



# Executive Board Meeting Agenda

Wednesday, January 12, 2022  
 Zoom Meeting  
 Join by computer:  
<https://us06web.zoom.us/j/85090782784>  
 Join by phone: Dial 1-929-436-2866 and enter Meeting ID 850 9078 2784

Chairman Bobby Compton will convene a meeting of the Centralina Executive Board **on Wednesday, January 12, 2022 at 5:00 pm**. The meeting will be held via Zoom.

Time	Item	Presenter
5:00 p.m.	<b>Call to Order</b>	Bobby Compton
	<b>Roll Call</b>	
	<b>Moment of Silence</b>	
	<b>Amendments to the Agenda</b> (if any)	
<b>Consent Items:</b> <i>Consent agenda items may be considered in one motion and without discussion except for those items removed by a Board Member.</i>		
5:10 p.m. Item 1 Pages 5 - 9	<b>2022 Federal Action Plan Approval</b> The Executive Board is asked to approve the 2022 Federal Action Plan  <b>Action/Recommendation:</b> <i>Motion to approve the 2022 Federal Action Plan.</i>	Leslie Mozingo
Item 2 Pages 11 - 19	<b>NC Local Government Records Retention Schedule Adoption</b> The Executive Board is asked to adopt a resolution adopting the state's updated records retention and distribution schedules as outlined in the 2021 General Records Schedule: Local Government Agencies.  <b>Action/Recommendation:</b> <i>Motion to adopt a resolution adopting the 2021 General Records Schedule: Local Government Agencies.</i>	Kelly Weston
Item 3 Pages 21 - 23	<b>FY22 Budget Amendment</b> The Executive Board is asked to review and approve the amendments to the operating and pass-through grants budgets.  <b>Action/Recommendation:</b> <i>Motion to approve the amendments to the operating and pass-through grants budgets as presented.</i>	Denise Strosser
Item 4 Pages 25 - 28	<b>Approval of the November 10, 2021 Executive Board Meeting Minutes</b> The minutes from the November 10, 2021 meeting have been distributed to all members of the Executive Board and should be approved if correct.  <b>Action/Recommendation:</b> <i>Motion to approve the November 10, 2021 Executive Board meeting minutes.</i>	Bobby Compton
<b>Regular Business Items:</b>		
5:15 p.m. Item 5 10 minutes Pages 30 - 31	<b>Federal Relations Update</b> Leslie Mozingo, Strategics Consulting, will present an update on Centralina's federal relations activities, including a performance report on activities from November through December 2021.	Leslie Mozingo

Time	Item	Presenter
	<p><b>Action/Recommendation</b> <i>Motion to accept the Strategics Consulting performance report for November through December 2021.</i></p>	
<p><b>5:25 p.m.</b> <b>Item 6</b> 10 minutes <i>Pages 33 - 36</i></p>	<p><b>FY23 Budget Preview</b> The Executive Board will review the placeholder annual operating and pass-through budget proposals for Fiscal Year 2023 prior to approval by the Board of Delegates at the annual meeting in February.</p> <p><b>Action/Recommendation</b> <i>Motion to recommend the proposed FY2023 operating and passthrough place holder budget ordinances in the amount of \$7,508,647 and \$15,460,000, respectfully and the membership dues assessment of \$0.24 per capita with removal of the minimum assessment of \$750 per member to be approved for consideration for adoption by the Board of Delegates.</i></p>	Denise Strosser
<p><b>5:35 p.m.</b> <b>Item 7</b> 20 minutes <i>Page 38</i></p>	<p><b>Regional Resilience Collaborative Project Presentation</b> Centralina staff will present an update on the Regional Resilience Collaborative project, review the deliverables, demonstrate a GIS Equity and Resilience tool, and discuss next steps.</p> <p><b>Action/Recommendation:</b> <i>Receive as information.</i></p>	Christina Danis
<p><b>5:55 p.m.</b> <b>Item 8</b> 15 minutes <i>Page 40</i></p>	<p><b>Centralina Strategic Plan Update</b> The Executive Board will receive an update on the Regional Dialogues Series engagement, discuss findings and receive information on the Centralina Strategic Planning process.</p> <p><b>Action/Recommendation:</b> <i>Receive as information and provide feedback.</i></p>	Geraldine Gardner
<p><b>6:10 p.m.</b> <b>Item 9</b> 10 minutes <i>Page 42</i></p>	<p><b>Board Orientation Planning Update</b> Staff will present plans for this year's Delegate orientation.</p> <p><b>Action/Recommendation</b> <i>Receive as information and provide feedback.</i></p>	Kelly Weston
<p><b>6:20 p.m.</b> <b>Item 10</b> 5 minutes <i>Page 44</i></p>	<p><b>Nominating Committee Report</b> The Nominating Committee will provide an update on its activities in advance of the February Board of Delegates meeting.</p> <p><b>Action/Recommendation:</b> <i>Receive as information.</i></p>	Nominating Committee
<p><b>6:25 p.m.</b> 5 minutes</p>	<p><b>Comments from the Executive Board and Centralina Staff</b></p>	Board Members and Staff



## Executive Board Meeting Agenda

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Meeting ID 850 9078 2784

Time	Item	Presenter
<b>6:30 p.m.</b> 5 minutes	<b>Comments from the Executive Director</b>	Geraldine Gardner
<b>6:35 p.m.</b> 5 minutes	<b>Comments from the Chair</b>	Bobby Compton
<b>6:40 p.m.</b>	<b>Adjournment</b>	Bobby Compton

Centralina Regional Council complies with the Americans with Disabilities Act (ADA), which prohibits discrimination on the basis of disability. Centralina Regional Council will make reasonable accommodations in all programs/services to enable participation by an individual with a disability who meets essential eligibility requirements. Centralina Regional Council's programs will be available in the most integrated setting for each individual. If any accommodations are necessary for participation, please contact the Clerk to the Board, 9815 David Taylor Drive, Charlotte, NC 28262, phone (704) 348-2728. Please allow 72 hours advance notice for preparation. Visit our website: [www.centralina.org](http://www.centralina.org).



# **CENTRALINA**

## **REGIONAL COUNCIL**

### **Item 1**

## Board Agenda Item Cover Sheet

<b>Board Meeting Date:</b>	January 12, 2022	<b>Agenda Item Type:</b>	<b>Consent:</b>	X	<b>Regular:</b>	
<b>Submitting Person:</b>	Kelly Weston	<b>Presentation Time:</b>	5 minutes (if needed)			
<b>Presenter at Meeting:</b>	Leslie Mazingo	<b>Phone Number:</b>	202-255-5760			
		<b>Email:</b>	<a href="mailto:leslie@strategics.consulting">leslie@strategics.consulting</a>			
<b>Alternate Contact:</b>	Geraldine Gardner	<b>Phone Number:</b>	704-348-2703			
		<b>Email:</b>	<a href="mailto:ggardner@centralina.org">ggardner@centralina.org</a>			
<b>Submitting Department:</b>	<b>Government Affairs &amp; Member Engagement</b>	<b>Department Head Approval:</b>	<b>Geraldine Gardner</b>			
<b>Description of Agenda Item:</b>						
The Executive Board is asked to approve the 2022 Federal Action Plan.						
<b>Background &amp; Basis of Recommendations:</b>						
<p>Centralina's Federal Action Plan is a formalized and cohesive annual plan that addresses specific needs and desired policy outcomes. The Board's input helps define the plan's advocacy goals and performance metrics. The plan aligns with Centralina's regional priorities and champions the ability of councils of government to become eligible entities for competitively awarded federal grants.</p> <p>The Executive Board reviewed a draft of the plan at its November 10, 2021 meeting and had an opportunity to provide additional feedback after the meeting.</p>						
<b>Requested Action / Recommendation:</b>						
Motion to approve the 2022 Federal Action Plan.						
<b>Time Sensitivity:</b> <i>(none or explain)</i>	None					
<b>Budget Impact:</b> <i>(none or explain)</i>	None					
<b>Attachments:</b> <i>(none or list)</i>	2022 Federal Action Plan					

