



Executive Board Meeting Agenda

Wednesday, September 9, 2020
 Zoom Meeting
 Join by computer: <https://zoom.us/j/98754331147>
 Join by phone: Dial 1-929-436-2866 and enter Meeting ID 987 5433 1147

Vice Chairman Jay McCosh will convene a meeting of the Centralina Executive Board **on Wednesday, September 9, 2020 at 5:00 pm**. The meeting will be held via Zoom.

Time	Item	Presenter
5:00 p.m.	Call to Order	Jay McCosh
	Roll Call	
	Invocation	
	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	Approval of FY21 Managed Information Technology Services Agreement Staff requests the Board's approval of a one-year managed IT services agreement with Brightflow Technologies in the amount of \$71,400. Action/Recommendation: <i>Motion to approve the service agreement with Brightflow Technologies for managed IT services for FY21.</i>	Kelly Weston
Item 2	Mecklenburg County CARES Contract Authorization The Board is asked to authorize a contract with Mecklenburg County to administer a COVID-19 small business relief fund, the Mecklenburg County CARES – Small Business Relief Grant. Action/Recommendation: <i>Motion authorizing Centralina Regional Council to enter into a contract with Mecklenburg County to administer the CARES – Small Business Relief Grant and to authorize the Executive Director to sign the final contract following legal review.</i>	Geraldine Gardner
Item 3	Approval of the June 10, 2020 Executive Board Meeting Minutes The minutes from the June 10, 2020 meeting have been distributed to all members of the Executive Board and should be approved if correct. Action/Recommendation: <i>Motion to approve the June 10, 2020 Executive Board meeting minutes.</i>	Jay McCosh
Regular Business Items:		
5:15 p.m. Item 4 10 minutes	Federal Relations Update Leslie Mozingo, Strategics Consulting, will present an update on Centralina's federal relations efforts, including a performance report on activities from June – August 2020. Action/Recommendation: <i>Motion to accept the Strategics Consulting performance report for June – August 2020.</i>	Leslie Mozingo



**Executive Board
Meeting Agenda**

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<p>5:25 p.m. Item 5 10 minutes</p>	<p>NC Radar Project Update The Executive Director will provide an update on the Piedmont Regional Radar project and ongoing conversations with State Emergency Management on potential funding options.</p> <p>Action/Recommendation: <i>Receive as information and provide feedback.</i></p>	<p>Geraldine Gardner</p>
<p>5:35 p.m. Item 6 30 minutes</p>	<p>State Relations Update Staff will present an update on activities designed to expand the organization's engagement with the General Assembly and state agencies.</p> <p>Action/Recommendation: <i>Receive as information and provide feedback on proposed next steps for state level engagement.</i></p>	<p>Kelly Weston</p>
<p>6:05 p.m. 5 minutes</p>	<p>Comments from the Executive Board and Centralina Staff</p>	<p>Board Members and Staff</p>
<p>6:10 p.m. 5 minutes</p>	<p>Comments from the Executive Director</p>	<p>Geraldine Gardner</p>
<p>6:15 p.m. 5 minutes</p>	<p>Comments from the Vice Chair</p>	<p>Jay McCosh</p>
<p>6:20 p.m.</p>	<p>Adjournment</p>	<p>Jay McCosh</p>

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:	September 9, 2020	Agenda Item Type:	Consent:	X	Regular:	
Submitting Person:	Kelly Weston	Presentation Time:	5 minutes (if needed)			
Presenter at Meeting:	Kelly Weston	Phone Number:	704-348-2728			
		Email:	kweston@centralina.org			
Alternate Contact:	Geraldine Gardner	Phone Number:	704-348-2703			
		Email:	ggardner@centralina.org			
Submitting Department:	Administration	Department Head Approval:	Geraldine Gardner			
Description of Agenda Item:						
Staff requests the Board's approval of a one-year managed information technology (IT) services agreement with Brightflow Technologies in the amount of \$71,400.						
Background & Basis of Recommendations:						
<p>Since 2017, Centralina has been contracting with Brightflow Technologies for managed IT services. The organization has had a month-to-month service plan with the company for a monthly fee of \$3,500. Because of the organization's frequent need to utilize additional helpdesk support hours that exceeded this plan's limit, the monthly charges were sometimes higher than this amount.</p> <p>Centralina has been testing out Brightflow's Elite Plan, the company's highest service tier, on a trial basis since May and as a result of having unlimited helpdesk support, has seen a decrease in the amount of time staff must devote to troubleshooting IT issues. Other features of the Elite Plan that had an additional cost while under the old service plan include:</p> <ul style="list-style-type: none"> • Email backup, filtering, and monitoring software • Managed firewall security and virus protection • Software training for staff • Technology business review meetings to discuss the current state of IT and identify potential technology solutions <p>Centralina would like to continue with the Elite Plan, which requires committing to a one-year service agreement with Brightflow. The cost of this plan is \$71,400 per year, or \$5,950 per month. When compared to the old service plan's monthly fee plus overages and additional costs associated with the security features mentioned above, the organization will not see a major increase in its IT expenditures.</p>						
Requested Action / Recommendation:						
Motion to approve the contract with Brightflow Technologies for managed IT services for FY21.						
Time Sensitivity: (none or explain)	None					

Budget Impact: <i>(none or explain)</i>	The amount of this one-year contract is \$71,400
Attachments: <i>(none or list)</i>	Brightflow Technologies Contract



CENTRALINA
REGIONAL COUNCIL

Fully Managed IT For

*Centralina
Regional Council*

DELIVERED ON:
AUG 31, 2020

SUBMITTED BY:
BRIGHTFLOW TECHNOLOGIES



Overview & Goals

Hey Kelly

We all know that people are the foundation of any great organization. You wouldn't be where you are today without committed employees and loyal customers. How can you support your staff, retain customers, increase revenue, grow market share, and remain flexible in a changing corporate landscape? Responsive, secure, and advanced IT infrastructure is the best investment you can make - now and for the future.

