



# The Executive Board Agenda

**Wednesday, April 11, 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, April 11, 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 1<sup>st</sup> floor of the Broadcom building**.

Time	Item	Presenter
<b>6:00 p.m.</b>	<b>Dinner</b> Please RSVP to Kelly Weston at <a href="mailto:kweston@centralina.org">kweston@centralina.org</a> or (704) 348-2728 by <b>12:00 p.m. on Monday, April 9<sup>th</sup></b> so that catering can be arranged.	Kelly Weston
<b>6:30 p.m.</b>	<b>Call to Order</b>	Bill Feather
	<b>Amendments to the Agenda</b> (if any)	Bill Feather
<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>		
<b>6:35 p.m.</b>	<b>FY2017-2018 Budget Amendment</b> A placeholder budget was adopted by the Board of Delegates on February 8, 2017 as required by CCOG Charter. This initial “placeholder” budget is developed prior to receiving information from various state and federal agencies. Amendment to the placeholder budget represents changes to reflect Federal and State grant allocations as of March 26, 2018 as well as contracts received and confirmed since the adoption of the budget. We will continue to update the budget as new allocations/funds are received from new business contracts or grants from state and federal agencies. The attached amendments are to replace the placeholder budget and previous amendments with current and up to date funding and expenditures. In general, this budget reflects an improving budget position compared to the same time last year.  <b>Action/Recommendation:</b> <i>Approval by the Executive Board of the attached budget amendments.</i>	Marsha Sutton
<b>Item 1</b> <i>Pages 4 - 6</i>		
<b>Item 2</b> <i>Pages 8 - 9</i>	<b>Deputy Finance Officers</b> The persons named in the attached document are appointed as deputy finance officers who can act on behalf of the Finance Director only in the event of her absence.  <b>Action/Recommendation:</b> <i>I move to approve the attached resolution appointing Deputy Finance Officers.</i>	Marsha Sutton
<b>Item 3</b> <i>Page 11</i>	<b>CCOG Personnel Manual Updates</b> This item is to inform Board Members about updates and revisions to CCOG’s Personnel Policy Manual. Revisions include clarifications to policy statements. CCOG’s attorney has reviewed the updates and revisions.  <b>Action/Recommendation:</b> <i>CCOG staff recommends that the Executive Board accept these changes to the Personnel Manual.</i>	Venecia White
<b>Item 4</b> <i>Pages 13 - 19</i>	<b>Approval of the January 10, 2018 Executive Board Meeting Minutes</b> The minutes of the January 10, 2018 meeting have been distributed to all members of the Executive Board and should be approved if correct.  <b>Action/Recommendation:</b> <i>I move to approve the January 10, 2018 Executive Board Meeting minutes.</i>	Bill Feather
<b>Item 5</b> <i>Pages 21 - 24</i>	<b>Approval of the March 14, 2018 Executive Board Meeting Minutes</b> The minutes of the March 14, 2018 meeting have been distributed to all members of the Executive Board and should be approved if correct.  <b>Action/Recommendation:</b> <i>I move to approve the March 14, 2018 Executive Board Meeting minutes.</i>	Bill Feather



# The Executive Board Agenda

*Wednesday, April 11, 2018  
Centralina Council of Governments  
9815 David Taylor Drive, Suite 100  
Charlotte, NC 28262*

Time	Item	Presenter
<b>Regular Business Items:</b>		
<b>6:40 p.m.</b> <b>Item 6</b> 15 minutes <i>Pages 26 - 28</i>	<b>Federal Relations Update</b> Leslie Mozingo will present an update on CCOG’s federal relations efforts, including a performance report for March and April from Strategics Consulting and a briefing on federal relations activities.  <b>Action/Recommendation:</b> <i>I move that the Executive Board accept the Strategics Consulting Performance Report for March – April 2018.</i>	Leslie Mozingo
<b>6:55 p.m.</b> <b>Item 7</b> 10 minutes <i>Pages 30 - 31</i>	<b>Merit-Based Salary Adjustment Forecast</b> The budget for the Fiscal Year Ending June 30, 2019 will be adjusted for a 2.5% merit adjustment included in department budgets. The budget will be balanced with this increase. It has been CCOG’s practice to receive separate authorization for implementation of the merit increase budget from the Executive Board.  <b>Action/Recommendation:</b> <i>Provide direction to staff regarding the provision of merit increases with a total pool of 2.5% of salaries based on employee evaluation results.</i>	Ron Smith
<b>7:05 p.m.</b> <b>Item 8</b> 10 minutes <i>Page 33</i>	<b>Pay and Classification Study Update</b> In Fiscal Year 2018 the COG has undertaken a Pay and Class Study to assess employee salaries for market competitiveness. The Executive Board will receive an update on the study’s findings.  <b>Action/Recommendation:</b> <i>Provide direction to staff regarding the provision of Pay and Class Study increases.</i>	Ron Smith
<b>7:15 p.m.</b> <b>Item 9</b> 5 minutes <i>Page 35</i>	<b>CCOG Conference Update</b> The Executive Board will receive a final pre-event report on registration, programming, and sponsorship commitments for the April 12, 2018 CCOG Regional Conference.  <b>Action/Recommendation:</b> <i>Receive as information.</i>	Kelly Weston
<b>7:20 p.m.</b> 5 minutes	<b>Comments from the Executive Board</b>	Board Members
<b>7:25 p.m.</b> 5 minutes	<b>Comments from the Chair</b>	Bill Feather
<b>7:30 p.m.</b> 10 minutes	<b>Comments from the Executive Director</b>	Ron Smith
<b>7:40 p.m.</b>	<b>Adjournment</b>	Bill Feather

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Centralina Council of Governments

