

# The Executive Board Agenda

Chair Patsy Kinsey will convene a meeting of the Centralina COG Executive Board at 6:30 p.m. on Wednesday, September 13, 2017. A light dinner will be served at 6:00 p.m. The meeting will be held in the *Catawba Room of the Centralina COG Office on the 1<sup>st</sup> floor of the Broadcom building.*

Time	Item	Presenter
6:00 p.m.	<b>Dinner</b> Please RSVP to Kelly Weston at <a href="mailto:kweston@centralina.org">kweston@centralina.org</a> or (704) 348-2728 by <b>12:00 p.m. on Monday, September 11<sup>th</sup></b> so that catering can be arranged.	Kelly Weston
6:30 p.m.	<b>Call to Order</b>	Patsy Kinsey
	<b>Amendments to the Agenda</b> (if any)	Patsy Kinsey
<b>Consent Items:</b> <i>Consent agenda items may be considered in one motion and without discussion except for those items removed by a Board member.</i>		
6:35 p.m. <b>Item 1</b> <a href="#">Pages 4 - 5</a>	<b>Amendment to the Operating Budget for Fiscal Year Ended June 30, 2017</b> At its June 14, 2017 meeting, the Executive Board authorized the Finance Committee to approve an amended budget on their behalf on or before June 30, 2017 and then provide the Executive Board a copy of the approved budget at its next meeting.  <b>Action/Recommendation:</b> <i>Receive as information.</i>	Marsha Sutton
<b>Item 2</b> <a href="#">Pages 7 - 10</a>	<b>Approval of the June 14, 2017 Executive Board Meeting Minutes</b> The minutes of the June 14, 2017 meeting have been distributed to all members of the Executive Board and should be approved if correct.  <b>Action/Recommendation:</b> <i>I move to approve the June 14, 2017 Executive Board Meeting minutes.</i>	Patsy Kinsey
<b>Regular Business Items:</b>		
6:40 p.m. <b>Item 3</b> 15 minutes <a href="#">Pages 12 - 14</a>	<b>Federal Relations Update</b> Leslie Mozingo of Strategics Consulting will present a performance measures report based on performance measures previously approved by the Executive Board and a briefing on upcoming federal relations-building opportunities and CCOG advocacy efforts for which Board support is sought.  Vicki Bott will report on other efforts related to federal relations.  <b>Action/Recommendation:</b> The Board is asked to receive as information the performance report and provide feedback on the results reflected in it.  <i>I move that the Strategics Consulting Performance Report be received as information.</i>  The Board members are also asked to continue participating in CCOG Advocacy with our Congressional Delegation during “district work periods”.	Vicki Bott and Leslie Mozingo
6:55 p.m. <b>Item 4</b> 10 minutes <a href="#">Pages 16 - 18</a>	<b>Merit Increase Recommendation</b> The budget for the Fiscal Year Ending June 30, 2018 has been prepared with a 2% merit adjustment included in department budgets. The budget as prepared is balanced including this increase. However, it has been our practice to receive separate authorization for implementation of the merit increase budget from the Executive Board.  <b>Action/Recommendation:</b> <i>Provide direction to staff regarding changes to budget plans and authorize the provision of merit increases with a total pool of 2% of salaries based on employee</i>	Jim Prosser

# The Executive Board Agenda

Time	Item	Presenter
	<i>evaluation results.</i>	
<b>7:05 p.m.</b> <b>Item 5</b> 5 minutes <a href="#">Pages 20 - 21</a>	<b>CCOG Conference Report</b> The Board will receive a brief update of planning activities for the CCOG Regional Conference and will be asked to review and approve a Conference budget proposal. To assist with meeting the event's sponsorship goals, staff will request the Board Members' assistance in securing top-level sponsors.  <b>Action/Recommendation:</b> <i>I move that the Executive Board approve the proposed budget for the 2017 CCOG Regional Conference and commit to assisting staff with sponsorship recruitment efforts.</i>	Martin Oakes
<b>7:10 p.m.</b> <b>Item 6</b> 5 minutes <a href="#">Pages 23 - 24</a>	<b>February 2018 Board of Delegates Meeting Date Change</b> The Executive Board will consider rescheduling the date of the February 2018 Board of Delegates meeting to encourage maximum member attendance. The Board will review a calendar of other events and potential conflicts during the month of February, as well as alternative dates proposed by staff.  <b>Action/Recommendation:</b> <i>Motion to hold the CCOG Board of Delegates annual meeting on (select one of the following):</i> <ul style="list-style-type: none"> <li>• February 14, 2018, as scheduled.</li> <li>• Alternative date of _____, 2018.</li> </ul>	Martha Sue Hall
<b>7:15 p.m.</b> <b>Item 7</b> 5 minutes <a href="#">Pages 26 - 27</a>	<b>Executive Director Transition Update</b> The Executive Board will receive an update on the search process for CCOG's next Executive Director.  <b>Action/Recommendation:</b> <i>Receive as information.</i>	Bill Deter
<b>7:20 p.m.</b> 5 minutes	<b>Comments from the Executive Board</b>	Board Members
<b>7:25 p.m.</b> 5 minutes	<b>Comments from the Chair</b>	Patsy Kinsey
<b>7:30 p.m.</b> 5 minutes	<b>Comments from the Executive Director</b>	Jim Prosser
<b>7:35 p.m.</b>	<b>Adjournment</b>	Patsy Kinsey
<p>Centralina Council of Governments complies with the Americans with Disabilities Act (ADA), which prohibits discrimination on the basis of disability. Centralina Council of Governments will make reasonable accommodations in all programs/services to enable participation by an individual with a disability who meets essential eligibility requirements. Centralina Council of Governments' programs will be available in the most integrated setting for each individual. If any accommodations are necessary for participation, please contact the Clerk to the Board, 9815 David Taylor Drive, Charlotte, NC 28262, phone (704) 348-2728. Please allow 72 hours advance notice for preparation. Visit our website: <a href="http://www.centralina.org">www.centralina.org</a>.</p>		



