



**Executive Committee
January 22, 2020
Land of Sky Regional Council
339 New Leicester Highway, Suite 140, Asheville, North Carolina 28806**

AGENDA

1. Call to Order (10:30am)

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. January 22, 2020 Executive Committee Meeting Minutes
- B. January 8, 2020 Executive Committee Meeting Minutes
- C. FY 2019/2020 Budget Amendment #5

4. Business

- A. Audit Presentation – Valerie Kiger, Cannon & Company
- B. Land of Sky Regional Council Corrective Action Plan Response to Audit Finding
- C. Procurement Request for Server Room Air Conditioning System
- D. Resolution to Accept the Town of Mills River as a member of Land of Sky Regional Council
- E. Land of Sky Regional Council Bereavement Policy
- F. Land of Sky Regional Council Forum Representative

4. Other Items

- A. Land of Sky Regional Council 501c3 nonprofit
- B. Audit Request for Proposals

5. Adjournment

**Land of Sky Regional Council
Executive Committee
January 22, 2020**

Minutes

Land of Sky Regional Council's Executive Committee held a meeting on January 22, 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, Tristan Winkler, and, Zia Rifkin (Recording). Susan Russ-Klein was present as LOSRC's legal counsel, overseeing the Executive Director Search process.

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

Approval of Consent Agenda – The consent agenda, composed of items A. December 4, 2019 Executive Committee minutes; and B. Budget Amendment #4 were presented for approval with no modification requested.

Charlotte Sullivan explained the purpose of Budget Amendment #4 including that the Area Agency on Aging's Senior Companion Program has received a new grant for \$1,900. Additionally, the Economic and Community Development Department has received additional funding for Buncombe County Non-Emergency Medicaid Transportation (NEMT) in the amount of \$129,343 due to a revised contract, revised carryover for EDA funding in the amount of \$12,039, and revised carryover funding for an ARC grant in the amount of (\$17,526) for a grant that ends 12/31/20.

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

Nathan Ramsey requested that for the portion of the closed session dealing with the MPO and Workforce Development staff pay adjustments that he and Erica Anderson, Danna Stansbury and Charlotte Sullivan be allowed to participate in the discussion of the personnel matters.

John Mitchell moved to enter closed session for the purpose of discussing a personnel matters related to staff compensation (MPO and Workforce Development) and to work on the Executive Director Search. George Goosmann seconded and the motion carried as all were in favor.

Closed Session

New Business, Discussion & Updates

Pay and Staffing Adjustments

Pay and Staffing Adjustments for French Broad River Metropolitan Planning Organization (FBRMPO)

Nathan Ramsey informed the Executive Committee that recently the leadership of the FBRMPO Board and Technical Coordinating Committee requested MPO staff to evaluate staffing levels and compensation at the MPO to address turnover and limited applicants for vacant positions. MPO staff used the following resources to examine staffing levels and compensation: (1) the Wilmington MPO Pay and Classification Study (2018) that compared compensation in like-sized MPOs in North Carolina, South Carolina, Virginia, and Tennessee; and (2) the staffing levels of every like-sized MPO in North Carolina, South Carolina, Virginia, Tennessee, Kentucky, Georgia, and Florida (as well as a couple outliers), assembled by staff. The following findings were made:

The average MPO similar to size to the French Broad River MPO in the southeast would have 6-7 employees, but the MPO currently has 3.85 employees, including support staff. Compared to the Wilmington MPO's Pay and Classification Study, higher-level FBRMPO staff are under-compensated.

MPO leadership is recommending that staffing levels for the FBRMPO be increased by one Senior Planner (Planner III) at the level of a Senior Planner in the Wilmington Pay and Compensation Study and to increase the compensation level for the MPO Director and Planner I positions to the level of the Wilmington MPO Pay and Compensation Study. In order to pay for these increases, the MPO has access to Surface Transportation Block Grant (STBG) funds that are provided directly from FHWA to the MPO. Traditionally, these funds have not been programmed towards MPO operations but are being proposed to be used in this manner for the first time. In order to do this, dues-paying member governments of the MPO would be required to provide a 20% local match, as required by FHWA.

