

**Minutes**  
**KERR-TAR REGIONAL COUNCIL OF GOVERNMENTS**  
**Kerr Tar Board Meeting**  
**Kerr-Tar COG Office**  
**November 21, 2019**

**Members Present**

John Alston	Mary Anderson
Wayne Aycock	Francine Chavis
Jimmy Clayton	Sidney Dunston
Kevin Easter	Carolyn Faines
Carroll Harris	Wanda Henderson
Reggie Horton	Zelodis Jay
Tom Lane	Philip Meador
Kenneth Perry	Jennifer Pierce
Gary Plummer	Walter Powell
David Smith	Jeff Tingen
Michael Williford	Betty Wright
Danny Wright	

**Absent Members**

Ernie Anderson	Quon Bridges
Jimmy Clayton	Eddie Ellington
Fonzie Flowers	Walter Gardner
Treco Lea-Jeffers	Wanda Henderson
Jerry Joyner	Dazale Kearney
Leo Kelly	Marsha Strawbridge

**COG Staff:**

Diane Cox  
Donna Lee  
Susan Tucker  
Deborah Cozart

**Others:**

Jim Wrenn – Attorney  
Tommy Marrow – Butner  
Bob Coats – Guest Speaker  
Vincent Jones – Warren County  
Representative Terry Garrison  
Dennis Jarvis – Vance County  
Harry Mills – Granville County  
Jennifer Gladwin - Butner

**Invocation**

Chairman Dunston asked Board Member, Rev. John Alston to provide the invocation prior to dinner.

**Call to Order**

Chairman Dunston called the meeting to order and welcomed guests.

## **Minutes**

Chairman Dunston advised that the Minutes from the October 24th meeting were forwarded previously for review with the meeting notice. He asked for the Board's pleasure regarding the minutes.

## **Minutes**

### **Motion # 1**

Motion made by David Smith to approve the Minutes as written. Betty Wright seconded the motion and the motion carried unanimously.

## **NEW BUSINESS**

### **Finance Report**

Finance Manager, Donna Lee reviewed the Finance Report ending October 2019 by fund and provided total expended percentages (Fund 10 20%, Aging 21%, and WIOA 13%.) She also noted the bank account balances were provided at the bottom of the report as well as the current loan information.

