

The Executive Board Agenda

Vice Chair Bill Feather will convene a meeting of the Centralina COG Executive Board at 6:30 p.m. on Wednesday, January 10, 2018. A light dinner will be served at 6:00 p.m. The meeting will be held in the Catawba Room of the Centralina COG Office on the 1st floor of the Broadcom building.

Time	Item	Presenter
6:00 p.m.	Dinner Please RSVP to Kelly Weston at kweston@centralina.org or (704) 348-2728 by 12:00 p.m. on Monday, January 8th so that catering can be arranged.	Kelly Weston
6:30 p.m.	Call to Order	Bill Feather
	Amendments to the Agenda (if any)	Bill Feather
Consent Items: <i>Consent agenda items may be considered in one motion and without discussion except for those items removed by a Board member.</i>		
6:35 p.m. Item 1 Pages 5 - 6	Appointment of Deputy Finance Officers The required action from the Executive Board members is approval of the deputy finance officers listed for appointment and removal. Action/Recommendation: <i>I move to recommend the action requested by the Executive Board regarding the appointment and removal of Deputy Finance Officers.</i>	Marsha Sutton
Item 2 Page 8	Centralina Economic Development Commission Appointments The Executive Board is asked to confirm CEDC Board Member appointments. Action/Recommendation: <i>I move that CCOG Executive Board confirm appointments of Miles Atkins, Mooresville Mayor; Greg Edds, Rowan County Commissioner; Leslie Johnson, Assistant County Manager, Mecklenburg; Andy Lucas, County Manager, Stanly; LaWana Mayfield, Charlotte City Council; Bill Thunberg, CCOG to serve on the Centralina Economic Development Commission Board for the three year term of (March 1, 2018 – February 28, 2021) as set forth in CEDC bylaws.</i>	Mike Manis
Item 3 Pages 10 - 15	Approval of the November 8, 2017 Executive Board Meeting Minutes and the November 29, 2017 Executive Board Special Meeting Minutes The minutes of the November 8, 2017 meeting and the November 29, 2017 special meeting have been distributed to all members of the Executive Board and should be approved if correct. Action/Recommendation: <i>I move to approve the November 8, 2017 Executive Board Meeting minutes and the November 29, 2017 Executive Board Special Meeting minutes.</i>	Bill Feather
Regular Business Items:		
6:40 p.m. Item 4 15 minutes Pages 17 - 22	Federal Relations Update CCOG's federal relations consultant, Leslie Mozingo, will present reports and seek input regarding upcoming opportunities for CCOG Advocacy in DC. Grants Development Director Vicki Bott will present plans for familiarizing CCOG's new Executive Director with CCOG's work with Strategics Consulting, and for continuing that work. Action/Recommendation: <i>I move that the reports from Strategics Consulting and the plans for continuing CCOG's federal relations work under the new Executive Director be accepted as presented.</i>	Vicki Bott and Leslie Mozingo

The Executive Board Agenda

Time	Item	Presenter
6:55 p.m. Item 5 10 minutes Pages 24 - 26	<p>FY 18-19 Preliminary Budget Report The Board Treasurer and Finance Director will present the placeholder annual budget proposals for Fiscal Year 2018-2019 for the Board's approval in February 2018. It will also reflect any other further direction provided by the Executive Board.</p> <p>To comply with the charter, Management is submitting a Fiscal Year 2018-2019 placeholder budget for approval in January 2018. Management is requesting the Executive Board's recommendation to approve this proposed budget to the Board of Delegates.</p> <p>Action/Recommendation: <i>We move to recommend to the Board of Delegates the Centralina COG annual budgets:</i></p> <ul style="list-style-type: none"> • <i>Annual Operating Budget Ordinance in the amount of \$6,595,000, and;</i> • <i>Annual Pass Through Budget Ordinance in the amount of \$15,404,500 for the Fiscal Year 2018-2019, and;</i> • <i>Set the assessment rate for the Fiscal Year 2018-2019 at \$0.24 per capita with a minimum assessment of \$750 per member. This year's assessments are based on the 2016 populations shown on the North Carolina Office of State Budget and Management website.</i> 	Marsha Sutton
7:05 p.m. Item 6 10 minutes Page 28	<p>Carenect CST Update Staff will provide a status update of the "Carenect" Personal Emergency Responses System (PERS) project provided by Critical Signal Technologies, Inc. (CST). This will include contract changes proposed by CST in response to previous CCOG Board concerns.</p> <p>Action/Recommendation: <i>I move that, with all Executive Board and Legal Counsel questions satisfactorily addressed through the newly updated contract, the Executive Board supports the Executive Director in negotiating and executing a contract with CST for a license to market CST's Carenect equipment and services within the Centralina region.</i></p>	Linda Miller
7:15 p.m. Item 7 5 minutes Page 30	<p>Review of Elections and Caucuses Process Staff will present an overview of the processes for officer elections and caucuses for municipal representation on the Executive Board.</p> <p>Action/Recommendation: <i>Receive as information.</i></p>	Kelly Weston
7:20 p.m. Item 8 5 minutes Page 32	<p>Nominating Committee Report The Nominating Committee will report on the slate of nominees for the 2018 CCOG officer elections.</p> <p>Action/Recommendation: <i>Receive as information.</i></p>	Nominating Committee
7:25 p.m. Item 9 10 minutes Pages 34 - 35	<p>Executive Board At-Large Membership The Executive Board has previously discussed changes to bylaws that would permit appointment of At-Large members to the Executive Board. The purpose of these appointments would be to assist with accomplishment of Executive Board work and assure broad representation of our members.</p> <p>Action/Recommendation: <i>Recommend that the Board of Delegates approve a resolution to amend the</i></p>	Jim Prosser

The Executive Board Agenda

Time	Item	Presenter
	<i>Centralina bylaws to permit appointment of up to two At-Large members by the Chair of the Board with the advice and consent of the Executive Board.</i>	
7:35 p.m. Item 10 10 minutes Page 37	CCOG Attorney Hiring Policy Designation of process for appointment of Centralina COG corporate attorney. Action/Recommendation: <i>Approve a motion establishing policy that appointment of Centralina COG corporate attorney shall be subject to advise and consent of Executive Board.</i>	Jim Prosser
7:45 p.m. Item 11 5 minutes Pages 39 - 40	CCOG Conference Update The Executive Board will receive an update on planning activities for the April 12, 2018 CCOG Regional Conference. Action/Recommendation: <i>I move that the Executive Board commits to registering for the April 12, 2018 CCOG Regional Conference and encouraging the Board of Delegates, other elected officials, and local government staff to register for the event.</i>	Martin Oakes
7:50 p.m. Item 12 5 minutes Page 42	50th Anniversary Update The Executive Board will receive a brief report on planning activities for CCOG's 50th anniversary celebration. Action/Recommendation <i>Receive as information.</i>	50 th Anniversary Advisory Committee
7:55 p.m. Item 13 5 minutes Pages 44 - 46	Executive Director Transition Update Ron Smith is scheduled to begin his duties as Executive Director on January 16, 2018. A transition plan has been prepared to assist on-boarding for the incoming Executive Director. Action/Recommendation: <i>Review and comment on transition plan elements. Staff welcomes suggestions, additions and edits to the plan.</i>	Jim Prosser
8:00 p.m. 5 minutes	Comments from the Executive Board	Board Members
8:05 p.m. 5 minutes	Comments from the Vice Chair	Bill Feather
8:10 p.m. 5 minutes	Comments from the Executive Director	Jim Prosser
8:15 p.m.	Adjournment	Bill Feather

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Centralina Council of Governments

