

KERR-TAR REGIONAL COUNCIL OF GOVERNMENTS

Executive Committee

January 25, 2018

Members Present

John Alston
Jimmy Clayton
Zelodis Jay
Walter Powell

Quon Bridges
Sidney Dunston
Bryan Pfohl
David Smith

COG Staff:

Diane Cox
Donna Lee
Gina Parham

Others:

Call to Order

Chairman Bridges called the meeting to order and welcomed members to the first meeting of the New Year. He then asked for the audit presentation, which was presented by Dean Overby of William L. Stark and Company.

Audit Presentation

Dean began by thanking the COG staff for their assistance while working on the audit. He stated that the audit yielded an unmodified opinion (clean) and there were no findings. Dean presented the members with a review sheet to help guide them during his review of the audit.

Beginning the audit review Dean asked members to turn to page 1 and review the Independent Auditor's Report. Then members read page 4, the Management's Discussion and Analysis.

Members then proceeded to page 16 to review Governmental Fund balances and fund balance increases were identified by line item and he highlighted that the General Fund Balance had increased \$45,155 over the past year, which was great!

Dean continued the review on page 18, which listed the Statement of Revenues, Expenditures and Changes in Fund Balance. He also reviewed the Notes to Financial Statements on page 28 prior to moving to page 39 to highlight the Other Post-employment Benefits (OPEB), which pays healthcare benefits for retirees. He noted this fund decreased \$25,386. Dean also advised that single audits were performed on State and Federal programs that the COG administers and there were no findings.

Dean offered to answer any questions or concerns in regards to the audit ending June 30, 2017.

Audit
Motion # 1

A motion was made by David Smith to accept the recommendation as presented and present to the COG Board for review and approval. Zelodis Jay seconded the motion and it carried unanimously.

RAAC By Laws

Executive Director, Diane Cox advised that at the November 30 meeting members had requested that Attorney Wrenn review the RAAC By Laws before approval. Diane stated that Attorney Wrenn reviewed and made minor changes on Page 2 so the wording would match Federal Guidelines and as requested location of meetings was included in the document.

RAAC By Laws
Motion # 2

Motion was made by Sidney Dunston to approve the RAAC By Laws with these revisions. Bryan Pfohl seconded the motion. The motion carried unanimously.

Members did question if committee members receive a copy of the By Laws. Also suggested when they are installed, to require a signed receipt. Diane advised that the RAAC members get a notebook with training materials and by laws at their first meeting.

There being no further business, the meeting adjourned.

Sincerely,



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

Minutes
KERR-TAR REGIONAL COUNCIL OF GOVERNMENTS
Kerr-Tar COG Office
January 25, 2018

Members Present

John Alston	Ernie Anderson
Mary Anderson	Pete Averette
Wayne Aycock	Quon Bridges
Francine Chavis	Jimmy Clayton
Sidney Dunston	Kevin Easter
Walter Gardner	Carrol Harris
Zelodis Jay	Dazale Kearney
Kenneth Perry	Gary Plummer
Bryan Pfohl	Jennifer Pierce
Walter Powell	David Smith
Connee White	Michael Williford

Absent Members:

Eddie Ellington	Carolyn Faines
Fonzie Flowers	Tommy Hester
Reggie Horton	Jerry Joyner
Brad Kearney	Tom Lane
Marsha Strawbridge	Bill Williamson
Danny Wright	

COG Staff:

Diane Cox
Donna Lee
Vincent Gilreath
Ben Foti
Lou Grillo
Jillian Hardin
Gina Parham

Others:

Dean Overby – Auditor
Jim Wrenn – Attorney

Invocation

Chairman Bridges asked Board Member, Sidney Dunston to provide the invocation prior to dinner.

Call to Order

Chairman Bridges called the meeting to order and welcomed guests.

Minutes

Chairman Bridges asked for the pleasure of the Board in regards to the Minutes of October 26th and November 30th meetings that had been previously sent to all members for review.

Minutes

Motion # 1

Sidney Dunston made a motion to approve the Minutes as written. Walter Gardner seconded the motion and the motion carried unanimously.

Audit Report

Chairman Bridges advised that the Executive Committee had previously reviewed the audit with Mr. Overby this evening and they approved Dean Overby of William L. Stark and Company to present the audit for Board approval.