**Insert Finance Report Here**

**KERR-TAR REGIONAL COUNCIL OF GOVERNMENTS  
OCTOBER, 2019**

	EXPENDITURE		YTD		EXPENDITURE		% Expended	REVENUE		YTD		ACCOUNTS		ASSESSMENTS		TOTAL		Gain/(Loss)
	BUDGET	EXPEND	BALANCE	EXPEND	BUDGET	RECEIVED		RECEIVABLE	ALLOCATED	LOCAL MATCH	REVENUES	Gain/(Loss)						
<b>GENERAL FUND - 10</b>																		
KTREDC	\$ 53,000	\$ 21,729.04	\$ 31,270.96	\$ 41%	\$ 53,000	\$ 15,888.04	\$ 5,841.00									\$ 21,729.04	\$ -	
EDA Planning	\$ 125,099	\$ 34,795.92	\$ 90,303.08	28%	\$ 75,059	\$ 25,932.54	\$ -	13918.37							\$ 39,850.91	\$ 5,054.99		
Revolving Loan Fund	\$ 20,000	\$ 1,103.65	\$ 18,896.35	6%	\$ 20,000	\$ -	\$ 1,103.65								\$ 1,103.65	\$ -		
Micro Loan Fund	\$ 4,500	\$ -	\$ 4,500.00	0%	\$ 4,500	\$ -	\$ -								\$ -	\$ -		
Rural Transportation	\$ 139,186	\$ 48,173.18	\$ 91,012.82	35%	\$ 111,349	\$ -	\$ 38,538.54	9634.64							\$ 48,173.18	\$ -		
CFAT	\$ 25,747	\$ 22,819.13	\$ 2,927.87	89%	\$ 20,597	\$ -	\$ 18,255.30	4563.83							\$ 22,819.13	\$ -		
Mobility Manager	\$ 9,515	\$ -	\$ 9,515.00	0%	\$ 4,757	\$ -	\$ -	0.00							\$ -	\$ -		
Burn Zoning	\$ 7,500	\$ 3,334.15	\$ 4,165.85	44%	\$ 7,500	\$ 2,604.18	\$ 729.97								\$ 3,334.15	\$ -		
Regional Agritourism Project	\$ 5,500	\$ 600.00	\$ 4,900.00	11%	\$ 5,500	\$ 5,500.00	\$ -								\$ 5,500.00	\$ 4,900.00		
Aging - Planning & Admin	\$ 207,808	\$ 39,727.28	\$ 168,080.72	19%	\$ 164,397	\$ 22,894.00	\$ 8,449.75	8299.03							\$ 39,642.78	\$ (84.50)		
Aging - Ombudsman	\$ 122,842	\$ 38,286.55	\$ 84,555.45	31%	\$ 110,565	\$ 26,002.00	\$ 8,288.79	3828.66							\$ 38,119.45	\$ (167.11)		
Aging - Elder Abuse	\$ 4,637	\$ 135.72	\$ 4,501.28	3%	\$ 4,173	\$ 122.00	\$ -	13.57							\$ 135.57	\$ (0.15)		
Aging - Evidence Based	\$ 22,088	\$ 2,331.43	\$ 19,756.57	11%	\$ 19,879	\$ 1,366.00	\$ 732.00	233.14							\$ 2,331.14	\$ (0.29)		
Aging - AAA	\$ 48,263	\$ 32,207.42	\$ 16,055.58	67%	\$ 48,263	\$ 25,205.00	\$ 6,789.31								\$ 31,994.31	\$ (213.11)		
Aging - Medicare SHIPP	\$ 5,000	\$ 4,996.13	\$ 3.87	100%	\$ 5,000	\$ 5,000.00	\$ -								\$ 5,000.00	\$ 3.87		
Aging - MIPPA	\$ 20,484	\$ 7,971.97	\$ 12,512.03	39%	\$ 20,484	\$ 5,032.00	\$ 2,939.97								\$ 7,971.97	\$ -		
Aging - Caregiver 811	\$ 65,065	\$ 24,906.31	\$ 40,158.69	38%	\$ 65,065	\$ 22,912.00	\$ 1,994.75								\$ 24,906.75	\$ 0.44		
Aging - Caregiver 821	\$ 22,000	\$ 5,609.84	\$ 16,390.16	25%	\$ 22,000	\$ -	\$ 5,609.84								\$ 5,609.84	\$ -		
Aging - Caregiver 841	\$ 22,000	\$ 1,508.01	\$ 20,491.99	7%	\$ 22,000	\$ -	\$ 1,508.01								\$ 1,508.01	\$ -		
Aging - Caregiver Dir Vouchers	\$ 7,500	\$ 150.00	\$ 7,350.00	2%	\$ 7,500	\$ -	\$ 150.00								\$ 150.00	\$ -		
Aging - LCA	\$ 3,000	\$ 845.42	\$ 2,154.58	28%	\$ 3,000	\$ -	\$ 845.42								\$ 845.42	\$ -		
Aging - NCDOT Project	\$ 190,397	\$ -	\$ 190,397.00	0%	\$ 190,397	\$ -	\$ -								\$ -	\$ -		
Aging - Senior Games	\$ 7,500	\$ -	\$ 7,500.00	0%	\$ 7,500	\$ -	\$ -								\$ -	\$ -		
WIOA - Adult	\$ 128,927	\$ 33,719.68	\$ 95,207.32	26%	\$ 128,927	\$ 23,730.50	\$ 9,989.18								\$ 33,719.68	\$ -		
WIOA - Youth	\$ 138,608	\$ 49,630.02	\$ 88,977.98	36%	\$ 138,608	\$ 37,690.88	\$ 11,939.14								\$ 49,630.02	\$ -		
WIOA - Dislocated Worker	\$ 151,800	\$ 37,510.54	\$ 114,289.46	25%	\$ 151,800	\$ 29,591.49	\$ 7,919.05								\$ 37,510.54	\$ -		
WIOA - Admin	\$ 179,911	\$ 51,970.11	\$ 127,940.89	29%	\$ 179,911	\$ 40,893.10	\$ 11,077.01								\$ 51,970.11	\$ -		
WIOA - Incumbent Worker	\$ 99,687	\$ 32,012.58	\$ 67,674.42	32%	\$ 99,687	\$ 22,919.46	\$ 9,093.12								\$ 32,012.58	\$ -		
WIOA - Re-Entry	\$ 30,000	\$ 3,030.46	\$ 26,969.54	10%	\$ 30,000	\$ 3,030.46	\$ -								\$ 3,030.46	\$ -		
Franklin Co SFR	\$ 32,703	\$ 1,804.29	\$ 30,898.71	6%	\$ 32,703	\$ 3,605.00	\$ -								\$ 3,605.00	\$ 1,800.71		
Person County SFR	\$ 47,365	\$ 14,745.62	\$ 32,619.38	31%	\$ 47,365	\$ 37,181.54	\$ -								\$ 37,181.54	\$ 22,435.92		
Vance County SFR	\$ 105,000	\$ 1,822.97	\$ 103,177.03	2%	\$ 105,000	\$ 9,563.73	\$ -								\$ 9,563.73	\$ 7,740.76		
Warren County SFR	\$ 170,000	\$ 5,344.63	\$ 164,655.37	3%	\$ 170,000	\$ 10,376.00	\$ -								\$ 10,376.00	\$ 5,031.37		
	\$ 175,000	\$ 366.23	\$ 174,633.77	0%	\$ 175,000	\$ -	\$ 366.23								\$ 366.23	\$ -		



