

**KERR-TAR REGIONAL COUNCIL OF GOVERNMENTS
Executive Committee**

March 22, 2018

Members Present

John Alston
Sidney Dunston
Reggie Horton
Leo Kelly
Walter Powell
Betty Wright

Jimmy Clayton
Walter Gardner
Zelodis Jay
Tom Lane
David Smith
Danny Wright

COG Staff:

Diane Cox
Donna Lee
Gina Parham

Others:

Jim Wrenn

Call to Order

Vice Chairman Clayton called the meeting to order and welcomed members. He also asked for round table introductions in order to meet new members.

Assessment Presentation

Diane advised that the Assessment Rate recommendation for Fiscal Year 2018/2019 plan is to be the same rate that has been used the past three years, which is 59 cents per capita. This is calculated on the 2010 Census numbers. However, the COG has not received any State budgetary numbers yet. Members were reminded that the assessments are used as matching dollars for all grants received at the COG.

Assessment Rate

Motion # 1

A motion was made by David Smith to approve the assessment rate as presented for fiscal year 2018/2019 at 59 cents per capita. Zelodis Jay seconded the motion. Motion carried unanimously.

Revised KTCOG Travel Policy

Diane advised that NC DOT found out last year that they were not in compliance for travel reimbursements across the state during their recent audit from FHA. This prompted the COG to review its travel policy, as all staff must be treated the same for travel reimbursements.

She further stated that these policies had been reviewed with Finance and Legal before being brought to the Board. Members were also advised that once the new Policies are in place, portions of this policy may be added to the KTCOG Personnel Policies.

The new policy was reviewed in detail with the Executive Committee and much discussion evolved. Highlights of the new policy included:

- Mileage reimbursement will continue at the IRS rate which is currently 54.5 cents per mile
- Staff will be reimbursed for the least expensive mode of travel.
- Staff will begin using GSA rates to determine lodging and meal per diem rates
- Per diem will be given up front for meals not included in the conference – no meal receipts required in future and no refunds of meal per diem
- Staff member may stay at hotel where conference is being held and not use the GSA hotel rate if room is in the Conference Room Rate block.
- GSA rates vary by areas of the country
- COG will continue to pay NO PERSONAL expenses such as movies, alcohol, etc.
- All employees are required to have a valid driver's license. Policy will require a copy of the staff member's insurance coverage and a copy of their driving record. Insurance information and driving record, evolved to more in depth conversations in regards to bad driving records, habitual offenders, reporting of any driving violations, particularly careless and reckless or DUI charges. This is being reviewed further by the COG attorney with the COG's insurance policy. If expanded and approved this section may be added to the KTCOG personnel policies.
- Out of region travel requires prior approval, with a pre-audit stamp to indicate that there are funds available to pay for the travel.

Revised Travel Policy
Motion # 2

Walter Gardner made a motion to approve the Revised Travel Policy as outlined effective April 1, 2018. Danny Wright 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
March 22, 2018

Members Present

John Alston	Ernie Anderson
Mary Anderson	Pete Averette
Wayne Aycock	Francine Chavis
Jimmy Clayton	Sidney Dunston
Carolyn Faines	Walter Gardner
Carrol Harris	Reggie Horton
Zelodis Jay	Leo Kelly
Tom Lane	Philip Meador
Jennifer Pierce	Walter Powell
David Smith	Connee White
Michael Williford	Betty Wright
Danny Wright	

Absent Members:

Quon Bridges	Kevin Easter
Eddie Ellington	Fonzie Flowers
Jerry Joyner	Dazale Kearney
Kenneth Perry	Gary Plummer
Bryan Pfohl	Marsha Strawbridge

COG Staff:

Diane Cox
Gina Parham
Donna Lee
Vincent Gilreath
Lou Grillo
Jillian Hardin
Michael Kelly
Stephanie Harmon
Sharon Thomas

Others:

Kenny Flowers – NC Dept of Commerce
Jim Wrenn – Attorney
Tyrone Simes – Town of Norlina
Harry Mills – Granville EDC
Dennis Jarvis – Vance EDC

Invocation

Vice Chairman Clayton asked Board Member, John Alston to provide the invocation prior to dinner.