Dean began by thanking the COG staff for their assistance during the audit preparation. Dean then asked Board Members to open the audit to page 1 and read the Independent Auditor's Report that yields an unmodified opinion (clean) audit and that there were no findings. Then he moved on to page 4 for the Management's Discussion and Analysis that provides very informative information regarding the audit. He also reviewed the Balance Sheet on page 16.

He advised members that for the current year there is an increase in fund balance of \$51,535. He further stated that cash has increased \$53,778, General Fund Cash increased \$45,155, Accounts Receivable decreased (\$31,490) and Accounts Payable are down (\$23,087).

He continued by reviewing page 18 the Statement of Revenues, Expenditures, and Changes in Fund Balance. The Financial Notes on page 28 were also reviewed in detail. Dean also reviewed page 39 Other Post Employee Benefits (OPEB) that has decreased by (\$25,386). These funds are used to provide benefits to retirees.

Dean also reviewed the Combined Statement of Revenues, Expenditures and Changes in Fund Balance. Mr. Overby also advised that Single Program Audits were performed on Federal and State funding during the audit and there were no findings.

Audit Report

Motion # 2

Motion made by David Smith to approve the audit ending June 30, 2017 as presented. Zelodis Jay seconded the motion and the motion carried unanimously.

NEW BUSINESS

FINANCE REPORT

Chairman Bridges asked Donna Lee to present the Finance Report. Donna advised in the General Fund 10 to date 32% of the budget has been expended. In Fund 11 Aging, 36% and in Fund 13 WOIA 30% has expended. Year to Date 32% of the budget was expended.

Donna advised that she had added current bank balance information on the spreadsheet as of December 30th with all the financial institutions that the COG has funds deposited with currently.

Finance Report

Motion # 3

Motion made by Wayne Aycok to approve the Finance Report as presented for report ending December 31, 2017. Zelodis Jay seconded the motion. The motion carried unanimously

(INSERT FINANCE REPORT HERE)