Centralina Council of Governments

## **Item 1**



## Board Agenda Item Cover Sheet

<b>Board Meeting Date:</b>	September 13, 2017	<b>Agenda Item Type:</b>	<b>Consent:</b>	X	<b>Regular:</b>	
<b>Submitting Person:</b>	Marsha Sutton	<b>Presentation Time (est.):</b>	N/A			
<b>Presenter at meeting:</b>	Marsha Sutton	<b>Phone Number/Ext:</b>	(704) 348-2716			
		<b>Email:</b>	<a href="mailto:msutton@centralina.org">msutton@centralina.org</a>			
<b>Alternate Contact Person:</b>	Jim Prosser	<b>Phone Number/Ext:</b>	(704) 348-2703			
		<b>Email:</b>	<a href="mailto:jprosser@centralina.org">jprosser@centralina.org</a>			
<b>Submitting Department:</b>	<b>Finance</b>	<b>Department Head Approval:</b>				
<b>Board Expectation:</b> <i>(required action or responsibility expected from Board members)</i>						
There is no required action by the Executive Board. This document is provided for informational purposes only.						
<b>Description of Agenda Item:</b>						
<b><i>Proposed Amendment to the Operating Budget for Fiscal Year Ended June 30, 2017</i></b>						
At its June 14, 2017 meeting, the Executive Board authorized the Finance Committee to approve an amended budget on their behalf on or before June 30, 2017 and then provide the Executive Board a copy of the approved budget at its next meeting.						
<b>Background &amp; Basis of Recommendations:</b>						
These budgets are adjusted when new grants are awarded, revised, or any other additional funding sources are received to ensure expenditures are appropriated prior to incurring the expenditure and during the year end adjusting and accrual process.						
<b>Action / Recommendation:</b>						
Receive as information.						
<b>Time Sensitivity</b> <i>(none or explain):</i>	The final amendment to the current year operating and pass through budgets must occur before June 30, 2017. The attached budget was approved on June 30, 2017 by a unanimous vote.					
<b>Budget Impact</b> <i>(if applicable):</i>	Because General Statute 159-8 requires operation under a balanced budget, this budget includes speculative revenue. This revenue is reviewed regularly and the budget is adjusted to reflect more accurately the true anticipated revenue while insuring that all expenditures are budgeted before being appropriated.					
<b>List of Attachments</b> <i>(if any):</i>	Amendments to the Operating Budget and Pass Through Budget					

Fiscal Year 2016 - 2017 Annual Operating Budget Amendment

ANTICIPATED REVENUES	FY2016-2017 Adopted Budget	FY2016-2017 Budget As of 12.15.2016	FY2016-2017 Budget As of 4.25.2017	FY2016-2017 Budget As of 5.31.2017	FY2016-2017 Budget As of 6.30.2017	
<b>Program Revenues</b>						
Restricted Intergovernmental Revenue	3,589,535	4,143,364	4,251,184	4,175,128	4,126,391	\$48,737 Reduction in SSAI budget
Technical Assistance Projects	421,943	560,234	658,989	843,852	844,352	\$500 Stallings Personnel Policy Review new
Contracts and fees	19,947	18,000	18,000	18,000	18,000	\$3,000 CEDC Comm. Increase, \$1,850 Arthritis Service Inc.,
Other Program Revenue	252,224	497,004	569,193	712,960	756,112	\$38,302 UNCA FY16 budget carryforward
Transfers In/(Out)	-	10,000	10,000	10,000	10,000	
Fund Balance Appropriated	-	38,179	48,229	58,229	58,229	
<b>Total Program Revenue</b>	<u>4,283,649</u>	<u>5,266,781</u>	<u>5,555,595</u>	<u>5,818,169</u>	<u>5,813,084</u>	
<b>Other Revenues</b>						
Member Dues Support	726,252	767,272	767,272	767,272	767,272	\$1,000 CEDC Comm, \$450 Additiona funds Planning Healthy
Interest and Other Revenue	53,000	182,932	318,612	314,232	325,682	Comm Workshop, \$10,000 Centralina Foundation new grant
<b>Total Other Revenues</b>	<u>779,252</u>	<u>950,204</u>	<u>1,085,884</u>	<u>1,081,504</u>	<u>1,092,954</u>	
<b>TOTAL ANTICIPATED REVENUES</b>	<u>5,062,901</u>	<u>6,216,985</u>	<u>6,641,479</u>	<u>6,899,673</u>	<u>6,906,038</u>	
<b>EXPENSE APPROPRIATIONS</b>						
Board and Executive Committee	232,123	123,100	123,100	123,100	115,100	\$8,000 reallocated to Administration
Management and Business Operations	1,477,238	1,773,791	1,866,673	1,941,577	1,959,260	\$8,000 from B/EC, -\$317 indirect change, \$10,000 new
Information Technology Division	219,456	100,050	100,050	100,050	100,050	Foundation grant
Community and Economic Development	590,349	770,499	784,260	794,825	798,825	\$4,000 CEDC additional funds
Planning Department	911,341	1,715,512	1,880,383	2,063,383	2,064,333	\$500 Stalling Personnel Review, \$450 Healthy Comm Workshop
Area Agency on Aging	1,968,303	2,609,298	2,666,743	2,725,752	2,717,167	\$48,737 Reduction in SSAI budget, \$1,850 Arthritis Services
Workforce Development	1,455,349	993,704	1,046,971	1,046,971	1,046,971	Increase, \$38,302 UNCA FY16 budget carryforward
Indirect Costs Representation	(1,791,258)	(1,868,969)	(1,826,701)	(1,895,985)	(1,895,668)	\$317 indirect change, new projects and reallocations
<b>TOTAL EXPENSE APPROPRIATIONS</b>	<u>5,062,901</u>	<u>6,216,985</u>	<u>6,641,479</u>	<u>6,899,673</u>	<u>6,906,038</u>	
	-	-	-	-	-	