## **Item 1**



## Board Agenda Item Cover Sheet

<b>Board Meeting Date:</b>	April 11, 2018	<b>Agenda Item Type:</b>	<b>Consent:</b>	X	<b>Regular:</b>	
<b>Submitting Person:</b>	Marsha Sutton	<b>Presentation Time (est.):</b>	5 minutes			
<b>Presenter at meeting:</b>	Marsha Sutton	<b>Phone Number/Ext:</b>	704-348-2716			
		<b>Email:</b>	<a href="mailto:msutton@centralina.org">msutton@centralina.org</a>			
<b>Alternate Contact Person:</b>	Ron Smith	<b>Phone Number/Ext:</b>	704-348-2703			
		<b>Email:</b>	<a href="mailto:rsmith@centralina.org">rsmith@centralina.org</a>			
<b>Submitting Department:</b>	<b>Finance</b>	<b>Department Head Approval:</b>				
<b>Board Expectation:</b> <i>(required action or responsibility expected from Board members)</i>						
The required action from the Board of Delegates members is approval of the budget amendments for the operating and grant budgets.						
<b>Description of Agenda Item:</b> <i>(same wording as on agenda summary)</i>						
As required by general statute, attached is an updated budget amendment for FY17-18 operating and grant budgets.						
<b>Background &amp; Basis of Recommendations:</b>						
A placeholder budget was adopted by the Board of Delegates on February 8, 2017 as required by CCOG Charter. This initial “placeholder” budget is developed prior to receiving information from various state and federal agencies. Amendment to the placeholder budget represents changes to reflect Federal and State grant allocations as of March 26, 2018 as well as contracts received and confirmed since the adoption of the budget. We will continue to update the budget as new allocations/funds are received from new business contracts or grants from state and federal agencies. The attached amendments are to replace the placeholder budget and previous amendments with current and up to date fundings and expenditures. In general, this budget reflects an improving budget position compared to the same time last year.						
<b>Action / Recommendation:</b>						
Approval by the Board of Delegates of the attached budget amendments.						
<b>Time Sensitivity</b> <i>(none or explain):</i>						
<b>Budget Impact</b> <i>(if applicable):</i>	As indicated on attachments.					
<b>List of Attachments</b> <i>(if any):</i>	Operating and Grants Budget Amendments					

Fiscal Year 2017 - 2018 Annual Operating Budget Amendment

ANTICIPATED REVENUES	FY2017-2018 Adopted Budget	2.7.2018 FY2017-2018 Budget As of 1.22.2018	3.14.2018 FY2017-2018 Budget As of 2.26.2018	4.11.2018 FY2017-2018 Budget As of 3.26.2018	
<b>Program Revenues</b>					
Restricted Intergovernmental Revenue	4,100,000	4,220,309	4,368,760	4,375,004	Workforce WIOA Maximize Carolina Program
Technical Assistance Projects	550,000	660,664	691,343	743,486	New Projects Stanley Co. RRRPO, Stanley Co. Zoning, CPTED, etc.
Contracts and fees	18,000	18,000	18,000	18,000	No Change
Other Program Revenue	632,000	602,209	624,188	647,988	ToP Facilitation Workshop, Crime Prevention Through Environ Design
Transfers In/(Out)	-	13,871	13,871	13,871	No Change
Fund Balance Appropriated	-	25,580	25,580	25,580	No Change
<b>Total Program Revenue</b>	<u>5,300,000</u>	<u>5,540,633</u>	<u>5,741,742</u>	<u>5,823,929</u>	
<b>Other Revenues</b>					
Member Dues Support	775,000	829,140	829,140	829,140	No Change
Interest and Other Revenue	146,000	278,708	280,528	293,528	Regional Manager, Aging UC Lead Support, CRTPO/GCLMPO
<b>Total Other Revenues</b>	<u>921,000</u>	<u>1,107,848</u>	<u>1,109,668</u>	<u>1,122,668</u>	
<b>TOTAL ANTICIPATED REVENUES</b>	<u>6,221,000</u>	<u>6,648,481</u>	<u>6,851,410</u>	<u>6,946,597</u>	
<b>EXPENSE APPROPRIATIONS</b>					
Board and Executive Committee	145,000	106,160	106,160	106,160	No Change
Management and Business Operations	1,775,000	1,911,450	1,913,270	1,915,270	Inc in Regional Managers Meetings
Information Technology Division	101,000	110,000	110,000	110,000	No Change
Community and Economic Development	770,000	819,480	839,659	868,159	Statesville Vance Hotel, Salisbury Empire Moved to CED
Planning Department	1,700,000	1,764,763	1,846,242	1,899,185	New Projects Stanley Co. RRRPO, Stanley Co. Zoning, CPTED, etc
Area Agency on Aging	2,600,000	2,877,442	2,940,361	2,945,861	Union Cnty Lead Agency Support HCCBG, etc.
Workforce Development	1,000,000	909,186	945,718	951,962	Workforce WIOA Maximize Carolina Program
Indirect Costs Representation	(1,870,000)	(1,850,000)	(1,850,000)	(1,850,000)	No Change
<b>TOTAL EXPENSE APPROPRIATIONS</b>	<u>6,221,000</u>	<u>6,648,481</u>	<u>6,851,410</u>	<u>6,946,597</u>	
	-	-	-	-	





Centralina Council of Governments

## **Item 2**



## Board Agenda Item Cover Sheet

<b>Board Meeting Date:</b>	April 11, 2018	<b>Agenda Item Type:</b>	<b>Consent:</b>	X	<b>Regular:</b>	
<b>Submitting Person:</b>	Marsha Sutton	<b>Presentation Time (est.):</b>	5 minutes			
<b>Presenter at meeting:</b>	Marsha Sutton	<b>Phone Number/Ext:</b>	704-348-2716			
		<b>Email:</b>	<a href="mailto:msutton@centralina.org">msutton@centralina.org</a>			
<b>Alternate Contact Person:</b>	Ron Smith	<b>Phone Number/Ext:</b>	704-348-2703			
		<b>Email:</b>	<a href="mailto:rsmith@centralina.org">rsmith@centralina.org</a>			
<b>Submitting Department:</b>	<b>Finance</b>	<b>Department Head Approval:</b>	<b>Marsha Sutton</b>			
<b>Board Expectation:</b> <i>(required action or responsibility expected from Board members)</i>						
The required action from the Executive Board members is approval of the deputy finance officers listed for appointment.						
<b>Description of Agenda Item:</b>						
The persons named in the attached document are appointed as deputy finance officers who can act on behalf of the Finance Director only in the event of her absence.						
<b>Background &amp; Basis of Recommendations:</b>						
In the event the Finance Director is out of the office for sickness, vacation or otherwise, the persons appointed on this document can only act on behalf of the Finance Director in these instances.						
<b>Action / Recommendation:</b>						
I move to recommend the action requested by the Executive Board regarding the appointment of Deputy Finance Officers.						
<b>Time Sensitivity</b> <i>(none or explain):</i>						
<b>Budget Impact</b> <i>(if applicable):</i>						
<b>List of Attachments</b> <i>(if any):</i>	Resoluton Appointing and Removing Deputy Finance Officers					





**RESOLUTION APPOINTING DEPUTY FINANCE OFFICERS**

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

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

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

**Linda Miller, Aging Director – Continuing Appointment**

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

**Denise Strosser, Senior Accountant – New Appointment** - This person is restricted to acting in this capacity **only in the event of an emergency and only when both persons noted above are also absent**. All items signed by this person are to be brought to the attention of the Finance Officer upon her return to work. These restrictions are in place for segregation of duties and internal control purposes since this person supervises the Accounts Payable, Accounts Receivable and Cash function as well as approves requisitions and purchase order.