Item 1



Board Agenda Item Cover Sheet

Board Meeting Date:	January 10, 2018	Agenda Item Type:	Consent:	X	Regular:	
Submitting Person:	Marsha Sutton	Presentation Time (est.):	5 minutes			
Presenter at meeting:	Marsha Sutton	Phone Number/Ext:	704-348-2716			
		Email:	msutton@centralina.org			
Alternate Contact Person:	Jim Prosser	Phone Number/Ext:	704-348-2703			
		Email:	jprosser@centralina.org			
Submitting Department:	Finance	Department Head Approval:				
Board Expectation: <i>(required action or responsibility expected from Board members)</i>						
The required action from the Executive Board members is approval of the deputy finance officers listed for appointment and removal.						
Description of Agenda Item:						
The persons named in the attached document are appointed or removed as deputy finance officers who can act on behalf of the Finance Director only in the event of her absence.						
Background & Basis of Recommendations:						
In the event the Finance Director is out of the office for sickness, vacation or otherwise, the persons appointed on this document can only act on behalf of the Finance Director in these instances.						
Action / Recommendation:						
I move to recommend the action requested by the Executive Board regarding the appointment and removal of Deputy Finance Officers.						
Time Sensitivity <i>(none or explain):</i>						
Budget Impact <i>(if applicable):</i>						
List of Attachments <i>(if any):</i>	Resolution Appointing and Removing Deputy Finance Officers					



RESOLUTION APPOINTING AND REMOVING DEPUTY FINANCE OFFICERS

WHEREAS, North Carolina General Statute 159-25 states that each local government and public authority shall appoint a Finance Officer; and

WHEREAS, having a Deputy Finance Officer will provide financial safeguards, internal controls and ensure that all duties of the Finance Officer are adequately and effectively covered; and

WHEREAS, the following people are qualified to serve in the position of Deputy Finance Officer in the absence of the Finance Officer. The Deputy Finance Officer is hereby authorized and directed to approve and disburse funds with the same authority as the Finance Director in her absence. The deputy finance officer is further authorized to use his/her own signature on any and all Centralina Council of Government checks, electronic funds transfers and contracts obligating funds, reimbursement request submissions and reporting requirement reports during the absence of the Finance Director:

Linda Miller, Aging Director – Continuing Appointment

Kelly Weston, Executive Assistant to the Executive Director and Clerk to the Board – New Appointment

WHEREAS, the following previously appointed people are to be removed as Deputy Finance Officers:

Vickie Bott, Grants Development Director

Suzanne Tungate, Assistant Finance Director

NOW, THEREFORE, BE IT RESOLVED, that the Centralina Council of Governments hereby appoints these people as Deputy Finance Officer effective January 10, 2018.

Adopted this the 10th day of January, 2018.

William Feather, CCOG Vice Chair

ATTEST:

Kelly Weston, Clerk to the Board



Centralina Council of Governments

Item 2



Board Agenda Item Cover Sheet

Board Meeting Date:	January 10, 2018	Agenda Item Type:	Consent:	X	Regular:	
Submitting Person:	Mike Manis	Presentation Time (est.):	2 minutes (if needed)			
Presenter at meeting:	Mike Manis	Phone Number/Ext:	704.348.2720			
		Email:	mmanis@centralina.org			
Alternate Contact Person:	Mike Manis	Phone Number/Ext:				
		Email:	mmanis@centralina.org			
Submitting Department:	CEDC	Department Head Approval:	MM			
Board Expectation: <i>(required action or responsibility expected from Board members)</i>						
Confirm appointment of: Miles Atkins, Mooresville Mayor; Greg Edds, Rowan County Commissioner; Leslie Johnson, Assistant County Manager, Mecklenburg; Andy Lucas, County Manager, Stanly; LaWana Mayfield, Charlotte City Council; Bill Thunberg, CCOG to the Centralina Economic Development Commission Board.						
Description of Agenda Item:						
Confirmation of CEDC Board Member appointments						
Background & Basis of Recommendations:						
<p>The Centralina Economic Development Commission (CEDC) was formed to serve as the local, federally designated Economic Development District (EDD) for the nine-county region by the US Department of Commerce, Economic Development Administration (EDA). The CEDC facilitates federal and state grant funding and also has the local EDD responsibility to manage and implement the regional Comprehensive Economic Development Strategy (CEDS), most recently adopted in September 2017. The Executive Board of Centralina Council of Governments formally appoints new members recommended by CCOG and the current Board of the CEDC. The Commission has met regularly and undertaken new regional projects to stimulate job creation and investment in our regional economy and sponsored activities that are broad in scope to strengthen regional competitive advantage, develop nascent regional clusters and support our manufacturing heritage.</p> <p>For reference CEDC membership tenure and number: The number of Directors constituting the Board of Directors of the Commission shall be no less than twenty-five (25) and no more than thirty-one (31). Each Director shall hold office until his death, resignation, retirement, removal, disqualification, or his successor shall have been appointed and qualified. Directors shall be appointed for a three (3) year term. Vacancies on the Board of Directors may, but shall not be required, be replaced so long as the minimum number of Directors is maintained. Directors may be reappointed without limitation.</p>						
Action / Recommendation:						
I move that CCOG Executive Board confirm appointments of Miles Atkins, Mooresville Mayor; Greg Edds, Rowan County Commissioner; Leslie Johnson, Assistant County Manager, Mecklenburg; Andy Lucas, County Manager, Stanly ; LaWana Mayfield, Charlotte City Council; Bill Thunberg, CCOG to serve on the Centralina Economic Development Commission Board for the three year term of (March 1, 2018 – February 28, 2021) as set forth in CEDC bylaws.						
Time Sensitivity (none or explain):	None.					
Budget Impact (if applicable):	N/A					
List of Attachments (if any):	None					



Centralina Council of Governments

Item 3



**Executive Board Minutes
November 8, 2017**

Officers Present	Delegates Present	Delegates Not Present	Centralina Staff
Patsy Kinsey, Chair Bill Feather, Vice Chair Jarvis Woodburn, Secretary Bill Deter, Treasurer	Bobby Compton Martha Sue Hall Michael Johnson Bill Lawhon Jay McCosh Martin Oakes Ronnie Worley	Frank Aikmus Gene Houpe Thurman Ross Lynn Shue Tim Smith	Vicki Bott Debi Lee Mike Manis Linda Miller Jim Prosser Marsha Sutton Kelly Weston Venecia White <i>Guests</i> Eddie Burke, Cherry Bekaert, LLP Daniel Gougherty Leslie Mozingo

Call to Order

Chair Patsy Kinsey, City of Charlotte, called the meeting to order and confirmed that a quorum was present.

Amendments to the Agenda

There were no amendments to the agenda.

Consent Items

1. Approval of September 13, 2017 Executive Board Meeting Minutes

Mayor Pro Tem Martha Sue Hall, City of Albemarle, made a motion to approve the Consent Agenda. Commissioner Bill Lawhon, Stanly County, seconded the motion and it carried unanimously.

2. FY 2017 Audit Report

Marsha Sutton, Finance Director, noted that as requested by the Executive Board, CCOG worked with a new audit firm this year. She introduced Eddie Burke and Daniel Gougherty from Cherry Bekaert, LLP.

Mr. Burke presented an overview of the audit process and its results. He noted that there were no findings, the programs are being administered properly, and no journal entries had to be adjusted. He explained that the audit examined four areas of internal controls, including transaction cycles, testing of internal controls, adjusting journal entries, and information technology controls. He also noted that CCOG’s cash position increased by \$300,000, while the pension liability increased by \$580,000, net position increased by \$380,000, and fund balance increased by \$200,000. He further explained that with the implementation of GASB Statement 75, a new accounting and financial reporting standard, CCOG’s net position will likely decrease by approximately \$360,000 next year.

In response to a question from Mayor Pro Tem Hall, Mr. Burke noted that this decrease will have no cash flow impact and will not affect budget statements.

Mayor Pro Tem Hall stated that she appreciates the change in the audit process, adding that it is a big improvement over previous years.

Treasurer Bill Deter, Town of Weddington, noted that the results of the audit are reflective of Ms. Sutton's hard work.

Mayor Pro Tem Hall made a motion to approve and accept the audit as presented. Treasurer Deter seconded the motion and it carried unanimously.

