

**Minutes**  
**KERR-TAR REGIONAL COUNCIL OF GOVERNMENTS**  
**Kerr-Tar COG Office**  
**March 24, 2016**

**Members Present**

John Alston	Mary Anderson
Pete Averette	Quon Bridges
Jimmy Clayton	Henry Daniel
Sidney Dunston	Terry Garrison
Carrol Harris	Tommy Hester
Zelodis Jay	Linda Jordan
Dazale Kearney	Brad Kearney
Gary Plummer	Bryan Pfohl
Barry Richardson	Joe Shearon
David Smith	Archer Wilkins
Michael Williford	Danny Wright

**Absent Members:**

Marsha Strawbridge	Jerry Joyner
Walter Gardner	Fonzie Flowers
Eddie Ellington	Kevin Easter
Wayne Aycock	Jennifer Jordan
Elizabeth Blackwell	Johnny Lunsford
Francine Chavis	Junious Debnam

**COG Staff:**

Diane Cox  
William Hoyle  
Will Brooks  
Jillian Hardin  
Donna Lee  
Gina Parham

**Others:**

Andy Moore (USDA)  
Evan Matusevich (USDA)  
Dr. Stelfanie Williams (VGCC)  
Bill Birdsong – Butner  
Jim Wrenn  
Eric Naisbitt – Senator Barefoot's Office  
Stuart Litvin – Vance EDC  
Harry Mills – Granville EDC  
Ken Bowman – Warren EDC

**Call to Order and Invocation**

Chairman Hester asked Board Member, Sidney Dunston to provide the invocation prior to dinner. Guests were recognized and welcomed to the meeting.

**Minutes**

Chairman asked for the pleasure of the Board in regards to the Minutes of January 28<sup>th</sup> that were previously sent to all members for review.

**Minutes**  
**Motion # 1**

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

**NEW BUSINESS**

**FINANCE REPORT**

William Hoyle presented the Finance Report ending February 2016 and stated it was previously reviewed by Finance Chairman, Danny Wright. He offered to answer any questions or concerns.

(INSERT FINANCE REPORT HERE)

