



**Executive Committee
April 22, 2020
Virtual Meeting via Zoom
Land of Sky Regional Council
339 New Leicester Highway, Suite 140, Asheville, North Carolina 28806**

AGENDA

1. Call to Order (11:00am)

2. Executive Session – Personnel Matter pursuant to NCGS 143-318.11

3. 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. February 26, 2020 Executive Committee Meeting Minutes

4. Business

- A. FY 2019/2020 Budget Amendment #7**
- B. Land of Sky Regional Council 501(c)(3) Presentation**
- C. Audit Firm Request for Proposals**
- D. Land of Sky Regional Council Forum Representative**
- E. Reclassification of Mountain Mobility Staff**

5. Other Items

- A. COVID-19 Regional Response Effort**
- B. COVID-19 financial support for individuals and small businesses**
- C. Board of Delegates Nominations for Officers**
- D. LOSRC Indirect Rate**
- E. Federal and State Advocacy Agenda**

6. Adjournment

**Land of Sky Regional Council
Executive Committee
February 26, 2020**

Minutes

Land of Sky Regional Council's Executive Committee held a meeting on February 26, 2020 at the offices of Land of Sky Regional Council (LOSRC) located in Asheville, NC. Present for the meeting was Chair Larry Harris, Mike Hawkins, George Goosmann, Barbara Volk, Albert Gooch, Bob Tomasulo, and John Mitchell. Land of Sky staff present included Nathan Ramsey, Vicki Jennings, Charlotte Sullivan, and Danna Stansbury, Glenda Brown, Erica Anderson, LeeAnne Tucker, and Zia Rifkin (Recording). Susan Russo-Klein was present as LOSRC's legal counsel, overseeing the Executive Director Search process. Valerie Kiger, representing Cannon & Company, was present to review the audit with the Executive Committee.

Call to Order – Chair Harris called the meeting to order at approximately 10:30am.

George Goosmann moved to enter closed session for the purpose of discussing a personnel matter related to the Executive Director Search. Albert Gooch seconded and the motion carried as all were in favor.

Closed Session

Business

Approval of Consent Agenda – The consent agenda, composed of items A. January 22, 2020 Executive Committee minutes; B. January 8, 2020 Executive Committee Meeting Minutes; and C. Budget Amendment #5 were presented for approval with no modification requested.

Charlotte Sullivan explained the purpose of Budget Amendment #5, including that the Area Agency on Aging has received \$25,135 in additional funding for three programs: Aging-Medicare Improvements for Patients, Foster Grandparent and Senior Companion. Workforce Development has received additional Contingency Funding in the amount of \$100,000 and Finish Line Grant funding for student and staff support at AB Tech in the amount of \$45,000. The Economic and Community Development Department also received new funding and had revised carryover funding, which totaled \$55,272. The total amount of the budget amendment is \$228,407

Albert Gooch moved to approve the consent agenda as presented. George Goosmann seconded and the motion carried without further discussion.

New Business, Discussion & Updates

Audit Presentation from Cannon & Company, LLP

Valerie Kiger with Cannon & Company presented information on the organization's audit for the year ending June 30, 2019. She noted there was a determination of a clean audit. She reviewed the general summary information of LOSRC's funding, noting that revenues and expenditures were both less than funding available. The fund balance increased to over \$1.5 million, leading to a more profitable year in the fund balance.

Discussion occurred regarding the big swing in Workforce funding, which has decreased over the past few years, even as the Workforce Board has received additional grants for programs outside of those supported with formula (allocation)

funding, which supports the NCWorks Career Centers and Youth programs in the region. It was noted that Workforce has two years to spend its funding allocations.

Discussion also occurred about funding for the Transportation Planning bodies. Erica Anderson noted that the MPO had a lot of funding that needed to be obligated and that has occurred.

Valerie Kiger communicated about the brownfield liability, which has been removed from the balance sheet and is no longer a liability. Regarding compliance, the programs tested (WIOA, ECD/Construction Programs, etc.) had no findings. She did note the finding, for appropriating fund balance when LOSRC did not have available unrestricted funds to appropriate fund balance. No internal control issues were noted and Valerie Kiger shared that there was an adequate segregation of duties in the Finance Department. The Communication with Governance letter states that there were no issues with working with the administrative staff and no new financial policies were required.

Discussion occurred regarding the brownfield loan and Erica Anderson noted that it is time to follow up with Billy Clarke regarding the disposition of that loan.

John Mitchell moved to accept the audit. George Goosmann seconded and the motion carried as all were in favor.