3. Federal Relations Update

Leslie Mozingo, Strategics Consulting, LLC, presented highlights of the September – October 2017 federal relations performance measures report. She noted that the Annual Grants Forecast lists grant opportunities that will be available to local governments. She also noted that several CCOG Delegates have participated in advocacy meetings with members of Congress and asked those present to share their experiences.

Commissioner Bobby Compton, Town of Mooresville, reported on a meeting with Representative Ted Budd, noting that the Senator was responsive and receptive to the programs and services CCOG offers. He added that the Senator was especially interested in multi-modal transportation issues.

Mayor Pro Tem Michael Johnson, City of Statesville, reported that he had a meeting with Todd Poole, District Director for Representative Budd. Noting takeaways from the meeting, Mayor Pro Tem Johnson suggested starting an advocacy effort for historic tax credits. He added that Brownfields grant applications need a human side to be competitive and he encouraged the Board Members identify Brownfields sites in their communities that have stories associated with them.

Commissioner Lawhon reported on a meeting he attended with Representative Richard Hudson. He stated that he appreciated the conference call with Ms. Mozingo and Vicki Bott, Grants Development Director, prior to the meeting and also appreciated Commissioners Lynn Shue of Cabarrus County and Wes Hartsell of the Town of Norwood for attending the meeting as well.

Commissioner Compton made a motion that the Strategics Consulting Performance Report be received as information. Mayor Pro Tem Jay McCosh, Town of McAdenville, seconded the motion and it carried unanimously.

4. Executive Board At-Large Membership

Jim Prosser, Executive Director, explained that Chair Kinsey has tasked staff with identifying how the Executive Board can continue representing diverse interests across the region. He noted that the Board is not always fully represented because some Board members are unable to attend meetings. Also, there are special topics such as transportation issues in which other Delegates may want to participate. For discussion purposes, the Executive Board is asked to consider allowing a limited number of at-large appointments made annually by the Chair.

In response to a question from Commissioner Martin Oakes, Lincoln County, Mr. Prosser explained that each County Delegate is automatically a member of the Executive Board. The municipal members of the Executive Board are selected by a caucus at the February Board of Delegates meeting.

In response to a question from Vice Chair Bill Feather, Town of Granite Quarry, Mr. Prosser indicated that the proposal could consider including representatives from non-dues paying communities.

Chair Kinsey noted that the North Carolina League of Municipalities has at-large members on its board. She expressed concern that the Executive Board is not representative of the region, but noted that adding at-large members could make the board more reflective of those represented in the region.

Commissioner Compton made a motion to provide direction to staff to prepare a by-laws amendment for consideration at a future date. Commissioner Oakes seconded the motion.

Mayor Pro Tem Jay McCosh, Town of McAdenville, suggested implementing a meeting attendance policy for at-large members.

Vice Chair Feather suggested the municipal and County Delegates nominate at-large members.

Mr. Prosser stated that staff will bring back at-large membership options for the Executive Board's consideration during its January meeting. He asked for volunteers to participate in a conference call to assist staff in developing the proposal.

Commissioner Compton amended his original motion and moved that the Executive Board direct staff to prepare additional background information for future review by the Executive Board. Commissioner Oakes seconded the motion and it carried unanimously.

5. Nominating Committee Forecast

Kelly Weston, Clerk to the Board, explained that each year, the Executive Board forms the Nominating Committee from among its membership. The committee generally consists of three Board members who will convene prior to the January Executive Board meeting to select a slate of officers for the upcoming year. The Board of Delegates will vote on the slate during its February meeting. Mayor Pro Tems Johnson and McCosh, and Commissioner Jarvis Woodburn, Anson County, have agreed to serve on the committee. Staff will assist the committee in scheduling a call and provide any background information needed in selecting the slate.

6. Legal Services

Mr. Prosser explained that CCOG is considering an interim plan for legal services if current attorney Bill McNair retires. He noted that after looking at attorneys for other COGs, he, Ms. Bott, and Ms. Weston met with David Hood, who provides legal counsel for Western Piedmont Council of Governments. Mr. Prosser suggested designating Mr. Hood as CCOG's interim attorney.

In response to a question from Mayor Pro Tem Hall, Mr. Prosser indicated that there is no intent to place Mr. Hood on retainer at this time.

Commissioner Oakes made a motion to amend CCOG bylaws to reflect that the Executive Board should hire the attorney based on the Executive Director's recommendation. Treasurer Deter seconded the motion.

Mayor Pro Tem Johnson requested that David Hood meet with the Executive Board.

The motion carried unanimously.

7. Executive Director Transition Update

Treasurer Deter reported that the Selection Committee held its first round of interviews for the Executive Director position on October 18th, interviewing three candidates. As part of the selection process, Lisa Sorensen conducted personality and leadership assessments of the candidates. Jim Youngquist advised the committee on the candidates' technical skills. There were 16 applications received for the position,

including eight from outside of the state. The three candidates met with the Selection Committee, the CCOG Directors panel, and the CCOG staff panel, which was comprised of a staff member from each department. The director and staff panels played an advisory role during the interview process. There will be a second round of interviews with three additional candidates on November 9th. After those interviews are completed, the Selection Committee will review the candidates' strengths and areas of development before making a recommendation to the Executive Board. He noted that the committee is taking a slow and deliberate approach to the selection process. Mr. Prosser has agreed to stay on until the process is completed.

In response to a question from Mayor Pro Tem Johnson, Mr. Prosser noted that applications will be received until the position is filled.

Commissioner Lawhon thanked the Selection Committee for their efforts.

Comments from the Executive Board

There were no comments from the Executive Board.

Comments from the Chair

Chair Kinsey reported that CCOG held a successful fifth annual Planning for Healthy Communities Conference last Thursday at the Charles Mack Citizen Center in Mooresville. Over 70 local government elected officials and staff from across the state attended the event, which featured a presentation on Operationalizing Health Equity by keynote speaker Tim Schwantes. Other session topics included health equity, access to healthy foods, supporting active living, healthy housing, transportation, and economic development.

Comments from the Executive Director

Mr. Prosser noted that CCOG has developed a process for managing political risk with its balanced public engagement services. The process has been used successfully during public transit planning, CONNECT Our Future, the Regional Freight Plan, and downtown development work.

Chair Kinsey noted that Charlotte will host the National League of Cities conference next week.

Mayor Pro Tem Hall expressed her appreciation of Chair Kinsey and Treasurer Deter for their public service and their service to the CCOG Board.

Adjournment

With no further business to be discussed, Chair Kinsey adjourned the meeting at 8:14 p.m.

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**Executive Board Special Meeting
Executive Session General Account
November 29, 2017**

Officers Present	Delegates Present	Delegates Not Present	Centralina Staff
Patsy Kinsey, Chair Bill Feather, Vice Chair Bill Deter, Treasurer	Bobby Compton Martha Sue Hall Michael Johnson Jay McCosh Martin Oakes Thurman Ross Ronnie Worley	Frank Aikmus Gene Houpe Bill Lawhon Lynn Shue Tim Smith Jarvis Woodburn, Secretary	Jim Prosser Kelly Weston Venecia White <i>Guests</i> Ron Smith

Call to Order

Chair Patsy Kinsey, City of Charlotte, called the meeting to order and confirmed that a quorum was present.

Amendments to the Agenda

There were no amendments to the agenda.

Mayor Pro Tem Martha Sue Hall, City of Albemarle, made a motion to enter Executive Session to consider and discuss a personnel matter: the Selection of the New CCOG Executive Director. Vice Chair Bill Feather, Town of Granite Quarry, seconded the motion and it carried unanimously.

Executive Session Agenda

1. CCOG Executive Director Selection Committee Report

Treasurer Bill Deter, Town of Weddington, presented the Selection Committee’s report on the Executive Director search process and the offer of employment. The Selection Committee recommended Ron Smith for the Executive Director position.

The Executive Board discussed the search process and the employment offer.

2. Executive Board Interview of Recommended Executive Director Candidate

The Executive Board conducted an interview of Mr. Smith. At the end of the interview, he was excused from the meeting.

