

KERR-TAR REGIONAL COUNCIL OF GOVERNMENTS
Executive Committee

May 24, 2018

Members Present

John Alston
Jimmy Clayton
Reggie Horton
Tom Lane
Betty Wright

Quon Bridges
Sidney Dunston
Zelodis Jay
Bryan Pfohl
Danny Wright

COG Staff:

Diane Cox
Donna Lee
Gina Parham
Mark Warren

Others:

Kenneth Perry

Call to Order

Chairman Bridges called the meeting to order and welcomed members.

Loan Application

Mark Warren advised that the Loan Review Committee (LRC) had met and performed a detailed review of a loan application from Zack Wynne for a start up business – 1792 Beer Company in Roxboro, NC. This business would be located at 106 Main Street and would serve bottled micro-brews. This would be a 5-year revolving-loan. Mark reviewed the loan summary and the conditions that had been recommended by the LRC with the Executive Committee. He further explained the recording of Memorandum of Lease that was previously recommended by Attorney Wrenn and including renewal options for the said property. The stock that is being offered as collateral is more than enough to secure the loan and will be assigned to the COG.

1792 Beer Company Loan Application

Motion # 1

A motion was made by Bryan Pfohl to approve the loan with the conditions recommended by the LRC. Zelodis Jay seconded the motion and the motion carried unanimously.

2018/2019 Budget Presentation

Diane presented the Draft COG budget for FY 2018/2019. Highlights included:

- Review of Indirect Cost Plan
- Variance of Fringe Benefit Rate increase of 2.3133% (Anticipation of insurance plan increase in January 2019 when renewal occurs)
- Fringe Benefit Rate is 36.7962%
- Reviewed salary increases by position and advised of an across the board 3% COLA with the exception of one person who will have an additional increase. This staff person has already started providing financial oversight for the WIOA program.
- Reviewed breakout of leave, group insurance and required retirement increase.
- Reviewed known funding by program and advised budget amendments would be done to include any additional funding that is approved in the state budget.
- Not budgeting for items that are not known.
- Slight increase in EDA funding. Some EDA funds need to be expended by Dec 2018
- Mobility funding approved by NCDOT
- Lots of contract work lined up for this budget
- Technical Assistance contracts includes Broadband
- CFAT is approved for 6 months
- KTREDC admin contract already approved
- Reviewed the number of home repair projects in process and upcoming by County.
- Received verbal approval of rehab contract in Warren County, but no funds have been received.
- Aging program is the largest funding program and anticipate a significant increase. When funding is approved, budget amendments will be provided.
- Budget includes funding for staff and the known grants at this point.

Members were also advised that Finance Chairman, Danny Wright has reviewed and supports this budget as presented. Danny stated that he has reviewed and feels this is a very conservative budget. Opening with \$2.4M and possible additional revenues forthcoming. Budgeted with only known funding.

Sidney Dunston inquired to whom is doing the rehab consultation work and Diane advised that this work is still contracted out with Mike Inscoe.

Draft Budget Motion # 2

Bryan Pfohl made a motion to present the budget as presented to the COG Board for a 30-day review. Sidney Dunston seconded the motion. The motion carried unanimously.

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
May 24, 2018

Members Present

John Alston	Mary Anderson
Pete Averette	Tyrone Simes for Wayne Aycock
Quon Bridges	Francine Chavis
Jimmy Clayton	Sidney Dunston
Kevin Easter	Carolyn Faines
Carrol Harris	Reggie Horton
Zelodis Jay	Dazale Kearney
Leo Kelly	Tom Lane
Philip Meador	Kenneth Perry
Gary Plummer	Bryan Pfohl
Jennifer Pierce	Mike Felts for David Smith
Connee White	Michael Williford
Betty Wright	Danny Wright

Absent Members:

Ernie Anderson	Eddie Ellington
Fonzie Flowers	Walter Gardner
Jerry Joyner	Walter Powell
Marsha Strawbridge	

COG Staff:

Diane Cox
Gina Parham
Donna Lee
Vincent Gilreath
Michael Kelly

Others:

Jim Wrenn

Invocation

Chairman Bridges asked Board Member, Danny Wright 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 March 22, meetings that had been previously emailed to all members for review.

Minutes

Motion # 1

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

NEW BUSINESS

FINANCE REPORT

Chairman Bridges asked Donna Lee to present the Finance Report. Donna reviewed the Finance Report ending February 2018. She stated in General Fund 10 approximately 55% had been expended, Aging Fund 11 had expended about 65% and WIOA Fund 13 has expended about 45%. Bank account balances at the end of April were noted at the end of the report.

Finance Report

Motion # 2

Motion made by Pete Averette to approve the Finance Report as presented for report ending April 30, 2018. Danny Wright seconded the motion. The motion carried unanimously

(INSERT FINANCE REPORT HERE)

BUDGET AMENDMENTS

Donna Lee advised in Fund 10 Budget Amendment #28 was for additional funding received for CFAT grant. Budget Amendment #29 was for additional Aging funding, Budget Amendment #30 is funding for the new Agri-Tourism Project. Then in Fund 11 Amendment #5 is the annual funding for the fan relieve project. In Fund 13 Budget Amendment #8 was for additional funding for career pathways.

