



NORTH CAROLINA MILITARY AFFAIRS COMMISSION

Minutes for Executive Steering Group (ESG) Meeting, 3rd Quarter, August 7, 2018, Department of Public Instruction/Commerce Building, 4th Floor South, 301 N. Wilmington Street, Raleigh

Members Present

Grier Martin, Chair
Frank Bottorff, Base Sustainability, Chair
Kirk Warner, Quality of Life, Chair
Cresswell Elmore, Economic Development,
Chair (by phone)

Members Not Present

Senator Harry Brown

Additional Attendees

Secretary Larry Hall, Sec for DMVA
Christopher Hailey, LA for Grier Martin
Jamie Norment (ACT)
Kelly Jackson, DMVA
Robert Hosford, NCDA&CS
Kelly Policelli, DNCR
Whitney Ray, DNCR
Danny Stutzman, Temp Solutions

OPENING REMARKS: CHAIRMAN GRIER MARTIN

Chairman Grier Martin called the meeting to order at 10:03 am. Chairman Martin welcomed everyone to the Executive Steering Group (ESG) meeting. The Commission had a quorum.

CONSENT MINUTES: CHAIRMAN GRIER MARTIN

Chairman Martin asked a motion to approve the minutes from the 2nd quarter committee meeting held on May 1, 2018. Kirk Warner made a motion to approve the minutes and seconded by Frank Bottorff and passed by unanimous vote.

DEPARTMENT OF MILITARY AND VETERANS AFFAIRS (DMVA) UPDATE: SECRETARY LARRY HALL

Secretary Hall said that he had just returned from the North Carolina Military Business Center (NCMBC) Trade Show at Fayetteville. They had a good opening program. Senator Tillis and General Lucky, Commander of the Army Reserve Forces were in attendance. The DMVA has been working on a couple of initiatives. The first one is the runway lights for Seymour Johnson Air Force Base and that has come to fruition. Due to the initial work that the DMVA did with Duke Power to find an energy source, this project is moving forward. The second item is on the publication of the bases and getting more media coverage of our bases throughout NC. I think there were a couple of videos that had been done locally. I request a copy of those videos as we are working on an agreement with NC television to have a series done with each of our military bases. This will be publicized on their 16 stations statewide. This issue was mentioned in the last lobbying report as a communications plan. This is a separate initiative that we need to do as a Department and something that the NCMAC expressed as a concern. The final item is there has been a drone summit in Greensboro the past couple of days. We have taken another idea that was discussed about a year ago at a NCMAC meeting and the recommendation was that we pursue Elizabeth City as a sight for Drone development. We have reached out to them and secured support from the Board of Governor's to approve the Drone curriculum. We have also helped them apply for a

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\$600,000 grant for the university and that program which will be used to purchase equipment. We think that we are well on the way for this project. The Department continues to work on building 2 new nursing homes and those are going forward. We are also expanding 2 cemeteries. There is a lot of miss information out there on who is qualified to be buried in the various cemeteries. We plan to try on a continuing basis to provide accurate information on qualifications for the nursing homes and cemeteries. We also have the Federal cemeteries and Salisbury Federal Cemetery is open. We also have the Federal Cemetery in Florence, SC that is near Fort Bragg. Finally, I did talk to the new Veterans Administration Secretary about the consideration on what they do with National cemeteries. Whether they will resume the National cemetery program or get them to help with the operational cost of the State cemeteries. As we expand the State cemeteries we have not received any additional budgetary support. We don't get any budgetary support for staff so the quality of support that we provide is affected. The families don't want to see that happen. Frank Bottorff said if he was coordinating with the installations directly about the videos? Jamie Norment said that they would send Sec Hall the videos directly. Frank Bottorff said that as we formulate the next contract, there will be a lobbying contract and we plan to do a consulting contract separately by project. I think the videos will come in a couple of different forms. The good news story are the videos themselves and then the informational one from the communities or the NCMAC explain the value economically and the important to NC. Sec Hall said that what they discussed was an interview with both the installation leadership and the local community leadership. Frank Bottorff said that depending on the community, that will determine who needs to be interviewed.