George Goosmann moved to increase the MPO staff's pay adjustments, contingent on the FBRMPO approving the pay adjustments at their Board meeting on Thursday, January 23, 2020 and to be effective February 1, 2020. Albert Gooch seconded and the motion carried without further discussion.

Pay Adjustments for Mountain Area Workforce Development Board (MAWDB) Staff

Nathan Ramsey communicated that during the executive director transition, Mountain Area Workforce Development Board staff have been tasked with taking on additional responsibilities in order to conduct the work of MAWDB while he is filling the role of Interim Executive Director. The staff to receive additional compensation are the Regional Business Services Coordinator, the Program and Accountability Specialist, and the Administrative Support Specialist by \$5000 each annually. These staff are integral to the work of MAWDB and each have agreed to shoulder additional responsibilities during the executive director transition. This proposal is consistent with LOSRC's Pay and Compensation Plan.

George Goosmann moved to approve the pay adjustments for Mountain Area Workforce Development Board staff effective February 1, 2020. Bob Tomasulo seconded and the motion carried without further discussion.

Procurement Request for French Broad Room A/V Equipment

Nathan Ramsey shared that there has been a request to improve the French Broad Conference Room AV system to allow board members to participate in meetings remotely. Council has requested three quotes and staff recommends the selection of TSA Choice as the vendor due to the cost, quality, and technical support provided. One-third of the funding for this project would be provided through the federal funding received by Mountain Area Workforce Development Board (MAWDB) under the Workforce Innovation and Opportunity Act (WIOA) and the remainder through funding from the Council's existing budget. The NC Department of Commerce has approved MAWDB to fund one-third of the A/V equipment upgrade project as any anticipated expense, costing over \$5000 and paid with WIOA funding, must be approved by NC Commerce. Upon approval, a contract for the A/V equipment/support would be forwarded to Roberts & Stevens for review.

Discussion occurred regarding the anticipated monthly expense for the A/V equipment and Nathan Ramsey shared that the expense is \$1514 per month for a lease of the equipment. The contract includes a provision that would allow for upgrades to the equipment after the initial 48-month lease period. Nathan Ramsey shared that by working with legal counsel, assurance could be provided that the contract would allow for equipment upgrade. Susan Russ-Klein mentioned that often, after a lease is up, a buyout of the equipment at a very reasonable cost might be possible.

Albert Gooch moved to authorize Land of Sky administrative staff to enter into a contract with TSA Choice for the French Broad Conference Room AV. Bob Tomasulo seconded and the motion carried without further discussion.

Other Items

Council Audit Status

Charlotte Sullivan shared that Valerie Kiger with Cannon and Company, LLP, would provide the Executive Committee with LOSRC's audit status at the February meeting.

No specific action requested at this time.

Audit Request for Proposals (RFP)

Nathan Ramsey shared that Council's current audit firm, Cannon and Company has informed leadership that they plan to cease conducting high-risk audits, including audits of governmental units. He communicated that a Request for Proposals (RFP) is currently under development for the organization to select a new audit firm.

No specific action requested at this time.

Service Awards

Nathan Ramsey shared that the presentation of Years-Of-Service awards for LOSRC staff is on the Board's agenda for today. Four staff are being recognized for their service to LOSRC: Dee Hanak, Office Manager for Waster Reduction Partners- 10 years of service; Vicki Jennings, Mountain Mobility Director- 10 years of service; Stephanie Stewart, Health Promotions Specialist with the Area Agency on Aging (AAA)- five years of service; and, Tristan Winkler, MPO Director- five years of service. He communicated that each of these staff are capable and proficient at their jobs, represent the organization well in the communities in the region, and serve vital roles within the organization.

Informational item only.

Adjournment

George Goosmann moved to adjourn. Albert Gooch seconded and the meeting adjourned as there was no further business.