**NOW, THEREFORE, BE IT RESOLVED THAT THE CENTRALINA COUNCIL OF GOVERNMENTS** hereby appoints these people as Deputy Finance Officer effective April 11, 2018.

Adopted this the 11<sup>th</sup> day of April 11, 2018.

BY:

\_\_\_\_\_  
Mayor Bill Feather  
CCOG Chair

ATTEST:

\_\_\_\_\_  
Kelly Weston  
Executive Assistant/Clerk to the Board



Centralina Council of Governments

### **Item 3**



## Board Agenda Item Cover Sheet

<b>Board Meeting Date:</b>	March 14, 2018	<b>Agenda Item Type:</b>	<b>Consent:</b> X <b>Regular:</b>
<b>Submitting Person:</b>	Venecia White	<b>Presentation Time (est.):</b>	N/A
<b>Presenter at meeting:</b>	N/A	<b>Phone Number/Ext:</b>	
		<b>Email:</b>	
<b>Alternate Contact Person:</b>	N/A	<b>Phone Number/Ext:</b>	
		<b>Email:</b>	
<b>Submitting Department:</b>	<b>Administration</b>	<b>Department Head Approval:</b>	<b>Ron Smith</b>
<b>Board Expectation:</b> <i>(required action or responsibility expected from Board members)</i>			
No Action Required.			
<b>Description of Agenda Item:</b>			
There is no action required but we wanted to inform Board Members about updates and revisions to CCOG's Personnel Policy Manual. Revisions include clarifications to policy statements.			
<b>Background &amp; Basis of Recommendations:</b>			
CCOG's Personnel Policy Manual is reviewed and revised periodically to ensure it stays current, relevant and understandable to COG employees. Policy updates and revisions have been reviewed by CCOG's Attorney.			
<b>Action / Recommendation:</b>			
CCOG Staff recommends that Board accept these changes to the Manual.			
<b>Time Sensitivity</b> <i>(none or explain):</i>	None		
<b>Budget Impact</b> <i>(if applicable):</i>	N/A		
<b>List of Attachments</b> <i>(if any):</i>	N/A		



Centralina Council of Governments

## **Item 4**



**Executive Board Minutes  
January 10, 2018**

Officers Present	Delegates Present	Delegates Not Present	Centralina Staff
Bill Feather, Vice Chair Jarvis Woodburn, Secretary	Bobby Compton Martha Sue Hall Bill Lawhon Jay McCosh Martin Oakes Thurman Ross Lynn Shue Ronnie Worley	Frank Aikmus Gene Houpe Michael Johnson Tim Smith	Vicki Bott Debi Lee Mike Manis Linda Miller Michelle Nance Jim Prosser Angel Stoy Kelly Weston Venecia White  <i>Guests</i> LaWana Mayfield Leslie Mozingo Ron Smith

**Call to Order**

Vice Chair Bill Feather, Town of Granite Quarry, called the meeting to order. He welcomed Centralina Economic Development Commission (CEDC) Chair LaWana Mayfield, City of Charlotte, to the meeting.

**Amendments to the Agenda**

Vice Chair Feather noted that staff added to the agenda Item 14, Executive Session to discuss an employee pension matter.

Mayor Pro Tem Martha Sue Hall, City of Albemarle, made a motion to approve the amended agenda. Secretary Jarvis Woodburn, Anson County, seconded the motion and it carried unanimously.

**Consent Items**

- 1. Appointment of Deputy Finance Officers**
- 2. Centralina Economic Development Commission Appointments**
- 3. Approval of the November 8, 2017 Executive Board Meeting Minutes and the November 29, 2017 Executive Board Special Meeting Minutes**

Commissioner Thurman Ross, Town of Cornelius, made a motion to approve the Consent Agenda. Commissioner Lynn Shue, Cabarrus County, seconded the motion and it carried unanimously.

**4. Federal Relations Update**

Leslie Mozingo, Strategics Consulting, reported that the annual grants forecast is now distributed with each quarterly grants update. She pointed out the Congressional calendar included in the Board packet and noted that local meetings between local elected officials and members of the Congressional delegation are having

a huge impact. She also added that she can provide talking points for Mayors attending the upcoming U.S. Conference of Mayors in Washington, DC.

Commissioner Lynn Shue, Cabarrus County, stated that he will be meeting with Representative Hudson and Senators Burr and Tillis.

Commissioner Ronnie Worley, Gaston County, noted that he will be meeting with Representative McHenry.

Vicki Bott, Grants Development Director, reviewed the federal relations plan for the next six months.

Ms. Mozingo also reported on the success of the appropriations language that would increase leverage to COGs in the competitive grants process, noting that the statewide COG association has made this language a priority.

Commissioner Worley made a motion that the reports from Strategics Consulting and the plans for continuing CCOG's federal relations work under the new Executive Director be accepted as presented. Secretary Woodburn seconded the motion and it carried unanimously.

## **5. FY 18-19 Preliminary Budget Report**

Jim Prosser, Executive Director, explained that a few years ago, the Board of Delegates made bylaws changes that allow for adopting a placeholder budget until funding information is received from the state.

Commissioner Oakes made a motion to raise the assessment rate to \$0.25. Mayor Pro Tem Hall seconded the motion.

In response to a question from Commissioner Oakes, Mr. Prosser noted that CCOG reduced the assessment rate from \$0.25 to \$0.24 a few years ago.

Mayor Pro Tem Hall indicated that she would prefer leaving the rate at \$0.24.

Commissioner Shue noted that the cost of membership was one reason Cabarrus County withdrew from the organization.

In response to Commissioner Lawhon's question, Mr. Prosser explained that membership dues account for 8-9% of CCOG revenues. He added that three years ago, the organization began asking Counties to pay for their Aging program match.

Mayor Pro Tem Hall made a motion to recommend to the Board of Delegates the Annual Operating Budget Ordinance in the amount of \$6,595,000. Commissioner Worley seconded the motion and it carried unanimously.

Mayor Pro Tem Hall made a motion to recommend to the Board of Delegates the Annual Pass Through Budget Ordinance in the amount of \$15,404,500 for the Fiscal Year 2018-2019. Commissioner Woodburn seconded the motion and it carried unanimously.