Chairman Martin said that there was an Audit Report that had looked at NCMAC and they had some good recommendations. Secretary Hall and Chairman Martin met with the Auditors and one of their recommendations was that the DMVA and NCMAC execute a Memorandum of Understanding (MOU) setting out the responsibilities for each group. They will be working on the MOU and the Full NCMAC will have a chance to sign off on the MOU. The DMVA has been a great help on pushing through a couple of items for the NCMAC. I want to thank Sec Hall for his assistance.

QUALITY OF LIFE (QOL) COMMITTEE: KIRK WARNER

Kirk Warner said that the QOL had a meeting on July 19 and there were 15 in attendance. We focused on about 5 issues. We got an update from Dr. John Bigger on the Child Crisis Stabilization Unit. The unit was funded by the General Assembly (GA) for \$4 M from the Dorothea Dix Funds. It will be a 10-bed unit for adolescent psychiatric care at the Betsy Johnson Hospital, Dunn, NC. They require \$5 M for this project, have received \$4 M and plan to move forward on the project. They are still looking for the additional \$1M and potential funding for that. I recommend that Dr. Bigger present at the Full NCMAC meeting. Womack Army Hospital sends 16-24 adolescent psychiatric children for support monthly. We also had a presentation from the USO for NC. Kelli Willoughby talked about some of the programs that they offer military families and children. These programs are Warrior and Family Reset; Science, Technology, Engineering, Arts and Math (STEAM) program; and Pathfinder. These programs may be something we could look at for a grant. I would like to have the USO for NC give a presentation to the NCMAC at a following meeting.

Chairman Martin said that since we have updated the grant process and hope it will be approved by the Full NCMAC. We need to have a set process on how this will work. This is something we need to work

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on. Kirk Warner said that he thought we had a committee that pre-screened the applications and they received the presentations. That committee would determine who presented to the Full NCMAC. The USO for NC will be an informational presentation. Frank Bottorff said that we have 2 ways to fund items. The first is a partnership, which is what we have with NC4ME. The grant program is more restrictive and for the military communities and installations. Chairman Martin said that he wants to ensure that the Full NCMAC is not given a presentation and then expected to make a decision. Then we had a presentation on K-12 education from the Military School Liaison Officers (MSLO). I recommend that we receive a presentation from Dr. Megan Doyle, Craven County Superintendent on ReStart at the Full NCMAC meeting. There are 2 presentations requested from the QOL. The MSLO also presentation on the Military Interstate Children Compact Commission (MIC3). They will be presenting at that meeting. We also talked about SB 761 but did not get an update due to a change in personnel at the Community College. I will reach out and try to get an update for our next meeting. Chairman Martin asked Kirk Warner to loop Sally-Ann Gupta into this discussion.

Finally, we need to have a strategic planning retreat. Chairman Martin asked Kirk Warner to bring this topic up at the Full Commission meeting. Frank Bottorff said that there is value to this retreat. He said that in the past you took a small group would take the top priorities and review them. They would bring that information to the Sub-Committee and then to the Full Commission. Chairman Martin asked if it made sense to put together a working group to work on a retreat? Frank Bottorff said that the elephant in the room is that we are missing the staff function from the DMVA. Chairman Martin said that we have members that think we need to move on this matter and then we still have the staffing issue. Chairman Martin said that he and Sec Hall would be working on the MOU. He asked Kirk Warner to think about this and have a recommendation. Frank Bottorff said that they had other people than the NCMAC members on the strategic planning team. There was representation from the military communities. Kirk Warner said that maybe they come the night before, have a small reception and then have a meeting the next day. Chairman Martin asked to put it on the agenda for the Full NCMAC for discussion.

LEGISLATIVE AFFAIRS COMMITTEE: SALLY-ANN GUPTA

Kelly Jackson said that the Legislative Affairs committee meet on July 17, 2018. Ms. Gupta hosted the meeting and shared legislative updates from the Short Session with the committee. Kelly Jackson will share the legislative update handout with the ESG. Chairman Martin said that the General Assembly will be back to town in November after the elections. He wants to ask the Legislative Affairs Committee is there any opportunity to advance issues of importance to NCMAC? If there are what would be the strategy, we would use. If not, we will wait until the Long Session. Frank Bottorff said that we are expected to report annually any items we want the General Assembly to consider.

