

# The Executive Board Agenda

Chairman Johnson will convene a meeting of the Centralina COG Executive Board at 6:30 p.m. on Wednesday, April 13, 2016. A light dinner will be served at 6:00 p.m. The meeting will be held in the Catawba Room of the Centralina CCOG Office on the 12<sup>th</sup> floor of the 525 North Tryon Street building.

Time	Item	Presenter
6:00 p.m.	<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 11<sup>th</sup></b> so that catering can be arranged.	Kelly Weston
6:30 p.m.	<b>Call to Order, Welcome &amp; Declaration of Quorum</b>	Michael Johnson
	<b>Amendments to the Agenda</b> (if any)	Michael Johnson
<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>		
6:35 p.m. <b>Item 1</b> <a href="#">Pages 4 – 7</a>	<b>Approval of the March 9, 2016 Executive Board Meeting Minutes</b> The minutes of the March 9, 2016 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 9, 2016 Executive Board Meeting minutes.</i>	Michael Johnson
<b>Item 2</b> <a href="#">Pages 8 – 10</a>	<b>Centralina Economic Development Commission Appointment Renewals</b> The Centralina Economic Development Commission (CEDC) was formed to serve as the local, federally designated Economic Development District (EDD) for the nine-county region to maintain eligibility for grants from the U.S. Economic Development Administration and other federal and state sources. The CEDC also has the responsibility as the local EDD to manage and implement the regional Comprehensive Economic Development Strategy (CEDS), most recently adopted in 2012. The Executive Board of Centralina Council of Governments formally appoints new members recommended by CCOG and the current Board of the CEDC. The Commission has met regularly and undertaken new regional projects to stimulate job creation and investment in our regional economy and sponsored activities that are broad in scope to strengthen regional competitive advantage, develop nascent regional clusters and support our manufacturing heritage.  <b>Action/Recommendation:</b> <i>I move that the CCOG Board reappoint <b>Joe Carpenter, Donny Hicks, Robert Hillman, George Dunlap, Astrid Chirinos, Robert Van Geons, and Michael Smith</b> to serve on the Centralina Economic Development Commission Board for the three year term (March 1, 2016 – February 28, 2019) as set forth.</i>	Mike Manis
<b>Regular Business Items:</b>		
6:40 p.m. <b>Item 3</b> 10 minutes <a href="#">Pages 11 – 13</a>  <i>Presentation</i>	<b>Southeast Alternative Fuel Demonstration Initiative Presentation</b> Staff will give a presentation on the Southeast Alternative Fuel Demonstration Initiative (SADI), and how CCOG member governments can take advantage of the opportunity to assess the performance and applicability of alternative fuel vehicles in their fleet.  <b>Action/Recommendation:</b> <i>I move that the Executive Board members discuss this initiative with their fleet manager and town/city/county manager, and contact CCOG staff to sign up to test out a vehicle.</i>	Jessica Hill
6:50 p.m. <b>Item 4</b> 20 minutes <a href="#">Pages 14 – 19</a>	<b>Audit Report for Fiscal Year Ending June 30, 2015</b> Dixon Hughes Goodman, LLP worked on the engagement during 2015 through March 2016 for the financial statement audit and the single audit for the fiscal year ended June 30, 2015. Centralina staff will work diligently to provide the necessary information and documentation. Pete Teague, the engagement partner, will make a	Marsha Sutton and Dixon Hughes Goodman, LLP

# The Executive Board Agenda

Time	Item	Presenter
	<p>presentation at the meeting and field any questions.</p> <p>Amended Audit Contract: Due to the timing and length of this audit, Dixon Hughes Goodman, LLP has requested an additional \$15,000 fee for the engagement. The total amended fee for the audit is \$72,500.</p> <p><b>Action/Recommendation:</b> <i>I move that the Executive Board:</i></p> <ol style="list-style-type: none"> <li>1. Approve and accept the audit as presented.</li> <li>2. Approve the amended audit contract as presented in the amount of \$72,500.</li> </ol>	
<p><b>7:10 p.m.</b> <b>Item 5</b> 5 minutes <a href="#">Page 20</a></p>	<p><b>CCOG Building Committee Report</b> The Executive Director will review the progress of the CCOG Building Committee including the latest meeting with Cushman Wakefield, Labella Associates, Committee members, and staff.</p> <p><b>Action/Recommendation:</b> <i>Receive as information.</i></p>	<p>Jim Prosser</p>
<p><b>7:15 p.m.</b> <b>Item 6</b> 15 minutes <a href="#">Pages 21 – 26</a></p>	<p><b>Private-Sector Fundraising Update</b> Staff will present a report of fundraising development efforts. Also, discuss plans going forward:</p> <ul style="list-style-type: none"> <li>• Opportunities for Executive Board member participation via “friend-raising”, “door opening”, and “prospect meetings”.</li> <li>• Explore Executive Board support needs for “door opener”/“Prospect meeting participant” roles: talking points, pre-briefings, coaching</li> </ul> <p><b>Action/Recommendation:</b> <i>Executive Board members are asked to turn in to Vicki Bott or Kelly Weston at the meeting’s close their top prospects list identifying any of the organizations in their geographic area or where they have an existing contact relationship, for which they can be a “door opener” and/or “prospect meeting participant.”</i></p> <p><i>The Executive Board is asked to provide direction to staff on level and types of Executive Board support desired for their participation in private-sector fund-raising efforts.</i></p>	<p>Vicki Bott</p>
<p><b>7:30 p.m.</b> <b>Item 7</b> 15 minutes <a href="#">Pages 27 – 31</a></p>	<p><b>Federal Relations Update</b> Staff will present a report of both staff-to-staff and elected-to-elected federal relationship development efforts. Also, discuss plans going forward:</p> <ul style="list-style-type: none"> <li>• Executive Board support needs: talking points, handouts, coaching</li> <li>• Forecast June decision regarding renewal of consultant contract</li> </ul> <p><b>Action/Recommendation:</b> <i>The Executive Board is asked to provide direction to staff on:</i></p> <ul style="list-style-type: none"> <li>• Level and types of Executive Board support desired for ongoing elected-to-elected relationship development</li> <li>• Information requested from Strategics to help inform the Board decision regarding contract extension</li> <li>• Information needed from CCOG staff to make a decision at the June meeting about contract renewal</li> </ul>	<p>Vicki Bott</p>
<p><b>7:45 p.m.</b> <b>Item 8</b></p>	<p><b>CCOG Conference Update</b> Staff will present a brief report of a recent follow-up conference call CCOG</p>	<p>Kelly Weston</p>

## The Executive Board Agenda

Time	Item	Presenter
5 minutes <a href="#">Page 32</a>	Delegates held to provide further direction on the date, location, and sponsorship opportunities for the next CCOG Regional Conference. Staff will also recommend a 2017 Conference date for the Executive Board's approval.  <b>Action/Recommendation:</b> <i>Receive report and confirm 2017 Conference date selection.</i>	
<b>7:50 p.m.</b> 5 minutes	<b>Comments from the Executive Board</b>	Board Members
<b>7:55 p.m.</b> 5 minutes	<b>Comments from the Chair</b>	Michael Johnson
<b>8:00 p.m.</b> 5 minutes	<b>Comments from the Executive Director</b>	Jim Prosser
<b>8:05 p.m.</b>	<b>Adjournment</b>	Michael Johnson

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Centralina Council of Governments

**Item 1**

Approval of March 9, 2016 Executive Board Meeting Minutes



**Executive Board Minutes**

**March 9, 2016**

<b>Officers Present</b>	<b>Delegates Present</b>	<b>Delegates Not Present</b>	<b>Centralina Staff</b>
Patsy Kinsey, Vice Chair Bill Feather, Treasurer	Joe Carpenter Bill Deter George Dunlap Bill Lawhon Martin Oakes Richard Turner Jarvis Woodburn  <i>Via phone</i> Martha Sue Hall	Michael Johnson, Chair Kathy Kitts, Secretary Bobby Compton Devin Rhyne Jerry Simpson John Woods	Vicki Bott Debi Lee Linda Miller Jim Prosser Angel Stoy Kelly Weston Venecia White

**Call to Order and Welcome**

Vice Chair Patsy Kinsey, City of Charlotte, called the meeting to order. Jim Prosser, Executive Director, noted that Chairman Michael Johnson was absent due to his mother’s illness.

Kelly Weston, Clerk to the Board, verified that a quorum was present.

**Amendments to the Agenda**

Vice Chair Kinsey noted that staff added a resolution in support of Economic Development Administration funds to Item 5.

Mayor Pro Tem Martha Sue Hall, City of Albemarle, made a motion to approve the agenda as amended. Commissioner Joe Carpenter, Gaston County, seconded the motion and it carried unanimously.

**Consent Items**

**1. Approval of the January 13, 2016 Executive Board Meeting Minutes**

Mayor Pro Tem Hall made a motion to approve the Consent Agenda. Treasurer Bill Feather, Town of Granite Quarry, seconded the motion and it carried unanimously.

**2. Installation of CCOG Treasurer**

Treasurer Feather recited the Oath of Office.

**3. Critical Signal Technologies Contract Review**

Linda Miller, Aging Programs Director, introduced Angel Stoy, Aging Specialist, who presented an overview of the Carenect Personal Emergency Response System provided by Critical Signal Technologies (CST).

Ms. Miller noted that there are no tax implications for CCOG to provide this service. The program aligns with Centralina Area Agency on Aging’s mission and is an opportunity to diversify funding.

In response to Mayor Pro Tem Hall's question, Vicki Bott, Grants Development Director, explained that CCOG General Counsel Bill McNair has stated that if Critical Signal Technologies accepts his suggested changes to the contract for the program, he will approve the contract as to form.

