

Diane Cox
Executive Director

MEMORANDUM

**Member
Governments**

COUNTIES

Franklin
Granville
Person
Vance
Warren

MUNICIPALITIES

Bunn
Butner
Creedmoor
Franklinton
Henderson
Kittrell
Louisburg
Macon
Middleburg
Norlina
Oxford
Roxboro
Stem
Stovall
Warrenton
Youngsville

TO: Region K CAC Board Members

FROM: Barry Richardson, Chairman



SUBJECT: **REGION K CAC - BOARD MEETING**
COG Office, 1724 Graham Ave., Henderson
Thursday, March 23, 2017 at 6PM

DATE: March 14, 2017

There will be a Region K CAC Board Meeting on **Thursday, March 23rd, at 6:00 PM** in the **Conference Room** near the **foyer** of our office space.

Our tentative Agenda and Finance Report are attached for your review along with the **Minutes** from the previous meeting.

Please confirm your attendance with Gina at the COG office, by calling 252-436-2040 or by emailing gparham@kerrtarcog.org to respond no later than Monday, March 20th.

BR:gap

**REGION K COMMUNITY ASSISTANCE CORPORATION
BOARD OF DIRECTORS**

March 23, 2017

6:00 PM

A - G - E - N - D - A

Welcome and Call to Order.....Chairman Richardson

Approval of Minutes (vote).....Chairman Richardson
(January 26th, 2017)

Finance Report (vote).....Donna Lee

**Audit Report (vote).....Curtis Averette
and Dean Overby
William L. Stark & Company**

Senior Center Lease Agreement.....Diane Cox

Adjourn.....Chairman Richardson

**REGION K CAC
FINANCE REPORT
JULY 2016 - FEBRUARY 2017**

	FY 2016-2017	YTD	BALANCE
	BUDGET	TOTAL	
REVENUES			
Home and Community Care Block Grant	\$ 297,238.00	\$ 121,010.00	\$ 176,228.00
NSIP (USDA)	\$ 8,000.00	\$ 4,769.00	\$ 3,231.00
Family Caregiver Program	\$ 9,000.00	\$ 2,384.00	\$ 6,616.00
Senior Center General Purpose	\$ 10,878.00	\$ 2,250.00	\$ 8,628.00
SHIP Grant	\$ 2,287.00	\$ 2,287.00	\$ -
ROAP (EDTAP)	\$ 12,000.00	\$ 5,862.44	\$ 6,137.56
Consumer Contributions	\$ 9,700.00	\$ 5,459.30	\$ 4,240.70
Ensure Sales	\$ 10,000.00	\$ 6,073.00	\$ 3,927.00
Misc. Income (Including donations, building rental, private pay)	\$ 6,400.00	\$ 4,402.92	\$ 1,997.08
United Way Grant	\$ 13,000.00	\$ 10,218.71	\$ 2,781.29
County Funding	\$ 92,800.00	\$ 61,864.00	\$ 30,936.00
City and County Rental Payment	\$ 7,200.00	\$ 8,800.00	\$ (1,600.00)
Interest Income	\$ 100.00	\$ 47.03	\$ 52.97
STEM Education Summit Grant	\$ 2,902.04	\$ -	\$ 2,902.04
Building Rental	\$ 3,000.00	\$ 1,375.00	\$ 1,625.00
TOTAL REVENUES	\$ 484,505.04	\$ 236,802.40	\$ 247,702.64
PAYROLL & PAYROLL BASED EXPENSES			
Salary-In Home Services Coordinator	\$ 20,400.00	\$ 12,991.50	\$ 3,409.05
Salary-Nutrition Program Manager	\$ 23,562.00	\$ 12,471.84	\$ 11,090.16
Salary-Activities Coordinator	\$ 26,010.00	\$ 16,990.95	\$ 9,019.05
Salary-Aging Director	\$ 40,800.00	\$ 26,645.34	\$ 14,154.66
Salary-Receptionist	\$ 21,114.00	\$ 13,666.09	\$ 7,447.91
401(k)	\$ -	\$ -	\$ -
FICA	\$ 10,100.00	\$ 6,219.84	\$ 3,880.16

