



## Eastern Carolina Council

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**DATE:** April 30, 2018

**TO:** ECC Executive Committee Board Members

**FROM:** Shane Turney, President

**RE:** Executive Committee Board Agenda Packet

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Please make plans to attend the Eastern Carolina Council **Executive Committee Board meeting** to be held on Thursday, **May 10, 2018** at the **Eastern Carolina Council offices, 233 Middle Street, Second Floor Conference Room, OMarks Building, New Bern, NC.**

Dinner will commence at 6:00 p.m. (DINNER Complimentary). The meeting will commence promptly at 6:30 p.m.

Board Members are welcome to view the check register. You may contact Jenny Miller, Finance Director to do this.

If you have not yet participated in an orientation session with the staff, we would encourage you to contact Executive Director Matthew Livingston to do so. 252.638.3185 x 3005 or [mlivingston@eccog.org](mailto:mlivingston@eccog.org). We can either do it individually or we can do it at 5 PM before the 6 PM Meeting. Please contact to schedule.

If you need additional information, do not hesitate to call Eastern Carolina Council 252.638.3185 extension 3005.

We look forward to seeing you there.

## *Executive Committee Board Meeting*

*6:30 p.m. - Thursday, May 10, 2018*

*Second Floor Conference Room*

*233 Middle Street, New Bern, NC*

1. **Welcome, Invocation, and Call to Order** - Welcome any New Board Members
2. **Adopt Agenda** – Shane Turney, President
3. **Consent Agenda** - Shane Turney, President
  - a. General Membership Board Minutes—March 8, 2018
  - b. Financial Statement
4. **Budget and Audit Committee Report** - *Edward Riggs, Treasurer*
5. **Finance—Budget Amendment** - *Edward Riggs, Treasurer and Jenny Miller, Finance Director*
6. **Budget Presentation** – *Jenny Miller, Finance Director*
7. **NCARCOG Intra-Regional Cooperative Agreement** – *Matthew Livingston, Executive Director*
8. **Regional Legislative Agenda** - *Matthew Livingston, Executive Director*
9. **Discussion of Future Networking Events** – *Matthew Livingston, Executive Director*
10. **Executive Director Report**
11. **Member Comments**
12. **Adjournment**



## 3. Consent Agenda

### a. Minutes – March 8, 2018

#### ***Executive Committee Board Meeting***

*6:30 p.m. - Thursday, March 8, 2018*

*Second Floor Conference Room*

*233 Middle Street, New Bern, NC*

#### **Minutes**

##### **Executive Committee in Attendance:**

Jay Bender

Roland Best

Chris Roberson

Robert Cavanaugh

Jesse Dowe

Bennie Heath

Joe Gurley

Pat Prescott

Edward Riggs

Arthur Robinson

Shane Turney

##### **General Membership in Attendance:**

Billy Whitford

Joe Scott

##### **ECC Staff in Attendance:**

Matthew Livingston

Jenny Miller

David Rosado

Patrick Flanagan

Leighann Morgan

##### **Guest in Attendance:**

Robbie Bittner, RSM

**1. Welcome, Invocation, and Call to Order** – The meeting was called to order by President Shane Turney at 6:38 p.m. Pat Prescott offered the invocation.

**2. Adopt Agenda** - *Shane Turney, President*

*Bob Cavanaugh motioned to adopt the agenda, seconded by Roland Best, motion carried unanimously.*

**3. Consent Agenda - Shane Turney, President**

- a. Executive Committee Board Meeting Minutes – November 9, 2017
- b. Financial Statement

*Pat Prescott motioned to approve the consent agenda, seconded by Bennie Heath, motioned carried unanimously.*

**4. Budget and Audit Committee Report** - Edward Riggs, Treasurer, reported that the Budget & Audit Committee met on Thursday, March 8<sup>th</sup> at 5:00 p.m. to view the financials, audit contract, grant funding, indirect cost and the first glance at the budget.

**5. Audit Contract for FY 18/19** – Jenny Miller, Finance Director, introduced Robbie Bittner, Senior Manager from RSM. Robbie communicated matters related to the planned scope and timing of the audit contract for year end of June 30, 2018. The preliminary audit field work has been scheduled for the week of June 11<sup>st</sup> and the final field work commencing the week of August 20<sup>th</sup>.

*Ed Riggs motioned to approve the audit contract for fiscal year 18/19, seconded by Jay Bender, motion carried unanimously.*

**6. Resolution to become member of the Municipal Insurance Trust of North Carolina** – Jenny Miller, Finance Director, stated by becoming members the cost of insurance will reduce by \$6,000 yearly.

*Roland Best motioned to approve resolution, seconded by Pat Prescott, motion carried unanimously.*

**7. Record Retention and Disposition Schedule** – Jenny Miller, Finance Director

*Bennie Heath motioned to approve record retention schedule, seconded by Roland Best, motion carried unanimously.*

**8. New Member** – Matthew Livingston, Executive Director, stated he conducted a retreat with the Town of Snow Hill, which helped encourage the town to become members. The town has paid the full ECC dues and seek approval of membership.

