

Land of Sky Regional Council
September 17th, 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!

**REVISED
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 August Regular Meeting
- X. Consideration and Approval of Consent Agenda Items:
 - A. August FY2015 Treasurer's Report
 - B. Community Resource Connections/Local Contract Agency Service Provider Contracts
- XI. Presentations/Recognition
 - A. Project Updates - Craft Beverage & Advanced Ceramics Projects
- XII. Old Business
 - A. Performance Audit Recommendations Implementation
- XIII. New Business
 - A. US DOE Grant Application - Alternative Fueled Vehicles Pilot Demonstration
- XIV. Executive Director's Report
- XV. Important Dates
- XVI. Adjournment



COUNCIL AGENDA ITEM

Subject: August Council Meeting Minutes

Item Number: IX. Approval of Minutes from the August Regular Meeting

Responsible Party: Zia Rifkin, Administrative Services

Attachment(s): Minutes from meeting of August 20, 2014

Background: Attached is the August 2014 Council meeting minutes.

Staff Recommendation: Recommend acceptance of the August meeting minutes.

Suggested Motion(s): "Move to approve the August meeting minutes."

**Meeting of
Land of Sky Regional Council
August 20, 2014**

Minutes

- I. Call to Order - George Goosman called the meeting to order at 1:00pm.
- II. Invocation - Brenda Mills gave the invocation.
- III. Pledge of Allegiance -
- IV. Roll Call - Mike Hawkins called the roll and the following members were present: Denise Braine, Glen Engram, Wayne Brigman, Mike Hawkins, Gwen Wisler, George Goosman, Ryan Stone, Charlie Landreth, Anne Coletta, Mark Biberdorf, Barbara Volk, Dona Mennella, Darhyl Boone, Gene Knoefel, Debbie Giezentanner, Charles Dickens, Kathe Harris, Simone Bouyer, Brenda Mills, and George Morosani. Also present were: Robin Ramsey (Senator Burr's Western Region Representative), April Riddle (Governor McCrory's Western Region Representative) Dr. Linda Recio (Evergreen Solutions), and Jonathan Kanipe (Town Administrator/Biltmore Forest). A quorum was announced.
- V. Modification and Approval of Agenda -
- VI. Public Comment -
- VII. Recognition of Special Guests - Ms. Robin Ramsey (Senator Burr's Representative) and Ms. April Riddle (Governor McCrory's Representative) were recognized by Mr. Goosmann.
- VIII. Chairman's Comments and Roundtable - George Goosmann recognized Jonathan Kanipe as the new Town Administrator and who will be the Council alternate for Biltmore Forest. He also shared that the retirement party for Nelson Smith will be next Tuesday afternoon at the Town Hall beginning at 5:30pm to honor Mr. Smith's 26 years of service to the community; Charlie Landreth shared that the annual Mountain Song Festival held every September at the Brevard Music Center is already sold out this year. It's a very popular event and is a fundraiser for the Boys & Girls Club; Dona Mennella shared that Laurel Park's Police Department is taking a very proactive stance with the presentation of two events- a Police 101 held in July and the upcoming Health, Wellness & Safety Talk- all were invited; Glen Engram shared that in Henderson County, the Commissioners are engaged in a discussion of how the State's new budget will impact the county's budget with regards to pay increases for teachers. The county is also focusing on planning for capital projects. He shared as well that this coming Monday will be the long awaited ribbon-cutting for the new Green River Park; Mike Hawkins shared that Transylvania County has a new County Manager who will begin duties October 1st- Jaime Laughter, currently town manager for Mills River. Mark Biberdorf shared that the ribbon-cutting was held in July for the new Town Hall and City Council recently worked on a policy for renting space in the new facility which includes a large Community Room and a Multi-Purpose Room which will be available for public use, including evenings and weekends. He shared also that residential development is starting to come back to this area and Council has granted conditional zoning approval for a large apartment complex to be built at Blake Road and Hendersonville Road which will help to fill the need for multi-family housing in the area; Barbara Volk announced that the ribbon-cutting was recently held for Fire Station #2 which also has a Community Room available for public use, tomorrow night is Rhythm & Brews in downtown Hendersonville where a representative from the Main Street Program will be attendance as Hendersonville has received an award as one of the best main streets in North Carolina. Ms. Volk continued that the annual Apple Festival begins Friday, August 29th and runs through Labor Day with a parade in the afternoon along with crafts and other local fare. She shared that it looks like a-pretty good apple crop this year; Charles Dickens shared that Transylvania County hosted the Council on Aging's Advisory Council meeting in July at the Library in Brevard where a very interesting report on the Adult Daycare

