

**Minutes**  
**KERR-TAR REGIONAL COUNCIL OF GOVERNMENTS**  
**Kerr-Tar COG Office**  
**November 17, 2016**

**Members Present**

John Alston  
Wayne Aycok  
Francine Chavis  
Henry Daniel  
Fonzie Flowers  
Carrol Harris  
Brad Kearney  
Kenneth Perry  
Barry Richardson  
David Smith  
Danny Wright

Mike Felts for Pete Averette  
Quon Bridges  
Jimmy Clayton  
Kevin Easter  
Jordan McMillen for Terry Garrison  
Zelodis Jay  
Bill Birdsong for Linda Jordon  
Jennifer Pierce  
Joe Shearon  
Archer Wilkins

**Absent Members:**

Mary Anderson  
Junious Debnam  
Eddie Ellington  
Tommy Hester  
Dazale Kearney  
Bryan Pfohl  
Connee White

Pete Averette  
Sidney Dunston  
Walter Gardner  
Jerry Joyner  
Gary Plummer  
Marsha Strawbridge  
Michael Williford

**COG Staff:**

Diane Cox  
Kermit Copley  
Donna Lee  
Vincent Gilreath  
Michael Kelly  
Lou Grillo  
Deborah Cozart  
Gina Parham

**Others:**

Gerald Koinis

**Invocation**

Chairman Richardson asked Board Member, Danny Wright to provide the invocation prior to dinner.

**Call to Order**

Chairman Richardson called the meeting to order and welcomed guests.

## **Minutes**

Chairman asked for the pleasure of the Board in regards to the Minutes of October 27th meeting that had been previously sent to all members for review.

## **Minutes**

### **Motion # 1**

Wayne Aycock made a motion to approve the Minutes as written. Archer Wilkins seconded the motion and the motion carried unanimously.

## **NEW BUSINESS**

## **FINANCE REPORT**

Kermit Copley reviewed the Finance Report that ended October 31, 2016 and explained that there was approximately \$1.280 Million in expenditures YTD and that approximately \$1.135 Million received YTD. Revenues currently exceed expenditures by \$31,862.

## **Finance Report**

### **Motion # 2**

Motion was made by Danny Wright to approve the Finance Report as presented for report ending October 31, 2016. Zelodis Jay seconded the motion. Kenneth Perry asked for further clarification in regards to the Gain/Loss column of the report. Staff explained that the negative \$2149 was due to the NCDOT funds not being drawn down and applied to date. The negative \$100 was due to State Aging funds for Senior Games not being received to date. The negative \$18 for bank fees was due to monies not being budgeted for bank service charges. The \$1 difference in the WIOA Youth program is simply due to the State rounding request up or down to the nearest dollar for drawdowns. All were satisfied with the explanations and the motion carried unanimously

(INSERT FINANCE REPORT HERE)