*Jay Bender motioned to approve membership, seconded by Pat Prescott, motion carried unanimously.*

**9. Staff Request** - Matthew Livingston, Executive Director, requested a 5% pay increase and retroactive pay back to November 7<sup>th</sup>, 2017, for Chad Davis, Community Planner, for completing his ACIP designation. This request is based on a precedent increased offered to an employee in 2016 for the same designation who is no longer employed with ECC. Patrick Flanagan, Planning Director, stated this is a stringent award in continuing education and will help the department with competing with grants in the region.

*Bennie Heath motioned to approve request for increased compensation due to new credentials, seconded by Chris Roberson, motioned carried unanimously.*

**10. Personnel Policy Pay and Classification Plan Report** – Matthew Livingston, Executive Director, stated the need to upgrade ECC personnel policy and to have a pay classification study completed. The market has changed since the last update and this will help ECC be more competitive in hiring and retaining employees. The plan should be completed in the next 45 days.

**11. ECC Legislative Lunch and Learn Event Update** - Matthew Livingston, Executive Director, stated he was excited about the Legislative Lunch and Learn Event on March 14<sup>th</sup>, at the Flame Catering. Matthew stated he would like to start a committee to help plan this event in the future, to get more people’s voices, guidance to grow and improve the event. The Executive Committee requested a list of suggested topics to be emailed out.

**12. Visioning Session** – Matthew Livingston stated that ECC is conducting a Visioning Session on April 5<sup>th</sup> at Spirit Center of Excellence. Tours of the Spirit Aerosystem will start at 4. This session will help construct a foundation and to provide direction of ECC. Patrick Flanagan, Planning Director, stated the session will help ECC better serve its members. Dinner will be served at 5 and the brainstorming will start sharply at 6:00 p.m. Invite will be sent next week.

**13. Executive Director Report** - Matthew Livingston, Executive Director, stated he has conducted presentations about the CEDS and wants to conduct more, at least in every county. He then referred everyone to the update in the agenda packet.

**14. Member Comments**

Shane Turney stated that if members have not been through a New Member Orientation to contact Executive Director to set one up. Also to think of the COG not “What have they done for me?, but to think “What have I asked the COG to do?”

Roland Best praised the Ethics Training offered by ECC for newly elected officials.

Pat Prescott stated Pamlico County Girls and Boys Basketball team will be going to the state conference.

Bennie Heath stated Greene County Boys Basketball team will also be heading to state conference.

Arthur Robinson stated the Town of Hookerton has opened their new town hall.

**15. Adjournment**

*Jay Bender motioned to adjourn the meeting, seconded by Roland Best, meeting adjourned.*

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**Shane Turney**, President

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**Matthew Livingston**, Executive Director



### **3. Consent Agenda**

#### **b. Financials**

**Financial Statement of Activity**  
**Eastern Carolina Council of Governments**  
**For 2/28/2018**

001	M-T-D Actual	Y-T-D Actual	Annual Budget	Budget Remaining	Percent Used
<b>Revenues</b>					
4701. Federal Revenue	600.00	600.00	0.00	600.00	0.00
4703. Other Revenue	19,308.00	54,790.95	205,595.86	(150,804.91)	26.65
4713. Local Revenue	554.00	160,704.03	161,168.00	(463.97)	99.71
4717. ECC Match	0.00	0.00	(129,885.00)	129,885.00	0.00
Total Revenues	<u>20,462.00</u>	<u>216,094.98</u>	<u>236,878.86</u>	<u>(20,783.88)</u>	<u>91.23</u>
<b>Expenses</b>					
5457. Board Meeting	0.00	1,202.21	5,879.27	4,677.06	20.45
5465. President Allowance	150.00	1,200.00	1,800.00	600.00	66.67
5466. Administration Misc Exp	0.00	3,675.00	3,675.00	0.00	100.00
5502. Training	536.22	7,821.77	15,788.69	7,966.92	49.54
5700. Mileage Expense	1,055.03	5,131.88	8,638.07	3,506.19	59.41
5701. Hotel, Meals, Incidentals	1,394.41	3,635.27	5,098.58	1,463.31	71.30
5705. Annual Meeting	0.00	3,814.44	4,014.44	200.00	95.02
5720. Salary	12,934.85	104,030.26	235,867.72	131,837.46	44.11
5721. 401K	286.02	2,174.49	31,980.40	29,805.91	6.80
5722. FICA	906.74	7,124.68	12,438.93	5,314.25	57.28
5724. Health Insurance	2,040.84	14,503.29	18,800.30	4,297.01	77.14
5725. Dental Insurance	90.04	727.53	1,267.93	540.40	57.38
5726. Retirement	720.99	5,473.68	11,935.29	6,461.61	45.86
5736. Unemployment Benefits	80.95	339.71	793.38	453.67	42.82
5749. Legal Fees	0.00	505.00	10,000.00	9,495.00	5.05
5750. Consultant	0.00	2,520.00	7,900.00	5,380.00	31.90
5751. Audit	0.00	202.11	203.00	0.89	99.56
5752. Rent	4,111.50	27,832.00	42,558.00	14,726.00	65.40
5754. Equipment Lease	0.00	4,127.27	7,000.00	2,872.73	58.96
5757. Insurance & Bonding	0.00	8,296.23	10,000.00	1,703.77	82.96
5758. Postage	(25.44)	299.18	1,093.75	794.57	27.35
5759. Printing/Publication	0.00	0.00	1,000.00	1,000.00	0.00
5760. Telephone, Cell Service	316.11	2,023.83	3,700.00	1,676.17	54.70
5761. Utilities	333.40	3,451.57	10,252.00	6,800.43	33.67
5768. Broadband	107.14	1,471.42	4,500.00	3,028.58	32.70
5769. Computer Related Purchase	954.98	3,269.41	3,282.01	12.60	99.62
5770. Office Supplies	12,440.79	14,828.88	17,501.01	2,672.13	84.73
5771. IT System Administration	3,701.23	14,432.90	24,900.00	10,467.10	57.96
5772. Dues & Subscriptions	1,700.00	3,319.00	11,747.00	8,428.00	28.25
5773. Cleaning Services	408.00	3,048.00	4,600.00	1,552.00	66.26
5774. Advertising	12.00	506.95	1,006.95	500.00	50.35
5775. Maintenance & Repairs	180.77	2,420.85	2,926.22	505.37	82.73
5776. Administration Website	0.00	0.00	500.00	500.00	0.00
5778. Copier Costs/Paper	856.23	(712.61)	892.18	1,604.79	(79.87)
5779. Bank Charges	81.00	540.70	1,000.00	459.30	54.07
5780. Payroll Exp	208.86	2,785.18	4,265.03	1,479.85	65.30
5781. Employment Screening	0.00	351.11	1,050.00	698.89	33.44
5899. Indirect Cost	(21,963.19)	(197,780.44)	(292,976.29)	(95,195.85)	(67.51)
Total Expenses	<u>23,619.47</u>	<u>58,592.75</u>	<u>236,878.86</u>	<u>178,286.11</u>	<u>24.74</u>
Excess Revenue Over (Under) Expenditures	<u>(3,157.47)</u>	<u>157,502.23</u>	<u>0.00</u>	<u>157,502.23</u>	<u>0.00</u>