KERR-TAR REGIONAL COUNCIL OF GOVERNMENTS

DECEMBER, 2017

	EXPENDITURE		YTD EXPEND	EXPENDITURE BALANCE		% Expend	REVENUE BUDGET		YTD RECEIVED	% Received	ACCOUNTS RECEIVABLE		ASSESSMENTS		TOTAL REVENUES	Gain/(Loss)
	BUDGET						RECEIVABLE	LOCAL MATCH								
GENERAL FUND - 10																
KTREDC	\$ 53,000	\$ 12,824.89	\$ 12,824.89	\$ 40,175.11	24.00%	\$ 53,000	\$ 9,754.48	\$ 3,070.41	\$ 12,824.89	18.00%	\$ 3,070.41			\$ 12,824.89	\$ -	
EDA Planning	\$ 120,553	\$ 50,814.92	\$ 50,814.92	\$ 69,738.08	42.00%	\$ 72,332	\$ 33,833.00	\$ -	\$ 54,158.97	47.00%	\$ -	20325.97		\$ 54,158.97	\$ 3,344.05	
Revolving Loan Fund	\$ 25,000	\$ 1,225.80	\$ 1,225.80	\$ 23,774.20	5.00%	\$ 25,000	\$ -	\$ -	\$ 1,225.80	0.00%	\$ 1,225.80			\$ 1,225.80	\$ -	
Micro Loan Fund	\$ 2,000	\$ 6,825.00	\$ 6,825.00	\$ (4,825.00)	341.00%	\$ 2,000	\$ -	\$ -	\$ 6,825.00	0.00%	\$ 6,825.00			\$ 6,825.00	\$ -	
Rural Transportation	\$ 139,186	\$ 55,852.92	\$ 55,852.92	\$ 83,333.08	41.00%	\$ 111,349	\$ 22,517.44	\$ 22,164.90	\$ 55,852.92	20.00%	\$ 22,164.90	11170.58		\$ 55,852.92	\$ -	
Water Quality	\$ 2,218	\$ 1,347.29	\$ 1,347.29	\$ 870.71	61.00%	\$ 2,218	\$ 2,218.00	\$ -	\$ 2,218.00	100.00%	\$ -	5296.72		\$ 2,218.00	\$ 870.71	
CFAT	\$ 55,221	\$ 26,483.58	\$ 26,483.58	\$ 28,737.42	48.00%	\$ 44,132	\$ 11,978.15	\$ 9,208.71	\$ 26,483.58	27.00%	\$ 9,208.71	2083.61		\$ 26,483.58	\$ -	
Mobility Manager	\$ 100,000	\$ 20,836.09	\$ 20,836.09	\$ 79,163.91	21.00%	\$ 90,000	\$ 10,926.73	\$ 7,825.75	\$ 20,836.09	12.00%	\$ 7,825.75			\$ 20,836.09	\$ -	
Bunn Zoning	\$ 10,000	\$ 8,026.27	\$ 8,026.27	\$ 1,973.73	80.00%	\$ 10,000	\$ 7,073.07	\$ 953.20	\$ 8,026.27	71.00%	\$ 953.20			\$ 8,026.27	\$ -	
City of Henderson ROBCO	\$ 6,510	\$ 2,014.00	\$ 2,014.00	\$ 4,496.00	31.00%	\$ 6,510	\$ -	\$ 2,014.00	\$ 2,014.00	0.00%	\$ 2,014.00			\$ 2,014.00	\$ -	
Franklin Co Bldg Reuse NS	\$ 1,720	\$ 152.00	\$ 152.00	\$ 1,568.00	9.00%	\$ 1,720	\$ 1,720.00	\$ -	\$ 1,720.00	100.00%	\$ -			\$ 1,720.00	\$ 1,568.00	
Franklin Co Bldg Re-use KF	\$ 13,600	\$ 1,102.00	\$ 1,102.00	\$ 12,498.00	8.00%	\$ 13,600	\$ 15,000.00	\$ -	\$ 15,000.00	100.00%	\$ -			\$ 15,000.00	\$ 13,898.00	
Franklin Co PALZIV	\$ 1,200	\$ 532.00	\$ 532.00	\$ 668.00	44.00%	\$ 1,200	\$ -	\$ 532.00	\$ 532.00	0.00%	\$ 532.00			\$ 532.00	\$ -	
Warrenton Bldg Re-use	\$ 2,500	\$ 2,500.00	\$ 2,500.00	\$ -	100.00%	\$ 2,500	\$ -	\$ 2,500.00	\$ 2,500.00	0.00%	\$ 2,500.00			\$ 2,500.00	\$ -	
Aging - Planning & Admin	\$ 185,828	\$ 61,128.42	\$ 61,128.42	\$ 124,699.58	33.00%	\$ 147,009	\$ 40,737.00	\$ 7,621.69	\$ 61,128.42	28.00%	\$ 7,621.69	12769.73		\$ 61,128.42	\$ -	
Aging - Ombudsman	\$ 117,968	\$ 61,747.13	\$ 61,747.13	\$ 56,220.87	53.00%	\$ 106,171	\$ 46,389.00	\$ 9,183.42	\$ 61,747.13	44.00%	\$ 9,183.42	6174.71		\$ 61,747.13	\$ -	
Aging - Elder Abuse	\$ 4,725	\$ 314.44	\$ 314.44	\$ 4,410.56	20.00%	\$ 4,253	\$ 262.00	\$ 21.00	\$ 314.44	6.00%	\$ 21.00	31.44		\$ 314.44	\$ -	
Aging - Evidence Based	\$ 20,271	\$ 11,552.49	\$ 11,552.49	\$ 8,718.51	57.00%	\$ 18,244	\$ 7,227.00	\$ 3,170.24	\$ 11,552.49	40.00%	\$ 3,170.24	1155.25		\$ 11,552.49	\$ -	
Aging - AAA	\$ 48,263	\$ 34,284.11	\$ 34,284.11	\$ 13,978.89	71.00%	\$ 48,263	\$ 29,738.00	\$ 4,546.11	\$ 34,284.11	62.00%	\$ 4,546.11	726.03		\$ 34,284.11	\$ -	
