



**Executive Committee  
January 23, 2019 – 11:30am  
Land of Sky Regional Council  
339 New Leicester Highway, Suite 140, Asheville, North Carolina 28806**

**AGENDA**

- 1. Call to Order (11:30am)**
- 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. December 5, 2018 Executive Committee Meeting Minutes
- 3. Business, Updates and Discussion**
  - A. Clean Vehicles Coalition Contract Modification
  - B. MAHEC Partnership
  - C. CEDS Committee
  - D. Finance Director
  - E. Executive Committee/Officers Nominations Discussion
- 4. Other Items**
- 5. Adjournment**



### **AGENDA ITEM SUMMARY**

- Item:** December 5, 2018 Executive Committee Meeting Minutes – 2A
- Nature of Item:** Executive Committee Action Requested
- Attachment(s):** Draft December 5, 2018 Executive Committee Meeting Minutes
- Staff:** Zia Rufkin, Justin Hembree
- Background:** Attached are the draft minutes for the December 5 Executive Committee meeting.
- Suggested Motion:** Move to approve consent agenda.

**Land of Sky Regional Council  
Executive Committee  
December 5, 2018**

**Minutes**

The Land of Sky Regional Council Executive Committee held a meeting on December 5, 2018 at the offices of Land of Sky Regional Council (LOSRC) located in Asheville, NC. Present for the meeting was Chair Larry Harris, George Goosmann, John Mitchell, and Patrick Fitzsimmons. Land of Sky staff present included Justin Hembree, Danna Stansbury, LeeAnne Tucker, Vicki Jennings, Nathan Ramsey, Deon Lytle, and, Zia Rifkin (Recording).

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

**Approval of Consent Agenda** – Consent Agenda items were reviewed individually.

A. October 24, 2018 Executive Committee Meeting Minutes – Chair Harris provided a recap of the October meeting for the benefit of members who were not able to attend.

***Patrick Fitzsimmons moved to approve the October 2018 minutes as submitted. John Mitchell seconded. The motion was approved without further discussion.***

B. Appointments to the Senior Tarheel Legislature – LeeAnne Tucker shared information about the Senior Tarheel Legislature and the recommended appointments:

Buncombe County – Gene Knoefel, Delegate; Susan Schiemer, Alternate Delegate  
Henderson County – Don Streb, Delegate; Ruthie Rosauer, Alternate Delegate  
Madison County – Jan Lounsbury, Delegate; Sherrye Perry, Alternate Delegate  
Transylvania County – Pat Roberts, Delegates

***George Goosmann moved to approve the recommended appointments to the Senior Tarheel Legislature. John Mitchell seconded the motion. The motion was approved without further discussion.***

C. Transportation Demand Management (TDM) Resolution for the continuation of the TDM program and associated staff support.

***John Mitchell moved to approve the TDM resolution for continuation of the program. Patrick Fitzsimmons seconded the motion. The motion was approved without further discussion.***

D. Employee Holiday Bonuses- Justin Hembree provided a brief overview of the employee holiday bonuses, noting that Carol McLimans and Rose Sabo were included in the list, as they have returned to work with LOS after the required 30-day absence since retiring.

***George Goosmann moved to approve the Employee Holiday Bonuses. John Mitchell seconded the motion. The motion was approved without further discussion.***

## **New Business, Discussion & Updates**

### Finance Director Position Update

Justin Hembree shared an update on the recruitment and selection process for the Finance Director position. He communicated that the position notice closed in early November, seven applications were received, and the Leadership Team has reviewed all of the applications. Three finalists have been selected to interview on December 14<sup>th</sup>. Interviewees will rotate between three interview panels. Panelists will meet after the interviews are completed to compare notes and discuss the candidates. The hope is to get someone onboard as soon as possible.

***No action requested-informational item only.***

### Strategic Plan Update

Justin Hembree shared an update on the development of the strategic plan. He noted that the Strategic Planning Committee has done a lot of work. He noted that next steps for the strategic plan would be a thorough review by the full board of delegates at the January 2019 meeting. Chair Harris noted that the strategic planning committee would need to meet prior to the January meeting. Patrick Fitzsimmons concurred that the committee would need to meet in early January and he suggested January 8 at noon as the next date for the committee to meet. Justin Hembree communicated that the purpose of that meeting would be to finalize the draft before it goes to the board.

