



Executive Board Meeting Agenda

Wednesday, June 9, 2021
 Zoom Meeting
 Join by computer: <https://zoom.us/j/92454567696>
 Join by phone: Dial 1-929-436-2866 and enter Meeting ID 924 5456 7696

Chairman Bobby Compton will convene a meeting of the Centralina Executive Board **on Wednesday, June 9, 2021 at 5:00 pm**. The meeting will be held via Zoom.

Time	Item	Presenter
5:00 p.m.	Call to Order	Bobby Compton
	Roll Call	
	Moment of Silence	
	Amendments to the Agenda (if any)	
Consent Items: <i>Consent agenda items may be considered in one motion and without discussion except for those items removed by a Board Member.</i>		
5:10 p.m. Item 1 <i>Pages 5 - 13</i>	FY22 NC Department of Aging and Adult Services Funding Allocations The Executive Board is asked to approve the regional funding allocations from the NC Division of Aging and Adult Services (NC DAAS) to the Centralina Area Agency on Aging for: <ul style="list-style-type: none"> • FY22 Region F Home and Community Care Block Grant (HCCBG) and Older Americans Act (OAA) Funds in the amount of \$13,783,562 (includes pass through funds) • HDC5 2021-22 Supplemental Nutrition funds in the amount of \$876,874 (includes pass through funds) • 2021-22 Expanding Access to Covid-19 Vaccines grant award in the amount of \$265,848. Action/Recommendation: <i>Motion to approve the following three grants from the NC Division of Aging and Adult Services</i> <ul style="list-style-type: none"> • <i>FY22 Region F HCCBG and Older Americans Act Funds</i> • <i>HDC5 2021-22 Supplemental Nutrition Funds</i> • <i>2021-22 Expanding Access to Covid-19 Vaccines Funds</i> <i>to the Centralina Area Agency on Aging for allowable Older Americans Act Services and grant approved Covid-19 relief activities for a total of \$14,926,284.</i>	Linda Miller
Item 2 <i>Pages 15 - 26</i>	Personnel Policies and Procedures Update The Executive Board will consider amendments and updates to the organization's Personnel Policy Manual, including a revised section on Work Schedules and Alternative Work Arrangements. Action/Recommendation: <i>Motion to approve the updated and revised Personnel Policy Manual.</i>	Geraldine Gardner
Item 3 <i>Pages 28 - 30</i>	FY21 Budget Amendment The Executive Board is asked to review and approve the amendments to Fiscal Year 2021 operating and grants budgets. Action/Recommendation: <i>Motion to approve amendments to the operating and grants budgets for Fiscal Year 2021.</i>	Denise Strosser

Time	Item	Presenter
Item 4 <i>Pages 32 - 33</i>	<p>Finance Committee Authorization The Executive Board is asked to delegate to the Finance Committee the authority to approve the final amendments to the Fiscal Year 2021 operating and grants budgets.</p> <p>Action/Recommendation <i>Motion authorizing the Finance Committee to approve the final Fiscal Year 2021 budget amendments for the annual operating grants budgets on behalf of the Executive Board on or prior to June 30, 2021.</i></p>	Denise Strosser
Item 5 <i>Pages 35 - 38</i>	<p>Approval of the April 14, 2021 Executive Board Meeting Minutes The minutes from the April 14, 2021 meeting have been distributed to all members of the Executive Board and should be approved if correct.</p> <p>Action/Recommendation: <i>Motion to approve the April 14, 2021 Executive Board meeting minutes.</i></p>	Bobby Compton
Regular Business Items:		
5:15 p.m. Item 6 15 minutes <i>Pages 40 - 56</i>	<p>Centralina Office Space Update The Executive Board will receive an update on Centralina's options for office space and timeline for decision making by the Board.</p> <p>Action/Recommendation <i>Receive as information.</i></p>	Geraldine Gardner
5:30 p.m. Item 7 15 minutes <i>Pages 58 - 59</i>	<p>Federal Relations Update Leslie Mozingo, Strategics Consulting, will present an update on Centralina's federal relations activities, including a performance report on activities for May 2021. Ms. Mozingo will also provide a briefing on the implementation of the American Rescue Plan Act and Congressional Community Project Funding.</p> <p>Action/Recommendation: <i>Motion to accept the Strategics Consulting performance report for May 2021.</i></p>	Leslie Mozingo
5:45 p.m. Item 8 15 minutes <i>Pages 61 - 82</i>	<p>Centralina FY22 Workplan Approval The Executive Board is asked to review and approve the annual workplan to guide Centralina activities in FY22.</p> <p>Action/Recommendation: <i>Motion to approve the FY22 Centralina Regional Council Workplan and to establish a new subcommittee of the Board of Delegates to guide strategic planning in FY22.</i></p>	Geraldine Gardner
6:00 p.m. 5 minutes	Comments from the Executive Board and Centralina Staff	Board Members and Staff



Executive Board Meeting Agenda

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Join by phone: Dial 1-929-436-2866 and enter Meeting ID 924 5456 7696

Time	Item	Presenter
6:05 p.m. 5 minutes	Comments from the Executive Director	Geraldine Gardner
6:10 p.m. 5 minutes	Comments from the Chair	Bobby Compton
6:15 p.m.	Adjournment	Bobby Compton

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



CENTRALINA

REGIONAL COUNCIL

Item 1



Board Agenda Item Cover Sheet

Board Meeting Date:	June 9, 2021	Agenda Item Type:	Consent:	X	Regular:	
Submitting Person:	Linda Miller	Presentation Time:	NA			
Presenter at Meeting:	Linda Miller (if necessary)	Phone Number:	704-348-2712			
		Email:	lmiller@centralina.org			
Alternate Contact:	Debi Lee	Phone Number:	704-348-2714			
		Email:	dlee@centralina.org			
Submitting Department:	Area Agency on Aging	Department Head Approval:	<i>Linda H. Miller</i>			
Description of Agenda Item:						
<p>The Executive Board is asked to approve the regional funding allocations from the NC Division of Aging and Adult Services (NC DAAS) to the Centralina Area Agency on Aging for:</p> <ul style="list-style-type: none"> • FY22 Region F Home and Community Care Block Grant (HCCBG) and Older Americans Act (OAA) Funds in the amount of \$13,783,562 (includes pass-through funds) • HDC5 2021-22 Supplemental Nutrition funds in the amount of \$876,874 (includes pass-through funds) • 2021-22 Expanding Access to Covid-19 Vaccines grant award in the amount of \$265,848 						
Background & Basis of Recommendations:						
<p>The annual HCCBG and OAA funds are for July 1, 2021 through June 30, 2022. HCCBG funds are for allowable services to adults 60 years of age and older and include nutrition services, in-home aide program, both medical and general transportation, Senior Center General Purpose funds, Adult Day Care, Respite Care, and more. Other OAA services such as the Family Caregiver Support Program and Ombudsman Services are also included in the overall grant award.</p> <p>HDC5 Supplemental Nutrition funds continue with the work of providing relief from the coronavirus pandemic and allocates funding to the region for both home-delivered and congregate nutrition. Provided through the consolidated Appropriations Act 2021 signed on December 27, 2020, it allows and extends the flexibilities provided in both the CARES and Families First Acts and will deliver additional and much needed meals to older adults.</p> <p>Distributed to the Area Agencies on Aging through the NC State Unit on Aging (NC DAAS), "Expanding Access to COVID-19 Vaccines via the Aging Network" aims to help increase vaccines to older adults and their caregivers. Funds were allocated to address the need to provide education and outreach, assistance with services and access to vaccines, and other supports as needed.</p>						
Requested Action / Recommendation:						
<p>Motion to approve the following three grants from the NC Division of Aging and Adult Services</p> <ul style="list-style-type: none"> • FY22 Region F HCCBG and Older Americans Act Funds • HDC5 2021-22 Supplemental Nutrition Funds • 2021-22 Expanding Access to COVID-19 Vaccines Funds <p>to the Centralina Area Agency on Aging for allowable Older Americans Act Services and grant approved Covid-19 relief activities for a total of \$14,926,284.</p>						

Time Sensitivity: <i>(none or explain)</i>	Funding for FY22 HCCBG/OAA and the Supplemental Nutrition grants begin July 1, 2021. The FY22 HCCBG funding period ends June 30, 2022. The Supplemental Nutrition grant ends September 30, 2022. Funding for the Expanding Access to Covid-19 Vaccines grant can begin retroactive to May 1, 2021 and runs through September 30, 2022.
Budget Impact: <i>(none or explain)</i>	No match for either the HDC5 Supplemental Nutrition or Expanding Access to Covid-19 Vaccine funding.
Attachments: <i>(none or list)</i>	<ul style="list-style-type: none"> • HDC5 2021-22 Supplemental Nutrition Funds Notification of Grant Award • Expanding Access to COVID-19 Vaccines Notification of Grant Award • Preliminary Notification of Grant Award Summary

Division of Aging and Adult Services
NOTIFICATION OF GRANT AWARD

Area Agency on Aging
Centralina Council of Governments – Region F
9815 David Taylor Drive, Suite 100
Charlotte, North Carolina 28262

Type of Grant or Action

- New NGA HDC5 Consolidated Appropriations Act, 2021 Supplemental Nutrition Funding
Title IIIC-2
- Supplement to Earlier Grant
- Revision of Earlier Grant
- Other

Federal Award Period 12/27/2020 Through 09/30/2022
Award Period under this NGA 07/01/2021 Through 09/30/2022

1. The Division of Aging and Adult Services is issuing this one-time award under the terms and conditions stated herein, and terms and conditions which are part of the award package for this program. It is understood that the administration, including program and fiscal monitoring and assessment of all activities under this grant will be the responsibility of the Grantee. All contractual agreements and grant awards will be in compliance with North Carolina Department of Health and Human Services (NCDHHS) requirements.
2. This formula grant award is issued under the authority of the Consolidated Appropriations Act , 2021, P.L. 116-260, enacted December 27, 2020 for activities authorized under Title III of the Older Americans Act of 1965, as amended through P.L. 116-131, enacted March 25, 2020. The terms and conditions of this Notice of Award (NoA) and other requirements have the following order of precedence: (1) statute; (2) executive order; (3) program regulation; (4) administrative regulation found in 45 CFR Part 75; (5) agency policies; and (6) Any additional terms and conditions and remarks on NoA.
3. This supplemental funding provided under the Consolidated Appropriations Act, 2021 to fund Senior Nutrition Programs to assist in responding to the COVID pandemic by helping states deliver additional meals to older adults.
4. Each Area Agency on Aging has the option to use for Planning and Administration 10% of funding allocated to it under the intrastate funding formula. Federal participation cannot exceed 75% of the Area plan administration costs. Using the flexibility under the major disaster declaration, the nonfederal match will be provided by the State Unit on Aging from overmatch on related services provided in the Home and Community Care Block Grant. AAAs using funds for Planning and Administrative will be reimbursed the federal share only but should enter the full expenditure amount (including the nonfederal match) in ARMS.
5. Service match for meals is not required with these funds.

6. The flexibilities granted the federal funding agency, Administration on Community Living, under Families First Coronavirus Response Act and CARES Act have been extended to these funds.
7. While under a Major Disaster Declaration, flexibility to “bucket” funds remains in place. This flexibility means that these Title III-C2 funds can also be used for congregate nutrition services.
8. Any expenditure in excess of approved budgets must be in accordance with policy regulations issued by the Division of Aging and Adult Services.
9. The total Federal Reimbursement Amount of program cost is earned after the units of service or service activity has been completed.
10. Program income: the additive alternative, 45 CFR 75.307(e)(2), must be used for all program income generated.
11. Area Agencies on Aging shall obtain an annual audit which meets the requirements stated in OMB Uniform Guidance 2 CFR Part 200. All Service providers shall obtain an annual audit or provide financial statements as set forth in paragraph eleven (11) of the Home and Community Care Block Grant for Older Adults Agreement for the Provision of County-Based Services (DAAS-735)
12. If any copyrightable material is developed in the course of or under this contract, a copy will be furnished to the Department of Health and Human Services and the Department shall have a royalty free, non-exclusive, and irrevocable right to reproduce, publish or otherwise use the work for Department purposes.
13. This NGA is issued subject to the availability of federal and/or state funding.
14. Procurement, Suspension and Debarment: All subrecipients are required to follow policies and procedures for procurement that are at least as stringent as those of the State. For federal funds this requirement pertains to verifying that federal funds are not used to award funds to any subrecipients who have been suspended or debarred by the federal government. In addition, federal funds may not be used to purchase goods or services costing over \$100,000 for a vendor that has been suspended or disbarred from Federal grant programs. Contractors and subcontractors of Older Americans Act funds are prohibited from discharging, demoting, or otherwise discriminating against an employee for whistle blowing as codified in 48 CFR Ch. 13.908.
15. Attachment A, Notification of Grant Award Summary, indicates grant amounts and any applicable conditions of the grant.
16. By signature on the attached document the Combined Federal Certifications, the lead regional organization certifies compliance with federal requirements regarding debarment, suspension, drug-free workplace and lobbying.
17. In accepting this award, the area agency on aging agrees to maintain compliance with Section 306(a), (13), (14), and (15), of the Older Americans Act, as amended in 2006 with regards to

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contractual and commercial relationships. Federal funding provided through this document is awarded through US Department of Health and Human Services Grants, as stated in **Attachment A**.

18. The funds awarded are not for research and development.
19. This grant is subject to the requirements of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for HHS Awards under Title 45 CFR Part 75.
20. Indirect Cost Rate: To be determined.
21. DAAS Total Amount of Federal Awards: Total award to the State of North Carolina under Grant Number 2101NCHDC05 equals \$5,202,534.
22. By accepting this grant, it is understood and agreed that all funds are to be expended for the purposes set forth in the terms of the Notification of Grant Award (NGA), dated 5/3/2021, and all applicable laws, regulation, policies, and procedures of the State of North Carolina and the Administration on Aging of the US Department of Health and Human Services. It is further understood that the proper administration, including program and fiscal monitoring and assessment of all service contracts under this grant, will be the responsibility of the Grantee.
23. It is understood that any deviation from the project as proposed in the Area Plan on Aging may result in termination of award funds. The North Carolina Department of Health and Human Services, Division of Aging and Adult Services, may demand specific performance of any terms in the Area Plan on Aging when any deviation occurs in the fulfilling of the terms of the Project Grant.

Joyce Massey-Smith, Director

*Name and Title of Authorized Official
Division of Aging and Adult Services*

Print Name – LRO Executive Director

Signature and Date of Acceptance

Signature

*Signature Area Agency Administrator
and Date of Acceptance*

Date of Issuance: 5/3/2021

Division of Aging and Adult Services
NOTIFICATION OF GRANT AWARD

Area Agency on Aging
Centralina Council of Governments – Region F
9815 David Taylor Drive, Suite 100
Charlotte, North Carolina 28262

Type of Grant or Action

- New NGA (Expanding Access to COVID-19 Vaccines)
 Supplement to Earlier Grant
 Revision of Earlier Grant
 Other

Award Period: 05/01/2021 Through 09/30/2022

1. The Division of Aging and Adult Services is issuing this one-time award under the terms and conditions stated herein, and terms and conditions which are part of the award package for this program. It is understood that the administration, including program and fiscal monitoring and assessment of all activities under this grant will be the responsibility of the Grantee. All contractual agreements and grant awards will be in compliance with North Carolina Department of Health and Human Services (NCDHHS) requirements.
2. This grant award is issued under Section 301 of the Public Health Service Act and Division M, Consolidated Appropriations Act, 2021, Public Law 116-260. Funds are allocated in accordance with the formula described in Section 304 of the Older Americans Act of 1965, as amended through P.L. 116-131, enacted March 25, 2020. The terms and conditions of this Notice of Award (NoA) and other requirements have the following order of precedence: (1) statute; (2) executive order; (3) program regulation; (4) administrative regulation found in 45 CFR Part 75; (5) agency policies; and (6) Any additional terms and conditions and remarks on NoA.
3. The grant is issued in order for the grantee and the Area Agencies on Aging in its jurisdiction to serve older adults for the following purposes:
 - Disseminating credible information about COVID-19 vaccines and help direct those with questions to additional sources of information
 - Identifying people who may need help getting a COVID-19 vaccination, including those who are unable to independently travel to a vaccination site
 - Helping with scheduling a COVID-19 vaccination appointment for those who need help
 - Arranging or providing accessible transportation to COVID-19 vaccination sites
 - Providing technical assistance to local health departments and other entities on vaccine accessibility,
 - Providing personal support if needed (e.g., peer support), and
 - Reminding the person of their second vaccination appointment if needed.
4. Any expenditure in excess of approved budgets must be in accordance with policy regulations issued by the Division of Aging and Adult Services.
5. There is no matching requirement for these funds.
6. The total Federal/State Reimbursement Amount of program cost is earned after the units of service or service activity has been completed.

