



PUBLIC NOTICE

ISOTHERMAL PLANNING AND DEVELOPMENT COMMISSION (IPDC)

A Meeting of the IPDC Executive Commission Executive Committee will be held on Thursday, August 13, 2020 at 12:00 noon via an electronic meeting. The Town of Rutherfordton, Rutherford County & State of North Carolina are under a State of Emergency with provisions for social distancing, limits on gatherings and stay at home orders. The IPDC, under North Carolina General Statute 143-318.13 will host an electronic meeting. The meeting will be recorded and placed on the IPDC Website at www.regionc.org

For those wishing to speak during public comment period, the public can submit written comments to the Executive Director at sdadson@regionc.org no later than 1 hour before the start of the meeting. The Executive Director will then read public comments into the record during the meeting.



IPDC

Isothermal Planning and Development Commission Executive Committee Board of Directors

Agenda

Thursday, August 13, 2020, 12:00 p.m.

IPDC Rutherfordton Office, 111 West Court Street, Rutherfordton, NC

Electronic Meeting

MEMBERS

Cleveland County

Belwood

Boiling Springs

Earl

Fallston

Grover

Kings Mountain

Kingstown

Polkville

Shelby

McDowell County

Marion

Old Fort

Polk County

Columbus

Saluda

Tryon

Rutherford County

Bostic

Chimney Rock

Ellenboro

Forest City

Lake Lure

Ruth

Rutherfordton

Spindale

Item

Presenter

A. 12:00 noon Call to Order, Welcome, Moment of Silence and Pledge of Allegiance

Fred Baisden
Chairman

B. Request for Approval of May 14, 2020 Executive Committee Meeting Minutes and Special Meeting of July 23, 2020.
(attachment)

Fred Baisden

C. Resident Advisory Board, HCV Program
(attachment)

Pam Hall
Interim Housing Director

D. Meeting Calendar for IPDC FY 20-21

Scott Dadson

E. Legislative Agenda Chairs

Scott Dadson

F. Conflict of interest Policy

Scott Dadson

G. Budget Amendment, #1 Review

Thadd Hodges
Finance Director

H. Announcements

- Next Full Board meeting: September 15, 2020
Time and location to be announced

Fred Baisden

I. Adjourn

Fred Baisden

Isothermal Planning and Development Commission
Executive Committee BOARD OF DIRECTORS MEETING
May 14, 2020
Minutes

Committee Members Present

Fred Baisden, City of Saluda
Ashley Wooten, McDowell County
Max Hopper, Town of Earl
Jack Shytle, Town of Polkville
Ted Owens, Polk County

IPDC Staff Present

Scott Dadson
Thadd Hodge

Committee Members Absent

Bryan King, Rutherford County
Dean Buff, McDowell County
Jimmy Dancy, Town of Rutherfordton

The Executive Committee meeting was held electronically. Chair Fred Baisden called the meeting to order at 11:30 a.m. and welcomed all those in attendance. The Town of Rutherfordton, Rutherford County & State of North Carolina is under a State of Emergency with provisions for social distancing, limits on gatherings and stay at home orders. The IPDC, under North Carolina General Statute 143-318.13 hosted an electronic meeting. The meeting was recorded and placed on the IPDC webpage at www.regionc.org for viewing.

The Board Approved the Minutes for the February 13, 2020 Exec Committee and the April 2, 2020 Special Meeting of the Exec Committee without amendments or changes. Motion made by Jack Shytle and Seconded by Max Hopper. The vote was unanimous on a roll call vote.

Mr. Scott Dadson presented a roofing contract for the headquarter building in the amount of \$29,000 to Benton Roofing. The Headquarters roof started leaking in a series of events starting in February and filed an insurance claim which was approved, and the funds will be used for this work. Mr. Ted Owens made a motion to approve the contract, Ashley Wooten seconded, and the Committee vote was unanimous in favor by roll call vote.

Mr. Scott Dadson presented the proposed Health Care Plan for the Commission. After a proposed 50% increase due to increasing costs in the current plan due to higher than normal health claims, management worked closely with MedCost to establish a familiar plan with an effective 26% increase. This increase comes after 2 years with no increase, so it is a 13% increase per year. This plan will still provide employees with excellent health insurance at a cost IPDC can mitigate.

