



# Executive Board Meeting Agenda

Wednesday, June 10, 2020  
 Zoom Meeting  
 Join by computer: <https://zoom.us/j/99100720386>  
 Join by phone: Dial 1-301-715-8592 and enter  
 Meeting ID 991 0072 0386

Chairman Bobby Compton will convene a meeting of the Centralina COG Executive Board on Wednesday, June 10, 2020 at 5:00 pm. The meeting will be held via Zoom call.

Time	Item	Presenter
5:00 p.m.	<b>Call to Order</b>	Bobby Compton
	<b>Roll Call</b>	
	<b>Invocation</b>	
	<b>Amendments to the Agenda (if any)</b>	
<b>Consent Items:</b> <i>Consent agenda items may be considered in one motion and without discussion except for those items removed by a Board member.</i>		
5:10 p.m. <b>Item 1</b> Pages 5 – 8	<b>Approval of Strategics Performance Report and Annual Report</b> Leslie Mozingo of Strategics Consulting will present an update on CCOG’s federal relations efforts, including a performance report of activities for April and May 2020 and an annual report of activities for July 2019 – June 2020.  <b>Action/Recommendation:</b> <i>Motion #1: Motion to accept the Strategics Consulting performance report for April through May 2020.</i>  <i>Motion #2: Motion to accept the Strategics Consulting annual report for July 2019 through June 2020.</i>	Leslie Mozingo
<b>Item 2</b> Page 10	<b>Approval of Funding for Older Americans Act Services and Support</b> The Executive Board is asked to approve the regional funding allocations for both the Families First Coronavirus Response Act (FFCRA) in the amount of \$1,266,881 and the Coronavirus Aid, Relief, and Economic Security (CARES) Act in the amount of \$4,356,642 for the current year (FY20) and FY21.  <b>Action/Recommendation:</b> <i>Motion to approve NC Division of Aging and Adult Services allocations for FFCRA and CARES funds to the Centralina Area Agency on Aging for allowable Older Americans Act Services and Planning and Administrative support.</i>	Linda Miller
<b>Item 3</b> Pages 12 – 16	<b>Approval of FY19-20 Contract Modification</b> The Executive Board is asked to consider and approve a contract modification for the FY19-20 Mecklenburg County Community Development Block Grant (CDBG) Administrative Services, adding in a new scope of work to include development and administration of the COVID-19 Microbusiness Stabilization Fund program, in addition to serve as a pass-through agent for the loan fund in the amount of \$500,000, with the potential to increase the fund at a later date for a total passthrough of \$1,000,000.  <b>Action/Recommendation:</b> <i>Motion to approve contract modification and pass through funding.</i>	Victoria Avramovic
<b>Item 4</b> Pages 18 – 20	<b>FY19-20 Budget Amendment</b> The Executive Board is asked to review and approve an amendment to the operating and grant budgets for FY19-20. The final amended budgets, as approved by the Finance Committee, will be presented to the Executive Board at its first scheduled meeting after June 30, 2020.  <b>Action/Recommendation:</b> <i>Motion to approve the third budget amendment for FY19-20.</i>	Denise Strosser

# Executive Board Meeting Agenda

<b>Item 5</b> <a href="#">Page 22</a>	<b>Finance Committee Authorization</b> The Executive Board is asked to approve delegating authority to the Finance Committee to approve the final FY19-20 budget amendments.  <b>Action/Recommendation:</b> <i>Motion to allow the Finance Committee to approve the final FY19-20 budget amendments for the annual operating and pass-through budgets on behalf of the Executive Board on or prior to June 30, 2020.</i>	Denise Strosser
<b>Item 6</b> <a href="#">Page 24</a>	<b>Approval of FY21 Compensation Package</b> The Executive Board is asked to review and approve a proposal for a 2% increase in staff salaries for FY21.  <b>Action/Recommendation:</b> <i>Motion to approve the proposed 2% salary increase for Centralina staff.</i>	Geraldine Gardner
<b>Item 7</b> <a href="#">Page 26 – 27</a>	<b>Approval of the April 8, 2020 Executive Board Meeting Minutes</b> The minutes from the April 8, 2020 meeting have been distributed to all members of the Executive Board and should be approved if correct.  <b>Action/Recommendation:</b> <i>Motion to approve the April 8, 2020 Executive Board meeting minutes.</i>	Bobby Compton
<b>Regular Business Items:</b>		
<b>5:15 p.m.</b> <b>Item 8</b> 15 minutes <a href="#">Page 29</a>	<b>FY21 Workplan Review</b> The Executive Director will present the proposed FY21 workplan to the Executive Board for approval.  <b>Action/Recommendation:</b> <i>Motion to approve the FY21 Centralina workplan.</i>	Geraldine Gardner
<b>5:30 p.m.</b> <b>Item 9</b> 10 minutes <a href="#">Pages 31 – 32</a>	<b>August 12<sup>th</sup> Event Plan Preview</b> Staff will present an agenda concept for an August 12 <sup>th</sup> virtual Board of Delegates meeting, Centralina brand launch and Region of Excellence awards ceremony.  <b>Action/Recommendation:</b> <i>Receive as information.</i>	Kelly Weston and Emily Hickok
<b>5:40 p.m.</b> <b>Item 10</b> 10 minutes <a href="#">Pages 34 – 36</a>	<b>Federal Relations Update and Contract Renewal</b> The Executive Board will receive an update on federal relations activities. The Executive Board will also review the proposal for a two-year contract renewal for lobbying and federal consulting services from Strategics Consulting.  <b>Action/Recommendation:</b> <i>Motion to approve the Strategics Consulting services proposal and fee for the period of July 1, 2020 to June 30, 2022.</i>	Geraldine Gardner
<b>5:50 p.m.</b> 5 minutes	<b>Comments from the Executive Board and CCOG Staff</b>	Board Members and Staff



# Executive Board Meeting Agenda

Wednesday, June 10, 2020  
Zoom Meeting  
Join by computer: <https://zoom.us/j/99100720386>  
Join by phone: Dial 1-301-715-8592 and enter Meeting ID 991 0072 0386

<b>5:55 p.m.</b> 5 minutes	<b>Comments from the Chair</b>	Bobby Compton
<b>6:00 p.m.</b> 5 minutes	<b>Comments from the Executive Director</b>	Geraldine Gardner
<b>6:05 p.m.</b>	<b>Adjournment</b>	Bobby Compton