**Financial Statement of Activity**  
**Eastern Carolina Council of Governments**  
**For 2/28/2018**

003	M-T-D Actual	Y-T-D Actual	Annual Budget	Budget Remaining	Percent Used
<b>Revenues</b>					
4701. Federal Revenue	387,864.13	2,857,079.27	2,954,475.88	(97,396.61)	96.70
4702. State Revenue	0.00	81,288.00	2,505,989.00	(2,424,701.00)	3.24
4711. MIS Revenue	203.55	2,453.10	4,500.00	(2,046.90)	54.51
4713. Local Revenue	0.00	54,565.00	54,566.00	(1.00)	100.00
4714. In-Kind Revenue	0.00	2,459.62	7,390.00	(4,930.38)	33.28
4717. ECC Match	0.00	2,824.65	160,342.00	(157,517.35)	1.76
Total Revenues	388,067.68	3,000,669.64	5,687,262.88	(2,686,593.24)	52.76
<b>Expenses</b>					
5456. Match Cash & Inkind	0.00	2,459.62	7,390.00	4,930.38	33.28
5457. Aging P & A Board Meeting	0.00	0.00	100.00	100.00	0.00
5460. MIS Fee	0.00	2,377.20	4,500.00	2,122.80	52.83
5500. Advisory Council	416.01	1,212.31	2,074.00	861.69	58.45
5502. Training	449.00	9,363.62	14,124.44	4,760.82	66.29
5510. Program Services	4,889.76	15,901.87	251,035.85	235,133.98	6.33
5700. Mileage Expense	4,147.67	28,263.97	42,900.86	14,636.89	65.88
5701. Hotel, Meals, Incidentals	1,593.51	14,480.77	22,181.87	7,701.10	65.28
5705. Annual Meeting	0.00	500.00	2,211.63	1,711.63	22.61
5720. Salary	39,200.87	355,107.01	607,551.41	252,444.40	58.45
5721. 401K	788.78	7,882.66	44,566.22	36,683.56	17.69
5722. FICA	2,922.00	26,734.16	38,429.45	11,695.29	69.57
5724. Health Insurance	5,999.53	56,010.79	72,515.53	16,504.74	77.24
5725. Dental Insurance	292.40	2,703.22	5,066.00	2,362.78	53.36
5726. Retirement	1,985.09	19,837.99	32,815.32	12,977.33	60.45
5736. Unemployment Benefits	258.94	1,255.58	2,221.21	965.63	56.53
5749. Aging P & A Legal Fees	0.00	0.00	350.00	350.00	0.00
5750. Consultant	0.00	4,141.26	49,891.26	45,750.00	8.30
5751. Audit	0.00	33,797.89	33,797.89	0.00	100.00
5752. Rent	480.00	1,340.00	2,010.00	670.00	66.67
5758. Postage	54.71	281.68	1,281.00	999.32	21.99
5759. Printing/Publication	0.00	688.23	1,059.71	371.48	64.95
5760. Telephone, Cell Service	1,291.41	11,156.01	20,206.03	9,050.02	55.21
5768. Broadband	892.86	8,801.88	14,773.22	5,971.34	59.58
5769. Computer Related Purchase	11.96	7,372.65	7,435.35	62.70	99.16
5770. Office Supplies	720.14	3,999.05	12,656.51	8,657.46	31.60
5771. IT System Administration	0.00	17,846.84	32,562.49	14,715.65	54.81
5772. Dues & Subscriptions	3,752.85	10,507.85	10,857.85	350.00	96.78
5774. Advertising	0.00	15,578.98	19,103.32	3,524.34	81.55
5778. Copier Costs/Paper	123.38	2,386.40	4,701.77	2,315.37	50.76
5781. Employment Screening	0.00	95.18	95.18	0.00	100.00
5844. 844 ECC CAREGIVER VOUCHERS	70.00	570.00	4,500.00	3,930.00	12.67
5899. Indirect Cost	21,963.19	197,780.44	316,912.51	119,132.07	62.41
6200. HCCBG HCCBG PASS-THRU FUNDS	322,307.00	2,284,607.00	3,738,832.00	1,454,225.00	61.10
6300. Pass thru	0.00	15,252.00	15,252.00	0.00	100.00
6600. Aging P & A LEGAL AIDE CARTERET PSLs	0.00	21,714.00	21,716.00	2.00	99.99
6700. Sr. Center Gen Purpose	0.00	35,393.00	83,867.00	48,474.00	42.20
6800. III-D	0.00	10,132.00	32,753.00	22,621.00	30.93
6900. FCSP	0.00	34,661.00	112,965.00	78,304.00	30.68
Total Expenses	414,611.06	3,262,194.11	5,687,262.88	2,425,068.77	57.36
Excess Revenue Over (Under) Expenditures	(26,543.38)	(261,524.47)	0.00	(261,524.47)	0.00



