



The Executive Board Agenda

Wednesday, November 14, 2018
 Centralina Council of Governments
 9815 David Taylor Drive, Suite 100
 Charlotte, NC 28262

Chairman Bill Feather will convene a meeting of the Centralina COG Executive Board at 6:30 p.m. on Wednesday, November 14, 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, November 12th 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 <i>Pages 4 - 20</i>	Uniform Guidance for Purchasing On June 20 th , OMB authorized a revision to the procurement policies and procedures. However, the revisions cannot be applied until and unless approved by the Executive Council. These requirements became effective for all local governments including Centralina July 1, 2018. The policies and procedures within this document apply to all our employees, officers and agents engaged in the selection, award, and administration of contracts. Action/Recommendation: <i>Approval by the Executive Board of the attached revised Procurement Policies and Procedures Policy as required by 2 C.F.R. § 200.318(c)(1).</i>	Marsha Sutton
Item 2 <i>Pages 22 - 29</i>	Approval of the September 12, 2018 Executive Board Meeting Minutes, October 10, 2018 Executive Board Special Meeting Minutes, and the November 1, 2018 Executive Board Special Meeting Minutes The minutes of the September 12, 2018 meeting, and the October 10, 2018 and November 1, 2018 special meetings have been distributed to all members of the Executive Board and should be approved if correct. Action/Recommendation: <i>I move to approve the September 12, 2018 Executive Board Meeting Minutes, October 10, 2018 Executive Board Special Meeting Minutes, and the November 1, 2018 Executive Board Special Meeting Minutes.</i>	Bill Feather
Regular Business Items:		
6:40 p.m. Item 3 30 minutes <i>Page 31</i>	FY2018 Audit Report Cherry Bekaert, LLP worked on the audit engagement for fiscal year ending June 30, 2018 to perform the financial audit and assist in the preparation of the financial statements as well as performed the single audit(s) for the fiscal year. Centralina staff worked diligently to prepare the financial statements and to provide all the necessary information and documentation. The firm's staff will make a presentation at the meeting and field any questions. Action/Recommendation: <i>Motion to approve and accept the audit as presented.</i>	Cherry Bekaert, LLP
7:10 p.m. Item 4 10 minutes <i>Page 33 - 35</i>	Federal Relations Update CCOG's federal relations consultant, Leslie Mazingo, will present an update on CCOG's federal relations efforts, including performance reports on activities from September through October 2018. Action/Recommendation: <i>I move that the Strategics Consulting performance report for September through October 2018 be accepted.</i>	Leslie Mazingo

The Executive Board Agenda

Time	Item	Presenter
7:20 p.m. Item 5 10 minutes Page 37 - 41	<p>Formation of Membership Committee The Board has directed staff to update the member retention plan including recruiting non-member communities and retaining existing members. The attached draft plan has been prepared as a beginning point for discussion and revisions. The plan reflects the principles that retaining existing members should be a priority and that recruiting new members will be supported by retention efforts.</p> <p>Action/Recommendation: <i>Motion to accept the Member Retention Plan as revised and appoint a Marketing Committee to support member marketing and member retention and recruitment.</i></p>	Jim Prosser
7:30 p.m. Item 6 5 minutes Page 43 - 44	<p>50th Anniversary Update The Executive Board will receive an update on the November 30, 2018 Region of Excellence Awards Luncheon.</p> <p>Action/Recommendation: <i>I move that the Executive Board members commit to registering for the Region of Excellence Awards luncheon and promoting the event to other elected officials and staff in their communities.</i></p>	Martha Sue Hall
7:35 p.m. Item 7 5 minutes Page 46	<p>Nominating Committee Forecast Each year, the Executive Board forms a three-member Nominating Committee to select a slate of officers to serve on the Executive Board. The Board of Delegates will hold elections for these officers at its February 13, 2019 annual meeting.</p> <p>Action/Recommendation: <i>Receive as information.</i></p>	Kelly Weston
7:40 p.m. Item 8 5 minutes	Recognition of Outgoing Executive Board Members	Bill Feather
7:45 p.m. 5 minutes	Comments from the Executive Board	Board Members
7:50 p.m. 5 minutes	Comments from the Chair	Bill Feather
7:55 p.m. 5 minutes	Comments from the Interim Executive Director	Jim Prosser
8:00 p.m.	Adjournment	Bill Feather

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Centralina Council of Governments

Item 1



Centralina Council of Governments

Board Agenda Item Cover Sheet

Board Meeting Date:	November 14, 2018	Agenda Item Type:	Consent:	X	Regular:	
Submitting Person:	Marsha Sutton	Presentation Time (est.):	N/A			
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 for the Executive Board is approval of the revised Procurement Policies and Procedures.						
Description of Agenda Item: <i>(same wording as on agenda summary)</i>						
Executive Committee Board approval of the revised Procurement Procedures with Federal Funds and Other Funding Sources:						
This action is necessary since the procurement policies and procedures which were adopted June 13, 2018 have been revised. On June 20 th , the Office of Management and Budget (OMB) released a statement with the following revisions:						
<ul style="list-style-type: none"> • Micropurchase threshold increased from \$3,500 to \$10,000, and; • Simplified acquisition threshold increased from \$150,000 to \$250,000. 						
In order to raise the limits as approved by the OMB office, we must obtain Executive Council approval first.						
The other significant changes to this policy are noted below:						
<ul style="list-style-type: none"> • Appendix A: added to policy – Centralina’s approved Bylaws regarding Approval of Contracts. In cases where the local policy is more restrictive, we must follow the local policy until and unless changed. This mainly comes into play where there are limits of \$200,000 in the local policy and \$250,000 in the Procurement Policy. • Appendix B: added to policy – These are Centralina Guidelines in order to give some guidelines for interpreting the policy. • Appendix C: added to policy – This is the Conflict of Interest and Gift Ban Policy adopted June 13, 2018. The requirements of this policy are included in the Procurement Policy in order for these requirements to be easily accessed during any procurement process. 						
Background & Basis of Recommendations:						
On June 20 th , OMB authorized a revision to the procurement policies and procedures. However, the revisions cannot be applied until and unless approved by the Executive Council. These requirements became effective for all local governments including Centralina July 1, 2018. The policies and procedures within this document apply to all our employees, officers and agents engaged in the selection, award, and administration of contracts.						
Action / Recommendation:						
Approval by the Executive Board of the attached revised Procurement Policies and Procedures Policy as required by 2 C.F.R. § 200.318(c)(1).						
Time Sensitivity (none or explain):	Policy must be approved by Executive Board before implementation.					



Budget Impact <i>(if applicable):</i>	This Procurement Policies and Procedures policy does not of itself have budget implications.
List of Attachments <i>(if any):</i>	Procurement Policies and Procedures Policy

CENTRALINA COUNCIL OF GOVERNMENTS PROCUREMENT POLICIES AND PROCEDURES FOR FEDERAL AND OTHER FUNDING SOURCES

I. Purpose

The purpose of this policy is to establish guidelines that meet or exceed the procurement requirements for the purchases of goods (apparatus, supplies, materials, and equipment), services, and construction or repair projects when any Centralina or federal funds are being used in whole or in part to pay for the cost of a contract. To the extent that other sections of procurement policies and procedures adopted by Centralina are more restrictive than those contained in this policy, local policies and procedures shall be followed. Please see Appendix A for local approval of contracts.

II. Policy

A. Application of Policy. This policy applies to contracts for purchases, services, and construction or repair work funded with any Centralina funds, particularly, federal financial assistance (direct or reimbursed). The requirements of this Policy also apply to any subrecipient of the funds.

All Centralina and federally funded projects, loans, grants, and sub-grants, whether funded in part or wholly, are subject to the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for federal awards (Uniform Guidance) codified at 2 C.F.R. Part 200 unless otherwise directed in writing by the federal agency or state pass-through agency that awarded the funds.

B. Compliance with Federal Law. All procurement activities involving the expenditure of Centralina and federal funds must be conducted in compliance with the Procurement Standards codified in 2 C.F.R. §200.317 through §200-326 unless otherwise directed in writing by the federal agency or state pass-through agency that awarded the funds. Centralina will follow all applicable local, state, and federal procurement requirements when expending all funds. Should Centralina have more stringent requirements, the most restrictive requirement shall apply so long as it is consistent with state and federal law.

C. Contract Award. All contracts shall be awarded only to the lowest responsive responsible bidder possessing the ability to perform successfully under the terms and conditions of the contract.

D. No Evasion. No contract may be divided to bring the cost under bid thresholds or to evade any requirements under this Policy or state and federal law.

E. Contract Requirements. All contracts paid for in whole or in part with Centralina or federal funds shall be in writing. The written contract must include or incorporate by reference the

provisions required under 2 C.F.R Section § 200.326 and as provided for under 2 C.F.R. Part 200, Appendix II.