Mayor Pro Tem Hall made a motion to end Executive Session. Commissioner Bobby Compton seconded the motion and it carried unanimously.

Open Session Agenda

3. Approval of Employment of the New Executive Director

Commissioner Oakes made a motion to approve as presented the transmittal of the offer of employment to the Selection Committee's recommended candidate for the CCOG Executive Director position. Mayor Pro Tem Johnson seconded the motion and it carried unanimously.

Comments from the Executive Board

There were no comments from the Executive Board.

Comments from the Chair

There were no comments from the Chair.

Comments from the Executive Director

Mr. Prosser noted that the role of Executive Director has been the best job he has ever had because of the opportunity to work with and help cities and counties.

Mr. Smith re-entered the meeting.

On behalf of the Executive Board, Chair Kinsey congratulated Mr. Smith on his new position as Executive Director and welcomed him to CCOG.

Mayor Pro Tem Johnson thanked Chair Kinsey, Treasurer Deter, and Commissioner Oakes for their work on the search process.

Adjournment

With no further business to be discussed, Chair Kinsey adjourned the meeting at 7:35 p.m.



Centralina Council of Governments

Item 4



Board Agenda Item Cover Sheet

Board Meeting Date:	January 10, 2018	Agenda Item Type:	Consent:	Regular:	X
Submitting Person:	Vicki Bott	Presentation Time (est.):	15 minutes		
Presenter at meeting:	Leslie Mozingo	Phone Number/Ext:	202-255-5760		
		Email:	leslie@strategics.consulting		
Alternate Contact Person:	Vicki Bott	Phone Number/Ext:	704-348-2702		
		Email:	vbott@centralina.org		
Submitting Department:	Grants	Department Head Approval:			
Board Expectation: <i>(required action or responsibility expected from Board members)</i>					
<ol style="list-style-type: none"> 1. Provide feedback regarding opportunities for CCOG Advocacy in DC. 2. Receive Strategics Consulting's regular performance metrics report and 2017-2018 six-month report. 3. Discuss plans for continuing with CCOG's federal relations work as the new Executive Director comes on board. 					
Description of Agenda Item:					
<p>CCOG's federal relations consultant, Leslie Mozingo, will present reports and seek input regarding upcoming opportunities for CCOG Advocacy in DC.</p> <p>Grants Development Director Vicki Bott will present plans for familiarizing CCOG's new Executive Director with CCOG's work with Strategics Consulting, and for continuing that work.</p>					
Background & Basis of Recommendations:					
<p>The Executive Board has requested that a Strategics Consulting performance metrics report be presented at each of its meetings.</p> <p>As new Delegates join the Executive Board and CCOG prepares for a transition in its executive leadership, it will be helpful to review the impacts of CCOG's work with Strategics Consulting over the first six months of the fiscal year, and plans for the next six months.</p>					
Action / Recommendation:					
I move that the reports from Strategics Consulting and the plans for continuing CCOG's federal relations work under the new Executive Director be accepted as presented.					
Time Sensitivity <i>(none or explain):</i>	None				
Budget Impact <i>(if applicable):</i>	None				
List of Attachments <i>(if any):</i>	<ul style="list-style-type: none"> • 2018 Congressional Calendar (Strategics Consulting) • Strategics Consulting Performance Report Nov-Dec 2017 • Strategics Consulting Six-Month Progress Update Jul-Dec 2017 • CCOG Federal Relations Plan Jan-Jun 2018 				



Important Dates

Senate Convenes	January 3
House Convenes	January 8
State of the Union Address	January 30
Republicans Retreat	February 1-2
Democrats Retreat	February 8-9
Election Day	November 6
Scheduled House Adjournment	December 13
Scheduled Senate Adjournment	December 14



House and Senate
in Session



Senate Only
in Session



Federal
Holiday

The House usually delays votes until 6:30 pm on the first day of being in session and takes no votes after 3:00 pm on the last day of being in session.

January

SUN	MON	TUES	WED	THUR	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February

SUN	MON	TUES	WED	THUR	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

March

SUN	MON	TUES	WED	THUR	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

April

SUN	MON	TUES	WED	THUR	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

May

SUN	MON	TUES	WED	THUR	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

June

SUN	MON	TUES	WED	THUR	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

July

SUN	MON	TUES	WED	THUR	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

August

SUN	MON	TUES	WED	THUR	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

September

SUN	MON	TUES	WED	THUR	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

October

SUN	MON	TUES	WED	THUR	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

November

SUN	MON	TUES	WED	THUR	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

December

SUN	MON	TUES	WED	THUR	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

PERFORMANCE REPORT: NOVEMBER - DECEMBER 2017

VALUE TO CCOG

Review and provide feedback on federal competitive grants prior to submission, draft letters of support and organize support strategies.

- ✓ Reviewed Smart and Connected Communities grant and discussed with CCOG staff.

Analyze federal agency grants for areas of opportunities to support CCOG priorities:

- Innovation Corridors (now Regional Transit Engagement)
- Career Headlight
- Regional Freight

- ✓ Annual Forecast, which also included the Second Quarter Forecast of FY 2018, provided on December 13.

Where there are no good fits, work with CCOG to start creating new opportunities for the priorities listed above.

- ✓ Provided information to North Carolina Association of Regional Council of Governments, which resulted in their adoption of plan to also pursue the appropriations language in FY19 spending bills to specifically list COGs as eligible in competitive grant funding and to encourage federal agencies to work with COGs where appropriate. This is the language that was championed by CCOG in FY18 appropriations process.

Alert CCOG to competitive grant funding opportunity announcements.

- ✓ Annual Forecast, which also included the Second Quarter Forecast of FY 2018, provided on December 13.
- ✓ Grants News provided on December 5.

Alert CCOG to legislation and executive action where new funding opportunities are created.

- ✓ Responded to staff inquiries on the details of tax reform legislation and specific programs such as Historic Tax Credits.

Build knowledge of CCOG's positive reputation with Congressional Delegation and Executive Offices.

- ✓ Finalized memo summarizing meeting with Congressman Richard Hudson on behalf of Stanly County Board of Commissioners Chairman Bill Lawhon's review.
- ✓ Prepared thank you notes for Congressman Hudson and his staff to follow-up on recent meeting.
- ✓ Provided 2018 Congressional Calendar for planning future, local meetings with CCOG's Members of Congress.

Connect CCOG with key points of contact.

- ✓ Followed up with U.S. DOT Speaker for April 2018 conference.
- ✓ Provided updated list of contacts in Senator Burr's office to Centralina Area Agency on Aging staff.

Report quarterly to Executive Board.

- ✓ Gave presentation to Executive Board on November 8th and followed-up with NACo analysis of House tax reform legislation.
- ✓ Prepared Performance Report for presentation to Executive Board January 10th.

VALUE TO CCOG MEMBERS

Provide notice on competitive grant opportunities for local governments.

- ✓ Annual Forecast, which also included the Second Quarter Forecast of FY 2018, provided on December 13.
- ✓ Grants News provided on December 5.

Conduct quarterly "Lunch and Learn" grants workshops at CCOG offices.

- ✓ Next grants workshop not yet scheduled.

Review and provide feedback on six federal competitive grants brought forward from CCOG members on a first-come-first-serve basis, prior to submission, as well as draft letters of support and organize support strategy for those six applications.

- ✓ Nothing new to report.

Draft customized talking points for communications with Congressional Delegation and staff members.

- ✓ Prepared talking points for CCOG Executive Director's meeting with regional city and county managers.

For more information, contact Leslie Mozingo at (202) 255-5760 or leslie@strategics.consulting.