In response to a question from Commissioner Lawhon, Mr. Prosser explained that towns with a population under 3,200 pay a flat membership fee of \$750.00.

Mayor Pro Tem Hall requested information on the number of communities that pay the \$750.00 flat fee.

Commissioner Oakes amended his original motion and moved that the Board look at reducing the minimum membership assessment from \$750.00 to \$600.00. Mayor Pro Tem Hall seconded the motion and it passed on a vote of nine in favor and one opposed.

## **6. Carenect CST Update**

Linda Miller, Aging Director, explained that the National Association of Area Agencies on Aging (n4a) negotiated a partnership with Critical Signal Technologies (CST) for the Carenect Personal Emergency Response System. Under a contract with CST, CCOG will sign up clients for the service and will receive a monthly fee based on the number of users signed. She introduced Angel Stoy, Aging Specialist, who will be the project manager for the program. Ms. Miller noted that staff has worked with CCOG Attorney Bill McNair to follow up on concerns the Executive Board previously expressed about the service. She explained that the contract has changed so there's zero liability to CCOG. Also, Arthur J. Gallagher, CCOG's insurance provider, has given basic parameters to meet insurance requirements. Furthermore, CCOG staff will not be required to install the system equipment for clients.

In response to a question from Mayor Pro Tem Hall, Ms. Miller noted that the Region A Area Agency on Aging is working with the system, but has had trouble with the service operating in mountain areas.

In response to questions from Commissioner Lawhon, Ms. Miller noted that the company and its system have been vetted by n4a.

In response to a question from Council Member Mayfield, Mr. Prosser explained that staff has developed an exit strategy in which staff will identify another organization to take over CCOG's role should it decide to discontinue as an affiliate.

Commissioner Oakes made a motion that with all Executive Board and Legal Counsel questions satisfactorily addressed through the newly updated contract, the Executive Board supports the Executive Director in negotiating and executing a contract with CST for a license to market CST's Carenect equipment and services within the Centralina region. Mayor Pro Tem Hall seconded the motion and it carried unanimously.

## **7. Review of Elections and Caucuses Process**

Kelly Weston, Clerk to the Board, explained that the Board of Delegates will elect officers for Chair, Vice Chair, Secretary, and Treasurer at its February 7<sup>th</sup> Annual Meeting. The Nominating Committee will present the slate of nominees for each office and will open up the floor for additional nominations. The Board will then vote when the presiding officer calls for a motion on the nominations. The new officers will then be sworn in by the Clerk immediately following the election.

Ms. Weston also explained that per the CCOG bylaws, the Executive Board is comprised of the four officers, the Delegate from each County member government, the Delegate from the City of Charlotte, and one municipal Delegate from each County. The municipal members from each County caucus to elect their representative to the Executive Board with two exceptions. First, if there is only one municipal member within a County, the Delegate from that municipality is automatically a member of the Executive Board and a caucus is not necessary. Secondly, the Counties in which a municipal Delegate is among the slate of officer nominees will not need to caucus. A CCOG staff member will facilitate the process for each County that will hold a caucus. Once the process is complete, the presiding officer will announce the names of the Executive Board members elected during the caucuses.

## **8. Nominating Committee Report**

Secretary Woodburn noted that the Nominating Committee was comprised of Council Member Michael Johnson, Mayor Pro Tem Jay McCosh, and himself. He then presented the following slate of officer nominees:

Chair: Bill Feather, Town of Granite Quarry  
Vice Chair: Bobby Compton, Town of Mooresville  
Secretary: Jarvis Woodburn, Anson County  
Treasurer: Bill Lawhon, Stanly County

## **9. Executive Board At-Large Membership**

Mr. Prosser noted that the Executive Board previously discussed the issue of additional membership to increase regional diversity on the Board. He explained that he sought guidance from Vice Chair Feather in drafting the proposed bylaws change that would allow up to two additional Executive Board members.

Commissioner Oakes noted that the resolution indicates that the At-Large members do not necessarily need to be CCOG Delegates.

Mayor Pro Tem Hall stated that the At-Large members should be Delegates.

Commissioner Compton noted that the At-Large members should be individuals who are dedicated to CCOG and that tends to be Delegates.

Mayor Pro Tem McCosh suggested that the At-Large members should be from CCOG member communities.

Vice Chair Feather noted that the At-Large members should be selected after the Executive Board is determined at the annual Board of Delegates meeting.

Commissioner Oakes made a motion to recommend that the Board of Delegates approve a resolution to amend the Centralina Bylaws to permit appointment of up to two At-Large members by the Chair of the Executive Board with the advice and consent of the Executive Board. Commissioner Ross seconded the motion and it carried on a vote of nine in favor and one opposed.

## **10. CCOG Attorney Hiring Policy**

Mr. Prosser noted that CCOG has only had one attorney since the organization was formed. This item establishes a policy that appoints a corporate attorney with the advice of the Executive Board.

Commissioner Oakes made a motion to establish a policy that the appointment of the Centralina COG corporate attorney shall be subject to the advice and consent of the Executive Board. Commissioner Woodburn seconded the motion and it carried unanimously.

## **11. CCOG Conference Update**

Commissioner Oakes reported that Conference registration is now open and asked the Executive Board members to encourage their fellow elected officials and staff in their communities to register. Rip Rapson, CEO of the Kresge Foundation, will be the morning keynote speaker. Leslie Winner and John Hood, Co-Chairs of the North Carolina Leadership Forum, will be the luncheon keynote speakers and they will discuss leading an effort to get Democrats and Republicans to reach across the aisle. So far, the Conference has raised \$4,750 in sponsorship.

In response to Commissioner Lawhon's question, Mr. Prosser explained that the Conference is open to elected officials and local government staff.



In response to Vice Chair Feather's question, Mr. Prosser noted that marketing efforts will encourage businesses to attend as well.

Commissioner Oakes made a motion that the Executive Board commits to registering for the April 12, 2018 CCOG Regional Conference and encouraging the Board of Delegates, other elected officials, and local government staff to register for the event. Commissioner Ross seconded the motion and it carried unanimously.

### **12. 50<sup>th</sup> Anniversary Update**

Mayor Pro Tem Hall reported that the CCOG 50<sup>th</sup> anniversary celebration will kick off at the February 7<sup>th</sup> Board of Delegates meeting. Former Governor Jim Martin will be the guest speaker. She noted that having Governor Martin speak will set the stage for the rest of the Board of Delegates meetings throughout the year. CCOG will highlight each County per month between March through November, beginning with Anson County. The locations for the May, August, and October Board of Delegates meetings have not yet been determined, but will be venues around the region. Staff is considering hosting a big event as the culmination of the celebration year on November 30<sup>th</sup>. They will identify potential locations for the event which will be reasonable and cost-effective.