Centralina Council of Governments

## **Item 2**



**Executive Board Minutes  
June 14, 2017**

Officers Present	Delegates Present	Delegates Not Present	Centralina Staff
Patsy Kinsey, Chair Bill Feather, Vice Chair Jarvis Woodburn, Secretary Bill Deter, Treasurer	Frank Aikmus Bobby Compton Jay McCosh Martin Oakes Thurman Ross Ronnie Worley  <i>Via Phone</i> Martha Sue Hall	George Dunlap Gene Houpe Michael Johnson Kathy Kitts Bill Lawhon Tim Smith	Debi Lee Mike Manis Michelle Nance Jim Prosser Marsha Sutton Jason Wager Kelly Weston Venecia White  <i>Guests</i> Sarah McAulay

**Call to Order**

Chair Patsy Kinsey, City of Charlotte, called the meeting to order.

**Amendments to the Agenda**

There were no amendments to the agenda.

**Consent Items**

- 1. FY17 Budget Amendment**
- 2. Finance Committee Authorization**
- 3. Authorization of FY18 Information Technology Services Agreement**
- 4. Approval of the March 8, 2017 Executive Board Meeting Minutes**

Commissioner Frank Aikmus, Union County, made a motion to approve the Consent Agenda. Commissioner Thurman Ross, Town of Cornelius, seconded the motion and it carried unanimously.

**5. Autonomous and Connected Vehicle Workshop Update**

Jason Wager, Planning Program Supervisor – Sustainability, presented an overview of a series of three workshops on driverless vehicles. The purpose of the workshops is to educate and to initiate a cross-sector discussion on this new technology. He explained that the hope is that the series will have the ability to mitigate problems before they arise, integrate planning systems, and establish partnerships.

In response to a question from Lincoln County Commissioner Martin Oakes, Jim Prosser, Executive Director, explained that both the state and federal government have permitting authority over driverless vehicles. He added that the workshop series will help assess the questions and issues about these

vehicles that need to be resolved. He asked the Executive Board members to identify individuals in their communities who should attend.

Treasurer Bill Deter, Mayor, Town of Weddington, noted that there will be questions related to safety and liability issues as the planning process progresses.

Vice Chair Bill Feather, Mayor, Town of Granite Quarry, inquired about who is responsible for driverless vehicle maintenance.

Chair Kinsey noted that the Executive Board members have been instructed to share the workshop information with others in their community.

## **6. Federal Relations Update**

Mr. Prosser noted that since the Executive Board decided to include lobbying in Strategics, LLC's scope of work, the Congressional Delegation's awareness of CCOG's initiatives has increased. The organization continues to build relationships with federal officials. If the Strategics contract is renewed, the firm will assist CCOG and its members with important initiatives including addressing potential impacts to critical programs like Community Development Block Grants. Strategics would also advocate for changes to the Workforce Innovation and Opportunity Act, monitor transportation-related proposals, and insert into Appropriations Subcommittee reports language that would allow COGs to be eligible for certain grants.

Mayor Pro Tem Martha Sue Hall, City of Albemarle, stated that she will vote against the contract renewal, adding that she has not seen a return on CCOG's investment into the consulting services.

Commissioner Oakes noted that it will likely take more than one year to see results of the federal relations efforts.

Treasurer Deter added that there have been accomplishments during the first year of the contract.

Commissioner Oakes made a motion that the Strategics Consulting Annual Review and Performance Report for May 2017 be accepted and that the Executive Director be authorized to enter into a contract with Strategics Consulting for a one-year renewal of services for fiscal year 2017-18 as proposed. Commissioner Aikmus seconded the motion and it carried on a vote of nine in favor and two opposed. Mayor Feather and Mayor Pro Tem Hall voted in opposition.

## **7. CCOG Conference Report**

Commissioner Bobby Compton, Town of Mooresville, reported that the 2017 CCOG Conference expenditures totaled \$38,511 and revenues from sponsorship and registrations totaled \$55,781, which amounted to a profit of over \$17,000. He noted that Vicki Bott, Grants Development Director, worked closely with a conference consultant on sponsor recruitment, which resulted in \$40,500 in sponsorship funds. He added that the Board Conference Advisory Committee held a call on May 25 to discuss plans for next year's event. The committee recommends Thursday, April 12, 2018 as the date for the next conference and the Harris Conference Center on the campus of Central Piedmont Community College in Charlotte as the location for the event.

Commissioner Compton made a motion to select Thursday, April 12, 2018 as the date for the next CCOG Regional Conference and the Harris Conference Center as the location. Mayor Pro Tem Jay McCosh, Town of McAdenville, seconded the motion.

Mayor Pro Tem Hall suggested inviting federal elected officials from the Centralina region to the Conference.

The motion carried unanimously.

