

**Minutes**  
**KERR-TAR REGIONAL COUNCIL OF GOVERNMENTS**  
**Kerr-Tar COG Office**  
**January 28, 2016**

**Members Present**

John Alston	Mary Anderson
Wayne Aycock	Quon Bridges
Francine Chavis	Jimmy Clayton
Henry Daniel	Sidney Dunston
Walter Gardner	Carrol Harris
Tommy Hester	Zelodis Jay
Linda Jordon	Jennifer Jordan
Dazale Kearney	Brad Kearney
Gary Plummer	Barry Richardson
Joe Shearon	David Smith
Archer Wilkins	Danny Wright

**COG Staff:**

Diane Cox  
William Hoyle  
Vincent Gilreath  
Jillian Hardin  
Will Brooks  
Conna Lee  
Gina Parham

**Others:**

Jim Wrenn – Attorney  
Eddie Burke – Auditor  
Jessica Simmons – Auditor  
Bill Birdsong – Butner Town Council  
Eric Naisbitt – Senator Barefoot's Office  
Harry Mills – Granville EDC  
Ken Bowman – Warren EDC  
Pete O'Geary - Guest

**Call to Order and Invocation**

Chairman Hester asked Board Member, Danny Wright to provide the invocation.

**PUBLIC HEARING**

Chairman Hester called the meeting to order and Opened the Public Hearing regarding the Kerr Tar Regional Council of Governments Section 5310 Enhanced Mobility Application. He asked Executive Director, Diane Cox to review the details of this Grant.

Diane advised that the KTCOG was awarded two grants for FY16, the NCDOT Elderly and Disabled Transportation Grants for \$300,000 which are used to provide medical transportation (particularly life sustaining transportation such as dialysis trips and chemotherapy trips) and a \$92,445 grant for a Regional Mobility Manager position to coordinate transportation information on all travel modes and to manage eligibility requirements and arrangements fro customers among supporting programs; support local and state partnerships that coordinate transportation services; updating and complementing coordination of plans. Each of these grants is a one year grant that will end June 30, 2016.

She reported that she was very pleased with the success of this program and happy to announce that the COG will once again apply for funding for the FY17 grant cycle. The new grant cycle is for one year from July 1, 2016 until June 30, 2017. Funding request will include \$300,000 to provide medical transportation to elderly and/or disabled individuals in our region. She stated as in the past grants, the 10% matching funds would come from the county utilizing existing aging funds.

She further stated that \$100,000 for a Regional Mobility Manager position will also be requested. The 10% match will be provided by leveraging local funds.

The Chairman asked for any questions or comments in regards to the grant application request.

## **Close Public Hearing**

### **Motion # 1**

Sidney Dunston made a motion to close the Public Hearing. Zelodis Jay seconded the motion and the motion carried unanimously.

At this time, Chairman Hester called former Mayor Pete O'Geary to the podium. Tommy presented a plaque to James D. "Pete" O'Geary as a thank you and tribute to his years of service on the KTRCOG Board of Directors from 2008 until 2015. He commended Pete for his service to the citizens of the City of Henderson and Vance County. He was encouraged to come back and visit this Board at anytime.

Mr. O'Geary thanked everyone for the plaque and stated he considered it a pleasure to have served on this Board.

Chairman Hester welcomed all Guests that were in attendance this evening.

## **Approval of Minutes**

Chairman Hester asked for the Board's pleasure in regards to the November 19, 2015 for COG Board Minutes and Executive Committee Minutes.

## **Minutes**

### **Motion # 2**

Motion was made by Barry Richardson, seconded Archer Wilkins to approve the Minutes as written. The motion carried unanimously.

## **NEW BUSINESS**

## **FINANCE REPORT**

Diane Cox presented the Finance Report ending December 31, 2015 that had been prepared by William Hoyle and reviewed by Finance Chairman, Danny Wright. She stated there were no significant changes and reviewed the cash balances. She stated that Mr. Hoyle would be presenting this report beginning in March. She offered to answer any questions or concerns.