**Financial Statement of Activity**  
**Eastern Carolina Council of Governments**  
**For 3/31/2018**

001	M-T-D Actual	Y-T-D Actual	Annual Budget	Budget Remaining	Percent Used
<b>Revenues</b>					
4701. Federal Revenue	(300.00)	300.00	0.00	300.00	0.00
4703. Other Revenue	25,597.50	80,388.45	205,595.86	(125,207.41)	39.10
4713. Local Revenue	0.00	160,704.03	161,168.00	(463.97)	99.71
4717. ECC Match	0.00	0.00	(129,885.00)	129,885.00	0.00
Total Revenues	<u>25,297.50</u>	<u>241,392.48</u>	<u>236,878.86</u>	<u>4,513.62</u>	<u>101.91</u>
<b>Expenses</b>					
5457. Board Meeting	3,503.07	4,705.28	5,879.27	1,173.99	80.03
5465. President Allowance	150.00	1,350.00	1,800.00	450.00	75.00
5466. Administration Misc Exp	0.00	3,675.00	3,675.00	0.00	100.00
5502. Training	726.74	8,548.51	15,788.69	7,240.18	54.14
5700. Mileage Expense	1,141.92	6,273.80	8,638.07	2,364.27	72.63
5701. Hotel, Meals, Incidentals	114.23	3,749.50	5,098.58	1,349.08	73.54
5705. Annual Meeting	0.00	3,814.44	4,014.44	200.00	95.02
5720. Salary	14,145.97	118,176.23	235,867.72	117,691.49	50.10
5721. 401K	325.22	2,499.71	31,980.40	29,480.69	7.82
5722. FICA	1,078.76	8,203.44	12,438.93	4,235.49	65.95
5724. Health Insurance	259.45	14,762.74	18,800.30	4,037.56	78.52
5725. Dental Insurance	35.77	763.30	1,267.93	504.63	60.20
5726. Retirement	818.39	6,292.07	11,935.29	5,643.22	52.72
5736. Unemployment Benefits	41.79	381.50	793.38	411.88	48.09
5749. Legal Fees	0.00	505.00	10,000.00	9,495.00	5.05
5750. Consultant	5,200.00	7,720.00	7,900.00	180.00	97.72
5751. Audit	0.00	202.11	203.00	0.89	99.56
5752. Rent	3,913.05	31,745.05	42,558.00	10,812.95	74.59
5754. Equipment Lease	395.80	4,523.07	7,000.00	2,476.93	64.62
5757. Insurance & Bonding	0.00	8,296.23	10,000.00	1,703.77	82.96
5758. Postage	(17.76)	281.42	1,093.75	812.33	25.73
5759. Printing/Publication	0.00	0.00	1,000.00	1,000.00	0.00
5760. Telephone, Cell Service	232.20	2,256.03	3,700.00	1,443.97	60.97
5761. Utilities	344.13	3,795.70	10,252.00	6,456.30	37.02
5768. Broadband	110.59	1,582.01	4,500.00	2,917.99	35.16
5769. Computer Related Purchase	6.35	3,275.76	3,282.01	6.25	99.81
5770. Office Supplies	853.00	15,681.88	17,501.01	1,819.13	89.61
5771. IT System Administration	1,647.29	16,080.19	24,900.00	8,819.81	64.58
5772. Dues & Subscriptions	50.00	3,369.00	11,747.00	8,378.00	28.68
5773. Cleaning Services	408.00	3,456.00	4,600.00	1,144.00	75.13
5774. Advertising	0.00	506.95	1,006.95	500.00	50.35
5775. Maintenance & Repairs	50.00	2,470.85	2,926.22	455.37	84.44
5776. Administration Website	0.00	0.00	500.00	500.00	0.00
5778. Copier Costs/Paper	(232.95)	(945.56)	892.18	1,837.74	(105.98)
5779. Bank Charges	(6.00)	534.70	1,000.00	465.30	53.47
5780. Payroll Exp	245.60	3,030.78	4,265.03	1,234.25	71.06
5781. Employment Screening	47.59	398.70	1,050.00	651.30	37.97
5899. Indirect Cost	(19,328.91)	(217,109.35)	(292,976.29)	(75,866.94)	(74.10)
Total Expenses	<u>16,259.29</u>	<u>74,852.04</u>	<u>236,878.86</u>	<u>162,026.82</u>	<u>31.60</u>
Excess Revenue Over (Under) Expenditures	<u>9,038.21</u>	<u>166,540.44</u>	<u>0.00</u>	<u>166,540.44</u>	<u>0.00</u>