## 2022 FEDERAL ACTION PLAN

	AREA	ISSUE	REQUESTED ACTION	HOW THIS BENEFITS THE CENTRALINA REGION
1	CORONAVIRUS RESPONSE AND RECOVERY	Local governments are continuing to face ongoing struggles due to the pandemic.	<p>Ongoing federal financial assistance and program flexibility is critical for local government ability to meet the demands related to coronavirus response. For example:</p> <ul style="list-style-type: none"> <li>• ARPA Local Relief Funding should receive additional flexibility to meet the challenges local governments continue to face during recovery. Specific opportunities include allowing for investments in infrastructure, community facilities and economic development activities that support long-term recovery and community resilience.</li> <li>• Flexibility to use other local data and indicators to demonstrate community distress instead of solely relying on the HUD Qualified Census Tract designation.</li> <li>• More funding and maximum flexibility is needed to support the Aging Network. <ul style="list-style-type: none"> <li>○ Especially for nutrition, transportation, caregiving issues and housing</li> <li>○ Increase Older Americans Act funding for pandemic response</li> </ul> </li> <li>• Funding to address impact on mental health for the general public, front-line workers, teachers, etc., as well as rising dropout rates occurring in the aftermath of the pandemic.</li> </ul>	Centralina region has the highest number of coronavirus cases in the State of North Carolina, and therefore will suffer through the most extreme financial challenges related to ongoing virus response and recovery efforts.

2	APPROPRIATIONS – COMPETITIVE GRANTS ELIGIBILITY	Regional councils are not always explicitly eligible for competitive grants and direct funding from federal agencies	Amend definitions of local governments to include regional councils. Submit request for appropriations report language to the following Appropriations Subcommittees: <ul style="list-style-type: none"> <li>• Agriculture and Rural Development</li> <li>• Commerce, Justice, Science</li> <li>• Energy and Water</li> <li>• Interior, Environment, and Related Agencies</li> <li>• Labor, Health and Human Services</li> <li>• Transportation, Housing and Urban Development</li> </ul>	Centralina can apply for and administer grants benefiting the region and member governments.
3	APPROPRIATIONS – FY23 FUNDING AGENCIES AND PROGRAMS	Retain current funding levels for certain federal agency programs that regional councils of governments and member communities rely on for crucial planning, implementation and service delivery activities.	Protect the following agencies and programs and <i>at least</i> maintain funding levels in FY23 budget: <ul style="list-style-type: none"> <li>• Aging Programs funded by Older Americans Act (HHS) <ul style="list-style-type: none"> <li>◦ Senior Community Service Employment Program as authorized by the Older Americans Act</li> </ul> </li> <li>• Workforce Innovation and Opportunity Act (WIOA) Funds (DOL, ED, HHS) <ul style="list-style-type: none"> <li>◦ Apprenticeship programs to help cover costs for on the job training</li> </ul> </li> <li>• Economic Development Administration (Commerce)</li> <li>• RAISE Transportation Grants (DOT)</li> <li>• Clean Cities alternative fuel deployment program (DOE) and the Diesel Emission Reduction Grants Program (EPA)</li> <li>• Rural Development Programs (USDA)</li> <li>• Community Development Block Grants (HUD)</li> <li>• HOME Program (HUD) Housing Choice Voucher Program (HUD)</li> </ul>	Adequate funding for key programs and services directly supports: <ul style="list-style-type: none"> <li>-Centralina Area Agencies on Aging</li> <li>-Centralina Workforce Investment Board</li> <li>-Centralina Economic Development District</li> <li>-Centralina Clean Fuels Coalition</li> </ul>

4	TRANSPORTATION	Reauthorization provides a number of new funding opportunities where regional councils should be recognized specifically for eligibility.	With the October 2021 adoption of the CONNECT Beyond Regional Mobility Plan, Centralina now has a blueprint for improving transportation choices and connections across a 12-county region. With over 180 recommendations for strategic investments in system design, programming and operations, it is imperative that new guidelines for discretionary federal grants include regional councils as eligible applicants.	Eligibility for funding programs will assist in implementation of regional priorities.
5	WORKFORCE DEVELOPMENT BOARDS AND REAUTHORIZATION OF THE WORKFORCE INVESTMENT AND OPPORTUNITY ACT (WIOA)	The WIOA was signed into law in 2014, reauthorizing federal funding for workforce development activities through September 30, 2020.	Enact five-year reauthorization with continued investments in for low-income, youth and dislocated workers. Ensure that Workforce Development Boards are consulted during policy discussion and any potential changes to the Act and that the recommendations of the National Association of Workforce Boards are followed.	Centralina's Workforce Development Board partners with economic development, education and business interests to ensure the region competes well in a global economy with an exceptional workforce.
6	REAUTHORIZATION OF THE ECONOMIC DEVELOPMENT ADMINISTRATION (EDA)	EDA is the only federal agency specifically dedicated to economic development. It has operated without authorization since 2008.	EDA is an important agency for supporting regional economic development policy, planning and investment. Specific aspects of the reauthorization can include: <ul style="list-style-type: none"> <li>• Raise EDA's authorization level to \$3 billion.</li> <li>• Increase EDA funding for Partnership Planning and enhance scope of related activities.</li> <li>• Increase EDA funding for Public Works and enhance scope of related activities.</li> <li>• Create new EDA Capacity-Building Grant Program.</li> </ul>	Centralina Economic Development District is the region's conduit to EDA funding and manages the regional economic development strategy



			<ul style="list-style-type: none"><li>• Reassess and reconstitute EDA's economic distress formula and consider reducing local match requirements permanently.</li><li>• Amend original Public Works and Economic Development Act (PWEDA) to formally outline and designate EDA's significant role in post-disaster assistance.</li></ul>	
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**STRATEGICS**

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



# **CENTRALINA**

## **REGIONAL COUNCIL**

### **Item 2**

## Board Agenda Item Cover Sheet

<b>Board Meeting Date:</b>	January 12, 2022	<b>Agenda Item Type:</b>	<b>Consent:</b>	X	<b>Regular:</b>	
<b>Submitting Person:</b>	Kelly Weston	<b>Presentation Time:</b>	5 minutes (if needed)			
<b>Presenter at Meeting:</b>	Kelly Weston	<b>Phone Number:</b>	704-348-2728			
		<b>Email:</b>	<a href="mailto:kweston@centralina.org">kweston@centralina.org</a>			
<b>Alternate Contact:</b>	Geraldine Gardner	<b>Phone Number:</b>	704-348-2703			
		<b>Email:</b>	<a href="mailto:ggardner@centralina.org">ggardner@centralina.org</a>			
<b>Submitting Department:</b>	<b>Government Affairs &amp; Member Engagement</b>	<b>Department Head Approval:</b>	<b>Geraldine Gardner</b>			
<b>Description of Agenda Item:</b>						
<p>The Executive Board is asked to adopt a resolution adopting the state's updated records retention and distribution schedules as outlined in the 2021 General Records Schedule: Local Government Agencies.</p>						
<b>Background &amp; Basis of Recommendations:</b>						
<p>Local government agencies in North Carolina, including regional entities, are subject to the requirements of the state's Public Records Act (N.C.G.S. 132). The Department of Natural and Cultural Resources (DNCR) creates and maintains retention and disposition schedules to assist local government agencies with records management. These schedules are an agreement between the agencies and DNCR with the expectation that all local government agencies will use the General Records Schedule alongside the program schedule that applies to their specific agency. For example, Centralina currently follows both the Records Retention and Disposition Schedule for Regional Councils and the 2019 General Records Schedule for Local Government Agencies.</p> <p>On October 1, 2021, DNCR published the latest updates to the latter, which are contained in the 2021 General Records Schedule: Local Government Agencies. This document supersedes previous standards in the 2019 version. DNCR requires that the governing board of each local government agency approve the updated schedule before using the document to authorize the destruction of public records.</p>						
<b>Requested Action / Recommendation:</b>						
<p>Motion to adopt a resolution adopting the 2021 General Records Schedule: Local Government Agencies.</p>						
<b>Time Sensitivity:</b> <i>(none or explain)</i>	None					
<b>Budget Impact:</b> <i>(none or explain)</i>	None					
<b>Attachments:</b> <i>(none or list)</i>	<ul style="list-style-type: none"> <li>• Resolution Adopting the 2021 General Records Schedule: Local Government Agencies</li> </ul>					