Keeping up with technological advancements can be overwhelming, and you can't be an expert in everything. You need reliable and trustworthy IT advice, planning, and management services you and your people can depend on. We specialize in:

- Custom IT solutions that build on your current business and IT infrastructure
- High-level security structures that protect you and your customers
- User-focused tools and training that make implementing new systems easy
- Long-term management of IT systems and infrastructure for clients

BrightFlow Technologies focuses on your IT so you can focus on your business growth. Our experienced consultants work with you to guide your technology strategies, helping you align them with your business and process strategies. We provide strategic, architectural, operational, and implementation planning for all your IT needs.

Sincerely,

Brian Mangum



ACCOUNTABILITIES

BrightFlow Technologies provides a team of expert consultants that matches Centralina Council of Governments priorities for growth and innovation, and carries out the activities described above within the agreed-upon time frame.

CENTRALINA COUNCIL OF GOVERNMENTS

- Assigns a leader within the organization to work with BrightFlow Technologies
- Provides access to senior management as needed
- Provides access to documents, statements, and computer systems as needed
- Works collaboratively in a series of weekly meetings to move the project forward
- Provides a person available on time or access to the building in case of onsite visit is needed.



Your Monthly Investment

BrightFlow Technologies bills at the beginning of each month for services in the upcoming month. Payment is due on receipt using ACH or CC on file.

DESCRIPTION	PRICE	QTY	SUBTOTAL
-------------	-------	-----	----------

 **Purchased Server Maintenance With Cloud Backup**

\$150


3

\$450 / month

All support, server monitoring, cloud backups, webroot antivirus security, and helpdesk support included. This covers all 3 virtual machines that are currently on your environment.

Unlimited HOURS (helpdesk included) No billable hours!

****After hours & project rates still apply****

 **BrightNetwork (Included with ELITE)**

\$0

1

\$0 / month

Managed Sophos UTM firewall with web protection, virus protection and more for your full cybersecurity protection at the gateway layer. NO HARDWARE COSTS!!

Managed POE Switch with VLAN tagging.

Managed wireless access points with guest check ins!

 **Fully Managed IT - ELITE**

\$125

50

\$6,250 / month

Computer monitoring, cloud backups, Antivirus security, unlimited remote helpdesk, email archiving, email security. support included. Email monitoring

\$5,500 / month

Discount(-12%)

****After hours & project rates still apply****

Total

\$5,950





	BASIC	PRO	ELITE
SUPPORT			
Guaranteed Response Times		✓	✓
System Tray Icon	✓	✓	✓
Microsoft & 3rd Party App Updates	✓	✓	✓
Managed Anti-Virus/Anti-Malware	✓	✓	✓
24/7 x 365 Infrastructure Monitoring	✓	✓	✓
Helpdesk Support	\$125 per/hour	5 free hours	✓
Scheduled Onsite Support	SLA Based	\$125 per hour	✓
After Hours Support		\$250 per hour	\$250 per hour
SECURITY			
Password Management System		✓	✓
Dark Web Monitoring	N/A	✓	✓
Simulated Phishing Attack	\$1,495	Monthly	Weekly
Spam Filtering	\$5 per user/per mo.	\$3 per user/per mo.	✓
Managed Firewall and Access Points	\$250 per month	\$150 per month	✓
Vulnerability Scan	\$2,995	Quarterly	Monthly
MANAGEMENT			
IT Documentation	\$150	✓	✓
Monthly Executive Report	\$150	✓	✓
Asset & Inventory Mgt Report	\$150	✓	✓
Weekly Support Report		✓	✓
Vendor Management	\$125 per hour	\$125 per hour	✓
Technology Business Review Meeting		Yearly	Quarterly
TRAINING			
Security Awareness Training	\$250	\$150	✓
End-User Training Program	\$250	\$150	✓
Technology Adoption Session	\$250	\$150	Yearly
SERVICES			
Office365 Business Premium License	\$15 per user/per mo.	\$15 per user/per mo.	✓
Workstation Backup	✓	✓	✓
Web Hosting and Maintenance	\$100 per month	\$50 per month	✓
Office 365 Cloud Backup & Archiving	N/A	\$5 per mailbox/per mo.	✓
Server Maintenance w/ Cloud Backup	\$250	\$200	\$150
BDR as a Service	TBD	TBD	TBD
Server Hardware as a Service	TBD	TBD	TBD
PER USER/PER MONTH	\$60¹⁰	\$85	\$125

Why BrightFlow Technologies?

At BrightFlow Technologies, we appreciate the trust you put in us when you hand us the keys to your IT kingdom. We've earned that trust from hundreds of clients in dozens of industries, and we know we can earn it from you.

Our consultants are strategic thinkers with years of experience in both IT and business. We do our homework, and make sure we understand your business goals before working with you to set technology goals.

Our specialty is custom-made solutions for how you work, sell, and grow. We think this is important, because at the end of the day, IT is about people, not computers.



Charlotte's IT Support Just Got Brighter

BrightFlow only hires technical minds that love to help people first. BrightFlow prides itself on building a long term relationship. We will never talk down to you and we will always provide solutions that abide with your strategy.

Partnering with us means you can expect second-to-none IT solutions, powerful telecommunication systems, and a customized website -- all of which allow your business to shine brighter than the competition.



Our Leadership



BRIAN MANGUM, OWNER

Brian is the owner of BrightFlow. He has 3 children and regularly serves at his home church ; Team Church. Brian got tired of the "old" way that IT companies were doing things. He is interested in the relationship more than the dollar. Brian loves hiking and comedy.



NICK BENIGNO, SENIOR NETWORK ARCHITECT

Nick is the brightest person we have ever met. There is not a problem that he can't fix. If you get Nick involved on a support ticket, you know that you have some trouble. Nick has 2 children and loves documentaries - especially about history.



SEAN CLARK, VP OF SALES

Sean brings 15 years of customer service experience to Brightflow. He is originally from Maine and attended the University of Maine at Orono for Computer Engineering. Sean's hybrid approach to engineering and sales makes him the ideal candidate for all your technical sales needs.