Aging - Medicare SHIIP	\$ 7,000	\$ 3,630.13	\$ 3,630.13	\$ 3,369.87	52.00%	\$ 5,500	\$ -	\$ 2,904.10	\$ 3,630.13	0.00%	\$ 2,904.10			\$ 3,630.13	\$ -	
Aging - MIPPA	\$ 17,680	\$ 6,379.15	\$ 6,379.15	\$ 11,300.85	36.00%	\$ 17,680	\$ -	\$ 6,379.15	\$ 6,379.15	0.00%	\$ 6,379.15			\$ 6,379.15	\$ -	
Aging - Caregiver	\$ 98,043	\$ 27,015.14	\$ 27,015.14	\$ 71,027.86	28.00%	\$ 98,043	\$ 23,078.00	\$ 3,937.14	\$ 27,015.14	24.00%	\$ 3,937.14			\$ 27,015.14	\$ -	
Aging - NCDOT Project	\$ 300,000	\$ 90,292.86	\$ 90,292.86	\$ 209,707.14	30.00%	\$ 300,000	\$ 10,539.00	\$ 79,753.86	\$ 90,292.86	29.00%	\$ 79,753.86			\$ 90,292.86	\$ -	
Aging - LCA	\$ 30,000	\$ 14,033.30	\$ 14,033.30	\$ 15,966.70	47.00%	\$ 30,000	\$ 10,433.02	\$ 3,600.28	\$ 14,033.30	35.00%	\$ 3,600.28			\$ 14,033.30	\$ -	
Aging - Tri-North HC RGP	\$ 890	\$ 879.90	\$ 879.90	\$ 10.10	99.00%	\$ 890	\$ 888.00	\$ -	\$ 888.00	100.00%	\$ -			\$ 888.00	\$ 8.10	
Aging - Senior Games	\$ 7,500	\$ 19.28	\$ 19.28	\$ 7,480.72	<1%	\$ 7,500	\$ -	\$ 19.28	\$ 19.28	0.00%	\$ 19.28			\$ 19.28	\$ -	
WIDA - Adult	\$ 145,067	\$ 76,170.09	\$ 76,170.09	\$ 68,896.91	53.00%	\$ 145,067	\$ 70,960.49	\$ 5,026.82	\$ 75,987.31	49.00%	\$ 5,026.82			\$ 75,987.31	\$ (182.78)	
WIDA - Youth	\$ 153,854	\$ 64,170.80	\$ 64,170.80	\$ 89,683.20	42.00%	\$ 153,854	\$ 53,674.83	\$ 10,482.08	\$ 64,156.91	35.00%	\$ 10,482.08			\$ 64,156.91	\$ (13.89)	
WIDA - Dislocated Worker	\$ 145,067	\$ 65,190.91	\$ 65,190.91	\$ 79,876.09	45.00%	\$ 145,067	\$ 55,350.92	\$ 9,638.13	\$ 64,989.05	38.00%	\$ 9,638.13			\$ 64,989.05	\$ (201.86)	
WIDA - Admin	\$ 152,778	\$ 77,152.61	\$ 77,152.61	\$ 75,625.39	50.00%	\$ 152,778	\$ 68,666.94	\$ 10,399.42	\$ 79,066.36	45.00%	\$ 10,399.42			\$ 79,066.36	\$ 1,913.75	
WIDA - Career Path Impl	\$ 92,458	\$ 21,852.87	\$ 21,852.87	\$ 70,605.13	24.00%	\$ 92,458	\$ 15,367.23	\$ 6,485.64	\$ 21,852.87	17.00%	\$ 6,485.64			\$ 21,852.87	\$ -	
Granville Co SFR	\$ 167,535	\$ 55,280.82	\$ 55,280.82	\$ 112,254.18	33.00%	\$ 167,535	\$ 56,528.00	\$ -	\$ 56,528.00	34.00%	\$ -			\$ 56,528.00	\$ 1,247.18	
Franklin Co SFR	\$ 169,877	\$ 33,370.15	\$ 33,370.15	\$ 136,506.85	20.00%	\$ 169,877	\$ 26,106.00	\$ 7,264.15	\$ 33,370.15	15.00%	\$ 7,264.15			\$ 33,370.15	\$ -	
Vance Co NSP	\$ 2,500	\$ 1,977.95	\$ 1,977.95	\$ 522.05	79.00%	\$ 2,500	\$ 1,977.95	\$ -	\$ 1,977.95	79.00%	\$ -			\$ 1,977.95	\$ -	
Person County SFR	\$ 175,000	\$ 2,243.51	\$ 2,243.51	\$ 172,756.49	<1%	\$ 175,000	\$ -	\$ 2,243.51	\$ 2,243.51	0.00%	\$ 2,243.51			\$ 2,243.51	\$ -	
Vance County SFR	\$ 175,000	\$ 466.83	\$ 466.83	\$ 174,533.17	<1%	\$ 175,000	\$ -	\$ 466.83	\$ 466.83	0.00%	\$ 466.83			\$ 466.83	\$ -	
Urgent Repair	\$ 100,000	\$ 1,700.00	\$ 1,700.00	\$ 98,300.00	2.00%	\$ 100,000	\$ 50,000.00	\$ -	\$ 50,000.00	50.00%	\$ -			\$ 50,000.00	\$ 48,300.00	
Miscellaneous	\$ -	\$ -	\$ -	\$ -		\$ -	\$ 6,000.00	\$ -	\$ 6,000.00	47.00%	\$ -			\$ 6,000.00	\$ 6,000.00	
Bank Interest	\$ -	\$ -	\$ -	\$ -		\$ -	\$ 1,516.42	\$ -	\$ 1,516.42		\$ -			\$ 1,516.42	\$ 1,516.42	
Annual Meeting	\$ -	\$ 5,823.52	\$ 5,823.52	\$ (5,823.52)		\$ -	\$ 7,500.00	\$ -	\$ 7,500.00		\$ -			\$ 7,500.00	\$ 1,676.48	