In response to a question from Commissioner Bill Lawhon, Stanly County, Mr. Prosser noted that the National Association of Area Agencies on Aging reviewed CST's financial strength.

In response to a question from Commissioner Martin Oakes, Lincoln County, Mr. Prosser indicated that the program could generate an annual net gain of \$30,000 or more.

In response to a question from Council Member Richard Turner, City of Belmont, Ms. Miller noted that staff will evaluate the program after one year.

In response to a question from Commissioner George Dunlap, Mecklenburg County, Ms. Bott explained that CCOG's suggested changes to the contract will ensure that once the service has been ordered, CST, not CCOG, will be responsible for the customers, installation, and monitoring.

Commissioner Carpenter made a motion that with all Executive Board and Legal Counsel questions satisfactorily addressed, 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. Commissioner Dunlap seconded the motion.

Commissioner Oakes suggested amending the language of the motion to reflect proceeding with the contract "subject to the attorney's approval."

The motion carried on a vote of nine in favor and one opposed, with Treasurer Feather voting in opposition.

#### **4. Strategic Plan Update**

Mr. Prosser gave the presentation on this item. He noted that fundraising is a top priority. He further noted that Board Members are in the best position to help recruit non-members to CCOG.

In response to Commissioner Lawhon's question, Mayor Bill Deter, Town of Weddington, noted that non-members may not fully understand the value of CCOG versus the cost of membership.

Commissioner Carpenter indicated that membership withdrawals are sometimes the result of changes in member governments' boards.

Treasurer Feather made a motion to approve the 2016 strategic initiatives implementation plan with specific assignments for Executive Board members. Commissioner Jarvis Woodburn, Anson County, seconded the motion and it carried unanimously.

#### **5. Federal Relations Update**

Ms. Bott gave the presentation on this item. She noted that staff is requesting the Executive Board's adoption of a resolution endorsing a letter circulating in the U.S. House of Representatives as part of a bipartisan effort to support the Economic Development Administration's budget for next year.

Commissioner Oakes made a motion to adopt the resolution. Treasurer Feather seconded the motion and it carried unanimously.

Commissioner Oakes requested that CCOG staff accompany him to meetings with Congressional delegation members.

Mr. Prosser noted that CCOG has initiated quarterly webinars with Congressional staff that have been well-received.

Commissioner Dunlap noted that having Leslie Mazingo accompany him to a recent meeting with a Congress member was helpful. He made a motion to accept the Federal Relations Status Report. Commissioner Bill Lawhon, Stanly County, seconded the motion and it carried unanimously.

**6. Private-Sector Fundraising Update**

Ms. Bott gave the presentation on this item. She asked the Executive Board Members to review a list of Centralina Foundation fundraising prospects and let staff know if they can assist with establishing contact and building relationships with the prospects.

Treasurer Feather made a motion to accept the Philanthropic Fundraising Status Report. Council Member Turner seconded the motion and it carried unanimously.

**7. CCOG Regional Conference Update**

Ms. Weston gave the presentation on this item. She reported that staff held a conference call with a group of CCOG Delegates to discuss date, location, and sponsorship activities for the next CCOG Regional Conference. The Delegates advised staff to identify potential dates in April 2017 and continue researching community-based venues for the event. The group also suggested increasing the minimum level for sponsors with display tables, structuring the day's agenda to allow attendees more time to engage with sponsors, and adding developers and CCOG vendors to the list of sponsorship prospects. The Delegates suggested enlisting CCOG Board Members in recruiting sponsors and directed staff to draft a sponsorship letter and to ask Board Members to create lists of potential funding contacts.

Commissioner Oakes noted that now is the time to secure a date and location for the Conference.

**8. CCOG Building Committee Update**

Mr. Prosser gave the presentation on this item. He reported that the Building Committee interviewed several real estate brokerage firms and selected Cushman Wakefield, the broker who helped CCOG on secure its current office space. He added that the Committee favored Cushman Wakefield because the firm had an understanding of looking at different options within the established framework and the ability to explore the possibility of terminating the current office lease early. He further noted that CCOG has not signed a contract with the firm yet.

Commissioner Carpenter made a motion to accept the Building Committee's recommendation to select Cushman Wakefield. Commissioner Dunlap seconded the motion and it carried unanimously.

**Comments from the Executive Board**

Commissioner Carpenter suggested using paperless materials for the Executive Board meetings to allow Board Members to engage in the meeting when they are participating via phone call.

Commissioner Oakes suggested adding hotlinks to the online agenda.

**Comments from the Vice Chair**

Vice Chair Kinsey reminded the Executive Board about the 2016 NC Tomorrow Summit on April 18-19.

Commissioner Carpenter added that Senator Richard Burr has been invited to the event and a representative from Governor Pat McCrory's office will attend. NC Tomorrow's four focus areas are to build on each region's competitive marketplace, establish and maintain a robust regional infrastructure, create and revitalize healthy and vibrant communities, and develop talented and innovative individuals within the region. Commissioner Carpenter asked the Executive Board members to register for the Summit and to encourage others in their communities to register as well.

Commissioner Dunlap inquired about identifying ways to allow CCOG Delegates to continue their involvement in the organization once they leave public office.

Treasurer Feather noted that Rowan County will introduce its new branding package on March 24.

**Comments from the Executive Director**

Mr. Prosser asked the Executive Board Members to let staff know if they are interested in providing feedback on CCOG's communication tools. He directed the Board's attention to a handout on CCOG projects in smaller communities, noting that Executive Board assistance in marketing the organization's work across the region is one aspect of the Strategic Plan.

**Adjournment**

With no further business to be discussed, Vice Chair Kinsey adjourned the meeting at 8:03 p.m.

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Centralina Council of Governments

## **Item 2**

Centralina Economic Development Commission Appointment Renewals



## Board Agenda Item Cover Sheet

<b>Board Meeting Date:</b>	April 13, 2016	<b>Agenda Item Type:</b>	<b>Consent:</b>	X	<b>Regular:</b>	
<b>Submitting Person:</b>	Victoria Rittenhouse	<b>Presentation Time (est.):</b>	2 minutes ( if needed)			
<b>Presenter at meeting:</b>	Mike Manis	<b>Phone Number/Ext:</b>				
		<b>Email:</b>	<a href="mailto:mmanis@centralina.org">mmanis@centralina.org</a>			
<b>Alternate Contact Person:</b>	Mike Manis	<b>Phone Number/Ext:</b>				
		<b>Email:</b>	<a href="mailto:vrittenhouse@centralina.org">vrittenhouse@centralina.org</a>			
<b>Submitting Department:</b>	CEDC	<b>Department Head Approval:</b>				
<b>Board Expectation: (required action or responsibility expected from Board members)</b>						
Confirm renewal of appointment of: <b>Joe Carpenter, Donny Hicks, Robert Hillman, George Dunlap, Astrid Chirinos, Robert Van Geons, and Michael Smith</b> to the Centralina Economic Development Commission Board.						
<b>Description of Agenda Item:</b>						
See below.						
<b>Background &amp; Basis of Recommendations:</b>						
<p>The Centralina Economic Development Commission (CEDC) was formed to serve as the local, federally designated Economic Development District (EDD) for the nine-county region to maintain eligibility for grants from the U.S. Economic Development Administration and other federal and state sources. The CEDC also has the responsibility as the local EDD to manage and implement the regional Comprehensive Economic Development Strategy (CEDS), most recently adopted in 2012. The Executive Board of Centralina Council of Governments formally appoints new members recommended by CCOG and the current Board of the CEDC. The Commission has met regularly and undertaken new regional projects to stimulate job creation and investment in our regional economy and sponsored activities that are broad in scope to strengthen regional competitive advantage, develop nascent regional clusters and support our manufacturing heritage.</p>						
<b>For reference CEDC membership tenure and number:</b>						
<p>The number of Directors constituting the Board of Directors of the Commission shall be no less than twenty-five (25) and no more than thirty-one (31). Each Director shall hold office until his death, resignation, retirement, removal, disqualification, or his successor shall have been appointed and qualified. Directors shall be appointed for a three (3) year term. Vacancies on the Board of Directors may be, but shall not be required, replaced so long as the minimum number of Directors is maintained. Directors may be reappointed without limitation.</p>						
<b>Action / Recommendation:</b>						
I move that the CCOG Board reappoint <b>Joe Carpenter, Donny Hicks, Robert Hillman, George Dunlap, Astrid Chirinos, Robert Van Geons, and Michael Smith</b> to serve on the Centralina Economic Development Commission Board for the three year term (March 1, 2016 – February 28, 2019) as set forth.						
<b>Time Sensitivity (none or explain):</b>	None.					
<b>Budget Impact (if applicable):</b>	N/A					
<b>List of Attachments (if any):</b>	<ol style="list-style-type: none"> <li>1. CEDC Board Members Terms Chart</li> <li>2. Appointment summary CEDC</li> </ol>					



**Centralina Economic Development Commission**

**CEDC Board Members - Confirmation Recommendation \***

**Term: March 1, 2016 - February 28, 2019**

Name	Representing	Recommended by	Organization
Joe Carpenter	Gaston County	Gaston County BOC	Gaston County BOC
Donny Hicks	Gaston County	Gaston County BOC	Gaston County EDC
Robert Hillman	Mecklenburg County- Private	Mecklenburg County	Consolidated Planning, Inc.
George Dunlap	Mecklenburg County- Public	Mecklenburg County	Mecklenburg County BOC
Astrid Chirinos	Regional	CCOG	Latin American Chamber of Commerce
Robert Van Geons	Rowan County	CCOG	Rowan Works EDC
Michael Smith	Statesville/Iredell	CCOG	Statesville Regional Development