Land of Sky Regional Council

Minutes of Executive Committee Meeting

January 8, 2020

Present: Nancy Allen, Albert Gooch, George Goosman, Larry Harris, Mike Hawkins, John Mitchell, Bob Tomasulo, Barbara Volk

Also attending: Nathan Ramsey, Susan Russo Klein

1. Call to Order by Chairman Harris at 1:02 p.m.
2. Public Session
 - a. John M. Belk Endowment Resolution & Sole Source Contract with Education Strategy Group – Interim Director Nathan Ramsey announced \$200,000 contribution from JMB. First region in state to begin post-secondary educational initiative under “My State” Goal. The ESG contract should not exceed \$86,250. Additional funds will provide support to LOSRC performance of the single source contract. Mr. Ramsey answered questions about the proposal and funding. Mr. Goosman introduced a motion to accept the funds, which was seconded by Mr. Tomasulo. Discussion ensued, followed by a vote to accept the funds. Mr. Goosman then introduced a motion to adopt a resolution to accept the funds and approve the contract. Ms. Allen seconded the motion, and the Committee unanimously approved the action.
 - b. Budget Amendment Resolution #3 – Mr. Ramsey introduced a budget amendment that incorporated the Belk funds. Mr. Goosman introduced a motion to approve the budget amendment, seconded by Mr. Tomasulo. The Committee unanimously voted to approve.
3. Interim Director Update – Mr. Ramsey provided an operational update of the Council's business (see Attachment).
4. Executive Session - Mr. Goosman then introduced a motion to go into closed session to discuss two personnel matters pursuant to N.C.Gen. Stat.§143-318.11, seconded by Mr. Gooch. The Committee unanimously agreed to go into closed session at 1:32.
 - a. Personnel matter – Mr. Ramsey informed the Committee that Finance Director Charlotte Sullivan has indicated she is resigning to take another position. Discussion ensued. The Committee expressed regret in losing such a valuable employee, but supported her decision and wished her well. The Committee directed Mr. Ramsey to see a replacement once Ms. Sullivan formally gives notice.
 - b. Personnel matter – The Search Committee reviewed applications for the Executive Director position. The position closes on January 15. The Committee will review additional applicants at its January 22 meeting, at which point it will make its final selection of candidates to conduct initial interviews.
5. The Committee went back into public session. Mr. Tomasulo made a motion to close, seconded by Mr. Goosman. The Committee unanimously voted to close the meeting at 2:47 p.m.

Attachment to Minutes

Update by Interim Director Nathan Ramsey

LOSRC Executive Committee Update

Wednesday, January 8, 2019

1:00 pm

Roberts & Stevens, PA

1. Economic Community Development
 - NEMT proposal has been accepted by Buncombe County
 - Regional resiliency project/FEMA Cooperating Technical Partner (CTP)
 - MPO staff salary proposal
 - Broadband summit – January 27 at UNC Asheville
 2. Workforce Development
 - USDOL ETA \$5 million grant submitted to serve 16 counties. DHT provided a professional grant writer
 - CS4NC – January 14 at WCU Biltmore Park hosted by Epsilon
 - MAWDB staff salary proposal during interim
 3. Administration
 - Danna will be making presentation at the Red River Leadership Institute next week in Texarkana, AR, invited by the University of Arkansas Little Rock.
 - ReConnect WNC – five county Chambers of Commerce, Danna working with Samantha Cole at the Asheville Chamber on this effort
 - Healthy Opportunities – proposal to be submitted by DHT end of this month, Danna is leading this effort on behalf of LOSRC
 - LOSRC indirect cost proposal submitted
 - LGC unrestricted fund balance update
 4. Large Conference Room AV system – waiting on approval from state monitors
 5. Rural SUD workshop hosted by federal agencies, Danna is leading this project
4. Aging
 - Five year aging plan update
 - Staff has signed up with NCCare360
 - Submitted two proposals to DHT and Pisgah Health Foundation to expand volunteer programs (Senior Companion Program and Foster Grandparent Program) especially in rural counties