**Financial Statement of Activity**  
**Eastern Carolina Council of Governments**  
**For 3/31/2018**

003	M-T-D Actual	Y-T-D Actual	Annual Budget	Budget Remaining	Percent Used
<b>Revenues</b>					
4701. Federal Revenue	487,160.68	3,344,239.95	2,954,475.88	389,764.07	113.19
4702. State Revenue	39,201.07	120,489.07	2,505,989.00	(2,385,499.93)	4.81
4711. MIS Revenue	609.70	3,062.80	4,500.00	(1,437.20)	68.06
4713. Local Revenue	0.00	54,565.00	54,566.00	(1.00)	100.00
4714. In-Kind Revenue	0.00	2,459.62	7,390.00	(4,930.38)	33.28
4717. ECC Match	0.00	2,824.65	160,342.00	(157,517.35)	1.76
Total Revenues	<u>526,971.45</u>	<u>3,527,641.09</u>	<u>5,687,262.88</u>	<u>(2,159,621.79)</u>	<u>62.03</u>
<b>Expenses</b>					
5456. Match Cash & Inkind	0.00	2,459.62	7,390.00	4,930.38	33.28
5457. Aging P & A Board Meeting	0.00	0.00	100.00	100.00	0.00
5460. MIS Fee	737.55	3,114.75	4,500.00	1,385.25	69.22
5500. Advisory Council	0.00	1,212.31	2,074.00	861.69	58.45
5502. Training	1,775.76	11,139.38	14,124.44	2,985.06	78.87
5510. Program Services	24,486.69	40,388.56	251,035.85	210,647.29	16.09
5700. Mileage Expense	5,399.37	33,663.34	42,900.86	9,237.52	78.47
5701. Hotel, Meals, Incidentals	1,441.43	15,922.20	22,181.87	6,259.67	71.78
5705. Annual Meeting	0.00	500.00	2,211.63	1,711.63	22.61
5720. Salary	38,600.39	393,707.40	607,551.41	213,844.01	64.80
5721. 401K	804.29	8,686.95	44,566.22	35,879.27	19.49
5722. FICA	2,882.37	29,616.53	38,429.45	8,812.92	77.07
5724. Health Insurance	3,177.58	59,188.37	72,515.53	13,327.16	81.62
5725. Dental Insurance	141.23	2,844.45	5,066.00	2,221.55	56.15
5726. Retirement	2,024.20	21,862.19	32,815.32	10,953.13	66.62
5736. Unemployment Benefits	207.72	1,463.30	2,221.21	757.91	65.88
5749. Aging P & A Legal Fees	350.00	350.00	350.00	0.00	100.00
5750. Consultant	8,437.50	12,578.76	49,891.26	37,312.50	25.21
5751. Audit	0.00	33,797.89	33,797.89	0.00	100.00
5752. Rent	120.00	1,460.00	2,010.00	550.00	72.64
5758. Postage	25.01	306.69	1,281.00	974.31	23.94
5759. Printing/Publication	0.00	688.23	1,059.71	371.48	64.95
5760. Telephone, Cell Service	1,484.02	12,640.03	20,206.03	7,566.00	62.56
5768. Broadband	921.59	9,723.47	14,773.22	5,049.75	65.82
5769. Computer Related Purchase	12.70	7,385.35	7,435.35	50.00	99.33
5770. Office Supplies	687.94	4,686.99	12,656.51	7,969.52	37.03
5771. IT System Administration	2,370.57	20,217.41	32,562.49	12,345.08	62.09
5772. Dues & Subscriptions	100.00	10,607.85	10,857.85	250.00	97.70
5774. Advertising	1,458.83	17,037.81	19,103.32	2,065.51	89.19
5778. Copier Costs/Paper	232.95	2,619.35	4,701.77	2,082.42	55.71
5781. Employment Screening	0.00	95.18	95.18	0.00	100.00
5844. 844 ECC CAREGIVER VOUCHERS	0.00	570.00	4,500.00	3,930.00	12.67
5899. Indirect Cost	19,328.91	217,109.35	316,912.51	99,803.16	68.51
6200. HCCBG HCCBG PASS-THRU FUNDS	318,596.00	2,603,203.00	3,738,832.00	1,135,629.00	69.63
6300. Pass thru	0.00	15,252.00	15,252.00	0.00	100.00
6600. Aging P & A LEGAL AIDE CARTERET PSLs	2.00	21,716.00	21,716.00	0.00	100.00
6700. Sr. Center Gen Purpose	3,438.00	38,831.00	83,867.00	45,036.00	46.30
6800. III-D	8,471.00	18,603.00	32,753.00	14,150.00	56.80
6900. FCSP	7,756.00	42,417.00	112,965.00	70,548.00	37.55
Total Expenses	<u>455,471.60</u>	<u>3,717,665.71</u>	<u>5,687,262.88</u>	<u>1,969,597.17</u>	<u>65.37</u>
Excess Revenue Over (Under) Expenditures	<u>71,499.85</u>	<u>(190,024.62)</u>	<u>0.00</u>	<u>(190,024.62)</u>	<u>0.00</u>