- F. **Contractor's Conflict of Interest.** Designers, suppliers, and contractors that assist in the development or drafting of specifications, requirements, statements of work, invitation for bids or requests for proposals shall be excluded from competing for such requirements.
- G. **Approval and Modification.** The administrative procedures contained in the Policy are administrative and may be changed as necessary at the staff level to comply with state and federal law. However, any policy changes must be approved by the governing body prior to becoming effective.
- H. **Conflict of Interest and Gift Ban Policy.** Please find Appendix C, Conflict of Interest Policy. This policy is included as part of this Procurement Policies and Procedures and applies to all parties involved in any procurement on behalf of Centralina using Federal, State and Local funding.

III. General Procurement Standards and Procedures:

All contracts procured at Centralina shall be in accordance with the requirements of this Section of the Policy.

General Procurement Standards and Procedures:

- A. **Necessity.** Purchases *must be necessary* to perform the scope of work and must avoid acquisition of unnecessary or duplicative items (no stock-piling). Prior to any purchase a review for federal, state or local surplus property agency should be performed prior to buying *new* items when feasible and less expensive. Strategic sourcing should be considered with other departments and/or agencies who have similar needs to consolidate procurements and services to obtain better pricing.
- B. **Clear Specifications.** All solicitations must incorporate a clear and accurate description of the technical requirements for the materials, products, or services to be procured, and shall include all other requirements which bidders must fulfill and all other factors to be used in evaluating bids or proposals. Technical requirements must not contain features that restrict competition.
- C. **Notice of Federal Funding.** All bid solicitations must acknowledge the use of federal funding for the contract. In addition, all prospective bidders or offerors must acknowledge that funding is contingent upon compliance with all terms and conditions of the funding award.
- D. **Compliance by Contractors.** All solicitations shall inform prospective contractors that they must comply with all applicable federal laws, regulations, executive orders, and terms and conditions of the funding award.
- E. **Fixed Price.** Solicitations must state that the bidders shall submit bids on a fixed price basis and that the contract shall be awarded on this basis unless otherwise provided for in this

Policy. Cost plus percentage of cost contracts are *prohibited*. Time and materials contracts are prohibited *in most circumstances*. Time and Materials (Cost-Plus) contracts will not be used unless no other form of contract is suitable and the contract includes a “Not to Exceed” amount. A Time and materials contract shall not be awarded without the express written permission of the federal agency or state pass-through agency that awarded the funds.

- F. **Use of Brand Names.** When possible, performance or functional specifications are preferred to allow for more competition leaving the determination of how to reach the required result to the contractor. Brand names may be used only when it is impractical or uneconomical to write a clear and accurate description of the requirement(s). When a brand name is listed, it is used as reference only and “or equal” must be included in the description.
- G. **Lease versus Purchase.** Under certain circumstances, it may be necessary to perform an analysis of lease versus purchase alternatives to determine the most economical approach.
- H. **Dividing Contract for M/WBE Participation.** If economically feasible, procurements may be divided into smaller components to allow maximum participation of small and minority businesses and women business enterprises. The procurement cannot be divided to bring the cost under bid thresholds or to evade any requirements under this Policy.
- I. **Documentation.** Documentation must be maintained by Centralina detailing the history of all procurements. The documentation should include procurement method used, contract type, basis for contractor selection, price, sources solicited, public notices, cost analysis, bid documents, addenda, amendments, contractor’s responsiveness, notice of award, copies of notices to unsuccessful bidders or offerors, record of protests or disputes, bond documents, notice to proceed, purchase order, and contract. All documentation relating to the award of any contract must be made available to the granting agency upon request.
- J. **Cost Estimate.** For all procurements costing \$250,000 or more, Centralina shall develop an estimate of the cost of the procurement prior to soliciting bids. Cost estimates may be developed by reviewing prior contract costs, online review of similar products or services, or other means by which a good faith cost estimate may be obtained. Cost estimates for construction and repair contracts may be developed by the project designer.
- K. **Contract Requirements.** The Requesting Department must prepare a written contract incorporating the provisions referenced in Section II. C. “Contract Award” of this Policy.
- L. **Debarment.** No contract shall be awarded to a contractor included on the federally debarred bidder’s list.
- M. **Contractor Oversight.** The Requesting Department receiving the federal funding must maintain oversight of the contract to ensure that contractor is performing in accordance with the contract terms, conditions, and specifications.
- N. **Open Competition.** Solicitations shall be prepared in a way to be fair and provide open competition. Centralina shall not restrict competition by imposing unreasonable requirements on bidders, including but not limited to unnecessary supplier experience,

excessive or unnecessary bonding; specifying a brand name without allowing for “or equal” products, or other unnecessary requirement that have the effect of the restricting competition.

- O. **Geographic Preference.** No contract shall be awarded on the basis of a geographic preference.
- P. **Centralina Bylaws Addressing Approval of Contracts.** Please see Appendix A for approved Centralina Council of Governments Bylaws section that addresses Approval of Contracts. If the local policy regarding service contracts is more restrictive, the local policy should be followed.

IV. Specific Procurement Procedures

A. Service Contracts (except for A/E professional services) and **Purchase Contracts costing less than \$10,000** shall be procured using the Uniform Guidance “micro-purchase” procedure (2 C.F.R. §200.320(a)) as follows:

1. The contract may be awarded without soliciting pricing or bids if the price of the goods or services is considered to be fair and reasonable.
2. To the extent practicable, purchases must be distributed among qualified suppliers.
3. Please see Appendix B – Centralina Council of Governments Guidelines.

B. Service Contracts (except for A/E Professional Services) and **Purchase Contracts costing \$10,000 up to \$90,000** shall be procured using the Uniform Guidance “small-purchase” procedure (2 C.F.R. §200.320(b)) as follows:

1. Obtain price or rate quotes from an “adequate number” or qualified sources (a federal grantor agency might issue guidance interpreting “adequate number”, so the Requesting Department should review the terms and conditions of the grant award documents to confirm whether specific guidance has been issued).
2. Take affirmative steps to solicit price quotes from M/WBE vendors and suppliers as required under 2 C.F.R. §200.321.
3. Cost or price analysis is not required prior to soliciting bids.
4. Award the contract on a fixed-price basis (a not-to-exceed basis is permissible for service contracts where obtaining a fixed price is not feasible).
5. Award the contract to the lowest responsive, responsible bidder.

C. Service Contracts (except for A/E professional services) and **Purchase Contracts costing \$90,000 and above** shall be procured using a combination of the most restrictive requirements of the Uniform Guidance “Sealed Bid” procedure (2 C.F.R. §200.320(c)), state formal bidding procedures (G.S. 143-129) as follows:

1. Cost or price analysis is required prior to soliciting bids.
2. Complete specifications or purchase description must be made available to all bidders.
3. The bid must be formally advertised in a newspaper of general circulation for at least seven full days between the date of the advertisement and the date of the public bid opening. The advertisement must state the date, time, and location of the public bid

opening, indicate where specifications may be obtained, and reserve to the governing board the right to reject any or all bids only for “sound documented reasons.”

4. Take affirmative steps to solicit price quotes from M/WBE vendors and suppliers as required under 2 C.F.R. §200.321.
5. Open bids at the public bid opening on the date, time, and at the location noticed in the public advertisement. All bids must be submitted sealed. A minimum of 2 bids must be received in order to open all bids.
6. Award the contract to the lowest responsive, responsible bidder on a fixed-price basis. Governing board approval is required for purchase contracts unless the governing board has delegated award authority to an individual official or employee. Any and all bids may be rejected only for “sound documented reasons”.
7. Governing board approval is not required (per local policy, governing board has delegated award authority to Executive Director up to \$200,000, not \$250,000, which is more restrictive and must be followed.)

D. Service Contracts (except for A/E Professional Services) **costing \$250,000 and above** may be procured using the Uniform Guidance “competitive proposal” procedure (2 C.F.R. § 200.320(d)) when the “sealed bid” procedure is not appropriate for the particular type of service being sought. Please see Appendix A (per local policy, governing board has set this policy at \$200,000, not \$250,000, which is more restrictive and must be followed.)