	BUDGET	YTD EXPEND	BALANCE	% EXPENDED	REVENUES RECEIVED	ACCOUNTS RECEIVABLE	ASSESSMENTS ALLOCATED LOCAL MATCH	TOTAL REVENUES	GAIN/(LOSS)
<b>GENERAL FUND - 10</b>									
KTREDC	\$ 53,000	\$ 22,362	\$ 30,638	42	\$ 17,059	\$ 5,303		\$ 22,362	-
EDA Planning	\$ 97,502	\$ 45,314	\$ 52,188	46	\$ 59,310	\$ (13,996)	\$ -	\$ 45,314	16,561
Revolving Loan Fund	\$ 17,595	\$ 4,886	\$ 12,709	28	\$ -	\$ 4,886		\$ 4,886	-
Micro Loan Fund	\$ -	\$ -	\$ -		\$ -	\$ -		\$ -	-
Rural Transportation	\$ 121,030	\$ 64,932	\$ 56,098	54	\$ 25,993	\$ 25,953	\$ 12,986	\$ 64,932	-
Bike Ped Path Plan	\$ 13,500	\$ 8,735	\$ 4,765	65	\$ 6,778	\$ 1,957		\$ 8,735	-
CFAT	\$ 20,213	\$ 10,460	\$ 9,753	52	\$ 5,450	\$ 2,918	\$ 2,092	\$ 10,460	-
Mobility Manager	\$ 92,900	\$ 23,921	\$ 68,979	26	\$ 8,742	\$ 15,179		\$ 23,921	-
Bunn Zoning	\$ 5,000	\$ 3,508	\$ 1,492	70	\$ 2,710	\$ 798		\$ 3,508	-
Warrenton Zoning	\$ 2,700	\$ 1,184	\$ 1,516	44	\$ 2,700	\$ -		\$ 2,700	1,516
Franklin Co. Building Reuse	\$ 15,000	\$ 4,887	\$ 10,113	33	\$ 15,000	\$ -		\$ 15,000	10,113
Aging - Planning & Admin.	\$ 187,380	\$ 59,772	\$ 127,608	32	\$ 36,858	\$ 10,428	\$ 12,486	\$ 59,772	-
Aging - Ombudsman	\$ 106,146	\$ 56,040	\$ 50,106	53	\$ 42,406	\$ 8,030	\$ 5,604	\$ 56,040	-
Aging - Elder Abuse	\$ 4,708	\$ 1,559	\$ 3,149	33	\$ 1,228	\$ 156	\$ 175	\$ 1,559	-
Aging - Evidence Based	\$ 20,490	\$ 8,003	\$ 12,487	39	\$ 6,899	\$ 304	\$ 800	\$ 8,003	-
Aging - AAA Admin	\$ 48,263	\$ 16,051	\$ 32,212	33	\$ 14,360	\$ 1,691		\$ 16,051	-
Aging - Medicare SHIP	\$ 5,000	\$ 3,422	\$ 1,578	68	\$ 5,500	\$ -		\$ 5,500	2,078
Aging - MIPPA	\$ 16,322	\$ 4,937	\$ 11,385	30	\$ -	\$ 4,937		\$ 4,937	-
Aging - Caregiver I	\$ 95,000	\$ 53,106	\$ 41,894	56	\$ 45,787	\$ 7,319		\$ 53,106	-
Aging - Caregiver (Other)	\$ -	\$ -	\$ -		\$ -	\$ -		\$ -	-
Aging - NC DOT Project	\$ 300,000	\$ 29,289	\$ 270,711	10	\$ 26,359	\$ 2,930		\$ 29,289	-
Aging - LCA	\$ 30,000	\$ 13,673	\$ 16,327	46	\$ 9,412	\$ 4,261		\$ 13,673	-
Aging - CATCH Community Services	\$ 260	\$ 180	\$ 80	69	\$ 260	\$ -		\$ 260	80
Aging - Triangle North Healthcare Foundation	\$ 10,000	\$ -	\$ 10,000		\$ 10,000	\$ -		\$ 10,000	10,000
Aging - Senior Games	\$ 7,500	\$ 1,699	\$ 5,801	23	\$ -	\$ 1,699		\$ 1,699	-
WIA Adult Program	\$ 145,974	\$ 93,454	\$ 52,520	64	\$ 79,708	\$ 13,746		\$ 93,454	-
WIA Youth Program	\$ 116,634	\$ 49,957	\$ 66,677	43	\$ 42,803	\$ 7,154		\$ 49,957	-
WIA Disloc Work Prog	\$ 123,241	\$ 44,581	\$ 78,660	36	\$ 36,696	\$ 7,885		\$ 44,581	-
WIA Admin	\$ 230,957	\$ 106,922	\$ 124,035	46	\$ 89,218	\$ 17,704		\$ 106,922	-
WIA NEG OJT	\$ 2,000	\$ 78	\$ 1,922	4	\$ 78	\$ 59		\$ 137	59
WIOA Career Pathways	\$ 30,000	\$ -	\$ 30,000	0	\$ -	\$ -		\$ -	-
Granville Co. SS CDBG	\$ 10,000	\$ 2,504	\$ 7,496	25	\$ 2,385	\$ 119		\$ 2,504	-
Granville Co. SFR	\$ 170,000	\$ 1,304	\$ 168,696	1	\$ -	\$ 1,304		\$ 1,304	-
Vance Co. SS CDBG	\$ -	\$ -	\$ -		\$ -	\$ -		\$ -	-
Vance Co. SFR	\$ -	\$ -	\$ -		\$ -	\$ -		\$ -	-
Vance Co. NSP	\$ 3,000	\$ 4,116	\$ (1,116)	137	\$ 3,006	\$ 1,110		\$ 4,116	-
Warren Co. SS CDBG	\$ -	\$ -	\$ -		\$ -	\$ -		\$ -	-
Person Co. CDBG SS	\$ -	\$ -	\$ -		\$ -	\$ -		\$ -	-
Roxboro SFR	\$ 170,000	\$ 182	\$ 169,818	1	\$ -	\$ 182		\$ 182	-
Miscellaneous	\$ -	\$ -	\$ -		\$ 6,123	\$ -		\$ 6,123	6,123
Contingency	\$ -	\$ -	\$ -		\$ -	\$ -		\$ -	-

