



**Executive Committee  
October 24, 2018 – 11:00am  
Land of Sky Regional Council  
339 New Leicester Highway, Suite 140, Asheville, North Carolina 28806**

**AGENDA**

**1. Call to Order (11:00am)**

**2. Consent Agenda**

*Consent Agenda items are considered routine and noncontroversial in nature, and are considered and approved by a single motion and vote. If any member of the Executive Committee requests an item be removed from the Consent Agenda for separate consideration and action, that item will be placed under the Business, Updates and Discussion section of the agenda.*

- A. September 26, 2018 Executive Committee Meeting Minutes
- B. Money Follows the Person Demonstration Project
- C. Fiscal Year 2018/2019 Budget Amendment #2

**3. Business, Updates and Discussion**

- A. Finance Director Position
- B. Strategic Plan
- C. March 2018 Officer & Executive Committee Elections/Nominating Committee
- D. Fiscal Year 2018/2019 Pay Adjustments Clarification
- E. Parrish, Campbell, & Shepherd Awards
- F. Closed Session

**4. Other Items**

**5. Adjournment (12:15pm)**



### **AGENDA ITEM SUMMARY**

- Item:** September 26, 2018 Executive Committee Meeting Minutes – 2A
- Nature of Item:** Executive Committee Action Requested
- Attachment(s):** Draft September 26, 2018 Executive Committee Meeting Minutes
- Background:** Attached are the draft minutes for the September 26 Executive Committee meeting.
- Suggested Motion:** Move to approve consent agenda.

**Land of Sky Regional Council  
Executive Committee  
September 26, 2018**

**Minutes**

Land of Sky Regional Council's Executive Committee held a meeting on September 26, 2018 at the offices of Land of Sky Regional Council (LOSRC) located in Asheville, NC. Present for the meeting: Chair Larry Harris, Mike Hawkins, George Goosmann, Charles Dickens, Patrick Fitzsimmons, and John Mitchell. Land of Sky staff present included Justin Hembree, Danna Stansbury, Vicki Jennings, Nathan Ramsey, Erica Anderson, Deon Lytle, and Zia Rifkin (Recording). Billy Clarke, Land of Sky Legal Counsel, was also present.

**Call to Order** – Chair Harris called the meeting to order at approximately 11:00am.

**Approval of Consent Agenda** – The Consent Agenda, including item A., August 22, 2018 Executive Committee Meeting Minutes; and, B. Budget Amendment Resolution #1, were presented for consideration of approval.

***George Goosmann moved to approve the consent agenda as presented. Mike Hawkins seconded and the motion carried as all were in favor.***

**New Business, Discussion & Updates**

**5310 Rural Senior Companion Grant Public Hearing**

Justin Hembree shared that this public hearing is for NCDOT Public Transportation Program (FTA Section 5310) funding for FY 2020 for the Senior Companion Program (SCP). He noted this is the third year this funding request has come before the Executive Committee. The Section 5310 funding increases public transportation options for seniors and persons with disabilities. For the FY 2020 grant, \$26,000 is requested and a 10% match is required. The match amount is already budgeted in the SCP budget for the year. The public hearing was advertised as required by law. Billy Clarke reviewed the requirements for a public hearing and noted that the Executive Committee was the proper body to conduct the public hearing.

Chair Harris declared the public hearing open.

No comments from the public were received and Chair Harris declared the public hearing closed.

**5310 Rural Senior Companion Grant Approval**

***George Goosmann moved to approve the FY 2020 Public Transportation Program Resolution and, in turn, authorize Council staff to move forward with preparation and submission of the associated NCDOT grant application. Charles Dickens seconded and the motion carried without further discussion.***

**Craft HR Solutions Proposal**

Justin Hembree shared that, based on previous discussion with the Executive Committee, he conducted outreach to several HR consulting firms. Many of those enterprises focus only on payroll administration. He shared that he met with Drew Pollick, a partner with Craft HR Solutions who communicated that "HR Director On-Call" was a service they provide. They also provide oversight into policy drafts. Justin Hembree noted that he checked their references with several local organizations and all feedback was positive.

Discussion occurred regarding other organizations that have used Craft HR Solutions services. The consulting service works with Explore Asheville and provides their HR services. Justin Hembree noted that entities that have used Craft HR Solutions have been satisfied with their services. In addition, he noted that the consulting service would come in and review personnel files and Danna Stansbury would continue to maintain LOSRC's personnel files. Discussion also occurred regarding whether a consultant could be onsite at specified times during the month in order to meet with employees. Justin Hembree noted they can be very flexible and initially, during a three-month trial period, eight (8) hours of HR services per month would be provided. George Goosmann shared that there should be an advertised time for the HR consultant to be here. Justin Hembree explained that staff would be provided with contact information for the consultant. Charles Dickens noted the need to keep the channel to Roberts & Stevens open until it is no longer needed.