Commissioner Oakes suggested holding the August 8<sup>th</sup> Board of Delegates meeting at Beatty's Ford Park on Lake Norman.

### **13. Executive Director Transition Update**

Mr. Prosser reported that staff has developed a transition plan that identifies what the organization does and its systems. Each department is working on strategic plans. Staff has also started pre-scheduling activities on the new Executive Director's calendar.

Mayor Pro Tem Hall suggested adding to the calendar the February 27<sup>th</sup> meeting of the Stanly County municipalities.

Council Member Mayfield suggested adding to the calendar the quarterly Charlotte Delegation breakfast meeting.

### **14. Executive Session**

Commissioner Oakes made a motion to enter Executive Session to discuss a matter related to employee pensions pursuant to N.C.G.S. 143-318.11(a). Mayor Pro Tem Hall seconded the motion and it carried unanimously.

Present: Vice Chair Feather, Secretary Woodburn, Commissioners Compton, Lawhon, Oakes, Ross, Shue, Worley, Mayor Pro Tems Hall and McCosh, Jim Prosser, Kelly Weston, Venecia White, and Ron Smith.

Mr. Prosser presented a report on state legislation regarding contribution-based benefit caps.

The Executive Board members discussed the matter.

Commissioner Lawhon made a motion to end Executive Session and resume open session. Commissioner Worley seconded the motion and it carried unanimously.

Commissioner Lawhon announced that the Executive Board took no action during Executive Session.

### **Comments from the Executive Board**

There were no comments from the Executive Board.

### **Comments from the Vice Chair**

Vice Chair Feather reminded the Executive Board that the Board of Delegates Annual Meeting will be held on Wednesday, February 7<sup>th</sup> at the CCOG office. At this meeting, the Delegates will approve the annual placeholder budget, elect officers, caucus for municipal representation on the Executive Board, review the annual report, and kick-off the 50<sup>th</sup> anniversary. Because the Board of Delegates will vote on critical business items, Delegate attendance at the meeting is essential. He asked the Executive Board to encourage Delegates from other municipalities within their county to attend the meeting or send an Alternate. He added that there will be a Board Orientation session beginning at 5:00 p.m., which new and returning Delegates and Alternates are encouraged to attend.

Vice Chair Feather also reported that beginning in February, CCOG will host CCOG University, a series of seven training sessions that will cover planning topics in the greater Charlotte region that align with the CONNECT Our Future priorities.

Vice Chair Feather thanked Mr. Prosser for his hard work, time and service. He noted that tonight will be the Executive Board's last meeting with Mr. Prosser.

Council Member Mayfield expressed her thanks to Mr. Prosser on behalf of the CEDC.

### **Comments from the Executive Director**

Mr. Prosser reported that the North Carolina Association of Regional Councils of Government has undertaken an inventory of COGs, their membership rates, and services. He asked for the Executive Board's feedback on services other COGs are providing that may be of interest in this region.

He also reported on CCOG's protocol in the event of a government shutdown. Each department director is responsible for maintaining close relationships with funders in federal and state agencies to help track funding. The organization has significantly built up cash balance and has a very efficient system for recovering reimbursements. He added that keeping employees informed of any potential impact of a shutdown is critical.

Commissioner Oakes noted that some counties give a discount for paying real estate taxes early.

In response to a question from Mayor Pro Tem Hall, Mr. Prosser noted that the Aging and Workforce Development departments rely more heavily on federal funding than service contracts within the region.

Mr. Prosser reported that CCOG is undertaking a pay and classification study. He added that the organization needs to be competitive in salaries. The market is not the same for all positions and the organization must compete for positions on a national basis.

He also reported that Ms. Bott is retiring in the next 30 to 60 days. He noted that she has played a big role in developing systems within the organization including federal relations and the grants review process. He further noted that CCOG is looking at reshaping her position.

Mr. Prosser thanked the Executive Board members for the opportunity to work with them. He expressed his appreciation for their confidence in the organization and its staff. He added that it has been a privilege to serve the Board and their communities.

### **Adjournment**

Commissioner Oakes made a motion to adjourn the meeting. Commissioner Worley seconded the motion and it carried unanimously.

The meeting adjourned at 8:21 p.m.

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Centralina Council of Governments

**Item 5**



**Executive Board Minutes  
March 14, 2018**

<b>Officers Present</b>	<b>Delegates Present</b>	<b>Delegates Not Present</b>	<b>Centralina Staff</b>
Bill Feather, Chair	Larken Egleston Martha Sue Hall Michael Johnson Jay McCosh Brent Moser Nick Walsh	Frank Aikmus Bobby Compton, Vice Chair John Crump Trevor Fuller Gene Houpe Bill Lawhon, Treasurer Martin Oakes Tim Smith Lynn Shue Jarvis Woodburn, Secretary Ronnie Worley	Katie Kutcher Debi Lee Mike Manis Natasha Pender Ron Smith Marsha Sutton Kelly Weston Venecia White  <i>Guests</i> Leslie Mazingo Dan Sample

**Call to Order**

Chairman Bill Feather, Town of Granite Quarry, called the meeting to order. He noted that a quorum was not present.

Ron Smith, Executive Director, explained that several of the Board’s County Commissioners were attending a meeting at the White House. He noted that because a quorum was not present, the Executive Board will receive all of the agenda items as information only. He added that the Consent Agenda cannot be adopted as presented.

**Amendments to the Agenda**

There were no amendments to the agenda.

**Consent Items**

- 1. FY2017-2018 Budget Amendment**
- 2. CCOG Personnel Manual Updates**
- 3. Approval of the January 10, 2018 Executive Board Meeting Minutes**

Chairman Feather explained that the Executive Board will consider these items at its next meeting.

**4. Federal Relations Update**

Leslie Mazingo, Strategies Consulting, explained that the Executive Board will have an opportunity to renew the contract for federal advocacy at its April meeting. She reported that she has been working on advocacy efforts on behalf of CCOG at the Regional Conference of Mayors, National Association of Counties, and National League of Cities meetings in Washington, DC. She added that elected officials from Mooresville, Salisbury, and Cabarrus County attended meetings on Capitol Hill. She distributed 25 briefing

packets containing talking points and information on regional initiatives to federal representatives, adding that the packets help in getting CCOG's message out in a strong way. She also reported that the next edition of CCOG Grants News and Grants Forecast will be distributed soon.