WORKFORCE - FUND 13																			
Adult - EDSI	\$	350,000	\$	52,413.66	\$	297,586.34	15%	\$	350,000	\$	52,413.66	\$	52,413.66	\$	-				
Youth																			
VGCC	\$	100,000	\$	16,520.60	\$	83,479.40	17%	\$	100,000	\$	16,520.60	\$	16,520.60	\$	-				
PCC	\$	150,000	\$	12,365.38	\$	137,634.62	8%	\$	150,000	\$	12,365.38	\$	12,365.38	\$	-				
EDSI	\$	200,000	\$	15,604.06	\$	184,395.94	8%	\$	200,000	\$	15,604.06	\$	15,604.06	\$	-				
Finish Line Grant																			
VGCC	\$	24,005	\$	-	\$	24,005.00	0%	\$	24,005	\$	-	\$	-	\$	-				
PCC	\$	13,303	\$	542.06	\$	12,760.94	4%	\$	13,303	\$	542.06	\$	542.06	\$	-				
Dislocated Worker-EDSI	\$	250,000	\$	36,403.71	\$	213,596.29	15%	\$	250,000	\$	36,403.71	\$	36,403.71	\$	-				
IW Contract Stay On-Line	\$	7,298	\$	6,900.00	\$	398.00	95%	\$	7,298	\$	6,900.00	\$	6,900.00	\$	-				
TOTALS	\$	1,094,606	\$	140,749.47	\$	953,858.53	13%	\$	1,094,606	\$	140,749.47	\$	140,749.47	\$	-				
ALL TOTALS	\$	5,776,497	\$	1,102,696	\$	4,673,403		\$	5,654,902	\$	1,062,065	\$	152,160	\$	40,491	\$	1,254,716	\$	152,020
Revolving Loan Fund:												BANK ACCOUNT BALANCES 10/31/19							
FYTD Loaned	\$	-																	
FYTD Interest Earned on Loans	\$	8,764.40																	
FYTD Bank Interest Earned	\$	3,398.20																	
MICRO Loan Fund:												TOTAL							
FYTD Loaned	\$	-																	
FYTD Interest Earned on Loans	\$	94.60																	
FYTD Bank Interest Earned	\$	392.46																	
SIGNED: Donna Crocker Lee												11/4/19							

## **Finance Report**

### **Motion #2**

Motion made by Danny Wright to approve the Finance Report as presented. Wayne Aycock seconded the motion and motion carried unanimously.

