Minutes

Executive Board Members in Attendance:
Jay Bender
Roland Best
Scott Dacey
Jesse Dowe
Frank Emory
Pat Prescott
Edward Riggs
Arthur Robinson
McKinley Smith
Bill Taylor
Shane Turney

General Members in Attendance:
Michael Hunt

ECC Staff in Attendance:
Patrick Flanagan
Judy Hills
Jenny Miller
Leighann Morgan
Tonya Cedars

1. Welcome, Invocation, and Call to Order - Shane Turney, President
   Shane Turney called the meeting to order at 6:33 p.m. and welcomed everyone to the meeting. Arthur Robinson gave the invocation.

2. Adopt Agenda - Shane Turney, President
   Bill Taylor made motion to adopt Agenda as presented, seconded by Pat Prescott and unanimously approved.

3. Consent Agenda - Shane Turney, President
   Shane Turney called the Board’s attention to the consent agenda: minutes and financial statements provided.
   a. Minutes – September 8, 2016 Executive Board Meeting
   b. Financial Statement
      Scott Dacey made motion to approve Consent Agenda, seconded by Jay Bender and unanimously approved.

4. Budget and Audit Committee Report - Edward Riggs, Treasurer
   Edward Riggs stated the Budget and Audit Committee met on Thursday November 10th at 4:30 p.m. The committee reviewed the health insurance cost, budget amendments, check register and financial statements that were presented in the agenda packet and found them to be in order. Edward also stated that the audit finding had come back with no findings and will be presented at the January meeting.

5. Finance – Budget Amendments – Edward Riggs, Treasurer & Jenny Miller, Finance Director
Jenny Miller presented a budget revision of $21,420 due to the increase of the following. $1,004 increase in administration from membership dues received; $9,925 increase for Planning T/A projects (Greene County UDO Project); $5,000 increase for Planning T/A projects (Kenansville UDO Project); and $5,491 increase for Aging T/A projects due to Trillium grant awarded for Carteret and Jones County.

Bill Taylor motioned to accept budget revision as presented, seconded by Arthur Robinson, unanimously approved.

6. Executive Search Committee Report – Shane Turney, President
Search Committee met at 5:00 p.m. before Executive Committee Meeting and discussed the wording of the advertisement, qualifications and timeline. The Committee will meet again in February and hopes to have someone in the position by June.

7. Changes to the ECC Salary Scale – Judy Hills, Executive Director
Judy Hills expressed the difficulties of securing an applicant for the Community Planner position and based on a competitive salary analysis concluded an adjustment of the salary grade from a grade 10 to 13 should attract more qualified applicants. In reviewing the adjustments, it was noted that the Deputy Director of Human Services grade to be changed from grade 12 to 14 to “maintain proper internal relationships”

Edward Riggs motioned to approve changes to the ECC Salary Scale, seconded by Bill Taylor, unanimously approved.

8. Legislative Luncheon – Judy Hills, Executive Director
Judy stated the Legislative Luncheon will be held November 16, 2016 at The Flame Catering on Neuse Blvd. Thirty-two people have RSVP; 2 Legislative Members (Cleveland & Graham) and 2 Representatives for Tillis & Burr. Jay Bender will moderate the event.

Jay Bender encourage attendance to the luncheon.

9. Hurricane Matthew EDA Technical Assistance Recovery Grant Matching Funds – Judy Hills, Executive Director
Judy Hills proposed to apply, along with other COGs, for EDA Technical Assistance funding for recovery. ECC would need to match (80/20) for local match, which will come from the fund balance. This grant will serve the counties in our Region along with Johnston, Beaufort and Pitt Counties, where the COGs of these counties will be in conjunction applying for the grant. Judy expressed this grant will help the small municipalities to be better prepared for disaster recovery.

Bill Taylor motioned to “commit a maximum of $33,332 from the ECC fund balance over three fiscal years to meet ECC’s share of the EDA required match for Hurricane Matthew Recovery Technical Assistance funding if awarded”, seconded by Roland Best, unanimously approved.

10. Executive Director Report – Judy Hills, Executive Director
Judy Hills stated that eight of the nine counties in our region are members and with Onslow county manager leaving it was suggested that we re-approach Onslow County early in 2017 regarding being members of ECC in FY 17/18. ECC is assisting Jones County to create a Broadband Plan. ECC has assisted a number of entities with PEV Charging Station grants. ECC is updating SWOT analysis for Comprehensive Economic Development Strategy and will need your assistance.

11. Member Comments
Patrick Flanagan stated that Lauren Tuttle is not leaving ECC but will be teleworking from D.C. and will still be doing her normal work, she will come down as needed.

12. Adjournment
Shane Turney and Judy Hills wished everyone a Happy Holidays.

McKinley Smith motioned to adjourn the meeting, meeting adjourned.
Respectfully Submitted,

Shane Turney, President

Judy Hills, Executive Director