7. In accepting this award, the grantee agrees not to replace local program support with Total Federal/State Reimbursement, and will contract for any aging services as identified through the county funding plan in accordance with policies and procedures established in the Division of Aging and Adult Services Manual of Policies and Procedures.
8. Program income: the additive alternative, 45 CFR 75.307(e)(2), must be used for all program income generated.
9. Area Agencies on Aging shall obtain an annual audit which meets the requirements stated in OMB Uniform Guidance 2 CFR Part 200. All Service providers shall obtain an annual audit or provide financial statements as set forth in paragraph eleven (11) of the Home and Community Care Block Grant for Older Adults Agreement for the Provision of County-Based Services (DAAS-735)
10. If any copyrightable material is developed in the course of or under this contract, a copy will be furnished to the Department of Health and Human Services and the Department shall have a royalty fee, non-exclusive, and irrevocable right to reproduce, publish or otherwise use the work for Department purposes.
11. This NGA is issued subject to the availability of federal and/or state funding.
12. Procurement, Suspension and Debarment: All subrecipients are required to follow policies and procedures for procurement that are at least as stringent as those of the State. For federal funds this requirement pertains to verifying that federal funds are not used to award funds to any subrecipients who have been suspended or debarred by the federal government. In addition, federal funds may not be used to purchase goods or services costing over \$100,000 for a vendor that has been suspended or disbarred from Federal grant programs. Contractors and subcontractors of Older Americans Act funds are prohibited from discharging, demoting, or otherwise discriminating against an employee for whistle blowing as codified in 48 CFR Ch. 13.908.
13. Attachment A, Notification of Grant Award Summary, indicates grant amounts and any applicable conditions of the grant.
14. By signature on the attached document the Combined Federal Certifications, the lead regional organization certifies compliance with federal requirements regarding debarment, suspension, drug-free work place and lobbying.
15. In accepting this award, the area agency on aging agrees to maintain compliance with Section 306(a), (13), (14), and (15), of the Older Americans Act, as amended in 2006 with regards to contractual and commercial relationships. Federal funding provided through this document is awarded through US Department of Health and Human Services Grants, as stated in **Attachment A**.
16. The funds awarded are not for research and development.
17. This grant is subject to the requirements of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for HHS Awards under Title 45 CFR Part 75.
18. Indirect Cost Rate: To be determined.
19. DAAS Total Amount of Federal Awards:
20. By accepting this grant, it is understood and agreed that all funds are to be expended for the purposes set forth in the terms of the Notification of Grant Award (NGA), dated 4/8/2021 and all applicable laws, regulation, policies, and procedures of the State of North Carolina and the Administration on Aging of the US Department of Health and Human Services. It is further understood that the proper administration, including program and fiscal monitoring and assessment of all service contracts under this grant will be the responsibility of the Grantee.

21. It is understood that any deviation from the project as proposed in the Area Plan of Aging may result in termination of award funds. The North Carolina Department of Health and Human Services, Division of Aging and Adult Services, may demand specific performance of any terms in the Area Plan on Aging when any deviation occurs in the fulfilling of the terms of the Project Grant.

Joyce Massey-Smith, Director

*Name and Title of Authorized Official
Division of Aging and Adult Services*

Print Name – LRO Executive Director

Signature and Date of Acceptance

Signature

*Signature Area Agency Administrator
and Date of Acceptance*

Date of Issuance:

Preliminary Notification of Grant Award Summary
Centralina Council of Governments

Region F

	Federal Amt.	Nonfederal Match	Total Funding	CFDA#	Fed. Award #
AAA Planning and Administration					
Title III-C2 Home Delivered Meals	84,859	28,286	113,145	93.045	2101NCHDC05
Planning and Administration Total	84,859	28,286	113,145	93	
Home and Community Services					
Title III-C2 Home Delivered Meals	763,729	-	763,729	93.045	2101NCHDC05
Home and Community Services Total	763,729	-	763,729		
Total Award	848,588	28,286	876,874		



CENTRALINA

REGIONAL COUNCIL

Item 2

Board Agenda Item Cover Sheet

Board Meeting Date:	June 9, 2021	Agenda Item Type:	Consent:	X	Regular:	
Submitting Person:	Geraldine Gardner	Presentation Time:				
Presenter at Meeting:	Geraldine Gardner	Phone Number:	704-351-7130			
		Email:	ggardner@centralina.org			
Alternate Contact:	Venecia Rock-White	Phone Number:				
		Email:	vrock@centralina.org			
Submitting Department:	Admin/Executive	Department Head Approval:				
Description of Agenda Item:						
<p>The Executive Board will consider amendments and updates to the organization's Personnel Policy Manual, including a revised section on Work Schedules and Alternative Work Arrangements.</p>						
Background & Basis of Recommendations:						
<p>Centralina has updated its personnel policies as follows:</p> <ul style="list-style-type: none"> • Inserted references to the organization's new name: Centralina Regional Council • Streamlined, consolidated and reorganized sections to improve clarity • Harmonized language between Policy Manual and Operations and Procedures Manual • Added a Whistleblower Policy and updated Diversity, Equity and Inclusion language • Created a new section on Work Schedules and Alternative Work Arrangements in response to the telecommuting experience from COVID-19. The new section clarifies flexibility in work schedules for occasional disruptions (Flex Time), adds language to define a new work from home arrangement, and adds a compressed work schedule option. <p>The attached table summarizes the changes made to the Manual and includes the full text of the Work Schedules and Alternative Work Arrangements section. A full copy of the updated Manual is available upon request.</p>						
Requested Action / Recommendation:						
Motion to approve the updated and revised Personnel Policy Manual.						
Time Sensitivity: <i>(none or explain)</i>	Management desires to have the Manual approved prior to the start of FY22.					
Budget Impact: <i>(none or explain)</i>	None					
Attachments: <i>(none or list)</i>	<ul style="list-style-type: none"> • Summary of Personnel Policy Manual Changes • Work Schedules and Alternative Work Arrangements section 					

Summary of Changes to Centralina Personnel Policy Manual
June 2021

Section	Notes	Added, Deleted, Updated, No Change
Acknowledgement Statements – Employee & Personnel File Copy	<ul style="list-style-type: none"> Updated language, added “at-will” to the title and added language to the “by my signature” section 	Updated
Welcome to Centralina		No Change
Background of Centralina	<ul style="list-style-type: none"> Updated with new Centralina brand boilerplate language 	Updated
At-Will Statement	<ul style="list-style-type: none"> Not needed since already in acknowledgment statement 	Deleted
Value Statements	<ul style="list-style-type: none"> Updated with new language to reflect core values 	Updated
Purpose of Policy		No Change
Amendments to the Policy	<ul style="list-style-type: none"> Clarified that minor changes are not taken to the Board for approval 	Updated
Responsibilities of the Board		No Change
Responsibilities of the Executive Director		No Change
Equal Opportunity	<ul style="list-style-type: none"> New protected classes/terms, updated from SHRM Deleted similar policy language from Operations and Procedures Manual (“ops/procedures manual) Retained language about contractors, temps, etc. Moved accommodations language to ADA section 	Updated
Commitment to Diversity and Inclusion	<ul style="list-style-type: none"> Updated with new language from Centralina DEI initiative 	Updated
Title VI Compliance		No Change
Recruitment/Selection/etc.	<ul style="list-style-type: none"> Added new requirements for Directors to submit a job requisition for approval prior to recruitment 	Updated
Anti-Harassment		No Change
Complaint and Appeal Procedures	<ul style="list-style-type: none"> Combined appeal sections 	Updated
Whistleblower Policy	<ul style="list-style-type: none"> Previously in ops and procedures manual but was not in the personnel policy Updated language from SHRM 	Added
Conflicts of Interest		No Change
Confidentiality	<ul style="list-style-type: none"> Combined language from ops and procedures “Policy Regarding Code of Conduct” 	Updated
Access to Personnel Records	<ul style="list-style-type: none"> Moved up from Employment Relationship Section No change in language 	Reorganized

**Summary of Changes to Centralina Personnel Policy Manual
June 2021**

	<ul style="list-style-type: none"> Combined w/ "records of former employees" and "employee objections" 	
Public Information	<ul style="list-style-type: none"> Moved up from Employment Relationship Section Reference to statute for full info 	Reorganized
Penalties for Permitting Access to Personnel Records and Files		No Change
Examining and/or Copying Confidential Material Without Authorization		No Change
Code of Conduct	<ul style="list-style-type: none"> Previously in ops and procedures manual Policy language was previously approved by the Board but has a lot of repeated language from previous sections. 	Updated
Employment Categories	<ul style="list-style-type: none"> Added "introductory employee" Removed repeated information from ops and procedures manual Added language about Overtime 	Updated
Position Classification Plan	<ul style="list-style-type: none"> Removed non-exempt/exempt explanations as they are also in the above section 	Updated
Pay Plan		No Change
Administration and Maintenance of the Position Classification and Pay Plans		No Change
Starting Salaries		No Change
Trainee Designation and Provisions		No Change
Introductory Period	<ul style="list-style-type: none"> Added language previously contained in ops and procedures manual 	Updated
Promotion	<ul style="list-style-type: none"> Added language about the promotion process 	Updated
Demotion	<ul style="list-style-type: none"> Added language about the demotion process and a voluntary demotion 	Updated
Transfer	<ul style="list-style-type: none"> Minor change – added Executive Director discretion to approve 	Updated
Reclassification	<ul style="list-style-type: none"> Added language about the reclassification process 	Updated
Merit Increases	<ul style="list-style-type: none"> New employees, newly promoted employees must be in the position six months to be eligible 	Updated
Bonuses	<ul style="list-style-type: none"> Added peer-to-peer appreciation program 	Updated

**Summary of Changes to Centralina Personnel Policy Manual
June 2021**

	<ul style="list-style-type: none"> Added across-the-board pay adjustment; new EEs and pay adjustments 	
Overtime	<ul style="list-style-type: none"> Moved to previous section 	Deleted
Flex Time	<ul style="list-style-type: none"> Moved from Ops manual and consolidated into new Work Schedule and Alternative Work Arrangement section 	Reorganized
Compensatory Time	<ul style="list-style-type: none"> Collapsed together the original language with ops policy 	Updated
Timesheets	<ul style="list-style-type: none"> Added billing reference (cost centers) and note about honest accounting 	Updated
Payday	<ul style="list-style-type: none"> Moved language regarding payout of leave upon termination (from resignation section) 	Reorganized
Separation of Employment	<ul style="list-style-type: none"> Added Furlough category Disability revised to include LGERS Retirement – moved insurance info to insurance section 	Updated
Reinstatement and Rehiring	<ul style="list-style-type: none"> Added Recovery of Leave Status 	Updated
Commitment to Safety	<ul style="list-style-type: none"> Combined wording w/ other safety section for clarify 	Updated
Drug Free Workplace Policy	<ul style="list-style-type: none"> Added the policy statement from the ops and procedures manual b/c it was more comprehensive 	Updated
Workplace Violence Prevention		No change
Inclement Weather	<ul style="list-style-type: none"> Added Executive Director reserves the right to close office in inclement weather 	Updated
Administrative Leave with Pay due to Emergency Closing	<ul style="list-style-type: none"> New policy added through Board action in 2020 	No change
Residency	<ul style="list-style-type: none"> Added “As a condition of employment...” 	Updated
Employee Orientation	<ul style="list-style-type: none"> Combined with ops and procedures manual language 	Updated
Work Schedule & Alternative Work Arrangements	<ul style="list-style-type: none"> Reorganized to include moved flex time language from prior section Revised and enhanced work from home arrangement Added compressed work schedule 	Added and updated
Employment of Relatives		No change
Outside Employment	<ul style="list-style-type: none"> Reference to conflict of interest Combined with ops and procedures manual language Added statement about honoraria 	Updated
Political Activity	<ul style="list-style-type: none"> Minor wording updates 	Updated

**Summary of Changes to Centralina Personnel Policy Manual
June 2021**

Work from Home	<ul style="list-style-type: none"> Moved to new Work Schedule and Alternative Work Arrangements section 	Reorganized
Performance Evaluation	<ul style="list-style-type: none"> Updated to reflect new system and processes 	Updated
Use of Centralina Vehicles	<ul style="list-style-type: none"> More suited for ops and procedures manual 	Deleted
Take Home Vehicles	<ul style="list-style-type: none"> More suited for ops and procedures manual 	Deleted
Dress Code		No change
Use of Computer Equipment	<ul style="list-style-type: none"> More suited for ops and procedures manual 	Deleted
Social Media	<ul style="list-style-type: none"> More suited for ops and procedures manual 	Deleted

Excerpt from Personnel Policy Manual

SECTION 4: Work Schedules & Alternative Arrangements

Centralina has the expectation that all employees follow an established work schedule that meets the operational needs of their department and the organization. Centralina allows for flexibility in individual work schedules which permits employees to vary their arrival and/or departure times from the standard office hours. These schedules are a matter of agreement between the Department Director and/or supervisor and the employee, provided the majority of the employee's workday occurs during standard office hours. An employee's work schedule shall be assessed on an ongoing basis during the performance review period and may be suspended or cancelled at any time. Employees are expected to fulfill necessary job duties, i.e., meetings, coverage, deadlines regardless of their work schedule.

Due the nature of the organization, many employees may have job duties or responsibilities that require them to visit locations within and outside of the region. Centralina expects clear communication between employees and their Department Director and/or Supervisor when they have occasional business outside of the office. Employees providing services outside of the office on a regular basis shall have their schedules approved in advance by their Department Director and/or supervisor.

Once an employee's work schedule is established, there may be situations when additional flexibility in work schedule and/or location is desired. In these situations, an employee may request an alternative work arrangement as follows:

- Flex Work Arrangement: request to alter an established work schedule and/or location on an occasional basis.
- Work from Home Arrangement: request to establish a set day(s) to work outside of the Centralina office and at home.
- Compressed Work Schedule: request to compress work in an 80-hour pay period to nine business days.

See Sections 4a-4c below for additional information.

SECTION 4a: Flex Work Arrangement

The employee may request a flex work arrangement, a variation in their established work schedule or location, due to unusual personal circumstances, unusual workloads, or in the interest of more efficient operations. Flex work arrangement requests shall be limited in duration and be requested in response to a specific situation; examples can include but are not limited to:

- Alternate hours due to travel or appointments.

Excerpt from Personnel Policy Manual

- Alternate hours due to after-work or evening Council, Board or Committee meetings.
- Work from home prior to an appointment to close to an employee's residence.
- Work from home to supervise contractors or technicians completing work at the employee's residence.
- Work from home following a medical procedure as recommended by a physician.

Employees shall request a flex time arrangement in advance from their supervisor. The supervisor will approve or deny the flextime request based on staffing needs, the employee's job duties, the employee's work record and the employee's ability to temporarily or permanently return to a standard work schedule when needed.

All Centralina employees are eligible to request flex time regardless of their employment status. Employees with approved work from home arrangements and compressed work schedules may request flex time from their supervisors when needed.

SECTION 4b: Work from Home Arrangement

Centralina considers working from home a viable, flexible work arrangement when both the employee and the job are suited for it. Working from home may be appropriate for some employees and jobs but not for others. It is not an employee right, nor is it an organizational wide benefit and it in no way changes the terms and conditions of employment.

Employees may request the option to work outside of the Centralina office at their home on a set day or days of the week via an established and approved work schedule. Under this policy, full-time employees may request to work from home up to 3 days (or 24 hours) in a work week. Part-time employees may be eligible for work from home up to 3 days per work week so long as they are at least present in the office for two days.

A work from home work arrangement is not for occasional or temporary work outside of the office (see Section 4a above); rather it is a set change to the employee's established work schedule and requires high level of predictability. Employees that require occasional flexibility with their approved work from home schedule may seek advance approval from their supervisor via the Flex Work Arrangement policy (See Section 4a above).

The remainder of this section outlines eligibility and general terms of the work from home arrangements offered by Centralina. All employees whose work from home arrangements have been approved shall be required to sign a "Work from Home

Excerpt from Personnel Policy Manual

Agreement” which outlines the specific terms and conditions of the arrangement. Employees participating in the Work from Home Arrangement are not eligible to participate in the Compressed Work Schedule (See Section 4c below).

Centralina expects that the employee working from home maintain an acceptable level of performance and productivity. Thus, a work from home arrangement is subject to ongoing review by the employee’s supervisor and may be terminated at any time by either the employee or the supervisor (although it is recommended that prior notice be given and a mutual agreeable end point established).

Eligibility. Employees who are eligible for a work from home arrangement shall:

1. Have completed their initial Introductory Period of employment.
2. Have portable job duties as defined by Human Resources.
3. Consistently meet or exceed the performance expectations of their position as documented in past performance evaluations or other established means.
4. Be reliable in meeting their day-to-day responsibilities effectively.
5. Be able to work independently and productively with minimal supervision. To be productive in a work from home capacity, the employee must:
 - Be fully proficient in all job functions as defined by the job description.
 - Be available to attend staff meetings, training, etc. and adjust their work at home schedule if and when business needs dictate.
 - Consistently work independently with limited intervention by their supervisor.
 - Demonstrate the ability to learn and communicate using remote applications, in lieu of face-to-face interactions (e.g., e-mail; telephone; conference calls, video calls).
 - Demonstrate conscientiousness about work time and productivity, and self-motivation.
 - Be able to communicate effectively with supervisors, co-workers, clients, vendors and Centralina members.

