

Keith Warren	Sawmills
Casey Pope	Appointed
Randy Burns	Appointed

Guests/Others Present:

Todd Herms, Maiden, Remote
 Sherri Bradshaw, Drexel, Remote
 Chase Winebarger, Sawmills, Remote
 Scott Hildebrand, Lenoir, Remote
 Barbara Harmon, Rhodhiss, Remote

WPCOG Staff Present:

Anthony Starr, Executive Director, In-person at WPCOG
 Sherry Long, Assistant Executive Director, In-person at WPCOG
 Ashley Bolick, Director of Administrative Services and Human Resources, In-person at WPCOG
 Andrea Roper, Finance Director, In-person at WPCOG
 Stephanie Hanvey, Regional Housing Director, In-person at WPCOG
 Wendy Johnson, Director of Workforce Development, In-person at WPCOG
 Jason Toney, Communications Specialist, In-person at WPCOG

Call to Order/Welcome and Roll Call

A regular meeting of the WPCOG Policy Board was called to order at 6:00 pm by Chair Bob Floyd. Chair Floyd thanked the board for their flexibility in dealing with meeting changes due to COVID-19. Chair Floyd asked the board clerk for a roll call. The roll call was completed and names recorded for the meeting minutes.

Minutes of Previous Meeting

Minutes of the previous meeting were considered. Ms. Jill Patton made a motion to approve the minutes from the March 24, 2020 meeting and Ms. Helen Chestnut offered a second. Roll call vote was called by Chair Floyd.

Larry Yoder	Not Present	Bob Floyd	Yes	Jill Patton	Yes
George Holleman	Yes	Barbara Pennell	Not Present	Marla Thompson	Yes
Wayne Abele	Yes	Dr. Caryl Burns	Yes	Ronnie Williams	Yes
Johnny Berry	Yes	Larry Chapman	Yes	Jerry Hodge	Not Present
Dennis Anthony	Yes	Joseph L. Gibbons	Yes	Casey Pope	Not Present
Sheila Perkins	Not Present	Allen Spencer	Not Present	Helen Chestnut	Yes
Ben Honeycutt	Not Present	Keith Warren	Not Present	Amparo Alfaro	Yes
Chris Jernigan	Yes	Kitty Barnes	Yes	Tommy Luckadoo	Yes
Gary McClure	Yes	James Weaver	Not Present	Randy Burns	Not Present
John "Chip" Black, Jr.	Yes	Donald Robinson	Not Present	Jeanna Price	Yes
Mike Labrose	Not Present	Dale Sherrill	Yes	Malla Vue	Yes
Ronnie Setzer	Not Present	Joie Fulbright	Yes		

The motion to approve the March 24, 2020 meeting minutes was unanimously approved.

Unfinished Business/Reports

There was no unfinished business.

New Business

WIOA Comprehensive Plan, Program Year 2020 - 2024

Ms. Wendy Johnson, Director of Workforce Development presented information to the board concerning the Workforce Innovation and Opportunity Act (WIOA) Comprehensive Plan for program year 2020 - 2024. WIOA requires each Workforce Development Board (WDB) to develop and submit, in partnership with the local chief elected officials, a comprehensive four-year plan. The WDB staff have been working to prepare this plan, and would like to inform the board that the plan is now available on the website, www.westernpiedmontworks.org for a 30 day public comment. The WIOA Comprehensive Plan is developed to provide current information on how the WDB plans to collaborate, operate, and impact the region through its workforce development funding, its partnerships, as well as plans to continue to meet US Department of Labor Performance Standards as required in the WIOA law. Staff requested the Policy Board to review the plan online and provide feedback. No formal action by the Board is needed at this time.

Workforce Development Board Reappointments

Ms. Wendy Johnson, Director of workforce Development requested that the Policy Board reappoint seven current Workforce Development Board members for another two-year term. The following individuals' terms are expiring and are eligible for reappointment, July 1, 2020 – June 30, 2022.