Frequently Asked Questions

<p>What is covered under this Agreement?</p> <p>Please check your individual agreement, however as a rule of thumb, everything related to keeping your existing IT environment in tip-top shape is covered.</p>	<p>Are Projects covered in my Agreement</p> <p>Unfortunately, we can't cover Project work under your Agreement. These are quoted separately to your ongoing monthly Agreement.</p>
<p>What are the standard Helpdesk Hours?</p> <p>Our helpdesk is available 8am – 5:00pm Monday to Friday excluding Public Holidays.</p>	<p>When is After Hours Support Available?</p> <p>Simple, 24x7x365. Whilst we may not be able to respond as fast as we can during business hours, we will always aim to do our best.</p>
<p>Can I have regular onsite visits?</p> <p>Absolutely, in fact we encourage every client of ours to have regular visits. Most productivity affecting IT issues go ignored until the IT person "walks past".</p>	<p>What technologies do you support?</p> <p>We have in-house experience with loads of different technologies (Microsoft, Apple, Google, Wordpress, VoIP, and much more.</p>
<p>How is pricing managed?</p> <p>As most of our pricing is based on a per user basis, we work out each quarter whether there is more or less staff and modify the agreement accordingly.</p>	<p>Is the Cloud useful for my business?</p> <p>We strongly believe a "Hybrid Approach" is currently the best approach to utilizing Cloud technologies. A mixture of onsite and offsite infrastructure works for most businesses.</p>
<p>How long is the Agreement for?</p> <p>Typically most service agreements are 12 months, however the general rule of thumb is that we want clients that want us. So you ever get tired of us, just let us know and we will cancel. No questions asked.</p>	<p>Can I cancel my Agreement?</p> <p>Absolutely, if we break any part of our agreement you have grounds to cancel your agreement with us and walk away at any time. The liability to wow you is on us.</p>



Guranteed Response Times

PRIORITY	EXAMPLE	RESPONSE GUARANTEE	RESPONSE TARGET
 Critical	Entire Company Offline (Call Us!)	1 Hour	15 Mins
 High	Department Offline (Call Us!)	2 Hours	1 Hour
 Medium	User PC Offline	4 Hours	2 Hours
 Low	New User Setup/Maintenance	8 Hours	4 Hours

Fixed Fee Agreement

UNLIMITED REMOTE HELPDESK



A friendly Charlotte, NC based Helpdesk where you can call or email for all your IT issues.

ONLINE SUPPORT



Friendly onsite engineers available for any IT assistance you might need from desk moves to new server installs.

VENDOR MANAGEMENT



We can act on your behalf with your IT vendors (e.g. software vendors, multi-function printers and more).

REGULAR CIO MEETINGS



A regular quarterly catch up with your Account Manager to budget and plan for the future.

FIXED FEE COSTS



Imagine being able to know your IT costs well in advance. Makes for easy budgeting right?

EXECUTIVE REPORTING



You will receive a monthly easy to read IT Executive Report with metrics that matter.

AFTER HOURS SUPPORT



We have 24/7/365 support available for those critical after hours emergencies.

24/7/365 MONITORING



Our Helpdesk continually monitors for issues that could affect your network and proactively works on them.



Terms

This Agreement between Centralina Council of Governments herein referred to as Client, and BrightFlow Technologies (BFT) is effective upon the date signed and shall remain in force for one years starting October 1st. Additions can be made to this contract at any time. The total cost will be no less than \$71,400 annually.

1. This Agreement may be terminated by the Client or by BFT for any reason within the first 60 days.
2. This Agreement may be terminated by the Client anytime if BrightFlow
 1. Fails to fulfill in any material respect its obligations under this Agreement and does not cure such failure within thirty (30) days of receipt of such written notice.
 2. Breaches any material term or condition of this Agreement and fails to remedy such breach within thirty (30) days of receipt of such written notice.
 3. If either party terminates this Agreement, BFT will assist in the orderly termination of services, including transfer of services to another provider. Client agrees to pay BFT the actual costs of rendering such assistance.

Coverage

All services will be provided to the Client during the hours of 8:00 am – 5:00 pm Monday through Friday (excluding public holidays). Network and Server Monitoring will be provided to the Client by BFT through remote means 24/7/365. Hardware costs of any kind are not covered under the terms of this Agreement.

Support and Escalation

BFT will respond to Client's "Trouble Tickets" within four (4) hours for non-emergency issues and within one (1) hour for emergency issues. Trouble Tickets can be opened by email, phone, or through BFT's client portal. Each call will be assigned a Trouble Ticket number for tracking.



Service outside Normal Working Hours

Emergency services performed outside of the hours of 8:00 am – 5:00 pm Monday through Friday, excluding public holidays, shall be subject to an after hour rate of \$250 per hour.

Limitation of Liability

In no event shall BFT be held liable for indirect or consequential damages arising out of service provided hereunder, including but not limited to loss of profits or revenue, loss of use of equipment, lost data, costs of substitute equipment, or other cost

Equipment Covered

BFT will provide monitoring, maintenance, helpdesk support, central services, network administration, and virtual CIO services for the Client's office. This agreement covers existing computers, servers, networking equipment, for the amount of users listed in the quote above.

Hardware/System Support

BFT shall provide support for currently installed hardware and software, provided that all hardware is covered under a currently active vendor warranty; or replaceable parts be readily available, and all software be genuine and vendor-supported. Software patching is included. Should any hardware or systems fail to meet these provisions, they will be excluded from this Service Agreement. Should 3rd Party Vendor Support Charges be required in order to resolve any issues, these will be discussed with the Client and passed on to the Client. Installation of new hardware and software is included in this agreement

Monitoring and Reporting Services

BFT will provide ongoing monitoring of all critical devices. BFT will provide monthly reports as well as document critical alerts, scans, and event resolutions to Client. Additional reports (asset, licensing, etc...) can be provided at Client's request (at no additional charge).



Technology Business Reviews

BFT will schedule annual business reviews (if the Client chooses) with the Client to discuss the state of their current IT infrastructure, upcoming IT developments, and future technology plans of the Client. BFT Systems will assist in developing an IT budget to meet the Client's future growth projections.