KERR-TAR REGIONAL COUNCIL OF GOVERNMENTS												
OCTOBER, 2016												
	EXPENDITURE		YTD		EXPENDITURE		REVENUE		YTD		ASSESSMENTS	
	BUDGET	EXPEND	EXPEND	BALANCE	BUDGET	RECEIVED	RECEIVABLE	ALLOCATED	LOCAL MATCH	TOTAL	REVENUES	GAIN/(LOSS)
<b>GENERAL FUND - 10</b>												
KTREDC	\$ 53,000	\$ 7,507	\$ 45,493	\$ 53,000	\$ 6,198	\$ 1,309	\$ 7,507			\$ 7,507	\$ -	
EDA Planning	\$ 105,000	\$ 19,174	\$ 85,826	\$ 63,000	\$ 15,750	\$ 3,424	\$ 26,844	\$ 7,670		\$ 26,844	\$ 7,670	
Revolving Loan Fund	\$ 25,000	\$ 3,208	\$ 21,792	\$ 25,000	\$ -	\$ 3,208	\$ 3,208			\$ 3,208	\$ -	
Micro Loan Fund	\$ 2,000	\$ -	\$ 2,000	\$ 2,000	\$ -	\$ -	\$ -			\$ -	\$ -	
Rural Transportation	\$ 121,031	\$ 36,677	\$ 84,354	\$ 96,825	\$ -	\$ 29,342	\$ 36,677	\$ 7,335		\$ 36,677	\$ -	
Water Quality	\$ 2,218	\$ -	\$ 2,218	\$ 2,218	\$ -	\$ -	\$ -			\$ -	\$ -	
CFAT	\$ 28,125	\$ 2,452	\$ 25,673	\$ 22,500	\$ -	\$ 1,962	\$ 2,452	\$ 490		\$ 2,452	\$ -	
Mobility Manager	\$ 92,455	\$ 32,307	\$ 60,148	\$ 83,200	\$ 15,850	\$ 13,226	\$ 32,307	\$ 3,231		\$ 32,307	\$ -	
Bunn Zoning	\$ 5,000	\$ 1,990	\$ 3,010	\$ 5,000	\$ 608	\$ 1,382	\$ 1,990			\$ 1,990	\$ -	
City of Henderson	\$ 5,000	\$ 105	\$ 4,895	\$ 5,000	\$ 2,500	\$ -	\$ 2,500			\$ 2,500	\$ 2,395	
Vance Co Broadband	\$ 5,000	\$ 1,306	\$ 3,694	\$ 5,000	\$ 1,306	\$ -	\$ 1,306			\$ 1,306	\$ -	
Franklin Co Bldg Re-use KF	\$ 15,000	\$ 385	\$ 14,615	\$ 15,000	\$ -	\$ 385	\$ 385			\$ 385	\$ -	
Warrenton Bldg Re-use	\$ 2,500	\$ 733	\$ 1,767	\$ 2,500	\$ -	\$ 733	\$ 733			\$ 733	\$ -	
Aging - Planning & Admin	\$ 183,116	\$ 61,193	\$ 121,923	\$ 144,859	\$ 39,496	\$ 8,914	\$ 127,883	\$ 12,783		\$ 61,193	\$ -	
Aging - Ombudsman	\$ 117,968	\$ 40,769	\$ 77,199	\$ 106,171	\$ 28,274	\$ 8,418	\$ 40,769	\$ 4,077		\$ 40,769	\$ -	
Aging - Elder Abuse	\$ 4,748	\$ 159	\$ 4,589	\$ 4,723	\$ 76	\$ 67	\$ 159	\$ 16		\$ 159	\$ -	
Aging - Evidence Based	\$ 25,944	\$ 4,530	\$ 21,414	\$ 23,554	\$ 4,076	\$ -	\$ 4,529	\$ 453		\$ 4,529	\$ (11)	
Aging - AAA	\$ 48,263	\$ 19,821	\$ 28,442	\$ 48,263	\$ 9,462	\$ 10,359	\$ 19,821			\$ 19,821	\$ -	
Aging - Medicare SHIP	\$ 7,000	\$ 1,276	\$ 5,724	\$ 5,500	\$ -	\$ 1,021	\$ 1,276	\$ 255		\$ 1,276	\$ -	
Aging - MIPPA	\$ 11,988	\$ 570	\$ 11,418	\$ 11,988	\$ -	\$ 570	\$ 570			\$ 570	\$ -	
Aging - Caregiver	\$ 100,000	\$ 35,988	\$ 64,012	\$ 100,000	\$ 27,566	\$ 8,622	\$ 36,188			\$ 36,188	\$ 200	
Aging - NCDOT Project	\$ 300,000	\$ 24,182	\$ 275,818	\$ 300,000	\$ 21,763	\$ -	\$ 21,763			\$ 21,763	\$ (2,419)	
Aging - LCA	\$ 30,000	\$ 9,263	\$ 20,737	\$ 30,000	\$ 9,027	\$ 236	\$ 9,263			\$ 9,263	\$ -	
Aging - Senior Games	\$ 7,500	\$ 100	\$ 7,400	\$ 7,500	\$ -	\$ -	\$ -			\$ -	\$ (100)	
Aging - Triangle North HC	\$ 5,470	\$ 4,461	\$ 1,009	\$ 5,470	\$ 5,470	\$ -	\$ 5,470			\$ 5,470	\$ 1,009	
Aging - Tri-North HC RGP	\$ 2,500	\$ -	\$ 2,500	\$ 2,500	\$ 2,500	\$ -	\$ 2,500			\$ 2,500	\$ 2,500	
WIOA - Adult	\$ 160,443	\$ 71,692	\$ 88,751	\$ 160,443	\$ 56,361	\$ 15,332	\$ 71,693			\$ 71,693	\$ 1	
WIOA - Youth	\$ 125,843	\$ 42,590	\$ 83,253	\$ 125,843	\$ 31,451	\$ 11,139	\$ 42,590			\$ 42,590	\$ -	
WIOA - Dislocated Worker	\$ 141,896	\$ 32,587	\$ 109,309	\$ 141,896	\$ 25,166	\$ 7,421	\$ 32,587			\$ 32,587	\$ -	
WIOA - Admin	\$ 204,179	\$ 73,021	\$ 131,158	\$ 204,179	\$ 58,808	\$ 14,213	\$ 73,021			\$ 73,021	\$ -	
WIOA - NEG OJT	\$ 21,128	\$ 5,874	\$ 15,254	\$ 21,128	\$ 5,874	\$ -	\$ 5,874			\$ 5,874	\$ -	
WIOA - Career Pathways	\$ 10,980	\$ -	\$ 10,980	\$ 10,980	\$ -	\$ -	\$ -			\$ -	\$ -	
Vance Co NSP	\$ 5,000	\$ 1,828	\$ 3,172	\$ 5,000	\$ 1,380	\$ 448	\$ 1,828			\$ 1,828	\$ -	
Person County SFR	\$ 170,000	\$ -	\$ 170,000	\$ 170,000	\$ -	\$ -	\$ -			\$ -	\$ -	
Miscellaneous	\$ -	\$ -	\$ -	\$ 12,000	\$ 11,714	\$ -	\$ 11,714			\$ 11,714	\$ 11,714	
Bank Interest	\$ -	\$ -	\$ -	\$ 300	\$ 600	\$ -	\$ 600			\$ 600	\$ 600	
Annual Meeting	\$ -	\$ -	\$ -	\$ -	\$ 4,242	\$ -	\$ 4,242			\$ 4,242	\$ 4,242	
Contingency	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	\$ -	
<b>TOTALS</b>	\$ 2,145,295	\$ 535,748	\$ 1,609,547	\$ 2,022,090	\$ 385,518	\$ 141,731	\$ 563,559	\$ 36,310		\$ 563,559	\$ 27,811	