**Current CEDC Board Members FY 18**

**Term: March 1, 2015 - February 28, 2018**

Name	Representing	Recommended by	Organization
Fred Sparger	Anson County	Anson County BOC	Retired-SPCC
LaWana Mayfield	City of Charlotte	CCOG	Charlotte City Council
Robbie Carney	Iredell County (Private)	Iredell County BOC	Mooresville-South Iredell EDC
Miles Atkins	Mooresville	Mooresville	Town of Mooresville
Bill Thunberg	Mooresville-Lake Norman	CCOG	Lake Norman Transportation Commission
Tim Gause	Regional	CCOG	Duke Energy
Leslie Johnson	Mecklenburg County- Managers Office	CCOG	Mecklenburg County
LaWana Mayfield	City of Charlotte	CCOG	Charlotte City Council
Greg Edds	Rowan County	Rowan BOC	Rowan County BOC - Chairman
Tim Gause	Regional	CCOG	Duke Energy
Marian Steele	Statesville	CCOG	J.C. Steele & Sons, Inc
Paul Stratos	Stanly County	Stanly BOC	Stanly County EDC

**CEDC Board Member Positions-Pending Recommendations**

**Term March 1, 2016 - February 28, 2019**

Board Member	Representing		Organization
Frank Aikmus	Union County	Union County	Union County BOC
Jarvis Woodburn	Anson County - Public	Anson County BOC	Anson County BOC
Beth Jones	Iredell County	Iredell County	Iredell county
Cliff Brumfield	Lincoln County	Lincoln County BOC	Lincoln Economic Development Association
Mark Brady	Mooresville- Private	Town of Mooresville	First Trust Bank
David Post	Rowan County-Private	Rowan BOC	Executive Business Mgmt- The Post Group
Vacant	Union County - Private		

**Term: March 1, 2015- February 28, 2018**

Name	Representing		Organization
Vacant	Stanly County - Private		
Vacant	Lincoln County - Public		

**CEDC Executive Officers FY 15-17 (April 2015- April 2017 Annual Meeting)**

Chairman - Miles Atkins

***Appointment of the Centralina Economic Development Commission Board:***

The CEDC was formed to serve as the local federally designated Economic Development District (EDD) for the nine county region to maintain eligibility for grants from EDA and other federal and state sources. The CEDC also has the responsibility as the local EDD to manage and implement the regional Comprehensive Economic Development Strategy (CEDS) that was adopted in 2004. The Executive Board of the Centralina Council of Governments formally appoints new members recommended by CCOG and the current Board of the CEDC.

The Commission has met regularly and undertaken new regional projects to stimulate job creation and investment in our regional economy. The CEDC has sponsored activities that are broad in scope to strengthen regional competitive advantage, develop nascent regional clusters and support our manufacturing heritage.

**For reference CEDC member ship tenure and number:**

The number of Directors constituting the Board of Directors of the Commission shall be no less than twenty-five (25) and no more than thirty-one (31). Each Director shall hold office until his death, resignation, retirement, removal, disqualification, or his successor shall have been appointed and qualified. Directors shall be appointed for a three (3) year term. Vacancies on the Board of Directors may be, but shall not be required, replaced so long as the minimum number of Directors is maintained. Directors may be reappointed without limitation.

**ACTION REQUESTED:** I move that the CCOG Board appoint Joe Carpenter, Donny Hicks, Robert Hillman, George Dunlap, Astrid Chirinos, Robert Van Geons, and Michael Smith to serve on the Centralina Economic Development Commission Board for the three-year term as set forth.

**Term: March 1, 2016 - February 28, 2019**

<b>Name</b>	<b>Representing</b>	<b>Recommended by</b>	<b>Organization</b>
Joe Carpenter	Gaston County	Gaston County BOC	Gaston County BOC
Donny Hicks	Gaston County	Gaston County BOC	Gaston County EDC
Robert Hillman	Mecklenburg County- Private	Mecklenburg County BOC	Consolidated Planning, Inc.
George Dunlap	Mecklenburg County- Public	Mecklenburg County BOC	Mecklenburg County BOC
Astrid Chirinos	Regional	CCOG	Latin American Chamber of Commerce
Robert Van Geons	Rowan County	CCOG	Rowan Works EDC
Michael Smith	Statesville/Iredell	CCOG	Statesville Regional Development



Centralina Council of Governments

### **Item 3**

Southeast Alternative Fuel Demonstration Initiative Presentation



## Board Agenda Item Cover Sheet

<b>Board Meeting Date:</b>	April 13, 2016	<b>Agenda Item Type:</b>	<b>Consent:</b>		<b>Regular:</b>	X
<b>Submitting Person:</b>	Jessica Hill	<b>Presentation Time (est.):</b>	10 minutes			
<b>Presenter at meeting:</b>	Jessica Hill	<b>Phone Number/Ext:</b>	704-348-2731			
		<b>Email:</b>	<a href="mailto:jhill@centralina.org">jhill@centralina.org</a>			
<b>Alternate Contact Person:</b>	Erika Ruane	<b>Phone Number/Ext:</b>	704-688-6508			
		<b>Email:</b>	<a href="mailto:eruane@centralina.org">eruane@centralina.org</a>			
<b>Submitting Department:</b>	<b>Planning</b>	<b>Department Head Approval:</b>				
<b>Board Expectation:</b> <i>(required action or responsibility expected from Board members)</i>						
Receive information on the Southeast Alternative Fuel Demonstration Initiative (SADI), which provides organizations the opportunity to test drive alternative fuel vehicles so that decision makers and drivers can assess the performance and applicability of the vehicles to their business and organization. Take this information back to their manager and fleet directors so they can reserve the vehicles to test drive.						
<b>Description of Agenda Item:</b>						
Presentation on the SADI and how CCOG member governments can take advantage of the opportunity to assess the performance and applicability of alternative fuel vehicles in their fleet.						
<b>Background &amp; Basis of Recommendations:</b>						
<ul style="list-style-type: none"> <li>• Incorporating alternative fuels into government fleets can lower operating costs, increase air quality and public health, and improve the quality of life for citizens.</li> <li>• The Southeast Alternative Fuel Demonstration Initiative (SADI) grant is a U.S. Department of Energy project focused on the increased adoption of Alternative Fuels in the Southeast region of the United States by providing opportunities for fleets to demonstrate a wide range of alternative fuel vehicles.</li> <li>• Beginning in April, there will be alternative fuel vehicles available in the region for government and private sector fleets to demo. Please contact Erika Ruane at <a href="mailto:eruane@centralina.org">eruane@centralina.org</a> for more information or to sign up, or visit <a href="http://www.SADIdemo.org">www.SADIdemo.org</a> for more information.</li> <li>• The Centralina Clean Fuels Coalition (CCFC) is the local effort of the National Department of Energy's Clean Cities Program.</li> </ul>						
<b>Action / Recommendation:</b>						
I move that the Executive Board members discuss this initiative with their fleet manager and town/city/county manager, and contact CCOG staff to sign up to test out a vehicle.						
<b>Time Sensitivity (none or explain):</b>	None.					
<b>Budget Impact (if applicable):</b>	N/A					
<b>List of Attachments (if any):</b>	SADI available vehicles list					

## Southeast Alternative Fuels Demonstration Initiative

The purpose of the Southeast Alternative Fuels Demonstration Initiative (SADI) is to increase the adoption of alternative fuel vehicles by providing an opportunity to fleets to test drive a wide range of vehicles in order to assess the vehicle/fuel performance and applicability to their fleet.

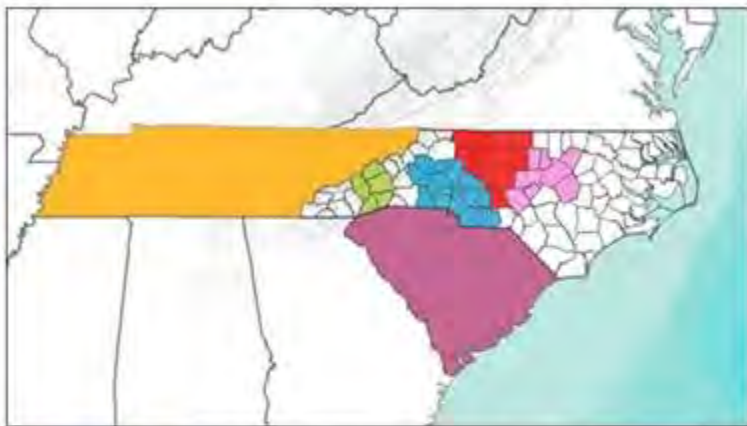
The Centralina Clean Fuels Coalition (CCFC) is the local effort of the National Department of Energy’s Clean Cities Program. CCFC is housed at the Centralina Council of Governments (CCOG) and serves the same 9-county region including: Anson, Cabarrus, Gaston, Iredell, Lincoln, Mecklenburg, Rowan, Stanly, and Union counties. Its

mission is to reduce the dependence on petroleum in the transportation sector by increasing the adoption of alternative fuels.

Clean Cities Coalitions throughout South Carolina, North Carolina, and Tennessee will work with technology partners to provide opportunities for fleets to demonstrate a wide range of alternative fuel vehicles.

Beginning in April there will be six vehicles available in the region for fleets to demo, 3 propane vehicles and 3 semi-trucks. These vehicles will be rotated to other regions and we’ll receive different vehicles for fleets to demo. A list of the current vehicles and their availability is on the following page.

### SADI Demonstration Project Region Coordinators



- Yellow:** East Tennessee Clean Fuels Coalition
- Green:** Land-of-Sky Clean Vehicles Coalition
- Blue:** Centralina Clean Fuels Coalition
- Red:** NC Clean energy Technology Center
- Light Pink:** Triangle Clean Cities Coalition
- Dark Pink:** Palmetto State Clean Fuels Coalition

#### Get Involved:

Interested in testing out one of these vehicles? Visit [www.SADIdemo.org](http://www.SADIdemo.org) and click on “fill out this form.”