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|--|---|
|  | <ul style="list-style-type: none"><li>• 2021 General Records Schedule: Local Government Agencies Introduction and Executive Summary</li><li>• Link to <a href="#">General Records Schedule: Local Government Agencies</a></li></ul> |
|--|---|



**RESOLUTION ADOPTING THE 2021 GENERAL RECORDS SCHEDULE:  
LOCAL GOVERNMENT AGENCIES**

**WHEREAS**, the North Carolina Department of Natural and Cultural Resources, Division of Archives and Records assists local government agencies with records preservation and management, including the protection of essential records and the destruction of obsolete records, in accordance with the provisions of Chapters 121 and 132 of the *General Statutes of North Carolina*; and

**WHEREAS**, Centralina Regional Council currently follows the guidelines outlined in the Records Retention and Disposition Schedule for Regional Councils issued by the Division of Archives and Records on April 15, 2008, and in the 2019 General Records Schedule for Local Government agencies issued on March 1, 2019; and

**WHEREAS**, on October 1, 2021, the Division of Archives and Records issued an update to the latter in the form of the 2021 General Records Schedule: Local Government Agencies, which supersedes previous standards for general records retention and disposition; and

**WHEREAS**, the Division of Archives and Records has requested that all local government entities, including regional councils, adopt the updated schedule to conduct routine disposal of records which must otherwise be retained without specific permission for disposal by the Division of Archives.

**NOW, THEREFORE, BE IT RESOLVED**, that Centralina Regional Council adopts the 2021 General Records Schedule: Local Government Agencies.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

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Bobby Compton, Centralina Regional Council Board Chairman

ATTEST:

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Kelly Weston, Clerk to the Board

## **2021 General Records Schedule: Local Government Agencies**

The records retention and disposition schedules and retention periods governing the records series listed herein are hereby approved. This approval extends to and includes the following standards in the **2021 General Records Schedule: Local Government Agencies**:

1. Administration and Management Records
2. Budget, Fiscal, and Payroll Records
3. Geographic Information System Records
4. Human Resources Records
5. Information Technology Records
6. Legal Records
7. Public Relations Records
8. Risk Management Records
9. Workforce Development Records

In accordance with the provisions of Chapters 121 and 132 of the *General Statutes of North Carolina*, it is agreed that the records do not and will not have further use or value for official business, research, or reference purposes after the respective retention periods specified herein and are authorized to be destroyed or otherwise disposed of by the agency or official having custody of them without further reference to or approval of either party to this agreement.

### **Destructions**

G.S. § 121-5 authorizes the Department of Natural and Cultural Resources to regulate the destruction of public records. Furthermore, the local government agency agrees to comply with 07 NCAC 04M .0510 when deciding on a method of destruction. The North Carolina Administrative Code states:

“(a) Paper records which have met their required retention requirements and are not subject to legal or other audit holds should be destroyed in one of the following ways:

1. burned, unless prohibited by local ordinance;
2. shredded, or torn up so as to destroy the record content of the documents or material concerned;
3. placed in acid vats so as to reduce the paper to pulp and to terminate the existence of the documents or materials concerned; or
4. sold as waste paper, provided that the purchaser agrees in writing that the documents or materials concerned will not be resold without pulverizing or shredding the documents so that the information contained within cannot be practicably read or reconstructed.

(b) When used in an approved records retention and disposition schedule, the provision that electronic records are to be destroyed means that the data and metadata are to be overwritten, deleted, and unlinked so the data and metadata may not be practicably reconstructed.

(c) When used in an approved records retention and disposition schedule, the provision that confidential records of any format are to be destroyed means the data, metadata, and physical media are to be destroyed in such a manner that the information cannot be read or reconstructed under any means.”

All local government agencies should maintain logs of their destructions either in the minutes of their governing board or in their Records Management file. Confidential records will be destroyed in such a manner that the records cannot be practicably read or reconstructed.

***Public records, including electronic records, not listed in this schedule are not authorized to be destroyed.***

### **Audits and Litigation Actions**

Records subject to audit or those legally required for ongoing official proceedings must be retained until released from such audits or official proceedings, notwithstanding the instructions of this schedule.

### **Electronic Records**

All local government agencies and the Department of Natural and Cultural Resources concur that the long-term and/or permanent preservation of electronic records requires additional commitment and active management by the agency. Agencies agree to comply with all policies, standards, and best practices published by the Department of Natural and Cultural Resources regarding the creation and management of electronic records.

Local government agencies should consider retention requirements and disposition authorities when designing and implementing electronic records management systems. Any type of electronically-created or electronically-stored information falls under the North Carolina General Assembly's definition of public records cited above. For example, e-mail, text messages, blog posts, voicemails, websites, word processing documents, spreadsheets, databases, and PDFs all fall within this definition of public records. In addition, G.S. § 132-6.1(a) specifies:

“Databases purchased, leased, created, or otherwise acquired by every public agency containing public records shall be designed and maintained in a manner that does not impair or impede the public agency's ability to permit the public inspection and examination of public records and provides a means of obtaining copies of such records. Nothing in this subsection shall be construed to require the retention by the public agency of obsolete hardware or software.”

Local government agencies may scan any paper record and retain it electronically for ease of retrieval. If an agency wishes to destroy the original paper records before their assigned retention periods have been met, the agency must establish an electronic records policy, including putting into place procedures for quality assurance and documentation of authorization for records destructions approved by the Government Records Section. This electronic records policy and releases for destruction of records must be approved by the Government Records Section. Agencies should be aware that for the purpose of any audit, litigation, or public records request, they are considered the records custodian obligated to produce requested records, even if said records are being maintained electronically by an outside vendor. Therefore, contracts regarding electronically stored information should be carefully negotiated to specify how records can be exported in case a vendor goes out of business or the agency decides to award the contract to a different vendor.

### **Reference Copies**

All local government agencies and the Department of Natural and Cultural Resources agree that certain records series possess only brief administrative, fiscal, legal, research, and reference value. These records series have been designated by retention periods that allow these records to be destroyed when “*reference value ends.*” All local government agencies hereby agree that they will establish and enforce internal policies setting minimum retention periods for the records that Natural and Cultural Resources has scheduled with the disposition instruction “*destroy when reference value ends.*” If a local government agency does not establish internal policies and retention periods, the local government agency is not complying with the provisions of this retention schedule and is not authorized by the Department of Natural and Cultural Resources to destroy the records with the disposition instruction “*destroy when reference value ends.*”

### **Record Copy**

A record copy is defined as “The single copy of a document, often the original, that is designated as the official copy for reference and preservation.”<sup>1</sup> The record copy is the one whose retention and disposition is mandated by this schedule; all additional copies are considered reference or access copies and can be destroyed when their usefulness expires. In some cases, postings to social media may be unofficial copies of information that is captured elsewhere as a record copy (e.g., a press release about an upcoming agency event that is copied to various social media platforms). Appropriately retaining record copies and disposing of reference copies requires agencies to

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<sup>1</sup> Society of American Archivists, *Dictionary of Archives Terminology*.

designate clearly what position or office is required to maintain an official record for the duration of its designated retention period.

### **Transitory Records**

Transitory records are defined as “record[s] that [have] little or no documentary or evidential value and that need not be set aside for future use.”<sup>2</sup>

North Carolina has a broad definition of public records. However, the Department of Natural and Cultural Resources recognizes that some records may have little or no long-term documentary or evidential value to the creating agency. These records are often called transitory records. They may be disposed of according to the guidance below. However, all public employees should be familiar with their appropriate retention schedule and any other applicable guidelines for their office. If there is a required retention period for these records, that requirement must be followed. When in doubt about whether a record is transitory or whether it has special significance or importance, retain the record in question and seek guidance from a DNCR records analyst.

