

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

**June 28, 2018**

**Members Present**

Quon Bridges  
Sidney Dunston  
Tom Lane  
Betty Wright

Jimmy Clayton  
Leo Kelly  
David Smith  
Danny Wright

**COG Staff:**

Diane Cox  
Donna Lee  
Gina Parham

**Others:**

Kenneth Perry

**Call to Order**

Chairman Bridges called the meeting to order and welcomed members. He then asked Diane Co to review suggested changes to the Financial Policies and Procedures for the COG.

**Update of Financial Policies and Procedures**

Diane informed the Board that in the audit last year the COG administrative and financial staff were made aware of some policies that needed updates prior to the new fiscal year, which would potentially strengthen the financial structure of the COG. The first item reviewed was the uniform guidance procurement policy compliance statement. This statement reads: "Contracts funded with federal grant or loan funds must be procured in a manner that conforms with all applicable Federal laws, policies, and standards, including those under the Uniform Guidance (2.C.F.R. Part 200).

**Uniform Guidance Procurement Policy**

**Motion # 1**

Motion was made by David Smith to add the above statement to the Financial Policies for Kerr Tar COG as stated. Jimmy Clayton seconded the motion and the motion carried unanimously.

The second request by Diane Cox was to revise the Purchase Order procedures in the Kerr Tar Financial Policies. Specifics were reviewed which added all required information for the Purchase Order, bids or price comparison requirements and specific information required depending on the purchase range prices. Purchase orders are required for any purchase over \$100.

**Purchase Order Policy Approval**  
**Motion # 2**

Motion was made by Sidney Dunston to add the Purchase Policy updates to the Kerr Tar Regional Council of Governments Financial Policies as presented and to make this effective July 1, 2018. Danny Wright seconded the motion and 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**  
**June 28, 2018**

**Members Present**

Ernie Anderson  
Wayne Aycock  
Francine Chavis  
Sidney Dunston  
Carroll Harris  
Dazale Kearney  
Leo Kelly  
Philip Meador  
Gary Plummer  
Walter Powell  
Michael Williford  
Danny Wright

Mary Anderson  
Quon Bridges  
Jimmy Clayton  
Carolyn Faines  
Meredith Valentine for Walter Gardner  
Mike Felts for Zelodis Jay  
Tom Lane  
Kenneth Perry  
Jennifer Pierce  
David Smith  
Betty Wright

**Absent Members:**

John Alston  
Kevin Easter  
Fonzie Flowers  
Jerry Joyner  
Marsha Strawbridge

Pete Averette  
Eddie Ellington  
Reggie Horton  
Bryan Pfohl  
Connee White

**COG Staff:**

Diane Cox  
Donna Lee  
Gina Parham  
Jillian Hardin  
Vincent Gilreath  
Michael Kelly  
Lou Grillo

**Others:**

Kim Colson – NC DEQ  
Jennifer Haynie – NC DEQ  
Francine Durso – NC DEQ  
Penny Carpenter – BC News  
Jim Wrenn

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**Invocation**

Chairman Bridges asked Board Member, David Smith to provide the invocation prior to dinner.

## **PUBLIC HEARING**

Chairman Bridges opened the Public Hearing for any comments on the Budget for FY 2018/2019. There were no comments.

### **Close Public Hearing Motion # 1**

Danny Wright made motion to close the Public Hearing. Francine Chavis seconded the motion and it carried unanimously.

### **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 May 24, 2018 meetings that had been previously emailed to all members for review.

### **Minutes Motion # 2**

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

## **NEW BUSINESS**

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## **FINANCE REPORT**

Chairman Bridges asked Donna Lee to present the Finance Report. Donna reviewed the Finance Report ending May 30, 2018. Donna stated in the General Fund approximately \$1.8M has been expended, the Aging Fund has expended about \$1.4M and the WIOA Fund has expended about \$1.4M. Bank account balances at the end of May were given at the bottom of the report.

