

**Minutes**  
**KERR-TAR REGIONAL COUNCIL OF GOVERNMENTS**  
**Executive Committee Meeting**  
**Kerr-Tar COG Office**  
**May 23, 2019**

**Members Present**

Jimmy Clayton  
Walter Gardner  
Leo Kelly  
Gary Plummer  
David Smith

Sidney Dunston  
Zelodis Jay  
Tom Lane  
Walter Powell  
Betty Wright

**COG Staff:**

Diane Cox  
Donna Lee  
Gina Parham

**Others:**

**Call to Order**

Chairman Clayton called the meeting to order and turned the meeting over to Executive Director, Diane Cox.

**2019/202 Budget Presentation**

Diane advised that was time to review the Draft Budget for fiscal year 2019/2020. She asked the committee to turn to the last page of the budget presentation to review the indirect cost plan that feeds the entire budget.

Highlights of her budget review included:

- Small increase in insurance rates
- State retirement has percentage increase for new year
- Overall decrease in programmatic expense
- Total Indirect Expenses down 1.87%
- COG employees currently on NC State Health Plan (Plans offered are 80/20 or 70/30 plans and the employee pays either \$50 or \$25 a month to participate depending on plan)
- Reviewed breakdown of staff salary and requested a 3% COLA for all staff
- COG will continue 401K match at 2% if the employee participates
- Looking to hire a full time employee that will be split between Administrative and Aging. With retirement of office manager, KTREDC duties will be moved to Finance Assistant and Aging

work being currently done by Finance Assistant would move to new position as 50% of salary will be paid by Aging.

- Asked Office Manager to stay through November under contract to assist with Board Meetings.
- Also plans to hire a Part Time permanent Regional Engagement Specialist to prepare Newsletters, Update Website, Design Brochures, Event Planning and handle building maintenance requests, and inventory. These duties came from Office Manager and Finance Assistant and the Finance Assistant will be picking up additional housing project work in the housing program.

Chairman Clayton interjected that Finance Chairman, Danny Wright could not be with us tonight due to family member being in hospital however; he sent an email stating that he had reviewed the budget in detail and was happy with the proposed budget and fund balance.

Diane advised that she has drafted a job description for the Admin/Aging position and plans to review it with the AAA Director. She further stated she had received copies of job descriptions from other COG's in order to prepare the Regional Engagement job description.

Members asked if any additional retirements were in the near future and were told not at this time.

In further review of budget, Diane had the following highlights:

- Grant specialist and Loan officer, Mark Warren left a few months ago and we are hopeful of filling this position again and budgeted \$10,000 in Technical Assistance line
- Mobility Manager funding has decreased again, however the COG was approved for a Safe Routes to School Grant for three years at \$100K per year. This Grant is not shown in Budget yet as we were just notified.
- Two new housing projects this year from NCHFA – Essential Single Family Rehab in Franklin and Granville counties
- Playing catch up on housing program ESFR program in Warren County and also reviewing homes being processed in Person and Vance as project
- COG also awarded \$200K in all five counties for Urgent Repair from NCHFA, which breaks down to \$10,000 per home. Interested parties may call for an application once approved. Project will be advertised and applications will be available at the COG, local government offices and at the county senior centers. Finance Assistant will take on more administrative work with this project.
- WIOA– no significant funding increase in this program.
- Aging department is seeing increased in funding which will allow for Part Time Aging/Admin position. Overall aging budget 741,052.
- Overall Budget is \$2,476,672

Diane offered to answer any questions. This proposed budget does not include any funding that has not been confirmed.

Walter Gardner made motion to recommend approval of this draft budget to the Kerr Tar Board as recommended by COG staff. Zelodis Jay seconded the motion and the motion carried unanimously.

### Loan Request

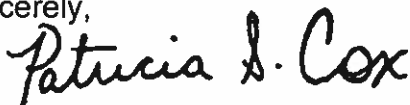
Diane shared that the COG has had a request from a physician in Warren County that would like to apply for a loan in the RLF program. Before completing all the paperwork, Diane wanted to notify Board Members that this applicant is related (a cousin) of a staff member at the COG office. The staff member would have no direct impact or benefit from the loan being reviewed and/or approved.