	BUDGET	YTD		%	REVENUES RECEIVED	ACCOUNTS RECEIVABLE	ASSESSMENTS		TOTAL REVENUES	GAIN/(LOSS)
		EXPEND	BALANCE				EXPENDED	ALLOCATED LOCAL MATCH		
<b>GENERAL FUND - 10</b>										
KTREDC	\$ 53,000	\$ 30,885	\$ 22,115	38	\$ 26,957	\$ 3,928		\$ 30,885	-	
EDA Planning	\$ 97,502	\$ 64,967	\$ 32,535	67	\$ 59,310	\$ 5,657		\$ 64,967	-	
Revolving Loan Fund	\$ 17,595	\$ 8,329	\$ 9,266	47	\$ -	\$ 8,329		\$ 8,329	-	
Micro Loan Fund	\$ -	\$ 1,952	\$ (1,952)		\$ -	\$ 1,952		\$ 1,952	-	
Rural Transportation	\$ 121,030	\$ 81,620	\$ 39,410	67	\$ 52,207	\$ 14,992	\$ 14,421	\$ 81,620	-	
Bike Ped Path Plan	\$ 13,500	\$ 8,325	\$ 5,175	62	\$ 6,778	\$ 1,547		\$ 8,325	-	
CFAT	\$ 20,213	\$ 14,343	\$ 5,870	71	\$ 8,368	\$ 3,397	\$ 2,578	\$ 14,343	-	
Mobility Manager	\$ 92,900	\$ 35,670	\$ 57,230	38	\$ 20,898	\$ 14,772		\$ 35,670	-	
Bunn Zoning	\$ 5,000	\$ 4,061	\$ 939	81	\$ 3,630	\$ 431		\$ 4,061	-	
Warenton Zoning	\$ 2,700	\$ 1,181	\$ 1,516	44	\$ 2,700	\$ -		\$ 2,700	1,516	
City of Henderson REUSE	\$ 5,000	\$ -	\$ 5,000	0	\$ -	\$ -		\$ -	-	
Franklin Co Building Reuse	\$ 15,000	\$ 4,887	\$ 10,113	33	\$ 15,000	\$ -		\$ 15,000	10,113	
Aging - Planning & Admin	\$ 187,380	\$ 91,297	\$ 96,083	49	\$ 58,341	\$ 17,550	\$ 15,406	\$ 91,297	-	
Aging - Ombudsman	\$ 106,146	\$ 74,240	\$ 31,906	70	\$ 58,546	\$ 9,189	\$ 6,505	\$ 74,240	-	
Aging - Elder Abuse	\$ 4,708	\$ 1,765	\$ 2,943	37	\$ 1,414	\$ 338	\$ 13	\$ 1,765	-	
Aging - Evidence Based	\$ 32,254	\$ 12,693	\$ 19,561	44	\$ 7,815	\$ 4,010	\$ 868	\$ 12,693	-	
Aging - AAA Admin	\$ 48,263	\$ 20,236	\$ 28,027	42	\$ 18,071	\$ 2,165		\$ 20,236	-	
Aging - Medicare SHIP	\$ 5,000	\$ 4,493	\$ 507	90	\$ 5,500	\$ -		\$ 5,500	1,007	
Aging - MIPPA	\$ 15,518	\$ 6,562	\$ 8,956	42	\$ -	\$ 6,562		\$ 6,562	-	
Aging - Caregiver I	\$ 95,000	\$ 63,734	\$ 31,266	67	\$ 59,855	\$ 3,879		\$ 63,734	-	
Aging - NC DOT Project	\$ 300,000	\$ 121,595	\$ 178,405	41	\$ 118,630	\$ 2,965		\$ 121,595	-	
Aging - I CA	\$ 30,000	\$ 18,202	\$ 11,798	61	\$ 16,354	\$ 1,848		\$ 18,202	-	
Aging - CATCH Community Services	\$ 260	\$ 180	\$ 80	69	\$ 260	\$ -		\$ 260	80	
Aging - Triangle North Healthcare Foundation	\$ 10,000	\$ -	\$ 10,000	0	\$ 10,000	\$ -		\$ 10,000	10,000	
Aging - Senior Games	\$ 7,500	\$ 2,265	\$ 5,235	31	\$ 296	\$ 1,969		\$ 2,265	-	
WIA Adult Program	\$ 145,974	\$ 108,220	\$ 37,754	74	\$ 104,340	\$ 3,880		\$ 108,220	-	
WIA Youth Program	\$ 116,634	\$ 64,511	\$ 52,123	55	\$ 56,106	\$ 8,405		\$ 64,511	-	
WIA Disloc Work Prog	\$ 123,241	\$ 80,061	\$ 43,180	65	\$ 61,128	\$ 18,933		\$ 80,061	-	
WIA Admin	\$ 230,957	\$ 142,785	\$ 88,172	62	\$ 126,390	\$ 16,395		\$ 142,785	-	
WIA NEG OJT	\$ 2,000	\$ 78	\$ 1,922	4	\$ 78	\$ -		\$ 78	-	
WIOA Career Pathways	\$ 30,000	\$ -	\$ 30,000	0	\$ -	\$ -		\$ -	-	
Granville Co SS CDBG	\$ 10,000	\$ 2,504	\$ 7,496	25	\$ 17,984	\$ -		\$ 17,984	15,480	
Granville Co SFR	\$ 170,000	\$ 12,346	\$ 157,654	7	\$ -	\$ 12,346		\$ 12,346	-	
Vance Co NSP	\$ 4,500	\$ 4,984	\$ (484)	111	\$ 4,606	\$ 378		\$ 4,984	-	
Roxboro SFR	\$ 170,000	\$ 182	\$ 169,818	0	\$ -	\$ 182		\$ 182	-	
Miscellaneous	\$ -	\$ 1	\$ (1)		\$ 8,123	\$ -		\$ 8,123	8,122	
Contingency	\$ -	\$ -	\$ -	73	\$ -	\$ -		\$ -	-	
<b>TOTAL</b>	<b>\$ 2,288,775</b>	<b>\$ 1,089,157</b>	<b>\$ 1,199,618</b>	<b>48%</b>	<b>\$ 929,685</b>	<b>\$ 165,999</b>	<b>\$ 39,791</b>	<b>\$ 1,135,475</b>	<b>46,318</b>	