Program was provided. He also shared that the Council is looking forward to its October meeting which will be held in the new Fletcher Town Hall; Wayne Brigam shared that Madison County was proud to have the Girls 16 & Under National Championship Softball Team- an honor that was won when the team beat Lodi, California twice to take the championship. He shared as well that the Blackberry Festival is coming up on Saturday at Ebbs Chapel Community Center. The event will feature apple-butter making demonstrations along with all kinds of jams and jellies which are made onsite; Gene Knoefel shared that Weaverville is struggling to get its Unified Development Ordinance (UDO) to the point where Council can consider it for passage. He shared that Council just voted to place a 60-day moratorium on commercial construction to assist in getting the UOD finished.

- IX. Approval of Minutes from the August Regular Meeting - August Council meeting minutes were made available at the meeting. Kathe Harris 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 Item - A. June FY2014 and July FY 2015 Treasurer's Report. Charles Dickens made a motion to accept the Consent Agenda item. Brenda Mills seconded the motion which was approved without further discussion.
- XI. Presentations/Recognition
- A. NC Foreclosure Prevention Fund – Steve Evans, Communications Outreach Specialist with the NC Housing Finance Agency shared with Council that foreclosure prevention funds help to save fragile housing stock in communities. He shared that by the time the program ends, it is estimated that nearly 24,000 homeowners will be assisted to stay in their homes as a result of the program. The ultimate goal of the program is to use federal funds provided by the US Treasury to help stabilize very fragile economies in rural and low-population communities by preventing foreclosure in order to help local economies. Nineteen hardest hit states were identified using one of two criteria- 1) a severe depreciation in home values as a result of the 2008 economic downturn; or, 2) a severe level of unemployment during the same period. North Carolina qualified for the Foreclosure Prevention Funds under the latter criteria. The funds were awarded as part of the original American Recovery and Reinvestment Act of 2009 in order to assist states' in stabilizing their economies. The funds are used for two different programs: the Mortgage Payment Protection Program helps people who have suffered a loss of income through no fault of their own. The program pays all mortgage-related expenses including property taxes and homeowner association dues. The second program is the Mortgage Refinance Program which assists people to stay in their homes by providing relief from primary and second mortgages on homes which were financed before the economic downturn. The program requires the homeowner to have a plan in place to continue payment of the refinanced mortgage after leaving the program. These programs have been used to provide mortgage relief to veterans released from the military and in need of re-training during their transition back to the civilian workforce. More information on the NC Foreclosure Prevention Funds can be found at:
http://www.ncforeclosureprevention.gov/am_i_eligible.aspx?gclid=CPK2m4el0MACFcZQ7AodUFQAWw.
- B. 9/11 Day of Service Project - Patti Cameron, RSVP Volunteer Coordinator, shared with Council that Land of Sky's 9/11 Day of Service project will be a military care package drive designed to assist military personnel from North Carolina. She urged Council members to get involved.
- C. Performance Audit Findings, Recommendations, and Commendations - Dr. Linda Recio, Leadership President with Evergreen Solutions shared with Council the results of the performance audit that was conducted beginning in February of this year with onsite work completed in March. Dr. Recio shared that the audit was a diagnostic review of Land of Sky and included interviews with key stakeholders including county and city managers, department supervisors and staff and a review of documents, policies and procedures.

Discussion occurred regarding the services provided by Evergreen Solutions and how Land of Sky compares to other similar sized public agencies. It was shared that the performance audit provides a snapshot of the agency in time and that some things have changed since the audit was performed including the reduction in several staffing positions.

Regarding the expectation of accountability around the recommendations contained in the performance audit, Justin Hembree shared that once the full report is provided to Council the next steps will include meetings with the Executive Committee and the Leadership Team to develop a two-track implementation process for the recommendations including target completion dates. Activities to be undertaken include the revision of staff job descriptions including the description of job duties for the executive director. Other planned activities include the development of a comprehensive policy manual for the agency. Work will begin at the Executive Committee level and Council will be informed as the activities planned unfold. It was shared that Evergreen provided a very detailed report which contained examples of the recommendations which were made.

The full report is about 100 pages long and can be found at:

http://www.landofsky.org/pdf/Admin/LOS_Performance_Audit_2014.pdf.