1. A Request for Proposals (RFP) must be publicly advertised. Formal advertisement in a newspaper is not required so long as the method of advertisement will solicit proposals from an “adequate number” of qualified firms.
2. Take affirmative steps to solicit price quotes from M/WBE vendors and suppliers as provided under 2 C.F.R. § 200.321.
3. Identify evaluation criteria and relative importance of each criteria (criteria weight) in the RFP.
4. Consider all responses must be considered to the maximum extent practical.
5. Must have a written method for conducting technical evaluations of proposals and selecting the winning firm.
6. Award the contract to the responsible firm with most advantageous proposal taking into account price and other factors identified in the RFP. Governing board approval is not required; however, please see below procedure because the local policy is more restrictive and must be followed.
7. Governing board approval is required per local policy for contracts using local funds of \$50,000 or more and for contracts using federal or state funds over \$200,000 or more.
8. Award the contract on a fixed-price or cost-reimbursement basis

E. Construction and repair contracts costing less than \$10,000 shall be procured using the Uniform Guidance “micro-purchase” procedure (2 C.F.R. § 200.320(a)) as follows:

1. The contract may be awarded without soliciting pricing or bids if the price of the goods or services is considered to be fair and reasonable.
2. To the extent practicable, contracts must be distributed among qualified suppliers.
3. Please see Appendix B – Centralina Council of Governments Guidelines.

F. Construction and repair contracts costing \$10,000 up to \$250,000 shall be procured using the Uniform Guidance “small purchase” procedure (2 C.F.R. § 200.320(b)) as follows:

1. Obtain price or rate quotes from an “adequate number” of qualified sources (a federal grantor agency might issue guidance interpreting “adequate number”, so the requesting department should review the terms and conditions of the grant award documents to confirm whether specific guidance has been issues).
2. Take affirmative steps to solicit price quotes from M/WBE vendors and suppliers as required under 2 C.F.R. § 200.321.
3. Cost or price analysis is not required prior to soliciting bids, although price estimates may be provided by the project designer.
4. Award Contract on a fixed-price or not to exceed basis
5. Award to lowest responsive, responsible bidder. Governing Board approval is not required.
6. Please see Appendix A (per local policy, governing board has set contract authorization requirement policies which are more restrictive and must be followed.)

G. Construction and repair contracts costing \$250,000 up to \$500,000 shall be procured using the Uniform Guidance “sealed bid” procedure (2 C.F.R. § 200.320(c)) as follows:

1. Cost or price analysis is required prior to soliciting bids (this cost estimate may be provided by the project designer).
2. Complete specifications must be made available to all bidders
3. Publicly advertise the bid solicitation for a period of time sufficient to give bidders notice of opportunity to submit bids (formal advertisement in a newspaper is not required so long as other means of advertising will provide sufficient notice of the opportunity to bid). The advertisement must state the date, time, and location of the public bid opening, and indicate where specifications may be obtained
4. Take affirmative steps to solicit price quotes from M/WBE vendors and suppliers as required under 2 C.F.R. § 200.321.
5. Open the bids at the public bid opening on the date, time, and at the location noticed in the public advertisement. All bids must be submitted sealed. A minimum of 2 bids must be received in order to open all bids.
6. A 5% Bid Bond is required of all bidders. Performance and payment bonds of 100% of the contract price is required of the winning bidder.
7. Award the contract on a firm-fixed price basis
8. Award the contract to lowest responsive, responsible bidder. Governing Board approval is not required. Any and all bids may be rejected only for “sound documented reasons.
9. Please see Appendix A (per local policy, governing board has set contract authorization requirement policies which are more restrictive and must be followed.)

H. Construction and repair contracts costing \$500,000 and above shall be procured using a combination of the most restrictive requirements of the Uniform Guidance “sealed bid” procedure (2 C.F.R. § 200.320(c) and state formal bidding procedures (G.S. 143-129) as follows:

1. Cost or price analysis is required prior to soliciting bids (this cost estimate may be provided by the project designer).

2. Complete specifications must be made available to all bidders
3. Formally advertise the bid in a newspaper of general circulation for at least seven full days between the date of the advertisement and the date of the public bid opening. Electronic-only advertising must be authorized by the governing board. The advertisement must state the date, time, and location of the public bid opening, indicate where specifications may be obtained, and reserve to the governing board the right to reject any or all bids only for “sound documented reasons.”
4. Take affirmative steps to solicit price quotes from M/WBE vendors and suppliers as required under 2 C.F.R. § 200.321.
5. Open the bids at the public bid opening on the date, time, and at the location noticed in the public advertisement. All bids must be submitted sealed and in paper form. A minimum of 3 bids must be received in order to open all bids.
6. A 5% Bid Bond is required of all bidders (a bid that does not include a bid bond cannot be counted toward the 3-bid minimum requirement). Performance and payment bonds of 100% of the contract price is required of the winning bidder.
7. Award the contract on a firm-fixed price basis
8. Award the contract to lowest responsive, responsible bidder. Governing Board approval is required and cannot be delegated. The governing board may reject all bids only for “sound documented reasons.”

I. Construction or repair contracts involving a building \$300,000 and above must comply with the following additional requirements under state law:

1. Formal HUB (historically underutilized business) participation required under G.S. 143-128.2, including local government outreach efforts and bidder good faith efforts shall apply.
2. Separate specifications shall be drawn for the HVAC, electrical, plumbing, and general construction work as required under G.S. 143-128(a).
3. The project shall be bid using a statutorily authorized bidding method (separate-prime, single-prime, or dual bidding) as required under G.S. 143-129(a1).

J. Contracts for Architectural and Engineering Services costing under \$250,000 shall be procured using the state “Mini-Brooks Act” requirements (G.S. 143-64.31)

Procedures are as follows:

1. Issue a Request for Qualifications (RFQ) to solicit qualifications from qualified firms (formal advertisement in a newspaper is not required). Price (other than unit cost) shall not be solicited in the RFQ.
2. Take affirmative steps to solicit price quotes from M/WBE vendors and suppliers as provided for under 2 C.F.R. § 200.321.
3. Evaluate the qualifications of respondents based on the evaluation criteria developed by the Requesting Department.
4. Rank respondents based on qualifications and select the best qualified firm. Price cannot be a factor in the evaluation. Preference may be given to in-state (but not local) firms.

5. Negotiate fair and reasonable compensation with the best qualified firm. If negotiations are not successfully, repeat negotiations with the second-best qualified firm.
6. Award the contract to best qualified firm with whom fair and reasonable compensation has been successfully negotiated. Governing board approval is not required.
7. Please see Appendix A (per local policy, governing board has set contract authorization requirement policies which are more restrictive and must be followed.)

K. Contracts for Architectural and Engineering Services costing \$250,000 or more shall be procured using the Uniform Guidance “**competitive proposal**” procedure (2 C.F.R. § 200.320(d)(5) as follows:

1. Publicly advertise a Request for Qualifications (RFQ) to solicit qualifications from qualified firms (formal advertisement in a newspaper is not required). Price (other than unit cost) shall not be solicited in the RFQ.
2. Take affirmative steps to solicit price quotes from M/WBE vendors and suppliers as provided for under 2 C.F.R. § 200.321.
3. Identify the evaluation criteria and relative importance of each criteria (the criteria weight) in the RFQ.
4. Proposals must be solicited from an “adequate number of qualified sources” (an individual federal grantor agency may issue guidance interpreting “adequate number”).
5. Must have a written method for conducting technical evaluations of proposals and selecting the best qualified firm.
6. Consider all responses to the publicized RFQ to the maximum extent practical.
7. Evaluate qualifications of respondents to rank respondents and select the most qualified firm. Preference may be given to in-state (but not local) firms provided that granting the preference leaves an appropriate number of qualified firms to compete for the contract given the nature and size of the project.
8. Price cannot be a factor in the initial selection of the most qualified firm.
9. Once the most qualified firm is selected, negotiate fair and reasonable compensation. If negotiations are not successful, repeat negotiations with the second-best qualified firm.
10. Award the contract to best qualified firm with whom fair and reasonable compensation has been successfully negotiated. Governing board approval is not required.
11. Please see Appendix A (per local policy, governing board has set contract authorization requirement policies which are more restrictive and must be followed.)

V. Exceptions

Non-competitive contracts are allowed **only** under the following conditions and with the written approval of the federal agency or state pass-through agency that awarded the federal funds:

- A. Sole Source.** A contract may be awarded without competitive bidding when the item is available from only one source. The Requesting Department shall document the justification for and lack

of available competition for the item. A sole source contract must be approved by the governing board.

- B. Public Exigency.** A contract may be awarded without competitive bidding when there is a public exigency. A public exigency exists when there is an imminent or actual threat to public health, safety, and welfare, and the need for the item will not permit the delay resulting from a competitive bidding.
- C. Inadequate Competition.** A contract may be awarded without competitive bidding when competition is determined to be inadequate after attempts to solicit bids from a number of sources as required under this Policy does not result in a qualified winning bidder.
- D. Federal Contract.** A contract may be awarded without competitive bidding when the purchase is made from a federal contract available on the U.S. General Services Administration schedules of contracts.
- E. Awarding Agency Approval.** A contract may be awarded without competitive bidding with the express written authorization of the federal agency or state pass-through agency that awarded the federal funds so long as awarding the contract without competition is consistent with state law.