Nathan Ramsey noted that the Request for Proposals (RFP) has been posted to the LOSRC website and advertised in order to receive proposals to find a new audit firm as Cannon and Company, LLC plans to discontinue governmental audits.

Land of Sky Regional Council Response to Audit Finding

For the second consecutive year, Land of Sky RC had an audit finding for appropriating fund balance when the Council did not have available unrestricted funds to appropriate fund balance. In response to this audit finding, staff plans to manage contracts that cover multiple program years to limit the amount of encumbrances as of June 30. The encumbrances are largely due to French Broad MPO contracts that span two program years. Auditors have indicated that these encumbrances will restrict fund balance available for appropriation.

Nathan Ramsey shared that following the audit presentation, there was a finding of unrestricted fund balance appropriation. He noted that the organization would no longer do that and Charlotte Sullivan shared that contracts would no longer carryover from one fiscal year to the next.

George Goosmann moved to adopt the Land of Sky Regional Council corrective action response to the audit finding. Mike Hawkins seconded and the motion carried without further discussion.

Land of Sky Regional Council procurement to Replace air Conditioning System in Server Room

Nathan Ramsey shared that the server room air conditioning system has become inoperable. The temperature of the room cannot exceed 70 degrees; otherwise, the server equipment could be damaged. Staff have reached out to three firms for bids to replace the system. The lowest bid is from MB Haynes Corporation at just under \$6000. The funds to pay for this replacement would come from unspent administrative funds.

George Goosmann moved that Council would select MB Haynes Corporation to replace this system for a cost of no more than \$6,000 and to authorize staff to execute the appropriate documents to complete this procurement. Albert Goosmann seconded and the motion carried without further discussion.

Resolution to Accept the Town of Mills River as a Member of the Land of Sky Regional Council

The Town of Mills River, at their February 13, 2020 meeting voted to join as a member of the LOSRC. The Town would join the Council for the first year with no dues. If the Town remains a member of the Council, they would pay regular dues beginning in year two and beyond.

Barbara Volk moved that Council accept the Town of Mills River as a member of the Land of Sky Regional Council. George Goosmann seconded and the motion carried as all were in favor.

Chair Harris suggested that the Town of Mills River be invited to provide a 10 minute presentation at the March Board of Delegates meeting.

Nathan Ramsey suggested recognizing the Town at today's Board meeting.

Land of sky Regional Council Bereavement Policy

Nathan Ramsey shared that recently, two elected officials from the Land of Sky region passed away: Town of Black Mountain Alderman Carlos Showers and Buncombe County Commissioner Mike Fryar. The Council sent flowers to the families of both individuals, paid for by the Interim Executive director from his personal funds. The Council currently does not have a policy on how to honor elected officials in the region who have passed away.

Mike Hawkins moved to adopt the Land of Sky Regional Council Bereavement Policy. Bob Tomasulo seconded and the motion carried without further discussion.

John Mitchell Moved to amend the Bereavement Policy to include managers and key staff as the Executive Director shall deem appropriate. George Goosmann seconded the motion, which carried without further discussion.

Land of Sky Regional Council Forum Representative

Nathan Ramsey shared that the NC Association of Regional Councils of Government Forum is comprised of elected officials representing the sixteen (16) COG regions in the State of North Carolina. Land of Sky Regional Council has not been represented recently at Forum meetings. Forum meetings are normally held in conjunction with COG Directors meetings.

The Forum is a unique venue where municipal and county elected officials and community leaders convene to research, discuss issues and policies, and seek regional solutions for local units of government and the State of North Carolina. This body focuses on issues that can best be addressed on a regional or statewide basis and then champions regional solutions to challenges facing its member governments through collaboration, partnership and consensus building.

The Forum consists of elected officials and community leaders from the 16 COGs across the state and serves as an advocacy and advisory group to the Association.

Nathan Ramsey communicated that LOSRC administrative staff would like the Executive Committee to designate a Delegate, who is an elected official to serve as LOSRC's representative to the Forum.

Chair Harris inquired if any Executive Committee members would like to serve as the organization's representative to the Forum. He noted that the goal is to designate a delegate, who could attend as able and appropriate. Nathan Ramsey shared that the Forum usually meets the day prior to the COG Directors. The next COG Directors meeting is planned for early April in Fayetteville.

Discussion occurred regarding The Policy Group, who is the lobbying body for the COGs in the state. Nathan Ramsey noted that's a big part of the Forum- to advocate for the COGs. Danna Stansbury communicated that the COGs do have a legislative list of priorities and updates are received from the Policy Group regarding its efforts around those legislative

priorities. Nathan Ramsey shared that once Council appoints a permanent executive director that would be the time to move forward with the committees developed as part of the Strategic Plan.