XII. Old Business -

XIII. New Business -

XIV. Executive Director's Report -

A. NADO 2014 Innovation Awards - Mr. Hembree shared with Council that Land of Sky has been awarded four (4) national awards. Projects receiving awards from NADO included GroWNC- both from the standpoint of the regional development plan and for the ability of that plan to be implemented at the grassroots level; the Martin Luther King Day of Sharing service event; and, Land of Sky's Re-Branding initiative. He shared that Land of Sky was one of very few regional councils' nationwide to receive three innovation awards.

Mr. Hembree shared with Council that Land of Sky also was a winner in NADO's 2014 Photo Contest under the tagline "*Investing in Our Regional Economy*". The winning picture was taken by Carrie Turner, GroWNC's lead planner and depicted the tokens provided by the Asheville City Market in exchange for credit/debit, EBT and other benefits cards used by shoppers.

B. Legislative Update - Mr. Hembree directed Council's attention to the legislative budgetary updates provided at today's meeting. He shared that there were a couple of things that the regional councils were keeping an eye on including that there is a relatively small amount of de-obligated CDBG funds available for use to train communities about the CDBG programs which the Department of Commerce plans to use to hire additional planners who can provide this information to the communities in North Carolina. Mr. Hembree shared that talks with the Department of Commerce are continuing as the COG's have been providing their communities with this information for years and it makes sense for these agencies to continue to do so.

Secondly, Mr. Hembree mentioned the Op-Ed piece that Mr. Dickens' co-authored regarding the \$1 million dollars in funding cuts to the Home and Community Care Block Grant (HCCBG) programs which were a part of the State Budget signed by Governor McCrory on August 7th. As Mr. Dickens shared in the Op-Ed piece, these funding cuts could mean fewer meals to hungry seniors, reduced personal care assistance to seniors struggling to remain at home, reduced respite care for family members under stress and, reduced access to grocery shopping and medical assistance for those who can no longer drive, etc. Mr. Hembree shared that LeeAnne Tucker, Director of the Area Agency on Aging (AAA) is monitoring this situation. He also suggested that Council members ask their county managers' about these funds as those staff are familiar with HCCBG funds. Land of Sky's AAA staff can answer questions as well.

XV. Important Dates – Mr. Goosmann reminded Council that the next meeting will be Wednesday, September 17th with lunch provided prior to the 1:00pm meeting.

XVI. Adjournment – With no further business before Council, George Morosani made a motion to adjourn. Gene Knoefel seconded the motion and the meeting stood adjourned.



COUNCIL AGENDA ITEM

- Subject:** August 2014 Treasurer's Report
- Item Number:** X. Consent Agenda, Item A
- Responsible Party:** Peggy Barnes, Finance Director
- Attachment(s):** August 2014 Report (Spreadsheet)
- Background:** Attached is the August 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 August 2014 Treasurer's Report.
- Suggested Motion(s):** The Treasurer's Reports, if not pulled, will be accepted as part of the motion to approve the Consent Agenda.

Treasurer's Report, August 2014

YTD Report of Receipts & Expenditures	Amount	% of Budget
Total Annual Budget	11,469,768	
Year-to-Date Revenues	1,209,282.32	10.54%
Year-to-Date Expenditures	<u>(925,402.01)</u>	8.07%
Grant/Contract Cash Balance	<u><u>283,880.31</u></u>	
Year-to-Date Target Percent		16.67%

Cash Balance Report

Total Cash Balance at 8/01/14	1,193,607.63
Cash Received during August	618,289.50
Cash Expenditures for August	<u>(721,038.56)</u>
Total Cash Balance at 8/31/14	<u><u>1,090,858.57</u></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><u>781,548.95</u></u>

Assessments (Dues) Report

YTD Billed to Member Governments, 1st quarter	54,572.50
Collected to Date	<u>(54,572.50)</u>
Balance Due	<u><u>0.00</u></u>