**REGION K CAC
FINANCE REPORT**

	JULY 2016	FEBRUARY 2017		
SUTA (State Unemployment)	\$ 2,100.00	\$ 741.67	\$ 1,358.33	
Liability Insurance	\$ 4,700.00	\$ 384.00	\$ 4,316.00	
Health Insurance	\$ 31,000.00	\$ 22,614.13	\$ 8,385.87	
Health Insurance - Dental	\$ 1,500.00	\$ 786.32	\$ 713.68	
Workers Comp	\$ 2,500.00	\$ -	\$ 2,500.00	
Travel	\$ 2,698.00	\$ 1,421.37	\$ 1,276.63	
CONTRACT SERVICES				
Fiscal Audit	\$ 3,500.00	\$ -	\$ 3,500.00	
Management and Administrative Services	\$ 12,000.00	\$ 8,000.00	\$ 4,000.00	
Other (Legal Fees)	\$ 2,500.00	\$ -	\$ 2,500.00	
TRANSPORTATION				
Transportation HCCBG	\$ 22,000.00	\$ 13,017.50	\$ 8,982.50	
Transportation EDTAP	\$ 12,000.00	\$ 2,249.50	\$ 9,750.50	
Transportation-Other 5310 Match	\$ 4,000.00	\$ 1,163.55	\$ 2,836.45	
NUTRITION				
Catering Contract				
Congregate Meals	\$ 35,000.00	\$ 17,489.90	\$ 17,510.10	
HDM	\$ 26,000.00	\$ 15,923.90	\$ 10,076.10	
United Way HDM	\$ 13,000.00	\$ 2,133.00	\$ 10,867.00	
Meal Supplies	\$ 50.00	\$ -	\$ 50.00	
Ensure	\$ 12,000.00	\$ 6,754.77	\$ 5,245.23	
IN-HOME AIDE				
In-Home Aide Contract	\$ 85,482.00	\$ 36,574.69	\$ 48,907.31	
SENIOR CENTER OPERATIONS				
Education & Training (Conf, Conv, Mtg)	\$ 500.00	\$ 385.00	\$ 115.00	
Copier Lease	\$ 2,000.00	\$ 1,082.76	\$ 917.24	

REGION K CAC

FINANCE REPORT

	JULY 2016	FEBRUARY 2017			
Dues and Subscriptions	\$ 1,850.00		\$ 1,716.29		\$ 133.71
General Supplies	\$ 4,700.00		\$ 2,817.90		\$ 1,882.10
Marketing & Advertising	\$ 600.00		\$ 588.70		\$ 11.30
Misc. Expenses	\$ 3,700.00		\$ 1,612.19		\$ 2,087.81
Postage	\$ 250.00		\$ 126.20		\$ 123.80
Repairs & Maintenance	\$ 3,100.00		\$ 1,288.26		\$ 1,811.74
Special Trips Expense	\$ 3,000.00		\$ 1,608.91		\$ 1,391.09
Telephone & Internet	\$ 6,000.00		\$ 3,850.01		\$ 2,149.99
Utilities (includes water and sewer, PSNC, electricity)	\$ 6,500.00		\$ 5,019.72		\$ 1,480.28
Rental of Facility	\$ 20,400.00		\$ 15,300.00		\$ 5,100.00
Moving Expenses	\$ 5,000.00		\$ -		\$ 5,000.00
EQUIPMENT PURCHASES	\$ -		\$ -		\$ -
SHIP SUPPLIES	\$ 987.00		\$ 254.35		\$ 732.65
FAMILY CAREGIVER PROGRAM	\$ 9,000.00		\$ 2,928.00		\$ 6,072.00
STEM EDUCATION SUMMIT	\$ 2,902.04		\$ -		\$ 2,902.04
TOTAL EXPENSES	\$ 484,505.04		\$ 256,818.15		\$ 227,686.89