## **5. Federal Opportunity Zones**

Mike Manis, Community and Economic Development Director, presented an overview of the Opportunity Zone program. He explained that the federal program originated through the Tax Cuts and Jobs Act passed in December. The program provides tax incentives for investments in low-income communities by the investors selling property that can defer capital gains taxes into a qualified opportunity fund entity. Each state's governor can elect up to 25% of their qualifying census tracts as Opportunity Zones. North Carolina can have up to 250 census tracts, so the Governor's Office is working with NC Commerce to nominate the tracts.

In response to questions from Mayor Pro Tem Martha Sue Hall, City of Albemarle, Mr. Manis explained that in selecting the Opportunity Zones, the state will identify census tracts in locations that are likely to attract private investors. As an example, he noted that in the City of Kannapolis, three of the community's seven low-income census tracts, including parts of the downtown area, could be eligible for the program.

Council Member Michael Johnson, City of Statesville, noted that the program increases the tax base in entitled areas.

Mr. Manis added that the deadline for submitting Opportunity Zone nominations to the state is March 27<sup>th</sup>.

## **6. Job Profiling Report**

Natasha Pender, Senior Employment Program Manager, presented an overview of CCOG's job profiling services. She explained the service uses ACT's work key assessments to address skill gaps and ensure that employers are able to hire and retain employees. The assessments help employees gain credentials that they can take to other employers to show they have the necessary soft skills for the jobs they are seeking. Ms. Pender further explained that in the profiling process, she observes a job, meets with focus groups, and prepares a validity report that the employer can use for hiring, retention, and training. She added that ACT is behind the Work Ready Communities program. These communities have access to workforce data, processes, and tools that drive economic growth. In the Centralina region, Gaston, Iredell, and Lincoln Counties are certified Work Ready Communities. She noted that Cabarrus, Rowan, and Union Counties have task forces that are working on Work Ready certification. Ms. Pender further noted that CCOG provides job profiling along with other human resources offerings such as assessment centers.

## **7. CCOG Conference Update**

Kelly Weston, Clerk to the Board, presented a brief overview of the CCOG Conference schedule. She noted that early registration ends on March 26<sup>th</sup>. After that date, the government/non-profit rate will increase from \$99 to \$125. She also noted that the attendance goal for this year is 200 paid registrants, adding that reaching this goal will make for a rich experience for attendees. She distributed a copy of the list of event registrants to date.

In response to a question from Council Member Larken Egleston, City of Charlotte, Chair Feather noted that the Executive Board should encourage other elected officials and members of the private sector to attend the Conference.

Mr. Smith added that he has emailed the City, Town, and County Managers in the region asking them to encourage their elected officials, staff, and planning board members to attend. He also noted that having 200 attendees will help the Conference's sponsorship efforts in future years.

Ms. Weston noted a few ways the Executive Board can help increase Conference attendance. First, Board members can give CCOG staff permission to register them for the event and invoice their community. Second, if they have already registered, Board members can commit to registering one guest from their community. Third, if they will not be able to attend the Conference, Board members can commit to sending another elected official from their community on their behalf. Fourth, they can present the Conference to their elected board. Lastly, they can forward Conference email notices to their network of leaders in the public and private sectors. Ms. Weston also noted that to date, CCOG has received \$17,200 in confirmed sponsorship commitments from 13 sponsors. The sponsorship goal for 2018 is \$35,000.

#### **8. 50th Anniversary Update**

Mayor Pro Tem Hall reported that Mr. Smith presented a proclamation to the Anson County Board of Commissioners on March 6<sup>th</sup>. She noted that CCOG will highlight Iredell County in April instead of Rowan County, which will be highlighted later in the year. She also reported that the staff planning committee has decided to hold the Region of Excellence Awards ceremony as a stand-alone luncheon on November 30<sup>th</sup>. The event will feature new award categories that celebrate community projects from the past 50 years. The 50<sup>th</sup> Anniversary Advisory Committee will meet between now and May to discuss plans for the event.

#### **9. CCOG Attorney Update**

Mr. Smith reported that he has talked to CCOG attorney Bill McNair about his future plans, and Mr. McNair has indicated that he intends to retire soon. Mr. Smith will talk to David Hood, attorney for Western Piedmont COG, and look into other attorneys. He asked for the Executive Board's feedback, adding that he will bring an update to the Board at a future meeting.

Mayor Pro Tem Hall noted that Mr. Hood will have knowledge of COG operations. She expressed concern about working with an attorney outside of the region.

Council Member Johnson noted that one drawback of working with Mr. Hood is that he had indicated that he would not attend CCOG meetings.

The Executive Board members provided names of other attorneys for Mr. Smith to contact.

In response to a question from Mayor Pro Tem Hall, Debi Lee, Assistant Director of Aging Programs, explained that the Ombudsman program is required to have an attorney on retainer. The annual cost is \$800 per year.

Mr. Smith presented the Executive Board with a copy of CCOG's legal fees since 2013.

Chair Feather and Council Member Johnson noted that the \$96,000 in legal fees in 2013 was due to the CabAire litigation and provided some history on the case.

#### **Comments from the Executive Board**

Mayor Pro Tem Hall thanked Mr. Smith for attending the Stanly County COG meeting on February 27<sup>th</sup>.

#### **Comments from the Chair**

Chair Feather reported that CCOG, in partnership with the Metropolitan Transit Commission, will host a regional transit summit on May 17<sup>th</sup> at UNC Charlotte.

He also reported that the Centralina Area Agency on Aging will hold its Annual Aging Conference on Thursday, October 25<sup>th</sup> at Friendship Missionary Baptist Church in Charlotte.

### **Comments from the Executive Director**

Mr. Smith reported that the proclamation for Anson County was well-received at the Board of County Commissioners meeting. He added that instead of presenting the Rowan County proclamation to the Board of County Commissioners, he will deliver the proclamation to the County Manager per the Manager's request.

He reported that he attended an NCDOT Board of Transportation event last week where Jessica Hill, Assistant Planning Director, gave a presentation on regional freight and Jason Wager, Planning Program Supervisor—Sustainability, gave a presentation on autonomous connected vehicles. He added that representatives from the City of Concord attended the event and he is working on cultivating a relationship with them.

Mr. Smith also reported that he received a letter and resolution from Indian Trail expressing the town's intent to withdraw its membership from CCOG. He added that he is working with staff on the best way to communicate the organization's value to its members.

### **Adjournment**

With no further business to be discussed, Chair Feather adjourned the meeting at 7:59 p.m.