**CENTRALINA COUNCIL OF GOVERNMENTS
PROCUREMENT POLICIES AND PROCEDURES
FOR FEDERAL AND OTHER FUNDING SOURCES
APPENDIX A - CENTRALINA BYLAWS ADDRESSING APPROVAL OF CONTRACTS
AMENDED FEBRUARY 11, 2015**

Article IV: CONTRACTS, EXPENDITURE OF FUNDS, EXECUTION OF DOCUMENTS

A. Approval of Contracts:

1. Except as otherwise provided in these Bylaws, all contracts, agreements or other instruments which (a) require the performance of staff services or the expenditure of the Council's general operating revenue obtained through member assessment and are in an amount or value of more than \$50,000 or (b) relate to the use of federal, state, and/or local funds in an amount or value of more than \$200,000, shall first be submitted to and approved by the Executive Board of the Council. All such contracts shall be consistent with the resolution of the Executive Board and the Council's adopted budget.

2. The Executive Director, or in his absence the Chair of the Council, shall be authorized to approve and contract for (a) the expenditure of general operating revenue in the amount or value of \$50,000 or less, (b) the expenditures of federal, state and/or local funds of \$200,000 or less. Provided in either case such contracts shall be consistent with the budget as adopted or as amended.

3. The Executive Director is authorized to approve and contract for services to be provided to member governments at cost, regardless of amount or value, provided the service agreement entered into by the Executive Director is reported to the Executive Board at its next meeting.

4. Except as specifically set forth in these Bylaws to the contrary, no member, officer, or employee of the Council shall have the authority to bind or obligate the Council with respect to any matter whatever or to expend any funds of the Council without the specific approval and authority of the Council.

5. The Council shall establish a written set of policies and procedures governing approvals that shall be required prior to execution of any contracts, agreements, or other instruments to which the Council is a party. Such policies and procedures shall be consistent with, and subordinate to, state law and these Bylaws, and shall, at a minimum, define the criteria for determining in which cases the Council's attorney's approval as to form is required.

6. Any and all contracts or other instruments to which the Council is a party shall be executed in the name of the Council by the Executive Director, Assistant Director, the Chair, or the Vice Chair, or upon designation by the Executive Director, other directors reporting to the Executive Director, including without limitation the Chief Finance Officer, Grants Development Director or division directors (including Aging Services, Community & Economic Development, Planning, and Workforce divisions).

**CENTRALINA COUNCIL OF GOVERNMENTS
PROCUREMENT POLICIES AND PROCEDURES
FOR FEDERAL AND OTHER FUNDING SOURCES
APPENDIX B – CENTRALINA COUNCIL OF GOVERNMENTS GUIDELINES**

These guidelines are to assist in determining what is considered “fair and reasonable” in conducting procurements at Centralina Council of Governments (CCOG). Most of CCOGs procurements will fall under the “micro-purchase” guidelines. These purchases do not require “soliciting pricing or bids”; however, there is a requirement that the pricing be “fair and reasonable” which normally means performing some sort of due diligence. It can be difficult sometimes to know what the market or a “reasonable person” would consider “fair and reasonable” pricing. Therefore, CCOG is establish the following guidelines to assist with this:

- Office supplies and request for small items should be forwarded to Vanessa Shelton. She then can research on-line and get the best pricing for CCOG. However, if you need to order highlighter, pens, pencils, etc., you may do so, and you don’t have to have three quotes. However, most people do look around and price out items to get the best price and the best vendor. If you do, please attach your research as a PDF/image in Accufund.
- For Hotel, Flights and car reservations, please forward your request to Vanessa, she can help with these and prepare some comparisons. Particularly with Flights and Cars we want to be sure we are getting the best prices. However, this does not mean you have to take the “red-eye”. What are the reasonable comparisons during the time you wish to travel. On cars, CCOG should not use the same vendor exclusively.
- If you are going to a conference and you want to stay in a room in the hotel where the conference is being held, that is normally fine; however, don’t stay in the penthouse. If you want to check around for prices, that is ok too.
- Items larger than small office supplies, for example computer, can change pricing drastically with types of computers, specials offered by vendors, the market, etc. What is “fair and reasonable” today may not be “fair and reasonable” tomorrow. This is where the due diligence portion of procurement comes in. Most people, the “reasonable person test” would look at different items prior to purchasing something and make sure they are getting (1) what they want and (2) the best price.
- As far as, a “reasonable person test”, one price is not an indicator of whether the price is “fair or reasonable”, two prices may in some cases be valid if the item being purchased is limited to or manufactured by a limited number of vendors, however, three prices has long been a common business practice for indicating whether a price is “fair and reasonable” or in line with other manufacturers.
- Amazon can be used as a “micro-market place”. You can go to Amazon and see a wide selection of vendors to help establish a base line for whether a price is “fair and reasonable”. You can PDF three or more of the items you wish to purchase and attach this to the requisition in Accufund.
- CCOG is not advocating you purchase everything or anything from Amazon; but, use it to assist you in establishing a “fair and reasonable” price if you need assistance. You also don’t have to purchase the items reflected if you find something better somewhere else.
- If you find price comparison in other places, please attach and use those.

- If you are traveling and need small items, you are not expected to run from place to place and price out purchases. Go to the nearest location and purchase what you need for small items such as batteries, raffle tickets, HDMI cord, pens and pencils. We need to be reasonable in our expectations for such items; but, please keep your receipts.
- For Catering, we look at CCOG as a whole, if CCOG is using multiple vendors and not always going to the same vendors, we are fine. For instance, there are not a lot of vendors catering breakfast, so it can be difficult to acquire different pricing. You simply need to do your best and frequent different vendors when you can.
- If you anticipate large expenses associated with CCOG conferences or other department conference, please be sure to attach your research to the requisitions for the event. It will be easier to attach as you go along then having to find the documents for the auditors during our annual audit. You don't have to use the lowest price vendor; but, you do need to have an explanation for why a higher price vendor was selected and this does happen. Your reason could be location, parking, amenities, catering, etc.
- If you are going to have large printing jobs or expensive advertising campaign, document your research.
- If you have a very expensive software system you purchase, please document why this vendor was selected or if they are the only people who produce this particular type of software.

Basically, the guidelines are set up to address all CCOG purchases. Is CCOG using different vendors? Are we being all inclusive in our use of vendor? Do we include M/WBE? Mostly are we spending Federal, State and local funds wisely and appropriately. Also, if you have an unusual purchase or extremely large purchase, please see us in Finance if you have concerns about following the Procurement Policies.

**CENTRALINA COUNCIL OF GOVERNMENTS
APPENDIX C - CONFLICT OF INTEREST AND GIFT BAN POLICY
FOR FEDERAL AND OTHER FUNDING SOURCES**

I. Purpose

The purpose of this policy is to revise the established conflicts of interest guidelines and add a gift ban policy that meets or exceeds the requirements under state law and local policy when procuring goods (apparatus, supplies, materials, and equipment), services, and construction or repair projects paid for in part or whole by federal as required under 2 C.F.R. § 200.318(c)(1) and other funding sources to follow best procurement practices.

II. Policy

This policy applies when procuring goods (apparatus, supplies, materials, and equipment), services, and construction or repair projects funded in part or whole with federal financial assistance (direct or reimbursed) as well as other funding sources. This policy also applies to any CCOG subrecipient of the funds.

The employee responsible for managing the federal financial assistance award or other contracted projects shall review the notice of award or contract to identify any additional conflicts of interest prohibitions or requirements associated with the award or contract, and shall notify all employees, officers, and agents, including subrecipients, of the requirements of this policy and any additional prohibitions or requirements.

A. Conflicts of Interest. In addition to the prohibition against self-benefiting from a public contract under G.S. 14-234, no officer, employee, or agent of Centralina Council of Governments or its component units may participate in the selection, award, or administration of a contract supported by a federal award or other contract if he or she has a real or apparent conflict of interest. A real or apparent conflict exists when any of the following parties has a financial or other interest in or receives a tangible personal benefit from a firm considered for award of a contract:

1. the employee, officer, or agent,
2. any member of his or her immediate family,
3. his or her partner, or
4. an organization which employs or is about to employ any of these parties.

Any officer, employee, or agent with an actual, apparent, or potential conflict of interest as defined in this policy shall report the conflict to his or her immediate supervisor. Any such conflict shall be disclosed in writing to the federal award agency, pass-through entity, or party to the contract in accordance with applicable Federal awarding agency policy or contract requirements.