DECEMBER 29, 2017

TO: Jim Prosser, CCOG Executive Director
FR: Leslie Mazingo, Strategics Consulting
RE: Six Month Summary on Federal Advocacy Efforts

FEDERAL ADVOCACY EFFORTS IN SUMMARY

CCOG's EB should be very proud of the progress the organization has made since taking on a more aggressive federal advocacy approach. We are seeing real results this year including, but not limited to:

- language in House Appropriations Committee Reports directing federal agencies to include regional councils and councils of governments as eligible entities in grant competitions when local governments and non-profits are eligible;
- Members of Congress calling to ask us for input on their questions for Committee hearings;
- Increased participation by your elected officials in meetings with Members of Congress to discuss regional priorities that we scheduled both in DC and locally;
- More participation by staff and Members of Congress in our local meetings and seminars; and,
- Members of Congress are engaged in the meetings and, for example, Congressman Richard Hudson highlighting CCOG's meeting and its work in his newsletter.

These are all just a few ways we are seeing a noticeable difference in recognition and focus on CCOG and regional priorities by the North Carolina Congressional Delegation.

LOOKING AHEAD

We don't want to lose the foundation we have built or the momentum we have gained, so please encourage elected officials to continue participating in CCOG advocacy with Members of Congress whenever possible. Primary opportunities for this are approaching soon during annual trips to Washington, DC as part of the U.S. Conference of Mayors (Jan. 24-26), NACo (Mar 3-7), and NLC (Mar 11-14) congressional conferences.

With enough notice, I can help schedule DC meetings, customize CCOG talking points for those meetings and attend the meetings (schedule permitting). I will also continue scheduling meetings locally with your congressional delegation for CCOG advocacy during district work periods (i.e. recess) when Members of Congress are in their local offices. The 2018 Congressional Calendar is attached for planning purposes.

I appreciate the opportunity to work on CCOG's behalf, so please let us me if there is anything more I can do to be of service to you and your members!

CCOG Federal Relations Plan (Jan – Jun 2018)

(CCOG Advocacy efforts are shown in green, CCOG Grant News/Grants Forecast items are shown in blue)

Jan 11	Begin scheduling CCOG Advocacy <i>in DC</i> for late Jan, early Mar, & preparing CCOG talking points, <i>on request from EB members</i>
Mid-late Jan	CCOG Grant News
Jan 24-26	CCOG Advocacy <i>in DC</i> (US Conf. of Mayors), <i>if requested</i>
Jan 30	Review Federal Relations Program of Work & Strategics' Contract with Ron Smith
Week of Feb 5 or 12	Introductory Meeting for Ron Smith with Strategics Consulting/Leslie Mazingo at CCOG offices
Feb 7	Board of Delegates Annual Meeting – encourage CCOG Advocacy in NC participation
Mid-Feb	Begin scheduling CCOG Advocacy in NC for late Mar – early Apr with EB liaisons, & preparing CCOG talking points
Feb 19	Continue bi-weekly status check-in phone calls with Ron, Leslie
Mid-late Feb	CCOG Grant News
Mar 3-7	CCOG Advocacy <i>in DC</i> (National Association of Counties), <i>if requested</i>
Mar 11-14	CCOG Advocacy <i>in DC</i> (National League of Cities), <i>if requested</i>
Mar 14	Executive Board Meeting: review Strategics Performance Report
Mid-late Mar	CCOG Grant News & Q3 Grants Forecast
Mar 26 – Apr 6	CCOG Advocacy in NC (Spring Break)
Apr 11	Executive Board Meeting: review Strategics Performance Report
Mid-late Apr	CCOG Grant News
May 9	Board of Delegates Meeting: encourage CCOG Advocacy in NC participation
Mid-May	Begin scheduling CCOG Advocacy in NC for July/August recess with EB liaisons, & preparing CCOG talking points
Mid-late May	CCOG Grant News
June 13	Executive Board Meeting: review proposed Strategics contract renewal for FY18-19
Mid-late Jun	CCOG Grant News & Q4 Grants Forecast



Centralina Council of Governments

Item 5



Board Agenda Item Cover Sheet

Board Meeting Date:	January 10, 2018	Agenda Item Type:	Consent:		Regular: x
Submitting Person:	Marsha Sutton	Presentation Time (est.):	5 minutes		
Presenter at meeting:	Marsha Sutton	Phone Number/Ext:	704-348-2716		
		Email:	msutton@centralina.org		
Alternate Contact Person:	Jim Prosser	Phone Number/Ext:	704-348-2703		
		Email:	jprosser@centralina.org		
Submitting Department:	Finance	Department Head Approval:			
Board Expectation: <i>(required action or responsibility expected from Board members)</i>					
<p>The required action from the Executive Board members is a recommendation for approval to the Board of Delegates of the Centralina COG:</p> <ul style="list-style-type: none"> • Annual Operating Budget Ordinance in the amount of \$6,595,000 and the Pass Through Budget Ordinance in the amount of \$15,404,500 for the Fiscal Year 2018-2019; • Set the assessment rate for the Fiscal Year 2018-2019 at \$0.24 per capita with a minimum assessment of \$750 per member. This year's assessments are based on the 2016 populations shown on the North Carolina Office of State Budget and Management website. 					
Description of Agenda Item:					
<p>The Board Treasurer and Finance Director will present the placeholder annual budget proposals for Fiscal Year 2018-2019 for the Board's approval in February 2018. It will also reflect any other further direction provided by the Executive Board.</p> <p>To comply with the charter, Management is submitting a Fiscal Year 2018-2019 placeholder budget for approval in January 2018. Management is requesting the Executive Board's recommendation to approve this proposed budget to the Board of Delegates.</p>					
Background & Basis of Recommendations:					
<p>In Item IX Financial, D of the Charter Resolution, the budgets for the Council must be adopted by the Council no later than April 15th of each year. The Board of Delegates meets in February and then again in May, so the adoption must occur prior to or at the February 2018 meeting to comply with the Charter.</p>					
Action / Recommendation:					
<p>We move to recommend to the Board of Delegates the Centralina COG annual budgets:</p> <ul style="list-style-type: none"> • Annual Operating Budget Ordinance in the amount of \$6,595,000, and; • Annual Pass Through Budget Ordinance in the amount of \$15,404,500 for the Fiscal Year 2018-2019, and; • Set the assessment rate for the Fiscal Year 2018-2019 at \$0.24 per capita with a minimum assessment of \$750 per member. This year's assessments are based on the 2016 populations shown on the North Carolina Office of State Budget and Management website. 					
Time Sensitivity <i>(none or explain):</i>					
Budget Impact <i>(if applicable):</i>	As noted.				
List of Attachments <i>(if any):</i>	Fiscal Year 2018-2019 operating and pass through budget proposals				

Fiscal Year 2018 - 2019 Proposed Annual Operating Budget Ordinance

ANTICIPATED REVENUES	FY2016-2017 Audited YE <u>Budget</u>	FY2016-2017 Audited YE <u>Actuals</u>	FY2017-2018 Adopted <u>Budget</u>	FY2017-2018 Estimated CY <u>Budget</u>	FY2018-2019 Placeholder <u>Budget</u>
Program Revenues					
Restricted Intergovernmental Revenue	4,126,391	3,734,840	4,100,000	4,100,000	4,100,000
Technical Assistance Projects	844,352	669,296	550,000	650,000	750,000
Contracts and fees	18,000	18,000	18,000	18,000	18,000
Other Program Revenue	756,112	779,570	632,000	632,000	657,000
Transfers In/(Out)	10,000	18,393	-	13,871	-
Fund Balance Appropriated	58,229	-	-	25,580	-
Total Program Revenue	<u>5,813,084</u>	<u>5,220,099</u>	<u>5,300,000</u>	<u>5,439,451</u>	<u>5,525,000</u>
Other Revenues					
Member Dues Support	767,272	767,272	775,000	829,140	830,000
Interest and Other Revenue	325,682	101,195	146,000	178,700	240,000
Total Other Revenues	<u>1,092,954</u>	<u>868,467</u>	<u>921,000</u>	<u>1,007,840</u>	<u>1,070,000</u>
TOTAL ANTICIPATED REVENUES	<u>6,906,038</u>	<u>6,088,566</u>	<u>6,221,000</u>	<u>6,447,291</u>	<u>6,595,000</u>
EXPENSE APPROPRIATIONS					
Board and Executive Committee	115,100	104,768	145,000	106,160	150,000
Management and Business Operations	1,959,260	1,646,713	1,775,000	1,856,131	1,875,000
Information Technology Division	100,050	80,176	101,000	110,000	130,000
Community and Economic Development	798,825	644,982	770,000	825,000	840,000
Planning Department	2,064,333	1,595,838	1,700,000	1,750,000	1,800,000
Area Agency on Aging	2,717,167	2,620,342	2,600,000	2,650,000	2,700,000
Workforce Development	1,046,971	931,457	1,000,000	1,000,000	1,000,000
Indirect Costs Representation	(1,895,668)	(1,756,956)	(1,870,000)	(1,850,000)	(1,900,000)
TOTAL EXPENSE APPROPRIATIONS	<u>6,906,038</u>	<u>5,867,320</u>	<u>6,221,000</u>	<u>6,447,291</u>	<u>6,595,000</u>
	-	221,246	-	-	-

