

**HIGH COUNTRY COUNCIL OF GOVERNMENTS  
EXECUTIVE BOARD MEETING  
APRIL 17, 2017  
MINUTES**

The Executive Board of the High Country Council of Governments met April 17, 2017, 7:00pm, at the High Country Council of Governments Office in Boone. The following members and alternates were present at the meeting: Charles Vines, J.B. Lawrence, Robert L. Johnson, Gary D. Blevins, Rick Miller, William Sands, Theresa Coletta, Joel Whitley, Chris Jones, Valerie C. Jaynes, Larry Fontaine, Rennie Brantz, Russell Ferree, Mark Evans, Larry Turnbow, Paul Robinson, Jr., Johnny Riddle, and Brenda Lyerly. The following staff and guests were present at the meeting: Shane Fox, Jeff Hedrick, Keith Deveraux, and Tanna Greathouse.

**CALL TO ORDER AND INVOCATION**

Chairwoman Lyerly thanked everyone for attending and called on Charles Vines to lead the invocation. Chairwoman Lyerly then led the Board in the Pledge of Allegiance.

**CONSIDERATION OF MINUTES**

J.B. Lawrence made a motion to approve the Executive Board minutes for March 20, 2017. Gary D. Blevins seconded the motion. Motion carried.

**CONSIDERATION OF AMENDED FEBRUARY MINUTES**

Charles Vines made a motion to approve the amended Executive Board minutes for February 20, 2017 (Attachment A). J.B. Lawrence seconded the motion. Motion carried.

**FINANCIAL MATTERS**

**March Financial Highlights**

Chairwoman Lyerly called on Executive Director Shane Fox to give details regarding the March financials. Mr. Fox presented the Expenditure Report as of March 31, 2017 (Attachment B1). Gary D. Blevins made a motion to approve the March Expenditure Report. Russell Ferree seconded the motion. Motion carried. Mr. Fox then presented the Financial Highlights as of March 31, 2017 (Attachment B2). Robert L. Johnson made a motion to approve the Financial Highlights report. Charles Vines seconded the motion. Motion carried.

**Draft Resolution to Establish Minimum Unassigned Fund Balance Policy**

Mr. Fox presented a draft resolution (Attachment C) establishing a minimum unassigned fund balance of 16%. The LGC recommends all local governments should have a written policy. Mr. Fox stated we would be the only COG in the state that has adopted a policy to date, and are one of the few with an unassigned fund balance this healthy. The Advisory Committee made a recommendation we provide a resolution establishing this policy for discussion and consideration by the full board. We will have this resolution available for action at the May meeting.

**WORKFORCE DEVELOPMENT**

Keith Deveraux, Workforce Development Director, updated the Board on progress with reviewing submitted proposals to provide WIOA services for NCWorks Career Centers in our 7 counties. The review committee included workforce development board members, workforce staff, and HCCOG Executive Director Shane Fox. The committee reviewed 2 submitted

proposals – one from Mayland Community College offering to provide services for Avery, Mitchell, and Yancey counties, the other from ResCare Workforce Services offering to provide services for Alleghany, Ashe, Watauga, and Wilkes counties. Both proposals were accepted, and submitted to the full Workforce Development Board for action. The board approved both proposals.

Mr. Deveraux stated the Workforce Development Board is working on advocating for continued funding with elected officials. Mr. Deveraux will share a template letter for Clerk Tanna Greathouse to distribute to members for anyone interested in advocating on their own should they wish to do so.

### **PROPOSED CHANGES TO HIGH COUNTRY COUNCIL OF GOVERNMENTS' BY-LAWS**

Mr. Fox highlighted a few changes to the by-laws (Attachment D). A summary of changes are: 1) Legal name change from Region D to High Country; 2) Chairman to Chair; 3) Grammar changes; 4) moving a paragraph up on page 6 to be closer to related content; 5) clarifying the process for nominating officers; 6) stating the chair should rotate between county and municipal officials; 7) makeup and appointment of members to the Advisory Committee; and 8) clarifying officer duties in relation to staff. J.B. Lawrence stated these changes were long overdue. There was no further discussion or comments from board members. Changes to by-laws will be acted on at the May meeting.

### **REPORT FROM THE ADVISORY COMMITTEE AND THE EXECUTIVE DIRECTOR** **Update on Regional Programs, Projects and Issues**

Mr. Fox mentioned the next newsletter would be coming out in May, with a submission deadline of April 28. He encouraged members to submit articles and photos to Ms. Greathouse to highlight projects and accomplishments in their towns and counties.

Mr. Fox announced he and the department heads attended the Watauga Leadership Challenge hosted by the Boone Chamber to speak about the various roles and services provided by HCCOG. Mr. Fox stated they would be happy to do the same for other county events.

Mr. Fox announced Napoleon Wallace has been appointed as the Assistant Secretary for Rural Economic Development with NC Commerce. Mr. Wallace will be replacing Dr. Pat Mitchell.

### **BOARD MEMBER COMMENTS**

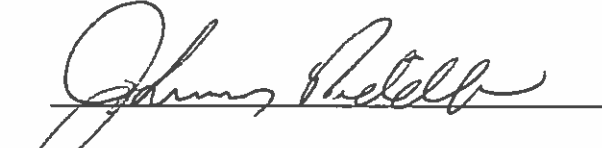
Gary D. Blevins mentioned he was studying the CEDS report and commented Wilkes was the only county that doesn't list a government entity as its #1 employer. Robert L. Johnson mentioned he appreciated the Advisory Committee and work that was accomplished at the most recent retreat and how successful it was. Mr. Blevins also mentioned board member Dale Baldwin was recuperating from surgery and asked everyone to remember him in their prayers.


**CHAIRMAN'S COMMENTS**

Chairwoman Lyerly thanked Keith and workforce staff for their hard work with the RFQ process. Chairwoman Lyerly mentioned the by-laws should help newer members understand the selection process for the Advisory Committee, and thanked everyone for attending the meeting.

**ADJOURNMENT**

As there were no other comments or business, Robert L. Johnson made a motion to adjourn. J.B. Lawrence seconded the motion. Motion carried. Meeting adjourned at 7:41 pm.

  
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Chairwoman, Brenda Lyerly  
Vice Char, Johnny Kidd

  
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Clerk to the Board, Tanna Greathouse

Date 5/15/17