B. Gifts. In addition to the prohibition against accepting gifts and favors from vendors and contractors under G.S. 133-32, officers, employees, and agents of Centralina Council of Governments or its component units are prohibited from accepting or soliciting gifts, gratuities, favors, or anything of monetary value from contractors, suppliers, or parties to subcontracts. Items of nominal value such as promotional items, honorariums for participation in meetings, and meals furnished at banquets may be accepted. Any officer, employee or agent who knowingly accepts an item of nominal value shall report the item to his or her immediate supervisor.

III. Violation

Employees violating this policy will be subject to discipline up to and including termination. Contractors violating this policy will result in termination of the contract and may not be eligible for future contract awards.



Centralina Council of Governments

Item 2



**Executive Board Minutes
September 12, 2018**

Officers Present	Delegates Present	Delegates Not Present	Centralina Staff
Bill Feather, Chair Bobby Compton, Vice Chair <i>Via phone</i> Jarvis Woodburn, Secretary	Brent Moser Nick Walsh <i>Via phone</i> Trevor Fuller Martha Sue Hall Michael Johnson William Morgan	Frank Aikmus John Crump Larken Egleston Gene Houpe Bill Lawhon, Treasurer Jay McCosh Autumn Michael Martin Oakes Lynn Shue Tim Smith Ronnie Worley	Emily Hickok Debi Lee Michelle Nance Jim Prosser Angel Stoy Marsha Sutton Jason Wager Kelly Weston Venecia White <i>Guests</i> Leslie Mozingo

Call to Order

Chairman Bill Feather, Town of Granite Quarry, called the meeting to order. He noted 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 adopt the agenda as presented. Commissioner Nick Walsh, Town of Huntersville, seconded the motion and it carried unanimously.

Consent Items

1. Approval of the June 13, 2018 Executive Board Meeting Minutes and the June 27, 2018 Executive Board Special Meeting Minutes

Vice Chair Bobby Compton, Town of Mooresville, made a motion to approve the Consent Agenda. Mayor Pro Tem Hall seconded the motion and it carried unanimously.

Regular Business Items

2. Catawba Wateree Water Management Group Presentation

Jim Prosser, Interim Executive Director, explained that CCOG has been approached to provide a water management presentation at an upcoming Board of Delegates meeting, but staff first wanted to get direction from the Executive Board on giving this presentation and what level of detail to include.

Jason Wager, Planning Program Supervisor – Sustainability, presented a background on water management activities. He noted that improved water quality was one of the top ten priorities that came out of the CONNECT Our Future project. Following the Board’s direction, staff identified regional challenges related to water, developed a framework for regional collaboration on water issues, and concluded that additional funding is needed for water activities. Some of the water-related challenges include aging infrastructure,

inter-basin transfers, and education and shared understanding. He explained that the Catawba-Wateree and the Yadkin-Pee Dee Water Management Groups (WMGs) cover the majority of the region. He requested the Board's feedback on options for providing input to both WMGs.

Vice Chair Compton suggested proceeding with the option of an engagement activity at the October Board of Delegates meeting, noting that there are several new Delegates and this activity will be an opportunity to inform them about CONNECT.

Mayor Pro Tem Brent Moser, Town of Wingate, agreed with holding an engagement activity at the October Delegates' meeting. He noted that Union County communities do not have a renewable water resource and receive water from both the Catawba and Pee Dee Rivers.

Chairman Feather also agreed with having a presentation at the Delegates' meeting in October.

Mayor Pro Tem Hall expressed concern about division over water issues.

Council Member Michael Johnson, City of Statesville, suggested that elected officials contact the state's Division of Water Quality regarding adopting a low-inflow protocol for the two river basins.

Mayor Pro Tem Hall and Council Member Johnson volunteered to help Mr. Wager shape the presentation to the Board of Delegates.

Introduction of New Marketing and Communications Manager

Chairman Feather welcomed Emily Hickok, Marketing and Communications Manager, to CCOG.

Ms. Hickok said that she is excited to be part of an organization that's having an impact on the region. She added that she is looking forward to telling the stories of the work that CCOG is doing in the region and the success stories of its member communities. She noted that she is working on the CCOG Conference, the organization's website, and the newsletter.

3. Federal Relations Update

Leslie Mozingo, Strategics Consulting, presented an overview of the Strategics Consulting performance reports for May through June and July through August. She noted that CCOG Delegates have been participating in August Advocacy meetings with Congressman Budd, and staff from the offices of Senators Tillis and Burr.

Commissioner Walsh reported that he attended a meeting with Senator Tillis' staff where they discussed regional transportation issues.

Vice Chair Compton reported that he and Council Member William Morgan, City of Statesville, attended a meeting with Congressman Budd where they discussed regional transit planning, mobility management, and the Regional Freight Mobility Plan.

Ms. Mozingo noted that she will be working with CCOG to help with coordination between local communities and federal disaster relief efforts.

Mayor Feather asked if the Executive Board members would like to continue receiving Ms. Mozingo's federal relations updates at each meeting.

By consensus, the Executive Board indicated that it would like to continue receiving the federal relations updates at every meeting.

4. CCOG Conference Update

Angel Stoy, Aging Specialist, presented the proposed budget for the 2019 CCOG Regional Conference. She noted that this budget is similar to the budget approved for previous Conferences. She also presented the proposed fee structure for the event. She noted that there is a \$20 cost for parking on UNC Charlotte's campus, the site of the event. The 2019 fee structure includes a \$10 increase over previous years' registration fees to cover part of the parking costs. CCOG will cover the remainder of these costs.

Vice Chair Compton made a motion to approve the proposed budget for the 2019 CCOG Regional Conference and the proposed registration fee structure as presented. Mayor Pro Tem Moser seconded the motion and it carried unanimously.

5. 50th Anniversary Update

Mr. Prosser presented an overview of two funding options for the November 30th Region of Excellence Awards Luncheon. He explained that under Option A, CCOG would spend approximately \$6,650 on the event, but would need to limit attendance to 100 guests. There are not enough funds in the budget to support attendance that exceeds 100. He noted that Option B includes charging an attendance fee to help reduce costs. He added that CCOG has invited Governor Cooper and Senator Burr to serve as keynote speakers at the event.

Mayor Pro Tem Hall expressed concern about charging for attendance to the luncheon since it will be a celebration, adding that she favors the funding option in which CCOG covers the full cost of the event. She also added that she anticipates more than 100 people will attend if Governor Cooper or Senator Burr attend. She noted that attendees are more likely to show up if they have paid to attend, however.

Council Member Johnson made a motion directing staff to proceed with Option A for funding the luncheon. Vice Chair Compton seconded the motion and it carried unanimously.

6. Executive Board Transition Update

On behalf of the Selection Committee, Chairman Feather reported that 22 applications were received for the Executive Director position. The committee held a conference call on August 29th to discuss the applications and select candidates to receive assessments by clinical psychologist Lisa Sorensen. The committee will review these assessments with Ms. Sorensen during a call scheduled for September 17th and select candidates to interview. The interviews will be scheduled for October 3rd and October 4th at the CCOG office. In addition to the Selection Committee, the CCOG directors and a staff panel will interview the candidates. The Selection Committee should have a recommended candidate identified by late October. It is proposed that the Executive Board hold a special meeting on Wednesday, November 1st to interview this candidate and vote on the Selection Committee's recommendation to extend an offer of employment to that individual.

7. Interim Executive Director Compensation

Vice Chair Compton reported that he, Treasurer Bill Lawhon, Stanly County, and Secretary Jarvis Woodburn, Anson County, participated in a conference call with Marsha Sutton, Finance Director, and Mr. Prosser to discuss Mr. Prosser's compensation as CCOG's Interim Executive Director. He noted that during the call, they reviewed budgeted resources available for the position, resources available for the Executive Director search process, resources available for the incoming Executive Director's compensation, and the importance of maintaining fiscal and budgetary integrity. The officers prepared the following recommendation for setting Mr. Prosser's compensation: (1) compensation will be retroactive to July 9, 2018; (2) compensation will be based on an annual salary of \$184,500 paid biweekly for hours worked (no

sick time, vacation, or holidays), with a maximum payment of 40 hours per week; (3) compensation will not include any benefits such as a car allowance, health/life insurance, or pension; and (4) to comply with the NC Public Employee Retirement System requirements, the maximum compensation will be \$75,000 and 1,000 hours in any calendar year. He noted that as of September 7th, Mr. Prosser has recorded 272 work hours.

Commissioner Walsh made a motion to approve the Interim Executive Director compensation as outlined. Mayor Pro Tem Moser seconded the motion and it carried unanimously.

Chairman Feather thanked Mr. Prosser for his work as Interim Executive Director.

Comments from the Executive Board

There were no comments from the Executive Board.

Comments from the Chair

Chairman Feather reminded the Executive Board members to save the date for the next Board of Delegates meeting, which will be held on Wednesday, October 10th in the Laureate Center at Kannapolis City Hall.