***John Mitchell moved to authorize the Chair and Executive Director to negotiate and enter into a service agreement/contract with Craft HR Solutions for HR Director on Call services for three-month trial period. Mike Hawkins seconded and the motion carried as all were in favor.***

#### Fiscal Year 2018/19 Employee Pay Adjustments

Justin Hembree shared that October 1 is the one-year anniversary for the implementation of the new salary schedule. He explained that the current recommendation is for staff whose salaries are below the market rate to move 2% more towards the midpoint of their salary range. Clarification was provided that staff have not received a cost-of-living increase this fiscal year. Justin Hembree continued that there are a few employees who are at or above their midpoint and they would receive a one-time payment of 2% of their current compensation.

Discussion occurred that most staff have not reached the midpoint of their salary grade. Justin Hembree noted that this is not a perfect system, however, from an across-the-board standpoint; this is a fair way to implement a salary increase. He shared that funds are built into the program budgets for this fiscal year to support the increase in compensation. Discussion occurred about the fund balance from savings on the health insurance. Justin Hembree explained that those funds were redistributed into the fund balances. Chair Harris agreed that those funds had remained in program budgets, just not as an expense for healthcare. Justin Hembree also noted that the US Department of Interior approves LOSRC's indirect cost rate every two years; June of 2020 is when the process to approve an indirect cost rate would begin again.

***George Goosmann moved to approve the Chair to sign the policy statement for FY 18/19 pay adjustments for LOSRC staff not at their midpoint and to provide a 2% one-time payment to staff who are at or above the midpoint for their salary grade. Charles Dickens seconded and the motion carried without further discussion.***

#### Closed Session

***Charles Dickens moved to enter Closed Session to discuss threatened litigation. George Goosmann seconded and the Executive Committee entered Closed Session.***

#### Adjournment

Upon returning to Open Session, Chairman Harris adjourned the meeting, as there was no further business.



## AGENDA ITEM SUMMARY

- Item:** Money Follows the Person Demonstration Project – 2B
- Nature of Item:** Executive Committee Action Requested
- Attachment(s):** None
- Background:** Land of Sky Regional Council is part of the national network of Area Agencies on Aging and has the organizational capacity and skillset to effectively coordinate Medicaid programs and local service agencies to support individuals seeking home and community-based services. The Division of Medical Assistance (DMA) through its Money Follows the Person Demonstration Project (MFP) would like to collaborate with Land of Sky Regional Council to provide a more cohesive transition structure in underserved areas of our State and to better facilitate the transition of participants from institutional settings into their homes and communities.
- Staff requests authorization to accept funding totaling \$93,775 from NC Department of Health and Human Services, Division of Medical Assistance, from 8/1/2018 through 7/31/2019 for this program.
- Suggested Motion:** Move to authorize staff to accept funding totaling \$93,775 from NC Department of Health and Human Services, Division of Medical Assistance, from 8/1/2018 through 7/31/2019 for this program.



## **AGENDA ITEM SUMMARY**

- Item:** Fiscal Year 2018/2019 Budget Amendment #2 – 2C
- Nature of Item:** Executive Committee Action Requested
- Attachment(s):** Fiscal Year 2018/2019 Budget Amendment #2
- Background:** Staff has prepared the second budget amendment for the current fiscal year. This amendment includes adjustments to revenues and expenditures along with carry over funds from the previous fiscal year. Staff will be prepared to explain the amendment in detail during the Executive Committee meeting.
- Suggested Motion:** Move to approve Fiscal Year 2018/2019 Budget Amendment #2.

# Land of Sky Regional Council

## Revenues & Expenditures

<b>Program Area</b>	<b>Current Amended FY 18/19 Budget</b>	<b>Proposed FY 18/19 Budget</b>	<b>Proposed Budget Amendment #2</b>
Area Agency on Aging & Volunteer Services	\$ 5,402,802	\$ 5,569,060	\$ 166,258
Workforce Development	2,395,193	3,137,168	741,975
Economic & Community Development	4,516,893	4,540,273	23,380
General Operations	575,788	575,788	-
<b>Total</b>	<b>\$ 12,890,676</b>	<b>\$ 13,822,289</b>	<b>\$ 931,613</b>

# Land of Sky Regional Council

## Revenues by Source

Source of Funding	Current Amended FY 18/19 Budget	Proposed FY 18/19 Budget	Proposed Budget Amendment #2
Federal	\$ 7,007,975	\$ 7,838,607	\$ 830,632
State	1,963,249	1,996,895	33,646
Local Dues	221,759	221,759	-
Local Govt - Contracts & Required Match	2,753,640	2,808,167	54,527
Private Grants, Contracts, Sponsors	103,214	108,627	5,413
Other	328,555	328,881	326
In-kind	143,709	150,778	7,069
Appropriated Fund Balance	368,575	368,575	-
<b>Total</b>	<b>\$ 12,890,676</b>	<b>\$ 13,822,289</b>	<b>\$ 931,613</b>