REGION K COMMUNITY ASSISTANCE CORPORATION
Board of Directors
Kerr-Tar COG Office
January 26, 2017

MEMBERS PRESENT:

John Alston
Jimmy Clayton
Sidney Dunston
Zelodis Jay
Barry Richardson
David Smith

Quon Bridges
Henry Daniel
Walter Gardner
Bryan Pfohl
Joe Shearon
Danny Wright

COG STAFF PRESENT:

Diane Cox
Donna Lee
Gina Parham
Kermit Copley

OTHERS:

Maynell Harper

Call to Order

Chairman Richardson called the meeting to order.

Minutes

Chairman asked for the pleasure of the Board in regards to the Minutes of the October 27, 2016 meeting.

Minutes

Motion # 1

Motion was made by Bryan Pfohl to approve the Minutes as presented. Jimmy Clayton seconded the motion. The motion carried unanimously.

Finance Report

Chairman Richardson asked for Kermit Copley to review the Finance Report ending December 2016 with the Board. Kermit reviewed the revenues and expenditures and offered to answer any questions. Diane did intervene that Home and Community Block Grant (HCCBG) funds do run about one month behind in their reimbursements.

Finance Report

Motion # 2

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

INSERT FINANCE REPORT HERE

REGION K CAC
2016 - 2017 QUARTERLY FINANCE REPORT
SECOND QUARTER-OCTOBER THRU DECEMBER

	FY 2016-2017 BUDGET	YTD TOTAL	BALANCE
REVENUES			
Home and Community Care Block Grant	\$ 297,238.00	\$ 76,443.00	\$ 220,795.00
NSIP (USDA)	\$ 8,000.00	\$ 3,294.00	\$ 4,706.00
Family Caregiver Program	\$ 9,000.00	\$ 1,160.00	\$ 7,840.00
Senior Center General Purpose	\$ 11,680.00	\$ 750.00	\$ 10,930.00
SHIP Grant	\$ 2,287.00	\$ 2,287.00	\$ -
ROAP (EDTAP)	\$ 12,000.00	\$ 2,750.00	\$ 9,250.00
Consumer Contributions	\$ 9,700.00	\$ 3,863.80	\$ 5,836.20
Ensure Sales	\$ 10,000.00	\$ 4,196.00	\$ 5,804.00
Misc. Income (Including donations, building rental, private pay)	\$ 9,400.00	\$ 2,747.26	\$ 6,652.74
United Way Grant	\$ 13,000.00	\$ 6,908.02	\$ 6,091.98
County Funding	\$ 92,800.00	\$ 46,398.00	\$ 46,402.00
City and County Rental Payment	\$ 7,200.00	\$ 6,600.00	\$ 600.00
Interest Income	\$ 100.00	\$ 47.03	\$ 52.97
STEM Education Summit Grant	\$ 2,902.04	\$ -	\$ 2,902.04
Building Rental	\$ -	\$ 1,000.00	\$ (1,000.00)
TOTAL REVENUES	\$ 485,307.04	\$ 158,444.11	\$ 326,862.93
PAYROLL & PAYROLL BASED EXPENSES			
Salary-In Home Services Coordinator	\$ 20,400.00	\$ 9,931.50	\$ 7,411.05
Salary-Nutrition Program Manager	\$ 23,562.00	\$ 9,534.24	\$ 14,027.76
Salary-Activities Coordinator	\$ 26,010.00	\$ 12,988.95	\$ 13,021.05
Salary-Aging Director	\$ 40,800.00	\$ 20,369.34	\$ 20,430.66
Salary-Receptionist	\$ 21,114.00	\$ 10,480.09	\$ 10,633.91
401K	\$ -	\$ -	\$ -
FICA	\$ 10,100.00	\$ 4,757.32	\$ 5,342.68
NC Withholding	\$ -	\$ -	\$ -
SUTA (State Unemployment)	\$ 2,100.00	\$ 634.61	\$ 1,465.39
Liability Insurance	\$ 4,700.00	\$ 384.00	\$ 4,316.00
Health Insurance	\$ 31,000.00	\$ 16,937.69	\$ 14,062.31
Health Insurance - Dental	\$ 1,500.00	\$ 589.74	\$ 910.26
Workers Comp	\$ 2,500.00	\$ -	\$ 2,500.00