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



Centralina Council of Governments

**Item 1**



## Board Agenda Item Cover Sheet

<b>Board Meeting Date:</b>	June 10, 2020	<b>Agenda Item Type:</b>	<b>Consent:</b>	X	<b>Regular:</b>	
<b>Submitting Person:</b>	Kelly Weston	<b>Presentation Time:</b>	5 minutes			
<b>Presenter at Meeting:</b>	Leslie Mazingo	<b>Phone Number:</b>	202-255-5760			
		<b>Email:</b>	<a href="mailto:Leslie@strategics.consulting">Leslie@strategics.consulting</a>			
<b>Alternate Contact:</b>	Geraldine Gardner	<b>Phone Number:</b>	704-348-2703			
		<b>Email:</b>	<a href="mailto:ggardner@centralina.org">ggardner@centralina.org</a>			
<b>Submitting Department:</b>	Gov. Affairs & Member Engagement	<b>Department Head Approval:</b>	Geraldine Gardner			
<b>Description of Agenda Item:</b>						
<p>The Executive Board is asked to review and approve the Strategics Consulting performance report of federal relations activities for April and May 2020 and the annual report of activities for July 2019 through June 2020.</p>						
<b>Background &amp; Basis of Recommendations:</b>						
<p>Since 2015, the Executive Board has contracted with Strategics Consulting for federal relations consulting services. The Executive Board has requested that Ms. Mazingo present performance metrics reports at each of its meetings.</p>						
<b>Requested Action / Recommendation:</b>						
<p>Motion #1: Motion to accept the Strategics Consulting performance report for April through May 2020.</p> <p>Motion #2: Motion to accept the Strategics Consulting annual report for July 2019 through June 2020.</p>						
<b>Time Sensitivity:</b> <i>(none or explain)</i>	None					
<b>Budget Impact:</b> <i>(none or explain)</i>	None					
<b>Attachments:</b> <i>(none or list)</i>	<ul style="list-style-type: none"> <li>• Strategics Performance Report – April-May 2020</li> <li>• Strategics Annualy Report – July 2019-June 2020</li> </ul>					

## **GOALS AND ACTIVITIES FOR STRATEGICS CONSULTING APRIL – MAY 2020 REPORT**

- 1. Build, maintain and enhance relationships with Members of Congress and the federal agencies**
  - Worked on COVID-19 concerns with congressional offices and delivered AAA COVID-19 letter to congressional delegation as well as House and Senate leadership.
  - Communicated to directors a request for list of shove-ready project examples.
  - Sent notice on changes in the staff for a congressional office.
  
- 2. Develop advocacy strategies around the approved CCOG Federal Action Plan on regional priorities and implement in coordination with CCOG management**
  - Provided written update on advocacy work for the April 8 Executive Board meeting and attended the virtual meeting.
  - Communicated with Senator's and Governor's offices on invitations to be part of regional virtual meetings.
  - Updated Federal Action Plan to reflect changes in COVID-19 priorities.
  
- 3. Provide information and support related to federal grant opportunities in coordination with CCOG staff**
  - Tracked very closely all developments on COVID-19 federal relief funds, and guidelines for reopening, and communicated same to CCOG ED during regular strategy calls and email updates.
  - Reviewed BUILD grant application and provided feedback.
  - Created and sent BUILD grant request for letter of support to congressional delegation.
  - Provided details on the House leadership infrastructure plan, called Moving Forward, and the White House Plan introduced in February as point of comparison.
  - Sent updates on the Brownfields Grants awarded in the CCOG region.
  - Provided Grants Alerts through April 30 and May 29.
  - Sent separate alert on USDA's Distressed Cities Technical Assistance Program; Water Infrastructure Finance and Innovation Act (WIFIA) webinars; SNAP Online Pilot Program; CARES Act funding for National Endowment for the Arts, Bureau of Justice Assistance, and the Institute of Museum and Library Services; and COVID-19 Supplemental funding for Assistance to Firefighters Grant, Suicide Prevention, CDBG and Municipal Lending Facility.
  
- 4. Respond to trouble shooting requests from members and CCOG on federal issues**
  - Worked with congressional delegation and Governor's office on the significant delay in the Families First Coronavirus Response Act (FFCRA) reaching CAAA.
  - Prepared timeline of COVID-19 federal relief bills passed in preparation for Board of Delegates May 13<sup>th</sup> meeting and attended the meeting virtually.
  - Advised on a CCOG member's funding search for updated police radios and communication equipment.

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

## **CCOG Federal Relations ANNUAL REPORT July 2019 – June 2020**

Thank you for allowing me to provide federal advocacy and government relations services to the Centralina Council of Governments (CCOG). The work we are accomplishing, the level of awareness, the reputation of CCOG among your Members of Congress and the federal agencies, and their interest in working in partnership with you, continues to grow and build further on the foundation we have built together. Each year CCOG becomes even more of a trusted source of information and a key player in regional issues for the federal government. For example, congressional offices participated in multiple CCOG-organized meetings and regularly reached out to the organization to coordinate on local issues. We have also received several calls this year where congressional offices referred constituents and issues to CCOG.

The following are some key highlights of the work performed by Strategics Consulting this past year:

- ✓ Coordinated in-home district meeting with Congressman Ted Budd for CCOG Delegates and management; participated in pre-meeting conference call; prepared and sent background information prior to meeting to attendees; provided CCOG briefing materials electronically to Congressman's office in advance of meeting; and followed up with Congressman's staff accordingly.
- ✓ Helped facilitate arrangement for CCOG staff experts to be panelist at event hosted by Congresswoman Alma Adams.
- ✓ Arranged for congressional offices to attend the August Board of Delegates meeting for networking opportunity, which also included a video message from U.S. Senator Thom Tillis.
- ✓ Worked with CCOG's Executive Director to revise Federal Action Plan and strategies for implementing those priorities during Second Session, and participated in bimonthly calls and face-to-face strategy sessions to discuss action items, federal updates, and more.
- ✓ Secured FY20 Appropriations Report Language to give more attention to regional councils and regional collaboration. The language must be repeated each year, thus submitted again for FY21, with support led by U.S. Representatives Alma Adams and Richard Hudson.
- ✓ Scheduled and attended seven DC meetings with congressional delegation offices and federal agencies for Executive Director to present the revised Federal Action Plan and regional priorities; sent briefing materials to individuals who would be in DC meetings in advance of Executive Director's arrival; and prepared background information on those individuals to help Executive Director prepare for meetings.
- ✓ Arranged and participated in conference calls with CCOG experts and the legislative staff for North Carolina's U.S. Senators Richard Burr and Thom Tillis to discuss details of legislation to reauthorize the Older Americans Act (OAA), and again for COVID-19 federal aid for OAA, as well as communicated OAA reauthorization priorities to CCOG's congressional delegation until reauthorization bill was passed and signed into law.
- ✓ Wrote Capital Corner entries monthly for CCOG newsletter and advised on opportunities to share social media related to actions taken by congressional delegation.
- ✓ Reported personally to all Executive Board meetings, as well as several more meetings of the Board of Delegates, Regional Mayors and Regional Managers.
- ✓ Responded to new issues and provided breakdowns of often large, complicated bills and/or administrative orders related to Disaster Relief, Opportunity Zones, and COVID-19.
- ✓ Conducted free Grants Workshop for CCOG members and connected CCOG management to expert for next level workshop.
- ✓ Provided regular updates on individual grant opportunities, a monthly collective list of new funding opportunities for local governments, and a quarterly update on competitive grants forthcoming. Also

participated in federal agency webinars; wrote letters of support for congressional offices and coordinated delivery of same; arranged calls with federal agencies; evaluated feedback on previously unsuccessful applications and made recommendations for improvement; participated in debriefing calls; shared key political contacts; and regularly advised on grant programs and applications.

