



**Executive Committee
September 26, 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. August 22, 2018 Executive Committee Meeting Minutes**
- 3. Business, Updates and Discussion (11:00am to 11:30am)**
 - A. 5310 Rural Senior Companion Grant Public Hearing**
 - B. 5310 Rural Senior Companion Grant Approval**
 - C. Craft HR Solutions Proposal**
 - D. Fiscal Year 2018/19 Employee Pay Adjustments**
 - E. Closed Session to Consult with Council Attorney**
- 4. Work Session with Strategic Planning Committee (11:30am to 12:15pm)**
- 5. Adjournment (12:15pm)**



AGENDA ITEM SUMMARY

- Item:** August 22, 2018 Executive Committee Meeting Minutes – 2A
- Nature of Item:** Executive Committee Action Requested
- Attachment(s):** Draft August 22, 2018 Executive Committee Meeting Minutes
- Background:** Attached are the draft minutes for the August 22 Executive Committee meeting.
- Suggested Motion:** Move to approve consent agenda.

**Land of Sky Regional Council
Executive Committee
August 22, 2018**

Minutes

The Land of Sky Regional Council Executive Committee held a meeting on August 22, 2018 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, Charles Dickens, Patrick Fitzsimmons, and John Mitchell. Land of Sky staff present included Justin Hembree, Vickie Thomas, LeeAnne Tucker, Danna Stansbury, Vicki Jennings, Nathan Ramsey, and Zia Rifkin (Recording).

Call to Order – Chairman Harris called the meeting to order at approximately 11:30am.

Approval of Consent Agenda – The Consent Agenda, including the June 2018 Executive Committee Minutes and the August 10, 2018 Executive Committee’s Special Meeting Minutes, was presented. Legal Counsel, Billy Clarke presented the July 19, 2018 Executive Committee Closed Session minutes for review and consideration as part of the consent agenda, as well.

George Goosmann moved to approve the consent agenda as presented and to include the July 19, 2018 Executive Committee minutes. Charles Dickens seconded and the motion carried as all were in favor.

New Business, Discussion & Updates

Human Resources Coordinator Position

Justin Hembree shared that this is the same job description as presented in June. Justin discussed possible pay ranges for the position and noted that Jackie Grant had reviewed the position description.

Chair Harris communicated that the desirable education and experience for this position would be someone who has been at the high end of human resources. George Goosmann noted the need to specify how the 19 hours per week would be scheduled. The Executive Committee stressed the importance of finding someone who has top-notch experience in human resources for this position. Chair Harris shared that the way the position description is now; it could deter someone with the requisite experience from taking the position.

Discussion occurred regarding the way hours could be scheduled. Justin Hembree shared that the position could be reviewed further to look at the other duties and responsibilities, which would require a specialist more than a human resources generalist. He also noted that once the right person is found for the position, discussion could occur about the specifics of the schedule for the position. Chair Harris communicated that the position requires a high level of experience and he wondered if 19 hours per week would be enough for the position. George Goosmann noted that what the position could do with 19 hours per week might best be determined by the person who fills the position after they have had a chance to learn the duties and time requirements for the job. Charles Dickens shared that the position requires an understanding of the various regulations; it would also need to be someone who was familiar with the needs of the organization. In addition, he noted that this position could spend time working for municipalities who were in need of some human resources assistance. In any case, the higher level of expertise would be necessary to be effective in the position. Chair Harris noted that during the interview process, the need for more than 19 hours per week could be discussed. Mike Hawkins asked if the position would still be a Grade 27 with the specifications noted during discussion. Justin Hembree shared that the position description could be re-worked to include the fee-for-service opportunities and to provide a higher level of administrative support for LOSRC. He also noted that two of the finance staff are currently

helping a member government with payroll and he noted that it would be important to determine what the level of support would be for member governments, if they requested assistance with human resources duties.

Discussion occurred regarding LOSRC staff that are contracted out to member governments. The consensus of the Executive Committee was to take action on this item as soon as possible, to garner feedback from committee members, and to approve the position as quickly as possible. Justin Hembree stated that he would follow-up and get something out by the middle of next week. Chair Harris wondered what type of human resources consulting was available in the region. Billy Clarke shared that WCI, Inc., an employer association, could be contacted for more information. Vickie Thomas shared that one option may be the UNC School of Government, which has a list-serve where the position could be posted.

Item tabled pending further discussion.