Request & Approval Process. Employees shall complete a Work from Home Arrangement request form and submit to their Department Director for review. The Department Director can either deny the request, recommend changes to the request or forward the original request to Human Resources with a recommendation for approval. Human Resources Manager shall approve all requests, except for the following which are subject to approval by the Executive Director: (1) requests from any Centralina supervisor; (2) requests seeking approval for 3 days per week or more than 8 days per month. Department Directors shall notify Human Resources of any denied requests. The Human Resources Manager shall work with the Department Director and employee to customize the Work from Home Agreement template; the final draft of the

Excerpt from Personnel Policy Manual

Agreement shall be signed by the employee, Department Director and Executive Director.

Compensation and Work Hours. The employee's compensation, benefits, work status and work responsibilities will not change due to participation in the work from home arrangement. The amount of time the employee is expected to work per day or pay period does not change as a result of participation. Hourly employees will continue to be required to clock in and out each day.

Location & Leave. Employees are expected to be working at their home during their work from home schedule. Employees are discouraged from working from public locations for extended periods of time due to potential internet security issues and privacy concerns; employees participating in video or conference calls from public locations should be cognizant of their surroundings.

Rest and recovery are critical for employee wellbeing and is a core Centralina value; therefore, this policy does not allow "working vacations" (working either full time or partial time from a remote location) except for special circumstances and with a supervisor's prior approval. Personal leave time normally scheduled during a teleworking employee's scheduled workday must be arranged in the same manner with their immediate supervisor as employees at the centrally located worksite.

Policies. Employees who are approved for a work from home arrangement remain obligated to comply with all Centralina policies and procedures, practices and supervisor instructions.

Privacy and Safety. Employees shall retain the Centralina office as their primary mailing and business correspondence address; and are advised not to release their home address and telephone number while conducting Centralina business. Employees are prohibited from meeting with clients, member governments, vendors or other external parties at their home.

IT & Equipment. Under this policy, Centralina will not furnish or outfit home offices for employees requesting the option to work from home; work duties and assignments requiring specialized equipment should be performed at the office. An IT assessment will be part of the request form; however, any request to purchase of additional equipment is subject to available budget and pre-approval by the Finance Director. Any Centralina equipment (except for laptop computers) that is taken offsite will be inventoried and must be returned at the conclusion of the work from home period. The use of equipment, software and other peripherals when provided by Centralina for business use is limited to the employee; the employee is responsible for maintaining equipment in good working condition and promptly notifying Centralina of any broken, damaged or malfunctioning

Excerpt from Personnel Policy Manual

components. Employee shall follow all IT policies and procedures while working from home.

Office Supplies & Functions

Office supplies are centrally ordered and provided by Centralina; employees working from home may request office supplies through their departments or the online Administrative Work Request system. All printing, copying, mailing and other business functions shall be completed at the Centralina office. Therefore, Centralina will not reimburse individual out-of-pocket expenses for office supplies, printing or copying; Department Directors may approve reimbursement for individual out-of-pocket expenses related to work at home in special circumstances and with prior approval by the Finance Director.

Mileage. Employees attending in-person meetings or events on scheduled work from home day(s) shall follow Centralina's mileage reimbursement policy.

Work Space Requirements. Permission to work from home is dependent upon the employee having a suitable work location at home that meets the requirements set forth below:

- A dedicated workspace to limit distraction in the home and safely secure all business information or work product.
- Reliable, secure and high-speed internet connection.
- Access to all required Centralina systems and platforms.
- Ability to keep equipment and files accessible to the employee yet safeguarded from access by other members of the household and visitors.

Dependent Care. Under this policy, employees are expected to be fully focused on work as they normally would in the office; therefore, is not allowed for employees to provide regular at-home dependent care during scheduled work from home days. Employees requiring occasional flexibility to care for a dependent should discuss arrangements with their supervisor (See Section 4a Flex Time) or take the appropriate leave.

Tax, Liability and Worker's Compensation. Centralina's main office shall remain the employee's primary place of work. It is the employee's responsibility to determine any income tax implications of maintaining a home office area. Centralina will not provide tax guidance nor will Centralina assume any additional tax liabilities related to an employee's work from home arrangement. Employees are encouraged to consult with a qualified tax professional to discuss income tax implications.

Employees are covered by workers compensation during the performance of official Centralina business at the home worksite during work hours. The employee shall

Excerpt from Personnel Policy Manual

report work-related injuries immediately to their Supervisor and comply with all Centralina reporting requirements established for the purpose of reporting such claims. Centralina is not liable for injuries to third persons, including family members, at the home worksite and is not liable for damages to the employee's personal or real property.

Supervisor Responsibilities. Expectations of supervisors managing employees under work from home arrangements include:

- Monitoring internal and external relationships and mitigating potential impacts from remote work.
- Utilizing effective communication and reporting systems to measure employee productivity and performance.
- Conducting regular reviews with the employee to provide feedback and evaluate the success of the arrangement.
- Ensuring a consistent approach to team or department management irrespective of individual employees' approved work arrangements.
- Ensuring a fair and equitable process in work distribution and assignments.

SECTION 4c: Compressed Work Schedule

Centralina considers a compressed work schedule to be a viable, flexible option when both the employee and the job are suited to such an arrangement. A compressed work arrangement is a set change to the employee's established work schedule whereby an employee works the 80 hours of a pay period in nine business days; the resulting schedule is 8 x nine-hour days, 1x eight-hour day and one day off every pay period.

A compressed work schedule may be appropriate for some employees and jobs but not for others. It is not an employee right, nor is it an organizational wide benefit and it in no way changes the terms and conditions of employment. A compressed work arrangement is subject to ongoing review by the employee's supervisor and may be terminated at any time by either the employee or the supervisor (although it is recommended that prior notice be given and a mutual agreeable end point established).

Employees may not combine a Compressed Work with a Work from Home Arrangement.

Eligibility. Employees who are eligible for a compressed work arrangement shall:

1. Be a full-time employee.

Excerpt from Personnel Policy Manual

2. Have completed their initial Introductory Period of employment.
3. Have job duties suitable for a compressed schedule as defined by Human Resources.
4. Consistently meet or exceed the performance expectations of their position as documented in past performance evaluations or other established means.
5. Be able to work independently and productively to meet day-to-day responsibilities within a compressed schedule.
6. Demonstrate conscientiousness about work time and productivity, and self-motivation.
7. Be able to communicate effectively with supervisors, co-workers, clients, vendors and Centralina members.

Request & Approval Process. Employees shall complete a Compressed Work Arrangement request form and submit to their Department Director for review. The Department Director can either deny the request or forward the request to Human Resources with a recommendation for approval. Human Resources Manager shall approve all requests. Department Directors shall notify Human Resources of any denied requests.



CENTRALINA

REGIONAL COUNCIL

Item 3

Board Agenda Item Cover Sheet

Board Meeting Date:	June 9, 2021	Agenda Item Type:	Consent:	X	Regular:	
Submitting Person:	Denise Strosser	Presentation Time:	5 minutes			
Presenter at Meeting:	Denise Strosser	Phone Number:	704-348-2704			
		Email:	dstrosser@centralina.org			
Alternate Contact:	Geraldine Gardner	Phone Number:	704-348-2703			
		Email:	ggardner@centralina.org			
Submitting Department:	Government Affairs & Member Engagement	Department Head Approval:	Geraldine Gardner			
Description of Agenda Item:						
The Executive Board is asked to review and approve the amendments to Fiscal Year 2021 operating and grants budgets.						
Background & Basis of Recommendations:						
A placeholder budget for Fiscal Year 2021 was approved by the Executive Board on January 8, 2020 and adopted by the Board of Delegates on February 12, 2020. This initial placeholder budget is developed prior to receiving information from various state and federal agencies. This first amendment represents changes to reflect federal and state grant allocations as of May 17, 2021, as well as other contracts received and confirmed since the adoption of the budget. We will continue to update the budget as new funds are received from new business contracts or grants from state and federal agencies. The attached amendments are to replace the placeholder budget and any prior amendments with current and up-to-date funding and expenditures. In general, this budget reflects a similar budget position compared to the same time last year.						
Requested Action / Recommendation:						
Motion to approve the amendments to the operating and grants budgets for Fiscal Year 2021.						
Time Sensitivity: <i>(none or explain)</i>	None					
Budget Impact: <i>(none or explain)</i>	As indicated on attachments					
Attachments: <i>(none or list)</i>	Operating and Grants Budget Amendments					

Fiscal Year 2020 - 2021 Operating Budget Ordinance - Amendent 1

ANTICIPATED REVENUES	Placeholder FY220-2021 Budget	05.25.2021 FY220-2021 Budget	Change
Program Revenues			
Restricted Intergovernmental Revenue	4,350,000	4,684,389	334,389
Technical Assistance Projects	624,000	2,363,711	1,739,711
Other Program Revenue	1,080,000	868,438	(211,562)
Total Program Revenue	6,054,000	7,916,538	1,862,538
Other Revenues			
Member Dues Support	870,000	897,151	27,151
Interest and Other Revenue	10,000	63,544	53,544
Total Other Revenues	880,000	960,695	80,695
TOTAL ANTICIPATED REVENUES	6,934,000	8,877,233	1,943,233
EXPENSE APPROPRIATIONS			
Member services, Board and committies	100,000	371,799	271,799
Management and Business Operations	1,844,000	1,929,364	85,364
Information Technology	110,000	195,825	85,825
Community and Economic Development Depart.	930,000	1,155,770	225,770
Planning Department	2,000,000	2,640,165	640,165
Area Agency on Aging Department	2,500,000	3,502,559	1,002,559
Workforce Development Department	1,250,000	1,121,642	(128,358)
Indirect Costs Representation	(1,800,000)	(2,039,891)	(239,891)
TOTAL EXPENSE APPROPRIATIONS	6,934,000	8,877,233	1,943,233

Fiscal Year 2020-2021 Grant Pass Through Budgets Proposal - Amendment

<u>Program</u>	<u>Placeholder FY220-2021 Budget</u>	<u>05.25.2021 FY220-2021 Budget</u>	<u>Change</u>
Area Agency on Aging			
HCC Block Grant	10,000,000	9,803,219	(196,781)
USDA Supplement	650,000 (1)	650,000	-
Title III-B Legal	85,000	88,497	3,497
Family Caregiver	520,000	555,020	35,020
Disease Prevention/Health Promotion	40,000	20,800	(19,200)
State Senior Center General Purpose	120,000	119,835	(165)
Heat Fan Relief	15,000	14,375	(625)
Families First		1,129,393	1,129,393
CARES		3,246,129	3,246,129
	<u>11,430,000</u>	<u>15,627,268</u>	<u>4,197,268</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>			
Workforce Development			
WIOA NCWorks Innovation Fund -RCCC Revenue	190,000	89,731	(100,269)
WIOA NCWorks Innovation Fund - Admin.	10,000	10,000	-
WIOA -4010 Administrative Cost Pool- 10%	375,000	70,661	(304,339)
WIOA 20-4020 Adult Services	1,200,000	1,026,500	(173,500)
WIOA 20-4030 Dislocated Worker	1,000,000	958,326	(41,674)
WIOA 20-4040 Youth Services	1,200,000	1,027,489	(172,511)
WIOA 19-4050 Finish Line Grant	66,000	123,993	57,993
NDWG COVID		288,389	288,389
WIOA Infrastructure		89,113	89,113
	<u>4,041,000</u>	<u>3,684,202</u>	<u>(356,798)</u>
Total Grant	<u>15,471,000</u>	<u>19,311,470</u>	<u>3,840,470</u>



CENTRALINA

REGIONAL COUNCIL

Item 4

Board Agenda Item Cover Sheet

Board Meeting Date:	June 9, 2021	Agenda Item Type:	Consent:	X	Regular:	
Submitting Person:	Denise Strosser	Presentation Time:	N/A			
Presenter at Meeting:	Denise Strosser	Phone Number:	704-348-2704			
		Email:	dstrosser@centralina.org			
Alternate Contact:	Geraldine Gardner	Phone Number:	704-348-2703			
		Email:	ggardner@centralina.org			
Submitting Department:	Government Affairs & Member Engagement	Department Head Approval:	Geraldine Gardner			
Description of Agenda Item:						
<p>The Executive Board is asked to delegate to the Finance Committee the authority to approve the final amendments to the Fiscal Year 2021 operating and grant pass-through budgets.</p>						
Background & Basis of Recommendations:						
<p>The operating and grant pass-through budgets are adjusted when new grants are awarded, revised or any other additions or changes to funding sources or expenditures are received to ensure expenditures are appropriated prior to incurring the expenditure.</p> <p>Since there is only one Board meeting in June and it is early in the month, final amendments may still be needed to the Fiscal Year 2021 operating and grant pass-through budgets. These budgets are amended to reflect current year revenues and expenditures. The North Carolina General Statutes require governmental entities have a balanced budget and expenditures not exceed the budget as approved by the governing body.</p> <p>Management requests the Board allow the Finance Committee to meet and approve the final amended operating and grant pass-through budgets to reflect changes to revenue and expenditures for the Fiscal Year 2021. The final amended budgets as approved by the Finance Committee are to be presented to the Executive Committee at the first scheduled Executive Committee meeting after June 30, 2021.</p>						
Requested Action / Recommendation:						
<p>Motion authorizing the Finance Committee to approve the final Fiscal Year 2021 budget amendments for the annual operating and grant pass-through budgets on behalf of the Executive Board on or prior to June 30, 2021.</p>						
Time Sensitivity: <i>(none or explain)</i>	<p>The Finance Committee's approval of the final amendments to the Fiscal Year 2021 operating and grant pass-through budgets must occur on or before June 30, 2021. Management will submit the final budget amendments to the full Executive Board at the first scheduled Executive Board meeting after June 30, 2021.</p>					
Budget Impact: <i>(none or explain)</i>	<p>Because General Statute 159-8 requires operation under a balanced budget, this budget includes speculative revenue. This revenue is</p>					

	<p>reviewed regularly, and the budget is adjusted to reflect more accurately the true anticipated revenue while ensuring that all expenditures are budgeted before being appropriated.</p>
<p>Attachments: <i>(none or list)</i></p>	<p>None</p>



CENTRALINA

REGIONAL COUNCIL

Item 5



**Executive Board Virtual Meeting Minutes
April 14, 2021**

Officers Present	Board Members Present	Board Members Not Present	Centralina Staff and Guests Present
Bobby Compton, Chairman Jay McCosh, Vice Chairman Jarvis Woodburn, Secretary William Morgan, Treasurer	Karen Alexander Peter Ascitutto Deloris Chambers Cathy Davis Larken Egleston Corinthia Lewis- Lemon Pedro Morey Christine Poinsette Elaine Powell Troy Selberg Lynn Shue Amelia Stinson- Wesley David Williams	Bill Feather Gene Houpe Bob Hovis	Katie Ballard Geraldine Gardner Debi Lee Sara Maloney Mike Manis Linda Miller Michelle Nance Sherika Rich Denise Strosser Natalie Tunney Jason Wager Kelly Weston Guests Leslie Mazingo, Strategics Consulting

Call to Order

Chairman Bobby Compton, Town of Mooresville, called the meeting to order. He welcomed the Executive Board’s two new At-Large Members, Mayor Karen Alexander, City of Salisbury, and Council Member Jennifer Stepp, City of Gastonia.

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

Moment of Silence

Chairman Compton called for a moment of silence.

Amendments to the Agenda.

There were no amendments to the agenda.

Consent Agenda

1. Approval of the March 10, 2021 Executive Board Meeting Minutes

Council Member Larken Egleston, City of Charlotte, made a motion to approve the Consent Agenda. Treasurer William Morgan, City of Statesville, seconded the motion and it carried unanimously.

2. Federal Relations Update

Leslie Mazingo, Strategics Consulting, presented the performance report of Centralina’s federal relations activities for March through April 2021. She also provided updates on the American Rescue Plan act, noting that the federal government will distribute funds by May

10th. She also noted the announcement of the American Jobs Plan, adding that it broadly defines infrastructure to include not just capital projects such as transportation and water but also energy efficiency projects, broadband, and nursing homes. She further noted that the White House plans to present the American Families Plan that will address childcare, community college tuition, and affordable housing. She added that the President's budget has been released and is a good indication of where federal appropriations will go for FY22.

In response to questions from Treasurer Morgan, Ms. Mozingo estimated that the development of the American Jobs Plan will follow a process like that used for the American Rescue Plan Act where individual bills were combined to form a larger bill. She also forecasted that there may be other methods for funneling federal funds through the state to the local level.

Council Member Egleston made a motion to accept the Strategics Consulting performance report for March through April 2021. Mayor Alexander seconded the motion and it carried unanimously.

3. FY22 Compensation Recommendations

Geraldine Gardner, Executive Director, presented a proposal for Centralina employee salary adjustments. She explained that the two-step approach consists of a 2% across-the-board increase and a merit increase between \$500 and \$1,500 based on FY21 employee performance evaluations.

In response to a question from Commissioner Elaine Powell, Mecklenburg County, Ms. Gardner noted that the Executive Board may vote on the two recommendations separately if it chooses.

Treasurer Morgan made a motion to approve the FY22 compensation approach which includes a 2% across-the-board increase with a minimum increase of \$1,000 for eligible employees and a merit increase of between \$500-\$1,500 for eligible employees based on their FY21 performance evaluation scores. Secretary Jarvis Woodburn, Anson County, seconded the motion.

