EXECUTIVE COMMITTEE
MEETING NOTICE & AGENDA
Wednesday, January 26, 2022 – 9:00A.M.

Location: 127 Washington Avenue, 4th Floor West
North Haven, CT 06473

NOTICE: This is a Hybrid meeting. All Board members or their proxies may attend in-person or remotely. N95 or KN95 masks are required for in-person attendees. All guests will participate remotely.

Log-on Information to attend this meeting remotely is provided below:
Join Zoom Meeting: https://us02web.zoom.us/j/86957258554
Call-In Number: 1 (929) 205-6099
Meeting ID: 869 5725 8554

The agenda and attachments for this meeting are posted and are available on our website at www.scrcog.org

1. Call to order – First Selectman Michael Freda, Chair
2. Adopt Minutes of November 17, 2021 Executive Committee Meeting – First Selectman James Zeoli, Secretary
3. Authorization to Designate $300,000 of Unassigned Fund Balance for the FY 2024 and FY 2025 Unified Planning Work Program and/or Regional Hazard Mitigation Plan Update
4. Review of Proposed Personnel Policy Revisions and Job Descriptions
5. Other Business
6. Adjournment

The agenda and attachments for this meeting are available on our website at www.scrcog.org. Please contact SCRCOG for copy of agenda in a language other than English. Auxiliary aids/services and limited English proficiency translators will be provided with two week’s notice.

“Necesidades especiales: a las personas con discapacidad auditiva se les proveerá con medios auditivos y/o intérpretes de signos. Igualmente intérpretes para personas que hablan poco inglés, pero será preciso avisar con dos semanas de antelación. Se puede solicitar la agenda en otro idioma que no sea inglés comunicándose con SCRCOG”.

127 Washington Avenue, 4th Floor West, North Haven, CT 06473

www.scrcog.org  T (203) 234-7555  F (203) 234-9850  camento@scrcog.org
TO: SCRCOG Executive Committee Members  
FROM: First Selectman Matthew Hoey, Acting Secretary  
DATE: January 19, 2022  
SUBJECT: SCRCOG Executive Committee Meeting Minutes of November 17, 2021

Present
Bethany First Selectman Paula Cofrancesco, Treasurer
Guilford First Selectman Matthew Hoey, Vice Chair
New Haven Kevin Alvarez, proxy for Mayor Justin Elicker
North Haven First Selectman Michael Freda, Chair
Wallingford Mayor William Dickinson
Woodbridge First Selectman Beth Heller, Immediate Past Chair

SCRCOG Staff Carl Amento; Stephen Dudley; Christopher Rappa; Rebecca Andreucci; Adriano Cirioli.
Guests Brian Borgerson, CPA.

NOTE: The November SCRCOG Executive Committee meeting was a hybrid meeting.

1. **Call to order**
Vice Chairman Hoey called the meeting to order at 9:08 am.

2. **Adopt Minutes of October 27, 2021 SCRCOG Executive Committee Meeting**
First Selectman Hoey presented the Minutes of the SCRCOG Executive Committee of October 27, 2021, which were included in the agenda packet at Pages 2-4. First Selectman Cofrancesco moved for their approval. First Selectman Heller seconded the motion, which passed with all in favor.

3. **Review and Accept Audit Report for FY 2020-2021**
Executive Director Amento introduced Brian Borgerson, C.P.A. of Kircaldie, Randall and McNabb, LLC, who conducted the audit of SCRCOG’s finances for FY 2020-2021. Mr. Borgerson reported that the audit found all to be in order and there were no deficiencies to be cited. The fiscal year audited ended with a surplus of $75,000. This was due mostly to federal transportation funds not being fully expended, and, therefore, the budgeted funds for match were not needed. The unexpended federal transportation funds will return to SCRCOG as carryover. Mr. Borgerson also noted that SCRCOG’s indirect rate for overhead was increased to 1.2552. Vice Chairman Hoey asked for possible uses of the fund balance. Brian answered that it could be used at the discretion of the Board. First Selectman Heller asked if there was a recommended percent of fund balance that should be held by the agency. Executive Director Amento suggested asking other COGs for their fund balance totals. Stephen Dudley noted that the Affordable Housing Study and Hazard Mitigation Plan would both be utilizing some of the fund balance. First Selectman Cofrancesco moved to accept the audit report. First Selectman Heller seconded the motion. It was approved unanimously.

4. **Recommend Approval of Resolution of SCRCOG Board Supporting the Goals of Transportation and Climate Initiative (TCI)**
Vice Chairman Hoey presented the resolution found on page 5 of the agenda packet. Due to Governor Lamont rescinding his support of the legislation, Vice Chairman Hoey suggested the COG take no action.