### **Finance Report Motion # 2**

Motion made by Sidney Dunston to approve the Finance Report as presented for report ending May 30, 2018. Wayne Aycock seconded the motion. The motion carried unanimously

(INSERT FINANCE REPORT HERE)



Vance Co NSP	\$ 2,500	\$ 2,189.45	\$ 310.55	88%	\$ 4,500	\$ 2,189.45	88%	\$ -	\$ -	\$ 2,189.45	\$ -
Person County SFR	\$ 175,000	\$ 6,272.79	\$ 168,727.21	4%	\$ 175,000	\$ -	0%	\$ 6,272.79	\$ -	\$ 6,272.79	\$ -
Vance County SFR	\$ 175,000	\$ 1,349.55	\$ 173,650.45	1%	\$ 175,000	\$ -	0%	\$ 1,349.55	\$ -	\$ 1,349.55	\$ -
Urgent Repair	\$ 100,000	\$ 62,483.50	\$ 37,516.50	62%	\$ 100,000	\$ 100,000.00	100%	\$ -	\$ -	\$ 100,000.00	\$ 37,516.50
Miscellaneous	\$ -	\$ -	\$ -		\$ 12,805	\$ 11,000.00	86%	\$ -	\$ -	\$ 11,000.00	\$ 11,000.00
Bank Interest	\$ -	\$ -	\$ -		\$ -	\$ 2,979.35		\$ -	\$ -	\$ 2,979.35	\$ 2,979.35
Annual Meeting	\$ -	\$ 5,823.52	\$ (5,823.52)		\$ -	\$ 7,500.00		\$ -	\$ -	\$ 7,500.00	\$ 1,676.48
Bed Bug Registrations	\$ -	\$ 999.07	\$ (999.07)		\$ -	\$ 999.07		\$ -	\$ -	\$ 999.07	\$ -
Contingency	\$ -	\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	\$ -	\$ -
<b>TOTALS</b>	<b>\$ 2,980,233</b>	<b>\$ 1,862,505.51</b>	<b>\$ 1,117,727.49</b>	<b>62%</b>	<b>\$ 2,841,276</b>	<b>\$ 1,603,772.43</b>		<b>\$ 230,661.14</b>	<b>\$ 120,299.45</b>	<b>\$ 1,954,733.02</b>	<b>\$ 92,227.51</b>
<b>AGING FUND - 11</b>											
<b>Aging - Block Grant</b>											
Franklin County	\$ 465,605	\$ 327,924.00	\$ 137,681.00	70%	\$ 465,605	\$ 327,924.00	70%	\$ -	\$ -	\$ 327,924.00	\$ -
Granville County	\$ 431,292	\$ 270,492.00	\$ 160,800.00	63%	\$ 431,292	\$ 270,492.00	63%	\$ -	\$ -	\$ 270,492.00	\$ -
Person County	\$ 344,256	\$ 266,650.00	\$ 77,606.00	77%	\$ 344,256	\$ 266,650.00	77%	\$ -	\$ -	\$ 266,650.00	\$ -
Vance County	\$ 348,838	\$ 246,905.00	\$ 101,933.00	71%	\$ 348,838	\$ 246,905.00	71%	\$ -	\$ -	\$ 246,905.00	\$ -
Warren County	\$ 270,509	\$ 199,664.00	\$ 70,845.00	74%	\$ 270,509	\$ 199,664.00	74%	\$ -	\$ -	\$ 199,664.00	\$ -
Aging - NSIP	\$ -	\$ 63,840.00	\$ (63,840.00)		\$ -	\$ 63,840.00		\$ -	\$ -	\$ 63,840.00	\$ -
Aging - Legal	\$ 10,335	\$ 10,334.00	\$ 1.00	100%	\$ 10,335	\$ 10,334.00	100%	\$ -	\$ -	\$ 10,334.00	\$ -
<b>Aging - General Purpose</b>											
Franklin County	\$ 21,878	\$ 17,168.00	\$ 4,710.00	78%	\$ 21,878	\$ 17,168.00	78%	\$ -	\$ -	\$ 17,168.00	\$ -
Granville County	\$ 18,233	\$ 6,418.00	\$ 11,815.00	35%	\$ 18,233	\$ 6,418.00	35%	\$ -	\$ -	\$ 6,418.00	\$ -
Person County	\$ 10,939	\$ 10,939.00	\$ -	100%	\$ 10,939	\$ 10,939.00	100%	\$ -	\$ -	\$ 10,939.00	\$ -
Vance County	\$ 10,939	\$ -	\$ 10,939.00	0%	\$ 10,939	\$ -	0%	\$ -	\$ -	\$ -	\$ -
Warren County	\$ 10,939	\$ 10,938.00	\$ 1.00	100%	\$ 10,939	\$ 10,938.00	100%	\$ -	\$ -	\$ 10,938.00	\$ -
<b>Aging - Caregiver</b>											
Franklin County	\$ 3,790	\$ 1,980.00	\$ 1,810.00	52%	\$ 3,790	\$ 1,980.00	52%	\$ -	\$ -	\$ 1,980.00	\$ -
Granville County	\$ 3,790	\$ 2,412.00	\$ 1,378.00	64%	\$ 3,790	\$ 2,412.00	64%	\$ -	\$ -	\$ 2,412.00	\$ -
Person County	\$ 3,790	\$ 1,368.00	\$ 2,422.00	36%	\$ 3,790	\$ 1,368.00	36%	\$ -	\$ -	\$ 1,368.00	\$ -
Vance County	\$ 3,790	\$ 176.00	\$ 3,614.00	5%	\$ 3,790	\$ 176.00	5%	\$ -	\$ -	\$ 176.00	\$ -
Warren County	\$ 3,790	\$ 3,790.00	\$ -	100%	\$ 3,790	\$ 3,790.00	100%	\$ -	\$ -	\$ 3,790.00	\$ -
Aging - Fans	\$ 3,261	\$ -	\$ 3,261.00	0%	\$ 3,261	\$ -	0%	\$ -	\$ -	\$ -	\$ 3,261.00
<b>TOTALS</b>	<b>\$ 1,965,974</b>	<b>\$ 1,440,998.00</b>	<b>\$ 524,976.00</b>	<b>73%</b>	<b>\$ 1,965,974</b>	<b>\$ 1,444,259.00</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,444,259.00</b>	<b>\$ 3,261.00</b>

