

**HIGH COUNTRY COUNCIL OF GOVERNMENTS
EXECUTIVE BOARD MEETING
FEBRUARY 17, 2020
MINUTES**

The Executive Board of the High Country Council of Governments met February 17, 2020, 7:00pm, at the High Country Council of Governments Office in Boone. The following members were present at the meeting: Charles E. Vines, Robert L. Johnson, Brenda Lyerly, Gary D. Blevins, Todd McNeill, Andrew Soots, Kelly Melang, Doug Matheson, Theresa Coletta, Dennis Aldridge, Joel Whitley, Bill Osborne, Wes Brinegar, Rocky Buchanan, Sandra Simmons, Tom Hartman, Rennie Brantz, Larry Turnbow, Valerie Jaynes, and Johnny Riddle. The following staff and guests were present at the meeting: Julie Wiggins, Jeff Hedrick, Phil Trew, Stevie John, Keith Deveraux, Julie Page, 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.

AGENDA AMENDMENT

Chairman Riddle called for an amendment to the agenda. The amendment would remove Area Agency on Aging Updates (V.) and to add a Resolution to Delegate Leasing Authority to the Executive Director (X.). Rennie Brantz made a motion to amend the agenda. Robert L. Johnson seconded the motion. Motion carried.

CONSIDERATION OF MINUTES

Todd McNeill made a motion to approve the Executive Board minutes for December 16, 2019. Gary D. Blevins seconded the motion. Motion carried.

REPORT FROM THE NOMINATING COMMITTEE

Chairman Riddle announced that the nominating committee, comprised by Joel Whitley, Larry Fontaine, and Rennie Brantz, had a slate of officers to present to the full board. Chairman Riddle recognized and thanked them for their time and work serving on the committee. The committee recommended Valerie Jaynes as Chair, Todd McNeill as Vice Chair, Doug Matheson as Secretary, and Dennis Aldridge as Treasurer. With no other nominations from the floor, Gary D. Blevins made a motion to close nominations and approve the slate of officers as presented by Chairman Riddle. Charles E. Vines seconded the motion. Motion Carried.

FINANCIAL MATTERS

Financial Highlights

Chairman Riddle called on Finance Officer, Julie Page, to present the financial highlights as of January 31, 2019 (Attachment A). Mrs. Page gave updates on current balances and projects she is focusing on including updates to the payroll system in March and leveraging the budgeting tool in SmartFusion. Robert L. Johnson made a motion to approve the financial highlights. Rennie Brantz seconded the motion. Motion carried.

AREA AGENCY ON AGING UPDATES

Removed from agenda.

OMBUDSMAN ANNUAL REPORT

Stevie John, Regional Long Term Care Ombudsman, presented her Annual Report on program activities for Federal Fiscal Year 2019 (Attachment B). Ms. John highlighted key figures and numbers, and Board members commended her for the efforts and accomplishments. Chairman Riddle suggested that Ms. John remind the county commissioners about Community Advisory Committee (CAC) vacancies so that they could send her referrals.

WORKFORCE UPDATES

Keith Deveraux, Workforce Development Board (WDB) Director reviewed his top three workforce updates (Attachment C). Mr. Deveraux noted that unemployment rates are still low and that the Workforce team is on schedule with the Request for Proposals (RFP) process.

RECESS OF HCCOG EXECUTIVE BOARD AND CONVENING OF REGION D DEVELOPMENT CORPORATION MEMBERSHIP MEETING

Larry Turnbow made the motion to recess the HCCOG Executive Board session and convene the Region D Development Corporation session. (Attachment D) Robert L. Johnson seconded the motion. Motion carried.

[Please reference RDDC Minutes for February 17, 2020]

RESOLUTION TO DELEGATE LEASING AUTHORITY TO EXECUTIVE DIRECTOR

Julie Wiggins, Executive Director presented a resolution (Attachment E) to the board to delegate her with leasing authority for Suite B. Ms. Wiggins received a proposal from a local law firm. Chairman Riddle gave a brief overview of the proposal and stated that the Advisory Committee recommended that Ms. Wiggins be delegated with the leasing authority moving forward. Larry Turnbow made a motion to delegate leasing authority to Ms. Wiggins. Brenda Lyerly seconded the motion. Motion carried.

FY 2020-2021 BUDGET AND LOCAL DUES DISCUSSION

Julie Wiggins, Executive Director presented a slideshow (Attachment F) with some background information on local dues and how they interplay with the HCCOG budget. Ms. Wiggins stated that it has been 23 years since the last dues increase and that dues leverage HCCOG's federal grants by providing the grants required local matches. Ms. Wiggins proposed increasing the dues over three years, ultimately meeting the local match requirements at year three. Ms. Wiggins presented projection estimates for each county and municipality. Board members suggested Ms. Wiggins send them and their managers informational packets to present this budget season.

REPORT FROM THE ADVISORY COMMITTEE AND EXECUTIVE DIRECTOR

Julie Wiggins, Executive Director reminded the board about the HCCOG Legislative Luncheon on February 27th and noted that the deadline to RSVP is February 20th. Ms. Wiggins also mentioned that we are currently soliciting support for the 46th Annual Banquet. Ms. Wiggins notified the board of professional group photos and headshots for new officers that will be happening at the

March 16th meeting. Ms. Wiggins also noted that some seating arrangements will change with the new officers beginning next month. Ms. Wiggins recognized Gary D. Blevins for serving as Chairman of the NCARCOG Forum and noted that he will be wrapping up his term in December 2020. Mr. Blevins stated that it has been an honor to represent the High Country region.

BOARD MEMBER COMMENTS

Dennis Aldridge shared that the Avery County Vikings Wrestling Team were this year's state champions.

CHAIRMAN'S COMMENTS

Chairman Riddle welcomed Bill Osborne, Alleghany County Commissioner Chair to the board and thanked everyone for attending the meeting.

ADJOURNMENT

As there were no other comments or business, Robert L. Johnson made a motion to adjourn. Charles E. Vines seconded the motion. Motion carried. Meeting adjourned at 8:18 pm.

Chairwoman, Valerie Jaynes

Clerk to the Board, Victoria Potter

Date 04-20-2020