

Minutes
Western Piedmont Council of Governments
Bimonthly Policy Board Meeting
Tuesday, March 26, 2019
Brushy Mountain Golf Club, Taylorsville NC

Members Present:

Barbara Pennell, Chair
Bob Floyd, Jr., Vice-Chair
Jill Patton, Secretary
Johnny Berry, Treasurer
George Holleman, Past Chair
Robert Smyre, At-Large
Chip Black, At-Large
Wayne Abele, At-Large
Larry Yoder
Johnnie Carswell, Alternate
Ronnie Setzer
Mike Labrose
Donald Robinson
Colleen Anderson, Alternate
Dale Sherrill
Joie Fulbright
Kyle Hayman, Alternate
Dennis Anthony
Dr. Caryl Burns
Mike Smith, Alternate
Larry Chapman
Forrest Fleming
Jerry Hodge
Gary McClure
Roy Sweezy, Alternate
Helen Chestnut

Local Government/Agency:

Gamewell
Cedar Rock
Hickory
Connelly Springs
Taylorsville
Maiden
Valdese
Burke County
Alexander County
Burke County
Cajah's Mountain
Caldwell County
Catawba
Catwaba
Claremont
Conover
Conover
Drexel
Granite Falls
Hildebran
Hudson
Morganton
Newton
Rutherford College
Valdese
Appointed

Members Absent:

Kitty Barnes, At-Large
Ben Willis
Marla Thompson
James Weaver
Bob Benfield
Rick Justice

Catawba County
Lenoir
Long View
Brookford
Glen Alpine
Rhodhiss

Keith Warren	Sawmills
Elle Engstrom	Appointed
Malla Vue	Appointed
Sara Moses	Appointed
Tommy Luckadoo	Appointed
Amparo Alfaro	Appointed
Casey Pope	Appointed

Guests/Others Present:

Mary Carter, Gamewell
Donald Duncan, Conover
Logan Shook, Cahah's Mountain
Tamara Brooks, Connelly Springs
Sherri Bradshaw, Drexel
Chase Winebarger, Catawba
Kenny Poole, Taylorsville
Edd Elliott, Taylorsville
Bryan Steen, Burke Co.
Todd Herms, Maiden
David Odom, Taylorsville
Ronnie Robinette, Taylorsville
Marty Pennell, Alexander County

WPCOG Staff Present:

Anthony Starr, Executive Director
Ashley Bolick, Director of Administrative Services and Human Resources
Andrea Roper, Finance Director
Wendy Johnson, Director of Workforce Development
Jason Toney, Communications Specialist
Stephanie Hanvey, Director of Regional Housing Authority
Tina Miller, Director of Area Agency on Aging
Alison Adams, Director of Community & Regional Planning

Call to Order/Welcome

A regular meeting of the WPCOG Policy Board was called to order at 6:45 pm by Chair Barbara Pennell. Chair Pennell thanked the Town of Taylorsville and Alexander County for hosting the meeting. Taylorsville Mayor, George Holleman welcomed the Policy Board to the Brushy Mountain Golf Course, Alexander County and the Town of Taylorsville.

Minutes of Previous Meeting

Minutes of the previous meeting were considered. Mr. Joie Fulbright made a motion to approve the minutes and Mr. Larry Yoder offered a second. The motion passed unanimously.

Unfinished Business/Reports

There was no unfinished business.

New Business

Welcome New Board Member

Chair Pennell recognized the newly appointed Policy Board Delegate from the Town of Brookford, Mr. James Weaver. Mr. Weaver was not able to attend the meeting but a certificate of appreciation will be sent to him for his service to the WPCOG Policy Board for the Town of Brookford.

Workforce Development Board Reappointments

Ms. Wendy Johnson, Director of Workforce Development presented nine candidates for re-appointment to the Workforce Development Board. Workforce Development board members serve two-year terms beginning in July.

Josh McKinney, Assistant Vice President, Peoples Bank - Regional

Phyllis Johnston, VP Human Resources, Catawba Valley Medical Center – Catawba County

Jim Packer, Director Human Resources, Elite Comfort Systems – Catawba County

Dr. Tim Sims, Director of Federal Programs, Hickory Public Schools

Beth Mills, Unit Manager, Vocational Rehabilitation - Regional

Alan Wood, President & CEO, Burke Development – Burke County

Felicia Setzer, Regional Operations Director, Division of Workforce Solutions - Regional

Kimberly Edmisten, General Manager, Foothills Radio Group – Caldwell County

Casey Kinard, President, Burke Fraternal Order of Police – Burke County

Mr. Wayne Abele made a motion that the Policy Board re-appoint the nine current Workforce Development Board members for another two-year term beginning July 1, 2019 as presented. Mr. Larry Chapman offered a second. The motion passed unanimously.