# Area Agency on Aging & Volunteer Services

## Revenues & Expenditures

Program	Current Amended FY 18/19 Budget	Proposed FY 18/19 Budget	Proposed Budget Amendment #2	Budget Amendment Comments
501 - Buncombe County Lead Agency	\$ 489,964	\$ 487,464	\$ (2,500)	Reduced funding
505 - Fall Prevention Mission Foundation	-	-	-	
507 - Medicare Improvements for Patients-10/1-9/30	9,139	9,139	-	
508 - Buncombe County Aging Plan	34,671	34,671	-	
510 - Aging Planning & Administration	329,880	324,761	(5,119)	Revised carryover
511 - Aging Planning & Administration - State	48,262	48,262	-	
513 - Health Promotion	31,317	43,189	11,872	Higher funding
514 - Health Assessment	4,961	4,961	-	
516 - Local Contact Agency for NC Division of Aging	30,000	30,000	-	
520 - Home & Community Care Block Grant (P/T)	2,862,212	2,857,838	(4,374)	Lower funding
521 - Senior Center General Purpose Funding	43,759	66,540	22,781	Higher funding
522 - Project Fan/Heat Relief	5,429	5,429	-	
530 - Family Caregiver Support	256,537	313,216	56,679	Higher funding
531 - Family Caregiver Event	577	577	-	
533 - Project Care (Contributions)	8,209	9,393	1,184	Revised carryover
534 - Project Care (Administration)	102,814	101,814	(1,000)	Lower funding
539 - Admin for Community Living-Fall Prevention	9,970	9,970	-	
541 - Health Promotion/Disease Prevention-Pilot	18,631	18,631	-	
545 - Chronic Disease Self-Management	1,344	1,843	499	Revised carryover
549 - Chronic Disease Self-Mgmt - UNCA	7,231	-	(7,231)	Grant not received
550 - Ombudsman	339,441	341,296	1,855	Higher funding
551 - Elder Abuse Prevention	7,301	7,301	-	
552 - Buncombe County CAC Support	1,000	1,000	-	
553 - Just Press Play	7,814	6,108	(1,706)	Revised carryover
554 - Ombudsman Event	2,528	1,709	(819)	Revised carryover
555 - Long-term Care Transition-MFP	-	93,775	93,775	New grant
560 - Sr Community Service Employment - NC DHHS	-	-	-	
561 - Sr Community Service Employment - Contrib	1,172	1,172	-	
565 - Sr Community Service Employment - SSA	-	-	-	
574 - Fund Raising	2,200	2,562	\$ 362	Revised carryover
586 - Foster Grandparent	377,779	377,779	-	
595 - Senior Companion	368,660	368,660	-	
581 - Senior Companion-HCCBG	-	-	-	
<b>Total</b>	<b>\$ 5,402,802</b>	<b>\$ 5,569,060</b>	<b>\$ 166,258</b>	

# Workforce Development

## Revenues & Expenditures

Program	Current Amended FY 18/19 Budget	Proposed FY 18/19 Budget	Proposed Budget Amendment #2	Budget Amendment Comments
210 - MAWD Administration	\$ 180,000	\$ 217,429	\$ 37,429	Revised carryover
220 - MAWD Adult	660,000	860,306	200,306	Revised carryover
227 - MAWD Enhancement Grant-Planning	8,000	-	(8,000)	Revised carryover
228 - MAWD Maximize Carolina-Transylvania Co-Admin	7,050	7,050	-	
229 - MAWD Maximize Carolina-Transylvania Co Mfg	59,964	59,964	-	
230 - MAWD Dislocated Worker	550,000	648,191	98,191	Revised carryover
240 - MAWD Youth - Out of School	500,000	492,639	(7,361)	Revised carryover
241 - MAWD Youth - In School	150,000	155,257	5,257	Revised carryover
243 - MAWD Finish Line Grant - AB Tech	-	25,000	25,000	New grant
244 - MAWD Finish Line Grant - Blue Ridge CC	-	25,000	25,000	New grant
245 - MAWD Innovation Grant / Upskill WNC #2	-	190,000	190,000	New grant
246 - MAWD Innovation Grant / Upskill WNC #2 - Admin	-	10,000	10,000	New grant
247 - MAWD Infrastructure Costs	22,589	22,589	-	
248 - MAWD Cost-Sharing - Brochures	2,590	2,590	-	
249 - MAWD Innovation Grant / Upskill WNC	80,000	66,153	(13,847)	Revised carryover
262 - MAWD Career Pathways NEG-Contractor #3	75,000	55,000	(20,000)	Reduced funding
265 - MAWD Business Services Support - PY16	25,000	25,000	-	
266 - MAWD Business Services Support - PY17	75,000	75,000	-	
274 - MAWD Dislocated Worker-Contingency Grant	-	200,000	200,000	New grant
<b>Total</b>	<b>\$ 2,395,193</b>	<b>\$ 3,137,168</b>	<b>\$ 741,975</b>	