ECONOMIC DEVELOPMENT COMMITTEE: CRESSWELL ELMORE

Cresswell Elmore said that they had an Economic Development meeting on July 31 in Raleigh, NC. We had a great briefing from Stuart Ruffin and Brad Helton about the Army Future's Command initiative. The proposal was good but there are lessons learned to improve our product and processes moving forward. There are several other options on the table that we need to be looking at this year or next year in economic growth. They used a document called the NC Defense Asset Inventory and Target Cluster Analysis that had been developed in 2009. This document needs to be updated to be used in

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opportunities in the future. We talked about ways to fund updating the document and could be something that the NCMAC could fund? Stuart Ruffin and his team are working on a proposal of what it would take to update this document. They will have information for the Full NCMAC to review for our next meeting. We were informed that Stuart Ruffin is the new NC Military Foundation Executive Director. He will do a good job in this new position. We also had a conversation about funding for the NC Military Business Center (NCMBC) and DEFTEch. Scott Dorney will be working a plan for this and we will have more information on this for the next quarter and the General Assembly Long Session. We also talked about the funding for Economic Development Partnership for NC (EDPNC) and NC4ME. Frank Bottorff said that Stuart Ruffin was scheduled to call in to this meeting. He did send the Economic Development Committee a draft Scope of Work (SOW) that the ESG could review at this meeting. He will let Stuart comment on the document the provided. The Cluster Analysis was developed in 2009 by the NC Military Foundation. They said that the document was very beneficial to them during the AFC proposal. When we look at our legislative guidance on what our budget is for, clearly economic development is part of that. This will be a partnership to refresh this document by the Department of Commerce, NCMBC, and the NC Military Foundation. The key players are all on board. With the SOW and depending on the stakeholders what type of cost we will need. They will also need to bring in a consultant. The question will be what type of methodology we would use to fund this project. The key player think that this is a time sensitive issues coming out of the AFC effort. They think there is a lot of opportunities out there from the main win. North Carolina's light has shone brightly in that endeavor. They want to move on updating this document sooner than later. Chairman Martin asked what was their recommendation for the agenda? Frank Bottorff said a short discussion on the what this is, the current document, the SOW and the methodology to fund this. Chairman Martin said that this would be an information briefing? Kelly Jackson said that after a conversation with Purchasing and Contracting (IP&C) there were 3 items needed. A justification letter from NCMAC, justification letter from NC Military Foundation and the SOW. Frank Bottorff said that he did not have a price for this project yet. Chairman Martin asked how soon do we need to get this information out to the Commission members? Frank Bottorff said that he thought that 3-5 days before the meeting would be enough. Chairman Martin said to add this to the agenda for consideration. If it is on the agenda, we need to make it clear to the members that they will need to vote on an expenditure. Frank Bottorff said that we may need to look at DOC to see if they have a methodology to fund this and we just do an intergovernmental transfer. No future discussion.

BASE SUSTAINABILITY AND COMMUNITY AFFAIRS COMMITTEE: FRANK BOTTORFF

Mr. Frank Bottorff said that the Base Sustainability and Community Affairs meeting was held on July 24, in Goldsboro, NC. Sec Hall has completed a review of the grant process and Frank Bottorff has the document for his review. Sec Hall has also completed his review of the lobbying contract. He thinks that we can do a quick return on both documents. He will get the documents out to both committees and potentially have a draft ready for consideration for the grant and the lobbying contract. The next question is what the methodology is to put this information to go on the website. That is something we need to work with DMVA about. Chairman Martin thanked Frank Bottorff for all his work on these 2 items. We also spent a lot of time on Sentinel Landscape and Robert Hosford is here. We have already approved the funding for Sentinel Landscape, but Robert Hosford is here to talk about the changes in the process.