The new plan incorporates a capped MERP which is a mechanism where IPDC will fund 50% of employee health claims to a maximum of \$3,500. The attachment shows that expected spending from this MERP, as suggested by MedCost Representatives is \$17,500.

FY 21 Estimates

FY 20 Costs

	Employee Cost			Employee Cost			
	Employer Cost	(Deduction)	Total Cost	Medcost	(Deduction)	Total Cost	
<i>EE Only</i>	\$881	\$0	\$881	<i>EE Only</i>	\$740	\$0	\$740
<i>EE + Spouse</i>	\$881	\$1,187	\$2,068	<i>EE + Spouse</i>	\$610	\$962	\$1,572
<i>EE + Child</i>	\$881	\$441	\$1,322	<i>EE + Child</i>	\$610	-\$610	
<i>EE + Children</i>	\$881	\$704	\$1,585	<i>EE + Children</i>	\$610	\$581	\$1,191
<i>EE + Family</i>	\$881	\$1,759	\$2,640	<i>EE + Family</i>	\$610	\$1,400	\$2,010
# of Employees	29			# of Employees	29		
Monthly IPDC Policy Cost	\$25,549			Monthly IPDC Policy Cost	\$21,460	Estimate	
Annual IPDC Policy Cost	\$306,588			Annual IPDC Policy Cost	\$257,520		
Estimated MERP* Cost	\$17,500			This says that 5 employees max out the 3500 IPDC cost			
Total Estimated IPDC Cost	<u>\$324,088</u>						

Estimated Increase in Costs **\$66,568**
% Increase **26%**

**MERP is a capped self funded system in which IPDC will cover 50% of employee charges for health care up to a maximum of \$3,500 per employee.*

The Committee reviewed and discussed the modified Health Care Plan with the current provider, North Carolina League of Municipalities/Medcost that includes an increase and a modified self-funding portion. The Committee approved the new health plan on a Motion from Max Hopper. A second was made by Ted Owens. The Motion passed unanimously on a roll call vote.

The Committee reviewed a proposal for a new Fleet of Vehicles for the upcoming fiscal year with Enterprise Fleet Services. These will improve the services of the Commission and will create safe transportation for employees of the Commission as well as will result in savings for the Programs of the Commission. The Committee discussed, extensively, the need for rules regarding the use of fleet vehicles over reimbursement for personal vehicles used for Commission business, continuing the necessary insurance coverage, and detailing of the vehicles with IPDC logos and public purpose plates.

FY 21

Outlay for New Fleet	\$33,708.24
Less: Estimated Value of Current Fleet	-\$9,000.00
4 year Budget Impact	\$31,458.24

Vehicle Lease

Sentra	4	\$5,260.32
Corolla Hybrid	1	\$6,440.88
Grand Caravan	1	\$6,226.08

Year 5

Outlay for New Fleet	\$40,149.12
Less: Estimated Value of Current Fleet	-\$32,000.00
4 year Budget Impact	\$32,149.12

Vehicle Lease

Sentra	4	\$5,260.32
Corolla Hybrid	2	\$6,440.88
Grand Caravan	1	\$6,226.08

Year 10

Outlay for New Fleet	\$42,510.24
Less: Estimated Value of Current Fleet	-\$39,000.00
4 year Budget Impact	\$32,760.24

Vehicle Lease

Sentra	2	\$5,260.32
Corolla Hybrid	4	\$6,440.88
Grand Caravan	1	\$6,226.08

How will we pay for it???

<i>Annual Mileage Reimbursement Costs as of 12/31/19</i>	\$35,888.05
<i>Vehicle Maintenance Costs FY 19</i>	\$3,094.55
	<u>\$38,982.60</u>
<i>Current Fuel Costs</i>	\$3,842.76
<i>Spendable Monies</i>	<u>\$42,825.36</u>

The Committee voted in favor of entering into the Lease, pending review and approval by Commission Legal Counsel to enter into same and to include this the FY 20-21 Budget on a motion made by Ted Owens and seconded by Max Hopper. The vote in favor was unanimous by roll call vote.