BUDGET AMENDMENTS

Donna Lee advised in Fund 10 there was a \$7000.00 adjustment for additional costs in the Micro program. There was also a \$4000.00 adjustment for a new contract with the Town of Bunn and a \$3,000.00 adjustment for a new contract with Vance County MAKO Medical. There was also an adjustment across three WIOA programs for a new contract with the NC Department of Commerce. She explained in Fund 13 there was an additional \$55,000 allocation in the Youth Program and another allocation of \$247,000 for the new Henderson Construction Pathway to Prosperity project.

Budget Amendments

Motion # 4

Motion made by Kevin Easter to approve the amendments as presented. Walter Gardner seconded the motion and the motion carried unanimously.

(INSERT BUDGET AMENDMENTS HERE)

**KERR-TAR REGIONAL COUNCIL OF GOVERNMENTS
BUDGET AMENDMENTS
Thursday, January 25, 2018**

FY 17-18

FUND 10 - GENERAL FUND

BUDGET AMENDMENT # 16	A/C #	BUDGET	CHANGE	REQUESTED
MICRO Loan				
EXPENDITURES	4930			
Contract Services	200	1,350	4,650	6,000
Micro Loan Legal	202	650	2,350	3,000
		2,000	7,000	9,000
REVENUES	3430			
MICRO Loan	001	2,000	7,000	9,000
This amendment represents additional costs within program.				

BUDGET AMENDMENT # 17	A/C #	BUDGET	CHANGE	REQUESTED
BUNN SUBDIVISION ORDINANCE				
EXPENDITURES	5014			
Contract Services	200	0	4,000	4,000
		0	4,000	4,000
REVENUES	3475			
BUNN SUBDIVISION ORDINANCE	224	0	4,000	4,000
This amendment represents a new contract.				

BUDGET AMENDMENT # 18	A/C #	BUDGET	CHANGE	REQUESTED
VANCE COUNTY MAKO MEDICAL				
EXPENDITURES	5044			
Contract Services	200	0	3,000	3,000
		0	3,000	3,000
REVENUES	3475			
VANCE COUNTY MAKO MEDICAL	424	0	3,000	3,000
This amendment represents a new contract.				

BUDGET AMENDMENT# 19	A/C #	BUDGET	CHANGE	REQUESTED
WIOA ADULT PROGRAM				
EXPENDITURES	6850			
Salary - Workforce Dev Program Monitor	157	19,528	0	19,528
Salary - Workforce Dev Director	174	7,268	0	7,268
Salary - Business Services Rep	195	20,210	0	20,210
Salary - WIA P & A Coord.	197	11,700	0	11,700
Supplies	260	900	0	900
Advisory Committee	270	2,000	0	2,000
Travel	314	5,817	0	5,817
Advertising	370	275	842	1,117
Joblink Office Space	413	7,944	0	7,944
Dues & Subscriptions	491	3,731	0	3,731
Fringe Benefits	690	20,243	0	20,243
Indirect Costs	790	33,228	0	33,228
Program Costs	795	12,223	0	12,223
TOTAL EXPENDITURES		145,067	842	145,909
WIOA ADULT PROGRAM	3710			
REVENUE	O10	145,067	842	145,909
This amendment represents a new contract with NC Commerce.				