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Robert Hosford gave an update of the draft

Purpose:

- Three positions with the NCDA&CS dedicated to outreach, technical assistance, legal services, and administrative support for Sentinel Landscape programs. \$75,000
- NCSU will expand coordination and improve shared communication to sustain linking military readiness, inclusion of working lands, and conservation through publications and landowner outreach. \$40,000
- The Foundation will expand outreach efforts at the community level in the 33-county area of ENCSL. The Foundation, in partnership with local conservation district and the NC Association of Soil and Water Conservation Districts (Association), will facilitate five landowner outreach meetings and five community meetings. \$35,000
- Total: \$150,000

This information and agreement will be a part of our Annual Report to the GA. Chairman Martin asked will be expected at the Full NCMAC meeting. Frank Bottorff said that he thought that the Full NCMAC should approve the MOU between the NCMAC and Department of Agriculture as the methodology of payment for the \$150,000. Chairman Martin said to put this on the agenda and the expectation for NCMAC members.

We did talk about the Wind turbines but not an official update. We know that the State funded report has been completed. I would like a letter from you requesting that Frank Bottorff and Grier Martin be authorized to review that report. That can help us to formulate our next step for the NCMAC. Jamie Norment said reference the legislative study, part of the issues is that the data that the consultant retrieved from the Services, at least from the Marine Corps it has the For Official Use Only (FOUO) legend. That doesn't impact people outside of the military but if you release FOUO information inappropriately then you could get into trouble with your chain of command. What Jamie Norment has been told is that someone from the legislature needs to go back to the Marine Corps and ask them to remove it. That will trigger the process to make that happen. The Marine Corps can't do that on their own. They need a request from someone. Once that happens then you would be able to review the report. The pushback that they have been getting is that the Marine Corps can't release the document because of the FOUO legend. Chairman Martin asked Jamie Norment to coordinate with Chris Hayley to draft up a letter. Frank Bottorff said that also was discussion about the level of administrative support from the DMVA to the NCMAC and the member think that needs to be a topic at the Full NCMAC, what is the road ahead? Chairman Martin said that he planned to talk to the members at the next meeting. Frank Bottorff asked to add to the agenda a presentation update on the Office of Economic Adjustment (OEA) Grant by Ms. Burns. Chairman Martin said now that the AFC process is done how are we going to do a meaningful After Action Review (AAR) and what are the implications for NCMAC? I have heard a lot of comments about why Austin, TX won the AFC and Raleigh, NC didn't. What are we going to be able to know about why the decision was made and what are the implications for our work and the committees? Frank Bottorff said that he thought that Stuart Ruffin could talk along time on that topic. The discussion from Stuart Ruffin, Scott Dorney and Brad Helton at the Economic Development committee was very enlightening and the Full NCMAC could learn from that discussion. Stuart Ruffin said that there is a lot that they have already learn about how NC stacked up on this process. Senator Tillis' office is reviewing the Army's justification and the Army has set forward sound justification for the decision. Chairman Martin asked if we could see that justification and Stuart Ruffin said he would look

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Into that and let them know. We want to learn from the process and then seize on this momentum. We need to understand what we can as a NCMAC, community, state to better position ourselves the next time this process comes around and the modernization process continues.

Stuart Ruffin talked about the Defense Asset Inventory and Cluster Analysis Report. The questions we got over and over was that I thought that the Research Triangle only did life sciences or Bio-technology. We did get the message across, but we need to project that message forward. So, when you think of what the value of the refreshed Cluster study is, that is one of the core takeaways and core values that that might provide. The 2009 Cluster Analysis was about understanding where the Department of Defense (DoD) was growing, how NC could play in that space and what it was that the State could do to support that growth. How could we latch on to growth opportunities within DoD? We picked 6 target areas. We went through the cluster analysis and determined a recommendation on how we could work together. That document has been very valuable. This document has been used by NCMBC, Economic Developer across the state, individuals and consultants across the state. It has helped to shape the playing field. As we look refresh the document we continue to get requests for the document. Now is the time to refresh the document. We have valuable data, earned knowledge and networks of economic developers from the AFC project. We need to seize on this opportunity and it is the right time. Chairman Martin said that we are all on board and think this makes a lot of sense. How would we present this to the NCMA? Can you work with Kelly Jackson to get her the information that she needs to send out to the NCMAC members? Stuart Ruffin said that there is still some development that is need for the SOW but that can be done. He is meeting with partners the next couple of days. Chairman Martin said that the information sent to the members does not have to be 100%. He just wants the members to have enough to understand the concept. Kirk Warner said if he had an estimate for the cost. Stuart Ruffin said the estimate right now is approximately \$140,00 but that is a conservative estimate. I am hoping to reduce that cost. Stuart Ruffin asked if that estimate was too high and Frank Bottorff said he thought that estimate was a supportable cost. This document is a value tool and needs to be refreshed. Stuart Ruffin said that the value is not in doing the study itself but taking the study and sending it out to all our partners throughout our network. We have built that into the proposal. No future discussion.

