



MINUTES

**APPALACHIAN COUNCIL OF GOVERNMENTS
BOARD OF DIRECTORS MEETING
FRIDAY, JUNE 12, 2020 – 10:30 A.M.
COUNCIL ZOOM CONFERENCE
GREENVILLE, SOUTH CAROLINA**

Members Present:

Ernest Riley, Francis Crowder, Cindy Wilson, Ray Graham, Jeff Roberts, Ed Elliott, David Cauthen, Butch Kirven, Brandy Amidon, Willis Meadows, Joe Dill, Lillian Brock-Flemming, Don Godbey, Grady Butler, Ennis Fant Sr., Russell Stall, Rep. Mike Forrester, Jane Hall, Roger Nutt, Jack Mabry, Mildred Tillerson, Ruth Littlejohn, Sen. Thomas Alexander, Marta Wahlen, Roy Costner III, Ensley Feemster

Guests Present:

Mr. Steve Newton | Government Affairs Manager, Anderson County; Mr. Mark Williamson | Chief Information Officer, Anderson County; Mr. Jeff Cunningham | AECOM; Mr. Christopher Amell

Staff Present:

Steve Pelissier, Chip Bentley, Brooke Ferguson, Tim Womack, Arlene Young, Don Zimmer, Lance Estep, Amanda Mlinar, Shelly Mitchell, Dorinne Dubois, Kim Bridges, Jennifer Vissage, Trey Eubanks, Michelle Anderson, Jessica Winters, Denise Ernul, Trent Acker, Sharon Crite

Chairman, Mike Forrester called the meeting to order. Invocation lead by board member, Joe Dill. Steve Pelissier welcomed all guests and presenters, to include introduction of new board member, Ruth Littlejohn, Spartanburg City Council Pro Tem. Due to Covid19, there were no meetings in March, making February the last meeting to date. A motion to adopt February 28, 2020 meeting minutes was approved unanimously by the Board.

Comments from Outgoing and Incoming Board Chairs

Mr. Joe Dill, Rep. Mike Forrester

Mr. Dill, expressed his sadness in relinquishing the gavel and thanked the board members and staff for their support and assistance during his term. Mr. Dill, passed the gavel on to Rep. Mike Forrester, as new Board Chair. Rep. Forrester, humbly extended kind words to Mr. Dill for his leadership and welcomed guidance from him and board members as newly appointed Chair. Rep. Forrester conveyed his commitment to ACOG's endeavors while moving forward during the pandemic and stated he would like the board members to take a few minutes during board meetings to share what they are doing in their communities moving forward.

Appalachian Council of Governments FY 2021 Work Program

Mr. Steve Pelissier, Executive Director and Program Directors

The board considered the adoption of the FY 2021 ACOG Work Program, which covers the agency's priorities and activities for the upcoming year. Mr. Pelissier, provide a brief introduction to ACOG's mission statement while meeting the challenges of an ever changing environment determines the success and future relevance. Introduced, each Director to highlight their perspective program's directives and changes.

- > Mr. Tim Womack, Aging Services Director, highlighted services of the Area Agency on Aging. Even with most of the Aging Services staff are working remotely, the program still met its target goal while serving more seniors than ever during the pandemic.
 - The program's goal is to help seniors, their caregivers and the disabled population maintain dignity and independence in their homes and community. The ACOG is the designated regional lead agency for the development of a comprehensive, coordinated and cost effective long term care system.
 - Most of the services are done in-house and some through partnerships include:
 - > Information/Assistance & Referral
 - > Senior Centers
 - > Transportation
 - > Benefits Counseling
 - > In-home Services
 - > Volunteer Opportunities
 - > Nutrition (Congregate & Home Delivered meals)
 - > Long Term Care Ombudsman
 - > Family Caregiver
 - > Legal Assistance
 - > Senior Medicare Patrol
 - > Client Assessments