Although this list is not all inclusive, it does represent the variety of positive work and successful outcomes that has occurred on CCOG's behalf by Strategics Consulting. Still, there is always room for improvement and I welcome suggestions that will help me serve you and your constituents better. I also remain firmly committed to making every year that you entrust in me better than the last.

Respectfully,

A handwritten signature in blue ink that reads "Leslie C. Mozingo". The signature is written in a cursive, flowing style.

Leslie C. Mozingo  
Owner and CEO  
(202) 255-5760  
leslie@strategics.consulting





Centralina Council of Governments

## **Item 2**



## Board Agenda Item Cover Sheet

<b>Board Meeting Date:</b>	June 10, 2020	<b>Agenda Item Type:</b>	<b>Consent:</b>	X	<b>Regular:</b>	
<b>Submitting Person:</b>	Linda Miller	<b>Presentation Time (est.):</b>	N/A			
<b>Presenter at meeting:</b>	N/A	<b>Phone Number/Ext:</b>	704-348-2712			
		<b>Email:</b>	<a href="mailto:lmiller@centralina.org">lmiller@centralina.org</a>			
<b>Alternate Contact Person:</b>	N/A	<b>Phone Number/Ext:</b>				
		<b>Email:</b>				
<b>Submitting Department:</b>	<b>Aging</b>	<b>Department Head Approval:</b>	<i>Linda H. Miller</i>			
<b>Description of Agenda Item:</b>						
<p>The Executive Board is asked to approve the regional funding allocations for both the Families First Coronavirus Response Act (FFCRA) in the amount of \$1,266,881 and the Coronavirus Aid, Relief, and Economic Security (CARES) Act in the amount of \$4,356,642 for the current year (FY20) and FY21.</p>						
<b>Background &amp; Basis of Recommendations:</b>						
<p>The Families First Coronavirus Response Act (FFCRA), signed into law on March 18, 2020 as a part of a very large funding packet to assist with some relief from the coronavirus pandemic, will provide funds to Centralina for nutrition services for older and disabled adults. This includes both home-delivered meals, congregate dining services, and other innovative ways to provide nutrition during Covid-19 quarantine and social distancing.</p> <p>The CARES Act was signed into law on March 27, 2020 and is aimed at providing relief for individuals and businesses that have been negatively impacted by the coronavirus outbreak. Much more flexible and expansive than the FFCRA funds, CARES allows for numerous home and community-based services to older adults as well as purchases of needed supplies and equipment, Ombudsman support, Family Caregiver Support Program services, and Planning and Administrative services and supports.</p>						
<b>Action / Recommendation:</b>						
<p>Motion to approve NC Division of Aging and Adult Services allocations for FFCRA and CARES funds to the Centralina Area Agency on Aging for allowable Older Americans Act Services and Planning and Administrative support.</p>						
<b>Time Sensitivity (none or explain):</b>	<p>These funds are able to be used in the current fiscal year (FY20) retroactive back through March 2020 and the entire fiscal year of 2020-21 (July 1, 2020 through June 30, 2021). They can also carry over into the first quarter of FY22 (July 1, 2021 through September 30, 2021).</p>					
<b>Budget Impact (if applicable):</b>	<p>No match for any direct services of either FFCRA or CARES funding. Administrative funds can be designated from CARES funds only and require a 25% match.</p>					
<b>List of Attachments (if any):</b>	None					



Centralina Council of Governments

### **Item 3**



## Board Agenda Item Cover Sheet

<b>Board Meeting Date:</b>	June 10, 2020	<b>Agenda Item Type:</b>	<b>Consent:</b>	X	<b>Regular:</b>	
<b>Submitting Person:</b>	Victoria Avramovic	<b>Presentation Time:</b>	N/A			
<b>Presenter at Meeting:</b>	N/A	<b>Phone Number:</b>	704-804-1999			
		<b>Email:</b>	<a href="mailto:writtenhouse@centralina.org">writtenhouse@centralina.org</a>			
<b>Alternate Contact:</b>	Mike Manis	<b>Phone Number:</b>				
		<b>Email:</b>	<a href="mailto:mmanis@centralina.org">mmanis@centralina.org</a>			
<b>Submitting Department:</b>	CED	<b>Department Head Approval:</b>				
<b>Description of Agenda Item:</b>						
<p>Contract modification for the FY19-20 Mecklenburg County Community Development Block Grant (CDBG) Administrative Services, adding in a new scope of work to include development and administration of the COVID-19 Microbusiness Stabilization Fund program, in addition to serve as a pass-through agent for the loan fund in the amount of \$500,000, with the potential to increase the fund at a later date for a total passthrough of \$1,000,000.</p>						
<b>Background &amp; Basis of Recommendations:</b>						
<p>Mecklenburg County sought Centralina's assistance to develop and deliver a loan program to meet the needs of the most vulnerable businesses located in the CDBG eligible geography. In addition, Mecklenburg County, in an effort to expedite disbursement of funds, requested Centralina serve as the passthrough agent for approved businesses.</p>						
<b>Requested Action / Recommendation:</b>						
Motion to approve contract modification and pass through funding.						
<b>Time Sensitivity:</b> <i>(none or explain)</i>	None.					
<b>Budget Impact:</b> <i>(none or explain)</i>	None.					
<b>Attachments:</b> <i>(none or list)</i>	Contract modification					



**Exhibit F-1**  
**Statement of Work Amendment**

This Statement of Work Amendment to Exhibit F (this “Amendment F-1”), is made, entered into and effective as of April 9, 2020, by and between CENTRALINA COUNCIL OF GOVERNMENTS, and MECKLENBURG COUNTY, and is an amendment to, and is hereby incorporated into, the Initial Statement of Work Exhibit F (the “Relevant SOW”) of the Services Agreement (with an effective date of July 1, 2019 by and between Centralina Council of Governments, and Mecklenburg County). Centralina Council of Governments and Mecklenburg County are each referred to individually as a “Party” and collectively as the “Parties” to this Amendment.