Routing slips and transmittal sheets adding no information to that contained in the transmitted material have minimal value after the material has been successfully transmitted. These records may be destroyed or otherwise disposed of after receipt of the material has been confirmed. Similarly, “while you were out” slips, memory aids, and other records requesting follow-up actions (including voicemails and calendar invites) have minimal value once the official action these records are supporting has been completed and documented. These records may be destroyed or otherwise disposed of once the action has been resolved.

Drafts and working papers, including notes and calculations, are materials gathered or created to assist in the creation of another record. All drafts and working papers are public records subject to all provisions of Chapter 132 of the General Statutes, but many of them have minimal value after the final version of the record has been approved, and may be destroyed after final approval, if they are no longer necessary to support the analysis or conclusions of the official record. Drafts and working documents that may be destroyed after final approval include:

- Drafts and working papers for internal and external policies
- Drafts and working papers for internal administrative reports, such as daily and monthly activity reports;
- Drafts and working papers for internal, non-policy-level documents, such as informal workflows and manuals; and
- Drafts and working papers for presentations, workshops, and other explanations of agency policy that is already formally documented.

Forms used solely to create, update, or modify records in an electronic medium may be destroyed in office after completion of data entry and after all verification and quality control procedures, so long as these records are not required for audit or legal purposes. However, if the forms contain any analog components that are necessary to validate the information contained on them (e.g., a signature or notary’s seal), they must be retained according to the disposition instructions for the records series encompassing the forms’ function.

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<sup>2</sup> Ibid.



It is further agreed that these records may not be destroyed prior to the time periods stated; however, for sufficient reason they may be retained for longer periods. This schedule supersedes previous versions of this schedule and any localized amendments; it is to remain in effect from the date of approval until it is reviewed and updated.


**APPROVAL RECOMMENDED**

\_\_\_\_\_  
Municipal/County Clerk or Manager  
Title: \_\_\_\_\_

  
\_\_\_\_\_  
Sarah E. Koonts, Director  
Division of Archives and Records

**APPROVED**

\_\_\_\_\_  
Head of Governing Body  
Title: \_\_\_\_\_

  
\_\_\_\_\_  
D. Reid Wilson, Secretary  
Department of Natural and Cultural  
Resources

Municipality/County: \_\_\_\_\_

Effective: October 1, 2021

## EXECUTIVE SUMMARY

- ✓ Some records are covered by the Local Agency Program Retention and Disposition Schedules. See the appendix for Related Records Series Found in Local Agency Program Schedules.
- ✓ According to N.C. Gen. Stat. § 121-5(b) and N.C. Gen. Stat. § 132-3, you may destroy public records only with the consent of the Department of Natural and Cultural Resources (DNCR). The State Archives of North Carolina is the division of DNCR charged with administering a records management program. This schedule is the primary way the State Archives of North Carolina gives its consent. Without approving this schedule, your agency is obligated to obtain the State Archives of North Carolina's permission to destroy *any* record, no matter how insignificant.
- ✓ Each records series listed on this schedule has specific disposition instructions that will indicate how long the series must be kept in your office. In some cases, the disposition instructions are simply "retain in office permanently," which means that those records must be kept in your office forever. In other cases, the retention period may be "destroy in office when reference value ends." An agency may have reference copies of materials, meaning "a copy of a record distributed to make recipients aware of the content but not directing the recipient to take any action on the matter" (from Society of American Archivists, *Dictionary of Archives Terminology*). Your agency must establish and enforce internal policies by setting minimum retention periods for the records that the State Archives of North Carolina has scheduled with the disposition instructions, "destroy when reference value ends."
- ✓ E-mail is a record as defined by N.C. Gen. Stat. § 121-5 and N.C. Gen. Stat. § 132. It is the content of the e-mail that is critical when determining the retention period of a particular e-mail, including attachments, not the media in which the record was created. It is important for all agency employees and officials to determine the appropriate records series for specific e-mails and retain them according to the disposition instructions listed with the identified record series.
- ✓ The State Archives of North Carolina recommends that all agency employees and officials view the tutorials that are available online through the State Archives website in order to familiarize themselves with records management principles and practices. The State Archives of North Carolina's online tutorials include topics such as records management and scanning guidelines.
- ✓ The State Archives of North Carolina creates security preservation record copies for minutes and selected other records of governing bodies and commissions, adoption records, and maps and plats. Agencies can request copies of the digital images made during this process. Contact the appropriate Records Management Analyst to begin this process.

- ✓ If you have records that are not listed in this schedule, contact a Records Management Analyst. An analyst will discuss the nature of the records with you to determine if the records have historical value. If the records do not have historical value, we will ask you to complete a Request for Disposal of Unscheduled Records (page A-20) for records that are no longer being created.



# **CENTRALINA**

## **REGIONAL COUNCIL**

### **Item 3**



## Board Agenda Item Cover Sheet

<b>Board Meeting Date:</b>	January 12, 2022	<b>Agenda Item Type:</b>	<b>Consent:</b>	X	<b>Regular:</b>	
<b>Submitting Person:</b>	Denise Strosser	<b>Presentation Time:</b>	5 minutes			
<b>Presenter at Meeting:</b>	Denise Strosser	<b>Phone Number:</b>	704-372-2416			
		<b>Email:</b>	dstrosser@centralina.org			
<b>Alternate Contact:</b>	Geraldine Gardner	<b>Phone Number:</b>	704-348-2703			
		<b>Email:</b>	ggardner@centralina.org			
<b>Submitting Department:</b>	Finance	<b>Department Head Approval:</b>	Denise Strosser			
<b>Description of Agenda Item:</b>						
<p>The required action from the Executive Council members is approval of the budget amendments for the operating and grant budgets.</p>						
<b>Background &amp; Basis of Recommendations:</b>						
<p>A placeholder budget was recommended by the Executive Board on January 13, 2021 and adopted by the Board of Delegates on February 10, 2021 as required by Centralina Regional Council's Charter. This initial "placeholder" budget is developed prior to receiving information from various state and federal agencies. This first amendment represents changes to reflect federal and state grant allocations as of November 30, 2021 as well as other contracts received and confirmed since the adoption of the budget. We will continue to update the budget as new funds are received from new business contracts or grants from state and federal agencies. The attached amendments are to replace the placeholder budget and any prior amendments with current and up to date funding and expenditures. In general, this budget reflects a similar budget position compared to the same time last year.</p>						
<b>Action / Recommendation:</b>						
Motion to approve the amendments to the operating and grants budgets as presented.						
<b>Time Sensitivity:</b> <i>(none or explain)</i>	None					
<b>Budget Impact:</b> <i>(none or explain)</i>	As indicated on attachment					
<b>Attachments:</b> <i>(none or list)</i>	Operating and Grant Budget Amendment					