Call to Order

Vice Chairman Clayton called the meeting to order and welcomed guests. At this time, new Kerr-Tar Board Members were introduced.

**KERR-TAR REGIONAL COUNCIL OF GOVERNMENTS
FEBRUARY, 2018**

	EXPENDITURE BUDGET	YTD EXPEND	EXPENDITURE BALANCE	% Expend	REVENUE BUDGET	YTD RECEIVED	% Received	ACCOUNTS RECEIVABLE	ASSESSMENTS ALLOCATED LOCAL MATCH	TOTAL REVENUES	Gain/(Loss)
GENERAL FUND - 10											
KTREDC	\$ 53,000	\$ 20,095.93	\$ 32,904.07	38%	\$ 53,000	\$ 16,626.45	31%	\$ 3,469.48		\$ 20,095.93	\$ -
EDA Planning	\$ 120,553	\$ 61,286.75	\$ 59,266.25	51%	\$ 72,332	\$ 51,916.00	72%	\$ -	24514.70	\$ 76,430.70	\$ 15,143.95
Revolving Loan Fund	\$ 25,000	\$ 3,099.80	\$ 21,900.20	12%	\$ 25,000	\$ -	0%	\$ 3,099.80		\$ 3,099.80	\$ -
Micro Loan Fund	\$ 9,000	\$ 8,481.00	\$ 519.00	94%	\$ 2,000	\$ -	0%	\$ 8,481.00		\$ 8,481.00	\$ -
Rural Transportation	\$ 139,186	\$ 73,801.32	\$ 65,384.68	53%	\$ 111,349	\$ 22,517.44	20%	\$ 36,523.62	14760.26	\$ 73,801.32	\$ -
Water Quality	\$ 2,218	\$ 1,347.29	\$ 870.71	61%	\$ 2,218	\$ 2,218.00	100%	\$ -		\$ 2,218.00	\$ 870.71
CFAT	\$ 55,221	\$ 37,009.44	\$ 18,211.56	67%	\$ 44,132	\$ 21,186.86	48%	\$ 8,420.69	7401.89	\$ 37,009.44	\$ -
Mobility Manager	\$ 100,000	\$ 26,314.73	\$ 73,685.27	26%	\$ 90,000	\$ 18,929.73	21%	\$ 4,753.53	2631.47	\$ 26,314.73	\$ -
Bunn Subdivision Ordinance	\$ 4,000	\$ -	\$ 4,000.00	0%	\$ 4,000	\$ -	0%	\$ -		\$ -	\$ -
Bunn Zoning	\$ 10,000	\$ 9,865.45	\$ 134.55	99%	\$ 10,000	\$ 9,386.40	94%	\$ 479.05		\$ 9,865.45	\$ -
City of Henderson ROBCO	\$ 6,510	\$ 2,242.00	\$ 4,268.00	34%	\$ 6,510	\$ 3,255.00	50%	\$ -		\$ 3,255.00	\$ 1,013.00
Franklin Co Bldg Re-use NS	\$ 1,720	\$ 950.00	\$ 770.00	55%	\$ 1,720	\$ 1,720.00	100%	\$ -		\$ 1,720.00	\$ 770.00
Franklin Co Bldg Re-use KF	\$ 13,600	\$ 1,330.00	\$ 12,270.00	10%	\$ 13,600	\$ 15,000.00	110%	\$ -		\$ 15,000.00	\$ 13,670.00
Franklin Co PALZIV	\$ 1,200	\$ 532.00	\$ 668.00	44%	\$ 1,200	\$ -	0%	\$ 532.00		\$ 532.00	\$ -
Vance Co MAKO Medical	\$ 3,000	\$ -	\$ 3,000.00	0%	\$ 3,000	\$ -	0%	\$ -		\$ -	\$ -
Warrenton Bldg Re-use	\$ 2,500	\$ 2,500.00	\$ -	100%	\$ 2,500	\$ -	0%	\$ 2,500.00		\$ 2,500.00	\$ -
Aging - Planning & Admin	\$ 185,828	\$ 87,095.78	\$ 98,732.22	47%	\$ 147,009	\$ 48,358.00	33%	\$ 20,543.47	18194.31	\$ 87,095.78	\$ -