No action taken at this time.

501(c)(3)

Nathan Ramsey shared that there has been some discussion about LOSRC having a non-profit arm. He noted that Workforce has received contributions to assist with public engagement and it has come up that it would be beneficial to have a non-profit arm to receive those contributions. He also noted that the contribution from the JM Belk Endowment was awarded to LOSRC, even though the endowment would rather have contributed to a non-profit. Nathan Ramsey shared that staff has reached out to the Community Foundation of WNC, who could administer donations for a fee; but it has been determined that that may not be the best way to go. Additionally, staff could reach out to Roberts & Stevens about setting up a non-profit arm that could be managed in-house.

Chair Harris noted that it would mean more work from Charlotte Sullivan and require a separate audit. However, he saw no reason not to move forward with developing a 501(c)(3). Staff shared consensus that the organization had not received funding due to not having a non-profit arm. Nathan Ramsey noted that several COGs have a 510(c)(3), but many of those are not active. He also noted that for Workforce (and other departments at LOSRC), fundraising is becoming necessary in order to have adequate funding for operations. Chair Harris communicated that a non-profit would need to have its own board and that LOSRC may need to discuss having that type of set-up. It would seem advantageous for the Executive Committee to have ultimate control over a foundation associated with LOSRC. It does open up additional sources of revenue for the organization.

Informational item. No action requested at this time.

Nathan Ramsey mentioned appointing a nominating committee for the election of officers at the Annual Meeting. Executive Committee members discussed having the Annual Meeting in April and appointing the nominating committee at the March meeting. Chair Harris directed Nathan Ramsey to research past minutes to determine next steps and then to discuss at the March meeting.

Adjournment

Chair Harris adjourned the meeting, as there was no further business.



AGENDA ITEM SUMMARY

Item:	4A – Budget Amendment #7
Nature of Item:	Action and Information
Attachment(s):	Budget Resolution #7 and LOSRC Budget Amendment Details
Background:	Budget amendment necessary to facilitate the purchase of N95 masks from Dogwood Health Trust for the benefit of local governments and other key partners.
Responsible Staff	Charlotte Sullivan, Finance Director

Land of Sky Regional Council has entered into a strategic partnership with Dogwood Health Trust to increase the availability of Personal Protective Equipment (PPE) in our region. Many local governments are struggling to obtain PPE during the COVID-19 outbreak. Land of Sky Regional Council will purchase 5,000 N95 masks from Dogwood Health Trust for \$2.88 per mask. The funds for this purchase will be excess operational funds. It is the intent of the Council to offer these masks to local governments in our region at our cost of \$2.88 per mask. If there are excess masks available beyond the needs of local governments, then the Council would make the masks available to departments including the Area Agency on Aging. If there are excess masks available, then the masks would be made available to key partners of the Council. It is anticipated that the Council will not incur any net expenses and the total cost of the masks will be repaid to the Council.

Suggested Motion: Move that the Executive Committee approve Budget Amendment #7.

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BUDGET AMENDMENT RESOLUTION #7

BE IT ORDAINED by the governing board of the Land of Sky Regional Council that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2020.

SECTION I. To amend the appropriations as follows:

Area Agency on Aging	\$
Workforce Development	
Economic & Community Development	
General Operations	15,000
Total Appropriations	\$ 15,000

SECTION II. It is estimated that the following revenues will be available for the fiscal year beginning July 1, 2019 and ending June 30, 2020.

Federal	\$ 26,000
State	
Local Dues	
Local Government Contracts & Match	15,000
Private Grants, Contracts & Sponsors	
Other	
In-Kind	<u>(26,000)</u>
Total Estimated Revenues	\$15,000

SECTION III. The budget officer is authorized to allocate the amounts of projects, programs and functions to appropriate objects of expenditures in accordance with the requirements of the contract concerning each project, program or function.

SECTION IV. The Chairman and/or appropriate officers are authorized to execute all contracts or grants necessary to implement this budget, including federal and state grants, contracts for assistance to local governments and agencies, and subcontracts to local entities necessary to implement Council programs and activities.

SECTION V. Copies of this resolution shall be furnished to the finance/budget officer as directions in carrying out her official duties.

Approved at the April 22, 2020 Executive Committee meeting of the Land of Sky Regional Council.