#### Or Contact:

Erika Ruane  
Centralina Clean Fuels Coalition  
704-688-6508  
[eruane@centralina.org](mailto:eruane@centralina.org)

The SADI Demonstration project is supported by a US Department of Energy grant.

## SADI 2016 – Alternative Fuel Vehicles in the Charlotte Region

	2014 Ford F-150	Propane Autogas <i>(bi-fuel)</i>	Alliance Autogas	Available: Apr – June 2016
	2015 Ford Explorer Interceptor	Propane Autogas <i>(bi-fuel)</i>	Alliance Autogas	Available: Apr – June 2016
	2015 Ford Transit 15- Passenger	Propane Autogas <i>(bi-fuel)</i>	Alliance Autogas	Available: Apr – June 2016
	2014 Ford Police SUV	Propane Autogas <i>(bi-fuel)</i>	ICOM North America	Available: Oct – Dec 2016
	2015 Dodge Charger Pursuit	Propane Autogas <i>(bi-fuel)</i>	Imega	Available: Oct – Dec 2016
	2015 Freightliner M2 112 Straight Truck	CNG	Penske	Available: April- Sept 2016
	2015 Freightliner Cascadia 113 Single Axle Day Cab	CNG	Penske	Available: April- Sept 2016
	2015 Freightliner Cascadia 113 Tandem Day Cab	CNG	Penske	Available: April- Sept 2016

To sign up for a demonstration period please contact Erika Ruane at [eruane@centralina.org](mailto:eruane@centralina.org) or at (704) 688-6508  
Or sign up at [www.SADIdemo.org](http://www.SADIdemo.org)





Centralina Council of Governments

## **Item 4**

Audit Report for Fiscal Year Ending June 30, 2015



## Board Agenda Item Cover Sheet

<b>Board Meeting Date:</b>	April 13, 2016	<b>Agenda Item Type:</b>	<b>Consent:</b>		<b>Regular:</b>	X
<b>Submitting Person:</b>	Marsha G. Sutton	<b>Presentation Time (est.):</b>	20 minutes			
<b>Presenter at meeting:</b>	Marsha Sutton/Audit Firm	<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>		<b>Phone Number/Ext:</b>				
		<b>Email:</b>				
<b>Submitting Department:</b>	Finance	<b>Department Head Approval:</b>				
<b>Board Expectation:</b> <i>(required action or responsibility expected from Board members)</i>						
<ol style="list-style-type: none"> <li>1. The required action from the Board members is understanding of financial position as of June 30, 2015 and resolution of any questions about financial activity for the period ending June 30, 2015.</li> <li>2. Approval of the amended contract to audit accounts as presented.</li> </ol>						
<b>Description of Agenda Item:</b>						
<p><b>Audit Report for Fiscal Year Ending June 30, 2015:</b>  Dixon Hughes Goodman, LLP worked on the engagement during 2015 through March 2016 for the financial statement audit and the single audit for the fiscal year ended June 30, 2015. Centralina staff will work diligently to provide the necessary information and documentation. Pete Teague, the engagement partner, will make a presentation at the meeting and field any questions.</p> <p>Amended Audit Contract: Due to the timing and length of this audit, Dixon Hughes Goodman, LLP has requested an additional \$15,000 fee for the engagement. The total amended fee for the audit is \$72,500.</p>						
<b>Background &amp; Basis of Recommendations:</b>						
<p>The Executive and Finance Director are asking the Board for two separate motions:</p> <ol style="list-style-type: none"> <li>1. To approve and accept the audit as presented.</li> <li>2. To make a motion to approve the amended audit contract as presented in the amount of \$72,500.</li> </ol>						
<b>Action / Recommendation:</b>						
<p>I move that the Executive Board:</p> <ol style="list-style-type: none"> <li>1. Approve and accept the audit as presented.</li> <li>2. Approve the amended audit contract as presented in the amount of \$72,500.</li> </ol>						
<b>Time Sensitivity (none or explain):</b>	None.					
<b>Budget Impact (if applicable):</b>	None					
<b>List of Attachments (if any):</b>	<ol style="list-style-type: none"> <li>1. FY2014-2015 Financial Statements</li> <li>2. Amended Contract to Audit Accounts</li> </ol>					

# AMENDED

LGC-205 (Rev. 2014)

## CONTRACT TO AUDIT ACCOUNTS

Of Centralina Council of Governments

Governmental Unit and Discretely Presented Component Unit (DPCU) if applicable

On this 9th day of March, 2016,

Auditor: Dixon Hughes Goodman LLP

Auditor Mailing Address: 100 N. Main Street, Suite 2300

Winston-Salem, North Carolina 27101

Hereinafter referred to as The Auditor

and the Board of Delegates

(Governing Board (s)) of Centralina Council of Governments

: hereinafter referred to as the Governmental Unit (s), agree as follows:

Governmental Unit (s)

1. The Auditor shall audit all statements and disclosures required by generally accepted accounting principles (GAAP) and additional required legal statements and disclosures of all funds and/or divisions of the Governmental Unit (s) for the period beginning July 1, 2014, and ending June 30, 2015. The non-major combining, and individual fund statements and schedules shall be subjected to the auditing procedures applied in the audit of the basic financial statements and an opinion will be rendered in relation to (as applicable) the governmental activities, the business-type activities, the aggregate DPCU's, each major governmental and enterprise fund, and the aggregate remaining fund information (non-major government and enterprise funds, the internal service fund type, and the fiduciary fund types).
2. At a minimum, the Auditor shall conduct his/her audit and render his/her report in accordance with generally accepted auditing standards. The Auditor shall perform the audit in accordance with *Government Auditing Standards* if required by the State Single Audit Implementation Act, as codified in G.S. 159-34. If required by OMB Circular A-133 Audits of States, Local Governments, and Non-Profit Organizations and the State Single Audit Implementation Act, the Auditor shall perform a Single Audit. This audit and all associated workpapers may be subject to review by Federal and State agencies in accordance with Federal and State laws, including the staffs of the Office of State Auditor (OSA) and the Local Government Commission (LGC). If the audit and/or workpapers are found in this review to be substandard, the results of the review may be forwarded to the North Carolina State Board of CPA Examiners (NC CPA Board).  
  
County and Multi-County Health Departments: The Office of State Auditor will designate certain programs that have eligibility requirements to be considered major programs in accordance with OMB Circular A-133 for the State of North Carolina. The LGC will notify the auditor and the County and Multi-Health Department of these programs. A County or a Multi-County Health Department may be selected to audit any of these programs as major.
3. If an entity is determined to be a component of another government as defined by the group audit standards - the entity's auditor will make a good faith effort to comply in a timely manner with the requests of the group auditor in accordance with AU-6 §600.41 - §600.42.
4. This contract contemplates an unqualified opinion being rendered. The audit shall include such tests of the accounting records and such other auditing procedures as are considered by the Auditor to be necessary in the circumstances. Any limitations or restrictions in scope which would lead to a qualification should be fully explained in an attachment to this contract.
5. If this audit engagement is subject to the standards for audit as defined in *Government Auditing Standards*, 2011 revisions, issued by the Comptroller General of the United States, then by accepting this engagement, the Auditor warrants that he has met the requirements for a peer review and continuing education as specified in *Government Auditing Standards*. The Auditor agrees to provide a copy of their most recent peer review report regardless of the date of the prior peer review report to the Governmental Unit and the Secretary of the LGC prior to the execution of the audit contract (See Item 22). **If the audit firm received a peer review rating other than pass, the Auditor shall not contract with the Governmental Unit without first contacting the Secretary of the LGC for a peer review analysis that may result in additional contractual requirements.**

If the audit engagement is not subject to Government Accounting Standards or if financial statements are not prepared in accordance with GAAP and fail to include all disclosures required by GAAP, the Auditor shall provide an explanation as to why in an attachment.

6. It is agreed that time is of the essence in this contract. All audits are to be performed and the report of audit submitted to the State and Local Government Finance Division (SLGFD) within four months of fiscal year end. Audit report is due on: March 31, 2016. If it becomes necessary to amend this due date or the audit fee, an amended contract along with a written explanation of the delay must be submitted to the Secretary of the LGC for approval.