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- Future Program Plans
 - > Planning will include establishing and serving those in higher income brackets and working with policy and procedure changes initiated by the SC Department on Aging.
 - > Seniors Centers have been very successful pre-Covid19 but have been closed due to the pandemic. ACOG is working closely with the state's ACL and Connie Munn, Director of the South Carolina Department on Aging to determine the most safe and effective way process to reopening the Senior Centers. However Lyman will be the first congregate meal site to reopen shortly; which will determine how other centers will reopen.
 - > Due to increases in Federal funding, services have broadened its reach and output; for example, meals for three days out of the week increased to five. Funding sources received
 - Reauthorization of Older Americans Act
 - Families First Act, Cares Act and ADRC Grant
 - > Ms. Arlene Young, Grant Services Director, highlighted objectives, services, and projects of the Grants Department managed by her and the project management team, Mr. Travis Hatcher and Ms. Monica Ramms.
 - The objective of Grant Services is to assist local governments and other public and non-profit agencies in obtaining financial assistance for plans, projects and programs that contribute to community livability and economic growth.
 - The role of the Grants Dept. are but not limited to a consultant, liaison, problem solver, project manager to assist in the following areas of project planning & development, grant application preparation and management:
 - > Determine Community Needs - Research, analyze and compile documentation on community development needs, including obstacles to community competitiveness.
 - > Project Identification - Evaluate Priority Needs
 - > Determine Funding Source - Match the needs of the community to the grant funding available to maximize opportunities and resources.
 - > Compile documentation needed to establish project needs, sustainability and measurable outcomes.
 - > Program Start Up Requirements - The completion and execution of documents and agreements required before receiving grant funds.
 - > Environmental Review - The process is to analyze the effect the project will have on the people and the natural environmental components within the project area.
 - > Financial Management - Effective financial management is the heart of grant management.
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- > Procurement and Contracting – The primary purpose of the procurement procedures is to assure free and open competition is achieved.
- > Construction Management and Labor Standards – The overall planning, coordination and control of a project from inception to completion.
- > Real Property Acquisition – Any property needed for project implementation such as fee simple title, easements necessary, long-term leases, and right-of-ways.
- > Reporting – Monitoring tools representing accountability in grant activities.

- Projects Awarded FY 19-20 **Total \$3,337,200**

CDBG		
Chesnee	Streetscape	\$500,000
Seneca	Building Demolition	\$500,000
Woodruff	Building Demolition and Park	\$150,000
EDA		
Powersville	Water Fishtrap Rd & Hwy. 88	\$2,000,000
RIA		
Liberty	Rices Creek Sewer Lift Station	\$187,200

- Pending Projects – **Total \$29,331,019**

ARC		
City of Anderson	Innovate Kitchen	\$500,000
Central	Trail	\$500,000
Landrum	Rail Car Renovation	\$286,899
Liberty	Strategic Plan	\$40,000
SCTAC	Proving Track	\$500,000
Walhalla	Trail	\$500,000
CDBG		
Pickens	WWTP UV Disinfection System	\$563,500
Liberty	Lift Stations	\$517,800
EDA		
Anderson County	Hurricane Creek Forcemain	\$5,021,600
OJRSA	Martins Creek Forcemain	\$6,117,300
Pendleton/Clemson	WWTP Expansion	\$12,500,000
Woodruff	Hwy 101 Sewer	\$2,283,920

- Outcomes/Results of these efforts include the construction of new, or the upgrade of existing, infrastructure including water lines, water storage tanks, sewer lines, storm drainage, and streets. Other outcomes include the construction of new workforce training facilities, community centers, parks and recreation facilities, and health clinics. The results of these activities include a healthier or cleaner environment, an increased quality of life for the citizens of the region, a better prepared workforce, and new job creation.



- > Ms. Brooke Ferguson, Economic Development Director, highlighted objectives and the primary components of InfoMentum, Economic Development Planning, and Special Projects.
 - The Economic Development Department's objective is to support regional economic development through strategic planning and GIS-driven data and mapping services.
 - The other two team members of this department are Ms. Beth Lewis, Senior Research Analyst and Ms. Bryana Mistretta, Demographic & Market Research Analyst
 - InfoMentum is an online data clearinghouse and mapping tool used by several companies and local governments throughout the region to create pertinent statistical information.
 - > Full access available to investors, limited access available to public.
 - > Provides investor-branded marketing materials for sites and buildings.
 - > 49 demographic & market research reports and flyers available.
 - Economic Development Planning is comprised of Comprehensive Economic Development Strategy (CEDS), grant writing support for economic development projects, The Entrepreneur Friendly Toolkit used for purposes like the Downtown revitalization planning.

