



**Executive Board Minutes**

**April 13, 2016**

<b>Officers Present</b>	<b>Delegates Present</b>	<b>Delegates Not Present</b>	<b>Centralina Staff</b>
Michael Johnson, Chair Bill Feather, Treasurer	Joe Carpenter Bill Deter George Dunlap Bill Lawhon Martin Oakes Richard Turner Jarvis Woodburn  <i>Via phone</i> Martha Sue Hall	Patsy Kinsey, Vice Chair Kathy Kitts, Secretary Bobby Compton Devin Rhyne Jerry Simpson John Woods	Vicki Bott Jessica Hill Debi Lee Mike Manis Linda Miller Michelle Nance Jim Prosser Marsha Sutton Kelly Weston Venecia White

**Call to Order and Welcome**

Chairman Michael Johnson, City of Statesville called the meeting to order and declared that a quorum was present.

**Amendments to the Agenda**

Chairman Johnson noted that the date of the audit contract in Item 4 was amended from March 9, 2016 to April 13, 2016. He also noted that Frank Aikmus was added to the list of reappointments in Item 2.

Mayor Pro Tem Martha Sue Hall, City of Albemarle, made a motion to approve the agenda as amended. Council Member Richard Turner, City of Belmont, seconded the motion and it carried unanimously.

**Consent Items**

- 1. Approval of the March 9, 2016 Executive Board Meeting Minutes**
- 2. Centralina Economic Development Commission Appointment Renewals**

Commissioner George Dunlap, Mecklenburg County, made a motion to approve the Consent Agenda. Commissioner Bill Lawhon, Stanly County, seconded the motion and it carried unanimously.

**3. Southeast Alternative Fuel Demonstration Initiative Presentation**

Jessica Hill, Senior Planner-Sustainability, presented an overview of the Southeast Alternative Fuel Demonstration Initiative. She noted that staff needs the Board’s help in making Managers in their communities aware of the vehicles included in the program.

Commissioner Dunlap made a motion that the Executive Board members discuss this initiative with their fleet manager and town/city/county manager, and contact CCOG staff to sign up to test out a vehicle. Treasurer Bill Feather, Town of Granite Quarry, seconded the motion and it carried unanimously.

**4. Audit Report for Fiscal Year Ending June 30, 2015**

Brett Ralls, Dixon Hughes Goodman, LLP, presented the audit report.

In response to a question from Mayor Bill Deter, Town of Weddington, Mr. Ralls explained that his firm began field work on the audit in October after CCOG had been without a full-time Finance Director for approximately six months. There was a lot of clean up that took quite a while to complete.

Jim Prosser, Executive Director, added that CCOG was short-staffed in preparing for the audit and the accounting system had not been fully installed, making it difficult to gather financial information.

In response to Commissioner Oakes' question, Marsha Sutton, Finance Director, explained that she has contacted several banks regarding outstanding checks that have been remitted to the state's escheats program, but the banks are unable to verify that the checks have been cashed.

Commissioner Dunlap expressed concern that the annual audits for the five previous years did not report \$20,000 in outstanding checks as an escheats issue.

Chairman Johnson asked staff to pursue an electronic resolution for the outstanding checks.

Morgan Perry, Dixon Hughes Goodman, LLP, continued the presentation with an overview of the annual financial statements.

Mr. Prosser noted that it is essential for CCOG to recover close to 100% of its indirect costs. Major changes at the federal level should make it easier for CCOG to collect reimbursement for those costs. He added that if CCOG is not fully staffed at all times, then there will not be enough employees to serve the programs where indirect recovery is needed. The organization has increased its indirect cost rate and is looking at responsible ways to grow programs.

Commissioner Dunlap asked staff to look into renegotiating copier equipment leases and outsourcing copying services.

Chairman Johnson noted that the numbers would change if the Cities of Concord and Kannapolis, and Cabarrus and Rowan Counties became CCOG members again. He encouraged the Board members to talk to elected officials in those jurisdictions to encourage them to return to the organization.

Treasurer Feather made a motion to approve and accept the audit as presented. Commissioner Lawhon seconded the motion and it carried unanimously.

Commissioner Carpenter made a motion to approve the amended audit contract as presented in the amount of \$72,500. Treasurer Feather seconded the motion.