## **BUDGET AMENDMENTS**

Kermit Copley reviewed Budget Amendment #10 and explained that this was due to new Grant funds for a building reuse project for Network South that will locate in Franklin County. He further stated that the next Budget Amendment was mistakenly listed as #10 but should be #11 and this amendment was for advertising expenses that had not been budgeted.

### **Budget Amendments**

#### **Motion # 3**

Motion was made by Kevin Easter to approve the amendments as presented. Archer Wilkins seconded the motion and the motion carried unanimously.

(INSERT BUDGET AMENDMENTS HERE)

**KERR-TAR REGIONAL COUNCIL OF GOVERNMENTS  
BUDGET AMENDMENTS  
Thursday, November 17, 2016**

FY16-17

**FUND 10 - GENERAL FUND**

<u>BUDGET AMENDMENT # 10</u>	<u>A/C #</u>	<u>BUDGET</u>	<u>CHANGE</u>	<u>REQUESTED</u>
<b>FRANKLIN CO BLDB REUSE NS</b>	<b>5024</b>			
<b>EXPENDITURES</b>				
Contract Services	200	<u>0</u>	<u>3,750</u>	<u>3,750</u>
<b>REVENUES</b>				
<b>FRANKLIN CO BLDB REUSE NS</b>	<b>213</b>	<u>0</u>	<u>3,750</u>	<u>3,750</u>
New grant for 16-17				