Aging - Ombudsman	\$ 117,968	\$ 81,229.94	\$ 36,738.06	69%	\$ 106,171	\$ 55,572.00	52%	\$ 17,534.95	8122.99	\$ 81,229.94	\$ -
Aging - Elder Abuse	\$ 4,725	\$ 1,061.26	\$ 3,663.74	22%	\$ 4,253	\$ 284.00	7%	\$ 671.13	106.13	\$ 1,061.26	\$ -
Aging - Evidence Based	\$ 20,271	\$ 12,104.26	\$ 8,166.74	60%	\$ 18,244	\$ 10,366.00	57%	\$ 527.83	1210.43	\$ 12,104.26	\$ -
Aging - AAA	\$ 48,263	\$ 44,119.64	\$ 4,143.36	91%	\$ 48,263	\$ 34,282.00	71%	\$ 9,837.64		\$ 44,119.64	\$ -
Aging - Medicare SHIP	\$ 7,000	\$ 3,630.13	\$ 3,369.87	52%	\$ 5,500	\$ 5,500.00	100%	\$ -	726.03	\$ 6,226.03	\$ 2,595.90
Aging - MIPPA	\$ 17,680	\$ 6,379.15	\$ 11,300.85	36%	\$ 17,680	\$ -	0%	\$ 6,379.15		\$ 6,379.15	\$ -
Aging - Caregiver	\$ 98,043	\$ 43,318.89	\$ 54,724.11	44%	\$ 98,043	\$ 27,015.00	28%	\$ 16,303.89		\$ 43,318.89	\$ -
Aging - NCDOT Project	\$ 300,000	\$ 141,818.52	\$ 158,181.48	47%	\$ 300,000	\$ 119,338.11	40%	\$ 22,480.41		\$ 141,818.52	\$ -
Aging - LCA	\$ 30,000	\$ 17,405.11	\$ 12,594.89	58%	\$ 30,000	\$ 15,144.53	50%	\$ 2,260.58		\$ 17,405.11	\$ -
Aging - Tri-North HC RGP	\$ 890	\$ 879.90	\$ 10.10	99%	\$ 890	\$ 888.00	100%	\$ -		\$ 888.00	\$ 8.10
Aging - Senior Games	\$ 7,500	\$ 784.44	\$ 6,715.56	10%	\$ 7,500	\$ 2,563.50	34%	\$ -		\$ 2,563.50	\$ 1,779.06
WIOA - Adult	\$ 145,909	\$ 100,070.52	\$ 45,838.48	69%	\$ 145,909	\$ 90,903.36	62%	\$ 8,984.38		\$ 99,887.74	\$ (182.78)
WIOA - Youth	\$ 154,695	\$ 89,841.58	\$ 64,853.42	58%	\$ 154,695	\$ 77,271.82	50%	\$ 12,555.87		\$ 89,827.69	\$ (13.89)
WIOA - Dislocated Worker	\$ 145,909	\$ 86,740.91	\$ 59,168.09	59%	\$ 145,909	\$ 76,822.38	53%	\$ 9,716.67		\$ 86,539.05	\$ (201.86)
WIOA - Admin	\$ 152,778	\$ 91,867.29	\$ 60,910.71	60%	\$ 152,778	\$ 86,687.20	57%	\$ 5,162.96		\$ 91,850.16	\$ (17.13)
WIOA - Career Path Impl	\$ 92,458	\$ 33,553.62	\$ 58,904.38	36%	\$ 92,458	\$ 24,986.53	27%	\$ 8,567.09		\$ 33,553.62	\$ -
Granville Co SFR	\$ 167,535	\$ 56,286.85	\$ 111,248.15	34%	\$ 167,535	\$ 56,528.00	34%	\$ -		\$ 56,528.00	\$ 241.15
Franklin Co SFR	\$ 169,877	\$ 34,781.79	\$ 135,095.21	20%	\$ 169,877	\$ 26,106.00	15%	\$ 8,675.79		\$ 34,781.79	\$ -
Vance Co NSP	\$ 2,500	\$ 2,189.45	\$ 310.55	88%	\$ 2,500	\$ 2,189.45	88%	\$ -		\$ 2,189.45	\$ -
Person County SFR	\$ 175,000	\$ 2,860.13	\$ 172,139.87	2%	\$ 175,000	\$ -	0%	\$ 2,860.13		\$ 2,860.13	\$ -