In response to Council Member Turner's question, Pete Teague, Dixon Hughes Goodman, LLP, explained that the firm's request for an additional \$15,000 was due to the time spent on the financial statement preparation that was not part of the contract's original scope. He added that the amount of time spent on the audit was much more than anticipated.

Commissioner Lawhon made a substitute motion to table the original motion until contract review. Commissioner Oakes seconded the motion and it carried on a vote of five in favor and three opposed. Those voting in favor of the motion were Commissioners Dunlap, Lawhon, Oakes, and Woodburn, and Mayor Deter. Treasurer Feather, Commissioner Carpenter, and Council Member Turner voted in opposition.

Chairman Johnson called for a vote on the motion to approve the audit contract. The motion failed on a vote of two in favor and six opposed. Those voting in favor of the motion were Commissioner Carpenter and Council Member Turner. Those voting in opposition were Commissioners Dunlap, Lawhon, Oakes, and Woodburn, and Mayors Deter and Feather.

Treasurer Feather made a motion to go forward with paying the \$57,500 and review the \$15,000 in question. Council Member Turner seconded the motion and it carried unanimously.

Commissioner Dunlap made a motion giving the auditors an additional \$10,000. Commissioner Woodburn seconded the motion and it carried unanimously.

**5. CCOG Building Committee Report**

Linda Miller, Aging Programs Director, reported that the Building Committee is assessing moving options and early lease termination. She noted that she visited potential properties earlier in the week.

**6. Private-Sector Fundraising Update**

Vicki Bott, Grants Development Director, presented the update and requested the Executive Board members' assistance in identifying fundraising contacts for the Regional Freight Plan and Career Headlight.

Commissioner Dunlap suggested attending meetings where prospects would be in attendance.

By consensus, the Executive Board committed to reviewing the list of funding prospects and identifying five contacts for which they could be door-openers and sending those names to Ms. Bott.

**7. Federal Relations Update**

Ms. Bott presented the update and requested the Executive Board's feedback on information they will need to make an informed decision at the June meeting about the federal relations consulting services contract with Strategics Consulting, LLC.

In response to Commissioner Dunlap's question, Ms. Bott noted that Leslie Mazingo of Strategics has not yielded any direct results for CCOG, but she has helped the organization recover \$99,000 from the federal government for Mecklenburg County due to an error in Community Development Block Grant funding allocation.

Chairman Johnson asked the Executive Board members to email their questions for Ms. Mazingo to Ms. Bott. He asked Ms. Bott to provide the Board members with a list of those questions prior to the next Executive Board meeting.

**8. CCOG Conference Update**

Kelly Weston, Executive Assistant/Clerk to the Board, reported that staff recently held a conference call with Vice Chair Patsy Kinsey, City of Charlotte, Treasurer Feather, and Mayor Pro Tem Will Cauthen, Town of Cramerton to discuss the date, location, and sponsorship activities for the next CCOG Regional Conference. The recommended date for the event is Thursday, April 6, 2017 and the proposed location is the Charles Mack Citizen Center in Mooresville, NC.

Treasurer Feather made a motion to approve holding the Conference on Thursday, April 6, 2017 at the Charles Mack Citizen Center. Commissioner Carpenter seconded the motion and it carried unanimously.

**Comments from the Executive Board**

There were no comments from the Executive Board.

**Comments from the Chair**

Chairman Johnson noted the following items:

- CCOG was approved as a Medicare agency on April 5<sup>th</sup> and the certification will be a different revenue stream.
- Executive Board Members received application materials for the Region of Excellence Awards and reminded Board members that award nominations are due on April 27<sup>th</sup>.

- The NC Tomorrow Summit will be held in Raleigh on April 18<sup>th</sup> and 19<sup>th</sup>.
- A Census workshop will be held on April 21<sup>st</sup> from 9:00 – 11:00 a.m.
- The Charlotte Mecklenburg Aging Coalition Legislative Breakfast will be held on Monday, May 9<sup>th</sup> from 9:00 – 10:30 a.m.

**Comments from the Executive Director**

There were no comments from the Executive Director.

Commissioner Oakes made a motion directing the Executive Director to open next year's audit contract for bids. Commissioner Dunlap seconded the motion and it carried unanimously.

Mr. Prosser stated that staff will bring back a process for the Board's review.

**Adjournment**

With no further business to be discussed, Chairman Johnson adjourned the meeting at 9:04 p.m.

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