NC STATE ARCHIVES BRIEF: KELLY POICELLI

Chairman Martin introduced Ms. Kelly Policelli and Whitney Ray, Records Management Analyst who are going to give the committee a presentation on behalf of the NC State Archives. He said that state law and regulation require that in the interest of transparency and preserving records for history that the state entities do various things. Tied into the legislative action that changed the relationship between the DMVA and the NCMAC that has implications on what we are required to preserve and who does the preservation. We decided to have the expert give the ESG an informational briefing on this topic. Kelly Policelli had handouts for the Committee members. Kelly Policelli said that Chairman Martin's introduction was spot on. When they had a conversation with Theresa Wright-Bryant, DMVA Legal Counsel she said that Secretary Hall no longer had management authority over the NCMAC. So, in a situation like that we would like you to sign your own Signature Page. Chairman Martin asked what that means when you say sign your own Signature Page. The Signature Page is an agreement that we make with each agency. Normally it is the Secretary of the Department or in the case of a Board or Commission then it is the Chairman sign off that they are aware of their responsibilities as a public

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record custodian. Our Secretary and the head of the Archives signs off also and that signature is your permission to destroy anything that is eligible for destruction under your schedule. That is part of our role under G.S. 121 and G.S. 132 to provide agencies with permission to destroy public records that are no longer of use. The idea is that you would like off on your own signature page since you are record custodian for your records. That does not mean that you are doing the records management because I know that you do have administrative support from the DMVA. It is possible that this means that when records management needs to happen they are getting your approval before they destroy records or transfer to the State Archives. I have given you some of examples of schedules that would apply to the NCMAC. The first document is an overview of new scheduling system. This is a change from the way we have done the records keeping. Chairman Martin asked what do you mean by schedule records? Kelly Policelli said it means when you can either transfer the records to the State Archives or destroy the records. So, for the past 2 years we have developed a records retention schedule that is an umbrella for the entire State government. It has 16 functions and those are 16 different schedules that relate to the functions that your agency supports. We have determined that they NCMAC's Functional Schedules are 1. Agency Management (general correspondence and reports), 5. Financial Management (financial records), 6. Governance (minutes and correspondence between members) and 15. Public Relations (press releases). The NCMAC would sign off on those 4 standards. There is also a handout of an example of a Signature Page for the NCMAC. There is also training that is available for the person that will perform this function and Commission members. I recommend training for the Commission members on how to handle correspondence if any member is using a personal email address to do government business.

Chairman Martin asked the question that if he was using a personal email address and Kirk Warner was using a law office email address and communicating about NCMAC business do those emails need to be retained? Kelly Policelli said that if those records are public records then would need to be retained per the schedule. The training is so the Commission members are aware of the requirements. It is making everyone aware that if they are doing public business through their personnel account it is still public record and needs to be retained per that schedule. This tends to be an issue for Boards and Commissions. Chairman Martin said that he sees a couple of issues. The first item is the Signature page. Frank Bottorff asked the question, is the NCMAC responsible for their records even if someone volunteers to do this for the Commission? Who is responsible? Kelly Policelli said that as the custodian you are legally responsible for your records. Because of the way that you are established and the fact that the DMVA can't undertake administrative duties for the NCMAC you could direct them to manage your records. If someone comes to the NCMAC and is looking for records under the retention schedule you should have them, and you don't. It is going to be the Commission that is responsible for that. Frank Bottorff said that he did not agree with that premise and I think it resides with the DMVA. Chairman Grier asked if they were aware of any other area of State government where there is a similar situation where a Department provides administrative support, but the decision-making authority is with the Board or Commission. Kelly Policelli said that she did not know of any right now, but she will do some research on that and share that information with the ESG. Frank Bottorff said that every Commission has independent authority. No commission must have approval from the supporting agency or the Governor. Chairman Martin said that we now have a new relationship with the DMVA that is in the statute and not everything is clear. He and Secretary Hall will be meeting to work on an