Excluded Services

Service rendered under this Agreement does *not* include:

1. The cost of any parts, equipment, or shipping charges of any kind.
2. The cost of any Software, Licensing, or Software Renewal or Upgrade Fees of any kind (unless specifically stated in this contract). Antivirus and Antispyware software is included in this agreement.
3. The cost of any 3rd Party Vendor or Manufacturer Support or Incident Fees.
4. Programming (modification of software code)
5. Installation of new hardware or new software (e.g. line-of-business application).
 1. Except for HaaS machines

Confidentiality and Non Compete

BFT and its agents/employees will not use or disclose Client information, except as necessary to or consistent with providing the contracted services, and will protect against unauthorized use.

The Client agrees that without written consent, at all times while Client is employing the services of BFT and for twelve (12) months after the contract period terminates, the Client will not solicit, hire, retain (including as a consultant) any employee or contractor of BrightFlow or any former employee who has left employment or contract within twelve (12) months prior to such hiring.



Signature

1. Please read the contract on the previous page to make sure you understand all the details involved with us working together. It's really important to us that everything is transparent and understood from the beginning so that we lay a solid foundation for a great working relationship.
2. If you have any questions at all, please let us know. We're happy to clarify any points and there may be some items that we can sort out together. We're committed to finding the best way to work together.
3. Once you feel confident about everything and are ready to move forward, please click the 'sign here' button below.
4. Once we receive notification of your acceptance, we'll contact you shortly to sort out next steps and get the project rolling.
5. If you'd like to speak to us by phone, don't hesitate to call 704-893-8445x2727



SIGNATURE
Geraldine Gardner

Geraldine Gardner, Centralina Council of Governments





CENTRALINA

REGIONAL COUNCIL

Item 2



Board Agenda Item Cover Sheet

Board Meeting Date:	September 9, 2020	Agenda Item Type:	Consent:	X	Regular:	
Submitting Person:	Victoria Avramovic	Presentation Time:				
Presenter at Meeting:	Geraldine Gardner	Phone Number:	704-351-7130			
		Email:	ggardner@centralina.org			
Alternate Contact:	Kelly Weston	Phone Number:	704-348-2728			
		Email:	kweston@centralina.org			
Submitting Department:	Community and Economic Development	Department Head Approval:	Mike Manis			
Description of Agenda Item:						
<p>The Board is asked to authorize a contract with Mecklenburg County to administer a COVID-19 small business relief fund, the Mecklenburg County CARES – Small Business Relief Grant.</p>						
Background & Basis of Recommendations:						
<p>Community Development Block Grant (CDBG) Coronavirus (CV) funds are available to entitlement communities to spend according to federal guidelines on relief and recovery programs that aid low to moderate income beneficiaries. Centralina provides administrative services to Mecklenburg County's CDBG program and previously administered the micro-business relief fund last fiscal year.</p> <p>The County has requested Centralina provide management and administrative services for the creation and implementation of the Mecklenburg County CARES – Small Business Relief Grant. The County has been awarded funding as a grantee of the Coronavirus Aid, Relief, and Economic Security (CARES) Act funding. The County is proposing to use up to \$1.25 Million to fill identified capital access challenges faced by small businesses. This funding will provide financial support to sustain small and micro-businesses as they strive to remain open as COVID-19 continues to negatively impact the local economy. Centralina will receive \$62,000 in funding to administer the program.</p> <p>Centralina and the County continue to negotiate on contract terms but are urgently working to finalize the contract in order to launch the program in late September. The Board is asked to authorize the work and authorize the Executive Director to sign the final contract following legal review in order to avoid any implementation delays.</p>						
Requested Action / Recommendation:						
<p>Motion authorizing Centralina Regional Council to enter into a contract with Mecklenburg County to administer the CARES – Small Business Relief Grant and to authorize the Executive Director to sign the final contract following legal review.</p>						
Time Sensitivity: <i>(none or explain)</i>	Mecklenburg County would like to launch the program in September.					
Budget Impact: <i>(none or explain)</i>	Centralina receives an administrative fee to cover staff time required for this project.					

Attachments: <i>(none or list)</i>	Draft Contract
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EXHIBIT H

Statement of Work - Mecklenburg County

CARES Small Business Grant Management and Administrative Services

This Statement of Work (“SOW”), dated as of the ____ day of 2020 (the “Effective Date”), is by and between CENTRALINA COUNCIL OF GOVERNMENTS, a North Carolina regional council of governments pursuant to Chapter 160A, Article 20, Part 2 of the General Statutes of North Carolina and having a principal place of business at 9815 David Taylor Drive, Charlotte, North Carolina 28262 (“Centralina”), and Mecklenburg County, a local government member of provider having a principal place of business at 600 E. Fourth Street, Charlotte, NC 28202 (“Member” or “Client”), pursuant to which Centralina will provide to Member planning and/or management services (the “Services”). Centralina and Member have simultaneously entered into a Master Services Agreement dated [REDACTED] (the “Agreement”). The Agreement is incorporated into this SOW by this reference. In the event of any conflicting or additional terms between this SOW and the Agreement, the Agreement will govern, except with respect to price and scope of work or other items expressly permitted by the Agreement.

I. Introduction

Project: Mecklenburg County (the “County”) has requested Centralina to provide management and administrative services for the creation and implementation of the Mecklenburg County CARES – Small Business Relief Grant. Mecklenburg County has been awarded funding as a grantee of the Coronavirus Aid, Relief, and Economic Security (CARES) Act funding (the “Project”). The County is proposing to use up to \$1.25 Million to fill identified capital access challenges faced by small businesses. This funding will provide financial support to sustain small and micro-businesses as they strive to remain open as COVID-19 continues to negatively impact the local economy.

The Mecklenburg County CARES Small Business Grant will provide up to \$25,000 per business located in the any of the six Towns or incorporated areas of the County. The goal of the program is to serve a minimum of 50 businesses.