 Larry Harris, Chair

 Nathan Ramsey, Attest



Budget Amendment # 7

Revenue & Expenditures

Program Area	Unit	Original FY19/20 Budget	Current FY19/20 Budget	Proposed Amendment 7	Proposed FY19/20 Budget with Amendment 7
Area Agency on Aging	AAA	\$5,543,853	\$5,441,730	\$0	\$5,441,730
Workforce Development	MAWD	\$2,847,669	\$3,458,352	\$0	\$3,458,352
Economic & Community Development	ECD	\$4,339,041	\$4,852,367	\$0	\$4,852,367
General Operations	MNG	\$219,556	\$294,253	\$15,000	\$309,253
Total:		\$12,950,119	\$14,046,702	\$15,000	\$14,061,702

Revenue by Source

Source of Funding	Current FY19/20 Budget	Proposed Amendment 7	Proposed FY19/20 Budget with Amendment 7
Federal	\$8,122,264	\$26,000	\$8,148,264
North Carolina	\$2,062,856	\$0	\$2,062,856
Local	\$2,759,019	\$15,000	\$2,774,019
Local-Dues	\$302,667	\$0	\$302,667
Private	\$306,826	\$0	\$306,826
Other	\$286,902	\$0	\$286,902
In Kind	\$141,472	(\$26,000)	\$115,472
Fees	\$40,000	\$0	\$40,000
Appropriated Fund Balance	\$24,697	\$0	\$24,697
Total:	\$14,046,702	\$15,000	\$14,061,702



Budget Amendment # 7

Area Agency on Aging

Revenue & Expenditures

Total: \$5,441,730.47 \$0.00 \$5,441,730.47

Grant #	Name	Unit	Budget with Amendment 6	Proposed Amend 7	Budget with Amendment 7
501	Buncombe County Lead Agency	AAA	\$469,916.00	\$0.00	\$469,916.00
507	Medicare Improvements for Patients	AAA	\$29,368.00	\$0.00	\$29,368.00
508	Buncombe County Aging Plan	AAA	\$40,000.00	\$0.00	\$40,000.00
510	Aging Planning & Administration	AAA	\$320,379.41	\$0.00	\$320,379.41
511	Aging Planning & Administration State	AAA	\$48,262.00	\$0.00	\$48,262.00
513	Health Promotion	AAA	\$54,758.00	\$0.00	\$54,758.00
516	Local Contact Agency for NC Division of Aging	AAA	\$15,540.00	\$0.00	\$15,540.00
520	Home & Community Care Block Grant (P/T)	AAA	\$2,795,245.00	\$0.00	\$2,795,245.00
521	Senior Center General Purpose Funding	AAA	\$70,485.00	\$0.00	\$70,485.00
522	Project Fan/Heat Relief	AAA	\$5,429.00	\$0.00	\$5,429.00
530	Family Caregiver Support	AAA	\$307,467.00	\$0.00	\$307,467.00
533	Project Care (Contributions)	AAA	\$9,593.00	\$0.00	\$9,593.00
534	Project Care (Administration)	AAA	\$102,413.00	\$0.00	\$102,413.00
539	Admin for Community Living Fall Prevention	AAA	\$11,637.00	\$0.00	\$11,637.00
541	Health Promotion/Disease Prevention Pilot	AAA	\$30,850.00	\$0.00	\$30,850.00
545	Chronic Disease Self Management	AAA	\$965.00	\$0.00	\$965.00
550	Ombudsman	AAA	\$325,765.00	\$0.00	\$325,765.00
551	Elder Abuse Prevention	AAA	\$7,211.00	\$0.00	\$7,211.00
552	Buncombe County CAC Support	AAA	\$2,000.00	\$0.00	\$2,000.00
554	Ombudsman Event	AAA	\$2,000.00	\$0.00	\$2,000.00
555	Long-Term care MFP	AAA	\$14,321.06	\$0.00	\$14,321.06
586	Foster Grandparent	AAA	\$381,167.00	\$0.00	\$381,167.00
595	Senior Companion	AAA	\$396,959.00	\$0.00	\$396,959.00