**RECITALS**

WHEREAS, Centralina Council of Governments is a North Carolina regional council of governments pursuant to Chapter 160A, Article 20, Part 2 of the General Statutes of North Carolina, having a principal place of business at 525 North Tryon Street, 12<sup>th</sup> Floor, Charlotte, North Carolina 28202 (“CCOG”); and,

WHEREAS, Mecklenburg County is a local government member of CCOG, having a principal place of business at 600 E. 4<sup>th</sup> Street, Charlotte, NC 28202 (“Client”); and,

WHEREAS, the Relevant SOW identified Services (as defined in the Relevant SOW) to be rendered to Client by CCOG to support Client’s FY 2019 – 2020 CDBG Entitlement Program Administrative Services; and,

WHEREAS, Client wishes to acquire, and CCOG wishes to provide, additional or different services related to the Relevant SOW’s Services (the “Additional Services”).

NOW THEREFORE, Client and CCOG agree to amend the Relevant SOW as follows:

1. **Additional Services:** Administration, Program Design Services, Financial Distribution Services for a COVID-19 related Microbusiness Stabilization Fund (“MSF”). In order to expedite delivery of funding for eligible businesses receiving funding from the MSF, Mecklenburg County will transfer \$500,000 to CCOG, of which 100% of funds will be distributed to eligible businesses applying under the MSF program. All applications will be submitted directly to Mecklenburg County, and applications with date and time stamp information will be delivered to CCOG for review and logged into a tracking system/document. Applications will be funded based on meeting eligibility criteria and on a first come first serve basis, until all funds have been exhausted. CCOG will oversee administration of funds ensuring activities are in compliance with Federal guidelines applicable to the distribution of Community Development Block Grant Funds.

Current proposed Additional Services and related activities include:

- Creation of program eligibility criteria.
  - To be approved by Mecklenburg County.
- Development of application, loan, and loan forgiveness request forms.
  - To be approved by Mecklenburg County.
- Development of program policy guidance.
  - To be approved by Mecklenburg County.



- Review of all submissions for funding, confirm threshold for eligibility has been met and is documented according to policy, track eligible applicants according to date and time stamp, and provide a time ordered list and submit to Mecklenburg County.
  - Mecklenburg County will provide approval of application and funding amounts.
- For business receiving funding, CCOG will establish each approved applicant as a vendor, which will require completed W-9 forms from each entity.
- CCOG will process loan awards to approved business per approval of Mecklenburg County.
  - Distribution of funds is dependent upon CCOG receiving funds from Mecklenburg County
  - Distribution of funds will not exceed \$500,000
- Process forgiveness requests if occurring prior to expiration of the Services Agreement and/or this Amendment F-1.
- Create and maintain files and documentation for all business loans, per program policy.
- Maintain data for low-moderate-income and jobs.
- Complete all required HUD project related reporting.

Proposed additional services and related activities occurring in next fiscal year to be included in future SOW (and to be compensated separately):

- Servicing of loans to include monthly statements and payment requests, loan forgiveness requests and loan closeout.
  - Any and all payments made by borrowers will be directly payable to Mecklenburg County's CDBG program.
2. **Mecklenburg County Acknowledgment.** For purposes of clarity in this Amendment F-1 to the Relevant SOW, Mecklenburg County is responsible for those items indicated as such in Paragraph 1 above, including approval of eligibility criteria, loan forms, selection of MSF recipients and the dollar amounts to each recipient.
  3. **Mecklenburg County Indemnification.** Mecklenburg County shall defend, indemnify and hold CCOG, its officers, officials, and employees harmless from any and all claims, injuries, damages, losses or suits (collectively referred to as "Claims") including attorney fees, arising out of or in connection with the performance of this Amendment F-1, except for Claims caused by the sole negligence or willful misconduct of CCOG.
  4. **Compensation.** CCOG staff will perform the Additional Services identified above and as detailed herein above for a fixed fee sum of **\$15,700**.

The fixed fee cost set forth above shall be billed in equal monthly installments as follows:


- April: \$2,233
- May: \$2,233
- June: \$2,334



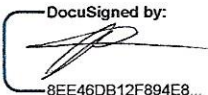
- 5. Except as modified herein, all other terms and conditions of the Services Agreement and the Relevant SOW shall remain in full force and effect, provided that in event of a conflict between the terms of (i) either the Services Agreement or the Relevant SOW, and (ii) this Amendment F-1, the terms of this Amendment F-1 shall prevail.

This Amendment F-1 has been executed by each Party’s duly authorized representative.

**CENTRALINA COUNCIL OF GOVERNMENTS**

By:   
 Name: Geraldine Gardner  
 Title: Executive Director  
 Date: 4/9/20

“This instrument has been approved as to form as required by CCOG Policies.”

DocuSigned by:  
  
 4/9/2020  
 8EE46DB12F894E8... (signature)  
 Joseph J. Santaniello, CCOG’s Legal Counsel

[Insert Mecklenburg County Signature Page]



# Mecklenburg County

## Signature Page

**Contract Number:** 37978320

**Amendment Number:** 01

**Contractor Name:** CENTRALINA COUNCIL OF GOVERNMENTS

**MECKLENBURG COUNTY:**

**ATTEST:**

Handwritten signature of Leslie Johnson in black ink.

**Leslie Johnson**  
Assistant County Manager

This instrument has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act.

Handwritten signature of Sarah Cunningham in blue ink.

**Sarah Cunningham**  
Finance Director

**APPROVED AS TO FORM:**

Handwritten signature of James E. Yeager in blue ink.

**James E. Yeager**  
County Attorney

**APPROVED AS TO INSURANCE REQUIREMENTS:**





Centralina Council of Governments

## **Item 4**



## Board Agenda Item Cover Sheet

<b>Board Meeting Date:</b>	June 10, 2020	<b>Agenda Item Type:</b>	<b>Consent:</b>	X	<b>Regular:</b>	
<b>Submitting Person:</b>	Denise Strosser	<b>Presentation Time:</b>				
<b>Presenter at Meeting:</b>	Denise Strosser	<b>Phone Number:</b>	(704) 348-2704			
		<b>Email:</b>	<a href="mailto:dstrosser@centralina.org">dstrosser@centralina.org</a>			
<b>Alternate Contact:</b>	Geraldine Gardner	<b>Phone Number:</b>	(704) 372-2416			
		<b>Email:</b>	<a href="mailto:ggardner@centralina.org">ggardner@centralina.org</a>			
<b>Submitting Department:</b>	Finance	<b>Department Head Approval:</b>	Denise Strosser			
<b>Description of Agenda Item:</b>						
Budget amendment for FY2019-2020						
<b>Background &amp; Basis of Recommendations:</b>						
<p>A placeholder budget was approved by the Executive Board on January 9, 2019 and adopted by the Board of Delegates on February 13, 2019 as required by CCOG Charter. This initial “placeholder” budget is developed prior to receiving information from various state and federal agencies. This third amendment represents changes to reflect Federal and State grant allocations as of May 29, 2020 as well as other contracts received and confirmed since the adoption of the budget. We will continue to update the budget as new funds are received from new business contracts or grants from state and federal agencies. The attached amendments are to replace the placeholder budget and prior amendments with current and up to date funding and expenditures. In general, this budget reflects a similar budget position compared to the same time last year.</p>						
<b>Requested Action / Recommendation:</b>						
Motion to approve the third budget amendment for FY19-20.						
<b>Time Sensitivity:</b> <i>(none or explain)</i>	June 30, 2020					
<b>Budget Impact:</b> <i>(none or explain)</i>	See above					
<b>Attachments:</b> <i>(none or list)</i>	Operating and Grants Budget Amendments					

