

Minutes
Western Piedmont Council of Governments
Bimonthly Policy Board Meeting
Tuesday, September 26, 2017
Catawba County – Agricultural Resources Center

Members Present:

George Holleman, Chairman
Barbara Pennell, Vice-Chair
Bob Floyd, Jr., Secretary
Robert Smyre, Past Chair
Kitty Barnes, At-Large
Chip Black, At-Large
Wayne Abele, At-Large
Johnny Berry, At-Large
Josh Lail
Johnnie Carswell, Alternate
Ronnie Setzer
Colleen Anderson, Alternate
Barbara Beatty, Alternate
Dale Sherrill
Joie Fulbright
Kyle Hayman, Alternate
Dr. Caryl Burns
Barbara Lowman
Jody York, Alternate
Larry Chapman
Vernon Moyer
Ronnie Williams, Alternate
Forrest Fleming
Jerry Hodge
Gary McClure
Roy Sweezy, Alternate
Mary Bess Lawing
Nicky Setzer
Tommy Luckadoo
Helen Chestnut
Amparo Alfaro
Larry Yoder
Pat Hatley

Members Absent:

Vacant

Local Government/Agency:

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

Brookford

Members Absent (Continued):

Mike Labrose	Caldwell County
Benny Orders	Drexel
Jimmy Wakeford	Glen Alpine
Jill Patton, Treasurer	Hickory
Ben Willis	Lenoir
Rick Justice	Rhodhiss
Keith Warren	Sawmills

Guests/Others Present:

Scott Hildebran, Lenoir
Mary Carter, Gamewell
Donald Duncan, Conover
Joe Gibbons, Lenoir
Catherin Renbarger, Claremont
Randy Isenhower, Catawba County
Dr. Trish Johnson, Caldwell County Schools (CEDS Committee)
Christopher Todd, Sawmills (CEDS Committee)
Stacy Rash, (CEDS Committee)
Gary Herman, Alexander County EDC (CEDS Committee)
Sherry Buttler, Catawba County
Dan Hunsucker, Catawba County
Keremy Ku, Transportation Insight (CEDS Committee)
Malla Vue, Goodwill Industries (CEDS Committee)
Lisa Miller, Western Piedmont Community College (CEDS Committee)

WPCOG Staff Present:

Anthony Starr, Executive Director
Sherry Long, Assistant Executive Director/Community & Economic Development Director
Ashley Bolick, Director of Administrative Services and Human Resources
Andrea Biddix, Finance Director
Jason Toney, Communications Specialist
Stephanie Hanvey, Director of Regional Housing Authority
Amanda Wallace, Accounting Technician
Duncan Cavanaugh, Data Technician
Dee Blackwell, Former WPCOG Executive Director/Consultant (CEDS Committee)
Taylor Dellinger, Data Analyst
Lauren Livingston, Administrative Assistant
John Marshall, Director of Planning, Transportation & Environmental Programs

Call to Order/Welcome

A regular meeting of the WPCOG Policy Board was called to order at 6:45 pm by Chairman George

Holleman. Chairman Holleman thanked Catawba County for hosting the meeting. Chairman Randy Isenhower, welcomed the Policy Board to Catawba County and thanked WPCOG for their work of regional collaboration.

Minutes of Previous Meeting

Minutes of the previous meeting were considered. Mr. Bob Smyre made a motion to approve the minutes and Ms. Colleen Anderson offered a second. The motion passed unanimously.

Unfinished Business/Reports

There was no unfinished business.

New Business

Utility Allowance Decreases for the Section 8 Housing Program

Stephanie Hanvey, Director of Regional Housing Authority, reviewed the utility allowance schedule for the Section 8 Housing Program. The utility allowance schedule is used by each Regional Housing Authority (RHA) to determine each family's share of the utility cost as well as any 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 determined 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 revise the schedule if there has been a change of 10 percent or more in any utility rate since the last revision.