<u>BUDGET AMENDMENT # 10</u>	<u>A/C #</u>	<u>BUDGET</u>	<u>CHANGE</u>	<u>REQUESTED</u>
<b>AGING - MIPPA</b>	<b>5916</b>			
<b>EXPENDITURES</b>				
Advertising	370	<u>0</u>	<u>2,228</u>	<u>2,228</u>
<b>Total MIPPA Budget</b>		<b>11,988</b>	<b>2,228</b>	<b>14,216</b>
<b>REVENUES</b>				
<b>AGING - MIPPA</b>	<b>0</b>	<u>11,988</u>	<u>2,228</u>	<u>14,216</u>
Additional grant money for 16-17				

## Executive Director's Report

Executive Director, Diane Cox highlighted the following in her report to the Board of Directors:

- November is Alzheimer's Disease Awareness Month to those living with the disease and their caregivers. A Candlelight Service will be held at the Warren County Senior Center on Friday, November 18<sup>th</sup>. On November 15<sup>th</sup> a Memory Café event was held at the Vance Senior Center.
  - COG has received another Grant award from Triangle North Healthcare Foundation and these funds will be used to fund 'Healthy Eating for Older Adults' which will educate older adults on better nutrition, physical activity, better health and cooking techniques. Classes will be held once a week for six weeks.
  - COG Aging staff recently received a NADO Innovation Award for the Elder Abuse Event that was held in Person County this past June. The NADO convention was in San Antonio, Texas and Diane Cox and Jillian Hardin attended to receive the award.
  - Recognized staff member, Tony Sumter the COG's mobility planner as he was recognized by NC Central University Dept. of Public Administration for his contributions to the classroom environment as an in-service professional student. Tony is furthering himself academically by completing the evening Master of Public Administration program at NCCU.
  - CMAQ update – if you are located in an eligible county (Franklin, Granville or Person) start thinking about CMAQ projects. The COG will want you to submit your project well before the March 2017 deadline in order for RPO to evaluate and prioritize the submissions. We do not know the exact amount of funding that will be available but projects could be sidewalk improvements, pedestrian walk ways, etc.
  - COG has submitted another application to EPA for Brownfield Grant funding. Funds from this grant could be used towards further study, identification, and clean up of abandoned and underutilized contaminated brownfield sites in the region.
  - New Planning Director, Michael Kelly has been with us 2 months and he hit the ground running. Michael is heading up the CEDS project and may have contacted you about participating on this committee. If you are interested in participating, please contact Michael. Meetings will start in early January and the CEDS plan will be delivered in September of 2017.
  - SET Plan has been submitted and once USDA approves it should bring additional opportunities to the region.
  - COG will be administering the Single Family Rehabilitation Projects in Franklin and Granville Counties. Advertisements have been placed in local papers and applications will be available starting Monday, November 21<sup>st</sup> at the COG office and at local Senior Centers.
  - Mark Warren continues to work with the COG on a contract basis. He is working with building re-use grants in Franklin and Warren Counties, assisting the Town of Bunn with Zoning items and helping to revitalize the COG's loan program.
  - Congrats were extended to Vincent Gilreath and the Workforce Development Staff for receiving a three year certification for NC Works Career Pathways in Advanced Manufacturing. This pathway meets the State's rigorous requirements for certification.
  - Diane advised that she and Michael Kelly had participated in the NADO webinar showing what was at Stake for 2017. Members were provided handouts of the slide show that Diane reviewed in detail in regards to the outcome of the November elections – it referenced the information for Senate, House, Governor and Ballot measures. Information can be forwarded if requested as well as the web link for the webinar.
  - Members were informed that there is a possibility of increased funding coming out to all the Economic Development Districts (EDD's) of which the Kerr-Tar Region is a dedicated EDD.
- At the end of Diane's report, Jimmy Clayton asked if there were currently any loan funds available at the COG and Diane informed him there were funds available. Lou Grillo advised that the cap on interest for these funds was currently 4%.