## **8. CCOG 50<sup>th</sup> Anniversary Celebration Planning Report**

Mayor Pro Tem Hall reported that 2018 will mark the 50<sup>th</sup> anniversary of Regional Councils of Government. She was asked to chair the 50<sup>th</sup> Anniversary Advisory Committee. She and Mr. Prosser have talked about meeting with former CCOG staff, CCOG attorney Bill McNair, and others knowledgeable about the organization's history. She would also like to reach out to former CCOG chairs for their stories about the organization. Executive Board members who would like to serve on the Advisory Committee are asked to contact Kelly Weston, Clerk to the Board.

## **9. NC Tomorrow Report**

Mr. Prosser explained that the Forum, the statewide COG association's board of elected officials from each regional council, received an update of the NC Tomorrow report at its June meeting. The report is a compilation of all the economic development strategies in the state. The Forum asked that each COG present the plan to state elected officials in its region by September 1, 2017.

In response to a question from Sarah McAulay, Centralina Foundation Chair, Mr. Prosser noted that he will follow up with the statewide COG association about state agencies that should receive a presentation of the report as well.

Mike Manis, Community and Economic Development Director, noted that at its August 9 meeting, the Board of Delegates will receive a report on the five-year Community Economic Development Strategy for the Centralina region.

Commissioner Oakes made a motion committing Executive Board members to communicating the report to the region's state legislative delegation. Commissioner Ross seconded the motion, and it carried unanimously.

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

There were no comments from the Executive Board.

### **Comments from the Chair**

Chair Kinsey reported that last month, Asia Wilson, Communications Specialist for the Centralina Workforce Development Board, received recognition as one of the top 30 professionals under age 30 in Charlotte.

She also reported that Planning Director Michelle Nance and Healthy Community Design Specialist Katherine Hebert wrote an article on the Charlotte Plan4Health Initiative that was featured in the 2017 edition of the Carolina Planning Journal.

Commissioner Ronnie Worley, Gaston County, inquired if staff could add events to the CCOG website.

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

Mr. Prosser noted that Ms. Nance was recently honored as one of the 50 most influential women in the region and was selected among those honorees as the most influential due to her work with CONNECT and Healthy Communities.

Mr. Prosser announced to the Executive Board that he intends to retire from CCOG before the end of 2017. The process to identify a replacement has begun. The Executive Board will provide input on the qualifications for Executive Director candidates. He added that it has been a distinct honor to serve with the Board and staff over the last seven years.

He also presented a preliminary unaudited financial report for the Board's review.

Treasurer Deter thanked Mr. Prosser and Marsha Sutton, Finance Director, for their work in preparing the financial report. He noted that the report represents a huge leap forward from CCOG's financial position two years ago. He added that Executive Board input is key to producing a report that provides value.

### **Adjournment**

With no further business to be discussed, Chair Kinsey adjourned the meeting at 7:22 p.m.

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Centralina Council of Governments

### **Item 3**



## Board Agenda Item Cover Sheet

<b>Board Meeting Date:</b>	September 13, 2017	<b>Agenda Item Type:</b>	<b>Consent:</b>	<b>Regular:</b>	x
<b>Submitting Person:</b>	Vicki Bott	<b>Presentation Time (est.):</b>	15 minutes		
<b>Presenters at meeting:</b>	Leslie Mazingo, Vicki Bott	<b>Phone Number/Ext:</b>	202-255-5760		
		<b>Email:</b>	<a href="mailto:leslie@strategics.consulting">leslie@strategics.consulting</a>		
<b>Alternate Contact Person:</b>	Jim Prosser	<b>Phone Number/Ext:</b>	704-348-2703		
		<b>Email:</b>	<a href="mailto:jprosser@centralina.org">jprosser@centralina.org</a>		
<b>Submitting Department:</b>	<b>Grants Development</b>	<b>Department Head Approval:</b>			
<b>Board Expectation:</b> <i>(required action or responsibility expected from Board members)</i>					
The Executive Board will receive an update on CCOG's Federal Relations efforts, including a performance report from Strategics Consulting and a briefing on related upcoming activities.					
<b>Description of Agenda Item:</b> <i>(same wording as on agenda summary)</i>					
<p>Federal Relations Update:</p> <p>Leslie Mazingo of Strategics Consulting will present a performance measures report based on performance measures previously approved by the Executive Board and a briefing on upcoming federal relations-building opportunities and CCOG advocacy efforts for which Board support is sought.</p> <p>Vicki Bott will report on other efforts related to federal relations.</p>					
<b>Background &amp; Basis of Recommendations:</b>					
<p><u>Strategics Performance Report.</u> The Executive Board has requested that specific performance measures for CCOG's contract with Strategics Consulting be reported on at each Executive Board meeting. Leslie has prepared an updated Performance Report for the Executive Board's review.</p> <p><u>Upcoming Activities.</u></p> <ol style="list-style-type: none"> <li>1. CCOG Advocacy in NC. Under Leslie's guidance, CCOG has been developing its "CCOG Advocacy" efforts by which selected Executive Board members and interested fellow CCOG Delegates meet with individual members of our Congressional Delegation <u>to raise awareness of CCOG's role in the region and impact of federal programs.</u> CCOG continues to work on arranging these small group meetings for upcoming district work periods:</li> <li>2. Other Federal Relations Efforts. <ul style="list-style-type: none"> <li>• Staff-to-Staff relationship-building. Staff will report on several opportunities to strengthen staff-to-staff relationships.</li> </ul> </li> </ol>					
<b>Action / Recommendation:</b>					
<p>The Board is asked to receive as information the performance report and provide feedback on the results reflected in it.</p> <p><i>I move that the Strategics Consulting Performance Report be received as information.</i></p> <p>The Board members are also asked to continue participating in CCOG Advocacy with our Congressional Delegation during "district work periods".</p>					
<b>Time Sensitivity (none or explain):</b>					
<b>Budget Impact (if applicable):</b>	None.				
<b>List of Attachments (if any):</b>	Strategics Performance Report				

