

**Kerr Tar Regional Council of Governments
Board of Directors**

May 28, 2020

Members Present

John Alston	Walter Gardner	Kenneth Perry
Mary Anderson	Carroll Harris	Walter Powell
Quon Bridges	Wanda Henderson	David Smith
Kechia Brustmeyer-Brown	Reggie Horton	Jeff Tingen
Francine Chavis	Zelodis Jay	Danny Wright
Jimmy Clayton	Jennifer Jordan Pierce	Betty Wright
Sidney Dunston	Dazale Kearney	
Carolyn Faines	Leo Kelly	
	Tom Lane	

COG Staff:

Diane Cox
Donna Lee
Susan Tucker
Lou Grillo
Monica Satterwhite

Others:

Harry Mills
Jim Wrenn
Michael Felts
Michelle Muir
Rep. Terry Garrison

Roll Call

As the meeting was conducted virtually, a voice roll call was requested and a quorum confirmed.

Call to Order

As a quorum was present, Chairman Sidney Dunston called the meeting to order at 6:00 PM and welcomed members.

Chairman Dunston then requested that the group join him in a moment of silence to remember former Board Member Gary Plummer, who passed away May 7, 2020 and Community Activist Andrea Harris, who passed away on May 20, 2020.

Approval of the Consent Agenda

Chairman Dunston asked for the pleasure of the Board with regard to the Consent Agenda, which contained:

- A. January 23, 2020 Executive Committee Minutes
- B. January 23, 2020 Board Minutes
- C. March 26, 2020 Executive Committee Conference Call Minutes
- D. March 26, 2020 Board Conference Call Minutes
- E. April 14, 2020 Executive Committee Conference Call Minutes
- F. April 2020 Finance Report
- G. Budget Amendments- Fund 10 (General Fund) in the amount of \$135,600
- H. Budget Amendment – Fund 11 (Aging Fund) in the amount of \$225,833
- I. Budget Amendment – Fund 13 (WIOA Fund) in the amount of \$10,000

J. Executive Director's Report

Motion 1

A motion was made by David Smith to approve the Agenda as presented. The motion was seconded by Zelodis Jay. A full roll call vote was conducted, and the motion passed unanimously.

Public Comments

Chairman Dunston opened the floor for comments from the public. No comments were received.

2020 ESSENTIAL SINGLE FAMILY REHABILITATION PROGRAM (ESFRLP) ASSISTANCE POLICY- PERSON COUNTY

Diane Cox shared that the COG was approved for \$190,000 from the North Carolina Housing Finance Agency to serve a minimum of 5 units in Person County. Program Assistance Policies are required to be adopted that identifies the eligibility criteria for assistance, and for prioritizing applicants once that have been determined eligible. Draft policy has been reviewed for compliance by case manager at North Carolina Housing Finance Agency. Changes to the policy include increased awareness of and adherence to CDC guidelines and other safety protocols.

Motion 2

Danny Wright made a motion for approval of the 2020 Essential Single Family Rehabilitation Program Assistance Policy for Person County. Quon Bridges seconded the motion. A full roll call vote was held, and the motion carried unanimously.

2020 ESSENTIAL SINGLE FAMILY REHABILITATION PROGRAM (ESFRLP) ASSISTANCE POLICY- VANCE COUNTY

Diane Cox shared that the COG was approved for \$190,000 from the North Carolina Housing Finance Agency to serve a minimum of 5 units in Vance County. Program Assistance Policies are required to be adopted that identifies the eligibility criteria for assistance, and for prioritizing applicants once that have been determined eligible. Draft policy has been reviewed for compliance by case manager at North Carolina Housing Finance Agency. Changes to the policy include increased awareness of and adherence to CDC guidelines and other safety protocols.

Motion 3

Leo Kelly made a motion for approval of the 2020 Essential Single Family Rehabilitation Program Assistance Policy for Vance County. Jimmy Clayton seconded the motion. A full roll call vote was held, and the motion carried unanimously.

2020 ESSENTIAL SINGLE FAMILY REHABILITATION PROGRAM (ESFRLP) PROCUREMENT AND DISBURSEMENT POLICIES

Procurement and Disbursement Policies specific to ESFRLP2020 were presented by Diane Cox. Draft policy has been reviewed for compliance by case manager at North Carolina Housing Finance Agency.

Motion 4

Walter Gardner moved that the 2020 Essential Single Family Rehabilitation Program Procurement and Disbursement Policies be approved. The motion was seconded by Walter Powell. A full roll call vote was held, and the motion passed unanimously.

RESOLUTION TO SIGN REQUISITION FORMS

A request was made for a Resolution to authorize Patricia S. Cox, Executive Director and Donna Lee, Finance Manager to sign requisition forms for the Essential Single Family Rehabilitation funds with Chairman Sidney Dunston as the authorized signatory.

Motion #5

Danny Wright moved that the resolution be approved. Zelodis Jay seconded the motion. A full roll call vote was held, and the motion passed unanimously.

LANGUAGE ACCESS PLAN

As a recipient of federal funds, the KTCOG is required to comply with Title VI of the Civil Rights of 1964, requiring us to take responsible steps to endure meaningful access by persons with limited English proficiency. Diane Cox reviewed the draft plan for language accessibility, and stated that it has been reviewed for compliance by case manager at North Carolina Housing Finance Agency.

Motion #6

Phil Meador moved that the Language Access Plan be approved. Tom Lane seconded the motion. A Roll call vote was held and the motion passed unanimously.

2020-2021 BUDGET PRESENTATION

Executive Director Cox presented the proposed budget for FY 2020/2021, and stated that the proposed Budget comes to the Board on recommendation from the Executive Committee. She added that no action would be taken at this meeting, but would occur at the June meeting with the inclusion of the required public hearing.

Diane noted that:

- The budget contains a slight increase in the cost of fringe benefits, driven by increases in group health costs and retirement
- Total indirect expenses show a 2.26% decrease over last fiscal year
- The COG is budgeting for two additional staff members, a Regional Engagement Specialist and a Safe Routes to School Coordinator. Both roles will be full-time.
- There is a 3% Cost of Living Increase for all staff included in the proposed budget
- Overall, the budget is \$6,126,391 vs. 5,615,931 in FY 2019/2020

Cox also mentioned that there is additional funding from the CARES Act that is anticipated, however it is not included in the budget as final details are unknown at this time.

Board Member Quon inquired about the effects of the COVID-19 pandemic on the budget, and Director Cox responded that while it may not be apparent, the pandemic has impacted all areas of the organization, and would likely be the primary focus over the first six months of the 2020/2021 year.

Board Member Kenneth Perry inquired about the cost/benefit of the line item dedicated to the in-house copiers, wondering if the funds would be more effective in investing in new equipment. Cox explained that the cost included supplies and equipment rental as well as maintenance costs.

Motion #7

There being no further business, Danny Wright moved that the meeting be adjourned. The motion was seconded by Phil Meador and carried unanimously. Thus, with a message of safety and well wishes, Chairman Sidney Dunston adjourned the meeting at 6:53 PM.

Respectfully submitted,

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