- Marty Waters, Owner, Marlin Chemical – Caldwell County
- Bill Burton, President/Owner, Jack Sipe Construction – Catawba County
- Glenn Privette, Director of Human Resources, Leviton Manufacturing Inc – Burke County
- Wayne Abele, Owner, Abele’s Family Restaurant – Burke County
- Crystal Glenn, Executive Director, Workforce Development Innovation Center – Catawba Valley Community College
- Malla Vue, District Director for Catawba, Caldwell, Burke, Alexander and Iredell counties, Goodwill Industries Northwest North Carolina
- Randy Ledford, VP of Instruction, Caldwell Community College & Technical Institute

Mr. Larry Chapman made a motion that the Policy Board re-appoint the seven current Workforce Development Board members for another two year term, July 1, 2020 – June 30, 2022. Mr. Joseph Gibbons offered a second. Roll call vote was called by Chair Floyd.

Larry Yoder	Not Present	Bob Floyd	Yes	Jill Patton	Yes
George Holleman	Yes	Barbara Pennell	Not Present	Marla Thompson	Yes
Wayne Abele	Yes	Dr. Caryl Burns	Yes	Ronnie Williams	Yes
Johnny Berry	Yes	Larry Chapman	Yes	Jerry Hodge	Not Present
Dennis Anthony	Yes	Joseph L. Gibbons	Yes	Casey Pope	Not Present
Sheila Perkins	Not Present	Allen Spencer	Not Present	Helen Chestnut	Yes
Ben Honeycutt	Not Present	Keith Warren	Not Present	Amparo Alfaro	Yes
Chris Jernigan	Yes	Kitty Barnes	Yes	Tommy Luckadoo	Yes
Gary McClure	Yes	James Weaver	Not Present	Randy Burns	Not Present
John “Chip” Black, Jr.	Yes	Donald Robinson	Not Present	Jeanna Price	Yes
Mike Labrose	Not Present	Dale Sherrill	Yes	Malla Vue	Yes

Ronnie Setzer	Not Present	Joie Fulbright	Yes		
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The motion to re-appoint the seven current Workforce Development Board members for another two year term was unanimously approved.

Utility Allowance Changes for Section 8 Housing Program and Increase in Applicable Payment Standards

Ms. Stephanie Hanvey, Regional Housing Authority Director, presented proposed changes for the Section 8 Housing Program utility allowance. A Regional Housing Authority (RHA) established utility allowance schedule is used in determining the family share and PHA subsidy. 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 was awarded the bid for five years. The third year review has been completed and we need to change most of our utility rates. Staff would like to make this change in utility allowances effective June 1, 2020.

HUD has published an increase in the new Fair Market Rents for 2020. Payment standards for efficiency, one, two, and three bedroom units need to be increased to help make those units more affordable for our tenants. Many prospective tenants have been unable to find affordable housing and must submit numerous requests before being approved. Landlords are complaining because there is an enormous amount of paperwork involved with the normal request process and the denials are causing them to have to submit paperwork several times.

The RHA was awarded an additional 96 new Mainstream Vouchers that began in January 2020. Increasing the payment standards would allow the RHA to fully utilize the new vouchers and assist more families by making housing more affordable. The goal of the RHA is to help as many families as possible in the community while maximizing the funding that HUD allows. The board has been provided the increase in the payment standards for approval.

Staff requested that the Policy Board approve both the proposed Section 8 Utility Allowance changes and the increase in the applicable payment standards to become effective June 1, 2020.

Ms. Jill Patton made a motion that the Board approve the both the Section 8 Utility Allowance Changes and the increase in the applicable payment standards to become effective June 1, 2020 as proposed. Ms. Kitty Barnes offered a second. A roll call vote was called by Chair Floyd.

Larry Yoder	Not Present	Bob Floyd	Yes	Jill Patton	Yes
George Holleman	Yes	Barbara Pennell	Not Present	Marla Thompson	Yes
Wayne Abele	Yes	Dr. Caryl Burns	Yes	Ronnie Williams	Yes
Johnny Berry	Yes	Larry Chapman	Yes	Jerry Hodge	Not Present
Dennis Anthony	Yes	Joseph L. Gibbons	Yes	Casey Pope	Not Present
Sheila Perkins	Not Present	Allen Spencer	Not Present	Helen Chestnut	Yes
Ben Honeycutt	Not Present	Keith Warren	Not Present	Amparo Alfaro	Yes
Chris Jernigan	Yes	Kitty Barnes	Yes	Tommy Luckadoo	Yes
Gary McClure	Yes	James Weaver	Not Present	Randy Burns	Not Present
John "Chip" Black, Jr.	Yes	Donald Robinson	Not Present	Jeanna Price	Yes
Mike Labrose	Not Present	Dale Sherrill	Yes	Malla Vue	Yes
Ronnie Setzer	Not Present	Joie Fulbright	Yes		

The motion passed unanimously.