Strategic Plan

Chair Harris shared that as a follow up to the Special Called Meeting on August 10, 2018, some folks have stepped up and volunteered to be on the Strategic Planning Committee. He noted that, if it is agreeable with the Executive Committee, the Chairman's Roundtable during the Board meeting could be used to jump start the conversation about forming a strategic planning committee. He encouraged committee members to lead the discussion at the Board meeting.

Informational item only- no action required at this time.

BBQ and Open House Recap

Justin Hembree shared that the BBQ and Open House drew over 300 people this year. This was the biggest turnout yet! Two-hundred and twenty-seven people actually signed in for the event, but more attended. Justin Hembree noted that food was taken to the Sheriff's department for shift change. Chair Harris communicated that it was a job well done. Justin Hembree shared that many folks who attended were also engaged with the various departments, receiving information from staff, making it an enjoyable event for everyone involved. More than 60 pounds of pork and 200 pounds of chicken were cooked for the event. The side dishes were catered by Christina Giles' husband.

Informational item- no action required.

Annual Banquet

Justin Hembree shared that the Annual Banquet is planned for October 25th this year. Since that is the fourth Wednesday of the month, the regular board meeting would be canceled. He shared that LOSRC has always held an annual banquet and in recent years past, the event has always been held in October and has been fairly well attended. He wondered, do we make the BBQ the one annual event that we do and move the BBQ offsite and have an open house onsite close to the end of the year? The awards could be presented at the October Board meeting. Chair Harris communicated that the annual meeting at night doesn't work so well any more. Discussion occurred that the annual meeting could be redesigned to accommodate the needs of the board to have an open house. Charles Dickens shared that the early December timeframe could be used to interest newly elected officials in getting involved with LOSRC.

George Goosmann moved to have the December meeting become the open house and awards presentation. John Mitchell seconded.

John Mitchell shared that this could be a great opportunity to engage newly and re-elected officials, as there are many things that folks need to learn when they are elected. Patrick Fitzsimmons shared that ethics requirements is another topic of interest to newly elected officials. Justin Hembree shared that this is an excellent idea- incorporating an orientation to LOSRC and to provide the regional background information that newly elected officials may not know. Charles Dickens shared that separate events could be held for county officials and municipal officials. An orientation

could be customized to the needs of the jurisdictions and municipalities in the region. Patrick Fitzsimmons suggested one meeting with separate tracks for county and municipal administrators. Justin Hembree shared that Steve Metcalf was willing to assist in any way he could.

Patrick Fitzsimmons asked if Lydian had been contacted and Justin Hembree shared that she has and is checking her schedule; however, she has two or three new projects starting this semester but would be willing to consult from afar.

A vote was taken on the motion on the table, which passed without further discussion.

Closed Session

George Goosmann moved to enter Closed Session to discuss a personnel matter. John Mitchell 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:** 5310 Rural Senior Companion Grant Public Hearing – 3A
- Nature of Item:** Public Hearing
- Attachment(s):** None
- Background:** Council staff is prepared to submit a funding request to NCDOT for transportation costs associated with the Senior Companion Program in Madison and Transylvania Counties. The Council has received funding through this NCDOT program for the past two years.
- The grant application will be for \$26,000, with a 10% local match that is included in the Senior Companion Program budget.
- Suggested Motion:** No motion required. However, minutes should reflect that the Executive Committee opened the public hearing, solicited public comment, and closed the public hearing.



AGENDA ITEM SUMMARY

- Item:** 5310 Rural Senior Companion Grant Approval – 3B
- Nature of Item:** Executive Committee Action Requested
- Attachment(s):** FY 2020 Public Transportation Program Resolution
- Background:** Council staff is prepared to submit a funding request to NCDOT for transportation costs associated with the Senior Companion Program in Madison and Transylvania Counties. The Council has received funding through this NCDOT program for the past two years.
- The grant application will be for \$26,000, with a 10% local match that is included in the Senior Companion Program budget.
- Suggested Motion:** Move 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 grant application.

PUBLIC TRANSPORTATION PROGRAM RESOLUTION

FY 2020 RESOLUTION

Section 5311 (Including ADTAP), 5310, 5339, 5307 and applicable State funding, or combination thereof.

Applicant seeking permission to apply for Public Transportation Program funding, enter into agreement with the North Carolina Department of Transportation, provide the necessary assurances and the required local match.

A motion was made by *(Board Member's Name)* _____ and seconded by *(Board Member's Name or N/A, if not required)* _____ for the adoption of the following resolution, and upon being put to a vote was duly adopted.