WORKFORCE - FUND 13																																																																																															
WIOA Adult - EDSI	\$ 600,000	\$ 343,088.11	\$ 256,911.89	57%	\$ 343,088.11	\$ 600,000	\$ 343,088.11	57%	\$ -	\$ 343,088.11	\$ -																																																																																				
WIOA Youth																																																																																															
VGCC	\$ 205,000	\$ 53,673.02	\$ 151,326.98	26%	\$ 53,673.02	\$ 205,000	\$ 53,673.02	26%	\$ -	\$ 53,673.02	\$ -																																																																																				
PCC	\$ 150,000	\$ 52,072.42	\$ 97,927.58	35%	\$ 52,072.42	\$ 150,000	\$ 52,072.42	35%	\$ -	\$ 52,072.42	\$ -																																																																																				
EDSI	\$ 350,000	\$ 88,068.13	\$ 261,931.87	25%	\$ 88,068.13	\$ 350,000	\$ 88,068.13	25%	\$ -	\$ 88,068.13	\$ -																																																																																				
WIOA Dislocated Worker-EDSI	\$ 600,000	\$ 343,165.02	\$ 256,834.98	57%	\$ 343,165.02	\$ 600,000	\$ 343,165.02	57%	\$ -	\$ 343,165.02	\$ -																																																																																				
WIOA Career Path Impl - EDSI	\$ 125,000	\$ 56,460.59	\$ 68,539.41	45%	\$ 56,460.59	\$ 125,000	\$ 56,460.59	45%	\$ -	\$ 56,460.59	\$ -																																																																																				
Henderson Const Pathway to P	\$ 247,000	\$ -	\$ 247,000.00	0%	\$ -	\$ 247,000	\$ -	0%	\$ -	\$ -	\$ -																																																																																				
TOTALS	\$ 2,277,000	\$ 936,527.29	\$ 1,340,472.71		\$ 936,527.29	\$ 2,277,000	\$ 936,527.29		\$ -	\$ 936,527.29	\$ -																																																																																				
MICRO LOAN - FUND 15																																																																																															
Fund Transfer	\$ 500	\$ -	\$ -	0%	\$ -	\$ 500	\$ 130.31	\$ -	\$ -	\$ 130.31	\$ -																																																																																				
Interest on Loans																																																																																															
Bank Interest																																																																																															
Loaned out	\$ 500	\$ 10,000.00	\$ -		\$ 10,000.00	\$ 500	\$ 402.51	\$ -	\$ -	\$ 402.51	\$ -																																																																																				
TOTALS	\$ 500	\$ -	\$ -	0%	\$ -	\$ 500	\$ 532.82	\$ -	\$ -	\$ 402.51	\$ 402.51																																																																																				
REVOLVING LOAN - FUND 20																																																																																															
Fund Transfer	\$ 10,000	\$ -	\$ 10,000.00	0%	\$ -	\$ 10,000	\$ 2,268.07	\$ -	\$ -	\$ 2,268.07	\$ -																																																																																				
Bank Charges	\$ -	\$ 57.00	\$ (57.00)		\$ 57.00	\$ -	\$ 5,580.27	\$ -	\$ -	\$ 5,580.27	\$ -																																																																																				
Bank Interest																																																																																															
Interest on Loans paid																																																																																															
TOTALS	\$ 10,000	\$ 57.00	\$ 9,943.00		\$ 57.00	\$ 10,000	\$ 7,848.34	\$ -	\$ -	\$ 7,848.34	\$ 7,791.34																																																																																				
ALL TOTALS	\$ 7,116,750	\$ 3,142,487.08	\$ 3,973,762.92		\$ 3,142,487.08	\$ 6,970,793	\$ 2,778,794.28	\$ 378,213.94	\$ 77,668	\$ 3,234,546.12	\$ 92,059.04																																																																																				
<table border="0" style="width: 100%;"> <tr> <td colspan="10"></td> <td colspan="2" style="text-align: center;">Bank Account Balances 2/28/18</td> </tr> <tr> <td colspan="10"></td> <td>COG Operating Account</td> <td>\$ 570,734.80</td> </tr> <tr> <td colspan="10"></td> <td>RLF Account</td> <td>\$ 316,884.50</td> </tr> <tr> <td colspan="10"></td> <td>Sequestered RLF Account</td> <td>\$ 468,154.44</td> </tr> <tr> <td colspan="10"></td> <td>Micro Loan Account</td> <td>\$ 57,279.70</td> </tr> <tr> <td colspan="10"></td> <td>OPEB Account</td> <td>\$ 10,032.84</td> </tr> <tr> <td colspan="10"></td> <td>TOTALS</td> <td>\$ 1,423,086.28</td> </tr> </table>																						Bank Account Balances 2/28/18												COG Operating Account	\$ 570,734.80											RLF Account	\$ 316,884.50											Sequestered RLF Account	\$ 468,154.44											Micro Loan Account	\$ 57,279.70											OPEB Account	\$ 10,032.84											TOTALS	\$ 1,423,086.28
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Donna C. Lee 3/2/2018																																																																																															