Name of Governmental Unit and Discretely Presented Component Unit's (DPCU) if applicable

7. It is agreed that generally accepted auditing standards include a review of the Governmental Unit's systems of internal control and accounting as same relates to accountability of funds and adherence to budget and law requirements applicable thereto; that the Auditor will make a written report, which may or may not be a part of the written report of audit, to the Governing Board setting forth his findings, together with his recommendations for improvement. That written report must include all matters defined as "significant deficiencies and material weaknesses" in AU-C 265 of the *AICPA Professional Standards (Clarified)*. The Auditor shall file a copy of that report with the Secretary of the LGC.
8. All local government and public authority contracts for audit or audit-related work require the approval of the Secretary of the LGC. This includes annual or special audits, agreed upon procedures related to internal controls, bookkeeping or other assistance necessary to prepare the Governmental Unit's records for audit, financial statement preparation, any finance-related investigations, or any other audit-related work in the State of North Carolina. **Invoices for services rendered under these contracts shall not be paid by the Governmental Unit until the invoice has been approved by the Secretary of the LGC.** (This also includes any progress billings.) [G.S. 159-34 and 115C-447] All invoices for Audit work must be submitted by email in PDF format to the Secretary of the LGC for approval. The invoices must be sent to: [lgc.invoice@nctreasurer.com](mailto:lgc.invoice@nctreasurer.com). Subject line should read "Invoice – [Unit Name]. The PDF invoice marked 'approved' with approval date will be returned by email to the Auditor to present to the Governmental Unit for payment. Approval is not required on contracts and invoices for system improvements and similar services of a non-auditing nature.
9. In consideration of the satisfactory performance of the provisions of this contract, the Governmental Unit shall pay to the Auditor, upon approval by the Secretary of the LGC, the following fee, which includes any cost the Auditor may incur from work paper or peer reviews or any other quality assurance program required by third parties (Federal and State grantor and oversight agencies or other organizations) as required under the Federal and State Single Audit Acts:

**Year-end bookkeeping assistance – [For audits subject to Government Auditing Standards, this is limited to bookkeeping services permitted by revised Independence Standards]** \_\_\_\_\_

Audit **\$65,000**

**Preparation of the annual financial statements** **\$7,500**

Prior to submission of the completed audited financial report, applicable compliance reports and amended contract (if required) the Auditor may submit invoices for approval for services rendered, not to exceed 75% of the total of the stated fees above. If the current contracted fee is not fixed in total, invoices for services rendered may be approved for up to 75% of the prior year audit fee. The 75% cap for interim invoice approval for this audit contract is \$<sup>53,375</sup> **\*\* NA if no interim billing**

10. If the Governmental Unit has outstanding revenue bonds, the Auditor shall include documentation either in the notes to the audited financial statements or as a separate report submitted to the SLGFD along with the audit report, a calculation demonstrating compliance with the revenue bond rate covenant. Additionally, the Auditor should be aware that any other bond compliance statements or additional reports required in the authorizing bond documents need to be submitted to the SLGFD simultaneously with the Governmental Unit's audited financial statements unless otherwise specified in the bond documents.
11. After completing the audit, the Auditor shall submit to the Governing Board a written report of audit. This report shall include but not be limited to the following information: (a) Management's Discussion and Analysis, (b) the financial statements and notes of the Governmental Unit and all of its component units prepared in accordance with GAAP, (c) supplementary information requested by the client or required for full disclosure under the law, and (d) the Auditor's opinion on the material presented. The Auditor shall furnish the required number of copies of the report of audit to the Governing Board as soon as practical after the close of the accounting period.
12. If the audit firm is required by the NC CPA Board or the Secretary of the LGC to have a pre-issuance review of their audit work, there must be a statement added to the engagement letter specifying the pre-issuance review including a statement that the Governmental Unit will not be billed for the pre-issuance review. The pre-issuance review must be performed **prior** to the completed audit being submitted to the LGC. The pre-issuance report must accompany the audit report upon submission to the LGC.
13. The Auditor shall electronically submit the report of audit to the LGC when (or prior to) submitting the invoice for services rendered. The report of audit, as filed with the Secretary of the LGC, becomes a matter of public record for inspection, review and copy in the offices of the SLGFD by any interested parties. Any subsequent revisions to these reports must be sent to the Secretary of the LGC. These audited financial statements are used in the preparation of official statements for debt offerings (the Auditors' opinion is not included) by municipal bond rating services to fulfill secondary market disclosure requirements of the Securities and Exchange Commission and other lawful purposes of the Governmental Unit without subsequent consent of the

# Centralina Council of Governments

## Contract to Audit Accounts (cont.)

Name of Governmental Unit and Discretely Presented Component Unit's (DPCU) if applicable

**Auditor.** If it is determined by the LGC that corrections need to be made to the Governmental Unit's financial statements, they should be provided within three days of notification unless, another time frame is agreed to by the LGC.

If the OSA designates certain programs to be audited as major programs, as discussed in item #2, a turnaround document and a representation letter addressed to the OSA shall be submitted to the LGC.

The LGC's process for submitting contracts, audit reports and Invoices is subject to change. Auditors should use the submission process in effect at the time of submission. The most current instructions will be found on our website: <https://www.nctreasurer.com/slg/lfm/forms-instructions/Pages/Annual-Audit-Forms-and-Resources.aspx>

14. Should circumstances disclosed by the audit call for a more detailed investigation by the Auditor than necessary under ordinary circumstances, the Auditor shall inform the Governing Board in writing of the need for such additional investigation and the additional compensation required therefore. Upon approval by the Secretary of the LGC, this contract may be varied or changed to include the increased time and/or compensation as may be agreed upon by the Governing Board and the Auditor
15. If an approved contract needs to be varied or changed for any reason, the change must be made in writing, signed and dated by all parties and pre-audited if the change includes a change in audit fee. This document and a written explanation of the change must be submitted by email in PDF format to the Secretary of the LGC for approval. The portal address to upload your amended contract and letter of explanation documents is <http://nctreasurer.slgfd.leapfile.net> No change shall be effective unless approved by the Secretary of the LGC, the Governing Board, and the Auditor.
16. Whenever the Auditor uses an engagement letter with the Governmental Unit, Item #17 is to be completed by referencing the engagement letter and attaching a copy of the engagement letter to the contract to incorporate the engagement letter into the contract. In case of conflict between the terms of the engagement letter and the terms of this contract, the terms of this contract will control. Engagement letter terms are deemed to be void unless the conflicting terms of this contract are specifically deleted in Item #23 of this contract. Engagement letters containing indemnification clauses will not be approved by the LGC.
17. Special provisions should be limited. Please list any special provisions in an attachment.
18. A separate contract should not be made for each division to be audited or report to be submitted. If a DPCU is subject to the audit requirements detailed in the Local Government Budget and Fiscal Control Act and a separate audit report is issued, a separate audit contract is required. If a separate report is not issued and the DPCU is included in the primary government audit, the DPCU must be named along with the parent government on this audit contract. Signatures from the DPCU Board chairman and finance officer also must be included on this contract.
19. The contract must be executed, pre-audited, physically signed by all parties including Governmental Unit and Auditor signatures and submitted in PDF format to the Secretary of the LGC. The current portal address to upload your contractual documents is <http://nctreasurer.slgfd.leapfile.net> Electronic signatures are not accepted at this time. Included with this contract are instructions to submit contracts and invoices for approval as of April, 2014. These instructions are subject to change. Please check the NC Treasurer's web site at [www.nctreasurer.com](http://www.nctreasurer.com) for the most recent instructions.
20. The contract is not valid until it is approved by the LGC Secretary. The staff of the LGC shall notify the Governmental Unit and Auditor of contract approval by email. The audit should not be started before the contract is approved.
21. There are no other agreements between the parties hereto and no other agreements relative hereto that shall be enforceable unless entered into in accordance with the procedure set out herein and approved by the Secretary of the LGC.
22. Municipal & County Contracts: The Auditor acknowledges that any private employer transacting business in this State who employs 25 or more employees in this State must, when hiring an employee to work in the United States, use E Verify to verify the work authorization of the employee in accordance with N.C.G.S. §64 26(a). The Auditor acknowledges further that any such private employer and its subcontractors must comply with all of the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes (North Carolina's E-verify law), and that such private employer has a duty under the law to ensure compliance by its subcontractors. The Auditor further acknowledges that this contract is of the type governed by S.L. 2013-418, which makes it unlawful for a local government to enter into certain types of contracts unless the contractor and its subcontractors comply with North Carolina's E-verify law, and that failure to comply with such law could render this contract void. The Auditor hereby covenants, warrants and represents for itself and its subcontractors that with respect to this contract the Auditor and its subcontractors shall comply with the provisions of North Carolina's E-verify law and that failure to comply with such law shall be deemed a breach of this contract and may render this contract void.
23. All of the above paragraphs are understood and shall apply to this contract, except the following numbered paragraphs shall be deleted: (See Item 16 for clarification).

Contract to Audit Accounts (cont.) Centralina Council of Governments

Name of Governmental Unit and Discretely Presented Component Unit's (DPCU) if applicable

Communication regarding audit contract requests for modification or official approvals will be sent to the email addresses provided in the spaces below.

Audit Firm Signature:

Dixon Hughes Goodman LLP

Name of Audit Firm

By Pete Teague, CPA

Authorized Audit firm representative name: Type or print

Signature of authorized audit firm representative

pete.teague@dhgllp.com

Email Address of Audit Firm:

Date

Governmental Unit Signatures:

By Michael Johnson, Chairperson

Mayor / Chairperson: Type or print name and title

Signature of Mayor/Chairperson of governing board

Date

By

DPCU Chairperson: Type or print name and title

Signature of Chairperson of DPCU if applicable

Date

Unit Signatures (continued):

By William Feather

Chair of Audit Committee - Type or print name

\*\*

Signature of Audit Committee Chairperson

Date

\*\* If Governmental Unit has no audit committee, this section should be marked "N/A."

PRE-AUDIT CERTIFICATE: Required by G.S. 159-28 (a)

This instrument has been preaudited in the manner required by The Local Government Budget and Fiscal Control Act or by the School Budget and Fiscal Control Act. Additionally, the following date is the date this audit contract was approved by the governing body.

By Marsha Sutton

Governmental Unit Finance Officer: Type or print name

Finance Officer Signature

msutton@centralina.org

Email Address of Finance Officer

Date

(Pre-audit Certificate must be dated.)

Date Governing Body Approved Audit Contract - G.S. 159-34(a)

Board Approval Date - Primary Government

Board Approval Date - DPCU

## ADDENDUM TO AMENDED CONTRACT TO AUDIT ACCOUNTS

**Governmental unit:** Centralina Council of Governments

**Auditor:** Dixon Hughes Goodman LLP

**Year ending:** June 30, 2015

### **Explanation of reason for delay in submission of audit:**

The former finance officer of Centralina Council of Governments left the Council at the end of March 2015. The Council then had an interim finance officer who stayed until the current finance officer arrived in early October 2015, at which time very little of the audit work had been performed. Due to the turnover, the fact that the current finance officer started three months after year-end, and the fact that substantial work still needed to be accomplished for closing out the year and preparing for the audit process, the audit has been delayed well past the normal timeframe and has taken much more time than usual on the part of the Council staff and the audit firm.

