



**Executive Board Minutes
April 11, 2018**

Officers Present	Delegates Present	Delegates Not Present	Centralina Staff
Bill Feather, Chair Bobby Compton, Vice Chair Bill Lawhon, Treasurer Jarvis Woodburn, Secretary	John Crump Larken Egleston Martha Sue Hall Lynn Shue Nick Walsh <i>Via phone</i> Gene Houpe	Frank Aikmus Trevor Fuller Michael Johnson Jay McCosh Brent Moser Martin Oakes Tim Smith Ronnie Worley	Debi Lee Mike Manis Linda Miller Ron Smith Marsha Sutton Kelly Weston Venecia White <i>Guests</i> Leslie Mozingo

Call to Order

Chairman Bill Feather, Town of Granite Quarry, called the meeting to order. He noted that a quorum was present.

Amendments to the Agenda

There were no amendments to the agenda.

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

Consent Items

- 1. FY2017-2018 Budget Amendment**
- 2. Deputy Finance Officers**
- 3. CCOG Personnel Manual Updates**
- 4. Approval of the January 10, 2018 Executive Board Meeting Minutes**
- 5. Approval of the March 14, 2018 Executive Board Meeting Minutes**

Mayor Pro Tem Hall made a motion to approve the Consent Agenda. Secretary Woodburn seconded the motion and it carried unanimously.

6. Federal Relations Update

Leslie Mozingo, Strategics Consulting, reported that during recent visits to Washington, DC for the National League of Cities and the National Association of Counties meetings, CCOG Delegates distributed 22 packets of information to the region’s Congressional delegation.

Vice Chair Bobby Compton, Town of Mooresville, noted that he has found more success meeting with members of the House of Representatives than members of the US Senate. He added that he and Chairman Feather have met with Representative Ted Budd.

Commissioner Lynn Shue, Cabarrus County, agreed that he has seen the most impact in meeting with members of the House of Representatives, adding that he has attended meetings with Representative Richard Hudson.

Ms. Mozingo also reported that CCOG has resubmitted an earlier request for appropriations language that emphasizes regional collaboration and identifies regional councils as eligible for competitive grants. She added that Representatives Adams, Hudson, and Pittenger supported the request for this language. She also noted that the CCOG Grants News and Grants Forecast were distributed today. She added that update included grant funds for addressing opioid abuse in communities and for Water Infrastructure Finance and Innovation Act loans.

Ron Smith, Executive Director, suggested that in addition to federal relations, the Executive Board begin discussing relations with the region's state legislative delegation as well. He noted that there has been a proposal to reorganize County Departments of Social Services across the state. He added that there is an opportunity for the Executive Board members to have more engagement with state legislators to discuss the impact these issues will have on the region.

Council Member Larken Egleston, City of Charlotte, made a motion that the Executive Board accept the Strategics Consulting Performance Report for March – April 2018. Commissioner Shue seconded the motion and it carried unanimously.

7. Merit-Based Salary Adjustment Forecast

Mr. Smith presented Items 7 and 8 together. He explained that CCOG has had a merit increase every year since 2012. He recommends a 2.5% merit adjustment for FY 2019. Employees receive individual performance evaluations and can achieve up to a 3% salary increase based on their performance. The 2.5% adjustment will establish a pool departments may draw from to apply those increases. This adjustment will have a \$68,500 budget impact, with \$53,000 reimbursable by grant revenues. Only \$15,500 would be funded by non-grant revenues. If the 2.5% adjustment is not applied, the \$15,500 would go into fund balance, which he added is a small amount compared to staff morale.

8. Pay and Classification Study Update

Mr. Smith explained that CCOG was approved to conduct a pay and classification study to compare positions to the organization's market. This market includes all of the counties and municipalities in the region, the large COGs in the state, and other COGs around the country. The overarching result of the study was that CCOG pays its staff very competitively. Six of the organization's 46 employees are recommended to receive an increase because of their position. That increase will total \$28,900, with \$23,400 of that amount funded by grants and \$5,500 funded by non-grant revenues. Mr. Smith added that if the Executive Board approves the proposed increase, he would like to apply the increase to the current fiscal year, which will have a budget impact of \$6,500. He noted that the cumulative impact of the merit and pay and classification adjustments will be \$111,000.

In response to a question from Council Member Egleston, Mr. Smith noted that the organization will want to continue conducting pay and classification studies periodically. He added that as long as the organization maintains a 2.5% merit increase, salaries should remain where they should be.

Commissioner Gene Houpe, Iredell County, made a motion to approve the provision of merit increases with a total pool of 2.5% of salaries based on employee evaluation results and to approve the pay and classification study increases. Vice Chair Compton seconded the motion.

Mayor Pro Tem Hall expressed concern about providing raises for CCOG staff while not being able to provide raises to staff in her community.

In response to a question from Vice Chair Compton, Venecia White, Human Resources Officer, explained that the organization experienced salary compression issues after a four to five year gap in which there were no merit adjustments.

The motion carried unanimously.

9. CCOG Conference Update

Kelly Weston, Clerk to the Board, reported that over 180 people have registered for tomorrow's CCOG Conference. Although online registration has closed, attendees may still register onsite. CCOG has received over \$32,000 in sponsorship commitments from 25 sponsors and supporters. There will be a post-Conference report at the May Board of Delegates meeting. The Executive Board will be asked to approve a recommended date for the 2019 CCOG Conference at the Board's June meeting.

Comments from the Executive Board

There were no comments from the Executive Board.

Comments from the Chair

Chairman Feather reported that the Regional Transit Summit will be held on Thursday, May 17th at UNC Charlotte's Main Campus. CCOG staff emailed information about the event to the Board of Delegates this week. There is no cost to register.

He also reported that CCOG is partnering with Charlotte Douglas International Airport on the Charlotte Aviation Academy, which is designed to help participants better understand the airport and its contributions to the community. The cost for public sector participants is \$450 and applications are due June 1.

Chairman Feather reported that he has received one nomination from a Statesville City Council Member for an at-large membership appointment to the Executive Board. He expressed concern about having additional representation from Statesville.

The Executive Board Members discussed criteria for selecting at-large members.

Commissioner Houpe made a motion to table discussion of at-large membership until the Executive Board's next meeting. Council Member Egleston seconded the motion.

Commissioner Compton suggested the Executive Board use the CCOG Conference as an opportunity to identify individuals to recruit for the at-large positions.

The motion carried unanimously.

Comments from the Executive Director

Mr. Smith presented a financial statement to the Executive Board and added that the Board will begin receiving financial reports on a monthly basis. He noted that Treasurer Lawhon has made suggestions for clarifying the report.

In response to Mayor Pro Tem Hall's question, Marsha Sutton, Finance Director, noted that she would like for CCOG to maintain at least six months of fund balance for the organization's financial health.

Mr. Smith also reported that CCOG participated in a joint meeting of the Charlotte Regional Transportation Planning Organization and the Gaston Cleveland Lincoln Metropolitan Planning Organization on April 4th and the meeting received positive feedback from attendees.

He also noted that he will present a 50th anniversary proclamation to the Iredell County Commissioners at their meeting on April 17th.

Mr. Smith added that he met with staff to discuss legal services and will target attorneys to solicit letters of interest. He noted that he will also meet with retiring CCOG attorney Bill McNair in the coming weeks.

Mayor Pro Tem Hall asked the Executive Board to save the date of Friday, November 30th for the Region of Excellence Awards Luncheon, which will be the culmination of CCOG's 50th anniversary celebration.

Adjournment

With no further business to be discussed, Chairman Feather adjourned the meeting at 7:29 p.m.

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