Minutes

Vice Chairman Clayton asked for the pleasure of the Board in regards to the Minutes of January 25th, February 9th and February 26th, 2018 meetings that had been previously emailed to all members for review.

Minutes

Motion # 1

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

NEW BUSINESS

FINANCE REPORT

Vice Chairman Clayton asked Donna Lee to present the Finance Report. Donna reviewed the Finance Report ending February 2018. She stated in General Fund 10 approximately 42% had been expended, Aging Fund 11 had expended about 51% and WIOA Fund 13 has expended about 41%. Bank account balances at the end of February were also noted at the bottom of the report.

Finance Report

Motion # 2

Motion made by David Smith to approve the Finance Report as presented for report ending February 28, 2018. Walter Gardner seconded the motion. The motion carried unanimously

(INSERT FINANCE REPORT HERE)

BUDGET AMENDMENTS

Donna Lee advised in Fund 10 Budget Amendment #22 was to increase budget for Micro Loan Fund as additional applicants pursue funding. Amendment #23 is to increase budget for additional work with Bunn Zoning Project. Amendment #24 is for the contract with Mighty River for the Broadband Project work in Franklin, Granville and Vance Counties. Amendment #25, #26 and #27 is for additional WIOA funds from NC Commerce and funding is being allocated evenly across the programs.

In Fund 13 Donna advised that Budget Amendments 4, 5 and 6 represent additional funding allocations that were received. Amendment #7 is due to EDSI taking over cleaning of their offices.

Budget Amendments

Motion # 3

Motion made by Danny Wright to approve the amendments as presented. David Smith seconded the motion and the motion carried unanimously.

(INSERT BUDGET AMENDMENTS HERE)

**KERR-TAR REGIONAL COUNCIL OF GOVERNMENTS
BUDGET AMENDMENTS
Thursday, March 22, 2018**

FY 17-18

FUND 10 - GENERAL FUND

BUDGET AMENDMENT # 22	A/C #	BUDGET	CHANGE	REQUESTED
MICRO Loan				
EXPENDITURES	4930			
Contract Services	200	6,000	4,500	10,500
Micro Loan Legal	202	3,000	1,500	4,500
		9,000	6,000	15,000
REVENUES	3430			
MICRO Loan	001	9,000	6,000	15,000
This amendment represents additional costs within program.				

BUDGET AMENDMENT # 23	A/C #	BUDGET	CHANGE	REQUESTED
BUNN ZONING				
EXPENDITURES	5015			
Salary - Planning Director	146	3,636	3,600	7,236
Contract Services	200	1,708	2,250	3,958
Supplies	260	231	50	281
Travel	314	180	100	280
Fringe Benefits	690	1,257	1,200	2,457
Indirect Costs	790	2,159	2,050	4,209
Program Costs	795	829	750	1,579
		10,000	10,000	20,000
REVENUES	3475			
BUNN ZONING	223	10,000	10,000	20,000
This amendment represents additional costs within program.				