Diane stated she wanted to make this board aware of the possible application and to gain approval before having the applicant complete all the paperwork.

After discussion, it was the consensus for the applicant to proceed with the loan request.

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 Board Meeting**  
**Kerr-Tar COG Office**  
**May 23, 2019**

**Members Present**

John Alston  
Mary Anderson  
Francine Chavis  
Sidney Dunston  
Walter Gardner  
Wanda Henderson  
Tresco Lea-Jeffers  
Leo Kelly  
Philip Meador  
Jennifer Pierce  
Walter Powell  
Michael Williford

Ernie Anderson  
Quon Bridges  
Jimmy Clayton  
Carolyn Faines  
Carroll Harris  
Zelodis Jay  
Dazale Kearney  
Tom Lane  
Kenneth Perry  
Gary Plummer  
David Smith  
Betty Wright

**Absent Members**

Pete Averette  
Kevin Easter  
Fonzie Flowers  
erry Joyner  
Jeff Tingen

Wayne Aycock  
Eddie Ellington  
Reggie Horton  
Marsha Strawbridge  
Danny Wright

**COG Staff:**

Diane Cox  
Donna Lee  
Nancy Francis  
Gina Parham  
Vincent Gilreath  
Lou Grillo  
Michael Kelly

**Others:**

Jim Wrenn – Attorney  
Ray Jeffers – Person County

**Invocation**

Chairman Clayton asked Board Member, Walter Gardner to provide the invocation prior to dinner.

**Call to Order**

Chairman Clayton called the meeting to order and welcomed guests.

## **Minutes**

Chairman Clayton advised that the Minutes from the March 23 meetings were forwarded previously for review with the meeting notice. He asked for the Board's pleasure regarding the minutes.

## **Minutes**

### **Motion # 1**

Motion made by Sidney Dunston to approve the Minutes as written. David Smith seconded the motion and the motion carried unanimously.

## **NEW BUSINESS**

### **Finance Report**

Finance Manager, Donna Lee reviewed the Finance Report ending April, 2019 by fund and provided total expended percentages (Fund 10 55%, Aging 63%, and WIOA 50%.) She also noted the bank account balances were provided at the bottom of the report as well as the current loan information.