KERR-TAR REGIONAL COUNCIL OF GOVERNMENTS

Monthly Finance Report

<b>TOTAL</b>	\$ 2,271,315	\$ 741,018	\$ 1,530,297	33%	\$ 602,828	\$ 134,015	\$ 34,144	\$ 770,988	33,055
<b>AGING FUND-FUND 11</b>									
Aging - Block Grant	\$ 1,769,445	\$ 681,016	\$ 1,088,429	38	\$ 681,016	\$ -		\$ 681,016	-
Aging - Legal	\$ 9,205	\$ 7,824	\$ 1,381	85	\$ 7,823	\$ -		\$ 7,824	-
Aging - Sr Cit Gen Purp	\$ 62,292	\$ 750	\$ 61,542	1	\$ 750	\$ -		\$ 750	-
Aging - Fans	\$ 3,050	\$ -	\$ 3,050	0	\$ -	\$ -		\$ -	-
Aging - Caregiver	\$ 46,093	\$ 17,173	\$ 28,920	37	\$ 17,173	\$ -		\$ 17,173	-
<b>TOTAL</b>	\$ 1,890,085	\$ 706,763	\$ 1,183,322	37%	\$ 706,762	\$ -		\$ 706,763	-
<b>WORKFORCE - FUND 13</b>									
WIA Adult Program	\$ 475,000	\$ 113,278	\$ 361,722	24	\$ 113,278	\$ -		\$ 113,278	-
WIA Adult ITA's	\$ 55,000	\$ -	\$ 55,000	0	\$ -	\$ -		\$ -	-
WIA Youth Program	\$ 623,300	\$ 135,608	\$ 487,692	22	\$ 135,608	\$ -		\$ 135,608	-
WIA Disloc Work Prog	\$ 475,000	\$ 121,446	\$ 353,554	26	\$ 121,446	\$ -		\$ 121,446	-
WIA Disloc Work ITA's	\$ 55,000	\$ -	\$ 55,000	0	\$ -	\$ -		\$ -	-
WIA NEG-OJT	\$ 100,000	\$ 30,359	\$ 69,641	30	\$ 30,359	\$ -		\$ 30,359	-
<b>TOTAL</b>	\$ 1,783,300	\$ 400,691	\$ 1,382,609	22%	\$ 400,691	\$ -		\$ 400,691	-
<b>MICRO-LOAN - FUND 15</b>									
Loans	\$ -	\$ -	\$ -		\$ 33	\$ -		\$ 33	33
<b>TOTAL</b>	\$ -	\$ -	\$ -	0%	\$ 33	\$ -		\$ 33	33
<b>REVOLVING LOAN - FUND 20</b>									
Loans	\$ 51,763	\$ 50	\$ 51,713		\$ 8,953	\$ -		\$ 8,953	4,340
<b>TOTAL</b>	\$ 51,763	\$ 50	\$ 51,713	0%	\$ 8,953	\$ -		\$ 8,953	4,340
<b>REVOLVING LOAN- GREEN JOBS - FUND 21</b>									
Loans	\$ -	\$ -	\$ -		\$ -	\$ -		\$ -	-
<b>TOTAL</b>	\$ -	\$ -	\$ -	0%	\$ -	\$ -		\$ -	-
<b>ALL TOTALS</b>	\$ 5,996,463	\$ 1,848,522	\$ 4,147,941	31%	\$ 1,719,267	\$ 134,016	\$ 34,144	\$ 1,887,428	37,428
<b>CASH BALANCES</b>									
<b>GENERAL FUND</b>									
Kermit Copley, CPA							\$ 211,705		
Hoyle CPA, PLLC							\$ 187		
<b>AGING FUND</b>									
<b>WIA FUND</b>									
<b>MICRO LOAN FUND</b>									
<b>REVOLVING LOAN FUND</b>									
<b>GREEN JOBS RLF LOAN FUND</b>									
<b>TOTALS</b>							\$ 1,042,798		