## PERFORMANCE REPORT: JUNE - AUG 2017

### VALUE TO CCOG

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

- ✓ Brownfield Assessment Grant Application
  - Scheduled meeting with U.S. EPA headquarters in DC for Statesville Mayor Pro Tem Michael Johnson to discuss CCOG's unsuccessful application for Brownfield Assessment Grants and how to improve for future round.
  - Prepared talking points for Mayor Pro Tem Johnson's meeting with EPA, briefed him on the issue and attended the meeting.
  - Prepared report on the outcome of those meetings for MPT Johnson to provide to the Executive Committee.
  - Participated in webinars by EPA's technical assistance provider and with EPA's Region 4 Brownfields Director.
  - Evaluated EPA's feedback on Brownfields Assessment grant and participated in debriefing call.
- ✓ Corporation for National and Community Service Senior RSVP grant application: Evaluated feedback on unsuccessful and participated in strategy call with CCOG staff.

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

- **Innovation Corridors (now Regional Transit Engagement)**
  - **Career Headlight**
  - **Regional Freight**
- ✓ See below regarding INFRA grant and also conference call with U.S. DOT.

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

- ✓ Pulled copies of appropriations language from pending appropriations reports as passed by the House subcommittees and created summary explanation for Executive Director to share with others.

#### **Alert CCOG to competitive grant funding opportunity announcements.**

- ✓ Grants News provided June 19, July 26 and by August 31.
- ✓ Grants Forecast provided June 19 for the 4<sup>th</sup> quarter of 2017.
- ✓ Sent specific grant notice on INFRA, participated in webinars on same and communicated with U.S. DOT to clarify questions. Created update with new information.

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

- ✓ Arranged for call with U.S. DOT to discuss plans for future grants focus areas by Secretary Chao and Trump Administration and priority areas for infrastructure package.

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

- ✓ Scheduled and attended August Advocacy meetings for CCOG Delegates with U.S. Rep. Ted Budd and with staff of Senator Tillis' office, including conducting preliminary briefing conference calls with CCOG Delegates and preparing talking points for CCOG Delegates; draft summaries of the

meetings and feedback received from those meetings are being prepared for CCOG meeting leaders' review.

- ✓ An August Advocacy meeting with U.S. Rep. Alma Adams was scheduled but postponed due to ongoing meetings and communications with Rep. Adams and her staff on key CCOG issues; another CCOG Advocacy meeting will be scheduled when CCOG has updates to provide to her.
- ✓ Although August meetings were requested of all Members' offices (with emails and phone calls beginning in June,) some Members' offices asked that we meet in September instead; those opportunities are being pursued.
- ✓ Provided all 2018 dates for Board of Delegate meetings to offices for Sens. Burr and Tillis.
- ✓ Emails, calls, online research to find Congressional Town Hall meetings to share.

#### **Connect CCOG with key points of contact.**

- ✓ Updated list of contacts in the congressional offices for CCOG staff to invite them to attend the CCOG-hosted Regional Transit Engagement Series meetings.
- ✓ Advised CCOG staff on RTES meetings when Members of Congress or their staff attending.
- ✓ Communications with Rep. Adams office to help staff with manufacturing dialogue.
- ✓ Recommended keynote speaker from U.S. DOT for CCOG Annual Conference and provided background biographical information.

#### **Report quarterly to Executive Board.**

- ✓ Prepared performance report and for presentation to Executive Board on September 13.

### **VALUE TO CCOG MEMBERS**

#### **Provide notice on competitive grant opportunities for local governments.**

- ✓ Grants News provided June 19, July 26 and by August 31.
- ✓ Grants Forecast provided June 19 for the 4<sup>th</sup> quarter of 2017.
- ✓ In depth research on INFRA grant, participated in webinars and communicated with U.S. DOT to clarify questions. Created update with new information.

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

- ✓ Next grants workshop not yet scheduled, but possibly in the Fall following knowledge of FY18 Appropriations.

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

- ✓ Working on the Brownfields Assessment Grant in advance of the next open solicitation in early September.

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

- ✓ Prepared talking points for CCOG elected officials meeting with Members of Congress during August Advocacy.