**Insert Finance Report Here**

KERR-TAR REGIONAL COUNCIL OF GOVERNMENTS

APRIL, 2019

	EXPENDITURE		YTD EXPEND	EXPENDITURE		% Expended	REVENUE		YTD RECEIVED	ACCOUNTS RECEIVABLE		ASSESSMENTS		TOTAL REVENUES	Gain/(Loss)
	BUDGET			BALANCE			BUDGET			RECEIVABLE	LOCAL MATCH				
<b>GENERAL FUND - 10</b>															
KTREDC	\$ 53,000	\$ 29,895.64	\$ 23,104.36	\$ 53,000	\$ 27,050.06	56%	\$ 2,845.58	\$ 4,205.78	\$ 2,845.58	\$ 2,845.58	\$ 29,895.64	\$ -	\$ -		
EDA Planning	\$ 150,825	\$ 110,514.44	\$ 40,310.56	\$ 90,415	\$ 54,251.00	73%	\$ 12,057.66	\$ 44,205.78	\$ 12,057.66	\$ 12,057.66	\$ 110,514.44	\$ -	\$ -		
Revolving Loan Fund	\$ 20,000	\$ 9,472.98	\$ 10,527.02	\$ 20,000	\$ -	47%	\$ 9,472.98	\$ -	\$ 9,472.98	\$ 9,472.98	\$ 9,472.98	\$ -	\$ -		
Micro Loan Fund	\$ 4,500	\$ 38.00	\$ 4,462.00	\$ 4,500	\$ -	1%	\$ 38.00	\$ -	\$ 38.00	\$ 38.00	\$ 38.00	\$ -	\$ -		
Rural Transportation	\$ 139,186	\$ 108,357.15	\$ 30,828.85	\$ 111,349	\$ 31,376.27	78%	\$ 55,309.45	\$ 21,671.43	\$ 55,309.45	\$ 55,309.45	\$ 108,357.15	\$ -	\$ -		
CFAT	\$ 24,990	\$ 24,985.15	\$ 4.85	\$ 19,992	\$ 19,988.12	99%	\$ -	\$ 4997.03	\$ -	\$ -	\$ 24,985.15	\$ -	\$ -		
Mobility Manager	\$ 100,000	\$ 50,606.73	\$ 49,393.27	\$ 90,000	\$ 24,343.00	51%	\$ 21,203.06	\$ 5,060.67	\$ 21,203.06	\$ 21,203.06	\$ 50,606.73	\$ -	\$ -		
Bunn Subdivision Ordinance	\$ 4,000	\$ 1,672.00	\$ 2,328.00	\$ 4,000	\$ -	42%	\$ 1,672.00	\$ -	\$ 1,672.00	\$ 1,672.00	\$ 1,672.00	\$ -	\$ -		
Bunn Zoning	\$ 10,000	\$ 9,154.84	\$ 845.16	\$ 10,000	\$ 8,823.32	92%	\$ 331.52	\$ -	\$ 331.52	\$ 331.52	\$ 9,154.84	\$ -	\$ -		
City of Henderson ROBCO	\$ 3,090	\$ 76.00	\$ 3,014.00	\$ 3,090	\$ 3,090.00	2%	\$ -	\$ -	\$ 3,090.00	\$ -	\$ 3,090.00	\$ 3,014.00	\$ -		
Franklin Co Bldg Re-use KF	\$ 11,274	\$ 874.00	\$ 10,400.00	\$ 11,274	\$ 11,274.00	8%	\$ -	\$ -	\$ 11,274.00	\$ -	\$ 11,274.00	\$ 10,400.00	\$ -		
Franklin Co PALZIV	\$ 600	\$ -	\$ 600.00	\$ 600	\$ -	0%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Regional Agritourism Project	\$ 5,500	\$ -	\$ 5,500.00	\$ 5,500	\$ 5,500.00	0%	\$ -	\$ -	\$ 5,500.00	\$ -	\$ 5,500.00	\$ 5,500.00	\$ -		
Mighty River Broadband	\$ 56,800	\$ 49,883.68	\$ 6,916.32	\$ 56,800	\$ 49,883.68	88%	\$ -	\$ -	\$ 49,883.68	\$ -	\$ 49,883.68	\$ -	\$ -		
Aging - Planning & Admin	\$ 206,487	\$ 120,197.70	\$ 86,289.30	\$ 163,352	\$ 73,206.00	58%	\$ 21,882.40	\$ 25,109.30	\$ 73,206.00	\$ 21,882.40	\$ 120,197.70	\$ -	\$ -		
Aging - Ombudsman	\$ 120,682	\$ 96,404.02	\$ 24,277.98	\$ 108,486	\$ 79,880.42	80%	\$ 8,062.62	\$ 9,640.40	\$ 79,880.42	\$ 8,062.62	\$ 97,583.44	\$ 1,179.42	\$ -		
Aging - Elder Abuse	\$ 4,716	\$ 292.02	\$ 4,423.98	\$ 4,244	\$ 262.00	6%	\$ 89.65	\$ 29.20	\$ 262.00	\$ 89.65	\$ 292.02	\$ -	\$ -		