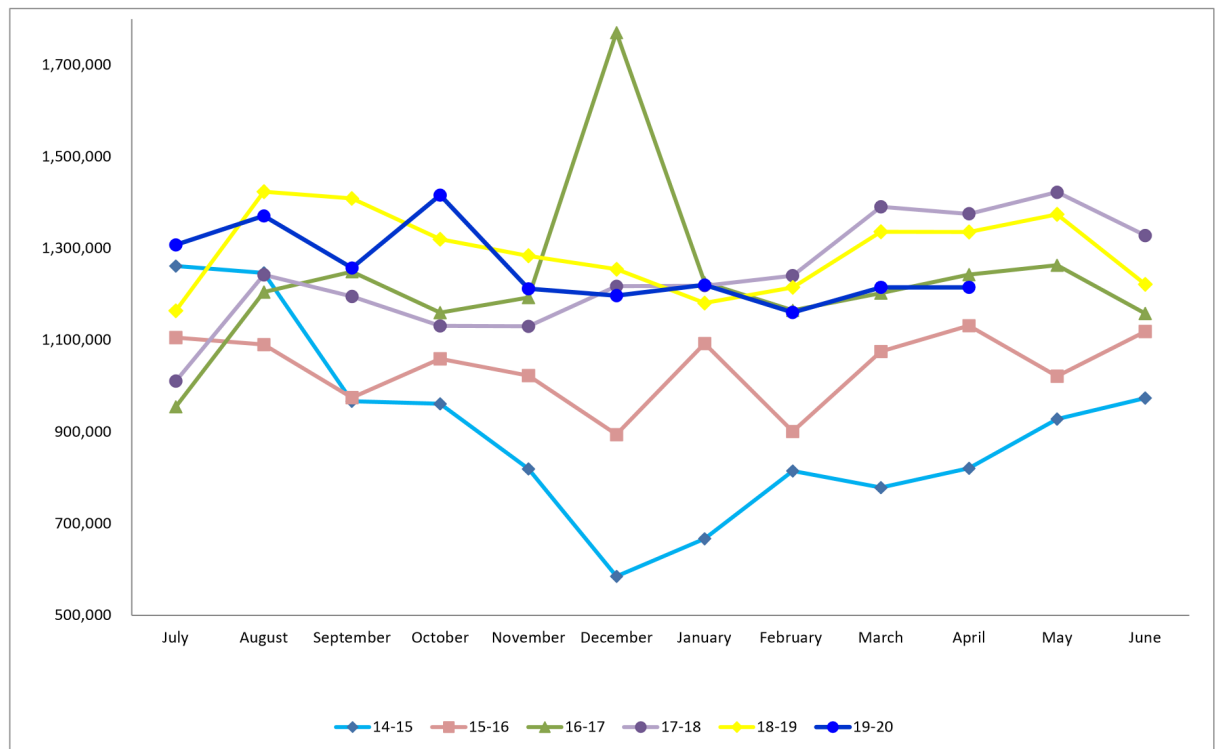
The Committee reviewed the fourth quarter financials and cash position of the Commission and discussed the proposed 4th Budget Amendment. The Budget Amendment will be presented to the full board of the Commission on June 9th for review and adoption.

Isothermal Planning & Development Commission
 Financial Summary
 For the ten months ending 4/30/2020

	Amended Budget	Expenditures to 4/30/20	Percent of Budget
HOUSING	6,824,244	5,478,876	80.29%
AGING	3,812,494	2,612,083	68.51%
WIOA	2,300,845	1,188,638	51.66%
LOCAL	149,280	64,555	43.24%
Economic Planning & Community Development	314,500	94,378	30.01%
Rural Transportation Planning (RPO)	217,969	188,777	86.61%
Appalachian Regional Commission (ARC)	275,505	126,646	45.97%
Grant Administration KBR Grants	247,000	148,254	60.02%
Total Budgeted Expenditures	\$14,141,837	\$9,902,207	70.02%
Indirect Expenses	\$ 639,707	\$ 491,203	76.79%

Expected percentage for 10 months **83%**

IPDC Working Cash Balance



Tuesday, March 10, 2020
 For year ending 6/30/2020

Proposed Budget Amendment to the current FY 19-20 was presented and discussed by the Board:

**ISOTHERMAL PLANNING & DEVELOPMENT COMMISSION
BUDGET REVISIONS 2019 - 2020**

PROGRAM	APPROVED BUDGET	9/10/19	1/14/20	3/10/20	5/14/20	AMENDED BUDGET
		FIRST REVISION	SECOND REVISION	THIRD REVISION	FOURTH REVISION	
Housing (Section 8)	6,824,244					6,824,244
Aging	3,584,704				227,790	3,812,494
Workforce (WIOA)	2,228,800		72,045			2,300,845
Local	119,941				29,339	149,280
Economic, Planning & Community Development	214,500		100,000			314,500
Rural Transportation Planning (RPO)	132,969	85,000				217,969
Appalachian Regional Commission (ARC)	150,505		50,000	75,000		275,505
Grant Administration - KBR Foundation	247,000					247,000
Total Revisions		85,000	222,045	75,000	257,129	14,141,837
Original Budget Total	13,502,663					
Revision #1	85,000					
Revision #2	222,045					
Revision #3	75,000					
Revision #4	257,129					
Revised Budget 3/10/2020	14,141,837					

PREPARED BY: THADD HODGE, FINANCE DIRECTOR

PRESENTED BY: SCOTT DADSON, EXECUTIVE DIRECTOR

Presented at Board Meeting 5/14/2020

**ISOTHERMAL PLANNING & DEVELOPMENT COMMISSION
BUDGET REVISIONS 2019 - 2020**

Fourth Revision Details 5/14/2020

Family First Revenues and Markel Insurance Proceeds

Family First Home Delivered	\$151,860
Family First Congregate	\$75,930
Insurance Proceeds to Replace Roof	\$29,339

\$ 257,129

Chair Baisden made the following announcements:

Next Executive Committee meeting is **August 13, 2020 at 12:00 p.m.at IPDC Rutherfordton office.**

Public Hearing on FY 20-21 Budget is **June 2, 2020 at 12 noon, to be held electronically.**

Next Full Board meeting is **June 9, 2020 and the Meeting will be held electronically.**

With no further business Chair Baisden adjourned the meeting at 4:18 p.m. on a motion by Mr. Jimmy Dancy.

Respectfully submitted,

Chairman Fred Baisden

Secretary Bryan King

Isothermal Planning and Development Commission
 Executive Committee **BOARD OF DIRECTORS MEETING**
Electronic
July 23, 2020
Minutes

Committee Members Present

Fred Baisden, City of Saluda
 Jimmy Dancy, Town of Rutherfordton
 Max Hopper, Town of Earl
 Ashley Wooten, McDowell County
 Bryan King, Rutherford County
 Ted Owens, Polk County

Committee Members Absent

Jack Shytle, Town of Polkville
 Dean Buff, McDowell County

IPDC Staff Present

Scott Dadson
 Thadd Hodges

The Special Meeting of the Executive Committee meeting was held via electronic means. Chair Fred Baisden called the meeting to order at 12:00 p.m. and welcomed all those in attendance.

Mr. Scott Dadson presented the results of the solicitation bids for Audit Services for the Commission.

July 17, 2020

To: Board of Directors, Isothermal Regional Commission
 From: Thadd Hodge, Finance Director
 CC: Scott Dadson, Executive Director
 Re: RFP for Audit Services – FYE 6/30/2020

Dear Board Members:

It is my pleasure to present to you the results from our Request for Proposal for Audit Services for Fiscal Year 2020.

Please see results below:

<i>Auditor Proposal</i>	<i>Price</i>	<i>Qualifications</i>	
		Highly Qualified with dependable references	
Anderson Smith & Wike, PLLC	25000		
Stark	N/A	N/A	
Thompson, Price, Scott, Adams & Co, PA	N/A	N/A	
Martin Starnes	N/A	N/A	
Dixon Hughes Goodman	N/A	N/A	
<i>Rating 0-5 (5 being best)</i>	<i>Price</i>	<i>Qualifications</i>	<i>Total Score</i>
Anderson Smith & Wike, PLLC	4	5	9
Stark	N/A	N/A	N/A
Thompson, Price, Scott, Adams & Co, PA	N/A	N/A	N/A
Martin Starnes	N/A	N/A	N/A
Dixon Hughes Goodman	N/A	N/A	N/A

Recommendation:

To award audit contract for FY 2020 to Anderson Smith & Wike, PLLC. The contract will have a renewable option for FY 2021 and FY 2022.