2nd Reading and Adoption of the FY 2020-2021 Budget

Mr. Anthony Starr, Executive Director, presented the 2nd Reading of the 2020-2021 Budget reflecting a total budget of \$20,525,409 and an operating budget of \$6,548,599 which represents an increase of the total budget from the March 24th, 2020 budget amendment of approximately 7% or \$1,498,489.

The 2nd Reading of the 2020-2021 Budget highlights include:

- 57 full and part-time staff positions
- A WPCOG dues rate increase by \$.10 per capita per the board approved 3-year plan. The dues were approved by the Board in January.
- Financial Administration Services for four local governments and one local non-profit.
- Town Planning Services for 12 local governments.
- Code Enforcement Services for 9 local governments.
- Administration of two new urgent repair projects and one single family rehabilitation project. These programs account for large contractual increase.
- Several new building reuse projects for the Economic Development portion of the budget.
- A small decrease for Environmental Protection due to a decrease in anticipated carryover funds (committed fund balance).
- An increase within the Aging budget of \$44,901 to reflect actual grant award amounts.
- An anticipated increase of 8% for health insurance. Staff is working through plan design and insurance provider options to avoid a larger increase.
- An increase within the contingency lines of \$65,429 due to new project revenues being allocated for future use in FY21 budget.
- Approximately \$137,424 in anticipated contracts for FY21. The unfunded areas at this point are within the Community Development budget.
- A 3.25% average increase for staff salaries subject to availability of funds. WPCOG staff increases occur in January of each year and management will evaluate funding availability later in 2020 before implementing pay increases. Because the pay increases take effect for only six months in the FY21 budget, it represents a 1.625% increase from current salary levels.

- An increase of \$1.238 million in the Special Revenue Funds for Aging to reflect the additional funding received from the Families First and CARES acts.

The revenues for several program areas include funds already received for projects that will continue in FY21. This creates the effect of temporarily increasing the fund balance at the end of the current fiscal year and decreasing fund balance by an equal amount in FY21. These are reflected as committed fund balance in the financial statements (audit).

There is significant uncertainty concerning changes to funding for various programs. The Executive Committee and Policy Board should expect amendments to the budget in the coming weeks and months as conditions change. It is expected that revenues will increase in some programs while decrease in other areas. Overall, no reductions in staff are currently expected and adding staff positions is possibly needed to accomplish additional work.

The Executive Committee held the required public hearing on May 21st, 2020. There where no public comments received. Staff requests the Policy Board review and adopt the attached budget ordinance.

Mr. Johnny Berry made a motion that the Policy Board adopt the budget ordinance and FY 2020-2021 Budget as presented. Ms. Jill Patton offered a second. A roll call vote was called by Chair Floyd.

Larry Yoder	Not Present	Bob Floyd	Yes	Jill Patton	Yes
George Holleman	Yes	Barbara Pennell	Not Present	Marla Thompson	Yes
Wayne Abele	Yes	Dr. Caryl Burns	Yes	Ronnie Williams	Yes
Johnny Berry	Yes	Larry Chapman	Yes	Jerry Hodge	Not Present
Dennis Anthony	Yes	Joseph L. Gibbons	Yes	Casey Pope	Not Present
Sheila Perkins	Not Present	Allen Spencer	Not Present	Helen Chestnut	Yes
Ben Honeycutt	Not Present	Keith Warren	Not Present	Amparo Alfaro	Yes
Chris Jernigan	Yes	Kitty Barnes	Yes	Tommy Luckadoo	Yes
Gary McClure	Yes	James Weaver	Not Present	Randy Burns	Not Present
John "Chip" Black, Jr.	Yes	Donald Robinson	Not Present	Jeanna Price	Yes
Mike Labrose	Not Present	Dale Sherrill	Yes	Malla Vue	Yes
Ronnie Setzer	Not Present	Joie Fulbright	Yes		

The motion was passed unanimously.

Staff Updates

Mr. Anthony Starr reviewed the Executive Director’s Report outlining both current and upcoming projects by department.

Adjournment

Mr. Larry Chapman made a motion that the meeting adjourn at 6:36 pm and the motion was seconded by Mr. Joie Fulbright.