WHEREAS, Article 2B of Chapter 136 of the North Carolina General Statutes and the Governor of North Carolina have designated the North Carolina Department of Transportation (NCDOT) as the agency responsible for administering federal and state public transportation funds; and

WHEREAS, the North Carolina Department of Transportation will apply for a grant from the US Department of Transportation, Federal Transit Administration and receives funds from the North Carolina General Assembly to provide assistance for rural public transportation projects; and

WHEREAS, the purpose of these transportation funds is to provide grant monies to local agencies for the provision of rural, small urban, and urban public transportation services consistent with the policy requirements of each funding source for planning, community and agency involvement, service design, service alternatives, training and conference participation, reporting and other requirements (drug and alcohol testing policy and program, disadvantaged business enterprise program, and fully allocated costs analysis); and

WHEREAS, the funds applied for may be Administrative, Operating, Planning, or Capital funds and will have different percentages of federal, state, and local funds.

WHEREAS, non-Community Transportation applicants may apply for funding for "purchase-of-service" projects under the Capital budget Section 5310 program.

WHEREAS, *(Legal Name of Applicant)* _____ hereby assures and certifies that it will provide the required local matching funds; that its staff has the technical capacity to implement and manage the project(s), prepare required reports, obtain required training, attend meetings and conferences; and agrees to comply with the federal and state statutes, regulations, executive orders, Section 5333 (b) Warranty, and all administrative requirements related to the applications made to and grants received from the Federal Transit Administration, as well as the provisions of Section 1001 of Title 18, U. S. C.

WHEREAS, the applicant has or will provide all annual certifications and assurances to the State of North Carolina required for the project;

NOW, THEREFORE, be it resolved that the (Authorized Official's Title)* _____ of (Name of Applicant's Governing Body) _____ is hereby authorized to submit grant application (s) for federal and state funding in response to NCDOT's calls for projects, make the necessary assurances and certifications and be empowered to enter into an agreement with the NCDOT to provide rural, small urban, and urban public transportation services.

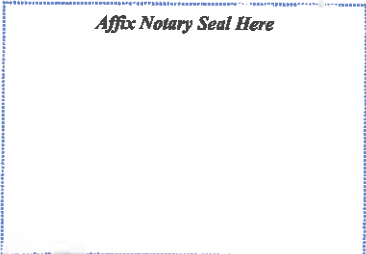
I (Certifying Official's Name)* _____ (Certifying Official's Title) _____ do hereby certify that the above is a true and correct copy of an excerpt from the minutes of a meeting of the (Name of Applicant's Governing Board) _____, duly held on the _____ day of _____.

Signature of Certifying Official

***Note that the authorized official, certifying official, and notary public should be three separate individuals.**

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Sea/ Subscribed and sworn to me (date) _____



*Notary Public **

Printed Name and Address

My commission expires (date) _____



AGENDA ITEM SUMMARY

Item: Craft HR Solutions Proposal – 3C

Nature of Item: Executive Committee Action Requested

Attachment(s): Craft HR Solutions Proposal

Background: Based on discussions during the August 22 Executive Committee meeting, Council staff contacted several human resources consulting firms. Most of these firms provided payroll services and benefits administration, but had little experience in the types of services needed by the Council. One firm, Craft HR Solutions, does provide the type of services needed by the Council. Staff contacted several of Craft's clients and all feedback was very positive.

Based on two meetings with Drew Pollick, a partner with Craft, a proposal was developed. Craft offers HR Director "on call" services along with other HR based services. Based on my conversations with Drew and input provided during the last Executive Committee meeting, I feel this is an option that would certainly meet our needs. The attached proposal reflects a retainer fee of \$1,080 per month (\$1,600 for the first month due to start-up activities) that includes eight hours of service. Additional services would be billed at \$165.

Drew mentioned two things. First, we look at an initial three-month term to see how the service works for us. Although the attached proposal shows a 12-month term, Drew will offer the reflected fees for a three-month term. Second, the initial term can shape a longer-term agreement in terms of the retainer amount and number of hours per month we need (this could save us if extra hours are being used).

Suggested Motion: Move 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.



PROPOSAL FOR SERVICES

LAND OF SKY

The following table details the pricing for delivery of the services outlined in this proposal. This pricing is valid for 30 days from the date of this proposal:

Service: Retained Monthly HR Support (12-months of services)	
Having a trusted partner and experienced resource to your business can be helpful to adding value for employees and solving challenges. Based upon some of your outlined needs for tactical and project support on onboarding, benefits, and other HR needs, we estimate that you may benefit from 8 hours of support per month. Services can be delivered through a combination of detailed emails, phone calls, or face to face meetings. Our monthly retainer includes up to 8 hours of services with additional hours billed at \$165/hr.	\$1,600
To kick off the engagement, we will spend up to a day getting up to speed on your HR operations and processes, review your employee handbook, learn more about your team, and review your special project needs. Included in the kickoff, we will cover the results of our employee handbook review process, which helps identify concern areas as well as highlight areas we think are well done.	Initiation Fee (first month of services)
Following our kickoff day, day two will focus more on taking action on your project needs – we will get to work adding value and beginning to provide guidance, improvements, and tools to help you grow your HR capabilities.	\$1,080/month

Why you should hire us.