# Economic and Community Development

## Revenues & Expenditures

Program	Current Amended FY 18/19 Budget	Proposed FY 18/19 Budget	Proposed Budget Amendment #2	Budget Amendment Comments
417 Montreat - Payroll Technical Assistance	\$ -	\$ 2,416	2,416	New contract
418 Laurel Park - Code Enforcement T/A	-	21,330	21,330	New contract
420 Bunc Co Non-Emergency Medicaid Transportation (NEMT)	1,016,000	1,016,000	-	
436 EDA Planning Grant - 1/1/18-12/31/20	107,000	121,762	14,762	Revised Carryover
445 Stormwater Inventory 205(j) Grant-Rosman & Hot Springs	26,639	26,639	-	
446 Mars Hill Parks & Rec Plan	4,000	4,500	500	Revised contract
447 Mars Hill Zoning T/A	1,000	8,700	7,700	Revised contract
465 Black Mountain Technical Assistance - GIS/GPS	4,000	4,000	-	
471 Town of Fletcher - GIS	2,000	2,000	-	
481 ARC Local Development District Admin - 1/1/18-12/31/18	80,048	96,564	16,516	Revised Carryover
482 ARC T/A - Community Development - 10/1/17-9/30/18	6,857	10,502	3,645	Revised Carryover
483 ARC T/A - Community Development - 10/1/18-9/30/19	20,625	20,625	-	
484 ARC Local Development District Admin - 1/1/19-12/31/19	80,048	80,048	-	
493 ARC - Broadband	92,791	92,725	(66)	Revised Carryover
494 Hendersonville Downtown Revitalization T/A-10/1/17-9/30/19	20,000	18,649	(1,351)	Revised Carryover
496 Transylvania Co Housing T/A - 3/1/17-12/31/18	2,826	2,826	-	
497 Biltmore Forest/Montreat Planning & Zoning	68,256	68,256	-	
624 CFWNC-Agriventures	6,824	8,545	1,721	Revised Carryover
649 Mars Hill Wastewater Treatment Plant - EDA	24,500	24,500	-	
680 Brownfields Conference Fund-Raising	2,487	1,183	(1,304)	Revised Carryover
698 ECD - Rural Utilities Service-Solid Waste - 10/17-9/18	33,519	10,000	(23,519)	Revised Carryover
699 ECD - Rural Utilities Service-Solid Waste - 10/18-9/19	32,475	-	(32,475)	Grant Not Received
762 CDBG-Town of Marshall Infrastructure Grant	52,000	74,550	22,550	Increased funding
800 Clean Air Campaign	10,000	18,644	8,644	Additional Sponsorships
811 Congestion Mitigation & Air Quality - 2/1/18-1/31/20	37,000	37,000	-	
822 DOE Clean Cities Program Support	19,926	19,926	-	
823 DOE/NETL Clean Cities Coalition Support - 2/1/16-1/31/19	22,500	20,976	(1,524)	Revised Carryover
828 Black Mountain EPA Watershed Management Plan	86,383	86,383	-	
830 Mobile Education Center	34,657	34,235	(422)	Revised Carryover
880 Riverweek	517	508	(9)	Revised Carryover
883 PRF - French Broad Stormwater	4,169	4,169	-	
337 WRP - Buncombe Co Fire Districts Energy Assessments	-	18,384	18,384	Revised Carryover
338 WRP - Weatherization Review - Elizabeth City	1,000	3,734	2,734	Revised Carryover
340 WRP - Tobacco Trust Fund - Phase II - 11/1/16-9/30/18	90,000	86,366	(3,634)	Revised Carryover
341 WRP - Duke Energy Water Projects-NCCF-10/20/16-9/30/18	18,300	17,785	(515)	Revised Carryover
342 WRP - EPA Source Reduction - 10/1/16-9/30/18	38,000	45,501	7,501	Revised Carryover
343 WRP - Energy Assessments - AB Tech	11,945	11,391	(554)	Revised Carryover