\_\_\_\_\_  
(Signature of authorized audit firm representative)

\_\_\_\_\_  
(Signature of Board Chairperson of Centralina Council of Governments)



Centralina Council of Governments

**Item 5**

CCOG Building Committee Report





## Board Agenda Item Cover Sheet

<b>Board Meeting Date:</b>	April 13, 2016	<b>Agenda Item Type:</b>	<b>Consent:</b>	<b>Regular:</b>	X
<b>Submitting Person:</b>	Jim Prosser	<b>Presentation Time (est.):</b>	5 minutes		
<b>Presenter at meeting:</b>	Jim Prosser	<b>Phone Number/Ext:</b>	(704) 748-2703		
		<b>Email:</b>	<a href="mailto:jprosser@centralina.org">jprosser@centralina.org</a>		
<b>Alternate Contact Person:</b>	Linda Miller	<b>Phone Number/Ext:</b>	(704) 348-2712		
		<b>Email:</b>	<a href="mailto:lmiller@centralina.org">lmiller@centralina.org</a>		
<b>Submitting Department:</b>	Executive	<b>Department Head Approval:</b>			
<b>Board Expectation:</b> <i>(required action or responsibility expected from Board members)</i>					
Provide information to the CCOG Executive Board and receive feedback regarding next steps in the process of identifying options for location of Centralina COG offices.					
<b>Description of Agenda Item:</b>					
Review progress of the CCOG Building Committee including latest meeting with Cushman Wakefield, Labella Associates, Committee members, and staff.					
<b>Background &amp; Basis of Recommendations:</b>					
<p><i>Since the last update in March 2016, the Building Committee has met to review the possibility of subleasing office space to other organizations at the Centralina location, analysis of the potential for Centralina to terminate the current lease at 525 North Tryon, and available options for both leasing and building space.</i></p> <p>Key issues continue to be evaluating office space options but now include increased focus on:</p> <ol style="list-style-type: none"> <li>1. How each option impacts CCOG Budget</li> <li>2. Analysis of subleasing a portion or all of the 525 North Tryon location</li> <li>3. Termination of current lease</li> <li>4. Locations available in those areas identified by multiple factors such as Heat Maps completed by CCOG staff, survey conducted by Labella Associates, leasing price point, and building availability for purchase</li> </ol> <p>Cushman Wakefield has begun to identify available locations for lease or purchase and a small group of Building Committee members will begin to visit locations as pre-identified by the Broker. The Building Committee will also increase meetings to monthly in order to continue progress.</p>					
<b>Action / Recommendation:</b>					
<i>Receive as information.</i>					
<b>Time Sensitivity (none or explain):</b>	None at the current time.				
<b>Budget Impact (if applicable):</b>	No budget impact in current year. Fees typically paid by seller or building owner.				
<b>List of Attachments (if any):</b>	None.				



Centralina Council of Governments

## **Item 6**

Private-Sector Fundraising Update



## Board Agenda Item Cover Sheet

<b>Board Meeting Date:</b>	April 13, 2016	<b>Agenda Item Type:</b>	<b>Consent:</b>	<b>Regular:</b>	X
<b>Submitting Person:</b>	Vicki Bott	<b>Presentation Time (est.):</b>	15 minutes		
<b>Presenter at meeting:</b>	Vicki Bott	<b>Phone Number/Ext:</b>	(704) 348-2702		
		<b>Email:</b>	<a href="mailto:vbott@centralina.org">vbott@centralina.org</a>		
<b>Alternate Contact Person:</b>	Jim Prosser	<b>Phone Number/Ext:</b>	(704) 348-2703		
		<b>Email:</b>	<a href="mailto:jprosser@centralina.org">jprosser@centralina.org</a>		
<b>Submitting Department:</b>	<b>Grants Development</b>	<b>Department Head Approval:</b>			
<b>Board Expectation:</b> <i>(required action or responsibility expected from Board members)</i>					
Executive Board members are asked to:					
<ol style="list-style-type: none"> <li>1. receive as information updates on fundraising efforts; and,</li> <li>2. provide prospecting assistance.</li> </ol>					
<b>Description of Agenda Item:</b>					
Private-sector Fundraising Update: review of fundraising development efforts. Also, discuss plans going forward:					
<ol style="list-style-type: none"> <li>1. Opportunities for Executive Board member participation via “friend-raising”, “door opening”, and “prospect meetings”.</li> <li>2. Explore EB support needs for “door opener”/“Prospect meeting participant” roles: talking points, pre-briefings, coaching?</li> </ol>					
<b>Background &amp; Basis of Recommendations:</b>					
<p>On behalf of the Centralina Foundation, CCOG is managing a contract between the Foundation and Ms. Nichols with the objective of developing \$890,000 in funding designated for four CCOG priority regional initiatives: Career Headlight; Community-based Housing Strategies; Regional Freight Study; and, Volunteer Transportation Services. The contract is for \$11,000 for the 11-month period from August 1, 2015 through June 30, 2016. The work also involves re-branding the Foundation (including design and production of logo, website, business cards, and brochures,) the majority of which has now been completed.</p> <p>Initial “Intentional Approaches” to prospects began in January and are continuing, but it was determined that staff alone do not have the contacts needed for “friend-raising” and “door opening”. In March, the Executive Board members agreed to review the list of prospects generated for these fundraising approaches, and identify any prospects for which a member is able to assist with “friend-raising”, “door-opening”, or “prospect meeting participation.”</p> <p>In an effort to accelerate the prospecting process, the “top” prospects have been identified and sorted by geographic area for EB members to review and identify those for which they can be a “door opener” and/or “prospect meeting participant”.</p>					
<b>Action / Recommendation:</b>					
<p>Executive Board members are asked to turn in to Vicki Bott or Kelly Weston at the meeting’s close their top prospects list identifying any of the organizations in their geographic area or where they have an existing contact relationship, for which they can be a “door opener” and/or “prospect meeting participant”.</p> <p>The Executive Board is asked to provide direction to staff on level and types of EB support desired for their participation in private-sector fund-raising efforts.</p>					
<b>Time Sensitivity (none or explain):</b>	Capitalizing on prospecting opportunities over the next 2 months is critical to securing funding for efforts during this fiscal year.				
<b>Budget Impact (if applicable):</b>	Potential increase in revenue to fund CCOG’s regional initiatives.				



**List of Attachments** *(if any):*

- Philanthropic Fundraising Status Report (Mar 2016)
- “Top Prospects” List
- Philanthropic Fundraising Intentional Approach Basics



## **Philanthropic Fundraising Status Report**

### **Goal:**

- \$890,000 in private-sector funding for CCOG's four priority regional initiatives
  - \$200,000 Regional Freight Study
  - \$300,000 Career Headlight
  - \$325,000 Community-based Housing Strategies
  - \$ 65,000 VTS

### **Completed:**

March

- Career Headlight: Gave plan input for Career Headlight Relaunch Event (hosted by Federal Reserve/FDIC).
- Freight:
  - Had 2<sup>nd</sup> conversation with Tim Gause regarding Freight proposal to Duke (\$100k).
  - Updated freight prospect list for N-S's Durwood Laughinghouse to provide input.
- Housing:
  - Finalized game plan/proposal direction and participation from Mooresville for Lowe's proposal.
  - Made initial inquiry call to James Frison, new Director of Community Relations at Lowe's.
- VTS: Determined follow-up strategy for BCBS – internal team to survey clients.
- CF Re-branding: Followed up on collaterals to ensure delivery to required specification.
- CCOG Executive Board: Stakeholder prospecting & Intentional Inquiry materials prepared

### **Next Steps:**

April/May

- Continue follow-up for top tier prospects (Lowes Foundation, BCBS, Duke Energy)
- Exec Board input: Follow up with self-identified friend-raisers, door-openers, meeting participants
- Initiate intentional inquiries/game plan (for top prospects):
  - Freight:
    - Bundled projects Housing/Freight: National Gypsum
    - top prospects w/ EB liaison (Re-work Duke Energy proposal for others)
    - top prospects w/ N-S liaison.
  - Career Headlight:
    - Develop Case for Projects:
    - Seek 1-2 anchor sponsors in time for Relaunch event (e.g., financial institutions including - Fifth Third, Wells Fargo, etc.)
- Stakeholder Prospecting & Game-Plan/Intentional Inquiries:
  - Freight Study: freight providers, logistics firms, manufacturers, distributors
  - Career Headlight: foundations, higher educ. Inst.
  - Housing: major & mid-sized employers, builders/developers, realtors, banks/ mortgage companies
  - VTS: health care inst., foundations, faith-based inst.
- Complete Centralina Foundation website and secondary collaterals.

Centralina Foundation  
 \* Top Prospects

Friend-raiser = F  
 Door-opener = D  
 Meeting participant = M

<i>project</i>	<i>level (\$000s)</i>	<i>prospect</i>	<i>name, title</i>	<i>email, phone</i>	<i>Liaison</i>	<i>F</i>	<i>D</i>	<i>M</i>
Career Headlight								
*	50	Belk Foundation						
*	50	JP Morgan Chase						
*	50	Fifth Third						
*	25	Bank of America Fndn	Charles Bowman, Market President ?					
*	25	Wells Fargo	Jay Everett					
*	15	PNC						
*	15	UNC Charlotte						



GROWING Jobs and Our Economy | CONTROLLING Cost of Government | IMPROVING Quality of Life

## **Centralina Foundation Philanthropic Fundraising Intentional Approach Basics for Delegates**

Centralina Foundation uses the “Intentional Approach” to develop mutually beneficial relationships with private-sector funding prospects in our region. As a CCOG Delegate, assisting in this effort will benefit your community and the region by enhancing potential funding partners’ understanding of how our regional initiatives

- ◆ benefit our communities’ residents and businesses; and,
- ◆ help them meet their philanthropic objectives.