Fiscal Year 2019 - 2020 Annual Operating Budget Ordinance

ANTICIPATED REVENUES	FY2019-2020 Adopted Budget	01.09.2020 FY2019-2020 Budget	02.12.2020 FY2019-2020 Budget	05.30.2020 FY2019-2020 Budget	Change
<b>Program Revenues</b>					
Restricted Intergovernmental Revenue	4,622,000	3,758,299	3,758,299	3,766,497	8,198
Technical Assistance Projects	600,000	832,099	837,099	1,108,124	271,025
Contracts and fees	18,000	23,280	23,280	46,905	23,625
Other Program Revenue	500,000	(1) 779,795	784,795	884,438	99,643
Transfers In/(Out)	-	13,274	13,274	-	(13,274)
Fund Balance Appropriated	-	13,613	13,613	13,613	-
<b>Total Program Revenue</b>	<u>5,740,000</u>	<u>5,420,360</u>	<u>5,430,360</u>	<u>5,819,577</u>	<u>389,217</u>
<b>Other Revenues</b>					
Member Dues Support	850,000	870,095	870,095	870,095	-
Interest and Other Revenue	150,000	(1) -	-	-	-
<b>Total Other Revenues</b>	<u>1,000,000</u>	<u>870,095</u>	<u>870,095</u>	<u>870,095</u>	<u>-</u>
<b>TOTAL ANTICIPATED REVENUES</b>	<u>6,740,000</u>	<u>6,290,455</u>	<u>6,300,455</u>	<u>6,689,672</u>	<u>389,217</u>
<b>EXPENSE APPROPRIATIONS</b>					
Board and Executive Committee	150,000	94,437	94,437	94,437	-
Management and Business Operations	1,800,000	1,752,138	1,752,138	1,745,225	(6,913)
Information Technology Division	110,000	131,741	131,741	136,741	5,000
GAME		76,406	81,406	105,042	23,636
Community and Economic Development	930,000	845,007	845,007	866,787	21,780
Planning Department	1,600,000	1,490,375	1,495,375	1,796,132	300,757
Area Agency on Aging	2,900,000	2,536,455	2,536,455	2,609,463	73,008
Workforce Development	1,000,000	1,174,238	1,174,238	1,171,370	(2,868)
Indirect Costs Representation	(1,750,000)	(1,810,342)	(1,810,342)	(1,835,525)	(25,183)
<b>TOTAL EXPENSE APPROPRIATIONS</b>	<u>6,740,000</u>	<u>6,290,455</u>	<u>6,300,455</u>	<u>6,689,672</u>	<u>389,217</u>
<i>(1) regrouped income relating to workshops from administrative revenue to program revenue.</i>					
<b>Restricted Intergovernmental</b>					
LCA Federal Awards	8,008				
WIOA ACP carryover budget added	61,498				
WIOA ACP transfer to pass-through	(67,966)				
WIAO Statewide Activities - Telework	3,600				
DOE CC - planning	3,058				
	<u>8,198</u>				
<b>Technical Assistance Projects</b>					
GAME T&A	17,220				
CED T&A	21,780				
Planning T&A - Regional Transit	202,521				
Planning T&A - other	29,504				
	<u>271,025</u>				
<b>Contracts and Fees</b>					
Planning - E4 Carolina	18,000				
Planning - move from other revenue	5,000				
Planning - training	625				
	<u>23,625</u>				
<b>Other Revenue</b>					
Planning	(12,372)				
Move revenue for budget classification	(12,406)				
Planning - RTP	26,815				
Planning - Aviation Academy	16,400				
Planning - other workshops	16,206				
Aging - Workshops	40,000				
Aging - conference	25,000				
	<u>99,643</u>				
<b>Transfers</b>	<u>(13,274)</u>				
<b>Total Revenue Increase</b>	<u>389,217</u>				
<b>Expense Appropriations</b>					
Gen Gov't - Operations				(6,913)	
Gen Gov't - IT				5,000	
GAME				23,636	
CED				21,780	
Planning - RTP				229,336	
Planning - all other, net				71,421	
Aging				73,008	
WFD, net				(2,868)	
Indirect cost representation				(25,183)	
				<u>389,217</u>	

**Fiscal Year 2019-2020 Grant Pass Through Budgets Amendment**

<u>Program</u>	<u>FY2019-2020 Adopted Budget</u>	<u>01.09.2020 FY2019-2020 Budget</u>	<u>02.12.2020 FY2019-2020 Budget</u>	<u>05.30.2020 FY2019-2020 Budget</u>
<b>Area Agency on Aging</b>				
HCC Block Grant	11,935,000	9,840,057	9,840,057	9,840,057
USDA Supplement	715,000	650,000	650,000	650,000
Title III-B Legal	95,700	82,361	82,361	82,361
Family Caregiver	572,000	514,020	514,020	514,020
Disease Prevention/Health Promotion	38,500	35,685	35,685	35,685
State Senior Center General Purpose	175,000	119,834	119,834	119,834
Heat Fan Relief	22,000	15,000	15,000	15,000
	<u>13,553,200</u>	<u>11,256,957</u>	<u>11,256,957</u>	<u>11,256,957</u>
<i>(1) This program does not have a lump sum authorization currently. It is authorized at .75 per meal. Current Authorization is an estimate.</i>				
<i>(2) Actual amount awarded is \$14,363 - no budget amendment required</i>				
<b>Workforce Development</b>				
WIOA 19-4010 Adult Services 2019	1,300,000	1,365,120	1,933,690	1,933,690
WIOA 19-4030 Dislocated Workers 2019	1,220,000	809,260	240,690	240,690
WIOA 19-4040 Youth Services 2019	1,300,000	1,157,885	1,157,885	1,157,885
WIOA 19-4050 Finish Line Grant	-	119,060	119,060	37,000
WIOA 19-6036 Contingency - All	-	-	200,000	200,000
				67,966
WIOA ACT PT Revenue	-	-	-	-
	<u>3,820,000</u>	<u>3,451,325</u>	<u>3,651,325</u>	<u>3,637,231</u>
<b>Total Grant Projects Budgets</b>	<u>17,373,200</u>	<u>14,708,282</u>	<u>14,908,282</u>	<u>14,894,188</u>