<b>AGING FUND - FUND 11</b>									
Aging - Block Grant	\$ 1,769,415	\$ 958,610	\$ 810,835	54	\$ 958,610	\$ -	\$ 958,610	-	-
Aging - Legal	\$ 9,205	\$ 9,201	\$ -	100	\$ 9,201	\$ -	\$ 9,201	-	-
Aging - Sr Ctr Gen Purp	\$ 62,292	\$ 5,988	\$ 56,304	10	\$ 5,988	\$ -	\$ 5,988	-	-
Aging - Fans	\$ 3,050	\$ -	\$ 3,050	0	\$ -	\$ -	\$ -	-	-
Aging - Caregiver	\$ 46,093	\$ 21,472	\$ 24,621	47	\$ 21,472	\$ -	\$ 21,472	-	-
<b>TOTAL</b>	<b>\$ 1,890,085</b>	<b>\$ 995,271</b>	<b>\$ 894,814</b>	<b>50%</b>	<b>\$ 995,271</b>	<b>\$ -</b>	<b>\$ 995,271</b>	<b>-</b>	<b>-</b>
<b>WORKFORCE - FUND 12</b>									
WIA Adult Program	\$ 475,000	\$ 174,377	\$ 300,623	37	\$ 174,377	\$ -	\$ 174,377	-	-
WIA Adult ITA's	\$ 55,000	\$ -	\$ 55,000	0	\$ -	\$ -	\$ -	-	-
WIA Youth Program	\$ 623,300	\$ 229,687	\$ 393,613	37	\$ 229,687	\$ -	\$ 229,687	-	-
WIA Disloc Work Prog	\$ 475,000	\$ 183,611	\$ 291,389	39	\$ 183,611	\$ -	\$ 183,611	-	-
WIA Disloc Work ITA's	\$ 55,000	\$ -	\$ 55,000	0	\$ -	\$ -	\$ -	-	-
WIA NEG-OJT	\$ 100,000	\$ 63,710	\$ 36,290	64	\$ 63,710	\$ -	\$ 63,710	-	-
<b>TOTAL</b>	<b>\$ 1,783,300</b>	<b>\$ 651,385</b>	<b>\$ 1,131,915</b>	<b>37%</b>	<b>\$ 651,385</b>	<b>\$ -</b>	<b>\$ 651,385</b>	<b>-</b>	<b>-</b>
<b>MICRO-LOAN - FUND 13</b>									
Loans	\$ -	\$ -	\$ -		\$ 50	\$ -	\$ 50	50	50
<b>TOTAL</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0%</b>	<b>\$ 50</b>	<b>\$ -</b>	<b>\$ 50</b>	<b>50</b>	<b>50</b>
<b>REVOLVING LOAN - FUND 20</b>									
Loans	\$ 51,763	\$ 50	\$ 51,713	0	\$ 12,881	\$ -	\$ 12,881	12,881	12,881
<b>TOTAL</b>	<b>\$ 51,763</b>	<b>\$ 50</b>	<b>\$ 51,713</b>	<b>0%</b>	<b>\$ 12,881</b>	<b>\$ -</b>	<b>\$ 12,881</b>	<b>12,881</b>	<b>12,881</b>
<b>REVOLVING LOAN- GREEN JOBS - FUND 21</b>									
Loans	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	-	-
<b>TOTAL</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0%</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>	<b>-</b>
<b>ALL TOTALS</b>	<b>\$ 6,013,923</b>	<b>\$ 2,735,863</b>	<b>\$ 3,278,060</b>	<b>48%</b>	<b>\$ 2,589,272</b>	<b>\$ 165,999</b>	<b>\$ 39,791</b>	<b>\$ 2,795,062</b>	<b>\$9,199</b>
					<b>CASH BALANCES</b>				
Tonya Kilgore, CPA 3/16/16					GENERAL FUND \$ 212,894				
Hoyle CPA, PLLC					AGING FUND \$ (186)				
					WIA FUND \$ 81,679				
					MICRO LOAN FUND \$ 23,047				
					REVOLVING LOAN FUND \$ 755,898				
					GREEN JOBS RLF LOAN FUND \$ 5,585				
					<b>TOTALS \$ 1,078,917</b>				