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- Also, performs special projects as listed
 - > Professional research services
 - > Customized mapping
 - > Market analysis
 - > Technical assistance
 - Coming in FY 2021
 - > 2020 CEDS Performance Report
 - > COVID-19/pandemic preparedness and recovery plan development for CEDS
 - > COVID-19 Data Center development
 - > New visualizations for the Regional Data Center
 - > Custom data centers for additional InfoMentum investors
 - > Investor recruitment
 - > Mr. Chip Bentley, Deputy Director and also Community Development/Local Planning/208 Planner, highlighted staff, objectives, and services of the Government Services and Planning Department.
 - The member's of his team are Jennifer Vissage, Community Development/Local Planning, Lance Estep, Transportation/Local Planning, and Trey Eubanks, Government Services Manager.
 - The objective of Government Services is to provide technical assistance, policy guidance, and training to our local government officials and staff in an effort to help them improve internal administration and management procedures; increase their efficiency and cost effectiveness; and enhance service delivery to residents.
 - > Administration Services
 - > General Administrative Technical Assistance
 - > Training: Council/ Boards
 - > Training: Management & Employee Level
 - > Human Resources
 - > Organizational Development
 - Growing Government Services
 - > Focus on expanding local assistance as key service has proven to be positive move
 - > Trey Eubanks has quickly become a go to resource for many of our communities
 - > Efforts have ranged from serving as interim administrator to assisting with personnel and hiring processes.
 - > Has quickly reinvigorated our training program and increased number of registrations for management class as well as additional special trainings.
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- Moving Forward
 - > Trainings, personnel assistance, administrative support will continue to be focus of efforts
 - > Expectation that COVID19 impacts will increase the need for assistance in communities as new challenges arise
 - > Will work with local government administrations to identify solutions for issues like public input in the time of quarantine to office procedures and processes
 - The Planning Department's objective is to empower local governments to develop a vision for their future and undertake community development efforts to achieve that vision; provide services that facilitate growth and development; and help build regional partnerships that promote achieving community objectives.
 - Program Areas of Planning
 - > Transportation
 - Regional Freight Mobility Study team kicked off meetings just as the shutdown occurred. Process moving forward with anticipated completion in 2021.
 - Will assess impacts of freight movements in the region and identify opportunities to improve efficiency and mitigate impacts of freight traffic
 - Working with Appalachian Transportation Model to assist local MPOs with planning efforts
 - Will begin update of ACOG Long Range Transportation Plan in Spring of 2021
 - > Community Development/Local Planning Assistance
 - Local Planning Services
 - > Demand for local plans continues to increase
 - > COVID19 has slowed process for current efforts
 - > 7 community planning processes in FY21
 - Administrative Services – serving as zoning administration staff for Pickens
 - Community Development – Anderson HOME Consortium administration and planning for housing rehabilitation program
 - > Natural Resources/Infrastructure
 - Ongoing 208 Permit Certification process
 - > Planning Education
 - Provide state mandated planning education sessions for region

Action Item

Motion to approve the FY 2021 Work Program was unanimous.

Personnel Committee Report

Mr. E. Riley, Committee Chair, Mr. Steve Pelissier, Executive Director

Mr. Pelissier presented the Personnel Committee's recommendations for Board action.

- > Organizational Overview
 - No changes recommended to organizational chart



- > Adjustment to ACOG Pay Table
 - Five Year Review
 - Based on cost of living changes and comparisons with comparable positions
 - Does not change current salaries
 - Does allow for greater salary growth over time

Action Item:

The Personnel Committee recommended the adoption of the attached table titled ACOG Pay Grade Table Proposed - Effective 7/1/20 was unanimously approved.