This document outlines the tasks and deliverable that constitute the Services under this SOW that Centralina shall provide to Client on a fee for services rendered basis in support of the Project, the compensation that Client shall pay to Centralina for the Services, and other Project support to be provided by Client. Primary contacts for the Project are as follows:

	Centralina	Client
Project Manager	Victoria Avramović, Assistant Director, CED	TBD
Email address	vrittenhouse@centralina.org	
Telephone No.	704-804-1999	

Centralina’s invoices shall be mailed to the Client’s Project Manager named above and to the Client’s Accounts Payables if listed below:

Attn to Name and/or Title	TBD
Dept	County Manager’s Office
Mailing Address, City, ST ZIP	
Email address	
Telephone No.	

II. Project Management and Administrative Services

Phase I Program Start-Up

- Develop updated program framework
 - Grant parameters, etc.
 - Operating Procedures
 - Program guidelines and policies
- Update online application portal

Phase II- Internal Implementation

- Adoption of guidelines and policies
- Online portal testing
- Staff training on updated process

Phase III – Go Live

- Application processing and funding
- Reporting-
 - Weekly reporting during open cycle for submission demographics. Demographics to be determined. Please note all dates are subject to change and final schedule of application cycles.
 - Report #1 – Due 9/8
 - Report #2 – Due 9/14
 - Report #3 – Due 9/21
 - Report #4- Due 9/28
 - Report #5 – Due 10/5
 - Report #6 – Due 10/12
- Board Presentations
 - Budgeting 2 +/- based on County need

Phase IV- Closeout

- Processing 1099-MISC for all grant recipients
- Final reporting for CRF compliance
- Other items as designated by County requests for the purposes of closing out the program

Pass through activities

In order to expedite delivery of funding for eligible businesses receiving funding Mecklenburg County will transfer up to \$1,250,000 to Centralina, of which 100% of funds will be distributed to eligible businesses applying under the small business grant program. Distribution of funds is dependent upon Centralina receiving funds from Mecklenburg County. Distribution of funds to approved businesses will not exceed \$1,250,000.

III. Indemnification

Mecklenburg County shall defend, indemnify and hold CCOG, its officers, officials, and employees harmless from any and all claims, injuries, damages, losses or suits (collectively referred to as “Claims”) including attorney fees, arising out of or in connection with the performance of this scope of work, except for Claims caused by the sole negligence or willful misconduct of Centralina.

IV. Time of Performance

Centralina will perform or provide the services outlined in the scope of work for a period of one year beginning on August 3, 2020 and ending on January 15, 2021.

V. Compensation

Centralina staff will perform the tasks identified in this **Scope of Work** and as detailed herein for a fixed fee sum of **\$62,000**.

Phase I & II Activities	\$5,640
Phase III Activities	\$54,346
Phase IV Activities	\$2,094

VI. Terms of Compensation

Notwithstanding any prior estimate or communication given, Mecklenburg County hereby agrees to pay the Section V Compensation to Centralina on a Fixed-Fee basis for performing the work outlined in this **Statement of Work Exhibit H** upon execution as an annual addendum to the existing Master Services contract. The County will be billed per the installment schedule listed below.

Payment 1 Due at contract execution	\$10,000.00
Payment 2 Due September 15, 2020	\$10,000.00
Payment 3 Due October 15, 2020	\$10,000.00
Payment 4 Due November 15, 2020	\$10,000.00
Payment 5 Due December 15, 2020	\$10,000.00
Final Payment Due January 15, 2021	\$12,000.00

Centralina will notify the County’s project manager prior to performing any additional services outside the Scope of Work and in excess of the Section V Compensation contract amounts. Any additional services if requested, approved and authorized by County will be billed at a fixed rate per hour for the personnel performing the services.

This SOW has been executed by each party’s duly authorized representative as of the date below such party’s signature.

CENTRALINA COUNCIL OF GOVERNMENTS

By: _____

Name: Geraldine Gardner

Title: Executive Director

Date: _____

“This instrument has been pre-audited in the manner required by the North Carolina Local Government Finance Act.”

“This instrument is approved as to form as required by Centralina Policy.”

Joseph J. Santaniello, CCOG Legal Counsel

[COUNTY SIGNATURE PAGE TO BE INSERTED UPON EXECUTION]



CENTRALINA

REGIONAL COUNCIL

Item 3



**Executive Board Conference Call Meeting Minutes
June 10, 2020**

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

Call to Order

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

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

Invocation

Chairman Compton gave the invocation.

Amendments to the Agenda.

There were no amendments to the agenda.

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

8. FY21 Workplan Preview

Geraldine Gardner, Executive Director, presented an overview of CCOG’s FY21 workplan. She highlighted strategies and implementation tactics for the plan’s seven goals: growth, mobility, health, economic development, talent, innovation, and operations.

In response to a question from Chairman Compton, Ms. Gardner explained that some CCOG departments are required to report performance metrics for the federal funding they receive. She added that the organization will also begin to measure impact.

Commissioner Rich Permenter, Lincoln County, applauded the Area Agency on Aging’s work with older adults.

Mayor Pro Tem Hall made a motion to approve the FY21 Centralina workplan. Commissioner Lynn Shue, Cabarrus County, seconded the motion and it carried unanimously.

9. August 12th Event Plan Preview

Ms. Weston explained that CCOG staff has been planning a special event that will coincide with the August 12th Board of Delegates meeting. She noted that the event's objectives include conducting the Board's regular business, publicly launching the new Centralina brand and website, and holding the award ceremony for the Region of Excellence Awards. She further noted that because of COVID-19, the event will be held virtually. During the Board of Delegates meeting, the Board will be asked to approve the organization's name change, review the FY21 workplan, and receive an update on the NC Radar Project.

Emily Hickok, Marketing and Communications Manager, explained that the Board of Delegates meeting will start at 10:00 am and the brand launch will start at 11:30 am. She noted that the launch will feature an introductory video, welcome remarks from the organization's leadership, and an unveiling of the new name and logo. She further noted that the Region of Excellence Awards ceremony will be shorter than in previous years and will lead into a virtual toast. She also explained that CCOG will begin promoting the event via email and social media starting in July. She added that the official invite will be distributed in August with details about the virtual platform.