**Finance Report**

**Motion # 2**

Motion was made by Barry Richardson to approve the Finance Report as presented. Bryan Pfohl seconded the motion. The motion carried unanimously.

**BUDGET AMENDMENTS**

William Hoyle presented the Budget Amendments and stated reason for each amendment in General Fund 10, and WIA Fund 13. He offered to address any questions or concerns.

(INSERT BUDGET AMENDMENTS HERE)

**KERR-TAR REGIONAL COUNCIL OF GOVERNMENTS  
BUDGET AMENDMENTS  
Thursday, March 24, 2016**

<b>FUND 10 GENERAL FUND</b>				
<b>BUDGET AMENDMENT # 12</b>				
	<b>A/C #</b>	<b>BUDGET</b>	<b>CHANGE</b>	<b>REQUESTED</b>
<b>MIDDLEBURG - LOAN FUNDS</b>	<b>4978</b>			
<b>EXPENDITURES</b>				
Contracted Services	200	0	1,952	1,952
		0	1,952	1,952
<b>REVENUES</b>				
<b>MIDDLEBURG - VANCE CO LOAN</b>	<b>183</b>	<b>0</b>	<b>1,952</b>	<b>1,952</b>
To expense remainder of funds from carry-over FY 15.				

<b>FUND 10 GENERAL FUND</b>				
<b>BUDGET AMENDMENT # 13</b>				
	<b>A/C #</b>	<b>BUDGET</b>	<b>CHANGE</b>	<b>REQUESTED</b>
<b>BIKE PED PLAN</b>	<b>4981</b>			
<b>EXPENDITURES</b>				
Salary - Regional Planner 1	192	5,419	-2,901	2,518
Contracted Services	200	0	12,000	12,000
Supplies	260	268	-268	0
Travel	314	350	-332	18
MIS Charges	382	475	-36	439
Fringe Benefits	690	2,049	-1,097	952
Indirect Costs	790	3,542	-1,898	1,644
Program Costs	795	1,397	-748	649
		<b>13,500</b>	<b>4,720</b>	<b>18,220</b>
<b>REVENUES</b>				
<b>RPO-BIKE PED PATH PLAN</b>	<b>010</b>	<b>13,500</b>	<b>4,720</b>	<b>18,220</b>
To amend FY 16 original budget and add additional revenue.				

**FUND 10 GENERAL FUND**

FY15-16

**BUDGET AMENDMENT # 14**

	<u>A/C #</u>	<u>BUDGET</u>	<u>CHANGE</u>	<u>REQUESTED</u>
<b>BUNN ZONING</b>	<b>5015</b>			
<b>EXPENDITURES</b>				
Salary - Planning Director	191	1,905	1,162	3,067
Salary - Planning Intern 1	199	0	285	285
Supplies	260	239	0	239
Travel	314	400	150	550
Fringe Benefits	690	720	439	1,159
Indirect Costs	790	1,245	759	2,004
Program Costs	795	491	299	790
		<b>5,000</b>	<b>3,094</b>	<b>8,094</b>
<b>REVENUES</b>	<b>3475</b>			
<b>BUNN ZONING</b>	<b>223</b>	<b>5,000</b>	<b>3,094</b>	<b>8,094</b>
To amend FY 16 original budget with carry-over revenue.				