Aging - Evidence Based	\$ 27,897	\$ 23,987.39	\$ 3,909.61	\$ 25,107	\$ 21,499.00	86%	\$ 89.65	\$ 23,987.74	\$ 21,499.00	\$ 89.65	\$ 23,987.39	\$ -	\$ -		
Aging - AAA	\$ 48,263	\$ 48,258.11	\$ 4.89	\$ 48,263	\$ 48,186.00	100%	\$ 72.11	\$ 783.99	\$ 48,186.00	\$ 72.11	\$ 48,258.11	\$ -	\$ -		
Aging - Medicare SHIP	\$ 5,353	\$ 3,919.95	\$ 1,433.05	\$ 5,353	\$ 5,353.00	73%	\$ -	\$ -	\$ 5,353.00	\$ -	\$ 5,353.00	\$ 1,433.05	\$ -		
Aging - MIPPA	\$ 19,086	\$ 15,102.94	\$ 3,983.06	\$ 19,086	\$ 16,167.58	79%	\$ -	\$ -	\$ 16,167.58	\$ -	\$ 16,167.58	\$ 1,064.64	\$ -		
Aging - Caregiver	\$ 126,630	\$ 79,102.24	\$ 47,527.76	\$ 126,630	\$ 77,304.10	62%	\$ 9,679.24	\$ 21,630.00	\$ 77,304.10	\$ 9,679.24	\$ 86,983.34	\$ 7,881.10	\$ -		
Aging - NCDOT Project	\$ 300,000	\$ 240,064.06	\$ 59,935.94	\$ 300,000	\$ 181,104.52	80%	\$ 58,959.54	\$ 240,064.06	\$ 181,104.52	\$ 58,959.54	\$ 240,064.06	\$ -	\$ -		
Aging - LCA	\$ 15,000	\$ 14,998.26	\$ 1.74	\$ 15,000	\$ 14,998.26	100%	\$ -	\$ -	\$ 14,998.26	\$ -	\$ 14,998.26	\$ -	\$ -		
Aging - Senior Games	\$ 7,500	\$ -	\$ 7,500.00	\$ 7,500	\$ 6,184.19	0%	\$ -	\$ -	\$ 6,184.19	\$ -	\$ 6,184.19	\$ 6,184.19	\$ -		
WIOA - Adult	\$ 126,150	\$ 79,161.73	\$ 46,988.27	\$ 126,150	\$ 75,059.66	63%	\$ 4,102.07	\$ 79,161.73	\$ 75,059.66	\$ 4,102.07	\$ 79,161.73	\$ -	\$ -		
WIOA - Youth	\$ 156,670	\$ 121,245.30	\$ 35,424.70	\$ 156,670	\$ 107,376.03	77%	\$ 13,869.27	\$ 121,245.30	\$ 107,376.03	\$ 13,869.27	\$ 121,245.30	\$ -	\$ -		
WIOA - Dislocated Worker	\$ 149,296	\$ 94,004.16	\$ 55,291.84	\$ 149,296	\$ 90,449.40	63%	\$ 3,554.76	\$ 94,004.16	\$ 90,449.40	\$ 3,554.76	\$ 94,004.16	\$ -	\$ -		
WIOA - Admin	\$ 166,412	\$ 111,429.43	\$ 54,982.57	\$ 166,412	\$ 95,181.65	67%	\$ 16,247.78	\$ 111,429.43	\$ 95,181.65	\$ 16,247.78	\$ 111,429.43	\$ -	\$ -		
WIOA - Incumbent Worker	\$ 100,000	\$ 55,124.02	\$ 44,875.98	\$ 100,000	\$ 46,308.99	55%	\$ 8,815.03	\$ 55,124.02	\$ 46,308.99	\$ 8,815.03	\$ 55,124.02	\$ -	\$ -		
WIOA - Henderson Pathways	\$ 5,921	\$ 122.54	\$ 5,798.46	\$ 5,921	\$ 122.54	2%	\$ -	\$ -	\$ 122.54	\$ -	\$ 122.54	\$ -	\$ -		
WIOA Enhancement	\$ 15,000	\$ 5,175.47	\$ 9,824.53	\$ 15,000	\$ 5,175.47	35%	\$ -	\$ -	\$ 5,175.47	\$ -	\$ 5,175.47	\$ -	\$ -		
WIOA - Reentry	\$ 30,000	\$ -	\$ 30,000.00	\$ 30,000	\$ -	0%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Granville Co SFR	\$ 91,358	\$ 4,833.60	\$ 86,524.40	\$ 91,358	\$ 9,863.41	5%	\$ -	\$ 9,863.41	\$ 9,863.41	\$ -	\$ 9,863.41	\$ 5,029.81	\$ -		
Franklin Co SFR	\$ 101,278	\$ 35,751.72	\$ 65,526.28	\$ 101,278	\$ 40,768.76	35%	\$ -	\$ 40,768.76	\$ 40,768.76	\$ -	\$ 40,768.76	\$ 5,017.04	\$ -		