COUNCIL AGENDA ITEM

- Subject:** Community Resource Connections/Local Contact Agency (CRC/LCA) to Contract with Service Providers for FY 2014-2015
- Item Number:** X. Consent Agenda, Item B.
- Responsible Party:** Linda Kendall-Fields, Aging and Disabilities Program Specialist
- Attachment(s):** Land of Sky CRC/LCA Service Providers Chart
- Background:** Land of Sky Regional Council CRC/LCA contracts with agencies to provide community options counseling to older adults and individuals with disabilities living in the community and in skilled nursing facilities in all Region B counties. Land of Sky Regional Council CRC/LCA has contracted with service providers for this purpose since 2008.
- Contracted providers submit monthly reports and participate in ongoing regional meetings to demonstrate that they are meeting contractual requirements.
- The total amount of funds that will be committed via these contracts will be \$46,930. Land of Sky Regional Council receives federal funding for CRC/LCA services through an agreement between the NC Division of Aging and Adult Services and the Money Follows the Person Demonstration Project within the NC Division of Medical Assistance.
- Approval requested to enter into contracts for services to begin July 1, 2014 and to amend those contracts if necessary to meet changes in federal or state requirements and to ensure that this funding is used to provide CRC/LCA services.
- Staff Recommendation:** Recommend acceptance of the CRC/LCA to contract with Services Providers for FY2014-2015
- Suggested Motion(s):** The CRC/LCA, if not pulled, will be accepted as part of the motion to approve the Consent Agenda.

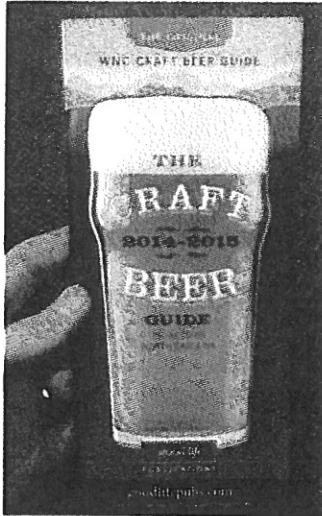
Land of Sky CRC/LCA Service Provider Chart

Subcontractor	Contract Amount	Services provided	County/Counties served
Council on Aging of Buncombe County	\$28,262.00	Options Counseling; Nursing Home Outreach	Buncombe and Madison
Council on Aging for Henderson County	\$ 9,400.00	Options Counseling; Nursing Home Outreach	Henderson
Transylvania County Western Carolina Community Action Agency	\$ 4,328.00	Options Counseling; Nursing Home Outreach	Transylvania
United Way, 2-1-1	\$ 4,940.00	CRC Information and Referral and Follow-up to agencies	Buncombe, Henderson, Madison, Transylvania Counties
Total Reimbursement	\$46,930.00		



COUNCIL AGENDA ITEM

- Subject:** Project Updates – Craft Beverage Value Chain & Advanced Ceramics Project
- Item Number:** XI. Presentations/Recognition, Item A.
- Responsible Party:** Justin Hembree
- Attachment(s):**
1) Craft Beverage in Wester North Carolina
2) WNC Advanced Ceramics Consortium & Roadmap
- Background:** Staff will provide a brief update on these two projects.
- Staff Recommendation:** No action recommended at this time.
- Suggested Motion(s):** N/A



WNC Craft Beverage Climate

Attracted by its unique climate and mountain setting, clean water, east coast location, and excellent quality of life, WNC is home to a burgeoning craft beverage industry. From Kombucha drink to hard cider, over **45 craft beverage industries call Western North Carolina home**. These range in size from small storefront breweries to major label brands such as Oskar Blues, Sierra Nevada, and New Belgium. In the past couple years, these larger craft beer companies have chosen the WNC region for their east coast manufacturing and distribution facilities.

Sierra Nevada is #2, New Belgium is #3 and Oskar Blues is #24 out of all the U.S. craft brewing companies, based on 2013 beer sales (Brewers Association, brewersassociation.org). Currently over 600 residents work in this rapidly growing sector daily and this does not count the jobs that will be provided when Sierra Nevada and New Belgium open – Sierra Nevada plans to hire about 120 more employees and New Belgium plans to hire about 150 people.

Beyond the Breweries

Craft beverages in our region encompass many varieties, including craft beer, wine, cider, distilled spirits, sake and kombucha. While craft brewing of beer is concentrated in the urbanized part of the region, there are strong value chain ties to the rural areas. Apple orchards, vineyards and agricultural crops provide a strong base for the cider industry, whiskey distilleries and vineyards. Southwestern Commission and Land of Sky have been collaborating to grow prosperity in the region by expanding the craft beverage value chain. Connections between beverage companies, producers, and byproducts will provide opportunities for export growth and advanced manufacturing, which will contribute to the economic resiliency of the region. This project will look at creating a system that maps the connections and looks for efficiencies and synergies.

Why the focus on Craft Beverage?

As producers look to WNC to expand or locate manufacturing facilities, a number of infrastructure needs have been identified which are currently limiting the industry. A comprehensive understanding of what the infrastructure challenges are and how they may be addressed is critical for the industry to thrive.