BUDGET AMENDMENT # 24	A/C #	BUDGET	CHANGE	REQUESTED
MIGHTY RIVER REGIONAL BROADBAND				
EXPENDITURES	5051			
Contract Services	200	0	56,800	56,800
		0	56,800	56,800
REVENUES	3475			
MIGHTY RIVER REGIONAL BROADBAND	451	0	56,800	56,800
This amendment represents a new contract.				

BUDGET AMENDMENT # 25	A/C #	BUDGET	CHANGE	REQUESTED
WIOA ADULT PROGRAM				
EXPENDITURES	6850			
Salary - Workforce Dev Program Monitor	157	17,528	0	17,528
Salary - Workforce Dev Director	174	8,268	0	8,268
Salary - Business Services Rep	195	21,210	0	21,210
Salary - WIA P & A Coord.	197	11,700	0	11,700
Supplies	260	800	0	800
Advisory Committee	270	2,000	0	2,000
Travel	314	5,817	0	5,817
Printing	341	100	0	100
Advertising	370	1,117	0	1,117
Joblink Office Space	413	7,944	7,758	15,702
Dues & Subscriptions	491	3,731	0	3,731
Fringe Benefits	690	20,243	0	20,243
Indirect Costs	790	33,228	0	33,228
	795	12,223	0	12,223
TOTAL EXPENDITURES		145,909	7,758	153,667
WIOA ADULT PROGRAM	3710			
REVENUE	O10	145,909	7,758	153,667
This amendment represents additional allocations.				

BUDGET AMENDMENT # 26	A/C #	BUDGET	CHANGE	REQUESTED
WIOA YOUTH PROGRAM				
EXPENDITURES	6870			
Salary - Workforce Dev Program Monitor	157	3,491	0	3,491
Salary - Youth Programs Coorrinator	172	39,548	0	39,548
Salary - Workforce Dev Director	174	7,268	0	7,268
Salary - WIA P & A Coord.	197	11,700	0	11,700
Supplies	260	900	0	900
Advisory Committee	270	1,500	0	1,500
Travel	314	5,807	0	5,807
Telephone	321	500	0	500
Advertising	370	1,116	0	1,116
Joblink Office Space	413	8,975	7,758	16,733
Dues & Subscriptions	491	4,500	0	4,500
Fringe Benefits	690	21,382	0	21,382
Indirect Costs	790	35,097	0	35,097
Program Costs	795	12,911	0	12,911
TOTAL EXPENDITURES		154,695	7,758	162,453
WIOA YOUTH PROGRAM	3720			
REVENUE	O10	154,695	7,758	162,453
This amendment represents additional allocations.				

BUDGET AMENDMENT # 27	A/C #	BUDGET	CHANGE	REQUESTED
WIOA DISLOCATED WORKER PROGRAM				
EXPENDITURES	6890			
Salary - Workforce Dev Program Monitor	157	19,528	0	19,528
Salary - Workforce Dev Director	174	8,268	0	8,268
Salary - Business Services Rep	195	19,210	0	19,210
Salary - WIA P & A Coord.	197	11,700	0	11,700
Supplies	260	900	0	900
Advisory Committee	270	1,500	0	1,500
Travel	314	5,817	0	5,817
Advertising	370	1,092	0	1,092
Joblink Office Space	413	8,019	7,759	15,778
Dues & Subscriptions	491	3,681	0	3,681
Fringe Benefits	690	20,243	0	20,243
Indirect Costs	790	33,228	0	33,228
Program Costs	795	12,223	0	12,223
TOTAL EXPENDITURES		145,409	7,759	153,168
WIOA DISLOCATED WORKER PROGRAM	3730			
REVENUE	O10	145,409	7,759	153,168
This amendment represents additional allocations.				

FUND 13 - WIOA FUND

BUDGET AMENDMENT # 4	A/C #	BUDGET	CHANGE	REQUESTED
ADULT PROGRAM				
EXPENDITURES	6850			
EDSI	619	600,000	1,034	601,034
		600,000	1,034	601,034
ADULT PROGRAM	3710			
REVENUE	010	600,000	1,034	601,034
		600,000	1,034	601,034
This amendment represents additional allocations.				