REGION K CAC

2016 - 2017 QUARTERLY FINANCE REPORT
SECOND QUARTER-OCTOBER THRU DECEMBER

	FY 2016-2017 BUDGET	YTD TOTAL	BALANCE
Travel	\$ 3,000.00	\$ 1,272.76	\$ 1,727.24
CONTRACT SERVICES			
Fiscal Audit	\$ 3,500.00	\$ -	\$ 3,500.00
Management and Administrative Services	\$ 12,000.00	\$ 6,000.00	\$ 6,000.00
Other (Legal Fees)	\$ 2,500.00	\$ -	\$ 2,500.00
TRANSPORTATION			
Transportation HCCBG	\$ 22,000.00	\$ 9,378.00	\$ 12,622.00
Transportation EDTAP	\$ 12,000.00	\$ 2,249.50	\$ 9,750.50
Transportation-Other 5310 Match	\$ 4,000.00	\$ 455.05	\$ 3,544.95
NUTRITION			
Catering Contract			
Congregate Meals	\$ 35,000.00	\$ 15,307.35	\$ 19,692.65
HDM	\$ 26,000.00	\$ 13,538.85	\$ 12,461.15
United Way HDM	\$ 13,000.00	\$ 2,133.00	\$ 10,867.00
Meal Supplies	\$ 50.00	\$ -	\$ 50.00
Ensure	\$ 12,000.00	\$ 5,631.36	\$ 6,368.64

REGION K CAC
2016 - 2017 QUARTERLY FINANCE REPORT
SECOND QUARTER-OCTOBER THRU DECEMBER

	FY 2016-2017 BUDGET	YTD TOTAL	BALANCE
IN-HOME AIDE			
In-Home Aide Contract	\$ 85,482.00	\$ 26,109.96	\$ 59,372.04
SENIOR CENTER OPERATIONS			
Education & Training (Conf, Conv, Mtg)	\$ 500.00	\$ 295.00	\$ 205.00
Copier Lease	\$ 2,000.00	\$ 949.06	\$ 1,050.94
Dues and Subscriptions	\$ 900.00	\$ 1,466.29	\$ (566.29)
General Supplies	\$ 5,200.00	\$ 1,605.01	\$ 3,594.99
Marketing & Advertising	\$ 600.00	\$ 588.70	\$ 11.30
Misc. Expenses	\$ 4,000.00	\$ 1,423.28	\$ 2,576.72
Postage	\$ 250.00	\$ 70.00	\$ 180.00
Repairs & Maintenance	\$ 3,250.00	\$ 1,139.46	\$ 2,110.54
Special Trips Expense	\$ 3,000.00	\$ 1,608.91	\$ 1,391.09
Telephone & Internet	\$ 6,000.00	\$ 2,983.09	\$ 3,016.91
Utilities (includes water and sewer, PSNC, electricity)	\$ 6,500.00	\$ 3,283.62	\$ 3,216.38
Rental of Facility	\$ 20,400.00	\$ 11,900.00	\$ 8,500.00
Moving Expenses	\$ 5,000.00	\$ -	\$ 5,000.00
EQUIPMENT PURCHASES			
	\$ 500.00	\$ -	\$ 500.00
SHIP SUPPLIES			
	\$ 987.00	\$ 254.35	\$ 732.65
FAMILY CAREGIVER PROGRAM			
	\$ 9,000.00	\$ 2,432.00	\$ 6,568.00
STEM EDUCATION SUMMIT			
	\$ 2,902.04	\$ -	\$ 2,902.04
TOTAL EXPENSES	\$ 485,307.04	\$ 198,682.08	\$ 286,624.96