**Fiscal Year 2021 - 2022 Operating Budget Ordinance Amendment**

<b>ANTICIPATED REVENUES</b>	<b>Placeholder FY21-2022 <u>Budget</u></b>	<b>10.31.2021 FY21-2022 <u>Budget</u></b>	<b>11.30.2021 FY21-2022 <u>Budget</u></b>	<b><u>Net change</u></b>	
<b>Program Revenues</b>					
Restricted Intergovernmental Revenue	3,525,000	4,498,453	4,462,830	(35,623)	(1)
Technical Assistance Projects	1,500,000	1,001,825	1,168,485	166,660	(2)
Other Program Revenue	750,000	692,453	686,579	(5,874)	
Fund Balance Appropriated	-	270,437	307,479	37,042	(3)
<b>Total Program Revenue</b>	<b><u>5,775,000</u></b>	<b><u>6,463,168</u></b>	<b><u>6,625,373</u></b>	<b><u>162,205</u></b>	
<b>Other Revenues</b>					
Member Dues Support	890,000	908,784	910,000	1,216	
Interest and Other Revenue	3,000	-	1,000	1,000	
<b>Total Other Revenues</b>	<b><u>893,000</u></b>	<b><u>908,784</u></b>	<b><u>911,000</u></b>	<b><u>2,216</u></b>	
<b>TOTAL ANTICIPATED REVENUES</b>	<b><u>6,668,000</u></b>	<b><u>7,371,952</u></b>	<b><u>7,536,373</u></b>	<b><u>164,421</u></b>	
<b>EXPENSE APPROPRIATIONS</b>					
Member services, Board and committees	350,000	275,299	279,299	4,000	(1)
Management and Business Operations	1,900,000	1,997,642	2,034,047	36,405	(3)
Information Technology	160,000	166,220	166,220	-	
Community and Economic Development Depart.	990,000	913,026	1,042,690	129,664	(2)
Planning Department	1,909,000	1,311,642	1,336,478	24,836	(2)
Area Agency on Aging Department	2,300,000	3,387,118	3,347,102	(40,016)	(1)
Workforce Development Department	950,000	946,054	950,447	4,393	
Indirect Costs Representation	<u>(1,891,000)</u>	<u>(1,625,049)</u>	<u>(1,619,910)</u>	5,139	(4)
<b>TOTAL EXPENSE APPROPRIATIONS</b>	<b><u>6,668,000</u></b>	<b><u>7,371,952</u></b>	<b><u>7,536,373</u></b>	<b><u>164,421</u></b>	
	-	-	-	-	

(1) Net decrease due primarily to transfer funds to FY 2023

(2) Net increase due to additional T& A contracts executed

(3) Fund balance appropriated is a result of general government budget increase for relocation cost. The increase from amendment #1 is a result of increase in benefit cost.

(4) Net decrease due to change in budgeted salaries.

**Fiscal Year 2021-2022 Grant Pass Through Budgets Amendment**

<u>Program</u>	<u>Placeholder FY221-2022 Budget</u>	<u>10.30.2021 FY2021-2022 Budget</u>	<u>11.30.2021 FY2021-2022 Budget</u>
<b>Area Agency on Aging</b>			
HCC Block Grant	9,850,000	9,992,458	9,992,458
USDA Supplement	650,000 (1)	650,000	650,000
Title III-B Legal	85,000	88,405	88,405
Family Caregiver	520,000	555,020	555,020
Disease Prevention/Health Promotion	40,000	55,000	55,000
State Senior Center General Purpose	120,000	119,835	119,835
Heat Fan Relief	15,000	14,363	14,363
Families First	-	56,058	56,058
CARES HCC Block Grant	250,000	1,264,229	1,264,229
Supplemental Nutrition	-	763,729	763,729
	<u>11,530,000</u>	<u>13,559,097</u>	<u>13,559,097</u>
<i>(1) This program does not have a lump sum authorization currently. It is authorized at .75 per meal. Current Authorization is an estimate.</i>			
<b>Workforce Development</b>			
WIOA - XX-4010 Administrative Cost Pool	50,000	110,900	110,900
WIOA XX-4020 Adult Services	1,097,000	1,194,675	1,194,675
WIOA XX-4030 Dislocated Worker	955,000	992,209	992,209
WIOA XX-4040 Youth Services	995,000	1,172,304	1,172,304
WIOA XX-4050 Youth Imitative	-	83,469	83,469
WIOA XX-4050 Finish Line Grant	20,000	112,891	112,891
WIOA XX- XXXX Infrastructure Cost	85,000	96,108	96,108
WIOA NC Works Innovation Fund	-	182,424	182,425
NDWG COVID 2X-3130	80,000	250,322	250,322
	<u>3,282,000</u>	<u>4,195,302</u>	<u>4,195,303</u>
<b>Total Grant</b>	<u>14,812,000</u>	<u>17,754,399</u>	<u>17,754,400</u>



# **CENTRALINA**

## **REGIONAL COUNCIL**

### **Item 4**





**Executive Board Virtual Meeting Minutes  
November 10, 2021**

<b>Officers Present</b>	<b>Board Members Present</b>	<b>Board Members Not Present</b>	<b>Centralina Staff and Guests Present</b>
Bobby Compton, Chairman Jarvis Woodburn, Secretary William Morgan, Treasurer	Larken Egleston Bill Feather Gene Houpe Bob Hovis Corinthia Lewis- Lemon Christine Poinsette Elaine Powell Lynn Shue Jennifer Stepp Amelia Stinson- Wesley David Williams	Karen Alexander Peter Ascitto Deloris Chambers Cathy Davis Jay McCosh, Vice Chairman Pedro Morey Troy Selberg	Nina Barrett Geraldine Gardner Luke Lowery Sara Maloney Linda Miller Michelle Nance Sarah Niess Sherika Rich Denise Strosser Jason Wager Kelly Weston Venecia White  <b>Guests</b> Dan Gougherty, Cherry Bekaert Leslie Mazingo, Strategics Consulting Chris Wall, EQV Strategic Brian White, Cherry Bekaert

**Call to Order**

Chairman Bobby Compton, Town of Mooresville, called the meeting to order.

Kelly Weston, Clerk to the Board, called roll and noted that a quorum was present.

**Amendments to the Agenda.**

There were no amendments to the agenda.

**Consent Agenda**

- 1. Approval of American Rescue Plan Act Funding for Older Americans Act Programming**
- 2. FY22 Budget Amendment**
- 3. Federal Relations Performance Report**
- 4. Approval of the September 8, 2021 Executive Board Meeting Minutes**

Chairman Compton explained that the Consent Agenda included a request to approve the American Rescue Plan Act funding allocation from the NC Division of Aging and Adult Services for Older Americans Act programming. He also noted the budget amendment for the FY22 budget and the performance report of federal relations activities.

Secretary Jarvis Woodburn, Anson County, made a motion to approve the Consent Agenda. Commissioner Bob Hovis, Gaston County, seconded the motion and it carried unanimously.

### **Moment of Silence**

Chairman Compton called for a moment of silence.

### **5. FY21 Audit Report**

Denise Strosser, Finance Director, introduced Dan Gougherty from Cherry Bekaert, LLP.

Mr. Gougherty presented highlights from the audit report. He explained that his firm issued unmodified, clean opinions on the financial statements, internal controls over financial reporting, and the federal and state single audits. He noted that they did not identify any significant deficiencies or material weaknesses in Centralina's internal controls. He also explained that his firm performed a single audit on the Area Agency on Aging programs and did not find any noncompliance or control issues. He reported that Centralina's restricted intergovernmental revenues increased due to Coronavirus Aid, Relief, and Economic Security (CARES) Act funding the organization received for Aging programs. He also noted an increase in revenue from technical assistance contracts. He further noted an increase in human services expenses due to the CARES Act funds and added there was also an increase in expenses associated with transportation program activities.

Chairman Compton thanked Ms. Strosser and the Finance Department staff for their contributions to the clean audit.

Treasurer William Morgan, City of Statesville, made a motion to approve the Centralina Regional Council financial statements, compliance report, and audit report for the fiscal year ending June 30, 2021. Commissioner Hovis seconded the motion and it carried unanimously.

### **6. COVID-19 Vaccine Outreach Project Focus Group**

Sara Maloney, Aging Programs Coordinator, explained that the Area Agency on Aging and Planning departments have collaborated on an outreach project to identify areas in the region that have low COVID-19 vaccination rates among older adults. She noted that they have created an index to identify target areas, conducted focus groups to gather info about effective efforts and are conducting an online survey to identify existing initiatives and gaps to fill.

Luke Lowry, Regional Planner, facilitated a focus group discussion with the Board Members in which they discussed efforts to vaccinate older adults in their communities, barriers to vaccine access, and potential partners to support the outreach project.

### **7. Raleigh Relations Update**

Chris Wall, EQV Strategic, provided a status update on the state budget process and negotiations between the Governor, Senate, and House of Representatives. He noted that there is proposed funding in the budget for councils of government, including funds for disaster resiliency and pandemic assistance. He also noted that the budget includes a provision to provide support for the NC Radar Project Centralina is undertaking with Western Piedmont Council of Governments and Piedmont Triad Regional Council.