Budget Amendment # 7

Workforce Development

Revenue & Expenditures

Total: \$3,458,351.98 \$0.00 \$3,458,351.98

Grant #	Name	Unit	Budget with Amendment 6	Proposed Amend 7	Budget with Amendment 7
210	Administration	MAWD	\$297,471.00	\$0.00	\$297,471.00
211	Special Activities	MAWD	\$27,000.00	\$0.00	\$27,000.00
212	John M Belk Endowment	MAWD	\$200,000.00	\$0.00	\$200,000.00
220	Adult	MAWD	\$691,434.97	\$0.00	\$691,434.97
223	Enhancement Adult Literacy	MAWD	\$190,000.00	\$0.00	\$190,000.00
224	Enhancement Adult Literacy/Admin	MAWD	\$10,000.00	\$0.00	\$10,000.00
230	Dislocated Worker	MAWD	\$458,372.42	\$0.00	\$458,372.42
235	Rapid Response Contingency	MAWD	\$325,000.00	\$0.00	\$325,000.00
239	Finish Line Support/Operations	MAWD	\$52,647.97	\$0.00	\$52,647.97
240	Youth - Out of School	MAWD	\$414,857.91	\$0.00	\$414,857.91
241	Youth - In School	MAWD	\$133,542.59	\$0.00	\$133,542.59
242	Finish Line -AB Tech	MAWD	\$89,397.70	\$0.00	\$89,397.70
243	Finish Line- Blue Ridge CC	MAWD	\$21,032.00	\$0.00	\$21,032.00
244	Early Childhood Initiative	MAWD	\$196,398.93	\$0.00	\$196,398.93
245	Innovation Grant/Upskill WNC	MAWD	\$77,514.03	\$0.00	\$77,514.03
246	Innovation Grant/Upskill WNC-Admin	MAWD	\$10,000.00	\$0.00	\$10,000.00
250	Enhancement Work-Base Learning	MAWD	\$142,673.43	\$0.00	\$142,673.43
251	Enhancement Work-Base Learning Admin	MAWD	\$6,500.00	\$0.00	\$6,500.00
266	Business Services Support - PY17	MAWD	\$114,509.03	\$0.00	\$114,509.03



Budget Amendment # 7

Economic and Community Development

Revenue & Expenditures

Total: \$4,852,367.02 \$0.00 \$4,852,367.02

Grant #	Name	Unit	Budget with Amendment 6	Proposed Amend 7	Budget with Amendment 7
330	WRP - EPA Revitalizing -Complete the Cycle	ECD	\$25,000.00	\$0.00	\$25,000.00
337	WRP - Buncombe Co Fire Districts Energy Assessments	ECD	\$16,415.00	\$0.00	\$16,415.00
340	WRP - Tobacco Trust Fund - Phase II - 11/1/16-9/30/18	ECD	\$47,259.00	\$0.00	\$47,259.00
342	WRP - EPA Source Reduction - 10/1/16-9/30/18	ECD	\$7,786.00	\$0.00	\$7,786.00
343	WRP - Energy Assessments - AB Tech	ECD	\$2,827.00	\$0.00	\$2,827.00
344	WRP - Energy Assessments - Asheville City Schools	ECD	\$1,139.00	\$0.00	\$1,139.00
345	WRP - City of Durham	ECD	\$17,544.00	\$0.00	\$17,544.00
346	WRP - NCDEQ-State Energy Program	ECD	\$53,785.00	\$0.00	\$53,785.00
347	WRP - Energy T/A for USI Program	ECD	\$1,839.00	\$0.00	\$1,839.00
350	WRP - NCDEQ - Solid Waste Management	ECD	\$40,000.00	\$0.00	\$40,000.00
353	WRP - City of Asheville-Water Quality	ECD	\$15,000.00	\$0.00	\$15,000.00
355	WRP - Private Contributions	ECD	\$2,759.00	\$0.00	\$2,759.00
371	WRP - Rural Utilities Service-Solid Waste - 10/18-9/19	ECD	\$75,000.00	\$0.00	\$75,000.00
375	WRP - USDA - Rural Energy for America - 4/18-3/20	ECD	\$59,498.00	\$0.00	\$59,498.00
409	City of Asheville - Housing	ECD	\$20,000.00	\$0.00	\$20,000.00
411	Montreat Zoning	ECD	\$36,450.00	\$0.00	\$36,450.00
418	Laurel Park - Code Enforcement T/A	ECD	\$24,474.02	\$0.00	\$24,474.02
420	Bunc Co Non-Emergency Medicaid Transportation (NEMT)	ECD	\$951,460.00	\$0.00	\$951,460.00
436	EDA Planning Grant - 1/1/18-12/31/20	ECD	\$132,889.00	\$0.00	\$132,889.00
440	City of Brevard T/A	ECD	\$10,000.00	\$0.00	\$10,000.00
447	Mars Hill Zoning T/A	ECD	\$9,000.00	\$0.00	\$9,000.00
451	Z. Smith-Reynolds Foundation	ECD	\$15,000.00	\$0.00	\$15,000.00
460	Montreat Storm water	ECD	\$24,704.00	\$0.00	\$24,704.00
465	Black Mountain Technical Assistance - GIS/GPS	ECD	\$4,000.00	\$0.00	\$4,000.00
470	ARC TA- Community Development, ends 09/30/20- (PY Grant#482)	ECD	\$10,123.00	\$0.00	\$10,123.00
471	Town of Fletcher - GIS	ECD	\$2,000.00	\$0.00	\$2,000.00
480	Village of Flat Rock - T/A Citizen Survey	ECD	\$3,500.00	\$0.00	\$3,500.00
481	ARC Local Development District Admin - 1/1/20-12/31/20	ECD	\$96,564.00	\$0.00	\$96,564.00
482	ARC T/A - Community Development - 10/1/19-9/30/20	ECD	\$10,502.00	\$0.00	\$10,502.00
483	ARC T/A - Community Development - 10/1/18-9/30/19	ECD	\$20,262.00	\$0.00	\$20,262.00