Consent Agenda

Chairman Compton noted that the Executive Board must approve the Consent Agenda items.

- 1. Approval of Strategics Performance Report and Annual Report**
- 2. Approval of Funding for Older Americans Act Services and Support**
- 3. Approval of FY19-20 Contract Modification**
- 4. FY19-20 Budget Amendment**
- 5. Finance Committee Authorization**
- 6. Approval of FY21 Compensation Package**
- 7. Approval of the April 8, 2020 Executive Board Meeting Minutes**

Council Member Troy Selberg, Town of Harrisburg, made a motion to approve the Consent Agenda. Commissioner Shue seconded the motion and it carried unanimously.

10. Federal Relations Update and Contract Renewal

Ms. Gardner noted the Executive Board just approved the federal relations performance report as part of the Consent Agenda and is now being asked to consider renewing Strategics Consulting's contract. She further noted that while working with Leslie Mozingo, CCOG has made progress with its federal advocacy agenda and building relationships in Washington, DC. She recommended that the Board approve the proposed phased increase in Ms. Mozingo's fee.

Ms. Mozingo thanked the Board for the opportunity to work with CCOG. She presented updates on federal relations activities, noting that the organization has submitted a \$500,000 request for BUILD Transportation Discretionary Grant funds for intelligent transportation systems. She also noted that she will begin setting up virtual advocacy meetings between Board Members and members of the region's Congressional delegation.

Ms. Mozingo was excused to the virtual waiting room while the Board discussed her contract.

Treasurer William Morgan, City of Statesville, noted that Ms. Mozingo has helped Statesville secure federal grant funding and is well-respected in Washington, DC. He made a motion to approve the Strategics Consulting services proposal and fee for the period of July 1, 2020 to June 30, 2022.

In response to a question from Commissioner Shue, Treasurer Morgan noted that Ms. Mozingo has contracts with the Cities of Winston-Salem, Statesville, and Salisbury. He added that he has experience with her responsiveness on federal grants.

Commissioner Shue noted that he has attended meetings with Ms. Mozingo and members of the region's Congressional delegation, adding that its been good to have her on CCOG's side. He seconded the motion to approve the proposal and fee.

In response to a question from Mayor Pro Tem Hall, Ms. Gardner explained that the organization has a specific scope of work with Ms. Mozingo, the majority of which involves advancing CCOG's interests, but that she is also available to a limited extent to help troubleshoot issues. She added that in this capacity, Ms. Mozingo is careful not to advocate for federal grant applications submitted by individual communities.

Mayor Bill Feather, Town of Granite Quarry, suggested showing more of the cost-benefit of Ms. Mozingo's services.

In response to a question from Commissioner Pedro Morey, Town of Waxhaw, Ms. Gardner explained that a member government can use Ms. Mozingo's services through CCOG to the extent that the community's need aligns with her scope of work with the organization. She added that if a member government wanted to enlist Ms. Mozingo to prepare or lobby for its federal grant application, that community would need to enter into a separate contract with her.

The motion carried unanimously.

Comments from the Executive Director

Ms. Gardner presented an overview of CCOG's phased restart plan, noting that staff will start a rotational schedule on June 15th. She reported that staff recently held a conversation on race and the death of George Floyd and discussed steps the organization can take regarding inclusion and taking care of one another while carrying out its mission. She added that CCOG continues to be supportive of the actions of its member governments.

Comments from the Executive Board and CCOG Staff

Treasurer Morgan noted that the recent Forum meeting of the NC Association of Regional Councils of Government addressed COVID-19 and the death of George Floyd. He thanked Ms. Gardner and staff for staying ahead on these issues.

Chairman Compton welcomed Ms. Mozingo back into the meeting and informed her that the Board had approved renewing her contract.

Comments from the Chair

Chairman Compton made an appeal to the Executive Board members for final submissions for the James D. Prosser Excellence in Government Leadership category of the Region of Excellence Awards.

He also noted that Ms. Weston graduated from the Master of Public Administration program at UNC Charlotte last month.

Adjournment

With no further business to be discussed, Chairman Compton adjourned the meeting at 5:59 p.m.



CENTRALINA

REGIONAL COUNCIL

Item 4

Board Agenda Item Cover Sheet

Board Meeting Date:	September 9, 2020	Agenda Item Type:	Consent:		Regular:	X
Submitting Person:	Kelly Weston	Presentation Time:	10 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:						
<p>Leslie Mazingo, Strategics Consulting, will present an update on Centralina's federal relations, including a performance report on activities from June – August 2020.</p>						
Background & Basis of Recommendations:						
<p>Since 2015, the Executive Board has contracted with Strategics Consulting for federal relations consulting services. The Executive Board has requested that Ms. Mazingo present performance metrics reports at each of its meetings.</p>						
Requested Action / Recommendation:						
<p>Motion to accept the Strategics Consulting performance report for June – August 2020.</p>						
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 - June – August 2020 Report					

GOALS AND ACTIVITIES FOR STRATEGICS CONSULTING JUNE – AUGUST 2020 REPORT

- 1. Build, maintain and enhance relationships with Members of Congress and the federal agencies**
 - Scheduled virtual meetings with Members of Congress for Centralina delegates; participated in briefing calls; provided background materials to congressional offices prior to meetings; participated in the meetings; followed-up as needed.
 - Continued working on COVID-19 concerns with congressional offices.
 - Worked to generate support EPA’s 50th Anniversary celebration at the agency’s request.
 - Communicated with congressional delegation on change to annual meet and greet.

- 2. Develop advocacy strategies around the approved Federal Action Plan on regional priorities and implement in coordination with Centralina’s management**
 - Provided virtual update on COVID-19 relief status and overall advocacy work to the Board of Delegates at August 12 meeting.
 - Wrote Capital Corner entries to update membership on federal advocacy actions.
 - Continued participation in regular strategy calls with Centralina ED.