**FUND 10 GENERAL FUND**

**BUDGET AMENDMENT # 15**

	<u>A/C #</u>	<u>BUDGET</u>	<u>CHANGE</u>	<u>REQUESTED</u>
<b>WIA - NEG OJT</b>	<b>6968</b>			
<b>EXPENDITURES</b>				
Salary - Business Services Rep	195	0	2,643	2,643
Salary - WIA P & A Coordinator	197	0	2,643	2,643
Supplies	260	500	0	500
Travel	314	1,500	3,500	5,000
Printing	341	0	1,000	1,000
Advertising	370	0	1,000	1,000
Equipment	510	0	2,000	2,000
Fringe Benefits	690	0	1,998	1,998
Indirect Costs	790	0	3,454	3,454
Program Costs	795	0	1,362	1,362
		<b>2,000</b>	<b>19,600</b>	<b>21,600</b>
<b>REVENUES</b>	<b>3736</b>			
<b>WIA - NEG OJT</b>	<b>O10</b>	<b>2,000</b>	<b>19,600</b>	<b>21,600</b>
To add additional admin funds.				

KERR-TAR REGIONAL COUNCIL OF GOVERNMENTS  
 BUDGET AMENDMENTS  
 Thursday, March 24, 2016

**FUND 13 WORKFORCE INVESTMENT ACT**

<b>BUDGET AMENDMENT # 1</b>				
	<u>A/C #</u>	<u>BUDGET</u>	<u>CHANGE</u>	<u>REQUESTED</u>
<b>WIA ADULT PROGRAM</b>	<b>6850</b>			
<b>EXPENDITURES</b>				
EDSI CONTRACT	619	475,000	28,261	503,261
<b>REVENUES</b>				
	<b>3710</b>			
WIA ADULT PROGRAM	010	475,000	28,261	503,261
This amendment reflects an increased contract with EDSI				

<b>BUDGET AMENDMENT # 2</b>				
	<u>A/C #</u>	<u>BUDGET</u>	<u>CHANGE</u>	<u>REQUESTED</u>
<b>WIA DW PROGRAM</b>	<b>6890</b>			
<b>EXPENDITURES</b>				
EDSI CONTRACT	619	475,000	28,261	503,261
<b>REVENUES</b>				
	<b>3730</b>			
WIA DW PROGRAM	010	475,000	28,261	503,261
This amendment reflects an increased contract with EDSI				



<b>BUDGET AMENDMENT # 3</b>				
	<u>A/C #</u>	<u>BUDGET</u>	<u>CHANGE</u>	<u>REQUESTED</u>
<b>WIA DW OMNIBUS NEG-OJT</b>	<b>6895</b>			
<b>EXPENDITURES</b>				
EDSI CONTRACT	619	100,000	106,000	206,000
<b>REVENUES</b>				
	<b>3732</b>			
WIA DW NEG-OJT	010	100,000	106,000	206,000
This amendment reflects an increased contract with EDSI				

## **Budget Amendments**

### **Motion #3**

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

Diane asked members to review the General Assessment Payment Schedule for FY 2016/2017 that was in their folders. She stated that this had been presented to the Executive Committee earlier this evening and they had approved the recommendation for FY 2016/2017 that would keep the assessment rate at 59 cents per capita for FY 2016/2017.

## **Assessment Rate**

### **Motion # 4**

Motion was made by Barry Richardson to approve the Assessment Rate at 59 cents per capita as presented for FY 206/2017. Bryan Pfohl seconded the motion. The motion carried unanimously.

## **Area Aging Plan FY 2016-2017**

Aging Director, Jillian Hardin provided a handout to all attendees that highlighted the Goals and objectives for the Regional Aging Services Plan for July 1, 2016 – June 30, 2020. The theme for the four year plan is "Alive and Thriving: Creating Value Today for a Sustainable Tomorrow!" Jillian reviewed the plan in detail with the Board Members. The six main goals are:

1. Empower older adults and their families to make informed decisions and easily access existing health and long-term care options.
2. Enable older adults to remain independent and age in in the place of their choice with appropriate services and supports.
3. Empower older adults to have optimal health status and to have a healthy life style.
4. Protect the safety and rights of older and vulnerable adults and prevent their abuse, neglect and exploitation.
5. Facilitate communities and older adults working together to plan and prepare for the future.
6. Ensure public accountability and responsiveness.