- > Re-Classification of Selected Position Salary Grades
 - 33 unique positions in the agency
 - 3 positions identified for reclassification
 - Based on comparison of responsibilities and required skills for positions within the agency and comparison with comparable positions outside the agency
 - Does not automatically change current salaries
 - Administrative Assistant Grade 1 to Grade 3
 - Economic Analyst* Grade 9 to Grade 11
 - Grants Services Program Director Grade 16 to Grade 17
 - * = 2 positions

Action Item

The Personnel Committee recommended the reclassification of 3 positions, identified as Administrative Assistant, Economic Analyst*, and Grants Services Program Director, motioned and unanimously approved.

> Opportunity for Employees to Earn Merit Increases in FY 2021 Considerations

- Workload increase with COVID-19 crises
- Health insurance rate increase
- Revenue available to support increase
- Risk to some revenue sources
- Governments, businesses, people suffering

Action Item

The Personnel Committee recommended that employees be provided with the opportunity to earn a 2% merit increase in FY 2021, as listed was motioned and approved.

- To receive an increase, an employee's overall evaluation rating must be at least 'Competent'.
- Increases are effective upon the employee's anniversary date.
- Increases will be held until January 1st to ensure revenue remains adequate to cover the cost. Employees whose anniversaries are prior to January 1 will receive retroactive pay.

Finance Committee Report

Mr. Ensley Feemster, Committee Chair, Mr. Don Zimmer, Finance Director

Mr. Pelissier presented recommendations from the Finance Committee for Board action.

> FY 2020 Financial Review

- May 31 Data
 - Projected Revenue \$ 4,787,041
 - \$ 332,284 increase from FY 2019
 - \$ 113,002 increase from original FY 2020 projection
 - Increases primarily in the Aging Services program
 - Projected Expenses \$ 4,710,382
 - \$ 312,698 increase from FY 2019
 - \$ 46,500 increase from original FY 2020 projection
- Financial Summary
 - Projected Revenue \$ 4,787,041
 - Projected Expenses \$ 4,710,382
 - Projected Rev Over Exp \$ 76,759

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- Allocation of FY 2020 Revenue in Excess of Expenditures

Current Fund Balance	\$ 1,866,204
Projected FY 2020 Addition to	
<u>Fund Balance</u>	<u>\$ 76,759</u>
Resulting Fund Balance	\$ 1,924,963
Recommended Fund Balance Range*	
\$ 1,600,000 - \$ 2,400,000	
- * Recommended fund balance equals 33% to 50% of expenses

Action Item:

The Finance Committee recommended that the total FY 2020 Excess of Revenue Over Expenditures amount be allocated to the Unassigned Fund Balance was motioned and unanimously approved.

> ACOG FY 2021 Proposed Budget – Capital Items

- General Fund

• <u>Laptop Computer</u>	<u>\$ 1,500</u>
Total	\$ 1,500
- Special Revenue Fund

• 7 Laptop Computers	\$ 10,500
• 2 Vehicles	\$ 48,000
• <u>Miscellaneous Furniture</u>	<u>\$ 27,000</u>
Total	\$ 85,500
Overall Total	\$ 87,000

> ACOG FY 2021 Proposed Budget – Consulting

- General Fund

ADC Monitoring Assistance	\$ 1,500
Total	\$ 1,500
- Special Revenue Fund

DOT Freight Study	\$ 200,000
HOME Consortium Inspections	\$ 24,000
WorkLink Consulting	\$ 10,000
Longview Consulting	\$ 5,000
Miscellaneous	\$ 5,000

Total	\$ 244,000
Overall Total	\$ 246,500

> ACOG FY 2021 Proposed Budget – Outside Services

- Special Revenue Fund

Aging Minor Home Repair and Home Services	\$ 30,000
WorkLink OJT	\$ 30,000
Miscellaneous	\$ 750
Total	\$ 60,750

Action Item

The Finance Committee recommended the adoption of the proposed ACOG FY 2021 Budget, including the schedule of Capital Items and Schedule of Consulting and Outside Services was motioned and approved unanimously.

Updates to the Appalachian Region 2017 – 2022 Rural Transportation Improvement Program

Ms. Jane Hall, Chair, Regional Transportation Committee, Mr. Lance Estep, Principal Planner

Ms. Hall and Mr. Estep presented the recommendation from the Regional Transportation Advisory Committee for Board action.

