

**HIGH COUNTRY COUNCIL OF GOVERNMENTS  
EXECUTIVE BOARD MEETING  
MAY 20, 2019  
MINUTES**

The Executive Board of the High Country Council of Governments met May 20, 2019, 7:00pm, at the High Country Council of Governments Office in Boone. The following members were present at the meeting: Charles Vines, Brenda Lyerly, Robert L. Johnson, Gary D. Blevins, Todd McNeill, Dale Baldwin, Reneé Castiglione, Doug Matheson, Dennis Aldridge, Mark Evans, Chris Jones, Larry Turnbow, Paul Robinson Jr., Valerie Jaynes, and Johnny Riddle. The following staff and guests were present at the meeting: Alan Thompson, Julie Wiggins, Jeff Hedrick, Nicole Hiegl, Phil Trew, David Graham and Victoria Potter.

**CALL TO ORDER AND INVOCATION**

Chairman Riddle welcomed and thanked everyone for attending and called on Robert L. Johnson to lead the invocation. Chairman Riddle then led the Board in the Pledge of Allegiance.

**CONSIDERATION OF MINUTES**

Chris Jones made a motion to approve the Executive Board minutes for April 15, 2019. Charles Vines seconded the motion. Motion carried.

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**FINANCIAL MATTERS**

**Financial Highlights**

Chairman Riddle called on Interim Finance Officer, Julie Wiggins to give a report on the Financial Highlights as of April 30, 2019 (Attachment A). Ms. Wiggins explained that cash balance is similar to last year except revenues are behind as reflected in the lower fund balance amount. She also stated that we were well above the requirements for unassigned fund balance percentage. Chairman Riddle explained that the Advisory Committee gave their recommendation for approving the current Financial Highlights. Paul Robinson Jr. made a motion to approve the Financial Highlights. Larry Turnbow seconded the motion. Motion carried.

**2019 Budget Amendment**

Ms. Wiggins gave a high level overview of the 2019 Budget Amendment (Attachment A1) to provide adjustments for revenues stating that the funding in revenue has increased due to pass through, contractual services and program funding increases in all three departments. Charles Vines made a motion to approve the 2019 Budget Amendment. Robert Johnson seconded the motion. Motion carried.

**Draft FY 2020 Budget**

Ms. Wiggins presented the Draft FY 2020 Budget (Attachments A2 and A3) and gave a few highlights including the proposed budget for each department and items of interest equaling \$23,000 to be used for a new website/rebranding and board room renovations. Ms. Wiggins is also proposing a 2.5% Cost of Living increase for HCCOG staff. Ms. Wiggins and Chairman Riddle encouraged board members to review the Draft FY 2020 Budget Message and documents since the board will be adopting this budget at the June 2019 Executive Board meeting.

**FY 2018 AUDIT REPORT**

Alan Thompson of Thompson, Price, Scott, Adams & Co, P.A. presented the Audit Report FY 2018 (Attachment B) and explained that there were no significant findings other than a few small items. Mr. Thompson explained that the Audit was late because of GASB 75 which affects general liability and fund balance. The findings Mr. Thompson revealed were that bank accounts and payroll reports were not reconciled timely, and that there was an over expenditure from not making an appropriate budget amendment. Mr. Thompson also mentioned an upcoming change that will affect the HCCOG and towns/counties affective June 2020, Finance Officers must write up their own statements without help of the auditor.

**HIGH COUNTRY RPO UPDATES**

David Graham, HCCOG Transportation Planner presented the High Country RPO Draft 2020-2029 State Transportation Improvement program (STIP) Project Status (Attachment C). Mr. Graham explained that there are 13 projects included from the High Country region and seven of those thirteen are scheduled/funded with approval pending in September 2019. Mr. Graham also mentioned that he will be soliciting for the next round of STIP projects (2022-2031) in June 2019.

**REPORT FROM THE ADVISORY COMMITTEE AND THE EXECUTIVE DIRECTOR**

Ms. Wiggins announced that Julie Page will be joining the HCCOG as Finance Officer on June 3, 2019 and that Paul Ijames will continue to help with the transition. Ms. Wiggins also mentioned several upcoming events that are taking place here at the HCCOG (Attachment D). Ms. Wiggins commented on the May 2019 Recognition and thanked Victoria Potter for all of her hard work on this publication, she also directed everyone to page 6 to acknowledge Fred Sides service to the HCCOG. Ms. Wiggins also reported that the Advisory Committee Retreat went really well and was a successful day of roundtable discussion with several legislative guest speakers. We will also be moving forward with new policy changes and strategic plan edits soon.

**BOARD MEMBER COMMENTS**

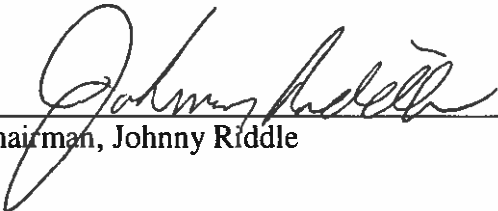
Doug Matheson noted that Town of Blowing Rock had hired their new Town Manager, Shane Fox. Gary Blevins mentioned an upcoming State COG Association Forum he will be attending and that he has thoroughly enjoyed being the Chair and seeing the great collaboration between all sixteen COGs' in NC. Mark Evans reiterated the enjoyable time at the Advisory Committee Retreat and encouraged folks to visit the Bare Dark Sky Observatory in Yancey county. Gary Blevins also commended Nicole Hiegl on her presentation and facilitation of the Wilkes County Home and Community Care Block Grant planning meeting. Phil Trew commented that many of the STIP projects are in CEDS.

**CHAIRMAN'S COMMENTS**

Chairman Riddle thanked everyone for attending the meeting.

**ADJOURNMENT**

As there were no other comments or business, Robert Johnson made a motion to adjourn. Mark Evans seconded the motion. Motion carried. Meeting adjourned at 7:56 pm.

  
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Chairman, Johnny Riddle

  
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Clerk to the Board, Victoria Potter

Date 10/17/19