<b>WORKFORCE - FUND 13</b>										
WIDA Adult - EDSI	\$ 601,034	\$ 491,494.96	\$ 109,539.04	82%	\$ 601,034	\$ 491,494.96	82%	\$ -	\$ 491,494.96	\$ -
WIDA Youth										
VGCC	\$ 205,000	\$ 89,726.36	\$ 115,273.64	44%	\$ 205,000	\$ 89,726.36	44%	\$ -	\$ 89,726.36	\$ -
PCC	\$ 150,000	\$ 88,445.05	\$ 61,554.95	59%	\$ 150,000	\$ 88,445.05	59%	\$ -	\$ 88,445.05	\$ -
EDSI	\$ 351,034	\$ 123,337.06	\$ 227,696.94	35%	\$ 351,034	\$ 123,337.06	35%	\$ -	\$ 123,337.06	\$ -
WIDA Dislocated Worker-EDSI	\$ 601,034	\$ 518,371.77	\$ 82,662.23	86%	\$ 601,034	\$ 518,371.77	86%	\$ -	\$ 518,371.77	\$ -
WIDA Career Path Impl - EDSI	\$ 375,000	\$ 138,742.28	\$ 236,257.72	37%	\$ 375,000	\$ 138,742.28	37%	\$ -	\$ 138,742.28	\$ -
Henderson Const Pathway to P	\$ 247,000	\$ 7,749.45	\$ 239,250.55	3%	\$ 247,000	\$ 7,749.45	3%	\$ -	\$ 7,749.45	\$ -
<b>TOTALS</b>	\$ 2,530,102	\$ 1,457,866.93	\$ 1,072,235.07	58%	\$ 2,530,102	\$ 1,457,866.93		\$ -	\$ 1,457,866.93	\$ -
<b>MICRO Loan - FUND 15</b>										
Fund Transfer	\$ 500	\$ -	\$ -		\$ -	\$ 222.29		\$ -	\$ 222.29	\$ 222.29
Interest on Loans					\$ 500	\$ 591.92		\$ -	\$ 591.92	\$ 591.92
Bank Interest										
Loaned out		\$ 30,000.00								
<b>TOTALS</b>	\$ 500	\$ 30,000.00	\$ -		\$ 500	\$ 814.21		\$ -	\$ 591.92	\$ 591.92
<b>REVOLVING LOAN - FUND 20</b>										
Fund Transfer	\$ 10,000	\$ -	\$ 10,000.00						\$ -	\$ -
Bank Charges	\$ -	\$ 57.00	\$ (57.00)						\$ -	\$ (57.00)
Bank Interest						\$ 4,613.53		\$ -	\$ 4,613.53	\$ 4,613.53
Interest on Loans paid					\$ 10,000	\$ 7,551.92		\$ -	\$ 7,551.92	\$ 7,551.92
<b>TOTALS</b>	\$ 10,000	\$ 57.00	\$ 9,943.00		\$ 10,000	\$ 12,165.45		\$ -	\$ 12,165.45	\$ 12,108.45
<b>ALL TOTALS</b>	\$ 7,486,809	\$ 4,791,427.44	\$ 2,724,881.56		\$ 7,347,852	\$ 4,518,878.02		\$ 230,661.14	\$ 120,299	\$ 4,869,616.32
										\$ 108,188.88
<b>Bank Account Balances 5/31/18</b>										
					COG Operating Account				\$ 891,284.98	
					RLF Account				\$ 330,238.41	
					Sequestered RLF Account				\$ 469,938.41	
					Micro Loan Account				\$ 38,063.58	
					OPEB Account				\$ 10,035.28	
					<b>TOTALS</b>				\$ 1,739,560.66	
Donna C. Lee										
6/6/2018										