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MOU and discuss those issues and this will be one of the topics. He wants to learn more about what it he would be signing on his behalf and on behalf of the NCMAC that in the end no one that works for him is doing. The DMVA does not work for the Chairman and the NCMAC but does have statutory requirement to provide administrative support. I don't want to assume legal responsibility for something that I don't control. Kelly Policelli said that after talking to Theresa Wright-Bryant about this matter, I think that she would argue that you do have legal responsibility for your records because they can't make decisions about your records for you. This is a question that we ask a lot when trying to determine who the custodian for the records is. Who has the power to delete the records? If you feel that the DMVA still has the authority to destroy you records without your knowledge than maybe that is something that needs to be discussed. Maybe that needs to be a part of the MOU. Chairman Martin said that he understood her points, but his understanding is that NCMAC has the authority to direct the retention or deletion of records but does not have the ability to do that. I would appreciate any information that you can share with this committee. Frank Bottorff said that a problem he saw was not just the deletion but the retention of the records. The responsibility of maintain those records on an ongoing basis. If someone asks to see a document that there is a repository, and someone is control over that repository. It is an active process. The records retention training needs happen because that information applies to each of us whether we are the custodian or not. Chairman Martin asked Kelly Policelli research any precedence on this matter. He then asked about training for the NCMAC on Public Meeting laws and if they could do that training. They said that they could. Chairman Martin then asked about Open Meeting Law training. Kirk Warner asked if there was something on-line? Jamie Norment said that Josh Stein had just released guidance on open meeting laws. Chairman Martin asked Kelly Jackson to see if there was standardized training on this subject for State Government. Frank Bottorff said the UNC School of Government. Kirk Warner said that the Committee Chairman need to know the Open Meeting Laws. Frank Bottorff asked what specifically in the legislation triggered the change for this organization. Because we could potentially have the legislation modified or request to have it modified so that we don't cross that line. Kelly Policelli said that the legislation is G.S. 143B-14(d), the Secretary of Military and Veterans Affairs shall not perform any of the Commission's management functions. Frank Bottorff said that he does not think that this was the intent of the legislation. This is another issue that we need to talk about. Kirk Warner said how do we define administrative services. Frank Bottorff said and management services. They both need to be defined. Chairman Martin asked them if they could give the NCMAC training on Public Records Law? Kelly Policelli said that they could conduct that training.

I-9 INFORMATIONAL BRIEFING: DANNY STUTZMAN

Chairman Martin introduced Danny Stutzman, Temporary Solution. We received a notice a few months back that the members of the NCMAC are required to complete the I-9 form. This is a requirement as a Commission member reference an Internal Revenue System (IRS) ruling. I don't like to ask the NCMAC members to have to do this paperwork, but it is a requirement.

Danny Stutzman, Program Director of Temporary Solutions. This process took place in 2016 due to an IRS audit of a Board member for the Department of Public Instruction (DPI). He had a 1099 from the state and when he was audited the IRS asked him what the 1099 was for? He explained what it was for and that opened a case to DPI and the full IRS audit came in. DPI and the Controller's office did not realize that we were doing anything wrong since all the Boards and Commissions were handled the