Workforce Development Board New Member Appointment

Ms. Wendy Johnson, Director of Workforce Development presented a new candidate for appointment to the Workforce Development Board to fill the required Higher Education seat. Dr. Jamie Conrad, Coordinator of Experiential Learning & Outreach at Lenoir-Rhyne University has previously served on a Workforce Development board and is already familiar with many of the activities of the Workforce Development board. If appointed by the Policy Board, Dr. Conrad would begin a two-year term July 1, 2019.

Mr. Johnny Berry made a motion that the Policy Board appoint Dr. Jamie Conrad to the Workforce Development Board for a two-year term beginning July 1, 2019. Mr. Bob Smyre offered a second. The motion passed unanimously.

RHA Family Self-Sufficiency (FSS) Action Plan

Ms. Stephanie Hanvey, Director of Regional Housing Authority presented information to the board about the Family Self-Sufficiency program and action plan. In July, 2011 the RHA began administering the Family Self-Sufficiency Program. It has been determined that only a basic action plan has been in place and a more thorough and detailed plan is needed to create better policies and procedures for the Family Self-Sufficiency Program to be administered properly.

In October of 2018, Regional Housing Authority staff began working with Nan McKay, a well renowned consulting firm, on updating the FSS Action Plan. The board has been provided the complete summary for board approval. Staff would like to send this new plan to HUD with the Annual Administrative Plan updates. Staff would like for this plan to become effective April 1, 2019.

Mr. Joie Fulbright asked what percentage of clients receiving rental assistance are currently taking advantage of the FSS program.

Ms. Hanvey answered that currently staff have 52 families on the program out of 1100 participants. That equals .5% of total participates.

Mr. Donald Robinson made a motion that the Policy Board approve the new RHA Family Self-Sufficiency Action Plan and that the plan become effective April 1, 2019. Mr. Joie Fulbright offered a second. The motion passed unanimously.

Section 8 Housing Administrative Plan/Payment Standards

Ms. Stephanie Hanvey, Director of Regional Housing Authority presented annual updated to the Section 8 Housing Administrative Plan. Each year, the RHA is required to send to HUD the agencies administrative plan with any amendments from the previous year. Included with this year's administrative plan amendments is a change in the applicable payment standards for Section 8 Housing tenants. HUD has published the new Fair Market Rents for 2019. Payment standards for one, two, and three bedroom units will be increased to help make them more affordable for tenants. The board has been provided the complete summary of the amendments for board approval. The required public hearing was duly advertised and notice was given to clients. The required public hearing was held at

9:00 am on Monday, March 25, 2019. If approved by the board staff would like to make this updated plan effective April 1, 2019. Annual Plans are due to HUD by April 15, 2019.

Mr. Chip Black made a motion that the Policy Board approve as presented the Section 8 Administrative Plan Amendments including changes in the applicable payment standards. Ms. Jill Patton offered a second. The motion passed unanimously.

Utility Allowance Increase for the Section 8 Housing Program

Ms. Stephanie Hanvey, Director of Regional Housing Authority presented information concerning utility allowances for the WPCOG Section 8 Housing Program. A Regional Housing Authority (RHA) established utility allowance schedule is used in determining a families share and the public housing authority subsidy of the utilities. The RHA must maintain a utility allowance schedule for (1) all tenant-paid utilities, (2) the cost of tenant-supplied refrigerators and ranges, and (3) other tenant-paid housing services such as trash collection.

The utility allowance schedule must be based on the typical cost of utilities and services paid by energy-conservative households that occupy housing of similar size and type in the same locality. In developing the schedule, the RHA must use normal patterns of consumption for the community as a whole and current utility rates.

The utility allowance must include the utilities and services that are necessary in the locality to provide housing that complies with housing quality standards. Costs for telephone, cable/satellite television, and internet services are not included in the utility allowance schedule.

The RHA must review its schedule of utility allowances each year, and must revise the schedule if there has been a change of 10 percent or more in any utility rate since the last time the allowance for that utility was revised.

The RHA must maintain information supporting its annual review of utility allowance and any revisions made in its utility allowance schedule. In June of 2017, the RHA released Request for Proposals for the Utility Allowance Study. David Simms & Associates Consulting Engineers were awarded the bid for the next five years. The second year review has been completed and an increase is needed in most utility rates. If approved by the board staff would like to make this change in utility allowances effective April 1, 2019.

Ms. Jill Patton made a motion that the Policy Board approve the Section 8 Utility Allowance changes as presented. Mr. George Holleman offered a second. The motion passed unanimously.

4th Amendment of the FY 18-19 Budget

Ms. Andrea Roper, Finance Director presented the 4th Amendment of the 2018-2019 Budget with a total budget of \$16,695,765 and an operating budget of \$6,941,211 which represents an increase of the total budget from the November 27, 2018 budget amendment of \$614,587.