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 a Request for Proposals for a Utility Allowance Study. David Simms & Associates Consulting Engineers were awarded the bid and conducted the study. Staff received the 2017 review and need to request a decrease to most of the listed utility rates. If approved, staff would like to make these changes in the utility allowances effective October 1, 2017.

Mr. Johnny Berry made a motion that the Policy Board approve the 2017 Section 8 Utility Allowance Changes with an effective date of October 1, 2017 as proposed. Ms. Kitty Barnes offered a second. The motion passed unanimously.

Anti-Fraud Policy

Ms. Sherry Long, Assistant Executive Director/ Community and Economic Development Director presented a proposed Anti-Fraud Policy. In December 2010, the WPCOG entered into a contract with the North Carolina Housing Finance Agency to administer the Hardest Hit Fund (HHF) to assist

homeowners facing foreclosure due to the change in economic conditions. Since that time, staff has helped 843 homeowners with the program, providing \$16,000,000 in assistance. In a recent audit of the HHF, the U.S. Treasury recommended that all agencies contracting with the NCHFA agency adopt a new Anti-Fraud Policy to include additional contacts.

Staff request the Policy Board approve the proposed Anti-Fraud Policy.

Ms. Colleen Anderson made a motion that the Policy Board approve the proposed Anti-Fraud Policy and ask staff to submit the document to the North Carolina Housing Finance Agency. Ms. Helen Chestnut offered a second. The motion passes unanimously.

Workforce Development Board Appointment

Ms. Sherry Long presented this agenda item in the absence of Ms. Wendy Johnson, Workforce Development Director. Ms. Sherry Long requested an appointment to the Workforce Development Board in order to meet the Workforce Innovation and Opportunity Act (WIOA) requirements of an Employee Representative (Labor Org/Union) representation.

Staff requested that the Policy Board appoint Mr. Casey Kinard to the Workforce Development Board membership for a two-year term. Mr. Kinard is the President of the Morganton-Burke Fraternal Order of Policy and works for Burke County Public Safety.

Mr. Chip Black made a motion that the Board approve appoint Casey Kinard as a new Workforce Development Board member for a staggered two-year term, 2017-2018, as proposed. Ms. Kitty Barnes offered a second. The motion passed unanimously.

CEDS Report

Mr. Anthony Starr presented highlights of the Comprehensive Economic Development Strategy (CEDS). The document is an important tool used to encourage and equip the region's counties and communities with strategies to improve economic conditions and the quality of life for residents. The CEDS includes a summary background, the results of the strengths, weaknesses, opportunities and threats (SWOT), regional resiliency analysis, CEDS strategies by topic and CEDS performance measures.

Mr. Starr asked the CEDS Committee members in attendance to stand to be recognized.

Tommy Luckadoo, CEDS Committee Chair noted that the CEDS Report was purposely left vague enough as to allow each local government the opportunity to incorporate the recommendations into their own strategic implementation plans.

Mr. Starr said that he and other staff members would be in contact with member government boards and other stakeholder groups to schedule presentations to their boards in the next few months.

Ms. Colleen Anderson made a motion that the Policy Board approve and adopt the 2017 CEDS and resolution as presented. Mr. Robert Smyre offered a second. The motion passed unanimously.

Final FY 16 – 17 Budget Amendments

Ms. Andrea Biddix, WPCOG Finance Director, presented the proposed Final Amendment of the 2016-2017 budget. The Final Amendment of the 2016-2017 Budget reflects a total budget of \$16,562,849 and

an operating budget of \$6,105,258, which represents an increase of the total budget from the May 23rd, 2017 budget amendment of \$388,525.

The final revision aligns various expenses with projects that required adjustments since the last revision. This revision is done each year in preparation for the fiscal audit. Ms. Biddix noted that the proposed are not audited numbers at this point. An audit presentation is anticipated for the November Policy Board meeting.