BUDGET AMENDMENT RESOLUTION #5

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	\$ 28,135
Economic & Community Development	145,000
	55,272
Total	<u>\$ 228,407</u>

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	\$ 173,670
State	
Local Govt – Contracts & Required Match	23,057
Local Dues	
Private Grants, Contracts, Sponsors	22,680
In-Kind	9,000
Total	<u>\$ 228,407</u>

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 February 26, 2020 meeting of the Land of Sky Regional Council.

Larry Harris, Chair

Nathan Ramsey, Attest

Land of Sky Regional Council

Revenues & Expenditures

Program Area	Original FY 19/20 Budget	Current FY 19/20 Budget	Proposed FY 19/20 Budget	Proposed Budget Amendment #5
Area Agency on Aging	\$ 5,543,853	\$ 5,419,037	\$ 5,447,172	\$ 28,135
Workforce Development	2,847,669	3,263,352	3,408,352	\$ 145,000
Economic & Community Development	4,339,041	4,795,634	4,850,906	55,272
General Operations	219,556	294,253	294,253	
Total	\$ 12,950,119	\$ 13,772,276	\$ 14,000,683	\$ 228,407

Land of Sky Regional Council

Revenues by Source

Source of Funding	Current FY 19/20 Budget	Proposed FY 19/20 Budget	Proposed Budget Amendment #5
Federal	7,938,132	8,111,802	173,670
State	1,922,088	1,922,088	-
Local Dues	365,220	365,220	-
Local Govt - Contracts & Required Match	2,784,227	2,807,284	23,057
Private Grants, Contracts, Sponsors	274,776	297,456	22,680
Other	326,902	326,902	
In-kind	136,234	145,234	9,000
Appropriated Fund Balance	24,697	24,697	
Total	13,772,276	14,000,683	228,407

ea Agency on Aging
 Revenues & Expenditures

Program	Current FY 19/20 Budget	Proposed FY 19/20 Budget	Proposed Budget Amendment #5	Budget Amendment Comments
501 - Buncombe County Lead Agency	\$ 469,916	\$ 469,916	-	
507 - Aging-Medicare Improvements for Patients	9,702	29,368	19,666	
508 - Buncombe County Aging Plan	40,000	40,000	-	
510 - Aging Planning	324,642	324,642	-	
511 - Aging P&A	48,262	48,262	-	
513 - Aging Health Promotion	54,758	54,758	-	
514 - Aging Health Assessment	-	-	-	
516- Local Contract Agency for NC Div. of Aging	15,540	15,540	-	
520 - Aging Services - Block Grant	2,795,245	2,795,245	-	
521 - SR Center GP & OR	70,485	70,485	-	
522 - Project Fan/Heat Relief	5,429	5,429	-	
530 - Family Caregiver Support	307,467	307,467	-	
531 - FCSP Event	-	-	-	
533 - Project Care (Contributions)	9,593	9,593	-	
534 - Project Care (Administration)	102,413	102,413	-	
539 - ACL Fall Prevention	11,637	11,637	-	
541 - Health Promotion/Disease Prevention-Pilot	30,850	30,850	-	
545 - Chronic Disease Self-Management	965	965	-	
550 - Ombudsman	325,765	325,765	-	
551 - Elder Abuse	7,211	7,211	-	
552 - Buncombe County CAC Support	2,000	2,000	-	
553 - Just Press Play	-	-	-	
554 - Ombudsman Event	2,000	2,000	-	
555 - Long-Term Care Transition MFP	15,500	15,500	-	
561 - SCSEP (Contributions)	-	-	-	
574 - Fund Raising	-	-	-	
586 - Foster Grandparent	380,179	381,167	988	Additional Funding
595 - Sr Companion	389,478	396,959	7,481	Additional Funding
Total	\$ 5,419,037	\$ 5,447,172	\$ 28,135	