BUDGET AMENDMENT # 5	A/C #	BUDGET	CHANGE	REQUESTED
YOUTH PROGRAM				
EXPENDITURES	6870			
VGCC	610	205,000	0	205,000
PCC	611	150,000	0	150,000
EDSI	619	350,000	1,034	351,034
TOTAL EXPENDITURES		705,000	1,034	706,034
YOUTH PROGRAM	3720			
REVENUE	010	705,000	1,034	706,034
This amendment represents additional allocations.				

BUDGET AMENDMENT # 6	A/C #	BUDGET	CHANGE	REQUESTED
DISLOCATED WORKER				
EXPENDITURES	6890			
EDSI	619	600,000	1,034	601,034
		600,000	1,034	601,034
DISLOCATED WORKER	3730			
REVENUE	010	600,000	1,034	601,034
		600,000	1,034	601,034
This amendment represents additional allocations.				

BUDGET AMENDMENT # 7	A/C #	BUDGET	CHANGE	REQUESTED
CAREER PATHWAYS IMPLEMENTATION				
EXPENDITURES	6898			
EDSI	619	125,000	150,000	275,000
		125,000	150,000	275,000
CAREER PATHWAYS IMPLEMENTATION	3738			
REVENUE	010	<u>125,000</u>	<u>150,000</u>	<u>275,000</u>
		125,000	150,000	275,000
This amendment represents additional allocations.				

ASSESSMENTS FY 2018/2019

Diane asked members to review the blue page in the packet that highlights the recommended Assessment Rate to continue at 59 cents per capita based on the 2010 Census. She advised that the rate had been 59 cents for the past three years and that the Executive Committee does recommend approval of this rate for FY 2018/2019. The Assessment funds are used throughout the year as matching funds for any grants awarded. Handout also had record of the Assessment Rate by year from 1980 to present.

Assessments

Motion # 4

Sidney Dunston made a motion to approve the recommended Assessment Rate of 59 cents per capita based on the 2010 Census for FY 2018/2019. Pete Averette seconded the motion and the motion carried unanimously.

ESFR PROGRAM POLICIES – WARREN COUNTY

Diane advised that the COG has been awarded funding from NC Housing Finance Agency (NCHFA) to complete Essential Single Family Rehab (ESFR) on homes in Warren County. This program will be run the same as it was in Franklin, Granville, Person and Vance Counties. Plans are to rehab five homes in Warren County with this project. Diane advised that the Assistance Policy, Procurement, and Disbursement Policy for this project was the exact same as it was with other projects, only with a change for the county name and income limits for the area.

Highlights regarding the project included but were not limited to the following:

- Ranking of needs for applicants (elderly, veteran, child living in home with lead based paint)
- Loans are forgivable at a rate of \$3,000 per year as long as family member remains in home and home is not sold
- Essential rehab – i.e. Roof, HVAC, new Windows, etc.
- Program is currently underway in 4 counties – Franklin, Granville, Person and Vance
- Work is secured by a Deed of Trust – forgiven at \$3,000 per year
- COG does all the administrative work, advertises, reviews applications, has Rehab Consultant inspect homes and provide work write up, Bids are taken for work and contracts are signed
- Applications will be available on website, Senior Centers, Town Offices, and County Office.
- Contractors selected upon submission of bids
- Installments paid to contractors as work is completed
- Last 10% of payment is held for 45 day warranty on work before being released

Members were asked to approve the standard Assistance Policy, Procurement, and Disbursement Policy for the Warren County Project.

Assistance Policy Approval

Motion # 5

Motion made by Walter Gardner to approve the Assistance Policy for the ESFR Project in Warren County. Zelodis Jay seconded the motion and it carried unanimously.

Procurement and Disbursement Policy

Motion # 6

Motion made by Danny Wright to approve the Procurement and Disbursement Policy for the Warren County ESFR project as recommended. Michael Williford seconded the motion and it carried unanimously.

LOAN REVIEW COMMITTEE (LRC) APPOINTMENT

Diane advised that the Loan Review Committee still has three open slots and a recommendation has been submitted to appoint Tanya Weary of VGCC to the LRC. Diane reviewed a brief bio on Tanya and explained that she currently works in the Small Business Center with VGCC. She further explained that the "banker" spots for each county are filled and the open slots are for non-banker positions. With this appointment, it would leave two open positions-Person County and Warren County.