**Financial Statement of Activity**  
**Eastern Carolina Council of Governments**  
**For 4/30/2018**

001	M-T-D Actual	Y-T-D Actual	Annual Budget	Budget Remaining	Percent Used
<b>Revenues</b>					
4701. Federal Revenue	0.00	300.00	0.00	300.00	0.00
4703. Other Revenue	3,262.50	83,650.95	205,595.86	(121,944.91)	40.69
4713. Local Revenue	0.00	160,704.03	161,168.00	(463.97)	99.71
4717. ECC Match	(118,324.00)	(118,324.00)	(129,885.00)	11,561.00	(91.10)
Total Revenues	(115,061.50)	126,330.98	236,878.86	(110,547.88)	53.33
<b>Expenses</b>					
5457. Board Meeting	506.42	5,211.70	5,879.27	667.57	88.65
5465. President Allowance	150.00	1,500.00	1,800.00	300.00	83.33
5466. Administration Misc Exp	0.00	3,675.00	3,675.00	0.00	100.00
5502. Training	1,479.55	10,028.06	15,788.69	5,760.63	63.51
5700. Mileage Expense	610.96	6,884.76	8,638.07	1,753.31	79.70
5701. Hotel, Meals, Incidentals	664.85	4,414.35	5,098.58	684.23	86.58
5705. Annual Meeting	200.00	4,014.44	4,014.44	0.00	100.00
5720. Salary	9,807.34	127,983.57	235,867.72	107,884.15	54.26
5721. 401K	288.13	2,787.84	31,980.40	29,192.56	8.72
5722. FICA	677.18	8,880.62	12,438.93	3,558.31	71.39
5724. Health Insurance	1,580.10	16,342.84	18,800.30	2,457.46	86.93
5725. Dental Insurance	63.69	826.99	1,267.93	440.94	65.22
5726. Retirement	725.09	7,017.16	11,935.29	4,918.13	58.79
5736. Unemployment Benefits	66.69	448.19	793.38	345.19	56.49
5749. Legal Fees	0.00	505.00	10,000.00	9,495.00	5.05
5750. Consultant	0.00	7,720.00	7,900.00	180.00	97.72
5751. Audit	0.00	202.11	203.00	0.89	99.56
5752. Rent	3,078.57	34,823.62	42,558.00	7,734.38	81.83
5754. Equipment Lease	475.10	4,998.17	7,000.00	2,001.83	71.40
5757. Insurance & Bonding	0.00	8,296.23	10,000.00	1,703.77	82.96
5758. Postage	(25.00)	256.42	1,093.75	837.33	23.44
5759. Printing/Publication	0.00	0.00	1,000.00	1,000.00	0.00
5760. Telephone, Cell Service	339.22	2,595.25	3,700.00	1,104.75	70.14
5761. Utilities	364.10	4,159.80	10,252.00	6,092.20	40.58
5768. Broadband	110.58	1,692.59	4,500.00	2,807.41	37.61
5769. Computer Related Purchase	6.25	3,282.01	3,282.01	0.00	100.00
5770. Office Supplies	1,393.79	17,075.67	17,501.01	425.34	97.57
5771. IT System Administration	7,437.57	23,517.76	24,900.00	1,382.24	94.45
5772. Dues & Subscriptions	2,786.55	6,155.55	11,747.00	5,591.45	52.40
5773. Cleaning Services	408.00	3,864.00	4,600.00	736.00	84.00
5774. Advertising	0.00	506.95	1,006.95	500.00	50.35
5775. Maintenance & Repairs	50.00	2,520.85	2,926.22	405.37	86.15
5776. Administration Website	0.00	0.00	500.00	500.00	0.00
5778. Copier Costs/Paper	(393.71)	(1,339.27)	892.18	2,231.45	(150.11)
5779. Bank Charges	0.00	534.70	1,000.00	465.30	53.47
5780. Payroll Exp	0.00	3,030.78	4,265.03	1,234.25	71.06
5781. Employment Screening	0.00	398.70	1,050.00	651.30	37.97
5899. Indirect Cost	(23,651.17)	(240,760.52)	(292,976.29)	(52,215.77)	(82.18)
Total Expenses	9,199.85	84,051.89	236,878.86	152,826.97	35.48
Excess Revenue Over (Under) Expenditures	(124,261.35)	42,279.09	0.00	42,279.09	0.00