# Economic and Community Development

## Revenues & Expenditures

Program	Current Amended FY 18/19 Budget	Proposed FY 18/19 Budget	Proposed Budget Amendment #2	Budget Amendment Comments
344 WRP - Energy Assessments - Asheville City Schools	10,515	8,787	(1,728)	Revised Carryover
345 WRP - City of Durham	-	20,000	20,000	New contract
346 WRP - NCDEQ-State Energy Program	25,000	25,000	-	
347 WRP - Energy T/A for USI Program	2,000	2,110	110	Revised Carryover
350 WRP - NCDEQ - Solid Waste Management	50,000	50,000	-	
353 WRP - City of Asheville-Water Quality	15,000	15,000	-	
355 WRP - Private Contributions	3,000	3,360	360	Revised Carryover
370 WRP - Rural Utilities Service-Solid Waste - 10/17-9/18	18,000	40,484	22,484	Revised Carryover
371 WRP - Rural Utilities Service-Solid Waste - 10/18-9/19	50,000	-	(50,000)	Grant Not Received
375 WRP - USDA - Rural Energy for America - 4/18-3/20	49,348	49,348	-	
900 Rural Planning Organization (RPO)	132,969	132,969	-	
930 Bunc Co Mountain Mobility Administration	297,246	297,246	-	
933 Bunc Co Transportation RIDE	175,000	167,870	(7,130)	Lower funding
935 Bunc Co Transportation EDTAP	25,000	25,000	-	
938 Bunc Co Mountain Mobility Administration - RIDE	20,187	20,187	-	
952 French Broad Metropolitan Planning Organization (MPO)	385,136	385,136	-	
953 French Broad Metropolitan Planning Org-Special Studies	1,107,500	1,107,500	-	
954 Transportation Demand Management (TDM) Coord	92,700	92,700	-	
			-	
<b>Total</b>	<b>\$ 4,516,893</b>	<b>\$ 4,540,273</b>	<b>\$ 23,380</b>	

# General Operations

## Revenues & Expenditures

Program	Current Amended FY 18/19 Budget	Proposed FY 18/19 Budget	Proposed Budget Amendment #2
403 Leicester Crossing Facility- C/Y Debt Service	\$ 139,321	\$ 139,321	\$ -
410 Local	64,000	64,000	-
412 Local Fundraising	3,460	3,460	-
415 Local Wellness	432	432	-
<b>Total</b>	<b>\$ 207,213</b>	<b>\$ 207,213</b>	<b>\$ -</b>

Indirect Cost Plan	Current Amended FY 18/19 Budget	Proposed FY 18/19 Budget	Proposed Budget Amendment #2
Indirect Cost Contributions	\$ (1,092,366)	\$ (1,092,366)	\$ -
Administration (Includes P/Y Debt Service Catch-up)	1,149,296	1,149,296	-
Finance	311,645	311,645	-
<b>Appropriated Fund Balance</b>	<b>\$ 368,575</b>	<b>\$ 368,575</b>	<b>\$ -</b>

# Member Government Assessments

FY 18/19

Member Government	FY 18/19				FY 17/18		
	Total Dues	Regular Assessment		RPO Match	Total Dues	Regular Assessment	RPO Match
		Amount	Percent				
Buncombe County	\$ 122,804	\$ 118,482	60.71%	\$ 4,322	\$ 122,804	\$ 118,482	\$ 4,322
Henderson County	37,177	37,177	19.05%		37,177	37,177	
Flat Rock	1,558	1,558	0.80%		1,558	1,558	
Fletcher	3,595	3,595	1.84%		3,595	3,595	
Hendersonville	6,572	6,572	3.37%		6,572	6,572	
Laurel Park	1,091	1,091	0.56%		1,091	1,091	
Mills River	0	0	0.00%		0	0	
Madison County	15,114	10,137	5.19%	4,977	15,114	10,137	4,977
Transylvania County	26,690	12,502	6.41%	14,188	26,690	12,502	14,188
Brevard	3,806	3,806	1.95%		3,806	3,806	
Rosman	245	245	0.13%		245	245	
Haywood County	3,107	0	0.00%	3,107	3,107	0	3,107
<b>Totals</b>	<b>\$ 221,759</b>	<b>\$ 195,165</b>	<b>100%</b>	<b>\$ 26,594</b>	<b>\$ 221,759</b>	<b>\$ 195,165</b>	<b>\$ 26,594</b>

## Projected Use of Member Government Assessments

Grant #	Program	Dues	Purpose
410	Local Funding	\$ 14,362	Participation in regional activities not supported by grants
		13,545	Membership dues
		9,750	Council meetings and other LOSRC sponsored events
		5,700	Annual Dinner & Annual Report
		4,000	Holiday bonuses
		4,000	Travel & training
		51,357	
482/483	ARC - LDD Admin	80,048	Match for activities supporting ARC goals
436	EDA - Planning Grant	37,000	Match for regional economic development planning grant
493	ARC - Broadband	7,000	Match for ARC broadband grant
510	Aging - Plan & Admin	19,760	Match for planning programs of Area Agency on Aging
	<b>Regular Assessment</b>	<b>195,165</b>	
900	<b>Rural Planning Org</b>	<b>26,594</b>	Match for DOT funding, allocated per capita
		<b>\$ 221,759</b>	



## AGENDA ITEM SUMMARY

**Item:** Finance Director Position – 3A

**Nature of Item:** Executive Committee Action Requested

**Attachment(s):** None

**Background:** As was noted three weeks ago, Vickie Thomas, Finance Director, has resigned her position with Council to become Finance Director for the City of Newton. Staff will provide an update on the recruitment and selection process, and request a volunteer from the Executive Committee to serve on the Selection Committee.