5. **Recommended Approval of Partial Revision of SCRCOG By-Laws**
   Executive Director Amento presented the by-laws revisions found on pages 6-21 of the agenda packet. These changes reflect suggestions made at the October Executive Committee meeting. Changes to this section of the by-laws allow the COG to add two non-voting Board members, representing state transportation and public transit. First Selectman Heller moved to recommend approval of the by-laws. First Selectman Cofrancesco seconded, and the vote was unanimous.

Vice Chairman Hoey stated he reviewed the by-laws in their entirety, and asked about the references to personnel evaluations. He asked whether there was a personnel committee in place, and if there were recent job descriptions and evaluations for employees. He stated it would be useful for succession planning. Executive Director Amento asked if SCRCOG should create an ad-hoc committee for reviewing these documents? Vice Chairman Hoey suggested a personnel committee should be created. First Selectman Heller agreed. Chairman Freda was supportive. Vice Chairman Hoey asked the Executive Committee members to consider joining the committee.

6. **Recommend Approval of Resolution Authorizing Executive Director to Enter into an Agreement with Pamela Roach for FY 2021-2022 RSG-Funded Consultant Services from January 1, 2022 to June 30, 2022**
   Vice Chairman Hoey presented the resolution on pages 22-32 of the agenda packet. He stated there was a good attempt to quantify the work that has been done. There has been a lot of planning and coordinating but not many solid outcomes. Executive Director Amento noted he reached out to Executive Committee members to gauge support for this resolution. Vice Chairman Hoey stated he could support it as long at the outcomes are defined. First Selectman Heller reached out to her staff and they have been pleased with Pamela Roach’s work. First Selectman Cofrancesco agreed that she has been a valuable resource. Mayor Dickinson stated he believes many of the issues taken up by Pamela Roach should be accomplished at the state level, though work done at the COG level helps keep the issues at the forefront. First Selectman Cofrancesco made a motion to approve the resolution, and First Selectman Heller seconded. All voted in favor.

7. **Discussion and Recommendation of Preliminary Dues for FY 2022-2023**
   Executive Director Amento presented the preliminary dues found on page 33 of the agenda packet. The dues remain the same from the previous year. First Selectman Heller made a motion to approve. First Selectman Cofrancesco seconded. The motion passed unanimously.

8. **Other Business**
   None

9. **Adjournment**
   First Selectman Cofrancesco moved to adjourn; First Selectman Heller seconded. The meeting was adjourned at 9:44 am.

Respectfully submitted,

First Selectman Matthew Hoey, *Acting Secretary*
MEMORANDUM

FROM: Executive Director Carl Amento, Deputy Director Stephen Dudley, Finance Director Christopher Rappa

TO: SCRCOG Board

RE: SCRCOG Fund Balance

DATE: January 19, 2022

During the discussion of SCRCOG’s Annual Audit at the November Executive Committee meeting, mayors and first selectmen questioned the size of SCRCOG’s fund balance. The Committee agreed to continue the discussion at a later date. This memo outlines factors that bolstered the fund’s growth and details future options moving forward.

Contributing Factor to Fund Balance Increases

In recent years, the growth of SCRCOG’s fund balance is largely attributable to underutilized municipal contributions. Each year, SCRCOG commits all municipal contributions within the annual operating budget. In a perfect scenario, this would leave no balance remaining on June 30th. However, circumstances do occur that result in a balance at the end of the fiscal year. Particularly, new projects beginning mid-year that cause shifts in staff labor allocations and the municipal match for uncompleted or partially completed transportation studies are significant factors that contribute to June 30th balances in the budget.

Cash Flow Needs – Present and Future

SCRCOG has no ability to raise operating funds on its own. SCRCOG leverages municipal contributions (match) against Federal & State grants to provide for its operating budget. However, most Federal and State grants are on a reimbursement basis. Sufficient cash flow is necessary to pay vendors and then wait for reimbursement. Cash flow is most severely impacted at the conclusion of the fiscal year, when large transportation consultant invoices come due with the conclusion of their work and the State closes down its CORE payment system.

Due to the underutilization of Transportation Planning funds over the past two fiscal years due to the pandemic, the total amount of “carry-over” funds in the FY 2024 and FY 2025 Unified Planning Work Program (UPWP) is expected to be $1,014,907. A match of up to $253,727 may be required in order for these federal funds to be utilized. Additionally, the Infrastructure Investment and Jobs Act has the potential to increase current-year federal Transportation Planning funds allocated to the Region by up to 40%, which will result in a need for additional match.

