

**Land of Sky Regional Council
December 3, 2014
Regular Meeting**



Please mute all electronic devices, including cell phones, laptops, tablets, and recorders. Also, Council members are requested to state their names when making or seconding motions. Thank you!

AGENDA

- I. Call to Order**
- II. Invocation**
- III. Pledge of Allegiance**
- IV. Roll Call**
- V. Modification and Approval of Agenda**
- VI. Public Comment**
- VII. Recognition of Special Guests**
- VIII. Chairman's Comments and Roundtable**
- IX. Approval of Minutes from the October Regular Meeting**
- X. Consideration and Approval of Consent Agenda Items**
 - A. October FY2015 Treasurer's Report
 - B. CEDS Committee Update Request
- XI. Presentations/Recognition**
 - A. Wellness Program - Danna Stansbury
 - B. Introduction to Administrative Support Staff - Danna Stansbury
- XII. Old Business**
- XIII. New Business**
- XIV. Executive Director's Report**
 - A. Finance Director Search Update
 - B. Performance Audit Update
 - C. Holiday Closings
- XV. Important Dates**
- XVI. Adjournment**



COUNCIL AGENDA ITEM

- Subject:** October Council Meeting Minutes
- Item Number:** IX. Approval of Minutes from the October Regular Meeting
- Responsible Party:** Zia Rifkin, Administrative Services
- Attachment(s):** Minutes from the meeting of October 22, 2014
- Background:** Attached is the October 2014 Council meeting minutes.
- Staff Recommendation:** Recommend acceptance of the October meeting minutes.
- Suggested Motion(s):** Move to approve the October meeting minutes.

**Meeting of
Land of Sky Regional Council
October 22, 2014**

Minutes

- I. Call to Order – George Goosman called the meeting to order at 1pm.
- II. Invocation – Gene Knoefel gave the invocation.
- III. Pledge of Allegiance -
- IV. Roll Call - Mike Hawkins called the roll. The following members were present: Denise Braine, Mike Hawkins, Gwen Wisler, George Goosman, Jonathan Kanipe, Ryan Stone, Joe Moore, Anne Coletta, Bob Davy, Barbara Volk, Dona Mennella, Gene Knoefel, Charles Dickens, Kathe Harris, Brenda Mills, John Mitchell, Mark Burrows, and George Morosani. The following guests were present: April Riddle (Governor's Western Region Representative), Freddie Harrill (Senator Hagan's Western Region Staff). A quorum was announced.
- V. Modification and Approval of Agenda -
- VI. Public Comment -
- VII. Recognition of Special Guests - Mayor Goosmann recognized April Riddle and Freddie Harrill.
- VIII. Chairman's Comments and Roundtable- George Goosman - Biltmore Forest's Police Department is planning for Halloween night as there is a couple of streets which are closed due to the heavy traffic. Gwen Wisler - shared that Asheville will hold its first symposium on its public transportation system because a plan is being developed- public comment will be included. She shared also that Mayor Manheimer has requested that LOSRC members be asked if they would be interested in taking a tour of the River Arts District (RAD) in order to get a feel for what the plans are for the area. Bob Davy - Halloween carnival is this Saturday from 2:30 to 4:30pm; and November 18th will be a Veterans' luncheon at the Fletcher Town Hall. He also shared that if Council members wanted to see an event that provides something for everyone, then they should attend Rhythm & Brews in Hendersonville when the event begins its new season next summer. Gene Knoefel - Shared that Weaverville has a very good, annual event planned for Veterans' Day which is usually well-attended. He mentioned the UDO which has been in development for 18 months. Public comment/hearing recently held by the Town regarding the UDO has caused the proposed ordinance to be put on hold and the decision has been made to stay with the current ordinances for now. Dona Mennella - Laurel Park is continuing to work on its newest park, especially getting the walking trails put in and then perhaps a small pavilion constructed at a later date. Barbara Volk - the bears along Main Street in Hendersonville will be auctioned off on Saturday. Halloween festivities planned in Hendersonville will include a costume judging and a lot of kids trick or treating along Main Street. Improvements to the downtown continue with plans for a parklette (an area a couple of parking spaces in size and including benches, tables and chairs, etc. which is not meant to be a permanent fixture, but to add to the area) on 7th Avenue. Mike Hawkins - shared that Transylvania County's new County Manager (Jaime Laughter) is on-board and is doing a terrific job. He mentioned that Brevard College, which has grown a lot over the last few years; has plans for more student housing. Freddie Harrill - Shared that the Earl Scruggs Museum in Shelby is open and provides a good time for all. He encouraged everyone to visit the museum if they were in Shelby. He shared also that this will be the second year that Shelby has its *Seeds to Silverware* which is a very successful showcase of local food and restaurants. John Mitchell - shared that Henderson County has had a great couple of months - there was a great turnout at the Apple Festival. He also shared a couple of big