Person County SFR	\$ 156,768	\$ 48,444.24	\$ 108,323.76	31%	\$ 156,768	\$ 42,442.93	\$ 6,001.31	\$ 48,444.24	\$ -
Vance County SFR	\$ 173,650	\$ 2,207.13	\$ 171,442.87	<1%	\$ 173,650	-	\$ 2,207.13	\$ 2,207.13	\$ -
Warren County SFR	\$ 175,000	\$ 388.50	\$ 174,611.50	0%	\$ 175,000	-	\$ 388.50	\$ 388.50	\$ -
Urgent Repair	\$ 20,204	\$ 20,204.00	\$ -	100%	\$ 20,204	\$ 20,204.00	\$ -	\$ 20,204.00	\$ -
Miscellaneous	\$ -	\$ -	\$ -		\$ 12,000	\$ 10,500.00	\$ -	\$ 10,500.00	\$ 10,500.00
Bank Interest	\$ -	\$ -	\$ -		\$ 3,382	\$ 2,970.38	\$ -	\$ 2,970.38	\$ 2,970.38
Annual Meeting	\$ -	\$ 4,994.77	\$ (4,994.77)		\$ 7,000	\$ 7,100.00	\$ -	\$ 7,100.00	\$ 2,105.23
Contingency	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTALS</b>	<b>\$ 2,933,086</b>	<b>\$ 1,620,943.91</b>	<b>\$ 1,312,142.09</b>	<b>55%</b>	<b>\$ 2,793,630</b>	<b>\$ 1,313,247.74</b>	<b>\$ 256,862.48</b>	<b>\$ 1,684,006.76</b>	<b>\$ 63,062.85</b>
<b>AGING FUND - 11</b>									
Aging - Block Grant									
Franklin County	\$ 508,379	\$ 318,293.00	\$ 190,086.00	63%	\$ 508,379	\$ 318,293.00	\$ -	\$ 318,293.00	\$ -
Granville County	\$ 471,357	\$ 267,802.00	\$ 203,555.00	57%	\$ 471,357	\$ 267,802.00	\$ -	\$ 267,802.00	\$ -
Person County	\$ 357,952	\$ 232,222.00	\$ 125,730.00	65%	\$ 357,952	\$ 232,222.00	\$ -	\$ 232,222.00	\$ -
Vance County	\$ 375,341	\$ 200,449.00	\$ 174,892.00	53%	\$ 375,341	\$ 200,449.00	\$ -	\$ 200,449.00	\$ -
Warren County	\$ 279,959	\$ 187,334.00	\$ 92,625.00	67%	\$ 279,959	\$ 187,334.00	\$ -	\$ 187,334.00	\$ -
Aging - NSIP	\$ -	\$ 54,153.00	\$ (54,153.00)		\$ -	\$ 54,153.00	\$ -	\$ 54,153.00	\$ -
Aging - Legal	\$ 10,313	\$ 10,313.00	\$ -	100%	\$ 10,313	\$ 10,313.00	\$ -	\$ 10,313.00	\$ -
Aging - General Purpose									
Franklin County	\$ 21,386	\$ -	\$ 21,386.00	0%	\$ 21,386	\$ -	\$ -	\$ -	\$ -
Granville County	\$ 17,821	\$ 7,788.00	\$ 10,033.00	44%	\$ 17,821	\$ 7,788.00	\$ -	\$ 7,788.00	\$ -
Person County	\$ 10,693	\$ 10,189.00	\$ 504.00	95%	\$ 10,693	\$ 10,189.00	\$ -	\$ 10,189.00	\$ -
Vance County	\$ 10,693	\$ 9,858.00	\$ 835.00	92%	\$ 10,693	\$ 9,858.00	\$ -	\$ 9,858.00	\$ -
Warren County	\$ 10,693	\$ 10,692.00	\$ 1.00	100%	\$ 10,693	\$ 10,692.00	\$ -	\$ 10,692.00	\$ -
Aging - Caregiver									
Franklin County	\$ 4,000	\$ 2,934.00	\$ 1,066.00	73%	\$ 4,000	\$ 2,934.00	\$ -	\$ 2,934.00	\$ -
Granville County	\$ 4,000	\$ 1,216.00	\$ 2,784.00	30%	\$ 4,000	\$ 1,216.00	\$ -	\$ 1,216.00	\$ -
Person County	\$ 4,000	\$ 2,448.00	\$ 1,552.00	61%	\$ 4,000	\$ 2,448.00	\$ -	\$ 2,448.00	\$ -
Vance County	\$ 4,000	\$ 2,030.00	\$ 1,970.00	51%	\$ 4,000	\$ 2,030.00	\$ -	\$ 2,030.00	\$ -
Warren County	\$ 4,000	\$ 3,160.00	\$ 840.00	79%	\$ 4,000	\$ 3,160.00	\$ -	\$ 3,160.00	\$ -
Aging - Fans	\$ -	\$ 3,261.00	\$ (3,261.00)		\$ -	\$ 3,261.00	\$ -	\$ 3,261.00	\$ -
<b>TOTALS</b>	<b>\$ 2,094,587</b>	<b>\$ 1,324,142.00</b>	<b>\$ 770,445.00</b>	<b>63%</b>	<b>\$ 2,094,587</b>	<b>\$ 1,324,142.00</b>	<b>\$ -</b>	<b>\$ 1,324,142.00</b>	<b>\$ -</b>