## **BUDGET AMENDMENTS**

Donna Lee advised in Fund 13 (WIOA FUND) Budget Amendment #9 was for additional funding of \$100,000 received for EDSI.

### **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, June 28, 2018**

**FY 17-18**

**FUND 13 - WIOA FUND**

<b>BUDGET AMENDMENT # 9</b>	<b>A/C #</b>	<b>BUDGET</b>	<b>CHANGE</b>	<b>REQUESTED</b>
<b>CAREER PATHWAYS IMPLEMENTATION</b>				
<b>EXPENDITURES</b>	<b>6898</b>			
EDSI	619	375,000	100,000	475,000
		<b>375,000</b>	<b>100,000</b>	<b>475,000</b>
<b>CAREER PATHWAYS IMPLEMENTATION</b>	<b>3738</b>			
<b>REVENUE</b>	<b>010</b>	<b>375,000</b>	<b>100,000</b>	<b>475,000</b>
		<b>375,000</b>	<b>100,000</b>	<b>475,000</b>
This amendment represents additional allocations.				

## **Budget Resolution**

Diane advised that the Draft Budget for FY 2018/2019 had been presented to the Board at the May meeting and had been open for review the last 30 days. The Public Hearing was held earlier this evening and there has been no comments in regards to the Budget.

## **Budget Resolution**

### **Motion # 4**

Leo Kelly made a motion to approve the Budget Resolution as presented. David Smith seconded the motion and the motion carried unanimously.

## **EXECUTIVE DIRECTOR'S REPORT**

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

- Co hosted a Manufacturers Resource Workshop with EDPNE which was held at the Granville Expo on June 19.
- Currently working on the Better Utilizing Investments to Leverage Development (BUILD) with other RPO's for the East Coast Greenway Plan. This program replaces the TIGER Grant program. The East Coast Greenway (ECS) consists of 372 miles in NC, which includes portions of Granville County. The East Coast Greenway connects 15 states, 450 cities and towns, and 3,000 miles of people-powered trails from Maine to Florida —the country's longest biking and walking route.
- COG contractor Mark Warren wrote the Rural Ready Sites grant for rural infrastructure needs at the Henderson Vance Industrial Park and was awarded \$2.4 M.
- Aging staff held the Annual Elder Abuse Awareness Walk in Henderson on June 15<sup>th</sup> with over 100 participants
- Virtual Dementia Tour will be held at the Person County Senior Center on July 13<sup>th</sup>
- Planning a PASTA (Parenting a second time around) class in Person County with a date to be determined. This is a Cornell Cooperative Extension program that is designed for grandparents and other kinship caregivers who are not the biological parents of the child in their care.
- Hosting a Regional Alzheimer's Conference at VGCC on August 7<sup>th</sup>
- Pain Self Management program will be held at the Creedmoor Senior Center from July 10- August 14<sup>th</sup> from 1 to 3:30pm
- A Matter of Balance program will be offered at the Warren County Senior Center from July 12 –September 5 from 10AM to Noon.
- The Pathways to Prosperity Program in Vance County has 12 participants in the first group of clients. These individuals have already completed the OSHA10 Training. Many of the first group were referred to this program by Gang Free, a non-profit based in Vance County. Triangle Literacy Council received \$1,000 from Vance County Community Foundation to boost this effort and they are waiting to hear from the Frances Abbott Burton Powers Endowment as well. We are seeking donations of building materials, tools and other funds to help with the rehabilitation process.
- Last week about 12 youth toured the NC Legislative Building, Capitol, and Executive Mansion, along with the Museums of History and Natural Sciences with 4 other Workforce Development Boards during 2018 NCWorks NextGen Legislative Day, which was coordinated by the COG, NW Piedmont and Mountain Area Workforce Boards.