Comments from the Interim Executive Director

Mr. Prosser reported that some smaller communities have withdrawn from CCOG recently, largely as the result of a political decision made by their elected officials. He encouraged the Executive Board members to consider staying in touch with elected officials in those communities.

Chairman Feather added that he and Vice Chair Compton may want to visit communities that have not participated in the organization or may be considering withdrawing their membership.

Vice Chair Compton suggested meeting with these communities prior to their budget meetings.

Chairman Feather directed Kelly Weston, Clerk to the Board, to help coordinate these meetings and to provide a list of communities that may be at risk of withdrawing from the organization.

Mr. Prosser asked the Executive Board members to stay in touch with CCOG about how Hurricane Florence is affecting their communities. He added that staff will provide information and links to resources that can assist member governments with storm response and recovery efforts.

Adjournment

Vice Chair Compton made a motion to adjourn the meeting. Commissioner Walsh seconded the motion and it carried unanimously.

The meeting adjourned at 7:37 p.m.



**Executive Board Special Meeting
Executive Session General Account
October 10, 2018**

Officers Present	Delegates Present	Delegates Not Present	Centralina Staff
Bill Feather, Chair Bobby Compton, Vice Chair Bill Lawhon, Treasurer Jarvis Woodburn, Secretary	John Crump Larken Egleston Trevor Fuller Autumn Michael Lynn Shue <i>Via phone</i> Martha Sue Hall Michael Johnson Jay McCosh William Morgan	Frank Aikmus Gene Houpe Brent Moser Martin Oakes Tim Smith Nick Walsh Ronnie Worley	Jim Prosser Kelly Weston Venecia White

Call to Order

Chairman Bill Feather, Town of Granite Quarry, called the meeting to order. Kelly Weston, Clerk to the Board, 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 adopt the agenda as presented. The motion was seconded and carried unanimously.

Consent Items

1. Authorization of Agreement for Centralina Economic Development Commission Web-Based Communications and Marketing Platform

Council Member Larken Egleston, City of Charlotte, made a motion to approve the consent agenda. The motion was seconded.

In response to questions from Treasurer Bill Lawhon, Stanly County, and Council Member Egleston, Jim Prosser, Interim Executive Director noted that the vendor is located in Texas. He added that he will follow up on the number of other firms that bid on the contract.

The motion carried unanimously.

Executive Session

Treasurer Lawhon made a motion to enter Executive Session. Commissioner Trevor Fuller, Mecklenburg County, seconded the motion and it carried unanimously.

2. CCOG Executive Director Selection Committee Report

Chairman Feather presented the Selection Committee's report on the Executive Director search process.

A discussion among the Executive Board members ensued.

Council Member Egleston made a motion to exit closed session. Commissioner Lynn Shue, Cabarrus County, seconded the motion and it carried unanimously.

Open Session

Comments from the Group

There were no comments.

Adjournment

Vice Chair Compton made a motion to adjourn the meeting. Secretary Woodburn seconded the motion and it carried unanimously.

The meeting adjourned at 6:25 p.m.

Centralina Council of Governments complies with the Americans with Disabilities Act (ADA), which prohibits discrimination on the basis of disability. Centralina Council of Governments will make reasonable accommodations in all programs/services to enable participation by an individual with a disability who meets essential eligibility requirements. Centralina Council of Governments' 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, kweston@centralina.org or phone (704) 348-2728. Please allow 72 hours advance notice for preparation. Visit our website: www.centralina.org.



**Executive Board Special Meeting
Executive Session General Account
November 1, 2018**

Officers Present	Delegates Present	Delegates Not Present	Centralina Staff
Bill Feather, Chair Bill Lawhon, Treasurer Jarvis Woodburn, Secretary	John Crump Larken Egleston Trevor Fuller Martha Sue Hall Michael Johnson Jay McCosh William Morgan Martin Oakes Ronnie Worley <i>Via phone</i> Autumn Michael	Frank Aikmus Bobby Compton, Vice Chair Gene Houpe Brent Moser Tim Smith Lynn Shue Nick Walsh	Jim Prosser Venecia White <i>Guest</i> Geraldine Gardner

Call to Order

Chairman Bill Feather, Town of Granite Quarry, called the meeting to order.

Amendments to the Agenda

There were no amendments to the agenda.

A motion was made to adopt the agenda as presented. The motion was seconded and carried unanimously.

Executive Session Agenda

A motion was made to enter Executive Session to consider and discuss a personnel matter: Selection of the New CCOG Executive Director. The motion was seconded and carried unanimously.

1. CCOG Executive Director Selection Committee Report

Venecia White, Human Resources Officer, presented a summary report of the Selection Process.

On behalf of the Selection Committee, Commissioner Martin Oakes, Lincoln County, reported that the Committee recommends Geraldine Gardner for the Executive Director position.

Jim Prosser, Interim Executive Director, presented a summary of the employment contract terms.

A discussion among the Executive Board members ensued.

2. Executive Board Interview of Recommended Executive Director Candidate

The Executive Board conducted an interview of Ms. Gardner. At the end of the interview, she was excused from the meeting.

A motion was made to end Executive Session. The motion was seconded and carried unanimously.

Open Session

3. Approval of Employment of the New Executive Director

Council Member Larken Egleston, City of Charlotte, made a motion to approve as presented the transmittal of the offer of employment to the Selection Committee's recommended candidate, Geraldine Gardner, for the Executive Director position. Council Member Michael Johnson, City of Statesville, seconded the motion and it carried unanimously.

Ms. Gardner re-entered the meeting.

The Executive Board congratulated Ms. Gardner on her new position as Executive Director and welcomed her to CCOG.

Comments from the Group

Commissioner Oakes noted that he found the psychological assessment to be a valuable part of the selection process.

Commissioner Trevor Fuller, Mecklenburg County, thanked the Selection Committee members for their work.

Chairman Feather thanked Commissioner Oakes for leading the Selection Committee and Ms. White for facilitating the process, adding that the process was very smooth.

Mr. Prosser noted that CCOG can provide the same selection process in member communities.

Adjournment

With no further business to be discussed, Chairman Feather adjourned the meeting.

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Centralina Council of Governments

Item 3



Centralina Council of Governments

Board Agenda Item Cover Sheet

Board Meeting Date:	November 14, 2018	Agenda Item Type:	Consent:		Regular:	X
Submitting Person:	Marsha G. Sutton	Presentation Time (est.):	30 minutes			
Presenter at meeting:	Cherry Bekaert, LLP	Phone Number/Ext:				
		Email:				
Alternate Contact Person:	Marsha G. Sutton	Phone Number/Ext:	704-348-2716			
		Email:	msutton@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 Board members is an understanding of the financial position as of June 30, 2018 and resolution of any questions about financial activity for the period ending June 30, 2018.						
Description of Agenda Item:						
<p>Financial Statements and results of the financial audit for Fiscal Year Ending June 30, 2018:</p> <p>Cherry Bekaert, LLP worked on the audit engagement for fiscal year ending June 30, 2018 to perform the financial audit and assist in the preparation of the financial statements as well as performed the single audit(s) for the fiscal year. Centralina staff worked diligently to prepare the financial statements and to provide all the necessary information and documentation. Eddie Burke, the engagement partner, and staff will make a presentation at the meeting and field any questions.</p>						
Background & Basis of Recommendations:						
The Executive Director and Finance Director are asking the Board to make a motion to approve and accept the audit as presented.						
Action / Recommendation:						
Time Sensitivity (none or explain):						
Budget Impact (if applicable):	None					
List of Attachments (if any):	FY2017-2018 Financial Statements to be provided under separate cover.					



Centralina Council of Governments

Item 4



Board Agenda Item Cover Sheet

Board Meeting Date:	November 14, 2018	Agenda Item Type:	Consent:	Regular:	x
Submitting Person:	Kelly Weston	Presentation Time (est.):	10 minutes		
Presenter at meeting:	Leslie Mozingo	Phone Number/Ext:	(202) 255-576		
		Email:	leslie@strategics.consulting		
Alternate Contact Person:	Jim Prosser	Phone Number/Ext:	704-348-2703		
		Email:	jprosser@centralina.org		
Submitting Department:	Administration	Department Head Approval:	Jim Prosser		
Board Expectation: <i>(required action or responsibility expected from Board members)</i>					
The Executive Board will receive an update on CCOG's Federal Relations efforts, including a report from Strategics Consulting.					
Description of Agenda Item:					
CCOG's federal relations consultant, Leslie Mozingo, will present an update on CCOG's federal relations efforts, including a performance report on activities from September through October 2018.					
Background & Basis of Recommendations:					
Since 2015, the Executive Board 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.					
Action / Recommendation:					
<i>I move that the Strategics Consulting Performance Report for September – October 2018 be accepted.</i>					
Time Sensitivity (none or explain):	None.				
Budget Impact (if applicable):	None.				
List of Attachments (if any):	Strategics Performance Report: September – October 2018				

PERFORMANCE REPORT: SEPTEMBER – OCTOBER 2018

VALUE TO CCOG

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

- ✓ No requests received.