Ms. Weston noted that staff will have a follow-up conversation with the Executive Board in January about state legislative priorities and pursuing direct appropriations in the future. She presented a list of the state legislators Centralina staff met with over the past year. She added that staff also engaged Senator Kathy Harrington's office in a project that developed an action plan to promote the health and resiliency of the South Fork River.

Commissioner Hovis suggested examining other avenues for transportation funding.

## **8. Federal Action Plan Discussion**

Geraldine Gardner, Executive Director, explained that the Federal Action Plan is comprised of a set of strategic advocacy items to build relationships with the region's Congressional delegation.

Ms. Mazingo noted that Centralina had successful advocacy meetings with Representative Virginia Foxx and Senator Thom Tillis' Deputy Chief of Staff last month. She explained the annual process of updating the Federal Action Plan. She highlighted changes in the plan, including the addition of advocacy for the reauthorization of the Economic Development Administration. She noted that the U.S. House of Representatives passed the Infrastructure Investment and Jobs Act last Friday, sending the legislation to the President to be signed into law. She further noted that Centralina and Triangle J Council of Governments co-hosted a webinar yesterday on the legislation. She explained the legislation includes billions of dollars in grants for state and local governments. She also noted that Centralina is tracking H.R. 5735, which will allow local governments more flexibility for American Rescue Plan Act fund investments.

## **9. Centralina Office Lease Approval**

Ms. Gardner explained staff has been working with Centralina's attorney and brokers from Cushman and Wakefield to negotiate the terms of the office lease agreement. She presented an overview of the lease.

Commissioner Hovis made a motion to approve the lease agreement between Centralina Regional Council and CRS Office Center IV LLC as proposed. Council Member Corinthia Lewis-Lemon, Town of Morven, seconded the motion and it carried unanimously.

## **10. Nominating Committee Forecast**

Ms. Weston explained that per the Centralina bylaws, the Executive Board must form a three-person nominating committee to identify the slate of nominees for Chair, Vice Chair, Secretary and Treasurer. She noted that the committee should be formed before the end of December to allow enough time for convening in advance of the January 12<sup>th</sup> Executive Board meeting where the committee will present the suggested slate. She added that the Board of Delegates will vote on the slate at the February 9<sup>th</sup> annual meeting. She asked Board Members to let her know if they were interested in serving on the committee.

## **11. Honorary Resolutions for Outgoing Executive Board Members**

Chairman Compton read aloud honorary resolutions recognizing the contributions of Mayor Bill Feather, Town of Granite Quarry, and Council Member Troy Selberg, Town of Harrisburg.

Mayor Feather expressed his thanks.

## **Comments from the Executive Board and Centralina Staff**

There were no comments from the Executive Board or Centralina Staff.

## **Comments from the Executive Director**

Ms. Gardner recognized Ms. Strosser and the Finance Department staff for their work on the FY21 audit. She also recognized Linda Miller, Area Agency on Aging Director, and her staff for their administration of CARES Act funded programs over the past year. She noted that the Metropolitan Transit Commission adopted the CONNECT Beyond regional mobility plan last month following the plan's adoption by the Board of Delegates. She also noted that at the next Executive Board meeting in January, the Board will discuss the state and federal advocacy agendas further and Centralina's next strategic plan.

**Comments from the Chair**

Chairman Compton advised the Executive Board to be on the lookout for the schedule of 2022 Executive Board and Board of Delegates meetings which will be distributed later in the month. He added that meetings will be held via Zoom until May when the Board will resume in-person meetings with a virtual attendance option.

He asked the Board Members to complete the Regional Dialogues Series survey by November 30<sup>th</sup> and encouraged them to register to attend a virtual focus group on November 12<sup>th</sup>. He noted that applications for the CLT Aviation Academy are due November 12<sup>th</sup>. He also noted that Centralina will host a virtual workshop on regional resilience on November 16<sup>th</sup>.

**Adjournment**

With no further business to be discussed, Chairman Compton adjourned the meeting at 6:35 p.m.



# **CENTRALINA**

## **REGIONAL COUNCIL**

### **Item 5**

### Board Agenda Item Cover Sheet

<b>Board Meeting Date:</b>	January 12, 2022	<b>Agenda Item Type:</b>	<b>Consent:</b>		<b>Regular:</b>	X
<b>Submitting Person:</b>	Kelly Weston	<b>Presentation Time:</b>	10 minutes			
<b>Presenter at Meeting:</b>	Leslie Mozingo	<b>Phone Number:</b>	202-255-5760			
		<b>Email:</b>	<a href="mailto:leslie@strategics.consulting">leslie@strategics.consulting</a>			
<b>Alternate Contact:</b>	Geraldine Gardner	<b>Phone Number:</b>	704-348-2703			
		<b>Email:</b>	<a href="mailto:ggardner@centralina.org">ggardner@centralina.org</a>			
<b>Submitting Department:</b>	<b>Government Affairs &amp; Member Engagement</b>	<b>Department Head Approval:</b>	<b>Geraldine Gardner</b>			
<b>Description of Agenda Item:</b>						
<p>Leslie Mozingo, Strategics Consulting, will present an update on Centralina's federal relations activities, including a performance report on activities from November through December 2021.</p>						
<b>Background &amp; Basis of Recommendations:</b>						
<p>Since 2015, Centralina has contracted with Strategics Consulting for federal relations consulting services. The Executive Board has requested that Ms. Mozingo present performance metrics reports at each of its meetings.</p>						
<b>Requested Action / Recommendation:</b>						
<p>Motion to accept the Strategics Consulting performance report for November through December 2021.</p>						
<b>Time Sensitivity:</b> <i>(none or explain)</i>	None					
<b>Budget Impact:</b> <i>(none or explain)</i>	None					
<b>Attachments:</b> <i>(none or list)</i>	Goals and Activities for Strategics Consulting: November – December 2021 Report					

## **GOALS AND ACTIVITIES FOR STRATEGICS CONSULTING NOVEMBER – DECEMBER 2021 REPORT**

### **1. Build, maintain and enhance relationships with Members of Congress and the federal agencies**

- Prepared letters of support and advocated for letters and phone calls from the region’s congressional delegation in support of Centralina’s EDA Build Back Better Regional Challenge grant application.
- Communicated with Congresswoman Virginia Foxx’s office regarding provision allowing tax exclusion for paying employees’ student loans.
- Advocated for H.R. 5735, the ARP Flexibility bill.
- Communicated with the region’s congressional delegation and key contacts at U.S. DOT regarding Centralina’s CONNECT Beyond regional mobility plan.
- Updated congressional contact information.

### **2. Develop advocacy strategies around the approved Federal Action Plan on regional priorities and implement in coordination with Centralina’s management**

- Reported regularly on FY22 Appropriations and the Continuing Resolution, the Infrastructure Investment and Jobs Act (IIJA), the Build Back Better Act (a.k.a Budget Reconciliation package for social programs and climate action) and the timing for ARP Final Rule.
- Prepared a detailed analysis of the IIJA.
- Participated as a panelist on Centralina’s webinar covering a breakdown of the IIJA, one of the first in the nation to occur after Congress passed the legislation.
- Shared notices on webinars focused on individual programs created by IIJA, for example EV infrastructure and the Clean School Bus Program.
- Completed revisions to the Federal Action Plan (FAP) for 2022 (FY23).
- Presented on the revised FAP and more to the Executive Board at November 10 meeting.
- Wrote two Capital Corner entries to update membership on federal activity.
- Prepared 2022 Federal Relations Calendar outlook.
- Participated in regularly scheduled strategy calls with Centralina ED.

### **3. Provide information and support related to federal grant opportunities in coordination with Centralina staff**

- Provided Grants Alerts on the 5<sup>th</sup> and the 20<sup>th</sup>, as well as individual announcements on grants specifically related to Centralina’s priorities.
- Prepared “cheat sheet” on the five buckets of federal funding for 2022.
- Participated in Regional Managers meeting regarding federal grants for public safety.
- Updated the annual list of grants forecasted for local governments.

### **4. Respond to trouble shooting requests from members and Centralina on federal issues**

- No requests received.

