$ 91,942	\$ 114,058		45	\$ 91,942	\$ -	\$ 91,942	\$ -
TOTAL	\$ 1,945,822	\$ 903,639	\$ 1,042,183		46%	\$ 903,639	\$ -	\$ 903,639	\$ -
MICRO-LOAN - FUND 15									
Loans	\$ -	\$ -	\$ -			\$ 110	\$ -	\$ 110	\$ 110
TOTAL	\$ -	\$ -	\$ -		0%	\$ 110	\$ -	\$ 110	\$ 110
REVOLVING LOAN - FUND 20									
Loans	\$ 51,763	\$ 50	\$ 51,713		0	\$ 15,233	\$ -	\$ 15,233	\$ 15,183
TOTAL	\$ 51,763	\$ 50	\$ 51,713		0%	\$ 15,233	\$ -	\$ 15,233	\$ 15,183
REVOLVING LOAN - GREEN JOBS - FUND 21									
Loans	\$ -	\$ -	\$ -			\$ -	\$ -	\$ -	\$ -
TOTAL	\$ -	\$ -	\$ -		0%	\$ -	\$ -	\$ -	\$ -
ALL TOTALS									
	\$ 6,205,811	\$ 3,658,906	\$ 2,546,905		42%	\$ 3,398,445	\$ 245,631	\$ 3,746,355	\$ 48,304
CASH BALANCES									
GENERAL FUND						\$ 174,580			
AGING FUND						\$ 3,075			
WIA FUND						\$ 81,679			
MICRO LOAN FUND						\$ 23,047			
REVOLVING LOAN FUND						\$ 764,481			
GREEN JOBS RLF LOAN FUND						\$ 5,585			
TOTALS						\$ 1,052,447			
<p>Tonya Kilgore, CPA 5/9/16</p> <p>Hoyte CPA, PLLC</p>									

Finance Report
Motion # 2

Motion was made by Danny Wright to approve the Finance Report as presented. David Smith seconded the motion. The motion carried unanimously.

Chairman Hester welcomed Betty Jo Shephard of Senator Burr's office and gave her the opportunity to address the Board. Betty Jo stated she was happy to be with us tonight and recognized that the Kerr Tar COG is a very active COG. She encouraged members to contact her office if she could be of assistance.

BUDGET AMENDMENTS

Tonya Kilgore presented the Budget Amendments and stated reason for each amendment in General Fund 10, and Aging Fund 11. She offered to address any questions or concerns.

(INSERT BUDGET AMENDMENTS HERE)

FY15-16

**KERR-TAR REGIONAL COUNCIL OF GOVERNMENTS
BUDGET AMENDMENTS
Thursday, May 26, 2016**

**FUND 10 GENERAL FUND
BUDGET AMENDMENT # 16**

	<u>A/C #</u>	<u>BUDGET</u>	<u>CHANGE</u>	<u>REQUESTED</u>
AGING - SMP	5915			
EXPENDITURES				
Salary - Aging Projects Coordinator	184	1,870	875	2,745
Supplies	260	119	0	119
Travel	314	600	0	600
Fringe Benefits	690	707	330	1,037
Indirect Costs	790	1,222	570	1,792
Program Costs	795	482	225	707
		5,000	2,000	7,000
REVENUES				
AGING - SMP	000	3,500	2,000	5,500
Assessments allocated for match		1,500	0	1,500
		5,000	2,000	7,000
To realize actual revenue				

BUDGET AMENDMENT # 17

	<u>A/C #</u>	<u>BUDGET</u>	<u>CHANGE</u>	<u>REQUESTED</u>
AGING - CAREGIVER CAT 1	5920			
EXPENDITURES				
Salary - Family Caregiver	176	37,270	-3,273	33,997
Supplies	260	3,352	0	3,352
Travel	314	4,000	0	4,000
Fringe Benefits	690	14,770	-1,239	13,531
Indirect Costs	790	25,539	-2,143	23,396
Program Costs	795	10,069	-845	9,224
		95,000	-7,500	87,500
REVENUES				
AGING - CAREGIVER	010	95,000	-7,500	87,500
To move Caregiver funds from Fund 10 COG to Fund 11 Providers				

KERR-TAR REGIONAL COUNCIL OF GOVERNMENTS
BUDGET AMENDMENTS
Thursday, May 26, 2016

FUND 11 - AGING

BUDGET AMENDMENT # 1				
	A/C #	BUDGET	CHANGE	REQUESTED
AGING - FANS	5850			
EXPENDITURES				
Fans	000	3,050	261	3,261
REVENUES	3519			
Fans	000	3,050	261	3,261

This amendment reflects the actual grant funds received for FY15-16.

BUDGET AMENDMENT # 2				
	A/C #	BUDGET	CHANGE	REQUESTED
AGING - CAREGIVER CAT I	5920			
EXPENDITURES				
Franklin County	601	5,093	2,300	7,393
Granville County	602	11,000	0	11,000
Person County	603	8,000	5,200	13,200
Vance County	604	11,000	0	11,000
Warren County	605	11,000	0	11,000
		46,093	7,500	53,593
REVENUES	3540			
Aging Caregiver	000	46,093	7,500	53,963

This amendment reflects the reallocation of grant funds from the COG.

Budget Amendments

Motion #3

Motion was made by Pete Averette to approve the Budget Amendments as presented. Jimmy Clayton seconded the motion. The motion carried unanimously.