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same way. They would file out an expense report, get reimbursed for your expenses and received the stipend. The IRS said that any stipend/per diem should have Federal Insurance Contributions Act (FICA) withholdings deducted from them. Chairman Martin asked if there was any distinction between a per diem, a set amount that you are receiving to compensate you for your gas and filing receipts for expenses. Danny Stutzman said no. This requirement is from the IRS and Department of Homeland Security (DHS). This is required whether you receive any money or not. This is the way it was explained to us. If you serve on a Board or Commission you must be in the state payroll system and e-verified. Kirk Warner asked if you still had to complete the I-9 form if they received no compensation? Danny Stutzman said yes, they must complete the I-9 form. Chairman Martin said who was directing this? This is directly from DHS for the I-9 form and the IRS for the FICA withholding. If you serve on a Board or Commission and volunteering their services, you are technically working for the State by providing your input on that Board or Commission. If you have any injury while conducting the Commission's business, you are subject to the State of NC workmen's compensation. Kirk Warner asked why was DHS involved in this matter? Danny Stutzman said that if you are a member of a Board or Commission you are working for the State. The State of NC receives federal funds. To be in compliance with federal regulations and continue to receive federal dollars. Any employee or volunteer must be e-verified. So, if the State of NC wishes to continue to receive these federal dollars including medicare etc. They must e-verify all their employees or be subject to penalties or no longer receive federal dollars. So, with that information how would you like to proceed? Frank Bottorff said that there are taxable and non-taxable benefits. You need the I-9 form completed no matter what. The mileage was not taxable, but the reimbursement is taxable? Danny Stutzman said just for the FICA withholding. Due to my back- ground I have made this process very simple. I will give each member a complete packet. They will only need to complete the areas that are highlighted. The state applications need to be completed. Current employer is the name of the board that you serve on and job duty is Commission member. Then sign and date the form. Also, complete the Equal Employment Opportunity (EEO) form. If they want to receive the stipend of \$15 then they need to complete the direct deposit sheet and attach a voided check. We also do the NC4 easy form. All the forms must be completed and in the system before the end of 2018. If anyone does not bring a document to the meeting, then I will communicate with them directly after the meeting. Chairman Martin asked that Kelly Jackson send out the forms for the members to review and tell them they will complete the forms at the meeting and we will have the subject matter expert (SME) at the meeting to assist them. The key thing is for them to have their appropriate identification with them at the meeting. Kirk Warner asked about the Real ID? Danny Stutzman said he thought that would work but not many people had gotten the Real ID. He also said that he thought they could get this done in 15 minutes. Kelly Jackson asked about the cost for this service. Danny Stutzman said that it was \$8 a year for each person. Kelly Jackson also reminded them that other cost will be the Stipend for \$15 for each meeting attended and travel costs. Frank Bottorff said that they had funds in their budget to pay for these administrative costs. Chairman Martin said to have 30 minutes on the agenda for the I-9 presentation. No further questions or comments.

BYLAWS TASK FORCE (TF): KIRK WARNER

Kirk Warner said that he had sent out the updated Bylaws. He has updated the last act which was reference the GA members on page 7, Article II, Section 8. This clarified the funding vote limitation includes any member of the GA. We also included on page 12, Article V, Section 4, Military Presence Stabilization Fund. We can still talk about whether we need a treasurer and that they of additional

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personnel. I have received input from members and it is ready to go. Chairman Martin asked Kirk Warner to send the By-laws out one last time and explain what the changes are and that we hope to adopt the By-laws at the meeting. Kirk Warner said that he had received input from Rep Cleveland and he appreciated his review.

FINANCE AND BUDGET TASK FORCE: FRANK BOTTORFF

Mr. Frank Bottorff said that the NCMAC needs to adopt a budget for the coming year. He had a budget spreadsheet for the members. When you at the last column, 18-19 Plan that is the money that is currently in our account. The only line that needs explanation is the New Line Description: Other Stabilization Initiatives. These are the funds that we currently don't have designated to a specific item.

Administration:	\$40,000
Conferences:	\$40,000
Contracted Services:	\$480,000
Minor Contracted Services:	\$19,000
Other Stabilization Initiatives:	\$890,002.83
NC4ME:	\$80,000
EDPNC (MOU):	\$150,000 (\$30K and \$120K)
OEA Grant:	\$14,000
Sentinel Landscape (MOU):	\$150,000
Community Grants:	\$225,000
	(\$6,000)
	\$2,082,002.83

Chairman Martin said that we needed to have a discussion on who needed to sign the MOU's in the future. Frank Bottorff said that was a topic that needed to be discussed. The total for the two years is \$2,989,400. Chairman Martin asked what we need to do for the meeting? Frank Bottorff said that we will need to accept the 18-19 Plan as our budget. He will clear up the document, so we can start the new year. Chairman Martin asked that this budget be sent to the members prior to the meeting.