Note:

For FY 2019, IPDC paid Dixon Hughes Goodman a total of \$33,000 for our audit plus any additional fees for time spent on the audit.

N/A in any category above represents a no bid from the firm.

Mr. Jimmy Dance made a motion to approve the Awardal of the three-year Audit Contract to Anderson, Smith and Wike, and Secretary Bryan King seconded, and the Committee vote was unanimous in favor.

Chair Baisden made the following announcements:

Next Full Board meeting is **September 15, 2020 Time and location to be announced.**

With no further business Chair Baisden adjourned the meeting at 12:18 p.m. on a motion by Mr. Jimmy Dancy.

Respectfully submitted,

Chairman Fred Baisden

Secretary Bryan King

DRAFT

Isothermal Planning and Development Commission

Standards of Conduct and Conflict of Interest

August 2020

A. Definitions

For purposes of this section, the following definitions shall apply:

1. *Business Entity* means any business, proprietorship, firm, partnership, person in representative or fiduciary capacity, association, venture, trust or corporation which is organized for financial gain or for profit.
2. *Council of Governments Official or Official* means the Isothermal Planning and Development Commission, members of the Isothermal Planning and Development Commission Board, Executive Director, Attorney and Department Heads.
3. *Immediate Household* means the Isothermal Planning and Development Commission Official, his or her spouse, and all dependent children of the Isothermal Planning and Development Commission Official.
4. Interest means direct or indirect pecuniary or material benefit accruing to a Isothermal Planning and Development Commission Official as a result of a contract or transaction which is or may be the subject of an official act or action by or with the Isothermal Planning and Development Commission. For purposes of this article, a Isothermal Planning and Development Commission Official shall be deemed to have an interest in the affairs of (1) any person in his immediate household as such term is defined in this section, (2) any business entity in which the Authority Official is an officer or director, (3) any business entity in which an excess of five percent (5%) of the stock of or legal or beneficial ownership of is controlled or owned directly by or indirectly by the Official, (4) any non-profit organization on which the Chairman or any member of the Board currently serves an officer, director, or board member, direct or indirect.
5. *Official act or action* means any legislative, administrative, appointive, or discretionary act of any Official.

B. Standards of Conduct

1. *Scope.* All Officials are defined in this article shall be subject to and abide by the following standards of conduct.
2. *Interest in Contract or Agreement or Employment.* No Official herein defined shall have or thereafter acquire an Interest in any contract or agreement with the Isothermal Planning and Development Commission, except as allowed and in conformance with the procedures set forth in the North Carolina General Statutes. This section does not prevent consulting or employment contracts between an Official and the Isothermal Planning and Development Commission that may otherwise be allowed by law so long as the Official that has the conflict does not participate in the selection, award or supervision of the Contractor and /or Employee.

3. *Use of Official Position.* No Official shall use his or her official position or the Isothermal Planning and Development Commission/ facilities for his or her private gain. In addition, Isothermal Planning and Development Commission Officials shall not misuse their status in such a way as to require, expect, or accept favors from subordinate employees.
4. *Disclosure of Information.* No Official shall use or disclose confidential information gained in the course of or by reason of his or her official position for purposes of advancing (1) his or her financial or personal interest, (2) a business entity in which he or she is an owner in part or in whole, an officer or director, (3) the financial or personal interest of a member of his or her immediate household or that of any other person.
5. *Incompatible Service.* No Official shall engage in or accept private employment or render service to private or other public interests when such employment or service is incompatible with the proper discharge of official duties or would tend to impair independence of judgment or action in the performance of official duties unless otherwise permitted by law and unless disclosure is made as provided in this article. Before accepting private employment, the Official should consider whether such employment would impact the Isothermal Planning and Development Commission negatively. An Official who accepts private employment should not represent himself or herself as an employee or agent of the Isothermal Planning and Development Commission.
6. *Gifts.* No Official shall directly or indirectly solicit any gift or accept or receive any gift having a value of Fifty Dollars (\$50.00) or more whether in the form of money, services loaned, travel, entertainment, hospitality, thing or promise or any other form under circumstances in which it could reasonably be inferred that the gift was intended to influence him or her or could reasonably be expected to influence him or her in the performance of official duties or is intended as a reward for any official action on his or her part. Legitimate political contributions shall not be considered as gifts under the provisions of this paragraph.
7. *Special Treatment.* No Official shall grant any special consideration, treatment, or advantage to any citizen or public or private entity beyond that which is available to every other citizen or entity.
8. *Standards of Conduct.*