Fiscal Year 2018-2019 Placeholder Grant Project Budgets Proposal

<u>Program</u>	FY2016-2017 Audited Two Year Project Authorization	FY2017-2018 One Year Adopted Budget	FY2017-2018 One Year Current Authorization	FY2018-2019 One Year Proposed Budget
Workforce Development				
WIA 14-2031 DW Rapid Response	51,250	-	-	-
WIA 15-3130 7044-SPCP Implementation-Centralina Adv Mfg	129,500	-	-	-
WIOA 15-4020 Adult Services-2015	2,378,948	-	-	-
WIOA 15-4030 Dislocated Workers-2015	640,343	-	-	-
WIOA 15-4031 Special Grants Collaboration-2015	100,815	-	-	-
WIOA 15-4040 Youth Services-2015	1,525,137	-	-	-
WIOA 16-4020 Adult Services-2016	1,978,968	1,500,000	1,752,212	-
WIOA 16-4030 Dislocated Workers-2016	601,266	1,050,000	943,498	-
WIOA 16-4040 Youth Services-2016	1,273,842	1,300,000	1,347,354	-
WIOA 17-4020 Adult Services-2017	-	-	-	1,800,000
WIOA 17-4030 Dislocated Workers-2017	-	-	-	950,000
WIOA 17-4040 Youth Services-2017	-	-	-	1,350,000
	<u>8,680,069</u>	<u>3,850,000</u>	<u>4,043,064</u>	<u>4,100,000</u>
	FY2016-2017 Audited One Year Project Authorization	FY2017-2018 One Year Adopted Budget	FY2017-2018 One Year Current Authorization dated 9/19/2016	FY2018-2019 One Year Proposed Budget
Area Agency on Aging				
HCC Block Grant	8,731,733	8,600,000	9,917,438	9,920,000
USDA Supplement	465,000	450,000	650,000	650,000 (1)
Title III-B Legal	67,580	75,000	86,192	87,000
Family Caregiver	465,000	500,000	431,490	431,000
Disease Prevention/Health Promotion	42,900	45,000	36,400	36,500
State Senior Center General Purpose	126,905	115,000	160,444	160,000
Heat Fan Relief	14,460	18,000	20,000	20,000
	<u>9,913,578</u>	<u>9,803,000</u>	<u>11,301,964</u>	<u>11,304,500</u>
Total Grant Projects Budgets	<u>18,593,647</u>	<u>13,653,000</u>	<u>15,345,028</u>	<u>15,404,500</u>

(1) This program does not have a lump sum authorization currently. It is authorized at .75 per meal. Current Authorization is an estimate.



Centralina Council of Governments

Item 6



Board Agenda Item Cover Sheet

Board Meeting Date:	January 10, 2018	Agenda Item Type:	Consent:	Regular:	X
Submitting Person:	Linda Miller	Presentation Time (est.):	10 minutes with discussion		
Presenter at meeting:	Linda Miller	Phone Number/Ext:	704-348-2712		
		Email:	lmiller@centralina.org		
Alternate Contact Person:	Angel Stoy	Phone Number/Ext:	704-348-2702		
		Email:	astoy@centralina.org		
Submitting Department:	Aging	Department Head Approval:	<i>Linda H. Miller</i>		
Board Expectation: <i>(required action or responsibility expected from Board members)</i>					
Review update and provide direction regarding Critical Signal Technologies (CST) Carenect service previously proposed by Centralina in 2016-17.					
Description of Agenda Item:					
Staff will provide a status update of the “Carenect” Personal Emergency Reponses System (PERS) project provided by Critical Signal Technologies, Inc. (CST). This will include contract changes proposed by CST in response to previous CCOG Board concerns.					
Background & Basis of Recommendations:					
<p>Approximately 16-24 months ago, through a membership-only partnership between the National Association of Area Agencies on Aging (n4a) and CST, Centralina began exploring the possibility of providing the “Carenect” Personal Emergency Reponses System (PERS) service provided by Critical Signal Technologies, Inc. (CST). Centralina felt strongly that this service for older and disabled adults presents a unique opportunity for Centralina AAA and a much needed community service to those in the Centralina region.</p> <p>During two separate CAAA staff presentations, the Executive Board raised questions regarding both programmatic and contractual issues and directed staff to continue exploring solutions prior to beginning service. Staff has discussed these issues with CST and provided contract changes that would resolve these issues over the past year. The issues relate to Centralina liability for non-payment by subscribers and liability for improper installation. Within the past 30 days, CST has provided CCOG with a new contract resolving these issues to our satisfaction. The issues were resolved by changes made in method of payments (Centralina will receive payments only after payment is received by subscribers) and eliminating installations by Centralina staff.</p> <p>Currently, Centralina staff have reviewed the CST contract and have sent on for final review by Bill McNair, Centralina attorney. If approved by Bill McNair the contract will be executed.</p>					
Action / Recommendation:					
I move that, with all Executive Board and Legal Counsel questions satisfactorily addressed through the newly updated contract, the Executive Board supports the Executive Director in negotiating and executing a contract with CST for a license to market CST’s Carenect equipment and services within the Centralina region.					
Time Sensitivity (none or explain):	N/A				
Budget Impact (if applicable):	None. There are no prepayment, penalties, or outlay of Centralina funds.				
List of Attachments (if any):	N/A				



Centralina Council of Governments

Item 7



Board Agenda Item Cover Sheet

Board Meeting Date:	January 10, 2018	Agenda Item Type:	Consent:		Regular:	X
Submitting Person:	Kelly Weston	Presentation Time (est.):	5 minutes			
Presenter at meeting:	Kelly Weston	Phone Number/Ext:	704-248-2728			
		Email:	kweston@centralina.org			
Alternate Contact Person:		Phone Number/Ext:				
		Email:				
Submitting Department:	General Government	Department Head Approval:	Jim Prosser			
Board Expectation: <i>(required action or responsibility expected from Board members)</i>						
The Executive Board will receive an overview of the annual elections and caucuses process.						
Description of Agenda Item:						
Staff will present an overview of the process for officer elections and caucuses for municipal representation on the Executive Board.						
Background & Basis of Recommendations:						
<p>At its annual meeting held each February, the Board of Delegates elects officers for the upcoming year. During elections, the Nominating Committee presents a slate of nominees for the offices of Chair, Vice Chair, Secretary, and Treasurer. Nominations from the floor are also accepted.</p> <p>Also at the annual meeting, and in accordance with CCOG bylaws, the Delegates from all municipal member communities within each County area shall elect by caucus the municipal Delegate that will represent each County area on the Executive Board.</p>						
Action / Recommendation:						
Receive as information.						
Time Sensitivity <i>(none or explain):</i>	None.					
Budget Impact <i>(if applicable):</i>	None.					
List of Attachments <i>(if any):</i>	None.					