announcements: the county has entered into a partnership with the conservation organization, CMLC which led to the development of additional trails at Hickory Nut Gorge. Also, a fairly sizable announcement from a new corporation called Tri-Herstal which could bring about 150 jobs maybe more- the business is going into Mills River. He shared also about the collaborative development of a 90,000 square foot, joint medical/education facility-probably the first of its kind in the US-slated to open summer of 2016. Joe Moore - shared that Brevard will hold its Halloween festival beginning on Saturday which will include a haunted house, Mountain music, costume parade, etc. and then beginning at 6:00pm, in conjunction with Oskar Blue's, Oktoberfest will be held and everyone is invited. April Riddle - shared that Governor McCrory has been in the west and paying close attention to the region. Denise Braine - shared that the ribbon-cutting at the new GE Aviation plant was held last week and was attended by the Governor. She shared that Buncombe County's Planning and Development was involved in the construction administration of that design-build project. Mark Burrows - shared that there is new construction taking place in downtown Brevard to refurbish the old hotel on Main Street and the old Grover's building now has a new restaurant/ venue named Jamie's' currently, a vacant lot just south of the other developments will see new development too; he shared that the second thing is that assistance is being provided to Davidson River Village to build a new road to provide better access and development potential. Charles Dickens - shared that the Aging Advisory Council met last at the new Town Hall in Fletcher. The next meeting will be held in Black Mountain in January. Jonathan Kanipe - shared that Skyland Fire Department is contracted to provide services to Biltmore Forest and the fire department just held a grand opening and dedication of their new facility on Valley Springs Road last Thursday night.

- IX. Approval of Minutes from the September Regular Meeting – September Council meeting minutes were made available at the meeting. Bob Davy made a motion to approve the minutes as submitted and Gene Knoefel seconded the motion. The motion was carried unanimously and without further discussion.
- X. Consideration and Approval of Consent Agenda Items – Including Items - A. September FY2015 Treasurer's Report; B. FY2015 Budget Amendment #1; and C. State Appropriations for Senior Center General Purpose Funding. Mark Burrows made a motion to accept the Consent Agenda items. Charles Dickens seconded the motion which was approved without further discussion.
- XI. Presentations/Recognition -
- A. Family Caregiver Month Proclamation – Carol McLimans, LOSRC's Family Caregiver Specialist shared with Council that November is National Family Caregiver Month which encourages every resident within Council's four-county region to recognize and support family caregivers for the valuable contributions they make. Caregivers include anyone who helps an elderly, disabled or frail person and two out of every five adults (39% of adults) are caring for someone. About half of those caregivers are providing complex care. Eighty-percent of long-term care provided in this country is provided by family caregivers. Ms. McLimans shared that through its Family Caregiver Support Program; LOSRC provides different services to support family caregivers. She encouraged everyone to thank the family caregivers that they may know and she shared that family caregivers may always be referred to the programs at LOSRC. Ms. McLimans requested that Council proclaim November as Family Caregiver Month in the LOSRC region. She also shared that Caregiver Appreciation Day will be held on November 14, 2014 and that the Regional Advisory Committee will be meeting at CarePartners' new facility located at 280 Overlook Road in Asheville. Mr. Goosmann signed the proclamation and Ms. McLimans' presented a short video about family caregivers- "Friends in Action"- which can be found on YouTube.
- B. Introduction of Aging Department – LeeAnne Tucker, Director of Volunteer and Aging Services provided a brief overview of the Aging Department and Aging/Volunteer Staff introduced themselves to Council by sharing their names and a brief description of their job duties. Mr. Goosmann shared that it is good for Council to hear about the programs and the staff that operate those programs available through LOSRC.
- C. Years of Service Program – Justin Hembree conducted the Years of Service Program. He shared that LOSRC through the support of its member governments provides many benefits to the region. He

encouraged Council and guests to take a look at the Aging display which uses the new branding/logos/colors for the organization and which provides relevant information on what services provided by Aging programs do for the region. Mr. Hembree called each staff being recognized for their years of service to LOSRC and he provided a brief description of their job duties at the agency. Mr. Hembree thanked Council for allowing this time during the meeting to recognize staff.