*For more information, contact Leslie Mazingo at (202) 255-5760 or [leslie@strategics.consulting](mailto:leslie@strategics.consulting).*



# **CENTRALINA**

## **REGIONAL COUNCIL**

### **Item 6**





## **Board Agenda Item Cover Sheet**

<b>Board Meeting Date:</b>	January 12, 2022	<b>Agenda Item Type:</b>	<b>Consent:</b>		<b>Regular:</b>	X
<b>Submitting Person:</b>	Denise Strosser	<b>Presentation Time:</b>	10 minutes			
<b>Presenter at Meeting:</b>	Denise Strosser	<b>Phone Number:</b>	704-372-2416			
		<b>Email:</b>	<a href="mailto:dstrosser@centralina.org">dstrosser@centralina.org</a>			
<b>Alternate Contact:</b>	Geraldine Gardner	<b>Phone Number:</b>				
		<b>Email:</b>	<a href="mailto:ggardner@centralina.org">ggardner@centralina.org</a>			
<b>Submitting Department:</b>	Finance	<b>Department Head Approval:</b>	Denise Strosser			
<b>Description of Agenda Item:</b>						
<p>The Executive Board will review the placeholder annual operating and pass-through budget proposals for Fiscal Year 2023 prior to approval by the Board of Delegates at the annual meeting in February.</p>						
<b>Background &amp; Basis of Recommendations:</b>						
<p>To comply with the Charter Resolution, the budgets for Centralina 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 at the February 2022 meeting to comply with the Charter.</p> <p>The membership dues assessment has remained at \$0.24 per capita with a minimum assessment of \$750 per member since FY2014. To promote membership participation and relieve financial burden among our smaller communities, management recommends removing the \$750 minimum dues assessment and instead assess dues at actual population for all members. Of the current 59 members, this will relieve financial burden for 11 members and potentially encourage other smaller communities to join the council. With the recommendation to calculate member assessment on actual populations with no minimum assessment, revenue is projected to increase \$19,000 FY 2023 over FY 2022.</p>						
<b>Requested Action / Recommendation:</b>						
<p>Motion to recommend the proposed FY2023 operating and passthrough place holder budget ordinances in the amount of \$7,508,647 and \$15,460,000, respectfully and the membership dues assessment of \$0.24 per capital with removal of the minimum assessment of \$750 per member to be approved for consideration for adoption by the Board of Delegates.</p>						

<b>Time Sensitivity:</b> <i>(none or explain)</i>	As described above
<b>Budget Impact:</b> <i>(none or explain)</i>	As described above
<b>Attachments:</b> <i>(none or list)</i>	<ul style="list-style-type: none"><li>• FY23 Annual Operating Budget Ordinance</li><li>• FY23 Annual Pass-Through Budget Ordinance</li></ul>

**Fiscal Year 2022 - 2023 Proposed Annual Operating Budget Ordinance**

<b>ANTICIPATED REVENUES</b>	<b>FY21 Audited YE <u>Budget</u></b>	<b>FY21 Audited YE <u>Actuals</u></b>	<b>FY22 Adopted <u>Budget</u></b>	<b>FY22 Estimated CY <u>Budget</u></b>	<b>FY23 Placeholder <u>Budget</u></b>
<b>Program Revenues</b>					
Restricted Intergovernmental Revenue	4,853,820	4,128,901	3,525,000	4,462,830	5,699,605 (1)
Technical Assistance Projects	2,379,532	2,341,384	1,500,000	1,168,485	621,569 (2)
Other Program Revenue	903,440	703,852	750,000	686,579	257,473 (3)
Fund Balance Appropriated	-	-	-	307,479	- (4)
<b>Total Program Revenue</b>	<u>8,136,792</u>	<u>7,174,137</u>	<u>5,775,000</u>	<u>6,625,373</u>	<u>6,578,647</u>
<b>Other Revenues</b>					
Member Dues Support	898,000	897,901	890,000	910,000	929,000
Interest and Other Revenue	63,544	60,137	3,000	1,000	1,000
<b>Total Other Revenues</b>	<u>961,544</u>	<u>958,038</u>	<u>893,000</u>	<u>911,000</u>	<u>930,000</u>
<b>TOTAL ANTICIPATED REVENUES</b>	<u>9,098,336</u>	<u>8,132,175</u>	<u>6,668,000</u>	<u>7,536,373</u>	<u>7,508,647</u>
<b>EXPENSE APPROPRIATIONS</b>					
Member services, Board and committees	462,117	388,478	350,000	279,299	225,000
Management and Business Operations	1,849,303	1,462,239	1,900,000	2,034,047	1,935,000
Information Technology	235,650	179,739	160,000	166,220	165,000
Community and Economic Development Depart.	1,162,588	1,078,205	990,000	1,042,690	696,188 (1)
Planning Department	2,640,165	2,394,453	1,909,000	1,336,478	620,509 (2), (3)
Area Agency on Aging Department	3,735,054	3,145,663	2,300,000	3,347,102	4,656,950 (1), (3)
Workforce Development Department	1,096,350	951,294	950,000	950,447	830,000
Indirect Costs Representation	<u>(2,082,891)</u>	<u>(1,935,070)</u>	<u>(1,891,000)</u>	<u>(1,619,910)</u>	<u>(1,620,000)</u>
<b>TOTAL EXPENSE APPROPRIATIONS</b>	<u>9,098,336</u>	<u>7,665,001</u>	<u>6,668,000</u>	<u>7,536,373</u>	<u>7,508,647</u>
<b>Revenues over expenditures</b>	-	<u>467,174</u>	-	-	-

(1) Net increase is due to ARPA funds received by Aging department offset by decrease in CARES and Disaster Relief grants in CEDC.

(2) Net decrease due primarily to CONNECT Beyond project ending.

(3) Net decrease due to UNCA project life ending and other miscellaneous projects.

(4) Decrease due to relocation cost incurred in FY22, none are expected for FY23

**Fiscal Year 2022-2023 Placeholder Grant Pass Through Budgets Proposal**

<u>Program</u>	<u>FY21 Audited YE Budget</u>	<u>FY21 Audited YE Actuals</u>	<u>FY22 Adopted Budget</u>	<u>FY22 Current Authorization 11.30.2021</u>	<u>FY23 Placeholder Budget</u>
<b>Area Agency on Aging</b>					
HCC Block Grant	9,840,057	9,830,859	9,850,000	9,992,458	9,850,000
USDA Supplement	650,000	537,551	650,000	650,000	650,000 (1)
Title III-B Legal	157,361	91,531	85,000	88,405	85,000
Family Caregiver	541,020	505,483	520,000	555,020	520,000
Disease Prevention/Health Promotion	35,685	29,415	40,000	55,000	40,000
State Senior Center General Purpose	119,834	117,716	120,000	119,835	120,000
Heat Fan Relief	15,000	14,417	15,000	14,363	15,000
Families First	633,440	112,939	-	56,058	-
CARES HCC Block Grant	50,000	-	250,000	1,264,229	250,000
Supplemental Nutrition				763,729	
	<u>12,042,397</u>	<u>11,239,911</u>	<u>11,530,000</u>	<u>13,559,097</u>	<u>11,280,000</u>
<i>(1) Program does not have a lump sum authorization currently. It is authorized at .75 per meal. Current Authorization is an estimate.</i>					
<b>Workforce Development</b>					
WIOA - XX-4010 Administrative Cost Pool			50,000	110,900	450,000
WIOA XX-4020 Adult Services	95,661	27,695	1,097,000	1,194,675	1,275,000
WIOA XX-4030 Dislocated Worker			955,000	992,209	950,000
WIOA XX-4040 Youth Services	1,979,787	1,858,281	995,000	1,172,304	1,250,000
WIOA XX-4050 Youth Imitative			-	83,469	65,000
WIOA XX-4050 Finish Line Grant	194,593	190,351	20,000	112,891	105,000
WIOA XX- XXXX Infrastructure Cost			85,000	96,108	85,000
WIOA NC Works Innovation Fund	1,157,885	973,231	-	182,425	
NDWG COVID 2X-3130			80,000	250,322	
	<u>3,427,926</u>	<u>3,049,558</u>	<u>3,282,000</u>	<u>4,195,303</u>	<u>4,180,000</u>
<b>Total Grant</b>	<u>15,470,323</u>	<u>14,289,469</u>	<u>14,812,000</u>	<u>17,754,400</u>	<u>15,460,000</u>