## **Budget Amendments**

There were no budget amendments for the month of October.

## **Request to Amend to the 2019 Urgent Repair Program Assistance Policy**

Executive Director, Diane Cox noted that the KTCOG received a 2019 grant from the North Carolina Housing Finance Agency for \$200,000 to perform urgent repairs in the five counties. The original program policy included a start date of January 1, 2020 for repairs. The process of receipt, processing and scoring of applications moved more quickly than anticipated and has been completed. Thus, a request is made to amend the Urgent Repair Program Assistance Policy to include an earlier start date of December 2, 2019.

### **Motion #3**

Motion made by Danny Wright to approve the Request as presented. Betty Wright seconded the motion and motion carried unanimously.

## **Executive Director's Report**

Executive Director, Diane Cox highlighted the following items to the Board of Directors and shared a hard copy of her remarks. (Her report should be reviewed in detail and shared with local boards.)

- Throughout the past two weeks, the COG, along with Working Landscapes (Warren County) and GRRO (Vance County) have been hosting community input meetings throughout the region focused on drafting a regional Food Policy. The meetings have been well attended, with valuable information and suggestions being offered among participants.
- The COG is pleased to announce an EDA visit by NC's EDA Representative, Hillary Sherman on Tuesday, December 3. During her visit, Hillary plans to visit with our EDC's Directors. Hillary is scheduled to have mtgs. in Person, Granville, and Franklin Counties.
- The COG will be hosting an Economic Development Summit in early 2020 at McGregor Hall in Vance County. More information will come as the date approaches. This Summit will focus on: workforce development, education, business and industry recruitment, and learning best management practices the region can implement.
- The KTRPO is asking that Board members complete the NCMOVES 2050 survey. The NCDOT is seeking public comments on the future of transportation in the state over the next 30 years.

- The COG is hosting an Alternative Fuel Vehicles workshop on December 5, 2019 from 10 am-1:30 pm at the Council of Government offices. The event is free to attend, but a December 2, 2019 rsvp is required. The purpose of the workshop is to increase public awareness of alternative fuel solutions and technologies.

#### **Area Agency on Aging Program Activities:**

- The Aging Department welcomed our new Aging Projects Coordinator this month. Michele Brigandi comes to us from Resources for Seniors at the Northern Wake Senior Center, where she served as the Senior Program Coordinator. She will manage the region's Senior Games, and coordinate community events, among many other responsibilities. She lives in Louisburg and brings a wide range of business and professional skills and experience. We are glad to have her on board.
- Through one of our more Regional Aging Advisory Council volunteers, the department has connected with a large faith community in Vance County which will take part in our File of Life project and the Red Cross smoke detector project. We will also explore other program and event possibilities with them. The Vance EMS director will be meeting with us in early December about File of Life as well.
- Our Evidence-Based Health Programs are in progress in four of our senior centers now, with ongoing weekly classes. Department staff continues to provide Medicare counseling during this open enrollment period through December 7.
- The department needs more Regional Aging Advisory Council and Senior Tarheel Legislature volunteers, and we would appreciate any referrals the Board could provide to fill these important positions.

#### **Workforce Development Program Activities:**

- The WDB Executive met on November 15 to receive recommendations for WIOA contractors for the FY 20/21 Program year. Those recommendations will be presented to the full WDB at its December 3rd meeting. There were 9 proposals received - 3 adult/dislocated worker, 4 youth, and 2 one-stop operator.
- Re-entry Resource fair is being held today from 5-7 p.m. at McGregor Hall atrium in Henderson. As of now, the following agencies will be represented: Department of Social Services, New Life Connection, Charles Williamson BAR association, Family Resource Centers, NC Works Career Center staff, VGCC (Adult Basic Education, Small Business Center, and Coordinator of Prison Programs), mental health organizations, substance abuse providers and domestic violence/assault organizations.
- Workforce Development Board members and staff attended the Workforce Development Partnership Conference on 23<sup>rd</sup> - 25<sup>th</sup> in Greensboro.