In response to a question from Chairman Compton, Ms. Gardner explained that staff has surveyed other COGs and the proposed approach is consistent with Centralina's peers. She noted that in the past, Centralina created a merit pool, but did not have enough resources for a large enough pool. She further noted that the fiscal impact of the 2% across-the-board increase is \$51,500.

Treasurer Morgan noted that based on his review of Centralina's financial information, the organization can absorb the cost without issue.

In response to a question from Commissioner Pedro Morey, Town of Waxhaw, Ms. Gardner noted the Executive Board has approved a recommended salary adjustment each year.

In response to a question from Chairman Compton, Ms. Gardner explained that the proposed 2% across-the-board increase is less than the amount of a cost-of-living adjustment.

The motion passed with Commissioner Powell voting in opposition.

4. Resolution Opposing Proposed Local Government Zoning Reform

Ms. Gardner presented a draft resolution opposing House Bill 401/Senate Bill 349, the Increase Housing Opportunities Bill pending in the General Assembly. She noted that the Centralina Officers and Michelle Nance, Planning Director, have reviewed the draft resolution.

Council Member Egleston expressed support for the resolution, adding that he does not support a one-size-fits-all approach to zoning and is not in favor of taking away local governments' zoning authority. He suggested revising the resolution's language to advocate for additional local authority. He also suggested removing the reference to housing quality.

Commissioner Cathy Davis, Lincoln County, expressed support for the resolution, noting that the bill leaves local governments responsible for infrastructure improvements they may not be able to afford.

Chairman Compton noted that increasing housing choices was one of the regional priorities identified in the CONNECT Our Future regional growth framework, adding that the Town of Mooresville was a pilot program for a housing initiative.

Council Member Troy Selberg, Town of Harrisburg, suggested revising the resolution's language to acknowledge that Unified Development Ordinances are unique to every community.

In response to a question from Council Member Egleston, Chairman Compton explained that Ms. Gardner will distribute to the Executive Board a final version of the resolution that includes the Board Members' requested changes and then ask the Board to vote on the item via email.

Mayor Alexander suggested revising the resolution's language to be inclusive of the various names different communities use to refer to their development ordinances.

5. Future Opportunities in Aging, Health, and Healthy Communities

Linda Miller, Aging Director, explained that the Centralina Area Agency on Aging used new methods to respond to the health risk resulting from social isolation associated with COVID-19 quarantine. She added that virtual health education became a priority to minimize risk for older adults. She noted that evidence-based health programs were adapted to phone and online models. She highlighted two new tools the department is using: Get Set Up and Trualta.

Natalie Tunney, Aging Specialist, explained that Get Set Up is an interactive educational platform offering classes and social opportunities for seniors. She presented an overview of Get Set Up class offerings and demonstrated how to navigate the platform. She noted that Centralina is covering the cost of Get Set Up through Coronavirus Aid Relief and Economic Security Act funds, so there is no cost to the organization's members or volunteers to use the platform.

Katie Ballard, Aging Specialist, explained that Trualta is an online, interactive platform that provides information, resources, and support for caregivers. She presented an overview of the topics in Trualta's modules.

Ms. Miller noted that through its membership in the National Association of Area Agencies on Aging, Centralina is working with consultants to ensure the organization is set up for success and implementing the right programs to meet the region's growing healthcare needs.

6. CONNECT Beyond Briefing and Work Session

Ms. Nance noted that transportation choice was a key priority identified in CONNECT Our Future, while the Comprehensive Economic Development Strategy identified transportation infrastructure as the region's top economic weakness. She added that these findings led to the development of the CONNECT Beyond regional mobility initiative.

Jason Wager, Assistant Planning Director, presented a video that provided an overview of the CONNECT Beyond project. He explained that the project's guiding principles include

addressing growth and equity. He shared the advisory committee meeting schedule and structure and highlighted the funding and partnership working group.

Ms. Nance noted that because needs are different in urban and rural areas, Centralina is proposing a meeting series that would include a set of sessions focused on communities where high-capacity transit corridors have been proposed and another set of sessions focused on transit connections in rural and suburban communities. She added that suggested attendees would include Centralina Delegates, Mayors and County Commission Chairs, and transportation planning organization representatives. She presented the timeline for the project's next steps, noting that the Board of Delegates will be asked to endorse the plan recommendations later this year. She further noted that Delegates can help keep CONNECT Beyond at the forefront by sharing the project with their communities, adding that Centralina staff can give presentations on the project.

In response to questions from Mayor Alexander, Ms. Nance noted that CONNECT Beyond seeks to address challenges like identifying grants and other resources to support transit projects in communities that do not have their own transit system. She further noted that Centralina staff can meet with the communities in Rowan County to discuss their specific needs.

Secretary Woodburn requested a short presentation or talking points to share in Anson County to start the conversation around mobility, followed by a presentation to the community from Centralina staff.

Council Member Selberg requested a presentation to the Harrisburg Town Council. He also noted that educating the public and elected officials on CONNECT Beyond will be crucial. He added that partnerships with the business community are needed to move the project forward.

Comments from the Executive Board and Centralina Staff

There were no comments.

Comments from the Executive Director

Ms. Gardner announced that Mike Manis, Director of Community Economic Development, will be retiring at the end of May.

Mr. Manis noted he will remain in the region and is interested in being involved in the development of the Comprehensive Economic Development Strategy five-year update.

Comments from the Chair

Chairman Compton reminded the Board Members to save the date for the May 12th Board of Delegates virtual meeting, noting that it will feature the Region of Excellence Awards ceremony. He asked the Board Members to encourage other Delegates in their counties to attend the meeting.

Adjournment

With no further business to be discussed, Chairman Compton adjourned the meeting at 6:47 p.m.



CENTRALINA

REGIONAL COUNCIL

Item 6

Board Agenda Item Cover Sheet

Board Meeting Date:	June 9, 2021	Agenda Item Type:	Consent:		Regular:	X
Submitting Person:	Geraldine Gardner	Presentation Time:	15 minutes			
Presenter at Meeting:	Geraldine Gardner	Phone Number:	704-351-7130			
		Email:	ggardner@centralina.org			
Alternate Contact:		Phone Number:				
		Email:				
Submitting Department:	Admin/Executive	Department Head Approval:	Geraldine Gardner			
Description of Agenda Item:						
The Executive Board will receive an update on Centralina's options for office space and a timeline for decision making by the Board.						
Background & Basis of Recommendations:						
<p>Centralina's current lease of office space at 9815 David Taylor Drive expires at the end of March 2022. We are required to provide notice by September 30, 2021 if we intend to remain at this location or move to a new space. To assist us in this process, we engaged Cushman & Wakefield. Centralina has worked with the firm for the past two moves and has an established relationship with the lead broker.</p> <p>The Executive Board will receive a briefing on the five locations in the University Area that are under consideration, including our current site. In addition to outlining key features of the properties and space needs, we will present the timeline for decision making and next steps.</p>						
Requested Action / Recommendation:						
Receive as information.						
Time Sensitivity: <i>(none or explain)</i>	The Executive Board will make a decision on the office space at its September meeting.					
Budget Impact: <i>(none or explain)</i>	At this time budget, implications are still under development.					
Attachments: <i>(none or list)</i>	<ul style="list-style-type: none"> • May Update PDF • Overview of Candidate Locations (Cushman and Wakefield) 					



Centralina Office

May Update

Process Overview

- 9815 David Taylor Dr. initial lease term is up in March 2022.
- Option to renew for another 5-year term at market rate rent or move to another location in the University area.
- We are not considering other locations in the region.
- Required to give notice to our current landlord by September of our intent to remain/renew or move.
- Executive Board will review options and make the final decision by no later than September.

April

- 4/5 RFPs responses received
- Test fits to determine if desired building program can fit in four available spaces
- Waiting for RFP response from current landlord

May-June

- Receive landlord proposal
- Request construction cost estimates for all locations
- Update Board on June 9th
- Form staff advisory group
- Release staff survey

July – August

- Negotiate with all sites
- Site visits with staff group and directors
- Prepare for recommendations to executive board in Sept.

Staff Engagement Opportunities

Join the staff advisory group

- 1-2 reps per department
- Visit candidate sites
- Provide feedback on department needs and preferences
- Communicate updates to departments
- Commitment: June 28-Sept. 30

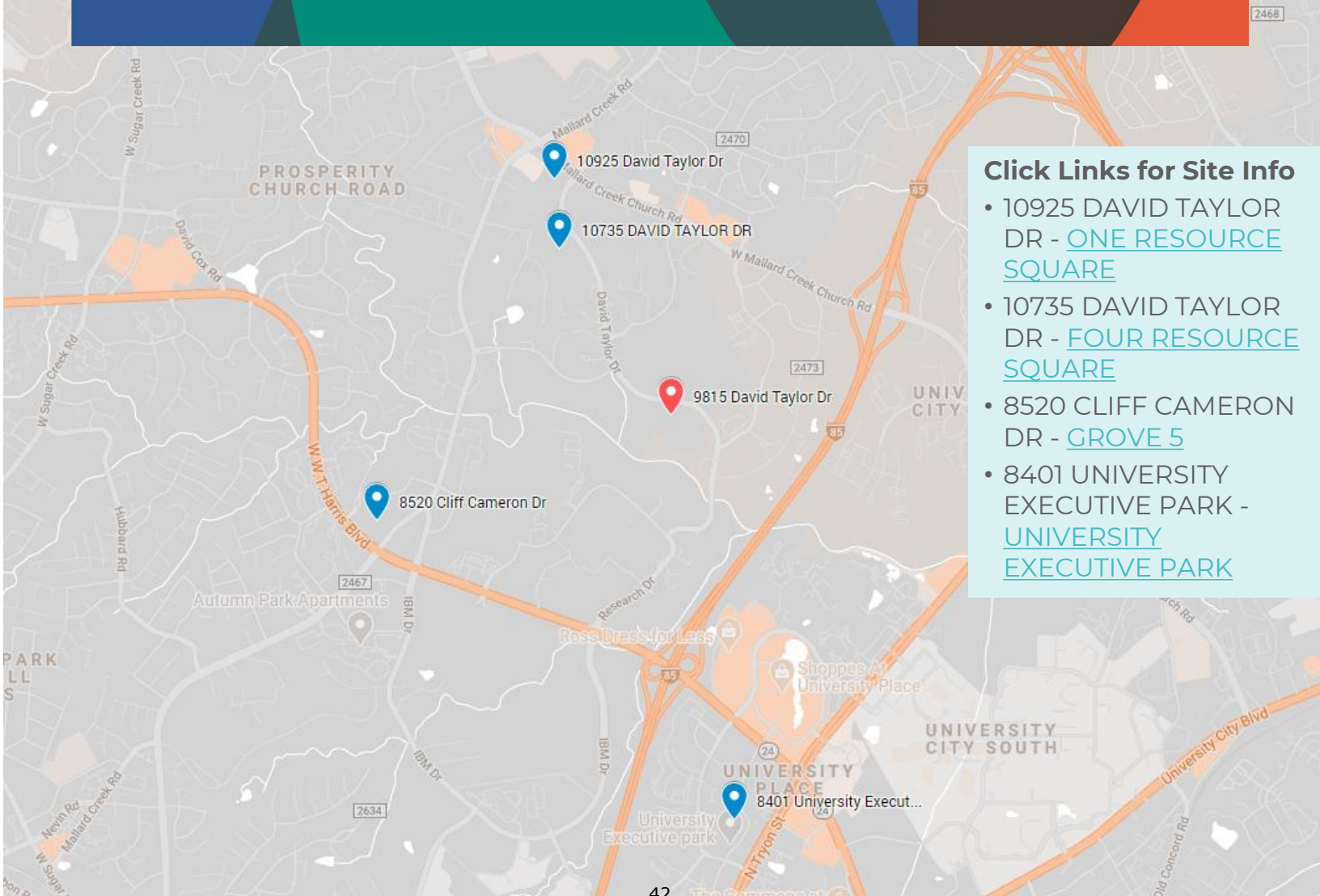
Participate in the June staff survey

- Give feedback on desired characteristics in neighborhood, location
- Share preferences for building amenities
- Provide input on office space features

Survey Opens: June 1 – 11

Results Shared: June 14th All Staff

Sites Under Consideration



Click Links for Site Info

- 10925 DAVID TAYLOR DR - [ONE RESOURCE SQUARE](#)
- 10735 DAVID TAYLOR DR - [FOUR RESOURCE SQUARE](#)
- 8520 CLIFF CAMERON DR - [GROVE 5](#)
- 8401 UNIVERSITY EXECUTIVE PARK - [UNIVERSITY EXECUTIVE PARK](#)

MARKET OPTIONS



CENTRALINA
REGIONAL COUNCIL

CHARLOTTE, NORTH CAROLINA

June 2021

Prepared By:

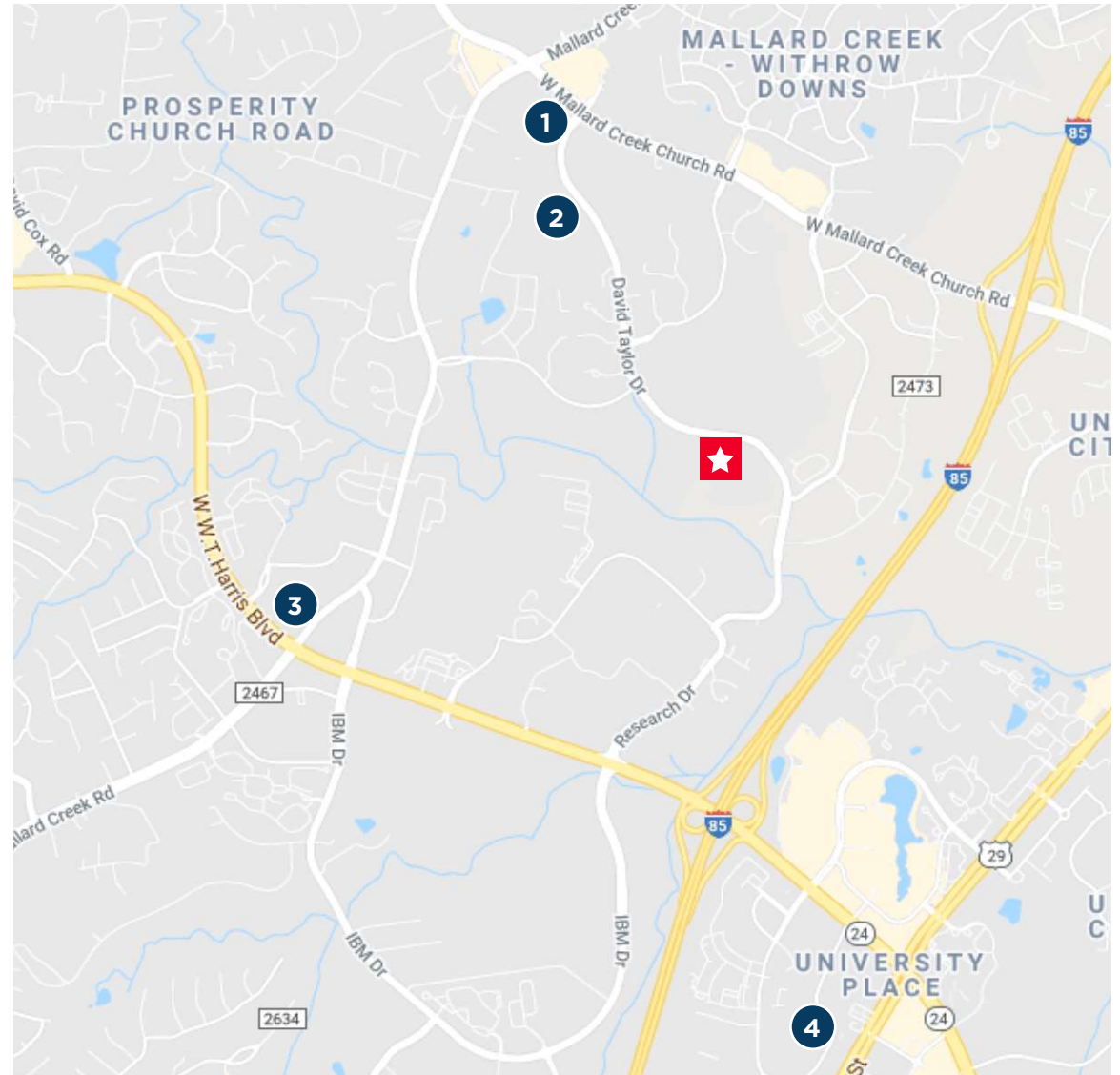
Keith Bell, SIOR
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keith.bell@cushwake.com

Piers Wates
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piers.wates@cushwake.com

LOCATION MAP

PROPERTY KEY

1. 10925 David Taylor Dr - One Resource Square
 2. 10735 David Taylor Dr - Four Resource Square
 3. 8520 Cliff Cameron Dr - Grove 5
 4. 8401 University Executive Park Dr
-  9815 David Taylor Drive - Current Location