- D. Special Recognitions: Charles Dickens & Peggy Barnes – Ms. Tucker recognized Charles Dickens for his service to the Senior Tar Heel Legislature by sharing that earlier this month, Mr. Dickens attended his last meeting as the Buncombe County Delegate to the North Carolina Senior Tar Heel Legislature. He has served in this position for 10 years, beginning in 2005. Following election by the Delegates, Charles served as Speaker from October 2007 to October 2009. In 2008 he led a successful statewide campaign to secure the first state appropriation for Project C.A.R.E. (Caregiver Alternatives to Running on Empty), an innovative and widely acclaimed program to help family caregivers who are caring at home for family members with Alzheimer's Disease or related dementia. At the invitation of Governor Bev Perdue, the Senior Tar Heel Legislature celebrated its 15th anniversary at the Governor's Mansion in March 2009. During his term as Speaker, the annual canned goods food drive was originated and the Fact Sheet used to disseminate the Legislative Priorities was reformatted to make it a more effective tool. Charles served as Chair of the Rules and Bylaws Committee from 2011 to 2013 and prepared the *Reference and Operations Manual*, a comprehensive guide for Officers, Delegates, Alternates, and Area Agencies on Aging.

For his work as Speaker and other contributions to the North Carolina Senior Tar Heel Legislature, Mr. Dickens has received a several awards and certificates of appreciation including the following:

- The Margaret Hart Hardee Excellence in Aging Award by the North Carolina Association of Area Agencies on Aging
- Certificate of Recognition and Honor by the Buncombe County Commissioners, Certificate of Appreciation by Governor Bev Perdue
- The Kathleen Goodwin Cole Award
- The Ernest B. Messer Senior Citizen of the Year by the North Carolina Senior Citizens Association
- North Carolina Legacy Award by the AARP
- Champion of Aging for North Carolina by the Southeastern Association of Areas on Aging, 2011
- Certificate of Appreciation by the North Carolina Senior Tar Heel Legislature
- Honorary Speaker's Gavel by the North Carolina Senior Tar Heel Legislature

In a March 26, 2014 message to Mr. Dickens, Dennis Streets, then Director of the North Carolina Division of Aging and Adult Services, stated, "You have established the standard for effective advocacy." Indeed he has.

Ms. Tucker next recognized those present at today's meeting to recognize Mr. Dickens:

1. Transylvania County Senior Tar Heel Legislature Delegate, Delores Stroup
2. Governor's Western Regional Director, April Riddle, presented Mr. Dickens with the Order of the Long Leaf Pine, the State's highest civilian honor.

Mr. Goosmann then presented Mr. Dickens with a certificate of appreciation commemorating his service to the aging population as a representative to the Senior Tar Heels Legislature.

Mr. Goosmann recognized Ms. Barnes for her 13 years of service to the Council, staff and region and reminded Council that she will be retiring at the end of October. Ms. Barnes stated her appreciation for the recognition and shared that through her position she has been able to give a lot back to the region.

XIII. New Business -

- A. TD Bank Business Money Market Account – Ms. Barnes shared with Council that TD Bank has been LOSRC's local banking facility since October of 2013 and provides an opportunity to use a Money Market Account with limited access for the purpose of greater interest earnings while maintaining a balance in the Operating Account that minimizes fees. She recommended that Council adopt a Resolution to authorize the LOSRC Finance Officer to open a TD Bank Business Money Market Account. Kathe Harris made a motion to adopt the Resolution authorizing the Finance Officer to establish a TD Bank Business Money Market Account. Bob Davy seconded the motion which was approved unanimously and with no further discussion.
- B. Authorization for Interim Finance Director & Banking Signatories – Ms. Barnes shared that due to her upcoming retirement on October 31st, and with the selection and hiring for the new Finance Director in process, Arlene Wilson has agreed to serve as the Interim Finance Director. Ms. Barnes shared that Ms. Wilson had previously served as Finance Director from 1981 through 2001 and she returned to work at LOSRC as an Accounting Specialist in the fall of 2011 during which time she has maintained her CPA certificate including all required continuing education throughout this time. In short, Ms. Wilson is up to speed with the current needs of the organization.

Also, in order to maintain the Council's bank accounts and manage cash flow, the signatories on the Council's accounts: TD Bank, Operating, Payroll, Claims Processing and Money Market and NCCMT, both Term and Cash Portfolio, will all need to be changed. Signatories for the accounts, effective November 1, 2014 should be: Warne Brigman, Treasurer; Justin Hembree, Executive Director; Danna Stansbury, Deputy Executive Director; and, Arlene Wilson, Interim Finance Director. Ms. Barnes requested that Council approve a Resolution to authorize Ms. Wilson to fulfill the duties of an Interim Finance Director and to change the banking signatories. George Morosani made a motion to adopt the Resolution making Ms. Wilson the interim Finance Director and to change the Banking Signatories. Gene Knoefel seconded the motion which was approved with no further discussion.

Mr. Hembree shared that Ms. Barnes' dedication and willingness to assure a smooth transition for the Finance Director position has been much appreciated.