BUDGET AMENDMENT # 20	A/C #	BUDGET	CHANGE	REQUESTED
WIOA YOUTH PROGRAM				
EXPENDITURES	6870			
Salary - Workforce Dev Program Monitor	157	3,491	0	3,491
Salary - Youth Programs Coorrinator	172	39,548	0	39,548
Salary - Workforce Dev Director	174	7,268	0	7,268
Salary - WIA P & A Coord.	197	11,700	0	11,700
Supplies	260	900	0	900
Advisory Committee	270	1,500	0	1,500
Travel	314	5,807	0	5,807
Telephone	321	500	0	500
Advertising	370	275	841	1,116
Joblink Office Space	413	8,975	0	8,975
Dues & Subscriptions	491	4,500	0	4,500
Fringe Benefits	690	21,382	0	21,382
Indirect Costs	790	35,097	0	35,097
Program Costs	795	12,911	0	12,911
TOTAL EXPENDITURES		153,854	841	154,695
WIOA YOUTH PROGRAM	3720			
REVENUE	O10	153,854	841	154,695
This amendment represents a new contract with NC Commerce.				

BUDGET AMENDMENT # 21	A/C #	BUDGET	CHANGE	REQUESTED
WIOA DISLOCATED WORKER PROGRAM				
EXPENDITURES	6890			
Salary - Workforce Dev Program Monitor	157	19,528	0	19,528
Salary - Workforce Dev Director	174	7,268	0	7,268
Salary - Business Services Rep	195	20,210	0	20,210
Salary - WIA P & A Coord.	197	11,700	0	11,700
Supplies	260	900	0	900
Advisory Committee	270	2,000	0	2,000
Travel	314	5,817	0	5,817
Advertising	370	250	842	1,092
Joblink Office Space	413	8,019	0	8,019
Dues & Subscriptions	491	3,681	0	3,681
Fringe Benefits	690	20,243	0	20,243
Indirect Costs	790	33,228	0	33,228
Program Costs	795	12,223	0	12,223
TOTAL EXPENDITURES		145,067	842	145,909
WIOA DISLOCATED WORKER PROGRAM	3730			
REVENUE	O10	145,067	842	145,909
This amendment represents a new contract with NC Commerce.				

FUND 13 - WIOA FUND

BUDGET AMENDMENT # 2	A/C #	BUDGET	CHANGE	REQUESTED
YOUTH PROGRAM				
EXPENDITURES	6870			
VGCC	610	175,000	30,000	205,000
PCC	611	125,000	25,000	150,000
EDSI	619	350,000	0	350,000
TOTAL EXPENDITURES		650,000	55,000	705,000
YOUTH PROGRAM	3720			
REVENUE	010	650,000	55,000	705,000
This amendment represents additional allocations.				

BUDGET AMENDMENT # 3	A/C #	BUDGET	CHANGE	REQUESTED
HENDERSON CONSTRUCTION				
PATHWAY TO PROSPERITY				
EXPENDITURES	6899			
Triangle Literacy Council	620	0	247,000	247,000
HENDERSON CONSTRUCTION				
PATHWAY TO PROSPERITY	3739			
REVENUES	010	0	247,000	247,000
This amendment represents additional allocations.				