**Finance Report**  
**Motion # 3**

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

**BUDGET AMENDMENTS**

Diane Cox presented the Budget Amendments and advised that the amendments include a revenue adjustment in the Aging Evidence Based Health Promotion for additional aging revenue. An adjustment was also made in the Aging MIPPA expenditures to correct the original budget and add additional revenue. There also adjustments to Vance County NSP for revenue and expense and for new grant funds that have been awarded for an Infrastructure project for the City of Henderson.

(INSERT BUDGET AMENDMENTS HERE)

FY15-16

**KERR-TAR REGIONAL COUNCIL OF GOVERNMENTS  
BUDGET AMENDMENTS  
Thursday, January 28, 2016**

**FUND 10 GENERAL FUND**

**BUDGET AMENDMENT # 8**

	<u>A/C #</u>	<u>BUDGET</u>	<u>CHANGE</u>	<u>REQUESTED</u>
<b>AGING - EVIDENCE BASED HEALTH PROMOTIONS</b>	<b>5510</b>			
<b>EXPENDITURES</b>				
Salary - Aging Projects Coordinator	184	7,387	2,244	9,631
Supplies	260	1,979	5,071	7,050
Travel	314	1,200	977	2,177
Advertising	370	400	0	400
Fringe Benefits	690	2,792	848	3,640
Indirect Costs	790	4,828	2,045	6,873
Program Costs	795	1,904	579	2,483
		20,490	11,764	32,254
<b>REVENUES</b>				
<b>AGING - EVIDENCE BASED HEALTH PROMOTIONS</b>	<b>100</b>	<b>18,441</b>	<b>10,588</b>	<b>29,029</b>

This amendment represents additional Aging revenue.

**FUND 10 GENERAL FUND**

**BUDGET AMENDMENT # 9**

	<u>A/C #</u>	<u>BUDGET</u>	<u>CHANGE</u>	<u>REQUESTED</u>
<b>AGING - MIPPA</b>	<b>5916</b>			
<b>EXPENDITURES</b>				
Salary - Aging Projects Coordinator	184	5,330	0	5,330
Supplies	260	678	0	678
Travel	314	800	0	800
Advertising	370	7,500	-804	6,696
Fringe Benefits	690	2,014	0	2,014
		16,322	-804	15,518
<b>REVENUES</b>				
<b>AGING - MIPPA</b>	<b>100</b>	<b>16,179</b>	<b>-661</b>	<b>15,518</b>

This amendment corrects the original budget and adds additional Aging revenue.

<b>FY15-16</b>				
<b>FUND 10 GENERAL FUND</b>				
<b>BUDGET AMENDMENT # 10</b>				
	<b>A/C #</b>	<b>BUDGET</b>	<b>CHANGE</b>	<b>REQUESTED</b>
<b>VANCE COUNTY NSP</b>	<b>7686</b>			
<b>EXPENDITURES</b>				
Contracted Services	200	3,000	1,500	4,500
		3,000	1,500	4,500
<b>REVENUES</b>				
<b>VANCE COUNTY NSP</b>	<b>3475</b>			
	436	3,000	1,500	4,500
This amendment represents additional revenue and expenses.				
<b>FUND 10 GENERAL FUND</b>				
<b>BUDGET AMENDMENT # 11</b>				
	<b>A/C #</b>	<b>BUDGET</b>	<b>CHANGE</b>	<b>REQUESTED</b>
<b>CITY OF HENDERSON INFRASTRUCTURE</b>	<b>5017</b>			
<b>EXPENDITURES</b>				
Salary - Planning Director	191	0	2,444	2,444
Travel	314	0	100	100
Fringe Benefits	690	0	720	720
Indirect Costs	790	0	1,245	1,245
Program Costs	795	0	491	491
		0	5,000	5,000
<b>REVENUES</b>				
<b>CITY OF HENDERSON INFRASTRUCTURE</b>	<b>3475</b>			
	446	0	5,000	5,000
This amendment represents new grant funds.				