LRC Appointment

Motion # 7

Motion was made by Sidney Dunston to appoint Tanya Weary to the LRC. Pete Averette seconded the motion and it carried unanimously.

EXECUTIVE DIRECTOR'S REPORT

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

- Advised she had attended the National Association of Development Organizations (NADO) Conference in DC earlier this week. She also reviewed some of the approved funding from the NADO Press Release and the funds coming forth for Broadband, Rural Infrastructure, and Community Development Block Grant funding.
- Three Broadband meetings have been held. Information presented to Franklin County Board on March 19, Granville County will hold their meeting on April 2, and Vance County has met at COG office. Consultant, Joe Freddoso plans to provide updates on April 2 and April 9.
- COG awarded \$175,000 for Single Family Rehab Program in Warren County.
- Waiting to hear of approval for Urgent Repair Program in all five counties.
- Workforce Development Board approved contracts for the 2018-2019 Program Year as follows: One Stop Operator – Division of Workforce Solutions, Adult and Dislocated Workers – EDSI. Funding will be negotiated once funding information is received from the State.
- Region K Senior Games kicked off today in Warren County. Approximately 276 seniors are registered for the games this year. Games will run through the month of May. Board members are encouraged to go out and support seniors at these events.
- Two new staff members, Sharon Thomas started on February 1st as the new Mobility Manager and Stephanie Harmon started on February 19th as a Regional Planner with her main duties being RPO. Diane gave Sharon and Stephanie a few minutes to introduce themselves to the Board.

- Diane advised that she and Michael Kelly are serving on the Northeast Franklin County Revitalization Committee. They are working on economic development in the NE Franklin area and showing interest in Broadband connectivity. Next meeting will be held in Castalia.
- Housing Update: Urgent Repair Program is assisting or has assisted 12 homes, 2 in Franklin, 2 in Granville, 2 in Person, 4 in Vance and 3 in Warren County. Essential Family Rehab Program is assisting or has assisted 16 homes, 4 in Franklin, 4 in Granville, 3 in Person and 5 in Vance County.
- COG is working on applications for the NC Commerce Rural Ready Sites program with Triangle North in Franklin and Granville County and possibly in Vance County.
- Discussed Opportunity Zones – which are a new tool for community and economic development, recently created by Federal tax legislation.

NC DEPARTMENT OF COMMERCE – RURAL ECONOMIC DIVISION

Diane introduced Kenny Flowers from the NC Department of Commerce – Rural Economic Division and provided a brief recap of his education as a UNC graduate and his work history.

Kenny advised that he was very familiar with COG's and felt that he had local government in his blood. Kenny's remarks highlighted the following items:

- Serving on "Team Red" at NC Department of Commerce to boost rural economic development
- Rural Grants for Infrastructure
- Building re-use grants
- CDBG Programs for Neighborhood Revitalization
- Main Street Programs for Small Towns
- Downtown Redevelopment Programs
- Capacity Building Grants
- Rural Site Ready for Tier 1 and Tier 2 Counties
- Developing dialogue from Governor's office to Commerce to rural communities to address needs and projects
- Local government capacity and ability to deliver services
- Building and implementing projects and resources
- Commitment to NC to build investment
- Position our communities to engage
- Position our communities for change
- NC Commerce is obligated to engage – build environment – align resources and align talent

A brief question and answer session was held after Mr. Flowers' inspiring remarks. Some questions were:

- What are top one or two items needed to attract businesses? Connected communities and understanding of core assets and needs. Having infrastructure in place or investment.
- What are your thoughts of "shell buildings"? Investment is not always worth the return.
- Where are some rural areas that "did it right"? Believes Tommy Hester is doing it right here in our area by showing projects and keeping area in the mix. Cumberland County is doing well but still struggles with Charlotte/Mecklenburg area.
- Would the natural gas pipeline be beneficial? Any time you run natural gas closer to an area it is an asset for business and industry.

Vice Chairman Clayton thanked Mr. Flowers for his informative presentation.

PUBLIC COMMENT AND ANNOUNCEMENTS

There being no further business, the meeting adjourned.

Sincerely,

A handwritten signature in black ink, appearing to read "Patricia S. Cox". The signature is fluid and cursive, with the first name "Patricia" being the most prominent part.

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