Of importance is to note that longtime Payroll Specialist, Rose Sabo, recently retired after many years with the Council.

In order to ensure smooth financial operations, continued financial compliance, and to compensate finance staff for additional temporary duties during the transition period, staff has several requests:

Appointment of Justin Hembree, Executive Director, as Interim Finance Director.

Reconfirmation of appointment of Danna Stansbury, Deputy Director, as a Deputy/Associate Finance Director.

Appointment of Arlene Wilson, Grants Accounting Specialist, as a Deputy/Associate Finance Director.

Authorization to temporarily increase Arlene Wilson's pay rate by 15% from \$23.08 per hour to \$26.54 per hour.

Authorization to temporarily increase Wanda Clark's, Accounting Assistant, pay rate by 10% from \$23.42 per hour to \$25.76 per hour.

Authorization to hire, if needed, temporary finance personnel.

**Suggested Motion:** Move to appoint Justin Hembree as Interim Finance Director, confirm appointment of Danna Stansbury as Deputy/Associate Finance Director, and appoint Arlene Wilson as Deputy/Associate Finance Director.

Move to authorize a temporary pay rate increase of 15% for Arlene Wilson (from \$23.08 per hour to \$26.54 per hour) and a temporary pay rate increase of 10% for Wanda Clark (from \$23.42 per hour to \$25.76 per hour).

Move to authorize the Executive Director to hire temporary finance if needed.





### AGENDA ITEM SUMMARY

- Item:** Strategic Plan – 3B
- Nature of Item:** Update
- Attachment(s):** None (draft to be provided after October 23 Strategic Planning Committee meeting)
- Background:** The Land of Sky Strategic Planning Committee held a meeting on October 10 and will be holding another meeting on October 23. For the meeting on October 23, the committee staff will present the initial draft of the strategic plan document. After incorporating input from the committee into the draft, staff will email it to the Executive Committee.
- Staff is also preparing to present the draft document, if acceptable to the Executive Committee, to the Board of Delegates during its October 24 meeting.
- Suggested Motion:** No action requested at this time.



## AGENDA ITEM SUMMARY

- Item:** March 2018 Officers & Executive Committee Elections/Nominating Committee – 3C
- Nature of Item:** Update
- Attachment(s):** Article VI, Land of Sky Regional Council Bylaws
- Background:** The Council's Annual Meeting (election of officers and the Executive Committee) is held in March. Article VI of the Council's Bylaws is attached. This portion of the Bylaws deals with officers, the Executive Committee, and elections. As you will note, the Bylaws call for a Nominating Committee to be appointed at or prior to the January meeting of the Board of Delegates.
- Although this certainly requires no immediate action, the Executive Committee might want to consider beginning to work with the Board of Delegates to get a Nominating Committee in place. As a reminder, the Council does not meet in November and has planned on a light meeting in December for award presentations followed by an open house.
- Suggested Motion:** No action requested at this time. However, the Executive may choose to take action in relation to the Nominating Committee.

## Article VI. Officers

- A. Designation and Terms** – The Council officers shall consist of a Chair, a Vice-Chair, a Secretary, and a Treasurer, who shall have served on the Board of Delegates for at least one full year and shall be elected and installed at the Board of Delegates' Annual Meeting. Officers shall be elected for a term of one year or until their successors are elected. There are no term limits for Council officers. Officers of the Council shall be elected officials.
- B. Nominating Committee and Election** – The Board of Delegates, at or prior to its January meeting each year, shall appoint a Nominating Committee of three delegates not currently serving on the Executive Committee who shall work with the Executive Director to submit to the Board of Delegates the names of proposed officers and Executive Committee members at the Annual Meeting, at which meeting the election shall be held. Nominations from the floor may be made. The person receiving the highest number of votes cast for each office and Executive Committee slot shall be deemed elected.
- C. Duties of the Chair** – The Chair of the Council will:
1. Preside over all meetings of the Board of Delegates and the Executive Committee and exercise such other duties and authority as otherwise set out in these Bylaws or in resolutions of the Board of Delegates or Executive Committee.
  2. Execute such instruments, contracts or other documents in the name of the Council as herein set out or as otherwise authorized.
  3. Supervise the Executive Director of the Council in the performance of his/her duties.
  4. Perform such other tasks as required herein or as directed by the Board of Delegates or Executive Committee.
- D. Duties of the Vice-Chair** – The Vice-Chair of the Council will:
1. Perform the duties of the Chair when the Chair is absent or unavailable for performance of his/her duties.
  2. Serve as a member of all standing committees, except for the Nominating Committee, with voice and vote.
  3. Perform other such duties required herein or as shall be delegated by the Chair.