# **CENTRALINA**

## **REGIONAL COUNCIL**

### **Item 7**

### Board Agenda Item Cover Sheet

<b>Board Meeting Date:</b>	January 12, 2022	<b>Agenda Item Type:</b>	<b>Consent:</b>		<b>Regular:</b>	X
<b>Submitting Person:</b>	Connor Choka	<b>Presentation Time:</b>	20 minutes			
<b>Presenter at Meeting:</b>	Christina Danis	<b>Phone Number:</b>	704-688-6502			
		<b>Email:</b>	<a href="mailto:cdanis@centralina.org">cdanis@centralina.org</a>			
<b>Alternate Contact:</b>	Connor Choka	<b>Phone Number:</b>	704-348-2723			
		<b>Email:</b>	<a href="mailto:cchoka@centralina.org">cchoka@centralina.org</a>			
<b>Submitting Department:</b>	<b>Community &amp; Economic Development</b>	<b>Department Head Approval:</b>				
<b>Description of Agenda Item:</b>						
<p>The Regional Resilience Collaborative (RRC) will present an update on the project, review the project deliverables and provide a demonstration of the GIS Equity and Resilience tool. Next steps for the RRC program membership and funding opportunities will be discussed.</p>						
<b>Background &amp; Basis of Recommendations:</b>						
<p>Final RRC project deliverable in accordance with Economic Development Administration (EDA) Disaster Coordinator Grant scope of work and IEM contract.</p>						
<b>Requested Action / Recommendation:</b>						
<p>Receive as information.</p>						
<b>Time Sensitivity:</b> <i>(none or explain)</i>	EDA Disaster Coordinator Grant closes in March 2022.					
<b>Budget Impact:</b> <i>(none or explain)</i>	Additional budget to maintain RRC program anticipated to include EDA Planning Grant, NC Disaster Resiliency Grant\ Funds to COGS and FEMA.					
<b>Attachments:</b> <i>(none or list)</i>	None					



# **CENTRALINA**

## **REGIONAL COUNCIL**

### **Item 8**

## Board Agenda Item Cover Sheet

<b>Board Meeting Date:</b>	January 12, 2022	<b>Agenda Item Type:</b>	<b>Consent:</b>		<b>Regular:</b>	X
<b>Submitting Person:</b>	Geraldine Gardner	<b>Presentation Time:</b>	15 minutes			
<b>Presenter at Meeting:</b>	Geraldine Gardner	<b>Phone Number:</b>	704-351-7130			
		<b>Email:</b>	<a href="mailto:ggardner@centralina.org">ggardner@centralina.org</a>			
<b>Alternate Contact:</b>		<b>Phone Number:</b>				
		<b>Email:</b>				
<b>Submitting Department:</b>	Admin/Executive	<b>Department Head Approval:</b>				
<b>Description of Agenda Item:</b>						
The Executive Board will receive an update on the Regional Dialogues Series engagement, discuss findings and receive information on the Centralina Strategic Planning process.						
<b>Background &amp; Basis of Recommendations:</b>						
Throughout the fall, Centralina led a Regional Dialogues Series that included a survey and focus groups to understand issues of regional importance. We engaged over 300 stakeholders through the process and have presented the initial feedback to the Board subcommittee on December 15 <sup>th</sup> . The Board will receive a briefing on the key findings and implications for the forthcoming strategic planning process.						
<b>Requested Action / Recommendation:</b>						
Receive as information and provide feedback.						
<b>Time Sensitivity:</b> <i>(none or explain)</i>	None.					
<b>Budget Impact:</b> <i>(none or explain)</i>	None.					
<b>Attachments:</b> <i>(none or list)</i>	None.					





# **CENTRALINA**

## **REGIONAL COUNCIL**

### **Item 9**

### Board Agenda Item Cover Sheet

<b>Board Meeting Date:</b>	January 12, 2022	<b>Agenda Item Type:</b>	<b>Consent:</b>		<b>Regular:</b>	X
<b>Submitting Person:</b>	Kelly Weston	<b>Presentation Time:</b>	10 minutes			
<b>Presenter at Meeting:</b>	Kelly Weston	<b>Phone Number:</b>	704-348-2728			
		<b>Email:</b>	<a href="mailto:kweston@centralina.org">kweston@centralina.org</a>			
<b>Alternate Contact:</b>	Geraldine Gardner	<b>Phone Number:</b>	704-348-2703			
		<b>Email:</b>	<a href="mailto:ggardner@centralina.org">ggardner@centralina.org</a>			
<b>Submitting Department:</b>	<b>Government Affairs &amp; Member Engagement</b>	<b>Department Head Approval:</b>	<b>Geraldine Gardner</b>			
<b>Description of Agenda Item:</b>						
Staff will present plans for this year's Delegate orientation.						
<b>Background &amp; Basis of Recommendations:</b>						
<p>Each year at the Board of Delegates annual meeting, Centralina conducts a session that serves as an orientation for new Delegates and a refresher for returning Delegates. Content covered during the session typically includes an organizational overview and a discussion of Board and Delegate roles and responsibilities.</p> <p>To allow for more time to address the key business items the Board of Delegates must consider at the annual meeting as required by the Centralina bylaws, staff is exploring alternatives to the traditional orientation format. Staff will present proposed options and seek the Executive Board's feedback to help guide the orientation planning process.</p>						
<b>Requested Action / Recommendation:</b>						
Receive as information and provide feedback.						
<b>Time Sensitivity:</b> <i>(none or explain)</i>	The Board of Delegates annual meeting will be held on February 9, 2022.					
<b>Budget Impact:</b> <i>(none or explain)</i>	None					
<b>Attachments:</b> <i>(none or list)</i>	None					



# **CENTRALINA**

## **REGIONAL COUNCIL**

### **Item 10**



## Board Agenda Item Cover Sheet

<b>Board Meeting Date:</b>	January 12, 2022	<b>Agenda Item Type:</b>	<b>Consent:</b>		<b>Regular:</b>	X
<b>Submitting Person:</b>	Kelly Weston	<b>Presentation Time:</b>	5 minutes			
<b>Presenter at Meeting:</b>	Nominating Committee Members	<b>Phone Number:</b>	704-348-2728			
		<b>Email:</b>	<a href="mailto:kweston@centralina.org">kweston@centralina.org</a>			
<b>Alternate Contact:</b>	Geraldine Gardner	<b>Phone Number:</b>	704-348-2703			
		<b>Email:</b>	<a href="mailto:ggardner@centralina.org">ggardner@centralina.org</a>			
<b>Submitting Department:</b>	<b>Government Affairs &amp; Member Engagement</b>	<b>Department Head Approval:</b>	<b>Geraldine Gardner</b>			
<b>Description of Agenda Item:</b>						
The Nominating Committee will provide an update on its activities in advance of the February Board of Delegates meeting.						
<b>Background &amp; Basis of Recommendations:</b>						
<p>Article IX, Section B of the CCOG bylaws states:</p> <p><i>The Executive Board, prior to the Council meeting each year at which elections are to be held, shall appoint a Nominating Committee of three (3) delegates. At the Council's meeting each year at which the elections are to be held, and prior to the election of officers by the Council at that meeting, the Nominating Committee shall submit to the Council the names of proposed officers. Nominations from the floor may be made. The person receiving the highest number of votes cast for each office shall be deemed elected.</i></p>						
<b>Requested Action / Recommendation:</b>						
Receive as information.						
<b>Time Sensitivity:</b> <i>(none or explain)</i>	The Board of Delegates will vote on the proposed slate of officer nominees at the February 9, 2022 annual meeting.					
<b>Budget Impact:</b> <i>(none or explain)</i>	None					
<b>Attachments:</b> <i>(none or list)</i>	None					