Workforce Development

Revenues & Expenditures

Program	Current FY 19/20 Budget	Proposed FY 19/20 Budget	Proposed Budget Amendment #5	Budget Amendment Comments
210 - MAWD Administration	297,471	297,471	-	
211 -MAWD Special Activities	27,000	27,000	-	
212 -MAWD John M Belk Endowment	200,000	200,000	-	
220 - MAWD Adult	691,435	691,435	-	
223 - MAWD Enhancement Adult Literacy	190,000	190,000	-	
224 -MAWD Enhancement Adult Literacy-Admin.	10,000	10,000	-	
230 - MAWD Dislocated Worker	458,372	458,372	-	
235 - MAWD Rapid Response Contingency	175,000	275,000	100,000	Additional Funding
239 - MAWD Finish Line Support (Operations)	52,648	52,648	-	
240 - MAWD Youth - Out of School	414,858	414,858	-	
241 - MAWD Youth - In School	133,543	133,543	-	
242 - MAWD Youth - Finish Line AB Tech	44,398	89,398	45,000	Additional Funding
243 - MAWD Youth - Finish Line Blue Ridge CC	21,032	21,032	-	
244 - MAWD Youth - Early Childhood Initiative	196,399	196,399	-	
245 - MAWD Youth - Innovation Grant Upskill WNC	77,514	77,514	-	
246 - MAWD Youth - Innovation Grant Upskill WNC	10,000	10,000	-	
250 - MAWD Enhancement Grant / Work-Base Learning	142,673	142,673	-	
251 - MAWD-Enhancement Grant/ Work-Base Learning Admin.	6,500	6,500	-	
266 - MAWD Business Support services	114,509	114,509	-	
			-	
Total	3,263,352	3,408,352	145,000	

Economic and Community Development

Revenues & Expenditures

Program	Current FY 19/20 Budget	Proposed FY 19/20 Budget	Proposed Budget Amendment #5	Budget Amendment Comments
420 Buncombe Co Non-Emergency Medicaid Transportation (NEMT)	951,460	951,460	-	
409 City of Asheville - Housing	20,000	20,000	-	
411 Montreat Zoning	36,450	36,450	-	
418 Storm water Grant	26,213	26,213	-	
436 EDA 1/1/18-12/31/20	132,889	132,889	-	
440 City of Brevard T/A		10,000	10,000	New Contract
445 Storm water Inventory 205(j) Grant-Rosman & Hot Springs	-	-	-	
446 Mars Hill Parks & Rec Plan	-	-	-	
447 Mars Hill Zoning T/A	9,000	9,000	-	
451 Z. Smith-Reynolds Foundation		15,000	15,000	New Grant
460 Montreat Storm water		24,704	24,704	New Grant
465 Black Mountain Technical Assistance-GIS/GPS-FY	4,000	4,000	-	
471 Town of Fletcher- GIS	2,000	2,000	-	
480 Village of Flat Rock - T/A Citizen Survey	3,500	3,500	-	
490 ARC - Ends 12/31/20- (PY Grant # 481)	79,038	79,038	-	
470 ARC TA- Community Development, ends 09/30/20- (PY Grant#482)	20,625	20,625	-	
483 ARC TA - Community Development - ends 9/30/19	20,262	20,262	-	
484 ARC Local Dev. District Admin.	79,038	79,038	-	
494 Hendersonville Downtown Revitalization T/A - 10/1/17-9/30/19	12,398	12,398	-	
496 Transylvania Co Housing Technical Assistance	-	-	-	
497 Biltmore Forest/Montreat Planning & Zoning	91,350	88,275	(3,075)	Revised Contract
624 CFWNC Agriventures		5,680	5,680	Revised Carry-over
649 EDA Mars Hill Wastewater Treatment Plant	9,800	17,713	7,913	Revised Carry-over
666 Black Mtn. EDA Water & Sewer	43,726	43,726	-	
680 Brownfields Conference Fund-Raising - ND	-	-	-	
699 ECD- Rural Utilities Services - Solid Waste - 10/1/19-9/30/20	7,620	7,620	-	
762 CDBG-Town of Marshall Infrastructure Grant -	-	-	-	
800 Clean Air Campaign - ND	10,000	10,000	-	
811 Congestion Mitigation & Air Quality - 12/17/18-01/31/20	37,000	37,000	-	
822 DOE Clean Cities Program Support - ND				
823 DOE/NETL Clean Cities Coalition Support -	65,000	65,000	-	
830 Mobile Education Center - ND	23,540	23,540	-	
880 River week - ND	299	299	-	
883 PRF - French Broad Storm water - ND	3,283	3,283	-	
330 WRP - EPA Revitalizing -Complete the Cycle	41,500	25,000	(16,500)	Revised Amount FY20
337 WRP - Buncombe Co Fire Districts Energy Assessments	16,415	16,415	-	
338 WRP - Weatherization Review - Elizabeth City	-	-	-	
340 WRP - Tobacco Trust Fund - Phase II -	47,259	47,259	-	
342 WRP - EPA Source Reduction -	7,786	7,786	-	
343 WRP - Energy Assessments - AB Tech	2,827	2,827	-	
344 WRP - Energy Assessments - Asheville City Schools	1,139	1,139	-	
345 WRP - City of Durham	17,544	17,544	-	
346 WRP - NCDEQ State Energy Program	53,785	53,785	-	
347 WRP-Energy T/A for USI Program - ND	1,839	1,839	-	
350 DPPEA SWMTF WRP	40,000	40,000	-	
353 WRP - City of Asheville-Water Quality -FY	15,000	15,000	-	
355 WRP - Private Contributions	2,759	2,759	-	