**Financial Statement of Activity**  
**Eastern Carolina Council of Governments**  
**For 4/30/2018**

003	M-T-D Actual	Y-T-D Actual	Annual Budget	Budget Remaining	Percent Used
<b>Revenues</b>					
4701. Federal Revenue	382,289.00	3,726,528.95	2,954,475.88	772,053.07	126.13
4702. State Revenue	0.00	120,489.07	2,505,989.00	(2,385,499.93)	4.81
4711. MIS Revenue	80.55	3,143.35	4,500.00	(1,356.65)	69.85
4713. Local Revenue	0.00	54,565.00	54,566.00	(1.00)	100.00
4714. In-Kind Revenue	0.00	2,459.62	7,390.00	(4,930.38)	33.28
4717. ECC Match	118,324.00	121,148.65	160,342.00	(39,193.35)	75.56
Total Revenues	500,693.55	4,028,334.64	5,687,262.88	(1,658,928.24)	70.83
<b>Expenses</b>					
5456. Match Cash & Inkind	0.00	2,459.62	7,390.00	4,930.38	33.28
5457. Aging P & A Board Meeting	100.00	100.00	100.00	0.00	100.00
5460. MIS Fee	0.00	3,114.75	4,500.00	1,385.25	69.22
5500. Advisory Council	394.47	1,606.78	2,074.00	467.22	77.47
5502. Training	1,796.36	12,935.74	14,124.44	1,188.70	91.58
5510. Program Services	12,861.31	53,249.87	251,035.85	197,785.98	21.21
5700. Mileage Expense	4,046.11	37,709.45	42,900.86	5,191.41	87.90
5701. Hotel, Meals, Incidentals	859.86	16,782.06	22,181.87	5,399.81	75.66
5705. Annual Meeting	1,711.63	2,211.63	2,211.63	0.00	100.00
5720. Salary	42,191.75	435,899.15	607,551.41	171,652.26	71.75
5721. 401K	817.73	9,504.68	44,566.22	35,061.54	21.33
5722. FICA	3,152.80	32,769.33	38,429.45	5,660.12	85.27
5724. Health Insurance	6,548.65	65,737.02	72,515.53	6,778.51	90.65
5725. Dental Insurance	290.31	3,134.76	5,066.00	1,931.24	61.88
5726. Retirement	2,057.99	23,920.18	32,815.32	8,895.14	72.89
5736. Unemployment Benefits	286.88	1,750.18	2,221.21	471.03	78.79
5749. Aging P & A Legal Fees	0.00	350.00	350.00	0.00	100.00
5750. Consultant	2,909.00	15,487.76	49,891.26	34,403.50	31.04
5751. Audit	0.00	33,797.89	33,797.89	0.00	100.00
5752. Rent	120.00	1,580.00	2,010.00	430.00	78.61
5758. Postage	45.74	352.43	1,281.00	928.57	27.51
5759. Printing/Publication	371.48	1,059.71	1,059.71	0.00	100.00
5760. Telephone, Cell Service	1,448.81	14,088.84	20,206.03	6,117.19	69.73
5768. Broadband	921.49	10,644.96	14,773.22	4,128.26	72.06
5769. Computer Related Purchase	12.50	7,397.85	7,435.35	37.50	99.50
5770. Office Supplies	224.32	4,911.31	12,656.51	7,745.20	38.80
5771. IT System Administration	4,643.18	24,860.59	32,562.49	7,701.90	76.35
5772. Dues & Subscriptions	25.00	10,632.85	10,857.85	225.00	97.93
5774. Advertising	672.95	17,710.76	19,103.32	1,392.56	92.71
5778. Copier Costs/Paper	393.71	3,013.06	4,701.77	1,688.71	64.08
5781. Employment Screening	0.00	95.18	95.18	0.00	100.00
5844. 844 ECC CAREGIVER VOUCHERS	500.00	1,070.00	4,500.00	3,430.00	23.78
5899. Indirect Cost	23,651.17	240,760.52	316,912.51	76,151.99	75.97
6200. HCCBG HCCBG PASS-THRU FUNDS	375,554.00	2,978,757.00	3,738,832.00	760,075.00	79.67
6300. Pass thru	0.00	15,252.00	15,252.00	0.00	100.00
6600. Aging P & A LEGAL AIDE CARTERET PSLs	0.00	21,716.00	21,716.00	0.00	100.00
6700. Sr. Center Gen Purpose	0.00	38,831.00	83,867.00	45,036.00	46.30
6800. III-D	0.00	18,603.00	32,753.00	14,150.00	56.80
6900. FCSP	0.00	42,417.00	112,965.00	70,548.00	37.55
Total Expenses	488,609.20	4,206,274.91	5,687,262.88	1,480,987.97	73.96
Excess Revenue Over (Under) Expenditures	12,084.35	(177,940.27)	0.00	(177,940.27)	0.00