We know that operating a successful organization takes passion, dedication, focus and operational excellence through people and teams. We recognize that things don't always go according to a tidy, well-reasoned plan, so experienced teammates that can provide solid tactical and strategic responses are important. As organization and talent experts, Craft HR Solutions helps your team achieve your mission and execute to your potential.

Whether it is government, non-profits, hospitality, construction, manufacturing, technology, or distribution, people make or break every organization. People and organizations are our business. You may be thinking, "we're unique or different from what you may have experienced before." That is a true statement everywhere we've heard it – and we've heard it a lot. Every unsolved business problem is unique, that's what makes it a problem. What distinguishes our approach and solutions is our experience with a large number and wide range of issues from

around the world and across industries. We are used to being an outsider looking into a business as a fresh set of eyes. We are curious, partner, listen, ask “why” (a lot), use data, and craft customized solutions that fit your industry, business model and leadership team.

About Us

CRAFT HR SOLUTIONS was formed to meet the HR needs of small and mid-sized business owners – to provide access to experienced HR talent that can learn your business and help you make better talent and organizational decisions while mitigating risks. Our consultants have contributed to the success of many local and global organizations and worked on a variety of projects spanning all functional areas of HR – from talent acquisition and development to compensation and benefits analysis and compliance. We have clients in multiple industries including hospitality, manufacturing, distribution, technology, non-profits and construction.

Drew Pollick has significant HR experience with leadership experience in organizations of varying sizes, his most recent prior to found Craft HR Solutions was as Director, Human Resources for a global software division of Eaton Corporation. He has served on the HR leadership teams of three \$4.0B+ companies leading compensation, talent management, compliance, and business-unit HR. He has worked in a variety of settings and client groups and is expert at taking large company practices, processes and programs and delivering value to small client groups. Among his accomplishments include leading a team of peers to achieve Fortune 100 Best Places to Work status for Gilbane Building Company.

A range of consultants also work within the Craft HR Solutions team. Under Drew's direction, specific consultants are deployed to your organization based upon their expertise and experiences. This model provides consistency in supervision of your services while providing you access to a “best of the best” model when you need it.

Next Steps

We look forward to working with Land of Sky and supporting your HR capabilities and team effectiveness through our services. If you have questions on this proposal, feel free to contact **Drew Pollick** at your convenience by email at drew@crafthrsolutions.com or by phone at **828-707-6305**. We will be in touch with you next week to arrange a follow-up conversation on the proposal.

Thank you for your consideration.

Drew Pollick, Partner



AGENDA ITEM SUMMARY

- Item:** Fiscal Year 2018/19 Employee Pay Adjustments – 3D
- Nature of Item:** Executive Committee Action Requested
- Attachment(s):** Fiscal Year 2018/19 Employee Pay Adjustments Policy Statement
- Background:** October 1, 2018 will mark the end of the first year for implementation of the Council's new Pay and Classification Plan. As discussed during plan development and initial implementation, it is the intent of the Council to move staff through the pay plan to ensure employees are compensated at the market rate (mid-point) for their position within 8 to 10 of employment with Land of Sky. Although this is not a perfect system, it is certainly better than what was previously in place and should help avoid salary compression issues the Council has experienced in the past.
- For Fiscal Year 2018/19, funds are available to provide a 2.0% pay adjustment for year two of the plan implementation. The attached policy statement sets out the way implementation will be addressed for the current fiscal year.
- Suggested Motion:** Move to approve the 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.



**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, fulltime 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. Fulltime 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 on October 1, 2018 equal to 2.0% of their current salary/rate of pay.

Approved September 26, 2018 by the Land of Sky Regional Council Executive Committee

Larry B. Harris, Chair

ATTEST:

Justin B. Hembree, Executive Director



AGENDA ITEM SUMMARY

- Item:** Closed Session to Consult with Council Attorney – 3E
- Nature of Item:** Closed Session
- Attachment(s):** None
- Background:** The Council Attorney and staff will update the Executive Committee on a legal matter. Additional information will be provided during Closed Session.
- Suggested Motion:** No action suggested at this time.