- 3. Provide information and support related to federal grant opportunities in coordination with CCOG staff**
 - Scheduled virtual meeting with U.S. DOT to advocate for Centralina’s BUILD grant application; participated in strategy call with management; provided briefing materials to federal participants in advance; and coordinated attendance by, and vocal support from, congressional offices.
 - Continued closely tracking developments on COVID-19 federal relief funds, and guidelines for reopening, and communicated on same during regular strategy calls and email updates.
 - Wrote draft letters of support and communicated with congressional offices regarding local application for EDA CARES Act grant funding.
 - Finished letters of support for BUILD grant requests to congressional delegation.
 - Shared congressional plans for moving surface transportation reauthorization and also for police reform measures.
 - Provided monthly Grants Alert, updated quarterly Grants Forecast, as well as separate announcements when relevant.
 - Wrote draft letters of support for the Senior Service America’s grant application, of which Centralina is a recipient for the Senior Community Service Employment Program, and worked with congressional offices to have them sent to the Department of Labor.

- 4. Respond to trouble shooting requests from members and CCOG on federal issues**
 - Helped member find needed contact at a federal agency to help address local issue.
 - Researched implementation issues related to Assistance to Firefighter Grant Program for Centralina member and provided recommendations, as well as advised City Attorney.
 - Prepared talking points and briefing sheet for Executive Board member before meeting with Member of Congress and discussed by phone.



CENTRALINA

REGIONAL COUNCIL

Item 5



Board Agenda Item Cover Sheet

Board Meeting Date:	September 9, 2020	Agenda Item Type:	Consent:		Regular:	X
Submitting Person:	Geraldine Gardner	Presentation Time:	10 minutes			
Presenter at Meeting:	Geraldine Gardner	Phone Number:	704-351-7130			
		Email:	ggardner@centralina.org			
Alternate Contact:	Kelly Weston	Phone Number:	704-348-2728			
		Email:	kweston@centralina.org			
Submitting Department:	Executive/Admin	Department Head Approval:	N/A			
Description of Agenda Item:						
<p>The Executive Director will provide an update on the Piedmont Regional Radar project and ongoing conversations with State Emergency Management on potential funding options.</p>						
Background & Basis of Recommendations:						
<p>The Piedmont Regional Radar project is a multi-COG effort to enhance doppler radar coverage over 26 counties in the Piedmont, which includes 4 million people or 40% of the state's population. We are working with the Western Piedmont and Piedmont Triad COGs, as well as a group of local weathermen and emergency management professionals, to develop an approach to bring additional radar sites to the Piedmont area, including at least one in our region.</p>						
Requested Action / Recommendation:						
<p>Receive as information and provide feedback.</p>						
Time Sensitivity: <i>(none or explain)</i>	None					
Budget Impact: <i>(none or explain)</i>	None					
Attachments: <i>(none or list)</i>	None					



CENTRALINA

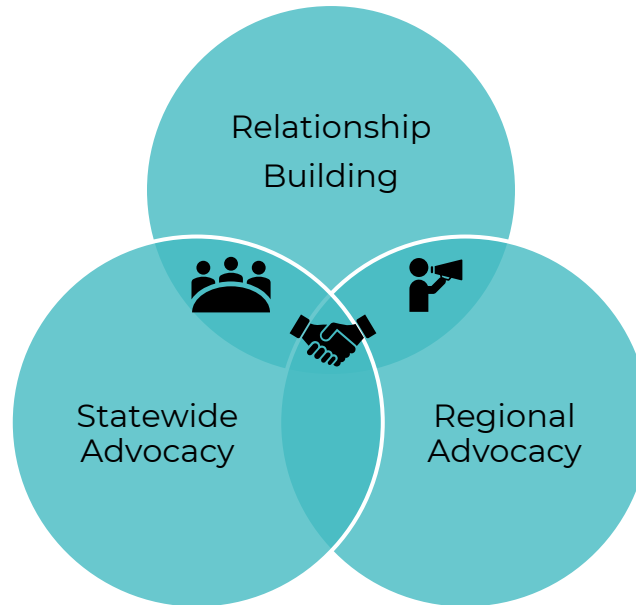
REGIONAL COUNCIL

Item 6

Board Agenda Item Cover Sheet

Board Meeting Date:	September 9, 2020	Agenda Item Type:	Consent:		Regular:	X
Submitting Person:	Kelly Weston	Presentation Time:	30 minutes			
Presenter at Meeting:	Kelly Weston	Phone Number:	704-348-2728			
		Email:	kweston@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>Staff will present an update on activities designed to expand the organization's engagement with the General Assembly and state agencies.</p>						
Background & Basis of Recommendations:						
<p>One of the goals in Centralina's FY21 Workplan is to support and champion local governments. Part of the Government Affairs and Member Engagement Department's (GAME) strategy for achieving this goal is to lead intergovernmental coordination and advocacy, with a focus on continuing to cultivate relationships with state and federal officials. While Centralina has implemented its federal action plan, the organization is also expanding its state level advocacy and engagement with the General Assembly, state agencies, and regional and statewide partners.</p> <p>At its September 2019 and January 2020 meetings, the Executive Board provided feedback on Centralina's preliminary plans for a state relations strategy. The Board identified a need for having a stronger voice in Raleigh to serve the organization's interests without duplicating the efforts of Centralina partners such as the NC Association of County Commissioners and the NC League of Municipalities. The Board also directed staff to explore the option of working with a consultant who can assist the organization in implementing its state engagement strategy.</p>						
Requested Action / Recommendation:						
Receive as information and provide feedback on proposed next steps for state level engagement.						
Time Sensitivity: <i>(none or explain)</i>	None					
Budget Impact: <i>(none or explain)</i>	None					
Attachments: <i>(none or list)</i>	<ul style="list-style-type: none"> • Raleigh Relations Strategy Overview • NCARCOG 2020 Policy Agenda 					

Raleigh Relations Strategy



Objective: To expand Centralina’s advocacy efforts and engagement with the state government.