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



Centralina Council of Governments

## **Item 4**

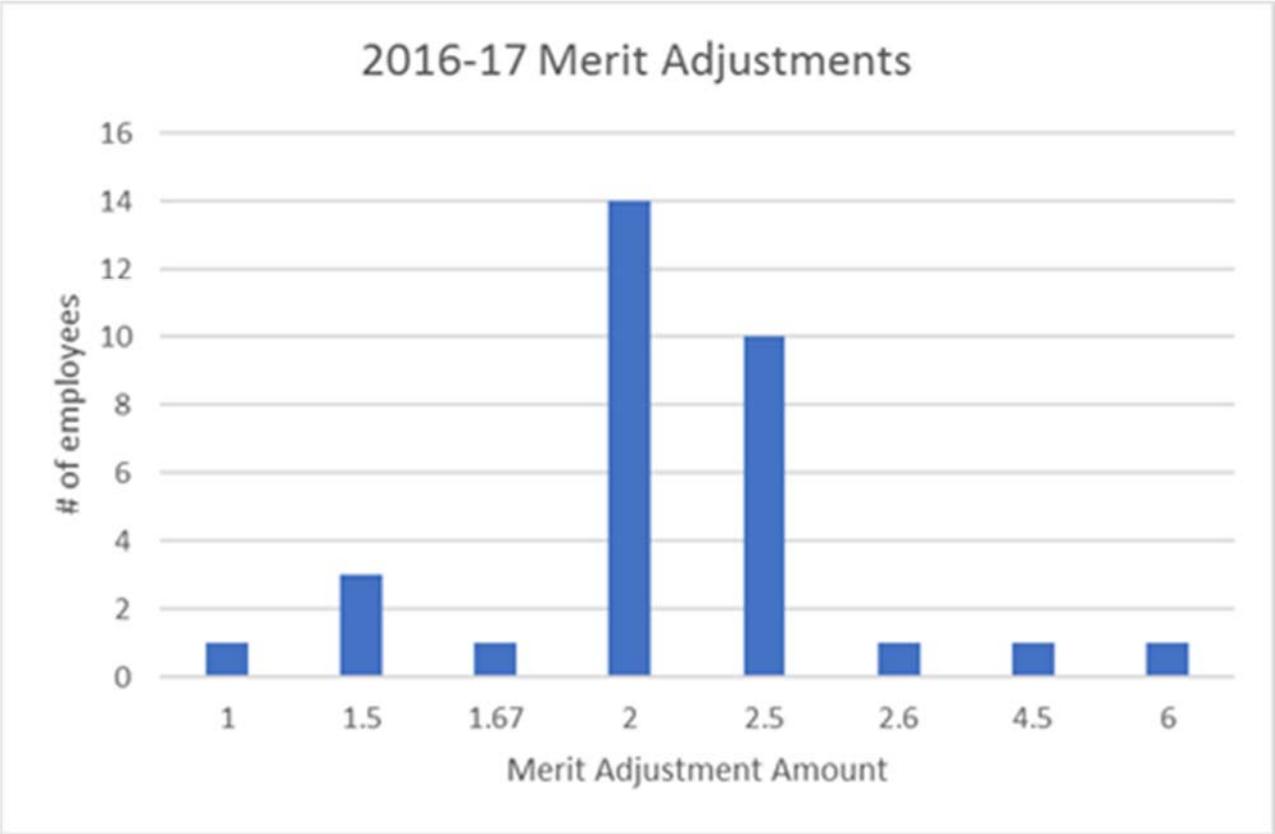


## Board Agenda Item Cover Sheet

<b>Board Meeting Date:</b>	September 13, 2017	<b>Agenda Item Type:</b>	<b>Consent:</b>		<b>Regular:</b>	X
<b>Submitting Person:</b>	Jim Prosser	<b>Presentation Time (est.):</b>	10 minutes			
<b>Presenter at meeting:</b>	Jim Prosser	<b>Phone Number/Ext:</b>	(704) 348-2703			
		<b>Email:</b>	<a href="mailto:jprosser@centralina.org">jprosser@centralina.org</a>			
<b>Alternate Contact:</b>	None	<b>Phone Number/Ext:</b>				
		<b>Email:</b>				
<b>Submitting Department:</b>	Executive	<b>Department Head Approval:</b>				
<b>Board Expectation:</b> <i>(required action or responsibility expected from Board members)</i>						
Authorize payment of merit pay for Centralina employees effective July 1, 2017.						
<b>Description of Agenda Item:</b>						
Merit pay adjustments						
<b>Background &amp; Basis of Recommendations:</b>						
<p>The budget for the Fiscal Year Ending June 30, 2018 has been prepared with a 2% merit adjustment included in department budgets. The budget as prepared is balanced including this increase. However, it has been our practice to receive separate authorization for implementation of the merit increase budget from the Executive Board.</p> <p>Cost of living adjustments (separate from merit increases) have not been included within the budget, so for most employees, potential merit increases will be the only salary increase realized. Merit adjustments are based on employee performance review and are expected to range from 0% to 3%. Merit pay also supports maintaining competitive pay for our employees, which is especially important given the need to retain and attract high performing staff for the increasingly challenging and complex work delivered by Centralina in a highly competitive region.</p> <p>Over the last eight years, the Board has authorized salary adjustment as follows:</p> <ul style="list-style-type: none"> <li>2009 – No increase or merit adjustments</li> <li>2010 – No increase or merit adjustments</li> <li>2011 – No increase or merit adjustments</li> <li>2012 – Cost of living adjustment (across the board) 2.5%</li> <li>2013 – Pay and class adjustments (varied – and merit adjustment pool of 2.5%)</li> <li>2014 – 2.5% merit adjustment pool (exact amount per employee varies dependent upon performance).</li> <li>2015 – 2.5% merit adjustment pool (exact amount per employee varies dependent upon performance).</li> <li>2016 – 2% merit adjustment pool (exact amount per employee varies dependent upon performance).</li> </ul> <p>The cost of providing a merit increase pool of 2% is estimated at \$54,000. Of that amount, \$42,000 will be reimbursed by grant revenues (direct and indirect), leaving a net amount of \$12,000 to be funded by non-grant funds. The principle sources of non-grant funds include member dues and technical contract services. Projected revenues from these sources indicate sufficient revenues to recover the cost of merit increases.</p> <p>Not providing the increase would provide additional revenue (\$12,000) to potentially increase fund balance at year-end. The portion of savings achieved by not providing merit increases for positions funded by grants would not be available to contribute to fund balance.</p> <p>While an increase of fund balance would clearly be beneficial, the recommendation for a merit increase is based on the belief that doing so will support a work environment needed to continue growing our existing and new services required to sustain long-term financial stability.</p>						



<b>Action / Recommendation:</b>	
Provide direction to staff regarding changes to budget plans and authorize the provision of merit increases with a total pool of 2% of salaries based on employee evaluation results.	
<b>Time Sensitivity</b> ( <i>none or explain</i> ):	As noted.
<b>Budget Impact</b> ( <i>if applicable</i> ):	Merit increases would add a gross cost of \$54,000 and approximately \$12,000 net of non-grant reimbursed cost.
<b>List of Attachments</b> ( <i>if any</i> ):	Merit increase distribution chart