**Land of Sky Regional Council
Budget Amendment Details**



484	ARC Local Development District Admin - 1/1/19-12/31/19	ECD	\$79,038.00	\$0.00	\$79,038.00
490	ARC - Ends 12/31/20- (PY Grant # 481)	ECD	(\$17,526.00)	\$0.00	(\$17,526.00)
494	Hendersonville Downtown Revitalization T/A-10/1/17-9/30/19	ECD	\$12,398.00	\$0.00	\$12,398.00
497	Biltmore Forest/Montreat Planning & Zoning	ECD	\$88,275.00	\$0.00	\$88,275.00
498	Madison County TA	ECD	\$3,200.00	\$0.00	\$3,200.00
624	CFWNC-Agriventures	ECD	\$5,680.00	\$0.00	\$5,680.00
649	Mars Hill Wastewater Treatment Plant - EDA	ECD	\$17,713.00	\$0.00	\$17,713.00
666	Black Mtn EDA Water & Sewer	ECD	\$43,726.00	\$0.00	\$43,726.00
698	ECD - Rural Utilities Service-Solid Waste - 10/17-9/18	ECD	\$7,620.00	\$0.00	\$7,620.00
800	Clean Air Campaign	ECD	\$10,000.00	\$0.00	\$10,000.00
811	Congestion Mitigation & Air Quality - 2/1/18-1/31/20	ECD	\$37,000.00	\$0.00	\$37,000.00
823	DOE/NETL Clean Cities Coalition Support - 2/1/16-1/31/19	ECD	\$65,000.00	\$0.00	\$65,000.00
830	Mobile Education Center	ECD	\$23,540.00	\$0.00	\$23,540.00
880	Riverweek	ECD	\$299.00	\$0.00	\$299.00
883	PRF - French Broad Stormwater	ECD	\$3,283.00	\$0.00	\$3,283.00
900	Rural Planning Organization (RPO)	ECD	\$132,969.00	\$0.00	\$132,969.00
930	Bunc Co Mountain Mobility Administration	ECD	\$297,246.00	\$0.00	\$297,246.00
933	Bunc Co Transportation RIDE	ECD	\$175,000.00	\$0.00	\$175,000.00
935	Bunc Co Transportation EDTAP	ECD	\$25,000.00	\$0.00	\$25,000.00
938	Bunc Co Mountain Mobility Administration - RIDE	ECD	\$68,171.00	\$0.00	\$68,171.00
952	French Broad Metropolitan Planning Organization (MPO)	ECD	\$405,136.00	\$0.00	\$405,136.00
953	French Broad Metropolitan Planning Org-Special Studies	ECD	\$1,537,338.00	\$0.00	\$1,537,338.00
954	Transportation Demand Management (TDM) Coord	ECD	\$95,482.00	\$0.00	\$95,482.00



Budget Amendment # 7

General Fund

Revenue & Expenditures

Total: \$294,253.00 \$15,000.00 \$309,253.00

Grant #	Name	Unit	Budget with Amendment 6	Proposed Amend 7	Budget with Amendment 7
403	Leicester Crossing Facility - Debt Service	MNG	\$139,321.00	\$0.00	\$139,321.00
410	Local	MNG	\$76,343.00	\$15,000.00	\$91,343.00
412	Local Fundraising	MNG	\$3,460.00	\$0.00	\$3,460.00
413	ARC Fall Summit Fiscal Agent	MNG	\$50,000.00	\$0.00	\$50,000.00
415	Local Wellness	MNG	\$432.00	\$0.00	\$432.00
1	Indirect Cost Contribution	MNG	\$24,697.00	\$0.00	\$24,697.00