EXECUTIVE DIRECTOR'S REPORT

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

- Welcomed new Board Members: Reggie Horton from City of Roxboro, Tom Lane from Town of Butner, Bill Williamson from Louisburg and Ernie Anderson from City of Creedmoor.
- COG applied for a Brownfields Cleanup Assessment Grant in November through EPA. If this were awarded, the funds will go towards assessing potential brownfield sites in the region.
- Under the CFAT Grant, the COG Planning Department hosted a school bus anti-idling workshop in November that was for all counties. Workshop offered ways for school districts to reduce idling on school campuses.
- The COG hosted a Census Training for local governments. It was to train staff with the new format and reporting procedures for 2020. Census Day will be April 1, 2020.
- COG is currently working with the Town of Bunn on a PARTF application.
- COG staff also working on a micro loan and 3 RLF loans that they hope to bring to the Executive Committee soon.
- COG has been moving forward to secure services of a Broadband company to study the feasibility of extending/improving broadband services in the region. Three of the counties have agreed to secure services of Mighty River LLC to begin the process. This process should take 9 to 12 months. The COG hosted a kick-off meeting with Mighty River, LLC, County Managers and IT personnel on January 11th. Each county will attempt to schedule individual broadband meetings the first week of February.
- COG will host a Disaster Preparedness Training at the COG office on February 6, 2018. This meeting is being held with the NC League of Municipalities and the American Red Cross.
- Application submitted to NC Housing Finance for the 2018 Single Family Rehabilitation Program in Warren County and the 2018 Urgent Repair Program in all 5 counties.
- Workforce Development is hosting an Expungement Clinic on January 30th at the Oxford Career Center. This is the first clinic of this nature held in the region and individuals will be able to determine if they are eligible to have one or more charges expunged from their criminal record to allow them more access to job opportunities.
- Starting the process of developing a Re-Entry Council that would receive assistance on how to start get this started and to engage second chance employers and community leaders that would be willing to help ex-offenders.
- Request for Proposals (RFPs) for One Stop Operator and Adult Dislocated Worker Services for the 2018-19 Program Year have been released. Workforce plans to have proposals reviewed and make recommendations to the WD Board on March 6, 2018.
- Aging staff is working on the Vance County Aging Plan. Contact the COG if you want to participate on the survey on line or by hard copy.
- NC Association of Area Agencies on Aging purchased and holds a license for the Dementia Friendly NC. COG has staff that are trained to facilitate this initiative throughout our region.
- Aging Department is hosting the RAAC Legislative Breakfast on February 8th at the Granville Expo and Convention Center. Guest speaker is Dr. James Johnson, Jr. from the UNC Kenan Flagler Business School and he will address looking at growth of the aging population from an economic development view. So far we also have Representatives Garrison, and Richardson as well as Senator Woodward signed up to participate. We also have Betty Jo Shephard from Senator Burr's office and Austin Shearer from Senator Tillis' office.
- COG staff wants to welcomes Laura Yeatts who is the new Aging Projects Coordinator. Her work will include coordinating Senior Games in the Region, Health Promotion Disease Prevention programs and the Senior's Health Insurance Information (SHIIP).

- Workforce is excited to announce the Youth Demonstration Construction Project on February 1st. Ben Foti will be providing more details in regards to this new project.

Executive Director's Report

Motion #

Motion made by David Smith to accept the Executive Director's Report as presented. Archer Wilkins seconded the motion and it carried unanimously.

Workforce Development Youth Initiative – Construction Pathway to Prosperity

Youth Program Coordinator, Ben Foti advised that he was excited to be working on a new initiative with the City of Henderson. The project is the Henderson Construction Pathway to Prosperity.

With this project, the City of Henderson agrees to donate blighted, vacant properties that are in their name to be used for training (classroom sites) for local young adults to rehabilitate and gain "hands-on" construction (trade) skills. This pilot program will resemble the US DOL Youth Build programs.

The Kerr Tar Workforce Development Board is teaming with the City of Henderson, Department of Commerce, Triangle Literacy Council and local stakeholders to work with dropouts, former offenders, Vance County Court Systems and local business thru this pilot project. This initiative is setup to teach trade skills, provide job opportunities and community service while targeting young adults that have barriers to employment.

This initiative will also help to restore blighted homes in Henderson and provide training ground for young adults, and create possible affordable housing options. Plans are to start out with 20-30 students in the program in about April. With a second round beginning in about October. The hopes are that these young adults will develop a career from skills acquired in the program and that they may live in the neighborhoods that they helped re-vitalize.

During this process, the students will be shadowing licensed trainers and learning skills in carpentry, masonry, electrical and plumbing. Triangle Literacy will be training young adults.

In addition, the Workforce Career Pathways is moving forward with construction and field trade pathways in the near future.

Ben also reviewed the current Statement of Need for this project and the possible local impact or benefits to the area.

Bryan thanked Ben for being a part of this initiative and stated a program like this was WELL OVERDUE! All agreed that there are jobs available if the person has basic fundamental skills such as this program offers.

Quon asked if there was any supportive services provided and Ben advised there was supportive services provided.

Sidney inquired about the pay for this work. Ben guessed that it would be about \$50 a week stipend if they spent 80-85% of time in class. When working on the job site they would receive comparable

wages and other incentives and milestone payments once GED, Certificates and Drug Tests are passed.

Quon advised that all these things were needed in our communities and the Expungement Workshop would be very beneficial and was badly needed as sometimes it takes years to expunge convictions off an individual's record.

PUBLIC COMMENT AND ANNOUNCEMENTS

Sidney inquired if the Micro and RLF items were all in the Bunn area. Diane informed him they were throughout the five county area.

Quon again welcomed new member(s).

There being no further business, the meeting adjourned.

Sincerely,



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