## **Finance Report**

### **Motion #2**

Motion made by Ernie Anderson to approve the Finance Report as presented. David Smith seconded the motion and motion carried unanimously.

## **Budget Amendments**

Donna also reviewed the three budget amendments. Budget amendment #37 represented additional grant for the CFAT in the amount of \$28,125. Budget amendment #38 for Broadband contract extension through May. Budget Amendments #39 funding for Operation Heat Relief in the Aging program.

**Insert Budget Amendment Here**

**KERR-TAR REGIONAL COUNCIL OF GOVERNMENTS  
BUDGET AMENDMENTS  
Thursday, May 23, 2019**

FY 18-19

**FUND 10 - GENERAL FUND**

<b>BUDGET/AMENDMENT#37</b>	<b>A/C #</b>	<b>BUDGET</b>	<b>CHANGE</b>	<b>REQUESTED</b>
<b>CFAT</b>				
<b>EXPENDITURES</b>	<b>4984</b>			
Salary - Planning Director	146	3,685	3,600	7,285
Salary - Regional Planner	150	6,665	7,082	13,747
Travel	314	25	500	525
Printing	341	240	1,000	1,240
Training	350	3,000	3,000	6,000
Fringe Benefits	690	3,480	4,065	7,545
Indirect Costs	790	5,889	6,480	12,369
Program Costs	795	2,006	2,398	4,404
<b>TOTAL EXPENDITURES</b>		<b>24,990</b>	<b>28,125</b>	<b>53,115</b>
<b>CFAT</b>	<b>3475</b>			
<b>REVENUE</b>	<b>445</b>	<b>19,992</b>	<b>22,500</b>	<b>42,492</b>
Match Allocated		4,998	5,625	10,623
<b>TOTAL REVENUE</b>		<b>24,990</b>	<b>28,125</b>	<b>53,115</b>
This amendment represents a grant extension.				

<b>BUDGET/AMENDMENT#38</b>	<b>A/C #</b>	<b>BUDGET</b>	<b>CHANGE</b>	<b>REQUESTED</b>
<b>MIGHTY RIVER REGIONAL BROADBAND</b>				
<b>EXPENDITURES</b>	<b>5051</b>			
Contracted Services	200	56,800	3,550	60,350
		<b>56,800</b>	<b>3,550</b>	<b>60,350</b>
<b>MIGHTY RIVER REGIONAL BROADBAND</b>	<b>3475</b>			
<b>REVENUE</b>	<b>451</b>	<b>56,800</b>	<b>3,550</b>	<b>60,350</b>
This amendment represents a contract extension for May 2019.				

**FUND 11 - AGING FUND**

<b>BUDGET/AMENDMENT #3</b>	<b>A/C #</b>	<b>BUDGET</b>	<b>CHANGE</b>	<b>REQUESTED</b>
<b>AGING - FANS</b>				
<b>EXPENDITURES</b>	<b>5850</b>			
FANS	000	0	3,261	3,261
<b>AGING - FANS</b>				
<b>REVENUE</b>	<b>3519</b>			
FANS	000	0	3,261	3,261
This amendment represents actual grant amount for FANS.				