The 4th Amendment of the 2018-2019 Budget includes:

- An increase of \$18,201 in General Government due to new Financial Administration contracts.

- Community Development increased by \$500,552 due to the addition of two Single Family Rehabilitation projects and a new recreation plan.
- Community and Regional Planning increased by \$42,585 due to the addition of a new interim planning contract and increases in anticipated expenses for established projects.
- An increase of \$25,452 in Economic Development due to the addition of several new building reuse projects and an increase in the EDA-Planning grant anticipated expenses.
- GIS/IT increased by \$13,125 due to the addition of various small GIS projects.
- Aging increased \$10,958 as a result of increased MIPPA revenue and administering a new contract for Senior Information Resources.
- Salaries decreased \$46,385 due to an increase in compensated absences of \$44,512 and adjustments for actual merit increase amounts.
- Retirement decreased \$2,705 due to the decrease in salaries.
- Contractual increased \$16,323 due to the addition of several new projects.
- Travel increased \$4,546 due to the addition of new projects.
- Printing increased \$10,700 for print projects in the Aging department.
- Rent-Equipment and Maintenance-Equipment increased \$3600 and \$4,250, respectively, to accommodate computer leasing and maintenance expenses for WIOA.
- Mortgage/Occupancy costs decreased by \$7,200 due to the reallocation of funds to cover computer leasing expenses for WIOA.
- Supplies increased \$26,032 to reflect an accurate amount of expected expenses for new projects.
- Capital Outlay-Equipment increased by \$130,000 to cover the anticipated purchase of a generator.
- As a result of the addition of several new projects and a decrease of \$245,047 in Contingency, Reserve for Future Expense increased \$733,635.
- OPEB Trust Allocation decreased \$58,003 to accommodate the increase in fringe expenses due to compensated absences.
- All other changes to the expenditure lines reflect normal program needs.

Mr. Donald Robinson made a motion that the Policy Board approve the 4th amendment of the 2018-2019 budget as proposed. Mr. Jerry Hodge offered a second. The motion passed unanimously.

1st Reading of FY 19-20 Budget

Ms. Andrea Roper, Finance Director presented the 1st Reading of the 2019-2020 Budget, reflecting a total budget of \$16,271,402 and an operating budget of \$6,236,068 which represents an increase of the total budget from the November 27th, 2018 budget amendment of approximately 1% or \$190,224.

Some key parts of the budget are uncertain at this time and that is somewhat normal for the first reading. The 1st Reading of the 2019-2020 Budget includes:

- 55 full and part-time staff positions
- WPCOG dues rate increased by \$.10 per capita per board approved 3-year plan.
- Financial Administration Services for two local governments and one local non-profit.
- Town planning services for 12 local governments.
- Code Enforcement services for 6 local governments.

- Administration of several new community development projects (building reuse, infrastructure, economic development, etc.)
- A group insurance increase (\$14,097) reflecting a health insurance increase of 8%. We usually do not receive quotes until early May for FY20 and this number will be adjusted at that time. The increase could be much lower but this budget takes a cautious approach.
- The decrease of \$134,501 in contractual is attributed to the current fiscal year SFR, URP and STEMWEST projects that ended.
- Contingency decreased \$140,954 due to those funds being utilized in the FY 19-20 budget.
- OPEB (Other Post-Employment Benefits) Trust Allocation decreased \$113,003 to adjust for the 1.20% Local Government Employee Retirement System rate increase, assumed group health insurance increase, normal salary increases that create a corresponding retirement system contribution increase, and an unemployment insurance cost increase.
- WIOA Special Revenue Funds increased by \$280,780 due to additional funding for program costs and the Finish Line and Youth Enhancement grants.
- Approximately \$291,176 in anticipated contracts for FY20. The unfunded areas at this point are within the Community Development and GIS/IT departments.

Mr. Larry Chapman made a motion that the Policy Board approve the 1st reading of the 2019-2020 budget as proposed. Mr. Jerry Hodge offered a second. The motion passed unanimously.

Staff Updates

Mr. Anthony Starr talked briefly about the growing interest in the WPCOG's Financial Services program.

Ms. Ashley Bolick reminded board members of the upcoming WPCOG's 50th Annual Meeting scheduled for April 25th at the Hickory Metro Convention Center.

Ms. Alison Adams talked briefly about the WPCOG's ADA Inventory and Transition Plan services, Code Enforcement services and the new Stormwater services.

Ms. Wendy Johnson announced the NextGen Hiring Event scheduled for Saturday, May 11 in all four counties. This hiring event is targeted to 16-24 year olds.

Adjournment

Mr. Larry Yoder made a motion that the meeting adjourn at 7:12 pm and the motion was seconded by Mr. Larry Setzer. The motion passed unanimously.