Centralina Council of Governments

**Item 5**



## Board Agenda Item Cover Sheet

<b>Board Meeting Date:</b>	September 13, 2017	<b>Agenda Item Type:</b>	<b>Consent:</b>		<b>Regular:</b>	X
<b>Submitting Person:</b>	Kelly Weston	<b>Presentation Time (est.):</b>	5 minutes			
<b>Presenter at meeting:</b>	Martin Oakes	<b>Phone Number/Ext:</b>				
		<b>Email:</b>				
<b>Alternate Contact Person:</b>	Kelly Weston	<b>Phone Number/Ext:</b>	704-248-2728			
		<b>Email:</b>	<a href="mailto:kweston@centralina.org">kweston@centralina.org</a>			
<b>Submitting Department:</b>	<b>General Government</b>	<b>Department Head Approval:</b>	Jim Prosser			
<b>Board Expectation:</b> <i>(required action or responsibility expected from Board members)</i>						
The Executive Board will receive a brief report on planning activities for the 2017 CCOG Regional Conference.						
<b>Description of Agenda Item:</b>						
Staff will provide a brief update of planning activities for the CCOG Regional Conference. Staff will also present a Conference budget proposal for the Executive Board's review and approval. To assist with meeting the event's sponsorship goals, staff will request the Board Members' assistance in securing top-level sponsors.						
<b>Background &amp; Basis of Recommendations:</b>						
The CCOG Regional Conference, "Creative Solutions for Thriving Communities," is designed to provide elected officials and local government staff with practical tools and solutions to address their communities' biggest challenges. On April 12, 2017, CCOG will hold the fourth annual Conference at the Harris Conference Center in Charlotte.						
<b>Action / Recommendation:</b>						
I move that the Executive Board approve the proposed budget for the 2018 CCOG Regional Conference and commit to assisting staff with sponsorship recruitment efforts.						
<b>Time Sensitivity</b> <i>(none or explain):</i>	Sponsorship recruitment should begin as soon as possible in order to meet the sponsorship goal of \$35,000.					
<b>Budget Impact</b> <i>(if applicable):</i>	The 2017 Conference produced a profit of \$17,269.67, exceeding its goal of financially breaking even. Staff hopes the 2018 Conference will build on this success.					
<b>List of Attachments</b> <i>(if any):</i>	Proposed 2018 CCOG Regional Conference Budget					

## Proposed 2018 CCOG Conference Budget

9/11/17

EXPENSES	2017 Actual	2018 Budget - CCT
<b>Meeting Related Expenditures</b>		
Venue (space rental, tables/chairs, food, A/V, WiFi)	\$ 16,096.57	<b>\$ 22,550.00</b>
Photography & Journalism	\$ 625.00	
AICP Credits	\$ 1,776.50	
<b>Contractual Services</b>		
Keynote Speakers & Travel Fees	\$ 5,777.84	<b>\$ 20,000.00</b>
Conference Consultant	\$ 2,205.00	
Pre-Conference Marketing	\$ 9,270.00	
<b>Printing and Publication</b>		
Signage Printing	\$ 278.00	<b>\$ 1,500.00</b>
Program Design and Printing	\$ 600.00	
<b>Service Fees and Charges</b>		
Credit Card Fees	\$ 1,302.61	<b>\$ 1,500.00</b>
<b>Materials and Supplies</b>		
Conference Bags	\$ 503.84	<b>\$ 1,000.00</b>
<b>Miscellaneous</b>		
Miscellaneous (Contingency)	\$ 974.67	<b>\$ 4,450.00</b>
<b>TOTAL EXPENSES</b>	<b>\$ 39,410.03</b>	<b>\$ 51,000.00</b>
<b>REVENUE</b>		
Paid Registrations	\$ 15,275.00	<b>\$ 16,000.00</b>
Sponsorships	\$ 41,404.70	<b>\$ 35,000.00</b>
<b>TOTAL REVENUE</b>	<b>\$ 56,679.70</b>	<b>\$ 51,000.00</b>
<b>NET SURPLUS /(DEFICIT)</b>	<b>\$ 17,269.67</b>	<b>\$ -</b>