## **Budget Amendments**

### **Motion # 3**

Motion made by David Smith to approve the Budget Amendments as presented. Zelodis Jay seconded the motion and it carried unanimously.

## **2018 Essential Single Family Rehabilitation Program for Franklin County and Granville County**

Executive Director, Diane Cox began by reviewing all the on-going housing projects in 2016 for Franklin and Granville, the 2017 for Vance and Person and the 2018 for Warren County.

Diane further stated that NCHFA has approved the COG for the Essential Single Family Rehabilitation Program in Franklin and Granville Counties for 2019. The Award amount for each county is \$190,000. She asked members to review the Authorization to Sign Requisition Forms for each county and advised the Resolutions must be approved independently.

## **Resolution to Sign Requisitions Granville County**

### **Motion # 4**

Motion was Tom Lane to approve the Resolution Authorizing to Sign Requisitions for Granville County. Zelodis Jay seconded the motion and it carried unanimously.

## **Resolution to Sign Requisitions Franklin County**

### **Motion # 5**

Motion was Sidney Dunston to approve the Resolution Authorizing to Sign Requisitions for Franklin County. Quon Bridges seconded the motion and it carried unanimously.

## **Language Access Plan**

Diane advised that the Board also needed to approve the Language Access Plan for Franklin and Granville Counties in order to continue with this grant. The only change to the Language Access Plan was the date of adoption.

## **Language Access Plan**

### **Motion # 6**

Motion made by Quon Bridges to approve the Language Access Plan as presented with only a date change. Ernie Anderson seconded the motion and it carried unanimously.

## **Executive Director's**

Executive Director, Diane Cox highlighted the following items to the Board of Directors and shared a hard copy of her remarks. (Her report should be reviewed in detail and shared with local boards.)

- COG awarded \$30,000 Planning Grant for Re-entry Round Table. RFP for contracted services has also been released and returned. Only one RFP received but it is a strong application. Once approval is received from the NC Dept of Commerce to go into a sole source contract with the consultant COG will proceed. Re-entry resource fair is set for June 20<sup>th</sup> at Aycock Recreation facility.
- Enhancement Grant for Henderson Pathways to Prosperity with Triangle Literacy Council ended April 30. High hopes had been held for the program but the contractor was not successful with program implementation or completing required participant document information into the database. Payments to TLC are currently being withheld and NC Commerce has concurred with our actions. Members questioned if we should have had better tracking and were advised that in hindsight it appears we chose the wrong contractor for this project as they had constant staff turnover and only two participants actually completed the program.
- Workforce Development Board State Plan has been submitted to Commerce for next program year. It can be viewed at <http://www.kerrtarco.org/>
- Statements of Work for current WDB service providers are in process. Current sub-contractors include: PCC, VGCC and EDSI.
- Kerr Tar RPO applied for and has obtained a Safe Routes to School Non-Infrastructure Grant through NC DOT. The amount awarded is \$100,000 annually for the next 3 years. We will work with middle schools throughout the 5-county region.
- COG is convening a regional food policy conference at VGCC on June 4 at 8am. Promoting local food networks was identified as a strategy in our CEDS.
- COG hosting an Opportunity Zone meeting on Thursday, June 20 at the COG office. Hillary Sherman, NC's EDA rep will be in attendance as well as Jeanne Milliken Bods, with the Community Development Division of the Federal Reserve to discuss EDA's involvement in assisting communities. Managers, Downtown Development and Chambers of Commerce should plan to attend.
- COG hosting a Complete Count Committee Training on June 25 at the Granville Expo. Training is being facilitated by US Census Bureau and gearing up for the full 2020 Census.
- Kerr Tar AAA has completed the annual DHHS monitoring with no findings of non-compliance. Programs reviewed included: Housing and Home Improvement, Family Caregiver Support, Transportation and Planning and Administration.
- Aging Program has completed the 2019 Operation Fan Heat Relief project and over 200 fans were distributed throughout the region to older adults that need relief from summer heat. Funds for this project are donated from Duke Energy and Duke Progress.
- All 2020 HCCBG funds have been provided to the counties and funding plans are in process of being approved.
- Senior Games and Silver Arts are finished for 2019. Approximately 275 seniors participated.
- Aging staff is hosting a Caregiver Retreat at Satterwhite Point Glass House on June 7.
- Aging staff will host the Annual Elder Abuse Walk on June 18 at Terrell Lane Middle School in Louisburg.
- Virtual Dementia Tour has been conducted over the past 2 months at several long-term care facilities and local EMS departments.
- Reviewed Grants received from NCHFA for Urgent Repair in all five counties and the ESFR for Franklin and Granville and the guidelines to qualify and how to obtain applications after advertisement of funds.
- Ads are being run in all local papers in attempts to solicit more contractors to bid on housing projects.
- Kerr Tar Executive Committee recently approved a loan \$50,000 to Rustic Roots in Louisburg that will be a farm to table restaurant in Bunn.