## 7. NCARCOG Intra-Regional Cooperative Agreement



The North Carolina Association of Regional Council

### INTRA-REGIONAL COOPERATIVE AGREEMENT

**A RESOLUTION OF THE BOARD OF DIRECTORS AND MEMBERSHIP OF THE NORTH CAROLINA ASSOCIATION OF REGIONAL COUNCIL DIRECTORS, INC. (A NC NON-PROFIT CORPORATION), HEREINAFTER REFERRED TO AS THE NC ASSOCIATION OF REGIONAL COUNCILS, ESTABLISHES POLICIES WITH RESPECT TO THE ISSUE OF TERRITORIAL INTEGRITY AND JOINT AND MUTUAL CONSULTATION AND AGREEMENT ON COOPERATIVE PROJECTS SPANNING THE BOUNDARIES OF SUB-STATE REGIONS IN NORTH CAROLINA**

**WHEREAS**, The North Carolina Association of Regional Councils is the designated regional forum for North Carolina 's Regional Planning Commissions and Councils of Government formed pursuant to (GS 143-341 or).

**WHEREAS**, North Carolina's Regional Councils are charged with the mission of delivering regional services to member units of local government;

**WHEREAS**, in the course of carrying out their work programs, North Carolina's Regional Councils may share resources and capacity that will enhance the statewide delivery of local, regional, state or federal services;

**WHEREAS**, it is the desire of the North Carolina Association of Regional Councils to promote a defined set of policies to provide a protocol for statewide service delivery, including jointly sponsored and executed projects and defining issues of regional importance;

**NOW THEREFORE, BE IT RESOLVED AS FOLLOWS:**

1. That the North Carolina Association of Regional Councils hereby establishes a policy that enhances its value by sharing member resources and capacity to deliver services to the State of North Carolina.
2. That the North Carolina Association of Regional Councils hereby endorses Regional Councils, or their affiliated or subsidiary organizations, to carry out activities in regions outside of their boundaries with consent when those services are to the benefit of the region and the state. That the terms "affiliated organization" and " subsidiary organization" shall be generally construed to mean any legal entity, created under any state or federal statute, formed for the purpose of carrying out and fulfilling a program of work, which organization or entity is housed within, is provided staff by, or shares more than a majority of its membership or board members with a Regional Council as denoted above.
3. This agreement does not supplant previous agreements.
4. The services provided as presented in Attachment A are subject to Change by the individual Regional Councils.
5. That this resolution shall be in effect from and after the date of its passage.

**ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_ 2018.**

Region P: Eastern Carolina Council

Attested:

By: \_\_\_\_\_  
\_\_\_\_\_, Chairperson

By: \_\_\_\_\_  
\_\_\_\_\_

## 8. Regional Legislative Agenda

Region P Priorities:

**Carteret, Craven, Duplin, Greene, Jones, Lenoir, Onslow, Pamlico, and Wayne**



1. HWY 17 Projects/Improvements



2. School Safety



3. Opioid Crisis



4. Re-Entry Council Expansion



5. Funding for Water & Sewer Infrastructure

\*\*\* As approved at March 14, 2018 Legislative Luncheon

## 10. Executive Director Report

- In April, held region wide visioning session at the Global Trans-park in Kinston. The purpose of this meeting was for ECC to get a broad overview of those challenges and needs that all our communities are facing. One of our objectives was to get a broad representative view of the entire region. We believe this was accomplished, as the meeting was well attended with participants representing all nine counties. Staff is compiling the results of the session and will be presented at the next General Membership Board meeting in June.
- The General Membership Board Meeting in June, will focus on taking those needs and challenges and developing a strategy on how the Eastern Carolina Council can address specific areas of concern or challenges within the communities. The information we are gathering will then be used to develop a five-year strategic action plan.
- Working with Hillary Sherman and the EDA to put on a regional Economic Development Summit. At this time, no date has been set but we are thinking late August or September.
- Ongoing grant administration with Project Volt or New Bern City Market. The bids will be open in May and awarded to the lowest-most responsive bidder.
- ECC is also expected to administer a grant for James Sprunt Community College for the expansion of their new Nursing Training facility.
- ECC is assisting with grant applications through EDA for the Gallants Channel Initiative. This is the site that has been acquired and considered to be the future home of a greatly expanded NC Maritime Museum. We are working on round two of the grant process.
- Submitted a PARTF Grant application for the Town of Hookerton on May 1<sup>st</sup>.
- Assisted Morehead City with their PARTF application and completed their Parks and Recreation Master Plan.
- Held Quarterly Managers Meeting on May 2<sup>nd</sup>, the major topic was water and sewer and grant revenues both current and expected future.
- Created a Legislative Results Committee, purpose of the committee is to maximize our effectiveness as a region working with our legislators. We have a regional Legislative agenda but this committee can help with all regional legislative affairs and will help plan and coordinate our Annual Legislative Lunch and Learn.
- On May 30<sup>th</sup> the Statewide Regional Directors Association will have a legislative day beginning at 8:30 a.m. in Raleigh at the legislative building and concluding with a reception from 5:30 p.m. to 7:30 p.m. at the NC Museum of History. There are a number of regional issues and bills that we are working on as an association, that if passed will benefit Eastern North Carolina.
- The Director will be attending the Annual Southeastern Regional Directors Institute and New Directors training from May 18-22 in Kingsport, Tennessee.