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

- Innovation Corridors
- Career Headlight
- Regional Freight
- ✓ Items discussed as part of local advocacy meetings with Members of Congress and congressional staff.

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

- ✓ Discussed appropriations report language during advocacy meetings with Members of Congress and congressional staff.

Alert CCOG to competitive grant funding opportunity announcements.

- ✓ Prepared Grants News and Grants Forecast and sent both October 4.
- ✓ Sent notice to CCOG director regarding CCOG member's FTA grant award.
- ✓ Notified CCOG director on webinar regarding Opportunity Zones and Brownfields Redevelopment.
- ✓ Provided notice to CCOG director on foundation grant for community playgrounds.
- ✓ Sent special alerts to CCOG director on USDA's Local Foods, Local Places Technical Assistance Grant and foundation grant opportunity for walkable communities.

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

- ✓ Sent notice to CCOG staff regarding legislation that would end electric vehicle tax credits.

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

- ✓ Initiated numerous emails and phone calls with CCOG's Congressional Delegation to schedule additional advocacy meetings; prepared talking points for CCOG Board Members and Delegates attending meetings; orchestrated conference calls to prepare attendees; prepared and sent electronic briefing materials to congressional offices in advance of meetings; attended meetings with Members of Congress and staff.
- ✓ Communicated with Senator Burr's office regarding 50th Anniversary celebration.
- ✓ Connected Congressman Alma Adams district director with CCOG's Area Agency on Aging experts to assist with coordinating information to the elderly on hurricane preparation and, if needed, recovery assistance.

Connect CCOG with key points of contact.

- ✓ Provided contacts with disaster recovery experts to assist in response to Hurricane Florence.

- ✓ Arranged for and attended meeting between CCOG management and Sen. Tillis' economic development director from the DC office while he was in NC.
- ✓ Prepared draft letters of invitation to, and communicated with, federal agencies regarding Region of Excellence / 50th Anniversary Luncheon.

Report quarterly to Executive Board.

- ✓ Reported to Executive Board during September 12 meeting.
- ✓ Prepared September-October Performance Report for presentation to Executive Board on November 14.

VALUE TO CCOG MEMBERS

Provide notice on competitive grant opportunities for local governments.

- ✓ Prepared Grants News and Grants Forecast and sent both October 4.
- ✓ Notified CCOG member on webinar regarding Opportunity Zones and Brownfields Redevelopment per previous discussion.
- ✓ Provided CCOG member notice on foundation grant for community playgrounds per previous discussion.
- ✓ Sent special alerts to CCOG members on foundation grant opportunity for walkable communities per previous discussions.
- ✓ Notified CCOG Mayor and Commissioner on details of HUD homeownership grant opportunity in response to request for research to meet specific funding need.

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

- ✓ Proposal for next level workshop on standby for approval.

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.

- ✓ Reviewed BUILD grant application submitted by local government CCOG member and participated in call with city manager to discuss feedback, strategy recommendations, and next steps.

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

- ✓ Prepared talking points for Board Members and Delegates attending advocacy meetings with Congresswoman Alma Adams and U.S. Senator Thom Tillis' regional representative.

ADDITIONAL WORK PERFORMED

- ✓ Participated in regular strategy calls with Executive Director and provided updates to timeline and deliverables.
- ✓ Attended Regional Managers Meeting on October 25 and gave Federal Relations update.
- ✓ Connected CCOG management and CCOG member on issues where the organization has particular expertise that is helpful to specific local needs.
- ✓ Provided CCOG staff with information related to hurricane disaster recovery efforts.
- ✓ Attended meeting on Regional Transit Engagement Series.

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



Centralina Council of Governments

Item 5



Centralina Council of Governments

Board Agenda Item Cover Sheet

Board Meeting Date:	November 14, 2018	Agenda Item Type:	Consent:	Regular:	X
Submitting Person:	Jim Prosser	Presentation Time (est.):	10 minutes		
Presenter at meeting:	Jim Prosser	Phone Number/Ext:	704-3483-2703		
		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:	Jim Prosser		

Board Expectation: *(required action or responsibility expected from Board members)*

1. Review and revise member retention plan.
2. Accept member retention plan with revisions provided by Executive Board.
3. Appoint Marketing Committee to work with staff to update marketing materials in support of member retention plan.

Description of Agenda Item:

During the past five years, the following communities have withdrawn from Centralina:

<u>County</u>	<u>Community</u>	<u>Dues at Time of Withdrawal</u>
Cabarrus	Town of Mount Pleasant	\$750.00
Gaston	City of High Shoals	\$750.00
Iredell	Town of Harmony	\$750.00
Rowan	Town of China Grove	\$855.00
Stanly	Town of New London	\$750.00
Union	Town of Indian Trail <i>(effective June 30, 2019)</i>	\$8,897.52
Union	Town of Unionville	\$1,422.96
Union	Village of Wesley Chapel <i>(effective June 30, 2019)</i>	\$2,005.20

Cabarrus County rejoined Centralina in 2017 increasing dues by \$20,000 (net of Senior Program Match). The Town of Harrisburg (dues of \$3,882) has indicated that it has included Centralina membership dues in its FY19 budget and has requested an invoice for the current fiscal year.

The net change in member dues as a result of changes in members (loss and gains) is \$7,700.

Centralina staff has met with withdrawing members to better understand the basis of decisions to leave Centralina. The most common reasons provided center around political and financial considerations. None have indicated dissatisfaction with services provided by Centralina.

In addition to federal and state legacy grant programs (Senior Services, Senior Ombudsmen, Workforce Development, Community and Economic Development), Centralina has also rapidly expanded consulting services to communities (Planning support, Personnel Assessment Centers, Pay and Classification Studies, Retreat/Goal Setting/Strategic facilitation, Financial Planning, Drug and Alcohol Testing, Code Enforcement, Healthy Community Planning, CDBG Program Management, Downtown Redevelopment Services).

The CONNECT Our Future Regional Growth Framework/Prosperity for Greater Charlotte has also introduced multiple connected initiatives including the Regional Freight Plan, Autonomous and Connected Vehicles,

Intelligent Transportation Systems, Traffic Incident Management, Regional Transit Plan, Centralina Career Headlight.

As a result, the services available to member communities has increased significantly and so have the regional strategies to support quality of life initiatives and economic and workforce development. Limited staff resources and funding limitations have restricted our ability to market services and benefits available to our members

The recent addition of a Marketing and Communications Manager has provided the opportunity to expand marketing efforts coordinated with member attraction and retention.

The role of Executive Board members is an important element for these efforts. Specifically, Board members can assist with the development of a retention plan, review and refinement of marketing and communication materials, and execution of plan elements including critical elected official-to-elected official meetings for non-member communities and inactive current members.

Background & Basis of Recommendations:

The Board has directed staff to update member the retention plan including recruiting non-member communities and retaining existing members. The attached draft plan has been prepared as a beginning point for discussion and revisions. The plan reflects the principles that retaining existing members should be a priority and that recruiting new members will be supported by retention efforts.

Action / Recommendation:

Motion to accept the Member Retention Plan as revised and appoint a Marketing Committee to support member marketing and member retention and recruitment.

Time Sensitivity (<i>none or explain</i>):	None.
Budget Impact (<i>if applicable</i>):	To be determined. Our primary effort will be to utilize existing resources to support marketing activities tied to this retention program. There is an obvious budget impact related to the outcome of retention program as described in this memo.
List of Attachments (<i>if any</i>):	<ul style="list-style-type: none"> • List of At-Risk Member Communities • List of Member Retention Activities

At-Risk Communities

County	Community	Risk Category	Delegate/Key Contacts	Notes
Anson	Ansonville	Inactive Delegate		No appointed Delegate
	Morven	Inactive Delegate	Theodore Carr	
	Wadesboro	Inactive Delegate	Bill Thacker, David Edwards	Active staff
Gaston	Cherryville	Inactive Delegate	H.L. Beam	
	Dallas	Inactive Delegate	Rick Coleman	
	Kings Mountain	Financial, Inactive Delegate	Rodney Gordon, Scott Neisler	Active in Mayors Group
	Lowell	Financial	Sandy Railey	
	Ranlo	Inactive Delegate	Effie Locklear	
	Stanley	Inactive Delegate		No appointed Delegate
Mecklenburg	Pineville	Inactive Delegate	Jack Edwards	
Rowan	Cleveland	Inactive Delegate	Danny Gabriel	
	East Spencer	Financial	Deloris High	
	Faith	Inactive Delegate	Matthew Lyerly	
	Landis	Inactive Delegate		No appointed Delegate
	Spencer	Inactive Delegate	Sylvia Chilcott, Terance Arrington	
Stanly	Locust	Intent to Withdraw	Mike Haigler, Cesar Correa	
	Oakboro	Inactive Delegate	Doug Burgess	
	Richfield	Inactive Delegate		No appointed Delegate
Union	Marvin	Inactive Delegate	Joe Pollino	
	Mineral Springs	Inactive Delegate	Peggy Neill	
	Waxhaw	Inactive Delegate	Brenda McMillon, Steve Maher, Greg Ferguson	
	Weddington	Inactive Delegate	Jeff Perryman, Elizabeth Callis, Janice Propst	