- E. Duties of the Secretary** – The Secretary of the Council will:
1. Work with the Executive Director to oversee the keeping of records of meetings.
  2. Work with the Executive Director to supervise the taking of minutes of meetings.
  3. Perform other such duties required herein or as shall be delegated by the Chair.

- F. Duties of the Treasurer** – The Treasurer of the Council will:
1. Work with the Executive Director to supervise financial matters of the Council.
  2. Work with the Executive Director to ensure a yearly audit is conducted and presented as required by North Carolina Law and other applicable regulations.
  3. Perform other such duties required herein or as shall be delegated by the Chair.

- G. Current Officers** - Council officers serving at the time of the adoption of these Bylaws shall continue to serve until the next Annual Meeting or until their successors are elected.

#### **Article VII. Executive Committee**

- A. Membership** – The Executive Committee shall be comprised of:
1. The Chair of the Council,
  2. The Vice-Chair of the Council,
  3. The Secretary of the Council,
  4. The Treasurer of the Council,
  5. A delegate from a county member government that has served on the Board of Delegates for at least one full year,
  6. A delegate from a municipal member government that has served on the Board of Delegates for at least one full year,
  7. A Past Chair of the Council,

8. One of the persons appointed to the Board of Delegates to ensure representation of regional minority interests and
9. One of the persons appointed to the Board of Delegates to ensure representation of the Aging Advisory Council or the Senior Volunteer Services Advisory Council.

- B. Representation** – No one member government may have more than one delegate on the Executive Committee. Only delegates, not alternate delegates, may serve on the Executive Committee.
- C. Voting** – Each member of the Executive Committee shall be entitled to one vote on any matter coming before the Executive Committee. A quorum shall consist of one-half of the current members of the Executive Committee, and all issues shall be determined by a simple majority vote of those present and voting. Members will be considered present for purposes of quorum and voting either by being physically present or present by electronic means as allowed by North Carolina Law.
- D. Term of Membership** – The Board of Delegates shall elect the Executive Committee each year during the Board of Delegates' March meeting. The term of membership for all delegates on the Executive Committee shall commence following the Board of Delegates' March meeting, and delegates shall serve on the Executive Committee until their successors are selected. Should any delegate on the Executive Committee cease to be a public official with his/her appointing jurisdiction, that person shall no longer be eligible to be a delegate or to serve on the Executive Committee. Vacancies created by death, resignation or otherwise shall be appointed by the current Executive Committee for a term ending at the next Executive Committee election.
- E. Meetings** – In relation to meetings of the Executive Committee, the following terms shall apply:
1. **Procedure** – All meetings of the Executive Committee shall be conducted in accordance with the provisions of Robert's Rules of Order except as otherwise provided in these Bylaws. Robert's Rules of Order may be suspended by majority vote. In this case, meetings must be conducted in accordance with generally accepted procedures for public meetings except as otherwise provided in these Bylaws.
  2. **Time and Place** – The Executive Committee shall meet on a regular basis at a time and place fixed by the Executive Committee from time to time. Notice of Executive Committee meetings shall be given as required by North Carolina Law. Executive Committee meetings are open to the public.

3. **Special Meetings** – A special meeting of the Executive Committee may be called by the Chair of the Council, the Executive Director or any two members of the Executive Committee by causing such notice thereof to be given to each member as required by North Carolina Law. The notice of a special meeting shall contain a listing of matters upon which action by Executive Committee may be taken. No action may be taken by the Executive Committee at such special meetings on matters not listed on the meeting notice.
4. **Minutes** – General minutes of each meeting of the Executive Committee shall be taken to record actions taken by the Executive Committee.

F. **Duties, Powers and Responsibilities** – In addition to those specifically delegated to the Executive Committee by resolution of the Council, the Executive Committee shall have the following duties, powers and responsibilities:

1. The Executive Committee shall review, and may revise, amend, increase or decrease the Executive Director's proposed annual operating budget. After adoption of the budget by the Board of Delegates, the Executive Committee shall exercise oversight of all expenditures in accordance with the budget ordinance.
2. The Executive Committee shall have the authority to transfer or reallocate funds within the operating budget and amend the operating budget in order to meet unanticipated needs or changed conditions.
3. The Executive Committee shall have the authority to employ, fix the salary of and discharge the Executive Director, who shall serve at the pleasure of the Executive Committee. Employment, promotion, demotion and discharge of all other employees of the Council shall be the responsibility of the Executive Director.
4. The Executive Committee shall have the authority to enact policies and procedures to ensure the effective and efficient operation of the Council, such policies and procedures being consistent with these Bylaws.
5. The Executive Committee may act on behalf of the Council on all matters affecting the Council, except for (a) the adoption of the annual budget and (b) the fixing of member dues and assessments.