Centralina Council of Governments

**Item 6**



## Board Agenda Item Cover Sheet

<b>Board Meeting Date:</b>	April 11, 2018	<b>Agenda Item Type:</b>	<b>Consent:</b>		<b>Regular:</b>	X
<b>Submitting Person:</b>	Ron Smith	<b>Presentation Time (est.):</b>	15 minutes			
<b>Presenter at meeting:</b>	Leslie Mozingo	<b>Phone Number/Ext:</b>	202-255-5760			
		<b>Email:</b>	<a href="mailto:leslie@strategics.consulting">leslie@strategics.consulting</a>			
<b>Alternate Contact Person:</b>	Ron Smith	<b>Phone Number/Ext:</b>	704-348-2703			
		<b>Email:</b>	<a href="mailto:rsmith@centralina.org">rsmith@centralina.org</a>			
<b>Submitting Department:</b>	<b>Administration</b>	<b>Department Head Approval:</b>				
<b>Board Expectation:</b> <i>(required action or responsibility expected from Board members)</i>						
The Executive Board will be asked to receive Strategics Consulting's regular performance metrics report and provide feedback regarding opportunities for CCOG Advocacy at the federal level.						
<b>Description of Agenda Item:</b>						
Leslie Mozingo will present an update on CCOG's federal relations efforts, including a performance report from Strategics Consulting for March through April and a briefing on federal relations activities.						
<b>Background &amp; Basis of Recommendations:</b>						
The Executive Board has requested to receive at each Executive Board meeting a report on specific performance measures for CCOG's federal advocacy contract with Strategics Consulting. Ms. Mozingo has prepared an updated Performance Report for the Board's review and welcomes feedback or questions about the report.						
<b>Action / Recommendation:</b>						
I move that the Executive Board accept the Strategics Consulting Performance Report for March – April 2018.						
<b>Time Sensitivity</b> <i>(none or explain):</i>	None					
<b>Budget Impact</b> <i>(if applicable):</i>	None					
<b>List of Attachments</b> <i>(if any):</i>	Strategics Consulting Performance Report March - April 2018					

## PERFORMANCE REPORT: MARCH – APRIL 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 at this time.

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

- Innovation Corridors
- Career Headlight
- Regional Freight

- ✓ Highlighted that funding levels for TIGER Grants are three times higher, from \$500M in FY18 to \$1.5B in FY19, with 30 percent set aside for rural areas.

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

- ✓ Requests for directive language to specifically recognize regional councils in competitive grants resubmitted again as part of the annual Appropriations process.

Alert CCOG to competitive grant funding opportunity announcements.

- ✓ Special alert sent regarding impending deadlines for grants popular with local governments: SAFER (April 27), Paul Coverdell Forensics Grant (April 30), COPS Hiring (May 1) and Farmers Market Promotion Program (May 7).
- ✓ Grants News sent March 29 and will be sent again mid-to-late April depending on the number of grants posted.
- ✓ Annual Grants Forecast updated for second quarter (April – June 2018) sent March 29.

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

- ✓ Provided details outlining increased funding in FY18 Omnibus Appropriations for local government programs.
- ✓ Shared information gathered on the designation process for Opportunity Zones.

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

- ✓ Prepared talking points and packets for those attending the National League of Cities Congressional Conference in Washington, DC.

Connect CCOG with key points of contact.

- ✓ Updated list of regional representatives of the congressional offices who should be invited to participate in CCOG Annual Conference.

Report quarterly to Executive Board.

- ✓ Reported to the Executed Board on March 14.
- ✓ Prepared performance report for presentation to Executive Board on April 11.

## **VALUE TO CCOG MEMBERS**

Provide notice on competitive grant opportunities for local governments.

- ✓ Special alert sent regarding impending deadlines for grants popular with local governments: SAFER (April 27), Paul Coverdell Forensics Grant (April 30), COPS Hiring (May 1) and Farmers Market Promotion Program (May 7).
- ✓ Provided additional information on SAFER grant to individual members as requested.
- ✓ Grants News sent March 29 and will be sent again mid-to-late April depending on the number of grants posted.
- ✓ Annual Grants Forecast updated for second quarter (April – June 2018) sent March 29.

Conduct quarterly “Lunch and Learn” grants workshops at CCOG offices.

- ✓ Next workshop not yet scheduled.

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

- ✓ No requests for assistance received.

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

- ✓ Prepared talking points for those attending meetings with Members of Congress in Washington, DC during the National League of Cities (NLC) Congressional Conference.
- ✓ Met with CCOG Executive Board Members, Board Delegates and potential new members to discuss talking points and packets.

## **ADDITIONAL WORK PERFORMED**

- ✓ Regular strategy calls with Executive Director and updates to timeline and deliverables.

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



Centralina Council of Governments

**Item 7**



## Board Agenda Item Cover Sheet

<b>Board Meeting Date:</b>	April 11, 2018	<b>Agenda Item Type:</b>	<b>Consent:</b>		<b>Regular:</b>	X
<b>Submitting Person:</b>	Ron Smith	<b>Presentation Time (est.):</b>	10 minutes			
<b>Presenter at meeting:</b>	Ron Smith	<b>Phone Number/Ext:</b>	(704) 348-2703			
		<b>Email:</b>	<a href="mailto:rsmith@centralina.org">rsmith@centralina.org</a>			
<b>Alternate Contact:</b>	None	<b>Phone Number/Ext:</b>				
		<b>Email:</b>				
<b>Submitting Department:</b>	Executive	<b>Department Head Approval:</b>				
<b>Board Expectation:</b> <i>(required action or responsibility expected from Board members)</i>						
Authorize implementation of a merit-based salary adjustment for Centralina employees effective July 1, 2018.						
<b>Description of Agenda Item:</b>						
Merit-based salary adjustments						
<b>Background &amp; Basis of Recommendations:</b>						
<p>The budget for the Fiscal Year Ending June 30, 2019 will be adjusted for a 2.5% merit adjustment included in department budgets. The budget will be balanced with this increase. It has been our practice to receive separate authorization for implementation of the merit increase budget from the Executive Board and I would like to request your approval for this implementation.</p> <p>Cost of living adjustments (separate from merit increases) have not been included within the budget, so for most employees, potential merit increases will be the only salary increase realized. Merit adjustments are based on employee performance review and are expected to range from 0% to 3%. Merit pay also supports maintaining competitive pay for our employees, which is especially important given the need to retain and attract high performing staff for the increasingly challenging and complex work delivered by Centralina in a highly competitive region.</p> <p>Over the last eight years, the Board has authorized salary adjustment as follows:</p> <ul style="list-style-type: none"> <li>2009 – No increase or merit adjustments</li> <li>2010 – No increase or merit adjustments</li> <li>2011 – No increase or merit adjustments</li> <li>2012 – Cost of living adjustment (across the board) 2.5%</li> <li>2013 – Pay and class adjustments (varied – and merit adjustment pool of 2.5%)</li> <li>2014 – 2.5% merit adjustment pool (exact amount per employee varies dependent upon performance).</li> <li>2015 – 2.5% merit adjustment pool (exact amount per employee varies dependent upon performance).</li> <li>2016 – 2% merit adjustment pool (exact amount per employee varies dependent upon performance).</li> <li>2017 – 2% merit adjustment pool (exact amount per employee varies dependent upon performance).</li> </ul> <p>The cost of providing a merit increase pool of 2.5% is estimated at \$68,500. Of that amount, \$53,000 will be reimbursed by grant revenues (direct and indirect), leaving a net amount of \$15,500 to be funded by non-grant funds. The principle sources of non-grant funds include member dues and technical contract services. Projected revenues from these sources indicate sufficient revenues to recover the cost of merit increases.</p> <p>Not providing the increase would provide additional revenue (\$15,500) to potentially increase fund balance at year-end. The portion of savings achieved by not providing merit increases for positions funded by grants would not be available to contribute to fund balance.</p> <p>While an increase of fund balance would clearly be beneficial, the recommendation for a merit increase is based on the belief that doing so will support a work environment needed to continue growing our existing</p>						