The 2017-2022 ACOG Transportation Improvement Program (TIP) is a state-mandated six year plan that lists all transportation projects in the COG's planning area that utilize federal funding. Federal regulations require that the TIP be updated every four years. The update proposed by the Regional Transportation Advisory Committee changes the project programming window from 2017-2022 to 2021-2027, which matches the programming window that SCDOT Commission approved in June.

> TIP 2021-2027 Changes

- Updated in order to move the programming window out to 2021-2027
- Updated the text and formatting of the document
- Updated the format of individual project sheets
- Updated the format of the TIP Financial Statement
- Added content to the Regional Performance chapter; added icons for each performance measure in order to better track which projects impact which target.

> NO New Projects Proposed

- This TIP update includes no new projects; the changes proposed today are administrative.
- ACOG will begin updating the LRTP in 2021. Once completed, the LRTP will identify and rank new projects throughout the region.
- ACOG staff will work with the Regional Transportation Advisory Committee to bring you a recommendation for new projects to program in the TIP next year.

FY 2020-2021 FTA Section 5310 Enhanced Mobility of Seniors and People with Disabilities Program Recommendations

Ms. Jane Hall, Chair, Regional Transportation Committee, Mr. Lance Estep, Principal Planner

Mr. Estep presented the recommended rankings from the Regional Transportation Advisory Committee for Board action.

The FTA Section 5310 Program provides grant funding to organizations for providing enhanced mobility options to seniors and persons with disabilities. In accordance with an agreement between ACOG and SCDOT, the Board submits a ranking of projects in the region to SCDOT for funding consideration.

> Funding Availability

- Projects selected for funding split into Large Urban (GPATS), Small Urban (SPATS, ANATS, Mauldin/Simpsonville) and Rural areas (Oconee, Cherokee, portions of Anderson and Pickens)
- South Carolina's FY 2020 apportionment from FTA for the 5310 Program is \$4.5 M
 - > Large Urban gets 60% of the total (\$2.7 M)
 - > Small Urban and Rural get 20% each (\$900 K each)

> Selection and Ranking

- Application and selection process developed by DOT
- Staff reviews proposals and works with Transportation Committee to prioritize project based on established criteria
- ACOG Regional Transportation Committee recommends final rankings for Board Approval
- SCDOT makes final determinations on project selection using priorities based on available funding
- Unfunded projects become alternates for any additional funding DOT receives

> Small Urban Projects

Rank	Applicant/ Organization	Ranking Score	Brief Project Scope	Funding Request
1	SENIOR Solutions (Anderson)	78	Purchase of ADA Cut-A-Way Van to support transportation services for disabled persons	\$60,000

> Rural Projects

Rank	Applicant/ Organization	Ranking Score	Brief Project Scope	Funding Request
1	Pickens County DSN	88	Purchase of ADA Purpose Built Van to support transportation services for disabled persons	\$55,000
2	Anderson County DSN	83	Purchase of ADA Cut-A-Way Van to support transportation services for disabled persons	\$60,000
3	Oconee County DSN	82	Purchase of ADA Purpose Built Van to support transportation services for disabled persons	\$55,000
4	Cherokee County DSN	79	Purchase of ADA Cut-A-Way Van to support transportation services for disabled persons	\$60,000
5	SENIOR Solutions	77	Purchase of ADA Cut-A-Way Van to support transportation services for disabled persons	\$60,000

Action Item

Motioned and unanimously approved recommended rankings from the Regional Transportation Advisory Committee.

Executive Director's Report

Mr. Steve Pelissier, Executive Director

- > Expressed his concern over rising number of Covid19 cases, but reminded the board that Staff has been working exceptionally well to meet program goals and exceed expectations as they are mostly working remotely with minimal access to office. Safety measures have been put in place to protect the personnel that are working in the office intermittently. Not expecting office to reopen as normal anytime soon.
- > Encouraged everyone to stay safe.
- > Next meeting will be the 28th of August via Zoom conference.

The next Board Meeting will be at 10:30 am on August 28, 2020. There being no further business, the meeting adjourned at 12:00 noon.

Mr. Mike Forrester, Chairman

The South Carolina Appalachian Council of Governments has complied with the Freedom of Information Act in scheduling and conducting this meeting