Delegates may be asked to help in three ways, with support from CCOG staff and the Foundation’s private-sector fundraising consultant:

### **1) Friend-raising -- Identify prospects and/or stakeholders who can recommend other prospects.**

- ◆ Your existing relationships: identify organizations with whom you have existing relationships and provide your contacts’ names, titles, and other contact information; these can be organizations already identified or new prospects we’ve not thought of.
- ◆ Brainstorm new prospects: identify organizations that are in similar lines of business as prospects already identified, whether or not you have an existing relationship there.

*CCOG will provide a copy of the current prospect list with space to add your contacts and new prospects.*

### **2) Door-opening – Contact a prospect to introduce Centralina Foundation’s staff or consultant who will call or email to request a meeting.**

- ◆ Existing relationships: whether your contact is the “right” person for Centralina Foundation’s meeting request or not, your call to inquire about finding the right person is likely to be better received than a call where no prior relationship exists.
- ◆ Other prospects: if your professional background, geographic area, or CCOG Board position fits well with a given prospect, you may be the best-positioned person to make this initial call to introduce the Foundation’s staff or consultant and our interest in a meeting.

*Let CCOG staff/consultant know you are willing to make door-opening calls, either for existing relationships or for relevant cold calls, and we will provide coaching/talking points for the call.*

### **3) Prospect Meeting Participant – Accompany CCOG/CF leaders on the prospect meeting, carrying out a designated role in the meeting:**

- ◆ Existing relationship – your role will be to act as the bridge between the prospect and the Foundation, introducing the other Foundation players who will have their own roles including determining when and what to “ask” for;
- ◆ Other prospects – if your professional background, geographic area, or CCOG Board position fits well with a given prospect, you may be the best-positioned person to represent the CCOG-Foundation partnership’s commitment to a regional initiative of interest to the prospect.

*CCOG staff/consultant will familiarize you in advance with each team member’s role for the meeting, and your role will not include “making the ask”.*

*CF staff/consultant contacts: Vicki Bott ([vbott@centralina.org](mailto:vbott@centralina.org)) or Jennifer Nichols ([jen.r.nichols@gmail.com](mailto:jen.r.nichols@gmail.com))*



Centralina Council of Governments

GROWING Jobs and Our Economy | CONTROLLING Cost of Government | IMPROVING Quality of Life

## Centralina Foundation Philanthropic Prospecting Meetings

### General Guide

**Centralina Foundation first**– unless working with someone familiar with CCOG, **introduce Centralina Foundation first.**

**CCOG and its role** – Explanation needs to be very succinct with historical reference to the council as **member communities** rather than governments or municipalities. Describe CCOG as Centralina Foundation’s partner/vendor providing project management services.

**Regional Initiatives** – Selected by Centralina Foundation based on its priorities in the areas of Human Services, Housing, Workforce and Economic Development, with an emphasis on regional collaboration and being **outcomes-driven**; use terminology like “**evidence based**” and “**best practices as seen in other communities**”.

**Specific Projects** – Use the project’s “**elevator speech**” – broad brush strokes

**Pauses** – Allow for questions and **let the prospect interject and be engaged**; after the “specific project”/ “need” is a good time for a pause

**Handouts** – **Never give handouts until you have introduced the project** and want to show them something – otherwise give them as “extra reading” before you leave. If they start “looking” they may stop “listening”

### “Standard” Prospecting Meeting Outline

With the understanding that nothing is truly “standard,” the best you can do is try to lead the conversation. This is why the team should have a pre-meeting for those who are attending and review what roles are being played and what you expect to ascertain or accomplish before you leave the meeting.

**Intro** – Thank you for taking the time to see us (our connection)

**Who** – Introduce the team members and their roles (share business cards)

**Who Do You Represent** – If the prospect doesn’t Centralina Foundation and CCOG, introduce the missions & relationship- think 1 minute “elevator speech”

**What The Project is** – If they are somewhat familiar with the project, then aim for the connection to the prospect; if not, do the 1-3 minute “elevator speech” inserting “hot buttons” if you have insider knowledge

**The Need** - Connect the dots – again a broad brush stroke

**The Pause** – Give them an opportunity to ask questions

**Exploratory** – Begin to explore the partnership with questions leading to what you wish to know or accomplish

**Next Steps** - What is next for both partners? Anything that needs to be scheduled, or are there other decision makers to contact?

**Parting question** – is there one question that still needs asking on the way out? Is there a set-up for the next “ask?”





Centralina Council of Governments

**Item 7**

Federal Relations Update



## Board Agenda Item Cover Sheet

<b>Board Meeting Date:</b>	April 13, 2016	<b>Agenda Item Type:</b>	<b>Consent:</b>	<b>Regular:</b>	X
<b>Submitting Person:</b>	Vicki Bott	<b>Presentation Time (est.):</b>	15 minutes		
<b>Presenter at meeting:</b>	Vicki Bott	<b>Phone Number/Ext:</b>	704-348-2702		
		<b>Email:</b>	<a href="mailto:vbott@centralina.org">vbott@centralina.org</a>		
<b>Alternate Contact Person:</b>	Jim Prosser	<b>Phone Number/Ext:</b>	704-348-2703		
		<b>Email:</b>	<a href="mailto:jprosser@centralina.org">jprosser@centralina.org</a>		
<b>Submitting Department:</b>	<b>Grants Development</b>	<b>Department Head Approval:</b>			
<b>Board Expectation: (required action or responsibility expected from Board members)</b>					
Executive Board members are asked to:					
<ol style="list-style-type: none"> <li>1. Provide feedback on their own elected-to-elected relationship development efforts;</li> <li>2. Receive as information updates on staff-to-staff efforts;</li> <li>3. Provide direction for plans going forward.</li> </ol>					
<b>Description of Agenda Item:</b>					
Federal Relations Update: Review of both staff-to-staff and elected-to-elected federal relationship development efforts. Also, discuss plans going forward:					
<ul style="list-style-type: none"> <li>• Executive Board support needs: talking points, handouts, coaching?</li> <li>• Forecast June decision regarding renewal of consultant contract</li> </ul>					
<b>Background &amp; Basis of Recommendations:</b>					
In December, staff conducted the first Regional Connections webinar designed for staff of our Congressional Delegation, and have planned the second webinar for April 11.					
Executive Board members at the January meeting requested talking points for trips to Washington, DC planned for late January – early March. Introductory talking points were distributed in time for the US Mayors Conference, National Association of Counties Legislative Conference, and the National League of Cities Congressional Conference.					
Executive Board members at the March meeting approved a resolution regarding the bi-partisan U.S. Economic Development Administration (EDA) funding support letter circulating in Congress and agreed to contact their Congressional Delegation members for:					
<ol style="list-style-type: none"> <li>1. Signing on to the EDA funding support letter</li> <li>2. Local meetings during the congressional recess (March 24 – April 3).</li> </ol>					
The next significant opportunities for relationship development are:					
<ul style="list-style-type: none"> <li>• Requesting House members to give one-minute speeches on the House floor.</li> <li>• The July-August Congressional Recess, for which support materials need to be in place for the June Executive Board meeting.</li> </ul>					
The current contract with Strategics Consulting ends June 30, 2016.					
<b>Action / Recommendation:</b>					
The Executive Board is asked to provide direction to staff on:					
<ul style="list-style-type: none"> <li>• Level and types of Executive Board support desired for ongoing elected-to-elected relationship development</li> <li>• Information requested from Strategics to help inform the Board decision regarding contract extension</li> <li>• Information needed from CCOG staff to make a decision at the June meeting about contract renewal</li> </ul>					
<b>Time Sensitivity (none or explain):</b>	Direction is needed to prepare for the June Executive Board meeting and to arrange for support in addition to that currently provided, if any.				
<b>Budget Impact (if applicable):</b>	None.				



**List of Attachments** *(if any):*

- Federal Relations Status Report
- 2016 Congressional Relations E-E Action Plan



## **Federal Relations Status Report**

March 2016

### **Completed:**

- Elected-to-Elected federal relations-building:
  - Talking points / approach for communications with U.S. DOT contacts and with Transportation Summit Freight Roundtable with FHWA Administrator Greg Nadeau (3/2-4)
  - CCOG Resolution, Talking Points for Delegate-to-Member contact re EDA FY17 Appropriations Congressional Letter of Support (3/10)
  - Follow-up letter to Member's Congratulating CEDC on EDA Award (3/28)
  - Annual Congressional Relations Elected-to-Elected Action Plan (3-31).
- Communications:
  - Weekly Consultant/staff strategy calls
  - Alerts for special events such as House Democratic Leader Nancy Pelosi / Rep. Alma Adams Forum for Women
- Regular updates on Congressional action & federal grant competition announcements
  - Items for CCOG's Grant News
  - Public Health and Prevention Programs
  - FASTLANE and TIGER grants; Separate notifications and opportunity discussions on opportunities; review of eligibility checklist
- Other: Resolution of Town of Matthews \$99K CDBG omission