and new services required to sustain long-term financial stability.

**Action / Recommendation:**

Provide direction to staff regarding the provision of merit increases with a total pool of 2.5% of salaries based on employee evaluation results.

**Time Sensitivity** (*none or explain*): As noted.

**Budget Impact** (*if applicable*): Merit increases would add a gross cost of \$68,500 and approximately \$15,500 net of non-grant reimbursed cost.

**List of Attachments** (*if any*): None



Centralina Council of Governments

## **Item 8**





## Board Agenda Item Cover Sheet

<b>Board Meeting Date:</b>	April 11, 2018	<b>Agenda Item Type:</b>	<b>Consent:</b>		<b>Regular:</b>	X
<b>Submitting Person:</b>	Ron Smith	<b>Presentation Time (est.):</b>	10 minutes			
<b>Presenter at meeting:</b>	Ron Smith	<b>Phone Number/Ext:</b>	(704) 348-2703			
		<b>Email:</b>	<a href="mailto:rsmith@centralina.org">rsmith@centralina.org</a>			
<b>Alternate Contact:</b>	None	<b>Phone Number/Ext:</b>				
		<b>Email:</b>				
<b>Submitting Department:</b>	Executive	<b>Department Head Approval:</b>				
<b>Board Expectation:</b> <i>(required action or responsibility expected from Board members)</i>						
Authorize implementation of a Pay and Class Study adjustment for Centralina employees effective July 1, 2018.						
<b>Description of Agenda Item:</b>						
Pay and Class Study salary adjustments						
<b>Background &amp; Basis of Recommendations:</b>						
<p>In Fiscal Year 2018 the COG has undertaken a Pay and Class Study to assess employee salaries for market competitiveness. The results of that study have come in and have been presented to Ron Smith and Venecia White. The study shows that, for the most part, the COG competitively compensates its employees. These studies are meant to review the job classification, not the specific employee in the position. There are several position classifications that are recommended to be changed, but in most cases that does not equate to an adjustment in pay.</p> <p>Of the 46 CCOG employees, only six are recommended to receive an increase in salary based on this study. The reason for this is to bring them to an appropriate location on their new place on the pay scale. The overall monetary impact of the study to the FY2019 budget is relatively minimal at \$28,900, while the impact to the current fiscal year is just over \$6500.</p> <p>The <b>cumulative</b> impact of both the recommended merit increases and the Pay and Class study is just over \$111,000, including salaries and benefits. Of this number, \$87,020 will be grant reimbursed and \$24,060 will be funded through non-grant sources.</p>						
<b>Action / Recommendation:</b>						
Provide direction to staff regarding the provision of Pay and Class Study increases.						
<b>Time Sensitivity</b> <i>(none or explain):</i>	As noted.					
<b>Budget Impact</b> <i>(if applicable):</i>	For the Pay and Class only, increases would add a gross cost of \$28,900, with \$23,400 being grant covered, and \$5500 non-grant.					
<b>List of Attachments</b> <i>(if any):</i>	None.					



Centralina Council of Governments

## **Item 9**



## Board Agenda Item Cover Sheet

<b>Board Meeting Date:</b>	April 11, 2018	<b>Agenda Item Type:</b>	<b>Consent:</b>		<b>Regular:</b>	X
<b>Submitting Person:</b>	Kelly Weston	<b>Presentation Time (est.):</b>	5 minutes			
<b>Presenter at meeting:</b>	Kelly Weston	<b>Phone Number/Ext:</b>	704-348-2728			
		<b>Email:</b>	<a href="mailto:kweston@centralina.org">kweston@centralina.org</a>			
<b>Alternate Contact Person:</b>	Ron Smith	<b>Phone Number/Ext:</b>	704-348-2703			
		<b>Email:</b>	<a href="mailto:rsmith@centralina.org">rsmith@centralina.org</a>			
<b>Submitting Department:</b>	<b>Administration</b>	<b>Department Head Approval:</b>	Ron Smith			
<b>Board Expectation:</b> <i>(required action or responsibility expected from Board members)</i>						
The Executive Board will receive an update on planning activities for the April 12, 2018 CCOG Regional Conference.						
<b>Description of Agenda Item:</b>						
The Executive Board will receive an update on registration, programming, and sponsorship commitments for the April 12, 2018 CCOG Regional Conference.						
<b>Background &amp; Basis of Recommendations:</b>						
The CCOG Regional Conference, “Creative Solutions for Thriving Communities,” is designed to provide elected officials and local government staff with practical tools and solutions to address their communities’ biggest challenges. On Thursday, April 12, 2018, CCOG will hold the fourth annual Conference at the Harris Conference Center in Charlotte.						
<b>Action / Recommendation:</b>						
Receive as information.						
<b>Time Sensitivity</b> <i>(none or explain):</i>	None.					
<b>Budget Impact</b> <i>(if applicable):</i>	The 2017 Conference produced a profit of \$17,269.67, exceeding its goal of financially breaking even. Staff hopes the 2018 Conference will build on this success.					
<b>List of Attachments</b> <i>(if any):</i>	None.					