Budget Amendments

Kermit Copley reviewed the Budget Amendments for the second quarter of 2016. He did state that there had been a reclassification of costs for the building rental to bring this to a single line item. He also noted an unanticipated expense to renew the Quick Books software at a cost of \$950. There was also an amendment for General Purpose Funding to adjust due to less funding provided this year.

Budget Amendments

Motion # 3

Motion was made by Danny Wright to approve the Budget Amendments as presented. Sidney Dunston seconded the motion and it carried unanimously.

Insert Budget Amendments Here

Region K CAC
2016-2017

BUDGET AMENDMENTS

	FY 2016-2017 BUDGET	OCT '16 BUDGET AMENDMENTS	OCT '16 BUDGET	JAN '17 BUDGET AMENDMENTS	JAN '17 BUDGET
TRANSPORTATION					
Transportation HCCBG	\$ 22,000.00		\$ 22,000.00		\$ 22,000.00
Transportation EDTAP	\$ 11,000.00	\$ 1,000.00	\$ 12,000.00		\$ 12,000.00
Transportation-Other 5310 Match	\$ 4,000.00		\$ 4,000.00		\$ 4,000.00
NUTRITION					
Catering Contract	\$ 35,000.00		\$ 35,000.00		\$ 35,000.00
Congregate Meals	\$ 26,000.00		\$ 26,000.00		\$ 26,000.00
HDM	\$ 13,000.00		\$ 13,000.00		\$ 13,000.00
United Way HDM	\$ 50.00		\$ 50.00		\$ 50.00
Meal Supplies	\$ 12,000.00		\$ 12,000.00		\$ 12,000.00
Ensure					
IN-HOME AIDE					
In-Home Aide Contract	\$ 85,482.00		\$ 85,482.00		\$ 85,482.00
SENIOR CENTER OPERATIONS					
Education & Training (Conf, Conv, Mtg)	\$ 500.00		\$ 500.00		\$ 500.00
Copier Lease	\$ 2,000.00		\$ 2,000.00		\$ 2,000.00
Dues and Subscriptions	\$ 900.00		\$ 900.00	\$ 950.00	\$ 1,850.00
General Supplies	\$ 5,200.00		\$ 5,200.00	\$ (500.00)	\$ 4,700.00
Marketing & Advertising	\$ 600.00		\$ 600.00		\$ 600.00
Misc. Expenses	\$ 4,000.00		\$ 4,000.00	\$ (300.00)	\$ 3,700.00
Postage	\$ 250.00		\$ 250.00		\$ 250.00
Repairs & Maintenance	\$ 3,250.00		\$ 3,250.00	\$ (150.00)	\$ 3,100.00
Special Trips Expense	\$ 3,000.00		\$ 3,000.00		\$ 3,000.00
Telephone & Internet	\$ 6,000.00		\$ 6,000.00		\$ 6,000.00
Utilities (includes water and sewer, PSNC, electricity)	\$ 6,500.00		\$ 6,500.00		\$ 6,500.00
Rental of Facility	\$ 20,400.00		\$ 20,400.00		\$ 20,400.00
Moving Expenses	\$ 5,000.00		\$ 5,000.00		\$ 5,000.00
MIPPA SUPPLIES					
MIPPA SUPPLIES	\$ -		\$ -		\$ -
EQUIPMENT PURCHASES					
EQUIPMENT PURCHASES	\$ 500.00		\$ 500.00	\$ (500.00)	\$ -
SHIP SUPPLIES					
SHIP SUPPLIES	\$ 400.00	\$ 587.00	\$ 987.00		\$ 987.00
FAMILY CAREGIVER PROGRAM					
FAMILY CAREGIVER PROGRAM	\$ 9,000.00		\$ 9,000.00		\$ 9,000.00
STEM EDUCATION SUMMIT					
STEM EDUCATION SUMMIT	\$ 2,902.04		\$ 2,902.04		\$ 2,902.04
TOTAL EXPENSES	\$ 483,720.04	\$ 1,587.00	\$ 485,307.04	\$ (802.00)	\$ 484,505.04
PROFIT/(LOSS)	\$ -		\$ -		\$ -