Budget Amendments

Motion # 3

Motion made by Pete Averette to approve the amendments as presented. Jimmy Clayton seconded the motion and the motion carried unanimously.

(INSERT BUDGET AMENDMENTS HERE)

**KERR-TAR REGIONAL COUNCIL OF GOVERNMENTS
BUDGET AMENDMENTS
Thursday, May 24, 2018**

FY 17-18

FUND 10 - GENERAL FUND

BUDGET AMENDMENT #28	A/C #	BUDGET	CHANGE	REQUESTED
CFAT				
EXPENDITURES	4984			
Salary - Planning Director	146	9,140	750	9,890
Salary - Project Mgr / Marketing	147	644	0	644
Salary - Regional Planner	150	14,734	1,750	16,484
Supplies	260	100	0	100
Travel	314	2,292	0	2,292
Printing	341	875	0	875
Fringe Benefits	690	8,454	891	9,345
Indirect Costs	790	13,878	1,450	15,328
Program Costs	795	<u>5,104</u>	<u>544</u>	<u>5,648</u>
		55,221	5,385	60,606
REVENUES	3475			
CFAT	445	55,221	5,385	60,606
This amendment represents additional revenue.				

BUDGET/AMENDMENT #29	A/C #	BUDGET	CHANGE	REQUESTED
AGING - LCA				
EXPENDITURES	5946			
Salary - Aging Projects Coordinator	149	3,784	0	3,784
Salary - Caregiver Specialist	152	8,330	0	8,330
Salary - Aging Projects Coordinator	153	1,177	0	1,177
Salary - Aging Projects Coordinator	154	122	0	122
Travel	314	2,000	111	2,111
Training	350	1,000	1,000	2,000
Advertising	370	2,538	0	2,538
Fringe Benefits	690	5,049	0	5,049
Indirect Costs	790	4,386	0	4,386
Program Costs	795	<u>1,614</u>	<u>0</u>	<u>1,614</u>
		30,000	1,111	31,111
REVENUES	3517			
AGING - LCA	100	30,000	1,111	31,111
This amendment represents additional revenue.				

BUDGET AMENDMENT # 30	A/C #	BUDGET	CHANGE	REQUESTED
REGIONAL AGRITOURISM PROJECT				
EXPENDITURES	5048			
Contract Services	200	0	5,500	5,500
Marketing	371	0	5,625	5,625
		0	11,125	11,125
REGIONAL AGRITOURISM PROJECT	3475			
REVENUES	458	0	11,125	11,125
This amendment represents a new grant project.				

FUND 11 - AGING

BUDGET AMENDMENT # 5	A/C #	BUDGET	CHANGE	REQUESTED
AGING - FANS	5850			
EXPENDITURES				
Fans	000	0	3,261	3,261
		0	3,261	3,261
AGING - FANS	3519			
REVENUES	000	0	3,261	3,261
		0	3,261	3,261
This amendment reflects the actual grant allocation for 17-18.				

FUND 13 - WIOA FUND

BUDGET AMENDMENT # 8	A/C #	BUDGET	CHANGE	REQUESTED
CAREER PATHWAYS IMPLEMENTATION				
EXPENDITURES	6898			
EDSI	619	275,000	100,000	375,000
		275,000	100,000	375,000
CAREER PATHWAYS IMPLEMENTATION	3738			
REVENUE	010	275,000	100,000	375,000
		275,000	100,000	375,000
This amendment represents additional allocations.				

Audit Contract

Diane advised members that the COG had received the Audit Contract from William L. Stark and Company for audit preparation. This would be the third year of their contract to do this work and the total cost is \$30,000. Audit contract will go out to bid again next year. Members were asked for their approval to sign the contract.

Audit Contract Motion # 4

Jimmy Clayton made a motion to approve the audit contract with William L. Stark and Company at the stated rate. Francine Chavis seconded the motion and the motion carried unanimously.

NCACC Insurance Pools

Diane advised that the COG had renewed coverage in the NCACC pools for Workman's Comp insurance, Director, Officer coverage, and Liability insurance for the upcoming year. Premiums remained the same except for a \$100 increase in liability insurance rates.