1. 10925 DAVID TAYLOR DR ONE RESOURCE SQUARE



PROPERTY INFORMATION

Rate	\$26.75/SF with 3% annual escalations
Lease Type	Full service
Free Rent	6 months
TIA	\$33.00/SF
SF Available	Suite 200 - 11,244 SF
Parking Ratio	4/1,000
Amenities	Property Manager on Site, access to shared conference facilities & fitness center in building four

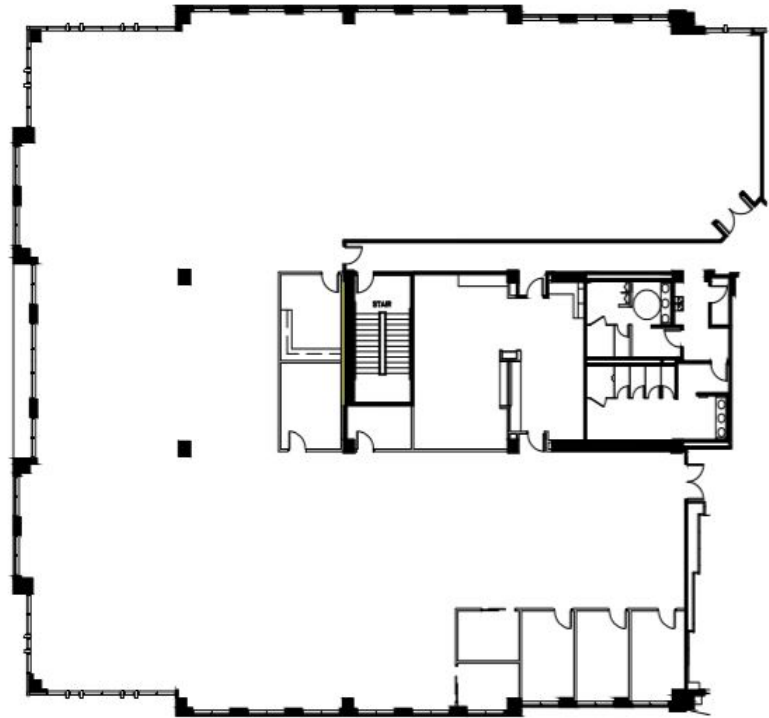


2. 10735 DAVID TAYLOR DR FOUR RESOURCE SQUARE



PROPERTY INFORMATION

Rate	\$26.75/SF with 3% annual escalations
Lease Type	Full Service
Free Rent	6 months
TIA	\$33.00/SF
SF Available	Suite 250 - 12,649 SF
Parking Ratio	4/1,000
Amenities	Conferencing Facility, Fitness Center, Property Manager on Site

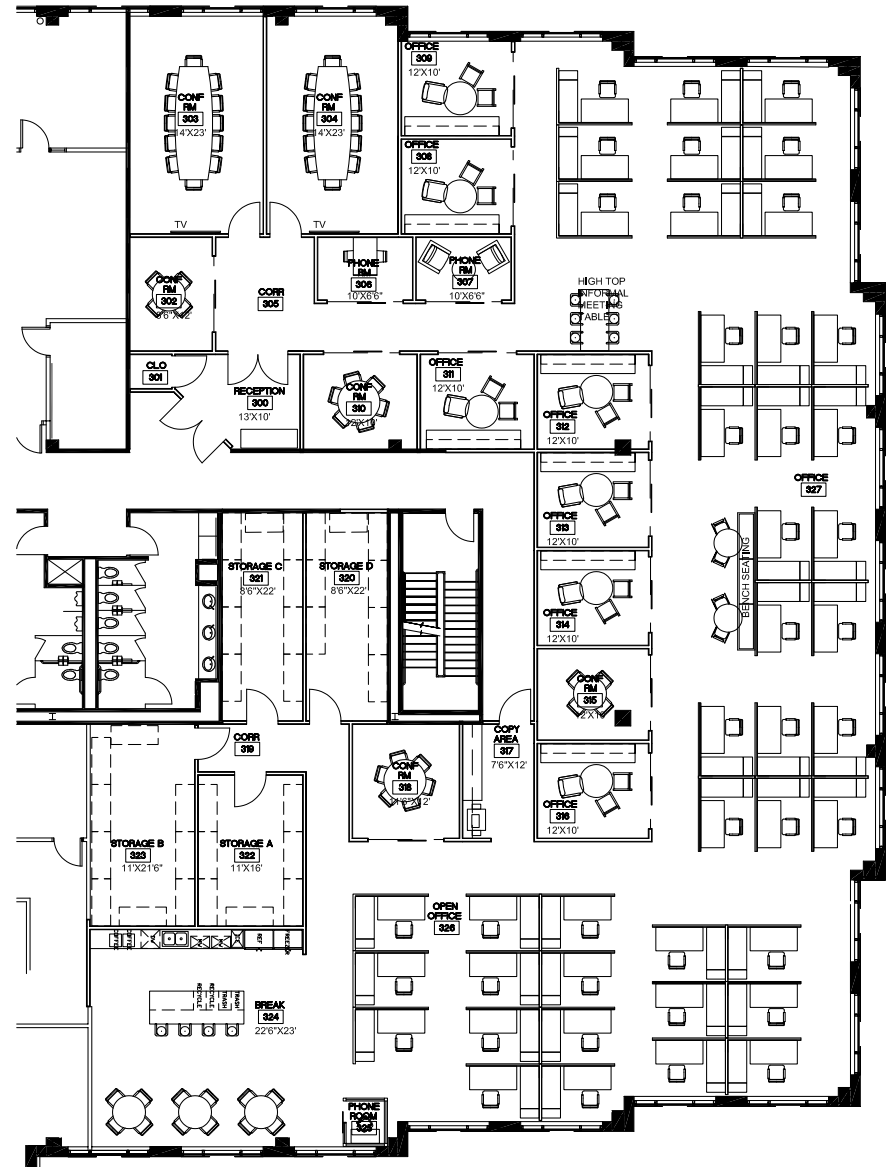


3. 8520 CLIFF CAMERON DR GROVE 5

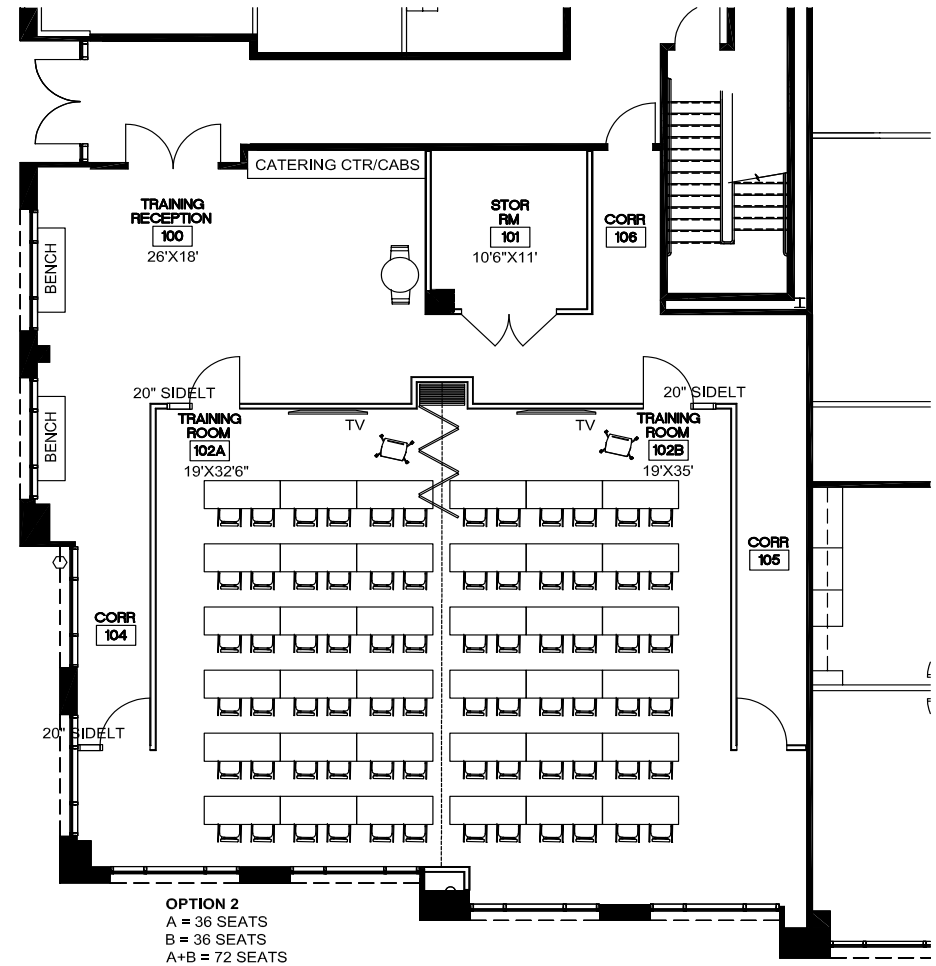
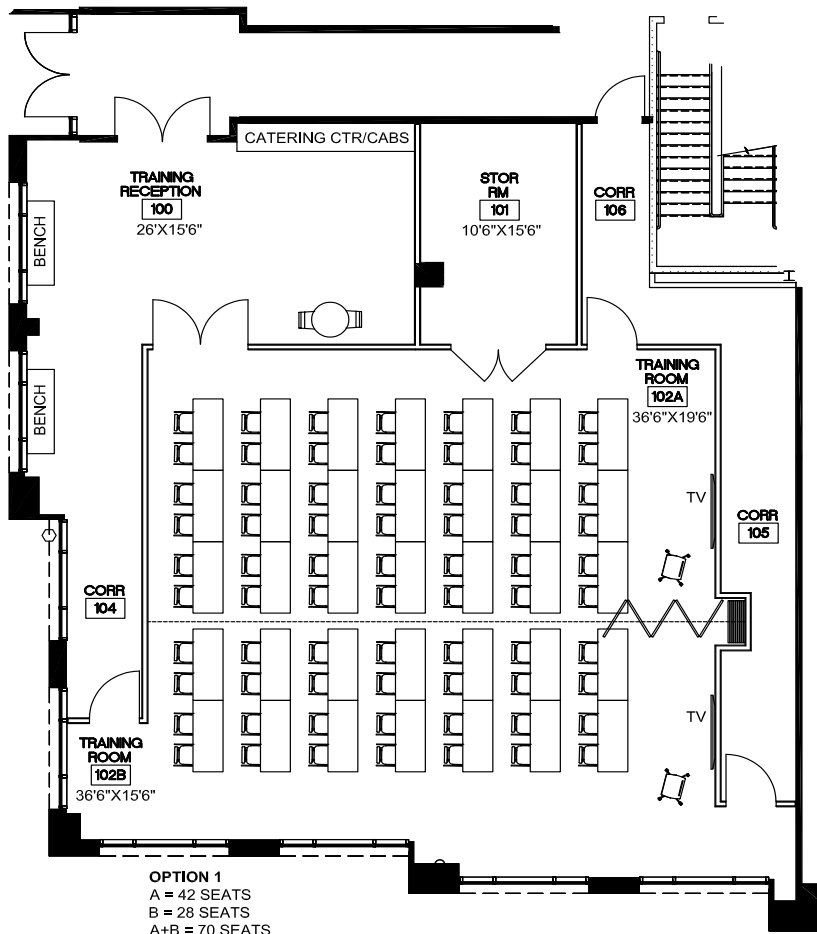


PROPERTY INFORMATION

Rate	\$24.00/SF with 3% annual escalations
Lease Type	Full Service
Free Rent	3 months
TIA	\$30.00/SF
SF Available	Suites 170 & 320 - 12,596 SF
Parking Ratio	5/1,000
Amenities	Tenant Amenity Lounge, Food Service, Property Manager on Site



3. 8520 CLIFF CAMERON DR GROVE 5

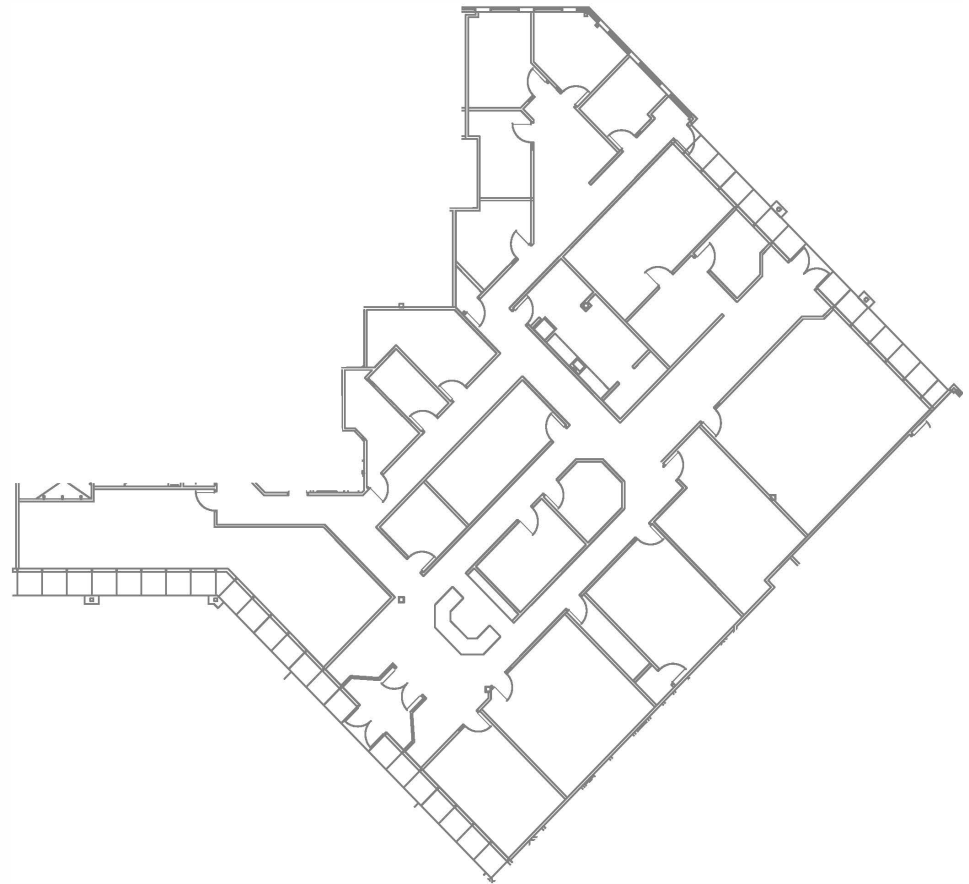


4. 8401 UNIVERSITY EXECUTIVE PARK UNIVERSITY EXECUTIVE PARK






PROPERTY INFORMATION





Rate	5 years - \$21.50/SF with 3% annual escalations 7 years - \$21.00/SF with 3% annual escalations
Lease Type	Full Service
Free Rent	5 years - 3 months 7 years - 5 months
TIA	5 years - \$30.00/SF 7 years - \$40.00/SF
SF Available	Suite 120 - 12,439 SF
Parking Ratio	4/1,000
Amenities	Conferencing Facility, fitness facility, close to light rail



LEGEND

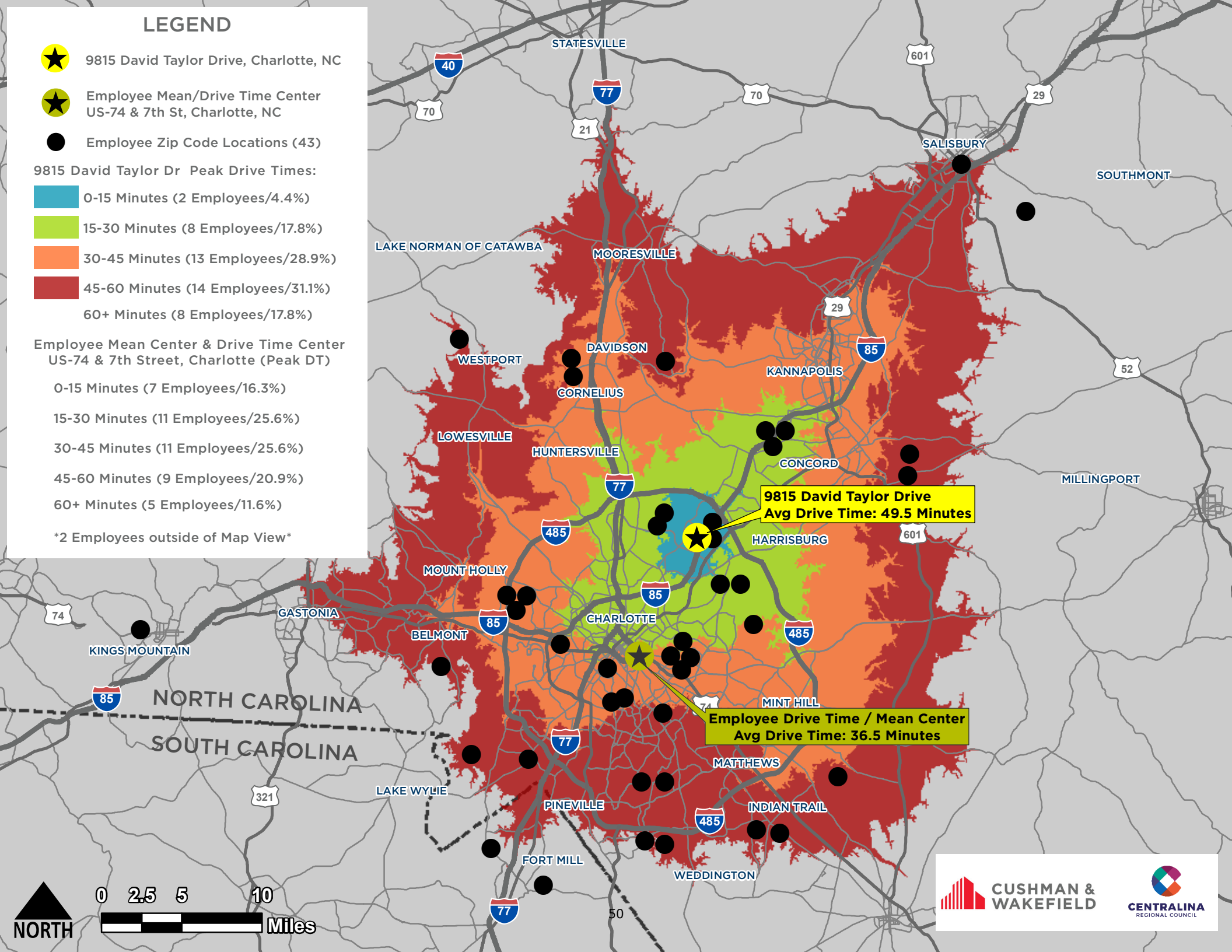
-  9815 David Taylor Drive, Charlotte, NC
-  Employee Mean/Drive Time Center US-74 & 7th St, Charlotte, NC
-  Employee Zip Code Locations (43)