G. **Attendance** – The Council supports the full contribution of all members of the Executive Committee. The following provisions shall apply to meeting attendance for Executive Committee members:

1. An attendance problem occurs if any of the following conditions exist in regard to a member's attendance at Executive Committee meetings:
  - a. The member has two un-notified absences in a row. "Un-notified" means a member does not notify Council staff prior to an Executive Committee meeting to indicate they will be absent from an upcoming meeting.
  - b. The member misses three of the total number of Executive Committee meetings in a consecutive 12 month period.
2. If an attendance problem is identified, the Chair will contact the member in question and work to develop a suitable solution for both the member and the Executive Committee. If this does not correct the attendance problem, the position of the member in question shall be declared vacant and a replacement will be sought in accordance with these Bylaws.

**H. Current Executive Committee** – The current Executive Committee serving at the time of the adoption of these Bylaws shall continue to serve until the next Annual Meeting or until their successors are elected.



## AGENDA ITEM SUMMARY

- Item:** Fiscal Year 2018/19 Employee Pay Adjustments Clarification – 3D
- Nature of Item:** Executive Committee Action Requested
- Attachment(s):** Revised Fiscal Year 2018/19 Employee Pay Adjustments Policy Statement
- Background:** Last month, the Executive Committee approved the Fiscal Year 2018/19 Employee Pay Adjustments Policy Statement and authorized staff to implement year two of the Council's Pay and Classification Plan in compliance with the Policy Statement.
- After Executive Committee approval of this policy statement, staff realized a class of employees, part-time employees, were inadvertently omitted. The Council relies on several long-term, part-time employees to administer and manage programs and it was not the intent to leave these employees out. The attached revised statement is submitted for consideration.
- Suggested Motion:** Move to approve the Revised Fiscal Year 2018/19 Employee Pay Adjustments Policy Statement and authorize to staff to implement year two of the Council's Pay and Classification Plan in compliance with the policy statement.





**Revised Policy Statement  
Fiscal Year 2018/19 Employee Pay Adjustments**

In order to recruit and retain a highly skilled workforce, it is the desire of Land of Sky Regional Council to adjust employee salaries each year to ensure that each employee is paid at the market rate (mid-point) identified in the Council's Pay and Classification Plan within a reasonable number of years of employment with the Council. All pay, wages, and other forms of compensation are entirely dependent upon the availability of resources from the local, state, and federal sources that comprise the Council's funding base.

For Fiscal Year 2018/19 effective October 1, 2018, full-time and permanent part-time employees being paid at a rate below the established market rate (mid-point) for the position they hold will be provided a 2.0% increase in their rate of pay. Full-time and permanent part-time employees being paid at a rate equal to or higher than the established market rate (mid-point) for the position they hold will be provided a lump sum bonus equal to 2.0% of their current salary/rate of pay.

Approved October 24, 2018 by the Land of Sky Regional Council Executive Committee

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Larry B. Harris, Chair

ATTEST:

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Justin B. Hembree, Executive Director



### **AGENDA ITEM SUMMARY**

- Item:** Parrish, Campbell, & Shepherd Awards – 3E
- Nature of Item:** Update
- Attachment(s):** Awards Information
- Background:** The December Board of Delegates meeting has been set aside as a time recognize this year's recipients of the Parrish, Campbell and Shepherd Awards. Attached is information about each of these awards. The Executive Committee selects persons to be honored based on nominations from the Board of Delegates. Staff will discuss this process with the Executive Committee.
- Suggested Motion:** No specific action requested at this time. However, the Executive Committee may choose to take action regarding the awards.

**THE CHARLES H. CAMPBELL REGIONAL LEADERSHIP AWARD**

The award was established in 1983 in the name of the four-time Council Chairman and long-time Brevard Mayor, who received a national award for regional leadership in 1977. It may be given annually to one Council member who has made a major long-term contribution to the Council and its governance.

**THE ROBERT G. PARRISH INTERGOVERNMENTAL RELATIONS AWARD**

This award is to honor a person who has made significant contributions to improve intergovernmental cooperation within the region. This award honors the memory of the late Council Chairman and long-time Fletcher Mayor Robert Parrish, who received the 2000 NC Intergovernmental Relations Award.

**ROBERT E. SHEPARD EXCELLENCE IN LOCAL GOVERNMENT AWARD**

The Shepherd Award was established in 2016 in honor of longtime Land of Sky Executive Director Bob Shepherd. It is given to recognize a local government professional that has made significant positive impacts on the quality and delivery of public services.