For example, the New Belgium manufacturing facility, located on a former Brownfield in the Asheville River Arts District brought to light the need for improved infrastructure to accommodate their manufacturing and distribution businesses. Construction of the manufacturing facility required intersection and sidewalk improvements as well as other nearby road improvements. The future New Belgium distribution center in Candler, NC will increase freight traffic on I-40 and the surrounding roads.

As another example, Sierra Nevada will open their manufacturing and distribution facilities in August 2014. They are located next to the Asheville Regional Airport, close to I-26 and NC 280.

Freight traffic is anticipated to increase in this area. In addition, several smaller craft beverage companies are expanding and increasing distribution, which could further impact truck traffic within the region.

Regional community colleges are also working closely with employers and the Workforce Development Boards to understand and meet the training needs for the technical and business skills. In addition to traditional job training skills, employers have identified the need for “soft” skills such as personal communications, having a stronger work ethic, and appropriate behavior.

A value chain analysis will help estimate impacts, identify the long term infrastructure needs, and how existing regional assets may be leveraged to fulfill future needs. Educators and the Workforce Development Boards will use this analysis to refine or develop programs that will train workers on both the hard and soft skills that employers in this industry need. These examples demonstrate that understanding the current and long term needs are critical to helping the region anticipate and plan for this critical industry.

AB Tech’s Craft Beverage Institute of the Southeast



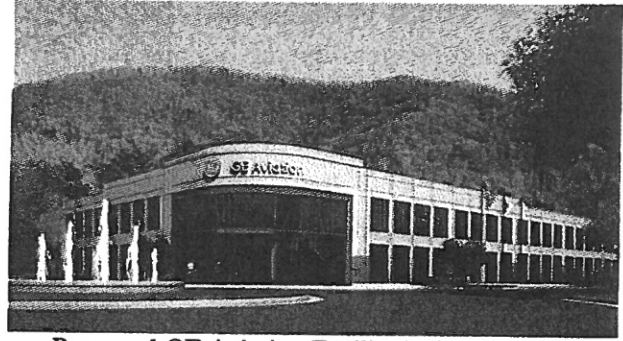
Outcomes

1. **Data Analysis** – analyze the various components of the craft beverage industry. Based on conversations with industry leaders and available data, key components have been identified where further investigation is required.
2. **Industry Consortium** – Key leaders and stakeholders representing the main sectors of the value chain will be engaged to identify specific challenges and opportunities that can be leveraged across the region to create jobs which will diversify and strengthen the local economies and promote economic resiliency.
3. **Value Chain Analysis** – Work collaboratively with industry leaders and education partners to document the value chain and identify related gaps, needs and opportunities of the craft beverage industry. Results from these activities and related research will be analyzed and drafted into a report of findings and recommendations.

Regional Focus – Why Ceramics?

Western North Carolina currently has a variety of companies and assets that, if connected in an intentional way, could become a significant industrial sector for the region and state.

Existing manufacturing companies have recently been joined by companies such as Kyocera and an expansion of GE Aviation to focus on ceramic matrix composites (CMCs) for jet aircraft.



Proposed GE Aviation Facility in Asheville, NC

source: ceramicindustry.com

Emerging technology is facilitating the use of CMCs in high-temperature, corrosion-intensive applications. Regional manufacturing companies are continually innovating ceramic filters, metal foams, cutting tools, textile components and a host of products to meet the steady growth of the global industrial ceramics market place, which is **projected to exceed \$75 billion by 2020.**¹

Growth in demand is also projected for CMCs reinforced with carbon nanotubes. These smart ceramics and bio-ceramics are becoming critical to manufacturing technologies in the medical sector. Smart ceramics power sophisticated drug delivery systems and MRI devices, while bio-ceramics are becoming indispensable in manufacturing artificial organ implants in fields ranging from orthopedics to cardiovascular surgery. Asia-Pacific is forecast to be the largest growing market for these products with a Compound Annual Growth Rate (CAGR) of 8.1%.¹ We have a tremendous opportunity to **ensure that technology, intellectual property, and workforce development remains within the U.S.A., and our region is poised to embrace this growth.**

Advances in ceramics technology and manufacturing have national implications for countless industries, including automotive, alternative energy, and aeronautics. For example, GE Aviation is creating a lighter, stronger, heat resistant composite in WNC that will reportedly save over \$1 million in fuel costs per jet plane per year.²

There is Broad-based Industry Need

1. Ceramics technology is an industry with tremendous potential for growth regionally, nationally, and internationally. Western North Carolina is uniquely positioned to build on existing industry and momentum while responsibly using local natural resources to elevate the region's competitive advantage.
2. We do not have a forum to link industry, government, academia, and workforce development. This lack of a communication mechanism will impede supply chain development in the private sector and delay innovative technology development and necessary workforce programs.
3. R&D activities are being conducted by academia and large research institutions within the region, yet we do not have a mechanism in place to connect entities or deploy innovative technologies. This leaves small to medium-sized businesses at a disadvantage when they could contribute to a more robust supply chain with the new technologies.