### **Next Steps:**

#### April-June

- Debrief from CCOG Delegate spring recess meetings with Congressional Delegation
- Implement strategy for one-minute speeches on House floor by House members regarding WIOA success.
- Regional Connections webinar series for Congressional Delegation staff:
  - Continue development of 2<sup>nd</sup> "Regional Connections" webinar for April 11
  - Begin development of 3<sup>rd</sup> webinar for June (date TBD)
- Develop Federal Relations/Grants workshops for Spring/Fall 2016
- Assist w/ development of CDBG strategies
- Arrange keynote speaker for May 17 Water Workshop on Aging Infrastructure.
- Continue strategizing on follow-up to Rep. Foxx's office reply and develop talking points.
- Explore impacts of Congressional re-districting on elected-to-elected relationship-building
- Prepare Year-End Progress Report & August Advocacy materials for June Executive Board meeting
- Ongoing
  - Provide updates on Congressional action & federal grant competition announcements
  - Monitor Older Americans Act re-authorization, Water Resources Development Act
  - Assess Federal Action Plan and adjust as needed



## ANNUAL TIMELINE FOR CCOG DELEGATES CONTACTING MEMBERS OF CONGRESS

*This is an anticipated schedule if Congress follows regular order, but delays are always possible. Opportunities for local meetings with Congressional Delegation members are shown in blue.*

Congressional Schedule	CCOG Theme & Delegate Actions
<p><b>JANUARY</b></p> <ul style="list-style-type: none"> <li>◦ New Members’ swearing-in</li> <li>◦ Leadership elected &amp; Committee, Sub-Committee appointments made</li> <li>◦ Congress in recess usually at least one week.</li> <li>◦ U.S. Conference of Mayors Winter Meeting, Washington, DC.</li> </ul>	<p><b>Introduce CCOG federal priorities.</b></p> <ul style="list-style-type: none"> <li>◦ <u>Executive Board</u>: Review new year’s briefing materials</li> <li>◦ Early introductions to newly elected Delegation Members (if following an election year).</li> <li>◦ Meet with Delegation Members locally.</li> <li>◦ Local mayors meet w/ Delegation Members in DC.</li> <li>◦ Schedule local meetings for Feb recess.</li> </ul>
<p><b>FEBRUARY</b></p> <ul style="list-style-type: none"> <li>◦ Congress in recess usually Presidents’ Day week</li> <li>◦ National Association of Counties Legislative Conference, Washington, DC.</li> </ul>	<p><b>Reinforce CCOG federal priorities.</b></p> <ul style="list-style-type: none"> <li>◦ Meet with Delegation Members locally.</li> <li>◦ Local Commissioners meet w/ Delegation Members in DC.</li> <li>◦ Invite to CCOG Conference (April 2017)</li> <li>◦ Schedule local meetings for March-April recess.</li> </ul>
<p><b>MARCH</b></p> <ul style="list-style-type: none"> <li>◦ Appropriations Subcommittees begin work.</li> <li>◦ National League of Cities Legislative Conference, Washington, DC.</li> <li>◦ Congress in recess usually late March</li> </ul>	<p><b>Emphasize CCOG appropriations priorities</b></p> <ul style="list-style-type: none"> <li>◦ Encourage signing on to Appropriations Sub-Committees letters.</li> <li>◦ Local Councilpersons meet w/ Delegation Members in DC.</li> <li>◦ Meet with Delegation Members locally.</li> <li>◦ Schedule local meetings for April and/or May recesses.</li> </ul>
<p><b>APRIL</b></p> <ul style="list-style-type: none"> <li>◦ Congress in recess usually Easter week</li> <li>◦ Appropriations Subcommittees hearings</li> </ul>	<p><b>Emphasize CCOG appropriations priorities.</b></p> <ul style="list-style-type: none"> <li>◦ Meet with Delegation Members locally.</li> <li>◦ Schedule local meetings for May recess.</li> </ul>
<p><b>MAY</b></p> <ul style="list-style-type: none"> <li>◦ Appropriations bills move through House Committee, House Floor, Senate Subcommittees</li> <li>◦ Congress in recess usually Memorial Day week.</li> </ul>	<p><b>Emphasize CCOG appropriations priorities.</b></p> <ul style="list-style-type: none"> <li>◦ Schedule local meetings for July recess (if separate from Town Hall meeting).</li> <li>◦ Meet with Delegation Members locally.</li> </ul>

<p><b>JUNE</b></p> <ul style="list-style-type: none"> <li>Appropriations bills moving through House Floor, Senate Committees, Senate Floor.</li> </ul>	<p><b>Prepare for August Advocacy.</b></p> <ul style="list-style-type: none"> <li><u>Executive Board</u>: Review CCOG federal priorities &amp; August Advocacy support materials.</li> <li>Continue to reinforce messages on CCOG federal funding priorities.</li> <li>Schedule local meetings for July-August recess (if separate from Town Hall meeting).</li> </ul>
<p><b>JULY</b></p> <ul style="list-style-type: none"> <li>Appropriations bills moving through House Floor and Senate Floor.</li> <li>Congress in recess usually July 4<sup>th</sup> week.</li> </ul>	<p><b>Reinforce CCOG appropriations priorities</b></p> <ul style="list-style-type: none"> <li>Communicate to Delegation Members preference for House or Senate funding levels.</li> <li>Meet with Delegation Members locally.</li> <li>Schedule local meetings for August-September recess (if separate from Town Hall meeting.)</li> </ul>
<p><b>AUGUST</b></p> <ul style="list-style-type: none"> <li>Congress in recess usually all month long. (many hold local Town Hall meetings)</li> </ul>	<p><b>August Advocacy</b></p> <ul style="list-style-type: none"> <li>Attend Town Halls with Delegation Members (separate scheduled appointment not required).</li> <li>Meet with Delegation Members locally.</li> <li>Schedule local meetings for September and/or October recesses.</li> </ul>
<p><b>SEPTEMBER - OCTOBER</b></p> <ul style="list-style-type: none"> <li>Congress in recess usually Labor Day week &amp; Columbus Day week.</li> <li>House-Senate conference committees resolve differences and agree on final versions of spending bills. / President signs or vetoes final bills.</li> <li>End of the federal fiscal year (Sep 30<sup>th</sup>).</li> <li>Beginning of federal fiscal year (Oct 1<sup>st</sup>).</li> </ul>	<p><b>Introduce CCOG federal priorities / Thank Delegation Members for successes.</b></p> <ul style="list-style-type: none"> <li>Meet with Delegation Members locally.</li> <li>Final push for current fiscal year’s federal priorities.</li> <li><u>Executive Board</u>: Set priorities for upcoming federal fiscal year &amp; review support materials</li> <li>Schedule local meetings for October-November recesses.</li> </ul>
<p><b>NOVEMBER - DECEMBER</b></p> <ul style="list-style-type: none"> <li>Election Day (first Tuesday after the first Monday in Nov).</li> <li>Congress in recess usually around Veterans Day (11<sup>th</sup>); Thanksgiving (24<sup>th</sup>).</li> <li>Congress in recess usually during the last week or two of December (depends on year, status of appropriations and elections.)</li> </ul>	<p><b>Introduce CCOG federal priorities / Thank Delegation Members for successes.</b></p> <ul style="list-style-type: none"> <li><u>Executive Board</u>: Review Congressional Year-End Report, Finalize and approve next calendar year’s CCOG Federal Action Plan.</li> <li>Early introductions to newly elected Delegation Members (if an election year).</li> <li>Meet with Delegation Members locally.</li> <li>Share Congressional Year End Progress Report, Year Ahead Projections</li> <li>Schedule local meetings for January recesses.</li> </ul>



Centralina Council of Governments

**Item 8**

CCOG Conference Update



## Board Agenda Item Cover Sheet

<b>Board Meeting Date:</b>	April 13, 2016	<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>		<b>Phone Number/Ext:</b>				
		<b>Email:</b>				
<b>Submitting Department:</b>	<b>General Government</b>	<b>Department Head Approval:</b>	Jim Prosser			
<b>Board Expectation: (required action or responsibility expected from Board members)</b>						
The Executive Board is asked to receive an update on preliminary planning activities for the next CCOG Regional Conference and confirm the 2017 Conference date selection.						
<b>Description of Agenda Item:</b>						
Staff will present a brief report of a recent follow-up conference call CCOG Delegates held to provide further direction on the date, location, and sponsorship opportunities for the CCOG Regional Conference. Staff will also recommend a 2017 Conference date for the Executive Board's approval.						
<b>Background &amp; Basis of Recommendations:</b>						
<p>The CCOG Regional Conference, "Creative Solutions for Thriving Communities," is designed to provide elected officials and local government staff with practical tools and solutions to address their communities' biggest challenges. On December 3, 2015, CCOG held the second annual Conference in Gastonia, NC with a program that focused on economic and social resilience.</p> <p>In February, several Delegates (Mayor Pro Tem Will Cauthen – Town of Cramerton; Mayor Bill Feather – Town of Granite Quarry; Council Member Patsy Kinsey – City of Charlotte; Commissioner Martin Oakes – Lincoln County; and Commissioner Jerry Simpson – Union County) participated in a conference call to discuss date research and sponsorship prospects for the next Conference. The group directed staff to identify potential dates in spring 2017. After vetting several options, staff found that April 2017 has the least amount of scheduling conflicts. The group also asked that the Conference venue search focus on community-based venues similar to the site of the 2015 Regional Conference.</p>						
<b>Action / Recommendation:</b>						
Receive report and confirm 2017 Conference date selection.						
<b>Time Sensitivity (none or explain):</b>	Staff has identified potential dates in April 2017 for the next Regional Conference. To secure a venue and begin recruiting sponsors, event planning needs to begin as soon as possible.					
<b>Budget Impact (if applicable):</b>	The 2015 Conference had a revenue deficit of approximately \$11,600. A financial plan for increasing registration and sponsorship revenue will make the next Conference a self-funding event.					
<b>List of Attachments (if any):</b>	None					