EXECUTIVE DIRECTOR'S REPORT

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

- Senior Games and Silver Arts ended today and the closing ceremony was held this morning at VGCC. About 300 individuals participated this year and 150 medals presented. Members were encouraged to take part in the games next year.
- AAA scheduled a SCAM JAM at the Vance County Senior Center on June 7th. Presenters will discuss some of the scams that are targeting our older adults.
- Fourth annual Elder Abuse Awareness Walk will be held June 15th at the South Henderson Church of God. Event starts at 9AM and Hugh Harris will be the Guest Speaker. He works with the Outreach and Policy Council with the NC Department of Justice.
- Aging Department is hosting their Third Annual Volunteer Appreciation luncheon on June 1 at the Henderson Country Club.
- Earlier tonight, the Board approved a Budget Amendment for funding for Agri-Tourism project. This is a project that is being spearheaded by our Planning Department where a grant for \$11,000 was received to purchase an app where we can upload farm information for the region. This app will continue to be updated for the next 18 months. Planning Director, Michael Kelly will oversee this project and upload farms. Want to get the first 50 farms added. The Cooperative Extension offices are spearheading this project on the county level.
- Planning Department is still providing services to the Town of Bunn with Subdivision Ordinances and has applied for funding from the State for a Community Park.
- COG is still working with Mighty River LLC on the Broadband project. Surveys from individuals and businesses have been secured and RFPs could go out to prospective Internet Service Providers by August 1st
- WIOA has spent over \$443,000 in training dollars, with 56 individuals in OJT program and 13 in the WEX.

- COG staff hosted a training session for new and existing Board Members last week and 14 board members attended. Some have asked for the presentation to be given to their local boards in order to share the benefits of the COG and its programs.
- Applications were submitted to the NC Commerce Rural Read Sites Program. (\$2.4M application for infrastructure needs in Vance County and \$1.8M application for natural gas extension in into the Triangle North Granville site
- Building Re-use application submitted for project "Resin" in Vance County for \$160,000
- Loan approved for 1792 Beer Company in uptown Roxboro for \$55,000
- NCARCD will host Legislative Day and a reception at the Museum of History on May 30th. Danny Wright and Jimmy Clayton will be representing the Kerr-Tar Board.
- Diane provided a handout with three issues that the NCARCOGs will be addressing on their legislative agenda – rural broadband, regional water resources management and regional delivery of services. She again encouraged members to attend.

2018/2019 Budget Presentation

Diane advised that the Draft Budget for FY 2018/2019 had been presented to the Executive Committee this evening and they recommend that it be presented to the Board and then given a 30 day comment period prior to approving at the June Board meeting.

Each attendee had a hard copy of the budget in their folders as well. The following was reviewed:

- Highlights
 - Budget includes a 3% cost of living increase for all staff
 - Budget estimate is \$5.7M (with Federal/State/Local) funds
 - Contracts will continue with RLF and grant administration
 - Decrease in WIOA funding at the state level means a decrease at regional level
 - Broadband project continues in 3 counties
 - Implementing Regional CEDS includes Regional Agri-tourism and Outreach project
 - Listed budgeted changes by program from current year to proposed budget
 - All programs receiving 10% increase in all health benefits for active staff and retirees
 - 3% COLA for all staff
 - Increase in state retirement match from 7.55% to 7.8%
 - Indirect Cost Rate remains at .59cents per capita
 - Indirect Rate increased by 0.93%
 - Fringe Benefit Rate increased by 2.31%
 - Reviewed changes by Program in detail. (RPO, EDA, Workforce, Aging and RLF.
- FY Comparison
 - Revenues and Expenditures were compared from Actual to requested amounts for FY 2018/2019 by Program Fund
 - Additional breakdown by line item was reviewed for Funds 10, 11, and 13
- Sources of Revenue
 - All budget numbers are not confirmed yet from the State
 - Expect a significant increase in the Aging funds
 - Expecting a decrease in WIOA funds
 - Budgeted only confirmed amounts – will do amendments when budget numbers from State are finalized.

- EDA grants ends at end of December, 2018. Working on application for the next 3 year cycle
- Program Expenditures
 - Reviewed pass-thru funds
 - Comprehensive Transportation Planning (CTP) is a requirement with NC DOT and still working on inadequate public transportation in Granville and Franklin Counties as well as In Louisburg and Roxboro.
 - Local revenue includes funding for contract work for contract consultants
 - Federal State and Local Revenues and Expenditures were broken out by percentages

Diane offered to answer any questions and stated the budget would be open for review and comment for the next 30 days after that time the Board will be able to vote/approve at the next Board Meeting. She also stated the COG had grown the Fund Balance from \$250,000 at end of December 2017 to \$345,000 (unaudited) as of April 30, 2018.

Chairman Bridges asked if members had any further questions and congratulated the COG staff on the growth of Fund Balance. He also stated he was concerned over the cuts in the budget and lack of focus on the seniors who need medical transport.

PUBLIC COMMENT AND ANNOUNCEMENTS

Chairman Bridges discussed the possible judicial re-districting in our region. He stated it was pretty certain that Warren County would move to District 8 with Halifax, Bertie, Northampton, etc. Looks like Vance County is still on the table but could possibly have a different District Attorney than Granville County, which is only 7 miles away.

Diane stated that the Kerr Tar COG had submitted a Resolution to keep our counties together and that attendees in Raleigh next week should voice their concern of the possible changes.

There being no further business, the meeting adjourned.

Sincerely,



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