Economic and Community Development

Revenues & Expenditures

Program	Current FY 19/20 Budget	Proposed FY 19/20 Budget	Proposed Budget Amendment #5	Budget Amendment Comments
371 WRP - Rural Utilities Service - Solid Waste 10/19/9/20	75,000	75,000	-	
375 WRP - USDA- Rural Energy For America	47,948	59,498	11,550	In-Kind Contribution
900 RPO - FY	132,969	132,969	-	
930 Bunc Co Mountain Mobility Administration -	297,246	297,246	-	
933 Bunc Co Transportation RIDE -	175,000	175,000	-	
935 Bunc Co Transportation EDTAP - FY	25,000	25,000	-	
938 Bunc Co Mountain Mobility Administration RIDE	20,187	20,187	-	
952 French Broad MPO - FY	453,120	453,120	-	
953 French Broad MPO Special Studies	1,537,338	1,537,338	-	
954 NCDOT - TDM Coordinator - FY	95,482	95,482	-	
Total	4,795,634	4,850,906	55,272	

Revenues & Expenditures

Program	Current FY 19/20 Budget	Proposed FY 19/20 Budget	Proposed Budget Amendment #5	Budget Amendment Comments
403 LOSRC Leicester Crossing Facility Costs	\$ 139,321	\$ 139,321	\$ -	
410 Local	76,343	76,343	-	
412 Local Fundraising	3,460	3,460	-	
413 ARC Fall Summit Fiscal Agent	50,000	50,000		
415 Local Wellness	432	432	-	
Total	\$ 269,556	\$ 269,556	\$ -	

Indirect Cost Plan	Current FY 19/20 Budget	Proposed FY 19/20 Budget	Proposed Budget Amendment #5	Budget Amendment Comments
Indirect Cost Contributions	\$ (1,093,295)	\$ (1,093,295)		
Administration	790,088	790,088	-	
Finance	327,904	327,904	-	
Appropriated Fund Balance	\$ 24,697	\$ 24,697	\$ -	



AGENDA ITEM SUMMARY

Items: 4B – Land of Sky Regional Council Corrective Action Response to Audit Finding

Nature of Items: Action and/or Information

Attachment(s): N/A

Background: 4B – Land of Sky Regional Council Response to Audit Finding
Nathan Ramsey

For the second consecutive year, Land of Sky Regional Council 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 will 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.