Centralina Council of Governments

**Item 6**



## Board Agenda Item Cover Sheet

<b>Board Meeting Date:</b>	September 13, 2017	<b>Agenda Item Type:</b>	<b>Consent:</b>		<b>Regular:</b>	X
<b>Submitting Person:</b>	Kelly Weston	<b>Presentation Time (est.):</b>	5 minutes			
<b>Presenter at meeting:</b>	Martha Sue Hall	<b>Phone Number/Ext:</b>				
		<b>Email:</b>				
<b>Alternate Contact Person:</b>	Kelly Weston	<b>Phone Number/Ext:</b>	704-248-2728			
		<b>Email:</b>	<a href="mailto:kweston@centralina.org">kweston@centralina.org</a>			
<b>Submitting Department:</b>	<b>General Government</b>	<b>Department Head Approval:</b>	Jim Prosser			
<b>Board Expectation: (required action or responsibility expected from Board members)</b>						
The Executive Board is asked to consider rescheduling the date of the February 2018 Board of Delegates Annual meeting.						
<b>Description of Agenda Item:</b>						
The Executive Board will consider rescheduling the date of the February 2018 Board of Delegates meeting to encourage maximum member attendance. The Board will review a calendar of other events and potential conflicts during the month of February, as well as alternative dates proposed by staff.						
<b>Background &amp; Basis of Recommendations:</b>						
<p>The CCOG Board of Delegates holds its Annual Meeting on the second Wednesday of February for the purpose of reviewing the annual report for the activities of the preceding fiscal year. Per CCOG Bylaws, the Chair or Executive Board may change the day of any regular meeting, but not the month, provided such notice is given to each Delegate at least 10 business days prior to the regularly scheduled meeting.</p> <p>The date of the next Annual Meeting is February 14, 2018. In addition to reviewing the annual report, the Board will elect officers, conduct caucuses for municipal representation on the Executive Board, and vote on the FY2019 budget. CCOG staff also plans to kick-off the organization's yearlong 50th anniversary celebration at this meeting. Because representation from each CCOG member community is essential to this meeting's success, Mayor Pro Tem Martha Sue Hall has suggested that the Executive Board consider rescheduling the meeting in order to increase attendance.</p>						
<b>Action / Recommendation:</b>						
Motion to hold the CCOG Board of Delegates annual meeting on (select one of the following): <ul style="list-style-type: none"> <li>• February 14, 2018, as scheduled.</li> <li>• Alternative date of _____, 2018.</li> </ul>						
<b>Time Sensitivity (none or explain):</b>	If the Executive Board chooses to change the meeting date, Delegates must receive notice of the date change at least 10 business days prior to the meeting.					
<b>Budget Impact (if applicable):</b>	None.					
<b>List of Attachments (if any):</b>	February 2018 Calendar of Events and Potential Conflicts					

### February 2018 Calendar of Events

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 City/Town Council Meetings	2  <i>Groundhog Day</i>	3
4	5 County Commission Meetings - Lincoln, Stanly, Union City/Town Council Meetings	6 County Commission Meetings - Anson, Iredell, Mecklenburg City/Town Council Meetings	7	8 City/Town Council Meetings	9	10
11	12 City/Town Council Meetings	13 County Commission Meetings - Gaston City/Town Council Meetings	14 <b>Original Board of Delegates Meeting Date</b>  <i>Valentine's Day Ash Wednesday</i>	15 City/Town Council Meetings	16	17
18	19 County Commission Meetings - Lincoln, Stanly, Union City/Town Council Meetings Institute for Emerging Issues Forum - Raleigh <i>Presidents' Day</i>	20 County Commission Meetings - Iredell, Mecklenburg City/Town Council Meetings	21 Charlotte Regional Transportation Organization Meeting	22	23	24
25	26 City/Town Council Meetings	27 County Commission Meetings - Gaston City/Town Council Meetings	28			



Centralina Council of Governments

**Item 7**



## Board Agenda Item Cover Sheet

<b>Board Meeting Date:</b>	September 13, 2017	<b>Agenda Item Type:</b>	<b>Consent:</b>		<b>Regular:</b>	X
<b>Submitting Person:</b>	Kelly Weston	<b>Presentation Time (est.):</b>	5 minutes			
<b>Presenter at meeting:</b>	Bill Deter	<b>Phone Number/Ext:</b>				
		<b>Email:</b>				
<b>Alternate Contact Person:</b>	Kelly Weston	<b>Phone Number/Ext:</b>	704-348-2728			
		<b>Email:</b>	<a href="mailto:kweston@centralina.org">kweston@centralina.org</a>			
<b>Submitting Department:</b>	<b>General Government</b>	<b>Department Head Approval:</b>	Jim Prosser			
<b>Description of Agenda Item:</b>						
The Executive Board will receive an update on the search process for CCOG's next Executive Director.						
<b>Background &amp; Basis of Recommendations:</b>						
<p>With the upcoming retirement of CCOG Executive Director Jim Prosser, the Chair has formed a Selection Committee to lead the recruitment of the next Executive Director. Committee members include Chair Kinsey of the Charlotte, Mayor Bill Deter of Weddington, Commissioner Martin Oakes of Lincoln County, Commissioner Thurman Ross of Cornelius, Charlotte Assistant City Manager Kim Eagle, Matthews Town Manager Hazen Blodgett, and Western Piedmont Council of Governments Executive Director Anthony Starr.</p> <p>The Executive Board will receive an update on the search process including the number of applications received, selection criteria, and the selection timeline.</p>						
<b>Action / Recommendation:</b>						
Receive as information.						
<b>Time Sensitivity (none or explain):</b>	None.					
<b>Budget Impact (if applicable):</b>	None.					
<b>List of Attachments (if any):</b>	<ul style="list-style-type: none"> <li>• Selection Process Timeline</li> </ul>					

### Executive Director Recruitment Timeline

Date	Task
Thursday, July 20 at 10:00 am	Selection Committee call with Jim Youngquist
Week of July 24	Distribute job advertisement
Thursday, July 27 – Thursday, August 10	CCOG staff conducts survey of regional stakeholders
Thursday, September 7 at 11:00 am	Selection Committee call with Jim Youngquist to confirm selection criteria
Friday, September 8	Application deadline
Week of September 18	Selection Committee call with Jim Youngquist to review application analysis and select finalists to interview and/or semi-finalists for additional pre-screening
Thursday, September 28 – Friday, October 6	Jim Youngquist pre-screens semi-finalists (if needed)  Lisa Sornenson conducts personality assessments of top 3-5 finalists
Week of October 9	Call with Lisa Sorenson to discuss personality assessments
Wednesday, October 18	Candidate interviews
Monday, October 16 – Monday, October 23	Candidate background and personal reference checks
Wednesday, October 25 at 2:00 pm	Selection Committee call to select final candidate
Wednesday, November 8	Executive Board meeting – approve and meet Selection Committee’s recommended candidate