

**HIGH COUNTRY COUNCIL OF GOVERNMENTS  
EXECUTIVE BOARD MEETING  
NOVEMBER 16, 2020  
MINUTES**

The Executive Board of the High Country Council of Governments met November 16, 2020, 7:00pm, virtually via Zoom. The following members were present at the meeting: Charles E. Vines, Robert L. Johnson, Brenda Lyerly, Gary D. Blevins, Johnny Riddle, Todd McNeill, Doug Matheson, Dennis Aldridge, Bill Osborne, Rocky Buchanan, Tom Hartman, Larry Fontaine, Larry Turnbow, Paul Robinson Jr., and Valerie Jaynes. The following staff and guests were present at the meeting: Julie Wiggins, Jeff Hedrick, Nicole Hiegl, Amber Chapman, Sarah Price, Keith Deveraux, Phil Trew, Julie Page and Victoria Potter.

**CALL TO ORDER AND INVOCATION**

Chairwoman Jaynes welcomed everyone to the Zoom meeting. Chairwoman Jaynes called on Charles E. Vines to lead the invocation. Chairwoman Jaynes then led the Board in the Pledge of Allegiance.

**CONSIDERATION OF MINUTES**

Charles E. Vines made a motion to approve the October 19, 2020 Executive Board minutes. Robert L. Johnson seconded the motion. Motion carried.

**FINANCIAL MATTERS**

**Financial Highlights**

Finance Officer, Julie Page presented the Financial Highlights (Attachment A) as of October 31, 2020. Mrs. Page discussed the highlights, revenues, expenses, and the year-to-date comparison. Mrs. Page also mentioned that normally the audit is complete by now but because TPSA is behind, we should have it completed by end of December. The auditors will not be on-site. Larry Turnbow asked if TPSA does not meet the audit extension date if it would be on us or them, Mrs. Page feels confident TPSA will get it completed on time but if they do not, it's on them.

Robert L. Johnson made a motion to approve Financial Highlights as of September 21, 2020. Larry Turnbow seconded the motion. Motion carried.

**UPDATE ON THE FCSP**

Amber Chapman, Family Caregiver and Health Promotions Specialist gave an update on the how the FCSP (Family Caregiver Support Program) is performing since COVID-19. The FCSP has started a couple of new programs including: Caregiver Academy and Music Therapy Support Group. Mrs. Chapman also reviewed an infographic (Attachment B) showing FCSP by the numbers. Mrs. Chapman explained that the infographic is slightly outdated and that they now have 59 active clients. Sarah Price, Special Projects Coordinator discussed a new program she is working on, The Grandparents Raising Grandchildren Program (Attachment C). Mrs. Price shared her screen and reviewed survey results from a recent regional needs assessment. There were about 100 responses from the survey which provided a good variety of feedback. Mrs. Price reviewed responses, differences and needs in the region. Mrs. Price also mentioned that November is National Family Caregiver Month. Mrs. Price discussed some Family Caregiver statistics and the theme for 2020: Caregiving in Crisis.

**WORKFORCE UPDATES**

Keith Deveraux, Workforce Development Board (WDB) Director presented his report (Attachment D) on unemployment rates for each county in the region. Mr. Deveraux also reviewed unemployment rates for North Carolina and the United States. Mr. Deveraux noted that unemployment rates in our region are seeing a slight uptick as of September 2020. Mr. Deveraux also briefly reviewed the labor market overview and unemployment insurance claims. Mr. Deveraux discussed workforce by the numbers for the period of July 1, 2019 - June 30, 2020, which will be displayed in our next annual report coming soon. Mr. Deveraux explained that NCWorks Career Centers in the region are still providing services remotely, virtually and in-person, by appointment only to keep a safe and healthy environment.

**CEDS UPDATE**

Phil Trew, Planning and Development Director presented the CEDS Update (Attachment E) and explained that the EDA changed a few requirements this year. Historically this report is given in December and has been called the Annual Performance Report, but this report contains similar content as previous years. Mr. Trew reviewed the update and discussed highlights including COVID-19 impacts which are new for this year. Mr. Trew explained that HCCOG staff worked on four of the listed ARC applications recently. Mr. Trew also explained that CEDS covers major Economic Development in the region over the past year, and not necessarily efforts that have been led by HCCOG staff or that they have even had a hand in. This is not an exhaustive list of projects. Mr. Trew discussed the goals, action plan, and performance metrics. Mr. Trew explained that the five-year rewrite of HCCOG CEDS will begin in January 2021 and should be completed by June 2021. Charles E. Vines complimented Mr. Trew on his report and made a motion to approve the CEDS Update. Brenda Lyerly seconded the motion. Motion carried.

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

Julie Wiggins, Executive Director thanked all the members of the Charter Review Committee for their time and effort on reviewing the documents and coming up with a revised version of the charter. Ms. Wiggins explained that the full document had not been revised since it was originally adopted in 1974, but with the help of the committee we found some amendments made along the way and were able to update terminology and discrepancies in the document. In discussion with the Charter Review Committee and the Advisory Committee, Ms. Wiggins will send out the redlined version of the Charter for the Executive Board to review before the December meeting. In order to amend the Charter, two-thirds of the individual local governments must adopt a resolution to accept the proposed amendments. There were relatively minor changes to the bylaws, Ms. Wiggins will also send that out for review. To update the bylaws only a vote by the Executive Board is needed for approval. Ms. Wiggins also mentioned that the ReCOGNition was sent out via email and is on the HCCOG website. She thanked Victoria Potter for putting the publication together and thanked everyone for their submissions. Ms. Wiggins mentioned that we are in early discussions of a virtual legislative day, which would

be similar structure to our legislative luncheon this past February but virtually. This will be a great way to meet new representation in the legislature and keep the discussion going.

### **CHAIRWOMAN'S COMMENTS**

Chairwoman Jaynes recognized that Gary D. Blevins will be rolling off the board and thanked him for his 14 years of dedicated service to the HCCOG Executive Board. Mr. Blevins thanked everyone for the recognition and said that serving on the HCCOG board has been one of his favorite parts about being an elected official. Chairwoman Jaynes also recognized that Robert L. Johnson would be inducted into the HCCOG Hall of Fame wall for 15 years of service. Mr. Johnson thanked everyone and reiterated that HCCOG is the best board to serve on. Vice Chair, Todd McNeill recognized Chairwoman Valerie Jaynes for her 15 years of service and noted that she would be inducted into the HCCOG Hall of Fame wall as well. Chairwoman Jaynes thanked everyone and hopes to serve on the HCCOG board for many more years.

### **OTHER BUSINESS**

Phil Trew recognized that Gary D. Blevins has always been generally interested and invested in our organization and has served on many of our boards. Mr. Trew thanked Mr. Blevins for all his time and effort while serving.

### **ADJOURNMENT**

As there were no other comments or business, Gary D. Blevins made a motion to adjourn. Robert L. Johnson seconded the motion. Motion carried. Meeting adjourned at 7:59 pm.

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Chairwoman, Valerie Jaynes

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Clerk to the Board, Victoria Potter

Date 12-21-20