Risk Categories

- Financial: Outstanding dues or has expressed concern about cost of membership dues
- Inactive Delegate: Low level of Delegate participation and responsiveness to communications.
- Intent to Withdraw: Has informally or formally expressed an intent to withdraw membership.
- Political: Board resistance

Membership Retention Activities

Category	Opportunity	Timeframe	Target Audience	Current Efforts	Proposed New Efforts	Objective/Measure of Success	Executive Director's Role	Follow-Up	CCOG Staff Lead
Meetings & Events	Board of Delegate meetings	Quarterly – February, May, August, October	Delegates	<ul style="list-style-type: none"> Panel discussions Presentations from member communities Board engagement activities 	<ul style="list-style-type: none"> Continuation and expansion of current efforts 	<ul style="list-style-type: none"> Increased attendance at Board of Delegate meetings 	Provide input on meeting agenda		KW
	Board orientation	February	New and returning Delegates	<ul style="list-style-type: none"> Overview of CCOG services 	<ul style="list-style-type: none"> Redesign orientation format to encourage increased engagement 	<ul style="list-style-type: none"> Increased attendance at Board of Delegate meetings 	Orientation facilitator		KW
	Regional Conference of Mayors meetings	Quarterly	Regional Mayors	<ul style="list-style-type: none"> Presentations from member communities 	<ul style="list-style-type: none"> Continuation and expansion of current efforts 	<ul style="list-style-type: none"> Increased attendance at Mayors' meetings 	Meeting facilitator		EP
	Regional Managers' Group meetings	Bimonthly	Regional Managers	<ul style="list-style-type: none"> Presentations from member communities 	<ul style="list-style-type: none"> Continuation and expansion of current efforts 	<ul style="list-style-type: none"> Increased attendance at Managers' meetings 	Meeting facilitator		KW
	Meetings with Chair/Vice Chair/Executive Director	Periodic	Delegates from at-risk member communities	<ul style="list-style-type: none"> Phone calls/meetings with communities that have expressed intent to withdraw 	<ul style="list-style-type: none"> Meeting to understand member's needs and reason for lack of participation/interest in withdrawal 	<ul style="list-style-type: none"> Retention of at-risk member communities 	Attend meetings as needed		KW
	Member visits	On-going	Delegates, staff	<ul style="list-style-type: none"> Staff visits to local governments as part of project and program related work 	<ul style="list-style-type: none"> Informal elected-to-elected or staff-to-staff meetings 	<ul style="list-style-type: none"> Increased participation among Delegates, other elected officials, and staff in member communities 	Attend meetings as needed		KW
Communications & Marketing	Welcome email/phone call from Executive Director	Annually	New Delegates	<ul style="list-style-type: none"> Introduction and request to meet 	<ul style="list-style-type: none"> Continuation and expansion of current efforts 	<ul style="list-style-type: none"> Schedule meeting between new Delegate and Executive Director 	Send email/make phone call		KW

	Welcome packet	Annually	New Delegates	<ul style="list-style-type: none"> • CCOG marketing materials sent electronically, mailed, or presented at in-person meeting 	<ul style="list-style-type: none"> • Continuation and expansion of current efforts 	<ul style="list-style-type: none"> • Promote CCOG services 	Present packet at in-person meetings		EH
	Dues request letters	Annually - Spring	Member communities	<ul style="list-style-type: none"> • Description of CCOG services 	<ul style="list-style-type: none"> • Targeted description of services, projects in that community 	<ul style="list-style-type: none"> • Communicate value of CCOG services 	Draft/review and approve letter		KW
	Newsletter	Monthly	Member communities	<ul style="list-style-type: none"> • Articles on CCOG events and services relevant to members 	<ul style="list-style-type: none"> • Member spotlight • Best of the Region 	<ul style="list-style-type: none"> • Promote CCOG services and member communities 	Provide suggestions for content		EH
	Website	Ongoing	Member communities	<ul style="list-style-type: none"> • List of upcoming events 	<ul style="list-style-type: none"> • Member community spotlight • Best of the Region 	<ul style="list-style-type: none"> • Promote CCOG services and member communities 	Provide suggestions for content		EH
	Social Media	Ongoing	Member communities	<ul style="list-style-type: none"> • Info on upcoming events 	<ul style="list-style-type: none"> • Sharing/retweeting posts from member communities 	<ul style="list-style-type: none"> • Promote CCOG services and member communities • Increase social media following 	Provide suggestions for content		EH
Recognition	Member acknowledgement at start of fiscal year	Annually – July	Member communities	<ul style="list-style-type: none"> • None 	<ul style="list-style-type: none"> • Token of appreciation for membership 	<ul style="list-style-type: none"> • Communicate value of CCOG membership 	Sender of acknowledgement		KW



Centralina Council of Governments

Item 6



Board Agenda Item Cover Sheet

Board Meeting Date:	November 14, 2018	Agenda Item Type:	Consent:		Regular:	X
Submitting Person:	Kelly Weston	Presentation Time (est.):	10 minutes			
Presenter at meeting:	Martha Sue Hall	Phone Number/Ext:				
		Email:				
Alternate Contact Person:	Kelly Weston	Phone Number/Ext:	704-348-2728			
		Email:	kweston@centralina.org			
Submitting Department:	General Government	Department Head Approval:	Jim Prosser			
Board Expectation: (required action or responsibility expected from Board members)						
Receive an update on the CCOG 50 th anniversary.						
Description of Agenda Item:						
The Executive Board will receive an update on the November 30, 2018 Region of Excellence Awards Luncheon.						
Background & Basis of Recommendations:						
<p>2018 marks the 50th anniversary of the passage of federal legislation establishing Regional Councils of Government. As part of the year-long celebration, CCOG has highlighted one county in the region per month. Additionally, the Board of Delegates meetings featured guest speakers discussing CCOG history, the organization's work and the work of member communities. The celebration year will culminate with the Region of Excellence Awards luncheon on Friday, November 30th. These awards will recognize the achievements of local communities around the region.</p> <p>An Advisory Committee has been working with CCOG staff to provide direction on celebration activities. This committee is comprised of Mayor Pro Tem Martha Sue Hall, 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.</p>						
Action / Recommendation:						
<i>I move that the Executive Board members commit to registering for the Region of Excellence Awards luncheon and promoting the event to other elected officials and staff in their communities.</i>						
Time Sensitivity (none or explain):	Registration for the Region of Excellence Awards Luncheon closes on Monday, November 19 th .					
Budget Impact (if applicable):	None.					
List of Attachments (if any):	Region of Excellence Awards Flyer					



50th Anniversary

Region of Excellence Awards

Friday, November 30th, 2018, 11 a.m. – 2 p.m.

The Speedway Club at Charlotte Motor Speedway

Please join us for this special event as we celebrate our 50th anniversary and recognize the achievements of communities and individuals throughout the region. The awards will honor excellence in the following categories:

Aging in Action

Clean Cities

Controlling the Cost of Government

Growing the Economy

Improving Quality of Life

James D. Prosser Excellence in Government Leadership

To register, visit www.centralina.org/regionofexcellence by November 19th. For more information, contact Kelly Weston at kweston@centralina.org or 704-348-2728.

Centralina Council of Governments

www.Centralina.org



Centralina Council of Governments

Item 7



Board Agenda Item Cover Sheet

Board Meeting Date:	November 14, 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 a forecast on Nominating Committee formation for 2019.						
Description of Agenda Item:						
Each year, the Executive Board forms a three-member Nominating Committee to select a slate of officers to serve on the Executive Board. The Board of Delegates will hold elections for these officers at its February 13, 2019 annual meeting.						
Background & Basis of Recommendations:						
Article IX, Section B of the CCOG bylaws states:						
<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>						
The Nominating Committee will present 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 13, 2019.						
Action / Recommendation:						
Receive as information.						
Time Sensitivity (none or explain):	The Nominating Committee must be formed and select a slate of officers prior to the January 9, 2019 Executive Board meeting.					
Budget Impact (if applicable):	None.					
List of Attachments (if any):	None.					