We are currently undertaking the required five-year update of the Regional Hazard Mitigation Plan and are awaiting the grant award from FEMA. If received, a local match of 25% will be required. We currently have $10,827 included in the unassigned fund balance, consisting of leftover funds from contributions from the participating municipalities for the last five-year update. We anticipate that the match for the new update will be in the range of $40,000 to $60,000. Once we have the award, the match amount can be finalized. If the grant is not received, further discussions as to how this update can be funded must occur.
**Considerations**

Currently, the fund balance serves as a cash reserves, a cushion to supplement funding or limited budgetary shortfalls. The fund balance is unassigned and the SCRCOG Board can utilize those funds for any purpose it sees fit. As of June 30, 2021, the fund balance is $1,082,225.

To meet operational needs, SCRCOG Staff believes a $542,790 reserve amount coupled with the $108,108 deposited with New Haven Bank (1-year Certificate of Deposit) should be maintained at a minimum.

In order to avoid future dues increases and to maximize programming, SCRCOG Staff recommends designating $300,000 of the unassigned fund balance for the match for our FY 2024 and FY 2025 UPWP and/or possible match for the five-year update of the Regional Hazard Mitigation Plan.

The following is a breakdown of the fund balance categories and allocations considering the above discussion:

<table>
<thead>
<tr>
<th>Fund Balance 6-30-21</th>
<th>$1,082,225</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regional Affordable Housing Plan as previously approved by the Board to be expended by 6/30/22</td>
<td>$ 120,500</td>
</tr>
<tr>
<td>Current Reserve for Regional Hazard Mitigation Plan</td>
<td>$ 10,827</td>
</tr>
<tr>
<td>Estimated Annual Amount needed for End of FY Expenses*</td>
<td>$ 542,790</td>
</tr>
<tr>
<td>New Haven Bank CD – to remain</td>
<td>$ 108,108</td>
</tr>
<tr>
<td>Maximum match needed for FY 24-FY25 UPWP</td>
<td></td>
</tr>
<tr>
<td>Carryover Funds - $253,727</td>
<td></td>
</tr>
<tr>
<td>Match for Potential Increased Funding in FY 24-FY 25 UPWP and/or Match for Regional Hazard Mitigation Plan Update - $46,273</td>
<td>$ 300,000**</td>
</tr>
</tbody>
</table>

* Includes payroll, operating expenses and consultant invoices paid during Connecticut CORE financial system closure.

** Amount suggested to be designated for future match
Resolution

South Central Regional Council of Governments

Authorization to Designate $300,000 of Unassigned Fund Balance for the FY 2024 and FY 2025 Unified Planning Work Program and/or Regional Hazard Mitigation Plan Update

Whereas: Due to the underutilization of federal Transportation Planning funds during the Fiscal Years Ending June 30, 2020 and June 30, 2021, the total “carry-over” funds in the FY 2024 and FY 2025 Unified Planning Work Program (UPWP) is expected to be $1,014,907; and

Whereas: A match of up to $253,727 may be required in order for these federal Transportation Planning funds to be utilized; and

Whereas: Based on estimates, the Infrastructure Investment and Jobs Act has the potential to increase current-year federal Transportation Planning funds allocated to the Region by up to 40%, which will result in a need for additional match funds; and

Whereas: SCRCOG generally leverages municipal contributions (“dues”) to match the federal Transportation Planning funds; and

Whereas: An update to the Regional Hazard Mitigation Plan must be undertaken within the next eighteen months; and

Whereas: A 25% match will be required if the grant from FEMA is awarded; and

Whereas: SCRCOG currently has $10,827 in reserves from the last update; and

Whereas: The current dues structure will likely not provide enough match to fully utilize the federal Transportation Planning funds that will be made available in the FY 2024 and FY 2025 UPWP and/or the full required match for the update of the Regional Hazard Mitigation Plan.

Now, therefore, be it resolved by the South Central Regional Council of Governments:

In order to avoid future dues increases and to maximize programming, SCRCOG designates $300,000 of its unassigned fund balance for the FY 2024 and FY 2025 UPWP and/or possible match for the five-year update of the Regional Hazard Mitigation Plan.
Certificate:

The undersigned duly qualified and acting Secretary of the South Central Regional Council of Governments certifies that the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the SCRCOG on January 26, 2022.

Date January 26, 2022

By: ____________________________
First Selectman Paula Cofrancesco, Secretary
South Central Regional Council of Governments