9815 David Taylor Dr Peak Drive Times:

-  0-15 Minutes (2 Employees/4.4%)
-  15-30 Minutes (8 Employees/17.8%)
-  30-45 Minutes (13 Employees/28.9%)
-  45-60 Minutes (14 Employees/31.1%)
- 60+ Minutes (8 Employees/17.8%)

Employee Mean Center & Drive Time Center US-74 & 7th Street, Charlotte (Peak DT)

- 0-15 Minutes (7 Employees/16.3%)
- 15-30 Minutes (11 Employees/25.6%)
- 30-45 Minutes (11 Employees/25.6%)
- 45-60 Minutes (9 Employees/20.9%)
- 60+ Minutes (5 Employees/11.6%)
- *2 Employees outside of Map View*



	DEPT	TITLE	CURRENT CUBICLE (C) or OFFICE (O) SPACE	Side of Building Left (Aging) or Right (Multi)	SF per room	Notes
	Admin/FIN	Accounting Tech	C	Right	48	
	Admin/FIN	Executive Director	O	Right	120	6x8 10x12
	Admin/FIN	Accounting Tech	C	Right	48	
	Admin/FIN	Marketing Specialist	C	Right	48	
	Admin/FIN	Accounting Tech	C	Right	48	
	Admin/FIN	Accounting Tech	C	Right	48	
	Admin/FIN	Finance Director	O	Right	120	
	Admin/FIN	GAME Coordinator	C	Right	48	
	Admin/FIN	GAME Coord/Clerk	C	Right	48	
	Admin/FIN	Ops & HR Manager	O	Right	120	
	Admin/FIN	Operations Staff	C	Right	48	
	Admin/FIN	Operations Staff	C	Right	48	
	Aging	Regional Ombudsman	C	Left	48	
	Aging	Aging Specialist	C	Left	48	
	Aging	Aging Specialist	C	Left	48	
	Aging	Regional Ombudsman	C	Left	48	
	Aging	Ombudsman Coord	C	Left	48	
	Aging	Aging Specialist	C	Left	48	
	Aging	Aging Program Spec	C	Left	48	
	Aging	Regional Ombudsman	C	Left	48	
	Aging	Aging Programs Coord	C	Left	48	
	Aging	Aging Assistant Dir	C	Left	48	
	Aging	Aging Specialist	C	Left	48	
	Aging	Aging Programs Director	O	Left	120	
	Aging	Aging Program/Serv Tech	C	Left	48	
	Aging	Regional Ombudsman	C	Left	48	
	Aging	Aging Specialist	C	Left	48	
	Aging	Aging Specialist	C	Left	48	
	Aging	Aging Specialist	C	Left	48	
	Aging	Aging Specialist	C	Left	48	
	CED	CED Assistant Director	C	Right	48	
	CED	Resilience Analyst	C	Right	48	
	CED	CED Specialist	C	Right	48	
	CED	Senior CED Coord	C	Right	48	
	CED	CED Director	O	Right	120	
	Planning	Regional Planner	C	Right	48	
	Planning	Planning Assistant Dir	C	Right	48	
	Planning	Planning Director	O	Right	120	
	Planning	Senior Planner	C	Right	48	
	Planning	Senior Planner	C	Right	48	
	Planning	Regional Planner	C	Right	48	
	Planning	Principle Planner	C	Right	48	
	Planning	Planning Intern	C	Right	48	
	Planning	Clean Fuels Intern	C	Right	48	
	Planning	Senior Planner	C	Right	48	
	WDB	WDB Director	O	Right	120	
	WDB	WDB Comms Coord	C	Right	48	
	WDB	WDB Services Specialist	C	Right	48	
	WDB	WDB Youth Specialist	C	Right	48	
	WDB	WDB Program Leader	C	Right	48	
	WDB	WDB Business Coord	C	Right	48	
	WDB	WDB Business Coord	C	Right	48	
	VACANT					
	As of December 9, 2020					
			45 cubicles			
	Training Room		7 offices		1500	Seat 75
	Training Room Prefunction area				120	
	Conference Room				500	(2) Seat 10/250 ea
	Conference Room				480	(4) Seat 4/120 ea
	Phone Room				120	(2) Seat 1/60 ea
	Work/Copy Room				200	
	IT / server				120	
	Storage				1000	(4) 250 ea. What is
	Break Room				350	
	Reception				200	
	Subtotal				7542	
	Circulation 35%				2640	
	Total				10182	

YoY Chg 12-Mo. Forecast

14.8%

Vacancy Rate



-501K

YTD Net Absorption, SF



\$29.53

Asking Rent, PSF



(Overall, All Property Classes)

ECONOMIC INDICATORS Q1 2021

YoY Chg 12-Mo. Forecast

1.2M

Charlotte Employment



5.8%

Charlotte Unemployment Rate



6.0%

U.S. Unemployment Rate



Source: BLS

ECONOMIC OVERVIEW

In spite of the difficulties caused by the global COVID-19 pandemic, Charlotte's economy was affected less severely than many areas of the country. In May at the height of the pandemic, Charlotte's unemployment rate peaked at 13.2% and has now settled to 5.8% as of the end of the first quarter. The ongoing trend of corporate relocations choosing Charlotte is also expected to continue into 2021 as demonstrated by Robinhood's recent announcement to bring 389 jobs to the Queen City. Most importantly this year Atrium Health announced its plan to build a four-year medical school in Charlotte's Midtown submarket. A Tripp Umbach study estimates that by 2040, the school will have a total economic impact of \$54 billion annually and will support 275,000 jobs. The medical school will surely be an economic engine for the coming decades and will become the catalyst for life sciences industries targeting Charlotte.

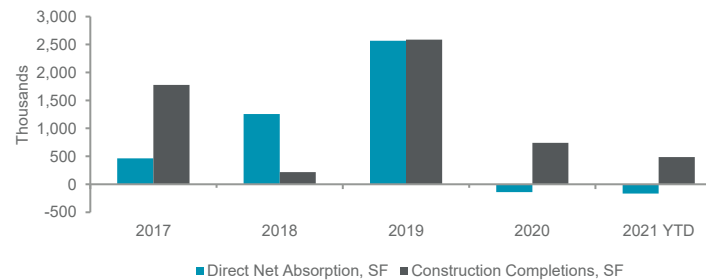
SUPPLY

The overall vacancy rate rose during the first quarter of 2021 to 14.8%, while direct vacancy rose less severely, climbing 110 basis points quarter-over-quarter (QOQ) to 12.4%. Sublease space increased 31.8% over the quarter, while the rise in the suburbs was more modest (17.0%). Sublease space increased 67.6% in Charlotte's CBD/Uptown submarket. Nearly 1.5 million square feet (msf) of sublease space is currently listed as available, of which 1.3 msf is vacant. Despite the uptick in vacancy, space options remain limited. For users seeking 100,000 square feet (sf) or more, only six options exist across all of Metro Charlotte available for immediate occupancy.

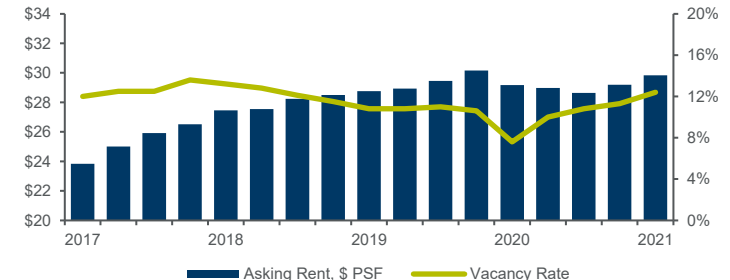
DEMAND

Metro Charlotte recorded more than 562,000 sf of new leasing activity in Q1. Most activity (52%) occurred in the Airport and Midtown submarkets. The CBD/Uptown submarket recorded 91,000 sf of leasing activity, 95% of which occurred with Class A assets. Demand was more varied in the suburbs, where 59% of leases were signed in Class A properties. Notable sales transactions in the first quarter included Vision Properties, Hana and KIS purchase of 300 South Brevard for \$201 million, \$561 per square foot (psf) from Stream Realty. The second largest transaction was Opal Holdings acquisition of BB&T Center (200 S College St) for \$115 million (\$202 psf) from the Arden Group.

SPACE DEMAND / DELIVERIES



DIRECT VACANCY & ASKING RENT



RENTAL RATES

At \$29.83 psf the direct average gross asking rent, which excludes sublease vacancies, rose 2.2% QOQ. Since the end of 2019, direct asking rents in the CBD/Uptown increased 2.6% to an average of \$34.07 psf while asking rents in the suburban markets increased to \$28.45 psf. Overall gross asking rents averaged \$29.53 psf at the end of Q1, up slightly QOQ as landlords opted to increase concessions to attract tenants while keeping rates stable. Although the CBD/Uptown submarket saw higher rent increase, this is due to higher quality space becoming vacant. Meanwhile, suburban submarkets are anticipated to see higher percentage rent increases in the near future as a flight to value accelerates.

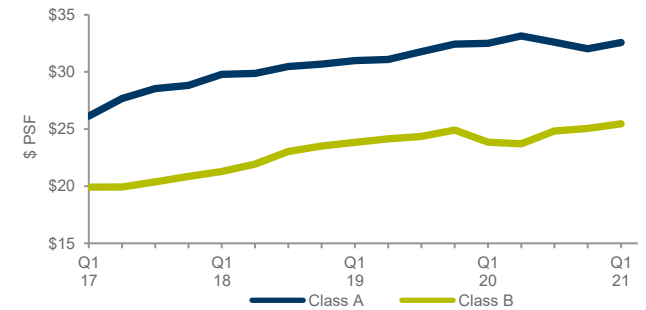
DEVELOPMENT PIPELINE

New deliveries slowed with only 486,000 sf of new product delivered in the first quarter. However, 1.5 msf is anticipated to deliver in Q2, 53% of which is currently preleased. The most notable delivery of the first quarter was Vantage South End – West Tower (326,887 sf) in the Midtown submarket. Despite the pandemic-induced slowdown, Charlotte’s development pipeline remains robust. Across the metro, 4.7 msf is currently under construction and 1.1 msf is under renovation. The surge of new supply does not place Charlotte at great risk of being overbuilt, as 69% of all properties currently under construction have already been preleased.

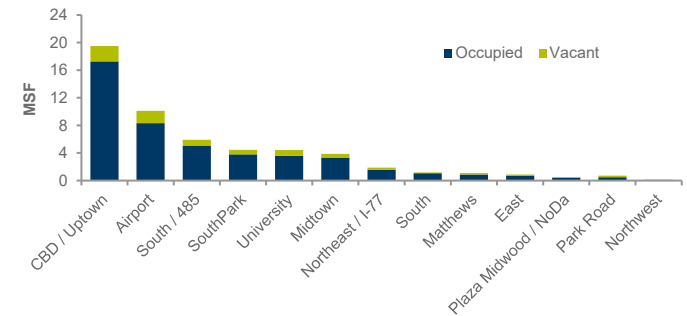
Outlook

- Charlotte’s suburban submarkets will continue to flourish as real estate investors and tenants flock to value, affordability and convenience.
- As national and global investors continue to chase yields at this stage in the cycle, secondary markets like Charlotte should remain attractive and enjoy higher investment volumes than gateway markets.
- Developers will focus on highly sought-after urban infill (Midtown) areas.

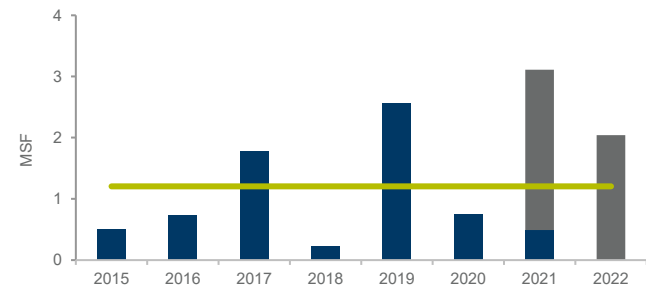
DIRECT ASKING RENT BY CLASS



SUBMARKET COMPARISON



NEW SUPPLY



MARKET STATISTICS

SUBMARKET	INVENTORY (SF)	SUBLET VACANT (SF)**	DIRECT VACANT (SF)	OVERALL VACANCY RATE	CURRENT QTR OVERALL NET ABSORPTION	CURRENT QTR DIRECT NET ABSORPTION	YTD LEASING ACTIVITY (SF)	UNDER CNSTR (SF)	UNDER RENOVATION (SF)	YTD DELIVERIES (SF)	OVERALL AVG ASKING RENT (ALL CLASSES)*	OVERALL AVG ASKING RENT (CLASS A)*
CBD / UPTOWN TOTALS	19,502,206	490,867	1,749,724	11.5%	-492,198	-293,593	91,179	2,185,415	0	0	\$34.07	\$35.43
Airport	10,101,591	236,905	1,559,317	17.8%	-57,700	-19,495	192,010	0	0	0	\$24.36	\$26.57
East	857,099	0	189,658	22.1%	2,509	2,509	1,164	0	0	0	\$16.01	N/A
Matthews	1,067,082	51,650	145,275	18.5%	-11,138	-11,138	2,747	0	0	0	\$13.47	\$16.00
Midtown	3,855,766	23,456	513,550	13.9%	163,550	174,142	98,001	1,156,645	104,599	326,887	\$37.30	\$37.93
Northeast / I-77	1,861,379	100,582	208,541	16.6%	25,862	41,850	16,311	0	0	0	\$25.48	\$25.95
Northwest	128,478	29,950	17,450	36.9%	19,800	19,800	0	0	351,202	0	\$33.00	N/A
Park Road	506,133	8,208	86,955	18.8%	-13,843	-5,635	13,577	0	146,458	0	\$32.65	\$32.00
Plaza Midwood / NoDa	710,056	0	241,283	34.0%	57,129	57,129	15,824	109,972	36,940	0	\$32.69	\$33.23
South	1,168,364	8,900	104,165	9.7%	-12,513	-10,527	2,773	0	0	0	\$26.30	\$26.51
South / 485	5,912,104	140,108	697,941	14.2%	-68,980	-58,944	28,381	436,500	0	0	\$33.55	\$33.81
SouthPark	4,430,937	93,592	544,217	14.4%	-78,570	-65,561	57,017	0	0	0	\$32.61	\$34.72
University	4,426,391	139,900	705,845	19.1%	-34,831	1,582	43,366	770,000	429,607	159,041	\$26.16	\$27.62
SUBURBAN TOTALS	35,025,380	833,251	5,014,197	16.7%	-500,923	125,712	471,171	2,473,117	1,068,806	485,928	\$28.08	\$30.82
Class A	38,374,949	936,552	4,152,802	13.3%	-248,446	-77,055	365,048	4,658,532	637,545	485,928	\$32.18	\$32.18
Class B	16,152,637	387,566	2,611,119	18.6%	-252,477	-90,826	197,302	0	431,261	0	\$25.07	N/A
CHARLOTTE TOTALS	54,527,586	1,324,118	6,763,921	14.8%	-500,923	-167,881	562,350	4,658,532	1,068,806	485,928	\$29.53	\$32.18