Centralina Council of Governments

Item 8



Board Agenda Item Cover Sheet

Board Meeting Date:	January 10, 2018	Agenda Item Type:	Consent:		Regular:	X
Submitting Person:	Kelly Weston	Presentation Time (est.):	5 minutes			
Presenter at meeting:		Phone Number/Ext:				
		Email:				
Alternate Contact Person:	Kelly Weston	Phone Number/Ext:	704-248-2728			
		Email:	kweston@centralina.org			
Submitting Department:	General Government	Department Head Approval:	Jim Prosser			
Board Expectation: (required action or responsibility expected from Board members)						
The Executive Board will receive a report from the Nominating Committee on nominations for 2018 CCOG officer elections.						
Description of Agenda Item:						
The Nominating Committee will report on the slate of nominees for the 2018 CCOG officer elections.						
Background & Basis of Recommendations:						
Per the CCOG bylaws, the Executive Board must form a Nominating Committee of three delegates. This year, the Nominating Committee is comprised of Council Member Michael Johnson (City of Statesville), Commissioner Jarvis Woodburn (Anson County), and Mayor Pro Tem Jay McCosh (Town of McAdenville). The committee will submit its proposed slate of nominees for the offices of Chair, Vice Chair, Secretary, and Treasurer to the Board of Delegates at its annual meeting on February 7, 2018.						
Action / Recommendation:						
Receive as information.						
Time Sensitivity (none or explain):	None.					
Budget Impact (if applicable):	None.					
List of Attachments (if any):	None.					



Centralina Council of Governments

Item 9



Board Agenda Item Cover Sheet

Board Meeting Date:	January 10, 2018	Agenda Item Type:	Consent:	Regular:	X
Submitting Person:	Jim Prosser	Presentation Time (est.):	10 minutes		
Presenter at meeting:	Jim Prosser	Phone Number/Ext:	704-348-2703		
		Email:	jprosser@centralina.org		
Alternate Contact Person:	Kelly Weston	Phone Number/Ext:	704-348-2728		
		Email:	kweston@centralina.org		
Submitting Department:	Executive	Department Head Approval:			
Board Expectation: <i>(required action or responsibility expected from Board members)</i>					
Recommend amendment to Centralina COG bylaws to permit appointment of “At-Large” Executive Board members by Executive Board Chair with advice and consent of Executive Board Members.					
Description of Agenda Item:					
The Executive Board has previously discussed changes to bylaws that would permit appointment of At-Large members to the Executive Board. The purpose of these appointments would be to assist with accomplishment of Executive Board work and assure broad representation of our members.					
Background & Basis of Recommendations:					
Previous Board discussion on this topic included direction to prepare a specific proposal for changes to the Centralina Bylaws to achieve the purpose of permitting the appointment of up to two At-Large members by the Chair of the Board with the advice and consent of the Executive Board.					
Action / Recommendation:					
Recommend that the Board of Delegates approve a resolution to amend the Centralina bylaws to permit appointment of up to two At-Large members by the Chair of the Board with the advice and consent of the Executive Board.					
Time Sensitivity <i>(none or explain):</i>	None				
Budget Impact <i>(if applicable):</i>	None				
List of Attachments <i>(if any):</i>	Resolution amending Centralina Bylaws				



RESOLUTION AMENDING CCOG BYLAWS

WHEREAS, Centralina Council of Governments serves as a Regional Council of Governments under and pursuant to Chapter 160A, Article 20, Part 2 of the General Statutes of North Carolina and;

WHEREAS, the concurrent resolution adopted by the members of the Council and establishing this Council may be amended from time to time and;

WHEREAS, the Executive Board is committed to assuring strong representation of the interests of members throughout our region and;

WHEREAS, the Executive Board is responsible for specific tasks required to assure accomplishment of its work program and;

WHEREAS, appointment of up to two At-Large Executive Board members would assist the Board in assuring representation of interests of its members and accomplishing its work program.

NOW, THEREFORE, BE IT RESOLVED, that the Centralina Council of Government Bylaws are hereby amended as follows:

Article VII.A. 5. **At-Large Member to the Executive Board** - The Chair of the Executive Board may appoint two (2) elected members of the governing body of any member government to serve on the Executive Board upon the advice and consent of the Executive Board.

Adopted this _____ day of _____, 2018.

William Feather, CCOG Vice Chair

Date

ATTEST:

Kelly Weston, Clerk to the Board

Date



Centralina Council of Governments

Item 10



Board Agenda Item Cover Sheet

Board Meeting Date:	January 10, 2018	Agenda Item Type:	Consent:	Regular:	X
Submitting Person:	Jim Prosser	Presentation Time (est.):	5 minutes		
Presenter at meeting:	Jim Prosser	Phone Number/Ext:	704-348-2703		
		Email:	jprosser@centralina.org		
Alternate Contact Person:	Kelly Weston	Phone Number/Ext:	704-348-2728		
		Email:	kweston@centralina.org		
Submitting Department:	Executive	Department Head Approval:			
Board Expectation: <i>(required action or responsibility expected from Board members)</i>					
Establish a policy regarding appointment of Centralina COG attorney.					
Description of Agenda Item:					
Designation of process for appointment of Centralina COG corporate attorney.					
Background & Basis of Recommendations:					
Centralina has retained the William McNair as the only attorney during the entire existence of this organization and will hopefully continue to retain Mr. Mc Nair for the foreseeable future. The by-laws do not provide specific direction regarding the appointment of an attorney when the need may arise. At the November Executive Board meeting, direction was provided to prepare a policy indicating that the appointment of Centralina COG corporate attorney shall be made upon the advise and consent of the Executive Board.					
Action / Recommendation:					
Approve a motion establishing policy that appointment of Centralina COG corporate attorney shall be subject to advise and consent of Executive Board.					
Time Sensitivity <i>(none or explain):</i>	None				
Budget Impact <i>(if applicable):</i>	None				
List of Attachments <i>(if any):</i>	None				



Centralina Council of Governments

Item 11



Board Agenda Item Cover Sheet

Board Meeting Date:	January 10, 2018	Agenda Item Type:	Consent:		Regular:	X
Submitting Person:	Kelly Weston	Presentation Time (est.):	5 minutes			
Presenter at meeting:	Martin Oakes	Phone Number/Ext:				
		Email:				
Alternate Contact Person:	Kelly Weston	Phone Number/Ext:	704-248-2728			
		Email:	kweston@centralina.org			
Submitting Department:	General Government	Department Head Approval:	Jim Prosser			
Board Expectation: <i>(required action or responsibility expected from Board members)</i>						
The Executive Board will be asked to register for the April 12, 2018 CCOG Conference and to encourage the Board of Delegates, other elected officials, and staff in their communities to register for the event.						
Description of Agenda Item:						
The Executive Board will receive an update on registration, keynote speakers, and sponsorship commitments for the April 12, 2018 CCOG Regional Conference.						
Background & Basis of Recommendations:						
<p>The CCOG Regional Conference, “Creative Solutions for Thriving Communities,” is designed to provide elected officials and local government staff with practical tools and solutions to address their communities’ biggest challenges. On Thursday, April 12, 2018, CCOG will hold the fourth annual Conference at the Harris Conference Center in Charlotte.</p> <p>Local governments will have an opportunity to support the event by reserving VIP tables, which will include eight complimentary registrations plus a reserved VIP table in all plenary sessions.</p>						
Action / Recommendation:						
I move that the Executive Board commits to registering for the April 12, 2018 CCOG Regional Conference and encouraging the Board of Delegates, other elected officials, and local government staff to register for the event.						
Time Sensitivity (none or explain):	Early registration ends March 26, 2018.					
Budget Impact (if applicable):	The 2017 Conference produced a profit of \$17,269.67, exceeding its goal of financially breaking even. Staff hopes the 2018 Conference will build on this success.					
List of Attachments (if any):	VIP Table Opportunity Flyer					



Conference Support Opportunities for Cities & Counties

Creative Solutions for Thriving Communities is the premier conference for local government elected officials, staff and others working to build stronger communities in the nine-county Centralina region.

April 12, 2018

This year, cities, towns, and counties can secure an unparalleled opportunity for networking and professional development for elected officials and staff, while supporting this important conference:

Reserve a Table: Your jurisdiction’s contribution to the Conference of \$1,250 will provide **complimentary registration for eight** elected officials or staff, plus **a reserved VIP table** in all plenary sessions. Registration includes breakfast, luncheon, and admittance to all plenary and breakout sessions at the full-day conference. Front-row VIP tables seating eight in the plenary room will be offered to CCOG members on a first-come, first-served basis, so reserve your jurisdiction’s table now.