## **Budget Amendments**

### **Motion #4**

Motion was made by Danny Wright to approve the Budget Amendments as presented. Joe Shearon seconded the motion. The motion carried unanimously.

## **EXECUTIVE DIRECTOR'S REPORT**

Diane apologized for not having her report distributed earlier and stated the office had been working through some network computer issues and closed some due to recent weather.

Highlights of her the report included:

- COG applied to NCHFA for their Urgent Repair Grant program for the region.
- COG Directors met in Kernersville on January 3 and 4<sup>th</sup>.
- Encouraged participation at Spring Summit on April 18-19<sup>th</sup> in Raleigh
- Plans to attend the NADO and EDA conferences
- Working to update the COG website.
- Offered Grant and Research assistance to all members.
- Workforce conducted Advanced Manufacturing Round Table event in November
- Plan to develop career pathways to be certified for Advanced Manufacturing.
- Workforce staff held a hiring event for Carolina Sunrock recently.
- Aging staff working with Franklin County Leadership team and reviewing information received from on-line surveys to write the next Aging Plan for Franklin County.
- Aging Staff held a Listening Session at the COG office on January 15<sup>th</sup>
- Second SET Planning session was held January 13 and two more sessions planned

Diane asked Planning Director, Will Brooks to review the Section 6025: Strategic Economic and Community Development Fact Sheet that was distributed. Will reviewed the possibilities that were available with this project and how projects could be connected. He also addressed how projects would be assessed and how applications would be submitted if compatible. Also advised that current CEDS plan could be updated to have it compatible with projects being submitted.

Diane advised members that she hoped to hear from NCHFA on the Urgent Repair Project soon and be up and running by July 1, 2016. Will be doing outreach to entire region if this project is awarded.

Workforce Development Director, Vincent Gilreath stated that WOIA is embarking on new project to identify relevant career pathways jointly with Durham, Capital Area and the KT Region. Held a round table event to get real time feedback within the region. Reporter from WUNC plans to keep reporting on progress. Members listened to video clip highlighting the program on a recent WUNC program. Vincent advised the next event is not set yet. Workforce will receive assistance from NC Department of Commerce and hope to host an event in February.



## **Audit Presentation by Cherry Bekaert**

Eddie Burke advised that this audit had been reviewed earlier this evening with the Executive Committee and that he planned to go through the Audit Wrap Up that all attendees had before them. He stated that the Audit Wrap Up includes:

- An overview
- Review of Internal Controls
- Areas of Focus
- Results
- Required Communications
- Accounting Measurements and Metrics

The audit of all financial statements of the KTCOG was completed in accordance with Government Auditing Standards issued by the Comptroller General of the United States (GASB), OMB Circular A-133, Audits of States, Local Governments, and Non- Profits and State Single Audit Implementation Act. He also stated that their objective was to obtain reasonable – not absolute – assurance about whether the financial statements are free from material misstatements.

In regards to the Audit Areas of Focus, he stated that most funding comes from Federal and State Grants. He also stated that 4 opinions (Financial Statements, Yellow Book, Federal Single Audit and State Single Audit) were issued – all of which were unmodified which means 'Clean Opinion'.

In regards to Internal Controls no significant deficiencies were found, Commended staff for steps taken to segregate duties with limited staff. Reminded staff to change passwords.

Single Audit line there was no findings.

In the AU- C 160 there were no adjustments. Two changes were noted for GASB68 and GASB71 that will be implemented and Local Government Commission (LGC) for the accounting of long term loans.

Other matters noted the component unit under the COG – the Region K Community Assistance Corporation.

## **Audit Report**

### **Motion #5**

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

## **PUBLIC COMMENT AND ANNOUNCEMENTS**

Gina Parham informed members that she had recently learned that former Mayor Jack Day from Stem had passed away in November. She understands that the Town of Stem is planning some type of memorial celebration and she will inform the Board when details are received.

Chairman Hester thanked everyone for their participation especially the new board members. He encouraged everyone's participation.

Diane Cox advised she had copies of the COG's Annual Report that she would like to give to new board members before they left and she wants to schedule one on one meeting with each new member soon.

There being no further business, the meeting adjourned.

Sincerely,



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