- Kerr Tar COG hosting a Shred A Thon on June 21 at the COG and has invited local government offices to join in the event.
- Gina Parham will be retiring as of June 30, 2019 with 21 years of service at the COG.

## **Draft Budget Review**

Diane advised that earlier tonight, the Draft Budget for FY 2019/2020 was presented to the Executive Committee and they reviewed and recommend this Board's review. This budget will be open for review for 30 days and approval at the upcoming June Board meeting. The Public Hearing will be held on June 27, 2019 at 7:30pm prior to the Board meeting.

In the draft budget Diane reviewed and highlighted the following:

- Programs to continue at COG are EDA, Kerr Tar Regional Economic Development Corporation, Workforce Innovation Opportunity Act, Aging, Revolving Loan Fund and Micro Loan, Community Development, Planning and Technical Assistance, Region K Community Assistance Corporation, Mobility Management and the Rural Transportation Planning Organization.
- Proposed Changes Include: 3% COLA increase for all staff, Fringe Benefits Rate is recommended at 38.3369%, group life insurance, retirement, 401K contribution, unemployment and retiree benefits.
- Indirect Cost Rate recommended is 41.4992%
- Members dues were approved at 64 cents per capita
- Fund Balance for 2019/2020 is zero
- Plans are to restructure the admin duties due to the retirement of Office Manager. Plans to hire someone that will be admin/aging assistant. She has also asked the Office Manager to stay on through year-end under contract to help with Board Meetings.
- Budgeted for part time Regional Engagement Specialist
- Focus on implementation of the Regional CEDS with the development and adoption of a Regional Food Policy
- Budget Highlights by Program – Workforce Development overall budget down \$396,900
  - Aging Program down \$150,890
  - Planning and Development down \$167,146
  - Housing down \$23,190
  - This is as of April 30, 2019 expenditures
- Funding and Projects were reviewed in detail for all programs, RPO and Mobility, Indirect Cost Plan, EDA, Workforce, Area Agency on Aging and Revolving Loan Fund. She also stated that the RLF Plan has been updated and is currently at EDA for review and possible Board approval in June.
- Each Program's sources of Revenue and Expenditures were reviewed.

Members were advised to review the proposed budget over the next month and a Public Hearing would be held prior to the Board Meeting on June 27<sup>th</sup> when the Board would vote on the proposed budget.

## **PUBLIC COMMENT AND ANNOUNCEMENTS**

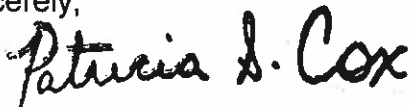
Diane also reviewed all the handouts in the back of the packets with attendees. Food Policy Conference is being held on June 4 more information will be forthcoming to the Board and asking for approval to support this project.

Also reminded attendees of the 2020 Census Workshop that will be held on June 25, and provided information from NCDOT on the NC MOVES Project and a survey to complete.

Chairman Clayton reminded attendees we would need a quorum at the June 27 meeting in order to approve the budget for FY 2019/2020.

There being no further business, the meeting adjourned.

Sincerely,

A handwritten signature in black ink that reads "Patricia S. Cox". The signature is written in a cursive, flowing style.

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