***No action requested at this time- informational item only.***

### Human Resources Operations/Craft HR Solutions Update

Justin Hembree shared an update on the organization's human resources operations and work with Craft HR Solutions. Drew Pollick and staff at Craft HR are currently in the process of reviewing LOSRC's employee policies, etc. Justin Hembree noted that Mr. Pollick recommended holding a meeting in the near future with staff to explain Craft HR services and process. In addition, he communicated that he has been very impressed with Mr. Pollick and Craft HR and foresees a good working relationship with them.

***No action requested at this time- informational item only.***

### 2019 Executive Director Performance Review Process

Chair Harris communicated that the 2019 Executive Director review would follow the same process as 2018. Chair Harris advised that everyone would receive the executive director evaluation forms soon and be given directions to return that by January 8, 2019. Instructions should include that Leadership Team members send their completed forms to George Goosmann for review. Billy Clarke, the organization's legal counsel, should receive the forms from Executive Committee members and Justin Hembree's self-evaluation.

***No specific action requested***

### Other Items

Justin Hembree shared that he met with Brian Caskey and Jeff Wells with the Town of Mills River and he shared their interest in the Town becoming a member of LOSRC.

### Adjournment

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



## AGENDA ITEM SUMMARY

- Item:** Clean Vehicles Coalition Contract Modification – 3A
- Nature of Item:** Executive Committee Action Requested
- Attachment(s):** None
- Staff:** Erica Anderson, Bill Eaker, Justin Hembree
- Background:** The US Department of Energy's Clean Cities Program has offered to modify our existing contract that supports the work of our Land of Sky Clean Vehicles Coalition. This year's annual support will be \$82,500 to promote the use of alternative fueled and advanced technology vehicles and fueling/charging infrastructure in WNC. We will assist member governments and others in exploring alt fuel vehicle use and securing funding for projects, including funding through the Volkswagen Settlement (NC is receiving \$92 million).
- Suggested Motion:** Move to authorize the Executive Director to execute all documents related to this contract modification.



## AGENDA ITEM SUMMARY

**Item:** MAHEC Partnership – 3B

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

**Attachment(s):** None

**Staff:** LeeAnne Tucker, Stephanie Stewart, Justin Hembree

**Background:** On December 28, 2018, Program Manager Evan Richardson with Mountain Area Health Education Center (MAHEC) sent a Community Health Worker Program (CHW) proposal for a funded collaboration with the AAA. Details of the proposal include:

**FY19, 2/1/19-6/30/19:**

Total Revenue \$900

**Deliverables:**

Develop slides, record online module, develop facilitator's guide, and competency assessment for "What is a CHW? CHW Role." The audience will be CHW. Learning objectives are:

- i. Explain common roles CHWs play with reference to focus of work at MAHEC.
- ii. Articulate core competencies associated with community health work.
- iii. Identify essential qualities and characteristics of successful CHW. The module will consist of a one hour online self-paced content followed by live one-hour case based application session.

Total estimated time is six hours of work paid at a rate of \$150/hour = \$900.

**FY20, 7/1/19-6/30/20:**

Total Revenue \$3600

**Deliverables:**

Provide technical assistance with hiring, onboarding, and implementation of CHW's at MAHEC, working with Dow Stick, FNP, Care Coordination Program Manager (CHW's supervisor). Total estimated time is 20 hours of work paid at rate of \$150/hour = \$3000.

Facilitate two separate one hour case based application sessions for "What is a CHW? CHW Role" using facilitator's guide and administer competency assessment. Total estimated time is four hours of work paid at rate of \$150/hour = \$600.

**Suggested Motion:** Move to incorporate this funding into the Area Agency on Aging Health Promotion/ Community Health Worker budget for FY19 and FY20.



### **AGENDA ITEM SUMMARY**

- Item:** CEDES Committee – 3C
- Nature of Item:** No Action Requested
- Attachment(s):** None
- Staff:** Erica Anderson, Justin Hembree
- Background:** Staff will provide an update concerning the CEDES (Comprehensive Economic Development Strategy) Committee in relation to membership and activities.
- Suggested Motion:** No action requested.





### AGENDA ITEM SUMMARY

**Item:** Finance Director – 3D

**Nature of Item:** No Action Requested

**Attachment(s):** None

**Staff:** Justin Hembree

**Background:** Staff will provide an update on the filling of the Finance Director position.

**Suggested Motion:** No action requested.



### **AGENDA ITEM SUMMARY**

**Item:** Executive Committee/Officers Nominations Discussion – 3E

**Nature of Item:** No Action Requested

**Attachment(s):** None

**Staff:** N/A

**Background:** The Executive may wish to discuss nominations for the Executive Committee and officers.

**Suggested Motion:** No action requested.