- WIOA contracts were recommended to the following vendors from the Workforce Development Board: Youth contracts to VGCC, PCC and EDSI, Adult and Dislocated Worker to EDSI and these contracts will be based on available funding.
- A fourth career pathway has been submitted in Construction and Skilled Traders certification
- COG will host the Annual Awards Banquet at the Clarion Hotel on Hwy. 96 in Oxford on September 27. Award nomination forms are in your packets and Gina will be sending out the forms via email. Start considering people for these awards and get them submitted.

### **Nominating Committee**

Chairman Bridges nominated Zelodis Jay of Granville County to Chair the Nominating Committee for FY 2018/2019. Other members nominated were Reggie Horton of Roxboro, Phil Meador of Franklinton and Walter Powell of Warren County. This committee would be charged with selecting a Treasurer for the State of Officers for next year.

### **Nominating Committee**

#### **Motion #5**

Motion was made by Jimmy Clayton to approve the nominating committee as presented. Sidney Dunston seconded the motion and the motion carried unanimously.

### **Implementing NC's Water & Wastewater Infrastructure Master Plan**

Diane advised that we were pleased to have Kim Colson, Jennifer Haynie and Francine Durso from NC Division of Water Infrastructure with us this evening to discuss the Implementation of the NC Water and Wastewater Infrastructure Master Plan.

Highlights of the presentation were:

Kim Colson began by stating:

- Many of the facilities across the state are beginning to age out.
- Water line breaks are on the rise
- Need strategic approach to rehabilitating the pipes
- Federal government is not increasing funding for infrastructure
- State and Local funding continues to climb
- A master Plan that includes infrastructure management, organizational management, and financial management has been forwarded to Mayors, Managers and the General Assembly

Jennifer Haynie continued by stating:

- Need to discuss resources
- Set aside funds in order to be pro-active
- Asset Management - Figure out what is in ground and being used in order to estimate repair or replacement
- Make a Capital Improvement Plan for Repairs
- Reviewed funding program grants –provided handout and stated applications should go out late July or early August.
- Also discussing Asset Inventory and Assessment Grant Program
- Towns need to be actively involved in Grant Application writing

Kim continued:

- Almost every water infrastructure project is expensive
- Encourage elected officials to see the drinking water and wastewater plants. See the equipment and note the age
- Agency will fund \$200M in programs and have \$30M in grant funds
- Meetings already held in Oxford and Henderson

Jennifer stated they would be happy to come back for succession planning and financial planning.

Diane stated the COG might setup a meeting to bring in local governments into office for a staff meeting.

Quon stated that Oxford increased their water rates in order to qualify for State Grants. Need a way to educate citizens on the need for water rate increases.

Funds come from CDBG, Federal and State appropriations as well as Connect NC Bond Funds.

Kim advised that the interest rate is normally  $\frac{1}{2}$  of market rate and currently that is 2% for a 20 to 30 year loan. Must have a cost estimate from an engineer or consultant to accompany the application.

Closest Training will be at Triangle J COG. The registration is currently open and you can email Jennifer Haynie at [jennifer.haynie@ncdenr.gov](mailto:jennifer.haynie@ncdenr.gov) in order to register.

## PUBLIC COMMENT AND ANNOUNCEMENTS

There being no further business, the meeting adjourned.

Sincerely,



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

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