Already planning to send a strong contingent of elected officials and staff to this year’s conference? **Take this opportunity to underscore your support for creative solutions for thriving communities across our region by reserving a table.** More than 200 persons are expected to attend this full-day conference, making it large enough for quality, but small enough for good interaction among participants.

Join with others who attended last year and who recognize the value to the region of the CSTC annual conference:

“I’m going back with a bunch of great ideas we can use.” – Will Cauthen, Mayor of Cramerton

“It’s a fantastic conference, a great opportunity to get together, share ideas, and get to know each other” – Mike Downs, Cabarrus County Manager

For more information about supporting the 2018 Creative Solutions for Thriving Communities Conference, please contact Kelly Weston at kwatson@centralina.org / 704-348-2728. For other sponsorship opportunities, visit <http://www.cvent.com/d/ytq225>.

The 2018 CSTC conference will be held at the Harris Conference Center, 3216 CPCC Harris Campus Drive, Charlotte, NC. The agenda, speakers, and session topics may be found on the conference website at www.CentralinaThrivingCommunities.com.



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Centralina Council of Governments

Item 12



Board Agenda Item Cover Sheet

Board Meeting Date:	January 10, 2018	Agenda Item Type:	Consent:		Regular:	X
Submitting Person:	Kelly Weston	Presentation Time (est.):	5 minutes			
Presenter at meeting:	Kelly Weston	Phone Number/Ext:	704-348-2728			
		Email:	kweston@centralina.org			
Alternate Contact Person:		Phone Number/Ext:				
		Email:				
Submitting Department:	General Government	Department Head Approval:	Jim Prosser			
Board Expectation: <i>(required action or responsibility expected from Board members)</i>						
Receive an update on the CCOG 50 th anniversary.						
Description of Agenda Item:						
The Executive Board will receive a brief report on planning activities for CCOG's 50 th anniversary celebration.						
Background & Basis of Recommendations:						
2018 will mark the 50 th anniversary of the passage of federal legislation establishing Regional Councils of Government. CCOG staff is in the early stages of developing plans to commemorate this milestone. While an internal committee of staff members will coordinate the celebration, staff has also started forming an external advisory committee of current and former board members that will guide the planning process. Mayor Pro Tem Martha Sue Hall is serving as chair of this advisory committee. Other members include Commissioner Bobby Compton, former Huntersville Commissioner Sarah McAulay, former Gaston County Commissioner Joe Carpenter, former CCOG staff member Hilda Threatt, and CCOG attorney Bill McNair.						
Action / Recommendation:						
Receive as information.						
Time Sensitivity (none or explain):	None.					
Budget Impact (if applicable):	None.					
List of Attachments (if any):	None.					



Centralina Council of Governments

Item 13



Centralina Council of Governments

Board Agenda Item Cover Sheet

Board Meeting Date:	January 10, 2018	Agenda Item Type:	Consent:		Regular: X
Submitting Person:	Jim Prosser	Presentation Time (est.):	10 minutes		
Presenter at meeting:	Jim Prosser	Phone Number/Ext:	704-348-2703		
		Email:	jprosser@centralina.org		
Alternate Contact Person:	Kelly Weston	Phone Number/Ext:	704-348-2728		
		Email:	kweston@centralina.org		
Submitting Department:	Executive	Department Head Approval:			
Board Expectation: <i>(required action or responsibility expected from Board members)</i>					
Review Executive Director transition plan.					
Description of Agenda Item:					
Ron Smith is scheduled to begin his duties as Executive Director on January 16, 2018. A transition plan has been prepared to assist on-boarding for the incoming Executive Director.					
Background & Basis of Recommendations:					
<p>A Transition Team was formed in July to prepare a plan to guide the changeover of Executive Directors. The team includes Kelly Weston, Jim Prosser, Linda Miller, Michelle Nance, Venecia White and Vicki Bott. A transition plan consisting of an on-boarding plan and an online desk manual has been created. The on-boarding plan outlines two categories designed to inform and expedite the learning curve for work of the Executive Director. These categories include operating systems (budget, personnel, contracts, etc.) and strategic systems (COG strategic projects, department operations). The on-boarding plan also includes relationship development with key stakeholders.</p> <p>The preliminary draft plan was reviewed with Ron Smith for comments on desired changes earlier this month.</p> <p>The plan is presented for review and comment by the Executive Board either at this meeting or after. Comments after should be directed to Kelly Weston who is Project Manager for the Transition Team. The plan will be a “living” document and used for at least the first six months to assist in transition</p>					
Action / Recommendation:					
Review and comment on transition plan elements. Staff welcomes suggestions, additions and edits to the plan.					
Time Sensitivity <i>(none or explain):</i>	Sooner than later would be useful given start date of 1/16/18				
Budget Impact <i>(if applicable):</i>	None				
List of Attachments <i>(if any):</i>	Transition Plan Draft				

Executive Director Onboarding Plan

Pre-Boarding			
Date	Activity	Process Monitor	Status
12/1/17	Issue press release/newsletter article with prior review by new ED	VRW	Completed
12/5/17	Create Outlook account	KW	Completed
12/6/17	Receive building access card from Broadcom	KW	Completed
Ongoing	Populate Outlook calendar with standing meetings and events	KW	In progress
1/10/18	Sign contract and finalize performance objectives	VRW	In progress
1/10/18	Purchase new computer	KW	In progress
1/10/18	Bonding for Ron	VRW, KW	In progress
1/12/18	IT set up <input type="checkbox"/> 8x8 phone set up <input type="checkbox"/> Assign fax number <input type="checkbox"/> Assign OneSource conference line	KW	In progress
1/12/18	Create mail box in copy room	VS	In progress
1/12/18	Create ID badge for access card	VRW	In progress
1/12/18	Submit name and contact info to Broadcom Emergency Evacuation contact	KW	
1/12/18	Order business cards	VRW	In progress
1/12/18	Order office nameplate	VRW	In progress
1/12/18	Assign Executive Director mentor	JP	
1/12/18	Assign Executive Board buddy	JP	
1/12/18	Send desk manual to new Executive Director	KW	In progress
Days 1-30			
Date	Activity	Process Monitor	Status
Day 1	Complete HR forms	VRW	
	Welcome meeting with CCOG staff	KW, VRW	
	Welcome gifts	VRW, KW	
	Executive Director Briefing/Transition Meeting w/EA	KW	
Week 1	Meetings with direct reports (9)	KW	
	10 Year Strategic Planning Team meeting	KW	
	Lunch with Executive Board member	KW	
1/22/18	Lunch with 10 Year Strategic Planning Team	KW	
Week 1	Lunch with ED-AT	KW	
	Lunch with Executive Director mentor	KW	
	Key stakeholder introductory meetings (non-governmental, external partners) – Charlotte Works, Ronnie Bryant, Chambers of Commerce	KW	
	Department staff meetings	KW	

	Charter team meetings – Culture Development Team	KW	
	Accufund training with Finance	MS	
	Budget and audit calendar walkthrough	MS	
	Networking events	KW	
	Attend local Board retreats <ul style="list-style-type: none"> Cabarrus County BOC 1/19/18 	KW	
Day 31-90			
Date	Activity	Process Monitor	Status
	Listening tour of each county in region	KW, JP	
	Performance evaluation walkthrough	VRW	
	Briefing on pay and classification study	VRW	
	CEDC, Workforce Development Board, Aging	KW	
	Project Team meetings – Regional Transit	KW	
First 6 Months			
Date	Activity	Process Monitor	Status
	Performance feedback from Executive Board	VRW	
	Year-end closeout pre-briefing	MS	
1 Year			
Date	Activity	Process Monitor	Status
	360 assessment	VRW	
	Performance evaluation by Executive Board	VRW	