These Standards of Conduct require that an Official:

Behave honestly and with integrity in the course of conducting official business;

Act with care and diligence in the course of official business.

When acting in the course of official business, treat everyone with respect and courtesy.

Comply with any lawful and reasonable direction given by someone who has authority to give directions.

Use Isothermal Planning and Development Commission resources in a proper manner; and

At all times behave in a way that upholds the values and integrity and good reputation of the Isothermal Planning and Development Commission.

C. Disclosure of Interest in Legislative Action

The Chairman or any member of the Isothermal Planning and Development Commission who has an Interest in the official act or action before the Isothermal Planning and Development Commission shall publicly disclose on the record of the Isothermal Planning and Development Commission the nature and extent of such interest and shall withdraw from any consideration of the matter if excused by the Isothermal Planning and Development Commission.

D. Investigations Instigated by the Isothermal Planning and Development Commission, Executive Director or Any Other Person

1. The Board may direct the Attorney to investigate any apparent violation of this article as it applies to the Chairman, any member of the Board, or Executive Director, and to report the findings of the investigation to the Board.
2. The Board may direct the Executive Director to investigate any apparent violation of this article by the Attorney and to report the findings of the investigation to the Board.
3. Any person who believes that a violation of this article has occurred may file a complaint in writing with the Board when the Chairman and members of the Board, Executive Director or Isothermal Planning and Development Commission Attorney are the subjects of the complaint.
4. If the Board, after receipt of an investigation, has cause to believe a violation has occurred, the Board shall schedule a hearing on the matter, said hearing may be held as a Closed Session. The Official who is charged with the violation shall have the right to present evidence, cross-examine witnesses, including the complainant or complainants, and be represented by counsel at the hearing. If upon the conclusion of the hearing, the majority vote of the Board finds a violation has occurred, the Board may adopt a resolution of censure which shall be placed as a matter of record in the minutes of an official Board meeting.

Advisory Opinions

When an Official has a doubt as to the applicability of any provision of this article to a particular situation or to the definition of terms used in this article, he or she may apply to the Board or Board Attorney for an advisory opinion, either of which shall issue an opinion in writing and file same with either the Board or Isothermal Planning and Development Commission Attorney. The Official shall have the opportunity to present his or her interpretation of the facts at issue and of the application of provisions of this article before such advisory opinion is made. In addition, the Official shall publicly disclose to the Board or Executive Director the facts of issue in a particular situation and shall reply upon any resolution adopted by the Board or Executive Director regarding that particular situation.

Adopted this the 13^h day of August, 2020



Isothermal Planning and Development Commission

Board of Directors Meeting Schedule (Proposed)

Fiscal Year 2020-2021

Executive Committee – August 13, 2020 - 12:00pm
IPDC Rutherfordton Office

Full Board - September 15, 2020
Economic Development Day
Time /Location to be announced

Mayors and Chairs Isothermal Legislative Agenda Luncheon – October 13, 2020- 12 noon
IPDC Rutherfordton Office **NEW!!!**

Executive Committee –November 12, 2020 - 12:00pm
IPDC Rutherfordton Office

Full Board – December 15, 2020- 12 noon
Annual Meeting and Christmas Luncheon
Time / Location to be announced

(Proposed) Region C Legislative Day - January 25, 2021 – 9:30am
Tryon International Equestrian Center

Executive Committee - February 11, 2021 - 12:00pm
IPDC Rutherfordton Office

Full Board - March 16, 2021
Time / Location to be announced

Executive Committee - May 13, 2021 - 12:00pm
IPDC Rutherfordton Office

Full Board - June 8, 2021
Time / Location to be announced

Additional Executive Committee meetings scheduled as needed.