AGENDA ITEM SUMMARY

Item:	4B - 501(c)(3) Presentation
Nature of Item:	Action and Information
Attachment(s):	N/A
Background:	Presentation of 501(c)(3) organizational structure and steps to move forward with incorporation.
Responsible Staff	Nathan Ramsey, Executive Director

Land of Sky Regional Council has discussed having a 501(c)(3) nonprofit organization linked to the strategic priorities of the organization for many years. In 2019, LOSRC developed a 5-year strategic plan, which included moving forward with incorporating a nonprofit organization. With assistance from our attorney at Roberts & Stevens, P.A., LOSRC has taken the initial steps to incorporate *Friends of Land of Sky Regional Council*, a 501(c)(3) nonprofit organization, with the intent to diversity departmental funding streams and to provide humanitarian assistance to the communities we serve.

Suggested Motion: Move that the Executive Committee authorize Roberts & Stevens, P.A., to move forward with incorporation of *Friends of Land of Sky Regional Council*



AGENDA ITEM SUMMARY

Items: 4C – Land of Sky Regional Council Audit Firm Selection

Nature of Items: Action and/or Information

Attachment(s): Audit Firm cost comparison chart

Background: Land of Sky Regional Council Audit Firm Selection

Responsible Staff: Nathan Ramsey, Executive Director and Charlotte Sullivan, Finance Director

Cannon & Company LLP, the audit firm for Land of Sky Regional Council notified staff that they would no longer be conducting governmental audits. The Council released a Request for Proposals for audit services and financial statement preparation. The Council received five proposals from the following firms: Anderson Smith & Wike PLLC, Carter PC, Gould Killian CPA Group PA, Sharpe Patel CPA, and Thompson Price Scott Adams & Co. PA. Based on their relevant experience, professional staff, peer review and cost, staff recommends that the Council select Anderson Smith & Wike PLLC as the external audit firm for the Council to provide audit services and financial statement preparation for the Council.

Suggested Motion: Move that Council select Anderson Smith & Wike PLLC as the external audit firm for the Council and to authorize staff to enter into a contract with said firm for audit services and financial statement preparation.



Land of Sky Regional Council Audit Firm Proposals

Firm	Audit Cost Year One	Financial Statement Preparation
Anderson Smith & Wike PLLC	\$24,000	\$4,000
Carter PC	\$28,780	\$9,425
Gould Killian CPA Group PA	\$38,000	\$4,000
Sharpe Patel CPA	\$19,788	
Thompson Price Scott Adams & Co.	\$19,750	\$2,500



AGENDA ITEM SUMMARY

Items:	4D – Land of Sky Regional Council Forum Representative
Nature of Items:	Action and/or Information
Attachment(s):	N/A
Background:	Land of Sky Regional Council Forum Representative

The NC Association of Regional Councils of Government Forum is comprised of elected officials representing the sixteen (16) Council of Government regions in the State of North Carolina. Land of Sky Regional Council has not recently been represented at Forum meetings. Forum meetings are normally held in conjunction with COG Directors meetings.

“The Forum is a unique venue where municipal and county elected officials and community leaders convene to research and discuss issues and policies and seek regional solutions for local units of government and the State of North Carolina. This body focuses on issues that can best be addressed on a regional or statewide basis and then champions regional solutions to challenges facing its member governments through collaboration, partnership and consensus building.

The Forum consists of elected officials and community leaders from the 16 regional councils across North Carolina and serve as an advocacy and advisory group to the Association.”

Suggested Motion: Move that Council appoint the appropriate individual to represent the Council on the Forum.



AGENDA ITEM SUMMARY

Item: 4E - Reclassification of Mountain Mobility staff

Nature of Item: Action and/or information

Attachment(s): Mountain Mobility Transportation Specialist job description

Background: Pay and position adjustments for Mountain Mobility staff
Vicki Jennings

The recent retirement of a Mountain Mobility staff member has necessitated a restructuring of duties and responsibilities within the department. These changes have compelled us to create another job description that aligns the current responsibilities more accurately. The new position, titled Mountain Mobility Transportation Specialist, allows us to reorganize the duties of the department, hold staff accountable for new responsibilities, and compensate staff adequately for the new requirements. By classifying the position at Grade 19, in alignment with the Land of Sky Regional Council Pay and Classification Study of 2017, two staff members will be reclassified as Mountain Mobility Transportation Specialists and will receive an upgrade in annual salary. Through our contract with Buncombe County, Mountain Mobility is funded for three FTEs and one PT coordinator for the Ridership Independence for the Disabled and Elderly (RIDE) program. This increase in salary is within our budget guidelines for FY20-21. This title and pay adjustment will take effect on July 1, 2020.