XIV. Executive Director's Report -

- A. Performance Audit – Mr. Hembree directed Council's attention to the monthly update of the Performance Audit Matrix and he shared that to date, all recommendations (Items: #2.1-#2.9) are on schedule for completion or have been completed under the Organization & Management section of the matrix. Additional items under other sections of the matrix, including Financial Management, Human Resources Management, and Information Technology are on schedule or have been completed as well. Updates will continue to be provided to Council as all other recommendations are in-process.
- B. LEAD WNC Conference – Mr. Hembree shared that he will forward the information on the conference to Council.
- C. Managers' Breakfast – Mr. Hembree shared with Council that the second bi-monthly Managers' Breakfast would be held in Fletcher at the new Town Hall. He encouraged all who were interested to attend the breakfast meeting.

XV. Important Dates -

- A. Annual Workforce Development Recognition Luncheon – Mr. Hembree requested that Phil Monk, Director of Workforce Development provide Council with information on the upcoming recognition luncheon. Mr. Monk shared that the luncheon recognizes outstanding participants and employers who have participated in the workforce development programs operated through LOSRC throughout the four-county region who have utilized the services of the programs to meet career and employment goals or meet workforce needs. Many of the individuals recognized entered the workforce programs as out-of-school youth and

un- and under employed adults. He shared that the luncheon program is very inspiring and the Workforce Development staff would love to have everyone attend.

- XVI. Adjournment - Mayor Goosmann announced the date of the December Council meeting which will be held on December 3rd at 1:00pm with lunch preceding the meeting; and, with no further business before Council the meeting was adjourned.



COUNCIL AGENDA ITEM

- Subject:** October 2014 Treasurer's Report
- Item Number:** X. Consent Agenda, Item A
- Responsible Party:** Arlene Wilson, Interim Finance Director
- Attachment(s):** October 2014 Report (Spreadsheet)
- Background:** Attached is the October 2014 Treasurer's Report. The report outlines year-to-date revenues and expenditures. Also included is cash balance information, fund balance reporting, and member dues information.
- Staff Recommendation:** Recommend acceptance of October 2014 Treasurer's Report.
- Suggested Motion(s):** The Treasurer's Report, if not pulled, will be accepted as part of the motion to approve the Consent Agenda.

Treasurer's Report, October 2014

YTD Report of Receipts & Expenditures	Amount	% of Budget
Total Annual Budget	12,116,221	
Year-to-Date Revenues	2,826,234.04	23.33%
Year-to-Date Expenditures	<u>(2,666,410.11)</u>	22.01%
Grant/Contract Cash Balance	<u>159,823.93</u>	
Year-to-Date Target Percent		25.00%

Cash Balance Report

Total Cash Balance at 10/01/14	1,016,180.17
Cash Received during October	899,806.09
Cash Expenditures for October	<u>(1,012,134.73)</u>
Total Cash Balance at 10/31/14	<u>903,851.53</u>

Fund Balance Report unaudited @ 6/30/14

Unassigned	164,200.95
Stabilization by State Statute	<u>617,348.00</u>
Total Fund Balance	<u>781,548.95</u>

Assessments (Dues) Report

YTD Billed to Member Governments, 2nd quarter	109,145.00
Collected to Date	<u>(109,145.00)</u>
Balance Due	<u>0.00</u>



COUNCIL AGENDA ITEM

- Subject:** CEDS Strategy Committee
- Item Number:** X. Consent Agenda, Item B.
- Responsible Party:** Erica Anderson
- Attachment(s):** 2009 CEDS Strategy Committee table below
- Background:** The CEDS is a three-year Comprehensive Economic Development Strategy that enables our region to identify priority areas for economic and community development initiatives. The CEDS is used by local governments, economic development entities, and partners to leverage strategic investments for our economy and communities.
- The Strategy Committee should be nominated and approved by the LOSRC Board prior to every three-year update to reflect Board composition and our communities. The Strategy Committee will assist Staff to guide the process and fully participate in the update. The CEDS will be updated again beginning in 2015.
- Staff Recommendation:** Approval
- Suggested Motion(s):** Approval of the newly nominated CEDS Strategy Committee

LOSRC CEDS STRATEGY COMMITTEE: 2009-2011*

	Regional Interest(s)	Board Role	County
George Morosani	Private Sector, Economic & Commercial Development	Economic Development	Buncombe
Robin Cape	Small Business & Local Government	Secondary Delegate	Buncombe
Larry Blair	Economic Development	Economic Development	Henderson
Jerry Plemmons	Economic Development, Retirees	Economic Development	Madison
Mark Burrows	Economic Development	Economic Development	Transylvania
Rodney Locks	Minority Business/Economic	Executive Committee	Transylvania
Jack Roberts	Minority Business/Economic	Aging Advisory Council	Madison
Jan Bowman	Post Secondary Education	At-large	Buncombe
Eddie Fox	Local Government	Executive Committee	Madison
Jason Chappell	Local Government	Executive Committee	Transylvania

**Update Committee in December 2014 to reflect new Board members, prior to 2015 CEDS.*