¹ Market Trends: Advanced Ceramics on the Upswing, CiAdvanced, May 1, 2014.

<http://www.ceramicindustry.com/articles/93899-market-trends-advanced-ceramics-on-the-upswing>

² GE Aviation workers handcraft latest technology, Asheville Citizen-Times, April 5, 2014. <http://www.citizen-times.com/story/news/local/2014/04/05/ge-aviation-workers-handcraft-latest-technology/7367539/>

4. We do not know the workforce needs of the industry, or where significant gaps in educational programming may be. The universities, colleges and community colleges are supportive and looking forward to participating in the consortium.
5. We are fully committed to developing a consortium and technology roadmap for the Ceramics Industry.

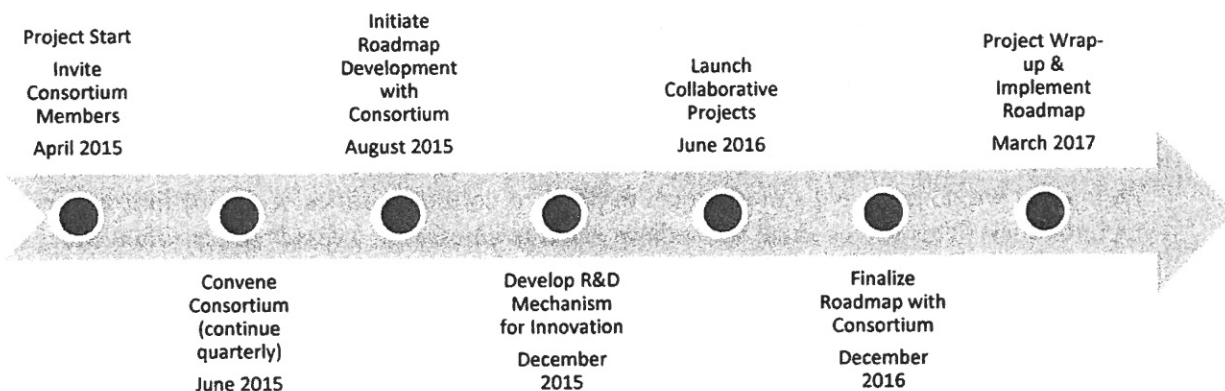
In short, Western North Carolina has a lot of disparate pieces in the ceramics sector. If brought together to form a strong network, it would greatly increase our chances to create a thriving, regional ceramics value chain.

Proposed Outcomes

Through this planning grant, we will form a consortium among academia and research institutions, manufacturing entities, and municipalities to create a ceramics technology roadmap.

1. **Ceramics Consortium Creation:** The region has a wealth of research expertise in minerals and ceramics technologies. The consortium is critical to form R&D partnerships, identify opportunities in the supply chain and emergent technologies, and expand the industry for greater job creation and export growth. We are at the ground floor and see tremendous potential for the industry sector as a whole.
2. **Ceramics Technology Roadmap:** The Consortium will lay the foundation for collaboration among the many participating entities in the region. The roadmap will identify the region's strengths, weaknesses and opportunities. This analysis will assist the Consortium to determine priorities and areas of focus. Mapping the steps in technology development and transfer will bolster existing industry while strengthening capacity for the small and medium-sized businesses located throughout the region.
3. **Collaborative Projects Initiation:** The Consortium will identify immediate collaborative projects, which will provide value-added benefits to the members. One regional advantage of this proposed consortium is that member manufacturers work in non-competitive sectors. Under this unique environment, member manufacturers may identify the opportunity for pilot lab sharing or product testing equipment sharing, as a project example, which will be highly beneficial and synergistic for consortium members.