Suggested Motion: Move that the Executive Committee approve title and pay adjustments of two Mountain Mobility staff members.

Department: Transportation Resource Center
Reports to: Mountain Mobility Manager

General Statement of Duties

The primary purpose of this position is to provide transportation assistance and/or customer service to residents of Buncombe County either in person or by phone. This position will screen customers for information, gather data, explain services and programs, interpret grant funding regulations and be able to articulate them to the general public; will be able to make appropriate referrals and will be proficient in retrieving client files and answering pertinent questions regarding transportation service. Position will perform duties as a representative of a public agency and is subject to high standards for personal and professional conduct.

Distinguishing Features of the Class

This position is responsible for working with customers either in person or by phone and performing a variety of administrative, clerical, records processing, data entry, and program assistant support duties. In cases of a new passenger, the worker must ask appropriate questions to determine eligibility for a number of grant-funded services, assess customer needs and answer questions in a friendly, courteous, caring way. Complexity of subject matter is substantial for this position as worker is responsible for evaluating, interpreting and explaining Mountain Mobility transportation services, policies and procedural guidelines. Employee may encounter a variety of problem situations and must independently determine appropriate course of action. Skill is required for operating advanced computer programs for client database management and transit vehicle trip verifications (RouteMatch or similar program). Judgment and initiative is required in applying the appropriate guides for handling work and justification for deviation procedures. Work is performed under general supervision of the Transit Program Manager and is evaluated through discussion, reports, and feedback from citizens and/or groups served. Employee must always present a positive image of both Land of Sky Regional Council, Buncombe County and Mountain Mobility.

Duties and Responsibilities

Essential Duties and Tasks

- Strong analytical and problem solving skills required.
- Screen customers for information and gather data.
- Trip verification and data analysis in RouteMatch.
- Database management – enrolling passengers, updating information, using reports to verify data.
- Explain services and programs and interpret guidelines and policies.
- Customer service and answering phones.
- Be willing to give presentations to service agencies and other appropriate audiences regarding transportation related issues, Mountain Mobility policies and procedures, etc.
- Attend community meetings as required.
- Performs related duties as required.

Recruitment and Selection Guidelines

Knowledge, Skills, and Abilities

- Excellent Customer service
- General knowledge of the eligibility requirements of numerous community transportation grants and program services.
- General knowledge of transportation operations and administrative functions including billing and accounting process and requirements.
- General knowledge of the needs and services for elderly and disabled citizens.
- Working knowledge of computers, word processing and spreadsheet software and ability to learn and efficiently use complex, specialized transportation software, to enter data and maintain a database and retrieve reports.
- Attention to detail and ability to accurately enter data into spreadsheets and online databases.
- General knowledge of office practices and procedures.
- Ability to work effectively with special populations.

- Tact and courtesy when answering the phones.
- Ability to work independently and to multi-task and determine priorities within workload.
- Ability to use sound judgment in performing work.
- Ability to develop and maintain effective working relationships with citizens, coworkers, peers and supervisors.
- Ability to communicate effectively in oral and written forms.

Organization Conformance Standards for all positions:

- Perform quality work within deadlines with or without direct supervision.
- Interact professionally and courteously with other employees, customers and partners.
- Work effectively as a team contributor on all assignments.
- Understand the necessity to efficiently and effectively interact, communicate and coordinate work efforts with other employees and organizations in an effective manner to accomplish common task.
- Function in highly stressful circumstances.
- Maintain a high level of professionalism and to conduct business in an ethical manner at all times.
- Maintain regular and punctual attendance.

Physical Requirements

- Must be able to perform the basic life operational skills of talking, walking, lifting, reaching, standing, fingering, feeling, hearing and repetitive motions.
- Must be able to perform light work exerting up to 20 pounds of force occasionally and/or 10 pounds of force frequently to lift, carry, push, pull or otherwise move objects.
- Must possess the visual acuity to prepare data and statistics, to operate a computer, and to read extensively.

Desirable Education and Experience

- Two-year degree from a community college or technical school with an associate degree in a human services field; or an equivalent combination of training and transportation related experience.
- Familiarity with disability and ADA issues

Special Requirements

- Driver's License is usually required and specialized certifications may also be required of individual positions.

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