The Final Amendment of the 2016-2017 Budget includes:

- General Government increased by \$31,737 due to contractual expenses of the STEM WEST project.
- Community Development increased by \$69,166 largely due to the contractual expenses of several Single Family Rehabilitation and Urgent Repair Programs.
- GIS & IT Services increased by \$13,587 due to the addition of GIS Projects contract.
- An increase of \$8,442 in Regional Public Housing to adjust for actual expenses.
- Area Agency on Aging Services increased by \$9,506 due largely to the increased funding from the Family Caregiver contract.
- Workforce Development decreased by \$53,394 to reflect actual expenses.
- Chargeable salaries, retirement, and group insurance decreased due to several employees leaving before the end of the fiscal year.
- Contingency and Reserve for Future Expense decreased and increased respectively, due to the carryover of funds to FY 17-18.
- Remaining changes to the expenditure lines reflect normal adjustments at year end.
- Special Revenue Funds were increased for Aging to reflect actual pass through funds.

Staff requests the Policy Board to review and approve the Final Amendment of the 2016-2017 Budget.

Mr. Chip Black made a motion that the Policy Board approve the Final Amendment of the 2016-2017 Budget as proposed. Mr. Larry Yoder offered a second. The motion passed unanimously.

FY 17 – 18 Budget Amendments

Ms. Andrea Biddix, WPCOG Finance Director, presented the proposed 2nd Amendment to the 2017 -2018 Budget. The attached 2nd Amendment of the 2017-2018 Budget reflects a total budget of \$14,980,783 and an operating budget of \$5,672,156.00 which represents an increase of the total budget from the July 25th, 2017 budget amendment of \$456,706

The 2nd Amendment of the 2017-2018 Budget includes:

- Area Agency on Aging increased by \$5,589 due to the addition of Aging Special Events program and small grant increases for several programs.
- Workforce Development increased \$9,962 due to an increase in expected expenses.
- All other changes to the expenditure lines reflect normal program needs.
- Special Revenue Funds increased by \$441,185 due to the increase of pass through funds in Adult, Dislocated Worker, and Youth programs.

Staff requests Policy Board to review and approve the Second Amendment of the 2017-2018 Budget.

Ms. Colleen Anderson made a motion that the Board approve the 2nd Amendment of the 2017-2018 Budget as proposed. Mr. Robert Smyre offered a second. The motion passed unanimously.

Nominating Committee Appointments

Chairman Hollaman discussed the roll and composition of the Nominating Committee. Each year at the September Policy Board meeting, four Policy Board members are asked to serve on the Nominating Committee. Under the WPCOG Charter, the Policy Board Chair appoints the Nominating Committee. The Nominating Committee is responsible for presenting a slate of officers, Executive Committee members and appointed (non-elected) board members for the following year during the November meeting. The Nominating Committee includes a representative from all four counties. Traditionally, two county officials and two municipal officials compose the four-member committee. The following board members have been appointed and have agreed to serve on this year's nominating committee.

Kitty Barnes – Catawba County Commissioner
Wayne Abele – Burke County Board of Commissioners Chairman
Larry Chapman – Town of Hudson Councilmember
George Holleman – Town of Taylorsville Mayor

WPCOG Past Board Chair, Kitty Barnes, will serve as the Nominating Committee Chair. Staff will assist with scheduling a committee meeting shortly after the November election.

Staff Updates

Mr. Anthony Starr noted that WPCOG was assisting the Town of Catawba in their search for a new manager and that the process was moving nicely.

WPCOG Area Agency on Aging was recently awarded additional funds to support adding a part-time ombudsman for the region.

Additionally Mr. Starr offered congratulations to Communication Specialist, Jason Toney and other staff of their recent NADO Award Recognition.

Other Business

Mr. Holleman reminded the board that the next scheduled meeting would be on Tuesday, November 28 and would be hosted by Caldwell County.

Adjournment

Mr. Larry Yoder made a motion that the meeting adjourn at 7:29 pm and the motion was seconded by Mr. Johnny Berry. The motion passed unanimously.