PCSC Quarterly Service Report

Chairman Richardson asked Person County Senior Center (PCSC) Director, Maynell Harper to update the board with the quarterly report information. She advised that one of the main purposes of the program is to keep individuals at home but there has been some turnover lately and 7 new individuals were signed up for Home Delivered Meals (HDM). Respite services are making more impact now as clients can receive more hours of care as we close out these funds for the year.

Maynell remains extremely proud of the volunteers at PCSC as they have volunteered 1,019.50 hours. The total in-kind contribution amounts to \$20,082.60. (This is a combination of the savings if these volunteers were paid for their hours at a rate of \$11.75 and reimbursement for mileage savings). She remains hopeful to obtain even more volunteers once the PCSC is at the new location.

After reviewing her report, Maynell had a slideshow to present to the Board which showcased the new PCSC building that the County purchased for their new location. Highlights of this presentation included:

- New facility will be safe and easily accessible
- Has 7,000 sq. foot gym that will be used for seniors and county employees (most of equipment stays)
- Small kitchen/office space that will be used for Nutrition Classes (Matter of Balance, etc.)
- Small group exercise room that could handle 10-12 folks for yoga classes
- Game Room for the Billiards Table, TV, and Wii Gaming System
- Plan to have a Book Exchange Library and a sitting area
- 15 Restrooms
- Art Classroom area
- Computer lab area for 6-8 people
- Building is about 17,000 sq. feet with 7,000 sq. feet of that being the gym.
- Veterans Affairs Officer will be at the Senior Center 25 hours a week
- Another stand alone building that will be used as the Meal site for congregate and home-delivered meals. Future plans include building a covered walk way from the main building
- 62 Marked parking spaces at location
- Location is close to county office space

Diane advised that the County purchased this facility for \$2.1M for the use as a Senior Center. They have obtained quotes for some retrofits that total over \$100,000. Two items were not approved and they are the covered walkway from the main building to the detached building and they are in hopes this will be paid for in the capital improvement plan. The other item was a folding wall to be used in the large room so it could be sectioned off to have two or more meetings or classes going at one time. Cost of this would be \$11,000 and the CAC has funds that could be used to purchase and install this door if the Board approves this expense.

Folding Mobile Wall Motion #4

David Smith made a motion to approve the \$11,000 expenditure to purchase and install the folding wall (mobile wall) at the new Senior Center. Bryan Pfohl seconded the motion and the motion carried unanimously.

Diane thanked the Board Members for this decision and advised if budget is held tight there would be no need to touch the fund balance for the expenditure.

Maynell advised that there are currently two Title V workers at PCSC and they have asked the County to request two additional Title V workers that could be assigned to the new Senior Center to assist.

Jimmy Clayton thanked Diane and Maynell for their efforts. He hopes the new facility works well.

Diane stated they are very pleased with the new facility and will keep the Board informed of the move. She hopes that we can host a CAC Board meeting there once the move is completed and invite the Person County Commissioners and Roxboro Council Members as well.

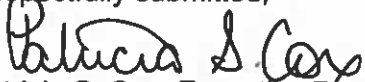
PCSC Quarterly Report

Motion # 5

Henry Daniel made a motion to approve the PCSC Quarterly Report as presented. Joe Shearon seconded the motion and it carried unanimously.

There being no further business, the members adjourned.

Respectfully submitted,

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 "C".

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