#### **Administration and Housing:**

- Monitoring for the Single Family Home Rehab program was recently held for the Franklin and Granville 2016 projects. There were no findings and the COG received great recommendations from the NCHFA, and these projects will be used in the future as best practices at the next raining for the Housing Finance Agency.

- The 2018 Audit is complete and will be presented to the Board at the January meeting.
- The COG continues to review grants and to research grant opportunities for our Communities. If you have a specific project you would like assistance with, contact the COG and we will begin to look for funding opportunities for you.
- COG Office will be closed November 28th & 29th in observance of the Thanksgiving Holiday.
- COG staff is adopting a family of four (1 adult and 2 children) from Person County for the 2019 COG Christmas Project.

### **Governor's Census Liaison**

Diane introduced Bob Coats of the Office of State Budget and Management. Mr. Coats serves as the Governor's Census liaison and presented to the Board on the upcoming 2020 United States Census and the importance of making sure everyone is counted.

Mr. Coats began his remarks by reminding the Board that the 2020 Census is upcoming, and urging them to help put a local face on the Census to be sure everyone is counted, and by outlining the very tangible benefits to a robust and accurate census. These benefits included:

- Representation: North Carolina could get 1-2 more seats in the House of Representatives based on the count.
- Funding: each person counted in the census brings approximately \$1800 to the local community from state (\$200) and Federal (\$1600) sources.
- Planning: the census produces rich data that can be used for future planning

Mr. Coats then gave an overview of the timeline for the census:

- Every address will receive a postcard offering the opportunity to respond to the census electronically
- Door knockers will begin a few weeks after the postcards
- If an address responds to the census electronically by April 1, 2020, then no door knockers will come to complete the census in person

Mr. Coats proceeded to identify some keys for Census success:

- Internet access: over 800,000 households in North Carolina do not have internet access. They can complete their census by phone or use local resources, such as the library or Senior Centers.
- Recognition of the Census workers: Census workers will be easy to identify, will have an I.D. that identifies them.
- Preventing scams and fraud: Coats shared a copy of the actual census form, and noted that no census form or worker will ever ask for a social security number, bank information, donation or donation to a political party.

And some risk factors:

- Recent relocation: those who have recently moved may not think they count.
- Linguistic Isolation: the census is available in 12 different languages, and there is language support available in over 70 languages, including American Sign Language.
- Children: preschool children are often overlooked. Over 10 million children were missed in the last census.
- African America males aged 18-35 are missed at the highest rate of any racial category. Coats called for local "Census Heroes" who can reach a variety of demographics.
- Literacy: those who cannot read are likely to be missed.



What can local government do?

- Get involved and use the tools available at census.gov to inform your outreach. If the tools you need in your community are not there, contact the census and they will help.
- Artwork and printable posters are available for use, but there is no budget for census promotion.
- Localize the message. Citizens are more interested in helping locally than at state or national levels, and the funding impacts at a local level.

Mr. Coats reminded the Board that everyone who is breathing in North Carolina on April 1, 2020 counts in the US Census for North Carolina.

Members thanked Mr. Coats for his valuable information.

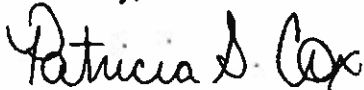
### **PUBLIC COMMENT AND ANNOUNCEMENTS**

Chairman Dunston welcomed and recognized Representative Terry Garrison, who joined the meeting in progress. Mr. Garrison commended the COG staff for their consistent excellence, and reinforced the importance of the Census presentation.

Diane Cox reminded the Board that the January meeting will be held at the Granville County Expo and Convention Center.

There being no further business, the meeting adjourned.

Sincerely,

A handwritten signature in black ink that reads "Patricia S. Cox". The signature is written in a cursive style with a large initial "P" and a stylized "Cox".

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