



Eastern Carolina Council

Executive Committee Meeting

6:30 p.m. – November 10, 2016

Second Floor Conference Room

233 Middle Street, New Bern, NC

Minutes

Executive Board Members in Attendance:

Jay Bender	Frank Emory	McKinley Smith
Roland Best	Pat Prescott	Bill Taylor
Scott Dacey	Edward Riggs	Shane Turney
Jesse Dowe	Arthur Robinson	

General Members in Attendance:

Michael Hunt

ECC Staff in Attendance:

Patrick Flanagan	Jenny Miller	Tonya Cedars
Judy Hills	Leighann Morgan	

- 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.
 - Minutes – September 8, 2016 Executive Board Meeting
 - 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.

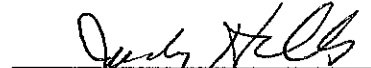
12. Adjournment

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