Timeline





COUNCIL AGENDA ITEM

- Subject:** Performance Audit Recommendations Implementation
- Item Number:** XII. Old Business, Item A.
- Responsible Party:** Justin Hembree
- Attachment(s):** Performance Audit Recommendation Implementation Matrix
- Background:** As a follow up to last month's presentation of the findings and recommendations from the recently completed organizational performance audit, the attached Performance Audit Recommendation Implementation Matrix has been developed.
- The matrix lists all recommendations, parties responsible for implementation, target completion dates, and specific notes if needed..
- Staff Recommendation:** Accept implementation matrix and direct the Executive Director to begin implementation of recommendations..
- Suggested Motion(s):** "Move to accept the Performance Audit Recommendation Implementation Matrix as presented and to direct the Executive Director to begin implementation of the recommendations."

**Land of Sky Regional Council
Performance Audit Recommendations
-Implementation Guide-**

Board-Driven Items

<u>Recommendation</u>	<u>Responsible Party</u>	<u>Target Completion Date</u>	<u>Notes</u>
2-1 Modify the Council's bylaws to reflect current conditions and other changes which are not consistent with agency's way of work.	Hembree	June 30, 2015	EDA will be rolling out new bylaws requirements within the next two to three months.
2-2 Revise the job description for the Executive Director.	Hembree	January 1, 2015	Significant input from the Executive Committee and other key stakeholders will be required.
2-3 Evaluate annually the Executive Director of Land of Sky Regional Council.	Hembree	January 1, 2015	Significant input from the Executive Committee and other key stakeholders will be required.
2-8 Develop a comprehensive five-year Strategic Plan for Land of Sky Regional Council.	Hembree	January 1, 2016	Significant input from the Executive Committee and other key stakeholders will be required.
4-5 Determine a policy for merit increases and implement the policy effective July 1, 2014.	Hembree	July 1, 2015	Budget dependent.

Staff-Driven Items

<u>Recommendation</u>		<u>Responsible Party</u>	<u>Target Completion Date</u>	<u>Notes</u>
2-4	Reorganize Land of Sky Regional Council to be more efficient and effective, especially regarding administrative functions.	Stansbury	June 30, 2015	
2-5	Create team leader positions under the Director of Economic & Community Development and the Director of Aging & Volunteer Services.	Anderson/Tucker	June 30, 2015	Budget dependent.
2-6	Develop a comprehensive LOSRC Policy Manual with up-to-date and comprehensive policies.	Stansbury	June 30, 2015	
2-7	Develop the Policy Manual as an electronic document, and make it available to LOSRC staff on the website.	Stansbury	June 30, 2015	
2-9	Continue to contract with Allison Development Group or another public relations firm.	Stansbury	Ongoing	Budget dependent.
3-1	Create an Accounting Manual that provides program staff sufficient information to understand the accounting processes and financial reports, and participate with the Finance Office in properly administering and monitoring grants and budgets.	Finance Director	January 1, 2016	
3-2	Document Financial Operating Procedures for all key finance-related functions, and prepare a succession plan that will allow the agency to make a transition should a key member of the staff leave or retire.	Finance Director	January 1, 2016	
3-3	Provide training on how indirect costs are calculated and applied, and enlist the help of agency leaders in identifying ways to reduce the indirect cost percentages.	Finance Director	June 30, 2015; Annually	
3-4	Develop a Budget Calendar and guidelines for budget creation that allows meaningful input from internal stakeholders as well as the Executive Committee.	Hembree	December 1, 2015	

3-6	Purchase the MIP Abilia Human Resources and Employee Web Services Modules and fully implement these systems by the end of FY 2015.	Finance Director	June 30, 2015	Budget dependent.
3-7	Create a comprehensive Procurement Policy and Guide that provides users extensive direction on what is legally required, as well as providing resources to assist them in navigating the processes.	Finance Director	January 1, 2016	
3-8	Create a form for purchasers to use during the vendor selection process that outlines the steps required for compliance with state and local guidelines, and allows space for the purchaser to provide information on their efforts to comply.	Finance Director	January 1, 2016	
3-9	Immediately purchase MIP Abilia Requisition and Purchase Order Modules and implement both by end of Fiscal Year 2014-15.	Finance Director	June 30, 2015	Budget dependent.
3-10	Review the Pending Purchase Order file at least once per month to ensure that any aging orders are investigated and paid promptly.	Finance Director	October 1, 2014; Monthly	
3-11	Regularly conduct an analysis of the potential earnings possible through the North Carolina Capital Management Trust versus the Earnings Credit Rate of 50 basis points paid by TD Bank, and invest money in the account with the highest net earnings potential.	Finance Director	February 1, 2015; Bi-Monthly	
3-12	Immediately establish in the accounting process whereby transactions in the MERP account are recorded and routinely appear in the MIP Abilia Accounting System.	Finance Director	February 1, 2015	
3-13	Establish a published schedule showing the grants, grant sources, and the timing and actual dates when progress reports and claims for reimbursement or cash advances are due and when revenues are anticipated.	Finance Director	March 1, 2015	
3-14	Implement a risk management program.	Finance Director	June 30, 2015	