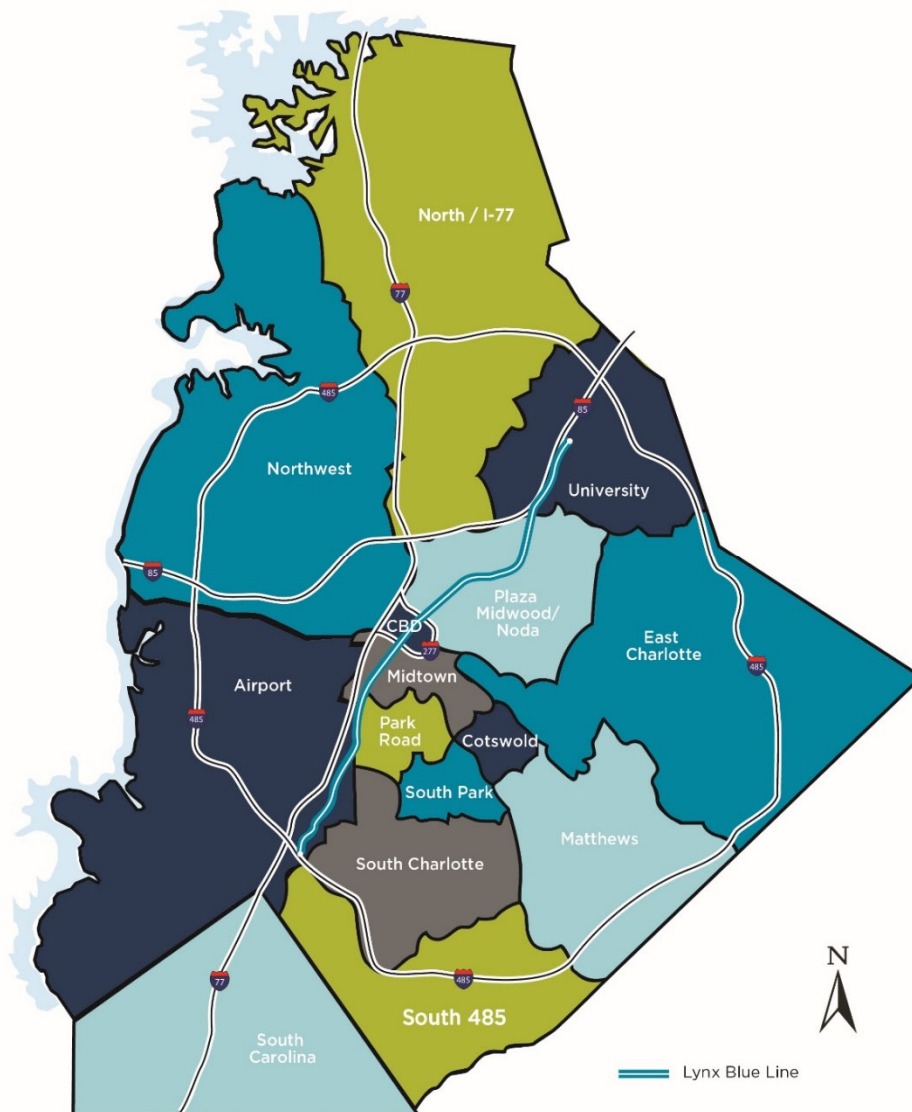
*Rental rates reflect full service asking ** 1,478,000 sf of total available sublease space

KEY LEASE TRANSACTIONS Q1 2021

PROPERTY	SUBMARKET	TENANT	RSF	TYPE
Forest Park XI	Airport	Charter Communications	60,447	New Deal
LakePointe Corporate Center 3	Airport	Interfirst	44,269	New Deal
Vantage South End – West Tower	Midtown	Grant Thornton	31,627	New Deal



OFFICE SUBMARKETS



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CENTRALINA

REGIONAL COUNCIL

Item 7

Board Agenda Item Cover Sheet

Board Meeting Date:	June 9, 2021	Agenda Item Type:	Consent:		Regular:	X
Submitting Person:	Kelly Weston	Presentation Time:	15 minutes			
Presenter at Meeting:	Leslie Mazingo	Phone Number:	202-255-5760			
		Email:	leslie@strategics.consulting			
Alternate Contact:	Geraldine Gardner	Phone Number:	704-348-2703			
		Email:	ggardner@centralina.org			
Submitting Department:	Government Affairs & Member Engagement	Department Head Approval:	Geraldine Gardner			
Description of Agenda Item:						
Leslie Mazingo, Strategics Consulting, will present an update on Centralina's federal relations activities, including a performance report on activities for May 2021.						
Background & Basis of Recommendations:						
Since 2015, the Executive Board has contracted with Strategics Consulting for federal relations consulting services. The Executive Board has requested that Ms. Mazingo present performance metrics reports at each of its meetings.						
Requested Action / Recommendation:						
Motion to accept the Strategics Consulting performance report for May 2021.						
Time Sensitivity: <i>(none or explain)</i>	None					
Budget Impact: <i>(none or explain)</i>	None					
Attachments: <i>(none or list)</i>	Goals and Activities for Strategics Consulting – May 2021 Report					

GOALS AND ACTIVITIES FOR STRATEGICS CONSULTING MAY 2021 REPORT

- 1. Build, maintain and enhance relationships with Members of Congress and the federal agencies**
 - Tracked movement and updates on the American Rescue Plan (ARP) guidance, as well as details within and reported on all to Executive Director.
 - Followed up with Congresswoman Alma Adams' office to answer additional questions needed for appropriations and authorization request.
 - Prepared draft letter from Executive Director to Congresswoman Virginia Foxx re-introducing Centralina and welcoming her back to the regional delegation.
 - Participated in call with office of Congresswoman Adams regarding Seniors and Caregivers Resource Webinar.

- 2. Develop advocacy strategies around the approved Federal Action Plan on regional priorities and implement in coordination with Centralina's management**
 - Communicated with U.S. Senators regarding Centralina's plans for submitting requests.
 - Participated in Regional Managers presentation with update on ARP guidance.
 - Wrote monthly Capital Corner entry to update membership on federal activity.
 - Arranged for White House Intergovernmental Deputy Assistant Secretary to participate in Centralina Learns.
 - Participated in regularly scheduled strategy calls with Executive Director.

- 3. Provide information and support related to federal grant opportunities in coordination with Centralina staff**
 - Provided Grants Alerts on the 5th and the 20th, as well as a special alert on Department of Justice grant opportunities.
 - Sent individual notices on grant opportunities when appropriate.

- 4. Respond to trouble shooting requests from members and Centralina on federal issues**
 - Communications with Centralina members on specific grants and DC contacts.
 - Researched and answered questions from members on ARP uses, grants, guidance, etc.

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



CENTRALINA

REGIONAL COUNCIL

Item 8

Board Agenda Item Cover Sheet

Board Meeting Date:	June 9, 2021	Agenda Item Type:	Consent:		Regular:	X
Submitting Person:	Geraldine Gardner	Presentation Time:	15 minutes			
Presenter at Meeting:	Geraldine Gardner	Phone Number:	704-351-7130			
		Email:	ggardner@centralina.org			
Alternate Contact:		Phone Number:				
		Email:				
Submitting Department:	Admin/Executive	Department Head Approval:				
Description of Agenda Item:						
The Executive Board is asked to review and approve the annual workplan to guide Centralina activities in FY22.						
Background & Basis of Recommendations:						
<p>The proposed FY22 workplan will guide the work of Centralina's departments in alignment with the three-year strategic goals set in 2019. In developing the workplan, staff took into consideration feedback from the Centralina member survey, input received at meetings with the Board of Delegates and Regional Managers group, as well as, department priorities and COVID-19 recovery opportunities.</p> <p>The workplan is organized by goal and includes the specific strategies and implementation tactics the organization will pursue. The organization will present quarterly updates to the Board of Delegates on progress towards implementation.</p> <p>In recognition that this workplan will guide activities in the final year of the current three-year strategic planning period, the Executive Director recommends to the Board Chair that he establish a new subcommittee of the Board. The subcommittee will work with Centralina staff to engage member governments and regional stakeholders to set strategic goals for the next three-year period. The subcommittee will consider inputs from:</p> <ul style="list-style-type: none"> • CONNECT Our Future implementation assessment • Forthcoming Comprehensive Economic Development Strategy update (to launch in FY22) • Regional COVID-19 Recovery and American Rescue Plan Implementation priorities from the State of North Carolina • Ongoing implementation of the Region F Aging Plan, Regional Freight Mobility Plan, and annual Workforce Development Board priorities 						
Requested Action / Recommendation:						
Motion to approve the FY22 Centralina Regional Council Workplan and to establish a new subcommittee of the Board of Delegates to guide strategic planning in FY22.						
Time Sensitivity: <i>(none or explain)</i>	Approval needed prior to the start of the fiscal year					
Budget Impact: <i>(none or explain)</i>	Activities outlined are supported by the approved FY22 budget					

Attachments: <i>(none or list)</i>	FY22 Workplan
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CENTRALINA
REGIONAL COUNCIL

FY22 WORKPLAN

July 1, 2021 – June 30, 2022

Draft as of June 7, 2021

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GOAL 2: Expand regional mobility choices and connections 4

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GOAL 4: Facilitate business and infrastructure investments in our local communities and regional economy 9

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GOAL 8: Complete updates to framework documents that set a regional agenda for the next strategic planning period..... 18

INTRODUCTION

Centralina Regional Council leads regional collaboration and sparks local action to expand opportunity and improve quality of life. We do this through creative problem solving, innovative service delivery and support to our local governments. Centralina's six departments and associated boards are dedicated to this mission of public service with a regional spirit.

Each community in the nine-county Centralina region is unique, but we share a common set of challenges. We believe that our region thrives when we work together, unified by a common mission for expanding opportunity and improving quality of life. The strong fabric of cooperation, woven by over 50 years of regionalism, must be sustained through robust implementation of localized solutions.

Our Regional Goals

As one of the fastest-growing metro areas in the country, Centralina has a diverse set of guiding plans¹ for the region. With limited resources and capacity, it is critical to prioritize within the ongoing implementation of these plans. We must also respond to the evolving needs of the region, local communities and the individuals that we serve. The following cross-cutting goals guide our work over three years (2019-2022):

1. **Growth:** Manage cross-jurisdictional collaboration for coordinated regional growth
2. **Mobility:** Expand regional mobility choices and connections
3. **Health:** Improve the health and resilience of individuals, communities and our region
4. **Economic development:** Facilitate business and infrastructure investments in our local communities and regional economy
5. **Talent:** Provide talent strategies and solutions for a qualified and competitive workforce
6. **Innovation:** Support and champion our local governments
7. **Operations:** Enhance Centralina operations, infrastructure and partnerships

FY22 represents the final year of the current strategic plan and this year's workplan includes a new goal that will help guide the organization and its stakeholders in preparing for a new three-year strategic planning period. The FY22 workplan is grounded in input from the Board of Delegates, Regional Managers Group and an assessment of emerging opportunities posed by COVID-19 recovery. Funding to support our work comes from federal, state and local sources. The Centralina Executive Board reviews and approves the FY22 workplan in June 2021 and corresponding budget amendments throughout the fiscal year.

¹ CONNECT Our Future Regional Growth Strategy (2015); Prosperity for Greater Charlotte Comprehensive Economic Development Strategy (2017-2022); Centralina Area Agency on Aging Area Plan (2020-2024); and the Centralina Workforce Development Board Annual Plan

GOAL 1: Manage cross-jurisdictional collaboration for coordinated regional growth

We work across borders to support regional growth and economic development.

<i>Strategy 1</i>	Support local government planning through a variety of planning initiatives, processes and direct assistance.
<i>Tactics</i>	<ol style="list-style-type: none"> 1. Assist a minimum of three communities in creating or updating their comprehensive land use plans to meet the requirements of NCGS Chapter 160D. 2. Develop a compilation of resources for promoting affordable housing solutions in different sized communities, from tiny homes, to middle housing, to code enforcement. 3. Provide a minimum of three appointed board trainings for local planning boards or boards of adjustment. 4. Provide six educational sessions on a variety of relevant planning issues to assist in meeting American Institute of Certified Planning certification maintenance requirements. 5. Provide on-site planning administration for at least two community planning departments.
<i>Lead Dept.</i>	Regional Planning

<i>Strategy 2</i>	Support regional framework for transportation, land use, and environmental coordination and connections.
<i>Tactics</i>	<ol style="list-style-type: none"> 1. Complete CONNECT Our Future Retrospective analysis and summary report. 2. Convene a regional workgroup to develop draft criteria and a proposed method for communicating about development projects of regional impact (transportation/ land use). 3. Develop framework for a regional livable communities program linking transportation planning through MPOs/RPOs with small area planning. 4. Lead convening and collaborating on regional environmental initiatives such as water, solid waste, and air quality to meet regional challenges.

<i>Lead Dept.</i>	Regional Planning
<i>Strategy 3</i>	Provide high-quality data, mapping and analysis services to better inform regional collaboration processes and stakeholder projects.
<i>Tactics</i>	<ol style="list-style-type: none"> 1. Solidify a regional process and timeline for updating local land use and development status data for inclusion in local projects and the regional travel demand model. 2. Support the development of regional data, GIS mapping for Centralina-wide projects and Census 2020 training and implementation. 3. Identify opportunities to enhance and utilize the economic data portal on the Centralina Economic Development District website with ongoing regional collaboration efforts and local projects.
<i>Lead Depts.</i>	Regional Planning; Community Economic Development

GOAL 2: Expand regional mobility choices and connections

We partner with all levels of government to keep our region moving.

<i>Strategy 1</i>	Support regional mobility options through integrated, cross-jurisdictional, coordinated planning conducted through a lens of equity, resiliency and sustainability.
<i>Tactics</i>	<ol style="list-style-type: none"> 1. Develop a regionally coordinated set of recommendations to advance mobility through the CONNECT Beyond Regional Mobility Initiative. 2. Conduct regional process for supporting and endorsing the CONNECT Beyond plan. 3. Support regional transportation planning initiatives through participation in sub-regional and regional plans, processes and dialogue: <ul style="list-style-type: none"> • Beyond 77 Plan • GCLMPO Catawba Crossings Plan • CRTPO Metropolitan Transportation Plan • CRTPO Strategic Plan • Charlotte Regional Alliance for Transportation

	4. Seek funding opportunities to implement the Regional Freight Plan, and specifically seek funding for the Intelligent Transportation Systems (ITS) bi-state planning effort.
<i>Lead Dept.</i>	Regional Planning

<i>Strategy 2</i>	Begin implementation of CONNECT Beyond strategies once plan is complete.
<i>Tactics</i>	<ol style="list-style-type: none"> 1. Lead collaborative conversations among key funding and governance partners focused on prioritizing and implementing near and long-term CONNECT Beyond recommendations. 2. Take initial steps towards creating a regional Transportation Demand Management program, including seeking funding and setting up public and private partnerships. 3. Facilitate development of a pilot Livability Program with CRTPO, financially supporting land use/mobility planning in activity centers as a foundation for future transportation project funds. 4. Conduct quarterly meetings of transit system staff to promote cross-agency collaboration and to support CONNECT Beyond plan implementation.
<i>Lead Dept.</i>	Regional Planning

<i>Strategy 3</i>	Support the integration of emerging transportation technology implementation in the region.
<i>Tactics</i>	<ol style="list-style-type: none"> 1. Implement Department of Energy Clean Cities Coalition activities to support transportation-related sustainability goals (curbside charging, air quality education and outreach tied to transportation technologies [CFAT], regional stakeholder group, equity in transportation, resilience, etc.). 2. In cooperation with UNC Charlotte and Duke Energy, lead the design and coordination of an Electric Vehicle Curbside Charging pilot project within the City of Charlotte. 3. Curate a comprehensive set of activities that educate and engage stakeholders about how air quality can be improved through local adoption of strategies related to land use, fuel and vehicle technologies, transit and freight movement opportunities, etc.

	<ol style="list-style-type: none"> 4. Assist in creating regional systems and local implementation of electric vehicle charging infrastructure to support updated Federal priorities. 5. Facilitate the Connected and Autonomous Vehicle Task Force, including coordination of actions via MPO plans, participation in state and federal emerging technology discussions, and an updated “Roadmap” for the region.
<i>Lead Dept.</i>	Regional Planning

<i>Strategy 4</i>	Identify and work to remove barriers to alternative transportation for older and disabled adults.
<i>Tactics</i>	<ol style="list-style-type: none"> 1. Conduct a minimum of four transit hub and transit station audits to identify barriers to physical access and safe, comfortable use. 2. Create core messaging and educational materials addressing post COVID-19 related safety concerns with riding transit, especially for vulnerable populations. 3. Determine barriers to using ride-sharing for first-mile/last-mile transportation connections from transit and develop educational materials to support use by seniors and persons with disabilities. 4. Develop social media campaign to support awareness of existing transit options for seniors and persons with disabilities.
<i>Lead Depts.</i>	Regional Planning; Centralina Area Agency on Aging

GOAL 3: Improve the health and resilience of individuals, communities and our region

We advance health and resilience through a holistic approach.

<i>Strategy 1</i>	Increase awareness about the COVID vaccine and provide supportive services to older adults to access the vaccine within the region.
<i>Tactics</i>	<ol style="list-style-type: none"> 1. Develop COVID-19 vaccine strategic plan and identify at risk and marginalized populations that require additional supports and outreach.