Audit Contract

Diane Cox reminded the Board that the Executive Committee had recommended the COG contract with William L. Stark and Company the next 3 years at annual all inclusive rates of \$28,000 - \$29,000 and \$30,000. The contract was presented for signature.

Audit Contract

Motion # 4

Motion was made by Danny Wright to approve the Audit Contract as presented. Archer Wilkins seconded the motion. The motion carried unanimously.

NCACC Annual Renewals

Diane Cox presented the Annual Renewal Agreements from the NCACC for Liability and Property and Casualty Coverage for the COG for FY 2016/2017. She stated that the rates are about the same as last year at \$10,000 and \$12,000 annual premiums.

NCACC Annual Renewals

Motion # 5

Motion was made by Pete Averette to approve the NCACC Agreement annual renewals. Danny Wright seconded the motion. The motion carried unanimously.

EXECUTIVE DIRECTOR'S REPORT

Highlights of Diane's report were:

- Brief preview of the COG's new website that was reviewed by Program Manager and Marketing Specialist, Katie Conner. She informed members that Katie is the Editor for the COG's monthly newsletter. She advised that the new site is almost ready to go live and she also recognized Lou Grillo and Gina Parham for work on the new website.
- Katie briefly toured some of the website and stated that we had tried to tie the lake into the website on the background and header. She also stated that pictures were being located for all board members and if a member did not like the picture we had used they could send us a picture to replace it.
- Diane informed members that we hope to go LIVE with the site on June 10th and she is very pleased with the progress thus far.
- Members were advised that the COG is doing a live interview session every 5 weeks on WIZS Radio from 4:30 until 5 in order to update on COG activities.
- Next WDB meeting will be held on June 7th at the COG office. Please rsvp to Vincent if you plan to attend.

- Senior Games wrapped up last week and kudos was given to Melissa Catlett and the Aging staff for another successful event.
- Elder Abuse Awareness Day is June 15th. Individuals were encouraged to wear purple ribbons to show support and ribbons were shared. Also, encouraged members to attend the Elder Abuse Awareness Walk at Huck Sansbury Center in Roxboro on June 2nd starting at 9:30 AM. There will also be an event held in Vance County on June 15th
- Aging staff will host an volunteer appreciation lunch event for at the Henderson Country Club on June 13th.
- Recently advised that WIA youth program is not currently meeting their goals in literacy and numeracy.
- WIOA staff are working with EDSI on a program called Backpacks to Briefcases. This program works with unemployed, under employed people and has an intensive one week training to assist them with preparing resumes, refining interview skills and getting placed in paid internships with local businesses. These internships are free to the employer and sometimes lead to permanent jobs for the intern. This program was recently recognized at the last Triangle North meeting and members had the opportunity to hear from one of their latest success stories.
- Ann Stroobant of the COG office will be receiving a NADO award at a conference in Chattanooga Tennessee on June 13-15th for the COG's work on the Bickett Boulevard Project
- TAC/TCC members met at the COG today and they have tabled some of the prioritization items for NCDOT until June 23rd.

Budget Presentation

Diane advised that she and Donna Lee had worked diligently on preparing this budget over the last few weeks. The following programs will continue at the COG for FY 2016/2017: Economic Development Administration, Kerr-Tar Regional Economic Development Corporation, Workforce Innovation and Opportunity Act, Aging, Revolving Loan Fund, Micro Loan Fund, Community Development, Planning and Technical Assistance, Region K Community Assistance Corporation, Mobility Management, and Rural Transportation Planning Organization.

Highlights of the Budget for FY 2016/2017 are:

- Budget includes a 2% cost of living increase for all COG staff
- Only budgeted what we know will be received in Federal and State funds for estimated total budget of \$5.3M
- Includes promotion of Finance Data Base Specialist to Finance Manager
- Includes a new position of Finance Assistant to assist with daily support in Finance Department
- Reviewed budgeted funds by program comparing the current year to upcoming year's budget
- 1% decrease in health insurance cost for staff
- 6% increase in retiree benefits (significant increase of premiums since two retirees are not on Medicare yet – may have to amend budget for retirees as new rates are received for them at different times during the year)
- Member Government dues remain at 59 cents per capita
- Decrease of the monthly lease resulted in an annual savings of \$13,000
- Decrease of cleaning fees and utilities of resulted in an annual savings of \$10,000
- Continuation of contract for Finance Director with William Hoyle, CPA
- Projects for each Program were also reviewed
- Workforce and Aging are fully staffed

- Plans to increase marketing and outreach of the loan programs
- Plan to contract an individual for management and marketing of the RLF program

This budget will be reviewed and COG will have a Public Hearing at the COG office on June 16th at 9:30AM to receive any public comment. This budget comes to the Board by recommendation and review of the Executive Committee this evening. Budget will be presented for approval at June meeting.

PUBLIC COMMENT AND ANNOUNCEMENTS

Chairman Hester thanked Betty Jo Shephard for joining us this evening and all the support this region receives from Senator Burr's office. He also recognized Mayor Vickie Cates and Manager Tommy Marrow from Butner.

Members asked how the COG's fund balance looks now and were informed that as of January 30, 2016 it was \$86,792 and as of March 31, 2016 it was \$119,932,

There being no further business, the meeting adjourned.

Sincerely,



Patricia S. Cox, Executive Director
Secretary to the Board of Directors