## Workforce 101

Diane introduced Workforce Development Director, Vincent Gilreath and Business Service Rep, Lou Grillo who would inform members of the work done by the Workforce Development staff and where their funding comes from to continue these services.

Some highlights of Vincent's remarks:

- Workforce Development is composed of three areas –
  - Workforce Development Boards
  - Integrated Service Delivery
  - NCWorks

Workforce Development Boards – Bring together business, labor, education, and economic development and other community groups. They drive efforts to make system effective and are a catalyst for innovation. They collaborate with workforce representatives, business representatives and other representatives to include: adult literacy providers, community colleges, economic and community development, vocational rehabilitation and other officials. (Not less than 20% are Workforce representatives, 51% from Private Industry and the remainder would be other officials).

- Vincent also reviewed a slide that highlighted the numerous businesses that are currently involved with the Workforce Development Boards.
- Roles of the Workforce Development Boards were reviewed in detail: Strategic Functions, System Capacity Building and Systems Alignment & Effective Operations.

Highlights of Lou's remarks:

- Discussed the Regional Labor Market Analysis that tells staff where they need to spend time and who to approach. The Capital Area and Durham Workforce are comprised of 7 Boards and 11 counties.
- COG recently received a grant of \$157,000 for a two year project in Career Pathways.
- Old service delivery was the "Train and Pray" strategy where scholarships were given to provide training and then pray that jobs would be available. New focus is to help people find employment. Focus changed from 1 ½ years of training and hoping jobs were available - to helping individuals develop resumes, good interview techniques and possibly a 6 week training to develop specific skills for the current job market.
- Lots of growth seen with Private Industry for recruiting workers
- Environmental Scan – Strategic Change Drivers for Workforce Centers are: Economy, Customers, Resources, Policy, and the Essential Question for Planning – "What will you get at the Workforce Center that you can't get at home?" (At your own computer) Workforce Centers have held 30-40 workshops that led to employment.
- Emerging Vision – Everyone leaves the Workforce Center as a better job candidate.
- Partnerships developed between 2 or more organizations involved in sharing activity and Synergistic combination of two or more organizations.
- Integrated Service Delivery – NC Works helps find, develop and retain talented employees. NC Works plans to be Overarching Goal by 2025 with 67% of working-aged North Carolinians will have education and training beyond high school in order to meet the needs of the economy.



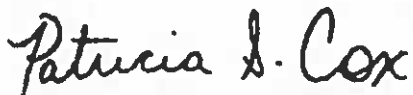
- Lou reviewed the NC Works Business Services Brochure as well as the NC Works Job Seekers Services Brochure. These brochures are now used statewide in the Workforce Centers.
- Diane advised that NC Commerce had made changes and wanted one Workforce Center per region and the Kerr-Tar Workforce staff pushed to maintain one center in each county.
- Lou advised that when Franklin Regional was closed Workforce staff went in and worked with the 140 applicants to help them be re-employed and fill out applications to seek new positions.
- Overall 40 job fares have been held, with 35 interview sessions, Assessment Testing Prep done for 5
- In Placements 489 were hired last year and this year July until November 299 have been hired and 49 On the Job Trainings (OJT) have been initiated. The OJT pays up to 75% of the new hires salary for up to 6 months)
- In the Backpack to Briefcases – 6 graduated a month ago and not employed to date overall 4 of these graduates are hired each quarter.
- Working employer engagement with MGM products – they had 10 available positions for specialized aluminum welders. Held 23 interviews and 10 were hired.
- GKN used the Oxford Career Center for a Hiring event. From this 45 applicants were screened, 35 were invited to the plant for a tour of the operation and 28 were offered employment. (3 of these were OJT positions)

Chairman Richardson thanked the Workforce staff for this informative presentation.

#### **PUBLIC COMMENT AND ANNOUNCEMENTS**

There being no further business, the meeting adjourned.

Sincerely,



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