Suggested Motion: Move to adopt the Land of Sky Regional Council corrective action response to audit finding.



AGENDA ITEM SUMMARY

Items: 4C – Land of Sky Regional Council Procurement to Replace Air Conditioning System in Server Room

Nature of Items: Action and/or Information

Attachment(s): N/A

Background: 4C – Land of Sky Regional Council Procurement to Replace Air Conditioning System in Server Room
Nathan Ramsey

The server room air conditioning system has become inoperable. The temperature of the room cannot exceed 70 degrees; otherwise the server equipment will 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 \$6,000. The funds to pay for this replacement will come from unspent administrative funds.

Suggested Motion: Move that Council will 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..



AGENDA ITEM SUMMARY

Items: 4D – Land of Sky Regional Council Resolution to Accept the Town of Mills River as a Member of the Council

Nature of Items: Action and/or Information

Attachment(s): Resolution to Accept the Town of Mills River as a member of the Land of Sky Regional Council

Background: 4D – Land of Sky Regional Council Resolution to Accept the Town of Mills River as Member of the Council
Nathan Ramsey

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

Suggested Motion: Move that Council accept the Town of Mills River as a member of the Land of Sky Regional Council.



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

WHEREAS, the Town of Mills River is located in Henderson County, North Carolina in the region served by Land of Sky Regional Council and;

WHEREAS, the Town of Mills River Council voted in support of a resolution to join Land of Sky Regional Council at their February 13, 2020 meeting and;

WHEREAS, the Land of Sky Regional Council welcomes the Town of Mills River as a member of the Land of Sky Regional Council with all of the benefits and privileges thereof and;

WHEREAS, the Land of Sky Regional Council will accept the Town of Mills River as a member of the Council with no dues for the first year and;

WHEREAS, the Town of Mills River, if they determine they will continue as a member of the Council, will pay normal dues for year two and beyond and;

NOW, THEREFORE BE IT RESOLVED BY THE Executive Committee of the Land of Sky Regional Council as follows:

1. That the Land of Sky Regional Council strongly supports the Town of Mills River joining as a member of the Council..
2. That the Council accepts the Town of Mills River as a member of the Council with all privileges and benefits thereof.
3. That this resolution shall be effective upon its adoption.

Adopted this the 26th day of February, 2020.

The Honorable Larry Harris, Chair
Land of Sky Regional Council



AGENDA ITEM SUMMARY

Items: 4E – Land of Sky Regional Council Bereavement Policy

Nature of Items: Action and/or Information

Attachment(s): Land of Sky Regional Council Bereavement Policy

Background: 4E – Land of Sky Regional Council Bereavement Policy
Nathan Ramsey

Recently two elected officials from the Land of Sky Regional Council 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 of these 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.

Suggested Motion: Move to adopt the Land of Sky Regional Council Bereavement Policy.



Land of Sky Regional Council Bereavement Policy

Land of Sky Regional Council will recognize and honor elected officials and members of the Council of Delegates who pass away while serving the Council region as noted in this policy. Local governments in the Council region shall notify the Council when an elected official passes away serving their jurisdiction. The Council may expend up to \$100 for flowers, a plaque or other appropriate means to recognize the elected official for their service to the region. The honor shall be consistent and equitable for all elected officials and Council of Delegates members who pass away. This policy only applies to individuals who are currently serving in office as an elected official or member of the Council of Delegates.

Adopted this the 26th day of February, 2020.

The Honorable Larry Harris, Chair
Land of Sky Regional Council



AGENDA ITEM SUMMARY

Items: 4F – Land of Sky Regional Council Forum Representative

Nature of Items: Action and/or Information

Attachment(s): N/A

Background: 4F – Land of Sky Regional Council Forum Representative
Nathan Ramsey

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.