	<ol style="list-style-type: none"> 2. Conduct data analysis and mapping to support distribution of COVID-19 vaccinations across the region. 3. Develop and support a multidisciplinary Vaccine Advisory Council. 4. Disseminate and develop credible information about COVID vaccines. 5. Provide direct services to older and disabled adults such as helping to get an appointment, appointment reminders, transportation, interpretation services, etc. as needed. 6. Conduct at least one educational and outreach event in each of the nine Centralina counties. 7. Provide at least one update of vaccine efforts to the Centralina Regional Council Board of Delegates.
<i>Lead Depts.</i>	Centralina Area Agency on Aging; Regional Planning

<i>Strategy 2</i>	Increase outreach, engagement and direct services to minority, low-income, rural, and marginalized (MLIRM) older and disabled adults.
<i>Tactics</i>	<ol style="list-style-type: none"> 1. Gather baseline data and create GIS maps for MLIRM populations and track throughout the year for analysis and evaluation. 2. Require each Request for Proposals (Family Caregiver, Title III-D Health Promotion, and Senior Centers) to include a plan on how the provider will address outreach and services to MLIRM populations. 3. Assess and adjust Centralina Area Agency on Aging outreach materials for language accessibility and cultural appropriateness. 4. Develop partnerships in the region to assist with engaging with identified populations of older adults. 5. Maintain SAGECare (Advocacy and Elder Services for LGBT) Platinum credentials by having 100% of all Area Agency on Aging staff complete required training. 6. Utilize specific Coronavirus Aid Relief and Economic Security Act and American Rescue Plan Act (ARPA) funds for COVID recovery to increase services to MLIRM populations.
<i>Lead Dept.</i>	Centralina Area Agency on Aging

<i>Strategy 3</i>	Guide regional environmental coordination and resilience planning efforts to support sustainability and recovery efforts.
<i>Tactics</i>	<ol style="list-style-type: none"> 1. Complete Regional Resilience Collaborative project to frame a regional approach to resilience and disaster recovery coordination. 2. Collaborate with statewide resilience programming led by the North Carolina Office of Recovery and Resiliency and the North Carolina Association of Regional Councils of Government. 3. Lead the team for plan creation for the Department of Energy regional storm resilience plan for disaster preparedness and recovery planning for local government fleets, ensuring key issues important to our stakeholders and local governments are highlighted and prioritized. 4. Collaborate with existing water management organizations to provide education and best practices related to water capacity, water quality, stormwater, etc. 5. Support the South Fork River Health Committee in finalizing an action agenda and aid in coordinating implementation action, including applying for state grants.
<i>Lead Depts.</i>	Community Economic Development; Regional Planning; Government Affairs & Member Engagement

<i>Strategy 4</i>	Develop local and regional systems to support healthy communities.
<i>Tactics</i>	<ol style="list-style-type: none"> 1. Educate Public Health Departments on available data and engagement available through Centralina to inform County Health Assessments. 2. Lead health resilience planning activities to identify lessons learned from COVID-19 to inform future practices. 3. Assist local governments in establishing benchmarks and future plans to increase opportunities for physical activity and improve access to healthy foods.
<i>Lead Dept.</i>	Regional Planning

GOAL 4: Facilitate business and infrastructure investments in our local communities and regional economy

We connect the dots between the public and private sector to unlock funding and stimulate the economy.

<i>Strategy 1</i>	Facilitate federal and state funding for public Infrastructure, economic development and community development projects in Centralina communities.
<i>Tactics</i>	<ol style="list-style-type: none"> 1. Serve as the regional liaison with the U.S. Economic Development Administration (EDA) and support local applications for EDA public infrastructure grants. 2. Develop a strategy to promote available state and federal grants for community economic development and economic development. 3. Support local government strategic planning and administration of housing and community development funding, including Community Development Block Grant, (CDBG), HOME Investment Partnerships Program, Essential Single Family Rehabilitation and other state and federal programs. 4. Support at least two local government applications to North Carolina's state CDBG program.
<i>Lead Depts.</i>	Community Economic Development; Centralina Economic Development District

<i>Strategy 2</i>	Support economic resilience and recovery from COVID-19 through education, technical services and strategy development.
<i>Tactics</i>	<ol style="list-style-type: none"> 1. Complete the Industry Cluster Analysis to identify short-term and long-term economic recovery and resilience recommendations. 2. Offer support to local governments in administering funding, writing grants and managing projects that address COVID-19 economic impacts. 3. Build relationships with state and regional organizations to support economic development activities in smaller communities and rural areas of the region.

	4. Develop Centralina Learns sessions around community development and economic development topics.
<i>Lead Depts.</i>	Community Economic Development; Centralina Economic Development District

GOAL 5: Provide talent strategies and solutions for a qualified and competitive workforce

We champion career seekers and businesses at the heart our regional economy.

<i>Strategy 1</i>	Provide high quality, customer focused talent services to career seekers and employers through the eight local NCWorks Career Centers.
<i>Tactics</i>	<ol style="list-style-type: none"> 1. Provide monthly education/training sessions for NCWorks Career Center staff on improving flow of services for all customers. 2. Continue to upgrade and modernize NCWorks Career Center facilities including expanding access to remote/virtual services. 3. Ensure that at least 95% of NCWorks Career Centers customers (career seekers and employers) are satisfied with services received.
<i>Lead Dept.</i>	Centralina Workforce Development Board

<i>Strategy 2</i>	Expand use of Centralina Virtual Career Marketplace and coordinate services provided to businesses in the region by workforce organizations.
<i>Tactics</i>	<ol style="list-style-type: none"> 1. Expand use of Centralina Virtual Career Marketplace by holding at least eight events (regional and county/industry specific). Collaborate with local Chambers of Commerce, Economic Development Organizations (EDCs), community colleges and workforce organizations to help promote these regional events. 2. Provide customized talent services value package for new and expanding businesses; seek to have 60% of projects involving local EDCs approved. 3. Pending available funding, increase number of approved UpSkill Centralina training grants for incumbent workers by 25%.

<i>Lead Dept.</i>	Centralina Workforce Development Board
<i>Strategy 3</i>	Provide creative and innovative services and products to enhance the economic and career growth of our region’s citizens for individual resilience.
<i>Tactics</i>	<ol style="list-style-type: none"> 1. Provide at least 20 new Finish Line Grants to area community college students meeting stated criteria for assistance. 2. Offer at least six new virtual workshops via NCWorks Career Centers to customers in our communities. 3. Use Centralina Year of Giving initiative to focus on a key workforce-related health issue in our region. 4. Implement use of Centralina Career Headlight within the region to allow individuals to build upon their strengths and interests in order to achieve self-sufficiency and individual resilience. Increase use of Centralina Career Headlight by 25%.
<i>Lead Dept.</i>	Centralina Workforce Development Board

GOAL 6: Support and champion our local governments

We stand ready to serve our members as a local resource and trusted partner.

<i>Strategy 1</i>	Engage members proactively to provide excellent customer service, information and support.
<i>Tactics</i>	<ol style="list-style-type: none"> 1. Utilize Member Liaisons to strengthen relationships with members and coordinate response to their needs across other Centralina departments. 2. Respond to ad hoc local government questions, requests and informational presentations in front of elected bodies or staff. 3. Collaborate with federal, state and regional partners to proactively engage members about the ARPA implementation. 4. Support member governments in redistricting and other activities influenced by Census 2020 data. 5. Actively engage former member governments or prospective member governments about joining Centralina.

<i>Lead Dept.</i>	Government Affairs & Member Engagement
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<i>Strategy 2</i>	Lead regional peer networks and professional development activities for local government staff and elected officials.
<i>Tactics</i>	<ol style="list-style-type: none"> 1. Promote Centralina member portal and build out content library as a resource to local governments. 2. Engage local governments to design 2021-22 Centralina Learns series and pursue partnerships to deliver content. 3. Lead Regional Managers roundtable to convene managers and administrators on topics that meet the needs of our member government leadership. 4. Convene special meetings with local leaders to inform Centralina programming and service delivery to affinity groups, including small towns, women in local government, diversity and inclusion leaders, human resources directors and communications/public information officers.
<i>Lead Depts.</i>	Government Affairs & Member Engagement; Regional Planning

<i>Strategy 3</i>	Enhance grant services to connect more local governments with federal, state and philanthropic resources.
<i>Tactics</i>	<ol style="list-style-type: none"> 1. Promote grant services, information and administration offered by Centralina and its departments. 2. Expand capacity for grant application development services, including grant writing, budget development, application review. 3. Actively support local governments in responding to funding opportunities offered by the ARPA and subsequent federal stimulus programs.
<i>Lead Dept.</i>	Government Affairs & Member Engagement

<i>Strategy 4</i>	Provide creative and cost-effective technical services to local governments.
<i>Tactics</i>	<ol style="list-style-type: none"> 1. Increase the number of technical assistance service contracts, especially in administration, human resources, strategic planning and board facilitation, over FY21. 2. Proactively engage local governments to offer services related to ARPA administration. 3. Identify opportunities to create technical documents, such as guides and toolkits, to support local governments when service contracts are not feasible. 4. Provide administrative support to multi-jurisdictional boards, commissions and committees, including the Lake Wylie Marine Commission and NC73 Council of Planning. 5. Expand use of and access to NCWorks Career Center virtual workshops and Workforce Development Board app for local government hiring.
<i>Lead Depts.</i>	Government Affairs & Member Engagement; Regional Planning; Community Economic Development; Workforce Development Board

<i>Strategy 5</i>	Lead intergovernmental coordination and advocacy.
<i>Tactics</i>	<ol style="list-style-type: none"> 1. Bolster relationships with elected officials and staff at the state and federal levels through specific Centralina-led activities, including August Advocacy Days and quarterly delegation updates. 2. Implement approved 2021 Federal Action Plan and lead the development of the 2022 Plan. 3. Engage the Centralina Board in developing a state engagement and advocacy strategy that advances key regional priorities, including CONNECT Beyond implementation and COVID-19 recovery. 4. Actively participate in the North Carolina Association of Regional Councils of Government and support statewide efforts to increase the profile of COGs as a state implementation partner.
<i>Lead Dept.</i>	Government Affairs & Member Engagement

GOAL 7: Enhance Centralina operations, infrastructure and partnerships

We seek opportunities to improve how we work together and with our partners in support of our mission.

<i>Strategy 1</i>	Enhance employee engagement, appreciation and development in support of our core values and culture of belonging.
<i>Tactics</i>	<ol style="list-style-type: none"> 1. Complete an update to the organization's pay and classification plan, including developing recommendations to create career pathways. 2. Create a program of employee engagement that works to create a meaningful culture of belonging within the organization. 3. Create forums for raising awareness of and appreciation of peer work across the organization, including a focused effort to help orient new employees to Centralina. 4. Strengthen the organization's recognition and appreciation efforts by continuing the Peer-to-Peer recognition program and identifying additional ways to recognize staff that align diverse appreciation styles. 5. Implement professional development and learning opportunities for staff, including access to LinkedIn Learning and technology training. 6. Engage trusted neutral partner to continue to offer Diversity, Equity and Inclusion group learning, one-on-one coaching and confidential resource for staff.
<i>Lead</i>	Executive Director/Administrative Team; Culture and Development Team
<i>Strategy 2</i>	Update and streamline internal services, policies and procedures.
<i>Tactics</i>	<ol style="list-style-type: none"> 1. Complete update to legal documents, accounts and other business documents to fully implement name change.

	<ol style="list-style-type: none"> 2. Utilize AccuFund core evaluation to fully utilize the various features currently not used or needing improvement. 3. Streamline AccuFund data to reduce detail overload on reports and ensure better utilization of subledgers. 4. Offer AccuFund report writing training and implementation to improve functionality and value of report output. 5. Develop onboarding materials to train new staff on AccuFund. 6. Utilize Microsoft 365 tools to share information and coordinate across the organization in order to improve efficiency and communication.
<i>Lead</i>	Executive Director/Administrative Team; Finance Department

<i>Strategy 3</i>	Improve IT systems, coordination and external vendor services.
<i>Tactics</i>	<ol style="list-style-type: none"> 1. Conduct a cybersecurity assessment and develop an incident response plan. 2. Promote enhanced PII Protect training protocols and integrate compliance into performance management system. 3. Solve for Brightflow's gap in certifications needed to meet HITECH HIPAA compliance requirements. 4. Identify opportunities to migrate to organization-wide software solutions and explore feasibility of transition. 5. Explore software solutions to better manage Centralina contacts (i.e., customer relationship management system) and external communications. 6. Resolve ongoing VPN access issues. 7. Implement comprehensive asset tracking system for all types of technology equipment. 8. Conduct a one-year review and evaluation of the IT governance process to ensure it is serving the organization as intended. 9. Develop standards for file storage and structure that include security considerations recommended by Brightflow.
<i>Lead</i>	Executive Director/Administrative Team & IT Team

<i>Strategy 4</i>	Enhance revenue diversification and strategic partnerships development.
<i>Tactics</i>	<ol style="list-style-type: none"> 1. Set revenue diversification and business development targets for each department and build into performance management goals for FY22. 2. Coordinate with Centralina Foundation to pursue funding for Goal #3 health and resilience activities. 3. Support the NC Association of Regional Councils of Government in their pursuit of state funding for COGs in the FY22 budget. 4. Develop blueprint for Centralina Area Agency on Aging business development with assistance of n4a Business Institute. 5. Conduct staff development to encourage agency business and cultural climate transition as Centralina Area Agency on Aging department develops new products and revenue streams. 6. Develop relationship with at least four healthcare organizations resulting in one contracting affiliation. 7. Continue development of Medicare line of services.
<i>Lead</i>	Executive Director and Department Directors; Centralina Area Agency on Aging

<i>Strategy 5</i>	Enhance Centralina's visibility in the region through marketing, outreach and media engagement.
<i>Tactics</i>	<ol style="list-style-type: none"> 1. Develop library of up to 15 Centralina success stories for use online and for promotion in local media. 2. Develop proactive strategy for marketing Centralina technical services and update technical services sales sheets by the end of the second quarter. 3. Create a media engagement strategy and implementation plan to better promote Centralina activities and impact in the region. 4. Support departments in coordinating regional outreach campaigns for key Centralina initiatives in FY22.

	<ol style="list-style-type: none"> 5. Develop a social media strategy and implementation plan to create organization wide standards and grow audiences. 6. Continue to refine the Centralina website and harmonize content, brand standards across department and affiliate sites.
<i>Lead</i>	Executive Director/Administrative Team & Communications Team

<i>Strategy 6</i>	Develop a dynamic office space that meets the current and future needs of Centralina employees and our stakeholders.
<i>Tactics</i>	<ol style="list-style-type: none"> 1. Manage office space search and negotiations to support the Executive Board in taking action prior to September 30, 2021. 2. Review potential office space locations for accessibility and ensure any necessary improvements are negotiated into final contracts. 3. Create staff engagement opportunities including forming an advisory committee, issuing staff survey and providing monthly updates throughout the process. 4. Manage implementation of the Executive Board's decision to either move to a new location or make improvements at the current location. 5. If applicable, support the office relocation by ensuring IT environment at new office better serves staff and coordinating with vendors. 6. If applicable, develop a plan for operational continuity during physical move. 7. If applicable, develop a communications plan to keep internal and external stakeholders informed of the move.
<i>Lead</i>	Executive Director/Administrative Team; Culture and Development Team; IT Team

GOAL 8: Complete updates to framework documents that set a regional agenda for the next strategic planning period

We will plan together and set the path for regional success over the next three to five-year period.

<i>Strategy 1</i>	Develop new regional goals for the FY23-25 strategic planning period
<i>Tactics</i>	<ol style="list-style-type: none"> 1. Host a series of regional conversations in Fall 2021 - Winter 2022 to identify opportunities to review and refresh CONNECT Our Future regional framework priorities based on the completed FY21 retrospective. 2. Proactively engage the Centralina Board of Delegates, CEDD Board, Workforce Development Board and Centralina Foundation Board through the creation of a special committee and periodic briefings. 3. Present findings from the regional engagement series and recommended strategic priorities to the Centralina Executive Board for endorsement in April 2022 and to Centralina Board of Delegates in May 2022. 4. Utilize inputs from the strategic planning process to inform regional COVID-19 recovery planning and regional collaboration projects, as well as, updates to the Comprehensive Economic Development Strategy (CEDs)
<i>Lead</i>	Centralina-wide effort led by the Executive Director/Administrative Team

<i>Strategy 2</i>	Complete a five-year update to the region's CEDs.
<i>Tactics</i>	<ol style="list-style-type: none"> 1. Establish robust internal and external partnerships and engagement to update the goals and strategies for the 2022-2027 CEDs. 2. Utilize inputs from the CONNECT Our Future Retrospective and CONNECT Beyond Regional Mobility Plan to inform infrastructure and quality of place recommendations. 3. Develop clear implementation strategies and action steps for Centralina departments, the Centralina Economic Development District and partner organizations.

<i>Lead</i>	Centralina-wide effort led by the Community Economic Development and the Centralina Economic Development District
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Reporting Our Progress

On a quarterly basis, staff will share updates with the Board of Delegates on our progress related to the strategies and tactics associated with each goal. The workplan will also inform how the organization prepares the required Annual Report. Each department works with various performance indicators and metrics based on the requirements of various funding sources. As a whole, Centralina seeks to define its impact on the individuals, communities and region we serve.

