

**Kerr Tar Regional Council of Governments
Board of Directors**

March 26, 2020

Members Present

John Alston	Walter Gardner	Kenneth Perry
Mary Anderson	Carroll Harris	Walter Powell
Quon Bridges	Wanda Henderson	David Smith
Kechia Brustmeyer-Brown	Reggie Horton	Jeff Tingen
Francine Chavis	Zelodis Jay	Danny Wright
Jimmy Clayton	Jennifer Jordan Pierce	Betty Wright
Sidney Dunston	Dazale Kearney	
Carolyn Faines	Leo Kelly	
	Tom Lane	

COG Staff:

Diane Cox
Donna Lee
Susan Tucker
Lou Grillo
Monica Satterwhite

Others:

Harry Mills
Jim Wrenn
Michael Felts
Michelle Muir

Roll Call

As the meeting was conducted via conference call, a voice roll call was requested and a quorum confirmed.

Call to Order

As a quorum was present, Chairman Sidney Dunston called the meeting to order at 6:30 PM and welcomed members.

Audit Report

Executive Director Diane Cox asked Dean Overby of William L. Stark and Company to proceed with a review of the 2019 Financial Audit Report of the Kerr Tar Regional Council of Governments.

Dean asked members to follow him through the audit beginning on Page 1 with the Independent Auditor's Report. He also informed the Board that this audit was of 'unmodified' opinion (clean) and there were no findings. He then reviewed the information on Page 4 with the annual financial highlights of assets, liabilities, governmental funds and the council's total debt.

He continued by reviewing the Accounts Payable, General Fund, Unassigned Fund Balance as well as funds that would be collected from Accounts Receivable. General Fund Balance increased from \$263,509 in 2018 to \$307,668 in 2019. Dean continued by reviewing notes in the Financial Statements, including OPEB, Microloan, RLF and Compliance reviews during audits of Aging and Workforce programs. Again stating there were no findings.

Motion #1

Motion made by Danny Wright to approve the Report as presented. Zelodis Jay seconded the motion. The motion carried unanimously.

Assessment Rate

Executive Director Diane Cox presented the proposed Assessment Rate for Fiscal Year 2020/2021. The suggested rate was 64 cents per capita, the same as the prior year. Cox noted that while all grant allocations have not yet been received, major increases or decreases in allocations are not expected.

Motion #2

Wayne Aycock moved that the proposed Assessment Rate be approved. David Smith seconded the motion and the motion carried unanimously.

Policy for Inclement Weather/Emergency Closing

Diane Cox presented a proposed modification to the Personnel Policies of the Kerr Tar Regional Council of Governments. She noted that in a review of the Personnel Policy there is currently no provision for temporary closure due to inclement weather or other emergency. In keeping with Uniform Guidance, in order for the COG to be reimbursed for salaries and other expenditures during emergency closure, this must be included in the policy. Cox proposed the following addition:

Section 27. Inclement Weather and Other Emergencies

If the COG operating hours are modified due to inclement weather or other emergencies, employees who are absent from work will be required to take Annual leave for those hours the COG is officially open during their work schedule.

Inclusion of this change, Cox noted, will allow the COG to seek federal reimbursement for salaries paid out during emergency closure. Attorney Jim Wrenn added his endorsement to the policy change.

Motion #3

Danny Wright moved that the Personnel Policies modified per the recommendation. The motion was seconded by David Smith and carried unanimously.

Covid-19 Update

Diane Cox added an update for the Board, noting that since March 18th the COG staff have combined teleworking and staggered shifts to ensure that the COG is able to meet obligations under state and federal grants. These adjustments are made in compliance with Executive Orders 120 and 121, issued by Governor Roy Cooper in response to the Covid-19 crisis. Employees who are not teleworking are practicing strict social distancing as per guidance from the state and federal level.

Motion #4

There being no further business, Wayne Aycock moved that the meeting be adjourned. The motion was seconded by Wanda Henderson and carried unanimously.

Thus, with a message of safety and well wishes, Chairman Sidney Dunston adjourned the meeting at 6:30 PM.

Respectfully submitted,

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