Centralina Council of Governments

**Item 5**



## Board Agenda Item Cover Sheet

<b>Board Meeting Date:</b>	June 10, 2020	<b>Agenda Item Type:</b>	<b>Consent:</b>	X	<b>Regular:</b>	
<b>Submitting Person:</b>	Denise Strosser	<b>Presentation Time:</b>				
<b>Presenter at Meeting:</b>	Denise Strosser	<b>Phone Number:</b>	(704) 348-2704			
		<b>Email:</b>	<a href="mailto:dstrosser@centralina.org">dstrosser@centralina.org</a>			
<b>Alternate Contact:</b>	Geraldine Gardner	<b>Phone Number:</b>	(704) 372-2416			
		<b>Email:</b>	<a href="mailto:ggardner@centralina.org">ggardner@centralina.org</a>			
<b>Submitting Department:</b>	Finance	<b>Department Head Approval:</b>	Denise Strosser			
<b>Description of Agenda Item:</b>						
Finance Committee Authorization						
<b>Background &amp; Basis of Recommendations:</b>						
<p>The North Carolina General Statutes require governmental entities have a balanced budget and expenditures not exceed the budget as approved by the Governing Body. These budgets are amended to reflect current year revenues and expenditures. There is only one Board meeting in June and it is early in the month. Final amendments may still be needed to the FY19-20 budgets after the Executive Board meeting.</p> <p>Management requests the Executive Board allow the Finance Committee to meet and approve the final amended operating and pass-through budgets to reflect changes to revenue and expenditures for FY19-20. The final amended budgets, as approved by the Finance Committee, are to be presented to the Executive Board at the first scheduled Executive Committee meeting after June 30, 2020.</p>						
<b>Requested Action / Recommendation:</b>						
Motion to allow the Finance Committee to approve the final FY19-20 budget amendments for the annual operating and pass-through budgets on behalf of the Executive Board on or before June 30, 2020.						
<b>Time Sensitivity:</b> <i>(none or explain)</i>	Before June 30, 2020					
<b>Budget Impact:</b> <i>(none or explain)</i>	See above					
<b>Attachments:</b> <i>(none or list)</i>	None					



Centralina Council of Governments

## **Item 6**



Centralina Council of Governments

## Board Agenda Item Cover Sheet

<b>Board Meeting Date:</b>	June 10, 2020	<b>Agenda Item Type:</b>	<b>Consent</b>	<input checked="" type="checkbox"/>	<b>Regular</b>	<input type="checkbox"/>
<b>Submitting Person:</b>	Geraldine Gardner	<b>Presentation Time (est.):</b>				
<b>Presenter at Meeting:</b>	Geraldine Gardner	<b>Phone Number/Ext:</b>	(704) 348-2703			
		<b>Email:</b>	<a href="mailto:ggardner@centralina.org">ggardner@centralina.org</a>			
<b>Alternate Contact:</b>	Denise Strosser	<b>Phone Number/Ext:</b>	(704) 348-2704			
		<b>Email:</b>	<a href="mailto:dstrosser@centralina.org">dstrosser@centralina.org</a>			
<b>Submitting Department:</b>	Executive	<b>Department Head Approval:</b>				
<b>Description of Agenda Item:</b>						
Annual proposal for a general increase of 2% to staff salaries for FY21.						
<b>Background &amp; Basis of Recommendations:</b>						
<p>It has been our practice to receive authorization for implementation of a salary increase from the Executive Board each year. For the last 7 years, a salary adjustment of 2.0 – 2.5% has been approved and implemented. For the fiscal year 2021, we are requesting a 2% increase for eligible employees in appreciation of their commitment, increase in cost of living and to maintain market compatibility. At a future date in the fiscal year and pending available funding, we will also award small performance bonuses to staff with outstanding performance in FY20.</p> <p>In January 2020, we implemented a new performance evaluation tool which provides continuous feedback on employee performance throughout the year in addition to a year-end review.</p> <p>We recognize the challenging times ahead as we experience the fiscal impacts of COVID-19. To inform our proposal, we surveyed other COGs and local governments in the region to determine their approach to salary increases. Based on the feedback received, all are proceeding with salary adjustments at or above our proposal of 2%. We strongly feel that we should maintain this level of annual increase to keep our salaries competitive and demonstrate our commitment to employees.</p> <p>The total incremental cost of the salary increase and associated benefits (LGERS, 401K and employer taxes) is approximately \$61,500. Of this amount, over half will be charged to federal grants with the remainder to other revenue sources such as technical assistance contracts, direct/indirect cost allocation and membership dues. We are confident in our revenue outlook for FY21 that we can absorb this \$30,000-\$35,000 increase without compromising our long-term fund balance goals as discussed in previous Executive Board meetings.</p>						
<b>Requested Action / Recommendation:</b>						
<i>Motion to approve the proposed 2% salary increase for Centralina staff.</i>						
<b>Time Sensitivity:</b> <i>(none or explain)</i>	Action needed prior to the start of FY21					
<b>Budget Impact:</b> <i>(none or explain)</i>	See above					
<b>Attachments:</b> <i>(none or list)</i>	None					





Centralina Council of Governments

**Item 7**



**Executive Board Conference Call Meeting Minutes  
April 8, 2020**

<b>Officers Present</b>	<b>Delegates Present</b>	<b>Delegates Not Present</b>	<b>Centralina Staff</b>
Bobby Compton, Chairman Jay McCosh, Vice Chairman Jarvis Woodburn, Secretary William Morgan, Treasurer	Deloris Chambers Larken Egleston Bill Feather Trevor Fuller Martha Sue Hall Darrell Hinnant Autumn Michael Pedro Morey Lynn Shue	Zach Almond Gene Houpe Rich Permenter Troy Selberg Jim Watson Ronnie Worley	Geraldine Gardner David Hollars Mike Manis Linda Miller Michelle Nance Sherika Rich Denise Strosser Kelly Weston Venecia White  <i><b>Guests</b></i> Leslie Mazingo, Strategies Consulting

**Call to Order**

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

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

**Invocation**

Chairman Compton gave the invocation.

**Consent Agenda**

- 1. FY2020 Budget Amendment**
- 2. FY2020 Audit Contract**
- 3. Approval of the March 18, 2020 Executive Board Meeting Minutes**

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

**4. Regional Updates**

Geraldine Gardner, Executive Director, reported on regional coordination efforts in response to COVID-19.

Linda Miller, Aging Director, presented an overview on services for seniors across the region.

David Hollars, Executive Director of Centralina Workforce Development Board, presented an update on workforce development activities, including virtual services for jobseekers and employers.

Mike Manis, Community and Economic Development Director, reported on economic development activities.

Michelle Nance, Planning Director, gave an overview of planning services and support for local governments.

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

Leslie Mazingo, Strategies Consulting, presented an update on the federal response to COVID-19. She noted that FY20 federal grants are still being awarded. She also noted that the Coronavirus Aid, Relief, and Economic Security (CARES) Act includes \$850 million in Byrne-Justice Assistance grant funding for local law enforcement agencies.

In response to a question from Mayor Pro Tem Hall, Mr. Manis noted the rise in the unemployment claims rate due to COVID-19, adding that communities are experiencing unprecedented economic conditions.