## **EXECUTIVE DIRECTOR'S REPORT**

Highlights of Diane's report were:

- Region K Senior Games had their Kick-off today in Person County. Approximately 200 seniors signed up for events this year, there were about 150 folks attending the kick-off this morning and 118 participated in events today. Games are held in all five counties, if you have the opportunity get out to some of the games and support our seniors.
- The COG Area Agency on Aging completed The Franklin County Aging Plan. The two top priority areas for the plan were transportation options and medical care.
- Members were encouraged to sign up for the upcoming NC Tomorrow Summit which will be held in Raleigh on April 18 and 19<sup>th</sup>. Scholarships are still available through the COG office if you wish to attend.

- Still awaiting notification from NC Housing Finance in regards to our Urgent Repair application for the region.
- Also waiting on notification in regards to the EPA Brownfields application.
- Next Board meeting will be held here on May 26<sup>th</sup> and the COG's proposed budget for FY 2016/2017 will be presented.
- Travel is planned to attend the 3 day NADO conference and 2 day EDA conference being held in Washington DC the first week of April.
- Regret to inform the Board that today is Will Brooks' last day with COG. Will has accepted a position with the NCLM. We all wish Will the best! In the interim Mark Warren will start next Tuesday, working 3 days a week as the Interim Planning Director. (Will added that he was thankful for his three years at the Kerr Tar COG and felt it is important to give back. He hopes to interact with all of us in his new position with the NCLM.)
- Executive Committee reviewed the Audit proposals for FY 2016/2017 and voted to award the Audit Contract to William L. Stark and Company for the KTCOG and Region K CAC.

## USDA Presentation

Diane introduced USDA Guest Speakers:

Andy Moore is the Western District Supervisor for NC. Andy is a 2000 graduate of WVU with a degree in Wildlife Science. He began working with Wildlife Services in the National Rabies Management Program in WV in 2001. In 2008 Andy became the Western District Supervisor of NC Wildlife Services Program. His office is located in Statesville, NC.

Evan Matusevich graduated from Virginia Tech in 2009 with a degree in Wildlife Science. The first five years after graduation, he worked as an estimator and project manager for a commercial construction company. In 2014 he served as a Wildlife Specialist in Louisiana. Evan moved to NC in 2015 and began his career as a Wildlife Specialist. Evan resides in Stem and his primary duty is Beaver Management Assistance.

Andy provided a very informative presentation in regards to wildlife management across the state of NC. Highlights included:

- Beavers are the # 1 problem in the state.
- Specialists work at airports across the state to assist with wildlife management, i.e., birds, deer, etc.
- Migratory Bird Issues addressed. Offers assistance with the Black Buzzard application for assistance process.
- Receives federal funding for feral swine issues.
- Under the NC Beaver Management Assistance Program (BMAP) there are 23 beaver control workers and 45 counties across the state are enrolled.
- Additional assistance can be obtained from the Co-Op Extension offices.

Evan stated that his duties include initial assessments when individuals call in regards to a beaver problem. The initial assessment is free. Half hour of labor is free to tear down beaver dams all additional time is clocked at \$125 an hour. Had great success in getting rid of beavers when citizens call and complain.

After the presentation, several Board Members asked for their business cards and said they would be in touch to set up assessment appointments.

Business Cards were left with the COG staff to distribute when calls come in to the COG office and copies of the information packet on Beaver Management and the Annual Report will be on hand for review.

Chairman Hester thanked Andy and Evan for their presentation and their work recently at his farm to rid them of a beaver problem.

## **PUBLIC COMMENT AND ANNOUNCEMENTS**

Danny Wright extended congratulations, to our District 32 Elect – Terry Garrison!

Chairman Hester thanked Will Brooks for his work while at the COG office and wished him best success in his new endeavor at the NCLM.

There being no further business, the meeting adjourned.

Sincerely,



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