3-15	Create a Safety Committee to regularly walk the facility looking for safety risks, and periodically meet with staff to address safety-related behaviors and best practices.	Stansbury	June 30, 2015
3-16	Create and implement an asset disposal policy and a procedure identifying any fixed assets requiring special handling at the time of disposal.	Finance Director	June 30, 2015
3-17	Establish a LOSRC policy of periodically rebidding/rotating audit firms every five to seven years.	Finance Director	June 30, 2015
4-1	Create the position of Director of Administration.	Hembree	June 30, 2015 Relates to recommendation 2-4. Budget dependent.
4-2	Develop a more robust comprehensive human resources employee database.	Stansbury	June 30, 2015
4-3	Transition human resources records and data into a human resources information system (HRIS).	Stansbury	June 30, 2015 Budget dependent.
4-4	Improve presentation of the current LOSRC pay plan and post the pay plan online.	Stansbury	June 30, 2015
4-6	Conduct a market salary survey for sampling LOSRC classifications every two years and a comprehensive classification and compensation study every five years.	Stansbury	June 30, 2015; Ongoing Budget dependent.
4-7	Add scoring guidelines, an employee self-assessment, and a review and sign-off of employee's classification description to the draft performance evaluation system.	Stansbury	June 30, 2015
4-8	Add FLSA status, pay grade, and date of last update to LOSRC classification descriptions, and post all classification descriptions on the public LOSRC website.	Stansbury	June 30, 2015
4-9	Provide human resources management training to the manager of human resources.	Hembree	June 30, 2015 Budget dependent.
4-10	Revise the LOSRC Employee Handbook by Summer 2014 so that it contains updated, accurate, and detailed information on LOSRC policies and procedures.	Stansbury	June 30, 2015

5-1	Conduct an in-depth feasibility study to determine the impact of integrating GIS into the cloud.	Anderson	June 30, 2015
5-2	Provide training on basic IT troubleshooting to all LOSRC staff.	Stansbury	June 30, 2015; Annually
5-3	Cross-train a minimum of one staff member per department on information technology support.	Stansbury	June 30, 2015
5-4	Reposition the GIS server so that it is not located directly beneath the mini-split air conditioning system.	Anderson	March 1, 2015
5-5	Post contact information for at least one HAVAC service provider in the server room.	Stansbury	March 1, 2015
5-6	Eliminate two of the three LOSRC Facebook pages.	Stansbury	March 1, 2015
5-7	Update LOSRC capital assets lists to reflect the removal of computers from the inventory.	Finance Director	March 1, 2015
5-8	Add an item to the employee checkout form for removing the user's account from LOSRC systems.	Stansbury	March 1, 2015



COUNCIL AGENDA ITEM

Subject: US DOE - Alternative Fueled Vehicle Pilot Demonstration Grant Application

Item Number: XIII. New Business, Item A.

Responsible Party: Bill Eaker

Attachment(s):

Background: The US Department of Energy's Clean Cities Program has issued a Request for Proposals to fund alternative fueled and advanced technology vehicle pilot demonstration projects. The projects will loan these vehicles to local government fleet managers and other officials to expose them to the benefits of these technologies. Vehicles will include those that are fueled by natural gas, propane and electric drive. These vehicles while more expensive to purchase, save significantly on fuel costs and can save entities money over the life of the vehicle. Asheville, Hendersonville, Buncombe and Henderson counties, Mountain Mobility, Mission Hospital and other entities in the region are currently using such vehicles and hope to expand their fleets.

Request that Land of Sky Regional Council and its Land of Sky Clean Vehicles Coalition be approved to partner in a joint application to the US DOE.

Other partners include the Triangle J and Centralina Council of Governments, NC Clean Energy Technology Center at NCSU and Advanced Energy. Industry partners may include ROUSH Clean Tech, Thomas Built Buses, the Nissan Corporation, and other vehicle manufacturers.

Triangle J COG will be the grant applicant and subcontract with each partner.

Staff Recommendation: Approval

Suggested Motion(s): "Move to approve LOSRC to participate in the proposal and for the Chairman or Executive Director to execute all contracts if the proposal is awarded funding."