Vice Chair Jay McCosh, Town of McAdenville, made a motion to accept the Strategies Consulting performance report for March 2020. Commissioner Shue seconded the motion and it carried unanimously.

### **6. CCOG Personnel Policy Manual Amendments**

Ms. Gardner noted that CCOG is amending its personnel policy to add Administrative Leave with Pay. She explained that because the organization receives funding from federal agencies, making this amendment is necessary to allow CCOG to charge to federal grants in the event of an emergency closure. She added that the organization is in compliance with the Families First Coronavirus Response Act.

Commissioner Trevor Fuller, Mecklenburg County, made a motion to approve adding Administrative Leave with Pay as a leave category to the CCOG Personnel Manual and to affirm that the Coronavirus pandemic is a qualifying situation for an emergency closure if designated by the Executive Director at a future date. Mayor Pro Tem Hall seconded the motion and it carried unanimously.

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

There were no comments from the Executive Board or staff.

### **Comments from the Chair**

Chairman Compton noted that the next Board of Delegates meeting will be held on Wednesday, May 13<sup>th</sup>. He added that the meeting will be virtual and will feature a regional update on COVID-19.

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

Ms. Gardner thanked the Executive Board members for participating in the meeting and lending their guidance and support to the organization. She encouraged the Executive Board to participate in the May Board of Delegates virtual meeting and asked that they encourage other Delegates in their counties to participate as well.

In response to a question from Mayor Pro Tem Hall, Ms. Mazingo explained that the original Coronavirus relief funds were primarily set up as direct assistance to local governments over 500,000 in population. Those under 500,000 would have to apply for assistance through the State Treasury. She noted that smaller local governments have pushed back and advocated for direct assistance instead. She added that the fourth phase of federal relief will likely address these concerns.

Mayor Pro Tem Hall noted there are more small towns in the U.S. with populations under 50,000 than there are with populations above 50,000.

### **Adjournment**

With no further business to be discussed, Chairman Compton adjourned the meeting at 6:10 p.m.



Centralina Council of Governments

## **Item 8**



## Board Agenda Item Cover Sheet

<b>Board Meeting Date:</b>	June 10, 2020	<b>Agenda Item Type:</b>	<b>Consent:</b>		<b>Regular:</b>	X
<b>Submitting Person:</b>	Geraldine Gardner	<b>Presentation Time:</b>	15 minutes			
<b>Presenter at Meeting:</b>	Geraldine Gardner	<b>Phone Number:</b>	704-348-2703			
		<b>Email:</b>	<a href="mailto:ggardner@centralina.org">ggardner@centralina.org</a>			
<b>Alternate Contact:</b>	Kelly Weston	<b>Phone Number:</b>	704-348-2728			
		<b>Email:</b>	<a href="mailto:kweston@centralina.org">kweston@centralina.org</a>			
<b>Submitting Department:</b>	Executive	<b>Department Head Approval:</b>				
<b>Description of Agenda Item:</b>						
The Executive Director will present the proposed FY21 workplan to the Executive Board for approval.						
<b>Background &amp; Basis of Recommendations:</b>						
<p>The proposed FY21 workplan will guide the work of Centralina's departments in alignment with the three-year strategic goals set last year. In developing the workplan, staff took into consideration input from the member survey, department priorities, and the changing circumstances posed by COVID-19.</p> <p>The workplan is organized by goal and includes the specific strategies and implementation tactics the organization will pursue. It also includes spotlight projects and performance measures for each goal.</p>						
<b>Requested Action / Recommendation:</b>						
<i>Motion to approve the FY21 Centralina workplan.</i>						
<b>Time Sensitivity:</b> <i>(none or explain)</i>	It is desired to have the workplan approved prior to the end of the fiscal year so that staff can finalize the FY21 budget and develop individual performance plans.					
<b>Budget Impact:</b> <i>(none or explain)</i>	Workplan directly informs expenditures of the organization.					
<b>Attachments:</b> <i>(none or list)</i>	None - Final workplan will be sent to the Board by June 8					



Centralina Council of Governments

**Item 9**



## Board Agenda Item Cover Sheet

<b>Board Meeting Date:</b>	June 10, 2020	<b>Agenda Item Type:</b>	<b>Consent:</b>		<b>Regular:</b>	X
<b>Submitting Person:</b>	Geraldine Gardner	<b>Presentation Time:</b>	5 minutes			
<b>Presenter at Meeting:</b>	Emily Hickok Kelly Weston	<b>Phone Number:</b>	704-348-2728			
		<b>Email:</b>	<a href="mailto:kweston@centralina.org">kweston@centralina.org</a>			
<b>Alternate Contact:</b>	Geraldine Gardner	<b>Phone Number:</b>	704-348-2703			
		<b>Email:</b>	<a href="mailto:Ggardner@centralina.org">Ggardner@centralina.org</a>			
<b>Submitting Department:</b>	Executive	<b>Department Head Approval:</b>				
<b>Description of Agenda Item:</b>						
Staff will present an agenda concept for an August 12 <sup>th</sup> virtual Board of Delegates meeting, Centralina brand launch and Region of Excellence awards ceremony.						
<b>Background &amp; Basis of Recommendations:</b>						
For the past several months, staff have been planning for a public event during the regularly scheduled August 12th Board of Delegates meeting. The event would serve three purposes. First, to conduct the regular business of the Board at its third meeting of the year. Second, as a public launch of the new Centralina brand and website. Finally, as an award ceremony for the Region of Excellence awards. With COVID-19, we determined not to have an in-person event and to shift to a virtual format. Staff have worked with our consultants to come up with a creative and engaging concept to still meet the objectives of the event, but in a virtual format.						
<b>Requested Action / Recommendation:</b>						
<i>Receive as information.</i>						
<b>Time Sensitivity:</b> <i>(none or explain)</i>	Feedback from the Executive Board at this meeting will help staff plan preparations.					
<b>Budget Impact:</b> <i>(none or explain)</i>	None					
<b>Attachments:</b> <i>(none or list)</i>	August 12 <sup>th</sup> Concept Agenda					



## **Centralina August 12, 2020 Event: Board Meeting, Brand Launch + Region of Excellence Awards**

### **Event Objectives:**

1. Conduct the regular business of the Board at its third meeting of the year.
2. Serve as the public launch of the new Centralina brand and website.
3. Hold the award ceremony for the Region of Excellence Awards.

### **Concept Agenda:**

We will use Zoom for invited stakeholders and stream on YouTube or Facebook for the public.