NEW BUSINESS:

Chairman Martin asked for new business from the members. Kelly Jackson said that she had been asked by the DMVA Legal Counsel to have the Chairman of the NCMAC complete the Delegation of Authority form. Kirk Warner said that it sounds like a signature card. Chairman Martin asked that DMVA Legal Counsel send him an explanation for this form to be completed by the NCMAC. Frank Bottorff said that we need to get our own lawyer. Kirk Warner asked if we could pay for staff personnel? Chairman Martin said that there has been a lot of discussion on that topic. I think we have both the budget and the authority to do that, but I don't think there is a consensus on the NCMAC that that would be an appropriate use of the funds. Frank Bottorff said that he was not sure that we have the authority to hire staff. I think that is a debatable topic. Kirk Warner said that the taxpayer dollars must come from somewhere. Chairman Martin said that if they think it is useful he can have that discussion with Sally-Ann Gupta and Senator Harry Brown. He will also have a discussion with Rep George Cleveland. These are good thoughts to share with your fellow NCMAC members. Frank Bottorff said that he thinks the legislation would say that we have already provided the DMVA the resources to do what we are talking

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about. Chairman Martin said that he thinks that is what Rep Cleveland and Sally-Ann Gupta would say and is their position. Frank Bottorff said that we have 2 differing opinions on what the legislation says. He said that maybe we need to talk to Secretary Hall and ask him what changes in the legislation would be acceptable to you to create a working partnership? Chairman Martin said that these are all great conversations to have because there are a lot of differing opinions. Chairman Martin will talk about this issue at the end of the Full NCMAC meeting. These issues are something that the members need to talk to each other about and other parties involved. Kirk Warner said that if we want to be robust, do we need a dedicated staff person? Chairman Martin said that we could make good use of a dedicated staff person. Chairman Martin said that he will talk about this issue at the end of the Full NCMAC meeting. He will talk about his meetings with Sec Hall on this issue and that they are going to continue to meet. Also, that he anticipates coming to the next NCMAC meeting with a document for them to adopt. They will have time to review and give input to the document prior to the Nov meeting. The goal of this presentation is to show that there we know there are issues and there is a way forward that the NCMAC members will have input into before it is approved. To hopefully spark discussion among members but not go into a significant discussion about the issues. What do you think? Kirk Warner asked what results do you want? Chairman Martin said that the result I want there is to show to the NCMAC members that have legitimate concerns about this issues that there is a potential way forward to solving the issues or at least mitigating the issue. I will be working with Sec Hall to work up a draft and then I will circulate the draft in advance of the Nov meeting for members to review and comment on the document. I know that Frank Bottorff has spent a lot of time on this matter and he is welcome to be part of the discussion team. Frank Bottorff said that he thought that Chairman Martin should be the person talking about this MOU with Sec Hall. We have done some analysis and looked at their manpower. So what part of that would be dedicated to administrative matters. Chairman Martin said that he would not want to go into all of that at the NCMAC. Frank Bottorff said that this information is for him. We would like to formalize an agreement that works for everyone. Chairman Martin said that the Auditors said we should do this. Frank Bottorff said that he Auditors had issues in two areas and that was the level of oversight and records keeping. The hard part is, whose responsibility is that? We need to figure that out and put something in writing. Chairman Martin said we know there is a problem, here is my proposed solution and we will get a draft MOU completed.

AGENDA FOR FULL NCMAC:

DMVA Update	Sec Larry Hall	
Committee Updates	Committee Chairpersons (10 each)	
Task Force Updates	Task Force Chairpersons (10 each)	
NCCC Update	Paul Friday	
Census Update	Bob Coats	
DC Update	James McCleskey (10)	ESG
ReStart Presentation	Dr. Meghan Doyle (10)	QOL Committee
Child Crisis Stabilization Unit	Dr. John Biggers (10)	QOL Committee
AFC/Cluster Analysis	Stuart Ruffin (30)	Economic Development
I-9 Presentation	Danny Stutzman (30)	
Open Meeting Law	UNC School of Government (10)	
Public Records Law	Kelly Policelli (10)	
OEA Grant	Nimasheena Burns (10)	

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Strategic Plan Kirk Warner (10)
Administrative Support Chairman Martin (10)

Kelly Jackson asked Frank Bottorff about the email he sent to the Commission members about Ethics Training and the SEI. Frank Bottorff said that he had received emails from Dickerson and Reeder. He asked Kelly Jackson to help with getting the NCMAC drop down on the SEI database.

ADJOURNMENT: Chairman Martin adjourn the meeting at 12:30.