Three-Pronged Approach

- *Relationship Building* – Increasing Centralina’s familiarity among the General Assembly and state agencies, while strengthening existing relationships and building new ones
- *Statewide Advocacy* – Supporting collaborative solutions to the challenges facing COGs across the state through continued involvement in the NC Association of Regional Councils
- *Regional Advocacy* – Raising awareness of region-specific issues and encouraging the state’s legislative delegation to advance those issues

Questions for the Executive Board

1. Would the Executive Board like to include the Board of Delegates in the Raleigh Relations initiative, or would it prefer to drive this approach as it does with Federal Relations?
2. Should the basis of the State Action Plan be a workplan for Raleigh Relations activities, a set of specific regional advocacy goals, or both?
3. Do you have any existing relationships with members of the General Assembly or with contacts in state agencies that Centralina can leverage?





2020 Policy Agenda

NCARCOG Overview

The North Carolina Association of Regional Councils of Governments (NCARCOG) represents 16 regional councils of governments (COGs), and it advocates for regional solutions to address multi-jurisdictional issues or opportunities, coordinated state and federal program service delivery, and building strategic partnerships to improve the prosperity of rural and urban North Carolina.

State Policy Priorities

1. Deliver effective and efficient Cares Act program services to eligible older adults in each COG region.

North Carolina received \$25 million from the CARES Act to provide critical services to older adults to mitigate the impact of the COVID19 virus. These funds will be administered by the Area Agencies on Aging (AAAs), each of which are housed in the 16 COGs across the state. This is a 60% increase in funding as compared to the typical Home and Community Care Block Grant (HCCBG) allocation. The COGs will need to utilize 10% of the funds, \$3,199,201, to administer the grants, and provide the necessary oversight to ensure the funds are spent in an allowable manner. Matching funds will be required to access the administrative funds to ensure the AAAs have the resources needed to provide successful monitoring and oversight.

Action Requested:

NCARCOG requests \$799,800 in state appropriations to provide administrative match funds to all 16 COGs for Cares Act aging services.

2. Provide enhanced regional coordination and technical assistance for emergency management programs for local governments impacted by COVID19

Smaller units of local governments within each COG region may have a limited capacity to apply for emergency management grants, and successfully manage all the training and compliance requirements for the duration of the grant. North Carolina COGs have successfully managed regional disaster and recovery efforts and have extensive experience with emergency management grants. The COGs could serve as designated grant recipients, grant administrators, provide regional communication and coordination activities, and provide the necessary technical assistance to ensure grant compliance standards are met. COG involvement would enhance recovery and resiliency efforts and allow more local governments to participate in funding opportunities.

Action Requested:

NCARCOG requests legislative authorization for the North Carolina Department of Emergency Management to use COGs to provide training, grant administration, grant application assistance, or any other service requested by a qualifying local government in order for it to utilize Federal Emergency Management Agency funds.

NCARCOG Contacts

Tim Ware, Executive Director | ncregionalcouncils@gmail.com
Don Rains, NCARCOG Forum Chairman | donrainsnc@gmail.com

Lee Worsley, NCARCOG Chairman | lworsley@tjcog.org
Robert Hiett, Legislative Chairman | rhiett@ucpcog.org

2020 Policy Agenda

3. Utilize COGs to administer Community Development Block Grant (CDBG) funds awarded through the CARES Act.

Each year, North Carolina receives about \$48.5 million in CDBG funds from the U.S. Department Housing and Urban Development (HUD). North Carolina currently ranks 49th in the nation in implementing and spending CDBG funding, and it has limited eligible CDBG grant awards to water and sewer projects that create jobs. Additional uses of CARES Act CDBG funds can include housing, support for residents and small businesses, and increased public services to assist vulnerable populations to address COVID19 care and recovery.

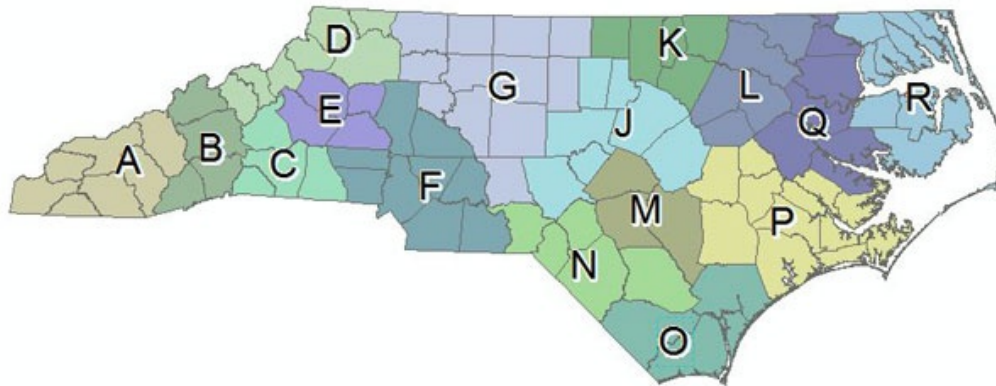
The CARES Act allocates an additional \$56.8 million in addition to the regular appropriation of \$48.5 million. NCARCOG believes that quick and meaningful use of these funds can be achieved by utilizing all 16 COGs, which are governed by city and county officials, on projects of local and regional significance, and will assist North Carolina as it works to make communities more resilient to COVID19.

Action Requested:

Allocate \$53.9 million in CDBG funding to COGs to administer the CARES Act CDBG grants, and to implement local and regional projects that assist with COVID19 recovery.

4. Build strategic partnerships to improve regional delivery of services

COGs were established by units of local government, rural and urban, coming together to solve local and regional issues. COGs play a role in convening leaders within each region and coordinating with multiple types of organizations to deliver programs, projects, or services. COGs are best positioned for the delivery of state and local services on a regional basis.



Action Requested:

Advocate for an increase in the use of COGs to administer and/or implement governmental services and programs that are intended to be delivered on a multi-county basis. Advocate that COGs serve as the default mechanism to delivery regionally based services. Oppose the creation of new regional offices or regional service areas that split COG regions.

NCARCOG Contacts