- Board Meeting
  - Name change approval
  - FY21 workplan presentation
  - NC Radar Project update
- Brand Launch
  - Brand / intro video
  - Welcome remarks from Centralina leadership
  - Logo/name unveiling
- Awards Ceremony
- Virtual toast

### **Communications Outreach (Brand Launch):**

- Eblasts
- Social Media Campaign
- Blog Post
- Media Advisories

### **Communications Timeline (Brand Launch):**

July:

- Start weekly teaser campaign on social media
- Save-the-date followed by eblast invitation
- Media advisory

August:

- Eblast reminder invitation
- Post event:
  - Press release announcing new name and logo
  - Highlights on social media
  - Website blog post summarizing why we've rebranded

**9815 David Taylor Drive • Charlotte, NC 28262 • 704-372-2416 • [www.centralina.org](http://www.centralina.org)**

*Equal Opportunity/Affirmative Action Employer. Auxiliary aids and services available upon request to individuals with disabilities.*





Centralina Council of Governments

**Item 10**



## Board Agenda Item Cover Sheet

<b>Board Meeting Date:</b>	June 10, 2020	<b>Agenda Item Type:</b>	<b>Consent:</b>		<b>Regular:</b>	X
<b>Submitting Person:</b>	Geraldine Gardner	<b>Presentation Time:</b>	10 minutes			
<b>Presenter at Meeting:</b>	Geraldine Gardner and Staff	<b>Phone Number:</b>	704-348-2703			
		<b>Email:</b>	<a href="mailto:Ggardner@centralina.org">Ggardner@centralina.org</a>			
<b>Alternate Contact:</b>	Kelly Weston	<b>Phone Number:</b>	704-348-2728			
		<b>Email:</b>	<a href="mailto:kweston@centralina.org">kweston@centralina.org</a>			
<b>Submitting Department:</b>	Executive	<b>Department Head Approval:</b>				
<b>Description of Agenda Item:</b>						
The Executive Board will review the two-year contract for lobbying and federal consulting services from Strategics Consulting.						
<b>Background &amp; Basis of Recommendations:</b>						
<p>Strategics Consulting has provided Centralina and its members with valuable lobbying and federal consulting services since 2015. In that time period, despite rising costs and an expanding scope of work, Strategics has not raised its fee of \$3,500/month (\$42,000/year). Leslie Mazingo has been a vital resource to Centralina in developing its Congressional relationships and federal agenda, especially over the last year. At the beginning of this fiscal year, we collaborated with Leslie to revamp her workplan and performance metrics to better align with our strategic goals and member benefits. Leslie brings 30 years of experience and strong relationships in both DC and NC. We believe that she has proven her value-add over the last five years and an adjustment to her fee is warranted.</p> <p>Strategics is requesting a gradual increase in its fee to bring Centralina into the same range of the company's current contracts. Strategics Consulting is proposing raising a fee increase in year one to \$4,000/month (\$48,000/year) and then to \$4,500/month (\$54,000/year) for year two or FY2021-2022. It is notable that this is an all-inclusive price and does not include any expenses such as travel to Charlotte for CCOG Board meetings or to Washington, DC for CCOG business. All other terms of the contract remain the same and the agreement may be terminated at any time with 60 days' notice.</p>						
<b>Requested Action / Recommendation:</b>						
Motion to approve the Strategics Consulting services proposal and fee for the period of July 1, 2020 to June 30, 2022.						
<b>Time Sensitivity:</b> <i>(none or explain)</i>	The current contract expires on June 30, 2020					
<b>Budget Impact:</b> <i>(none or explain)</i>	See above					
<b>Attachments:</b> <i>(none or list)</i>	Strategics Services Proposal July 1, 2020 – June 30, 2022					

**SERVICES PROPOSAL**  
**July 1, 2020 – June 30, 2022**

Strategics Consulting will continue to provide federal lobbying and consulting services to advance CCOG's priorities through the following services:

**1. Develop advocacy strategies around the approved CCOG Federal Action Plan (FAP) on regional priorities and implement in coordination with CCOG management.**

- Work with CCOG ED and Directors to prepare annual FAP that reflects realistic goals based on expectations from Congress and the Administration;
- Pursue maximum funding levels and flexibility in programs on which CCOG relies;
- Actively track all issues on the FAP, as well as new priorities as they arise, and keep CCOG management and members informed on new developments;
- Break down complex legislation into key components that are easier to understand; and
- Develop briefing materials and talking points.

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

- Recommend strategies for engaging the Congressional Delegation and Executive Offices and work with CCOG to implement them;
- Build knowledge of CCOG's positive reputation with Congressional Delegation and Executive Offices;
- Coordinate visits in Washington and in-home districts for CCOG Delegates and management at least two times per year;
- Connect CCOG with key points of contact and recommend tailored communication strategies, including but not limited to talking points;
- Contact federal officials, including CCOG's elected Congressional Delegation and their staff, federal agencies' appointees and staff and the Administration, in collaboration with CCOG and on the organization's behalf.
  - Schedule meetings and phone calls with federal officials, develop the strategy to be taken, and prepare CCOG's elected officials and representatives;
  - Participate in meetings with federal officials and staff and provide necessary follow-up; and
  - Communicate directly with NC Congressional Delegation in collaboration with CCOG and on the CCOG's behalf.

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

- Identify existing competitive grants and other funding resources from federal agencies through monthly alerts, annual forecasts updated at least twice a year, and individual notices when appropriate, all of which are available to CCOG, its members and all staff;
- Outline congressional legislative activity that results in new grants forthcoming;
- Support CCOG's competitive grant applications with the following services:
  - Review federal grant applications to make them more competitive;

- Garner congressional support for grant applications; and
- Provide follow-up on awards or debriefings.
- Support individual members upon request with the following services as part of their CCOG membership:
  - Evaluate applications for competitiveness;
  - Advise on garnering Congressional support for specific applications; and
  - Recommend follow-up on awards or debriefings.
- Offer training to staff and elected officials on grant strategy and readiness (basic training free to CCOG members with advanced training available for fees); and
- Additional support, such as grant writing or individual congressional engagement related to the grants available for a fee.

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

- For member requests that CCOG staff cannot address, recommend solutions and provide support; (*case by case basis up to a certain degree of complexity*)
- Support CCOG on any federal troubleshooting issues, requests for information, resolution development, etc.

**5. Provide regular updates, status reports and performance monitoring materials.**

- Provide federal advocacy advice, as well as verbal and written updates, continuously through biweekly strategy calls with ED and as requested;
- Write Capital Corner for CCOG newsletters;
- Help draft content as requested for federal page of CCOG website;
- Provide an update to the Executive Board at its regular meetings, including written report on Performance Metrics, as well as Board of Delegates when requested; and,
- Provide up-to-date briefings at local meetings and events as requested, such as regional managers and regional mayors meetings.

**FEES FOR SERVICES**

1. July 1, 2020 – June 30, 2021: \$4,000 per month / Net 45 / \$48,000 total annually.
2. July 1, 2021 – June 30, 2022: \$4,500 per month / Net 45 / \$54,000 total annually.
3. No expenses.
4. Termination by either party with 60 days' notice in writing.