

MEMORANDUM

January 11, 2018

TO:

ECC General Membership Board Members

FROM:

Shane Turney, President

RE:

General Membership Board Agenda Packet

Please make plans to attend the Eastern Carolina Council General Membership Board meeting to be held on Thursday, January 11, 2018 at the <u>Eastern Carolina Council offices</u>, 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. 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.



DIRECTIONS

AND SECOND FLOOR CONFERENCE ROOM 233 Middle Street, New Bern, NC 28563

On Highway 70:

Take the 70 Business exit, 417 A, into downtown New Bern. Go over the Cunningham Bridge. Take the first left to South Front Street (at Riverfront Convention Center). Go to the third street and turn right on Hancock (RR tracks run down the middle of the street—watch for trains!). We are in the OMarks building on the right (large sign vertically on side of the building). The post office is on the first floor, so if you get lost—ask were the downtown post office is located.

Phone: (252) 638-3185 Ext.: 3005

On Highway 17:

Continue on Highway 17 to the junction of Business 70 (at the Highway 70 overpass Highway 17 turns off - You Don't). Keep straight and follow Business 70 into the downtown area. At the traffic light where the railroad tracks cross the street, turn right (watch for trains! It is the corner of Broad and Hancock Streets). In middle of the second block on the left is the O Marks building (large sign vertically on side of the building). The post office is on the first floor, so if you get lost ask, "Where is the downtown post office?"

Parking:

Park either on Hancock Street, Pollock Street or Middle Street (watch for parking signs as some spaces are only for two or four hour parking). You can also park at the Farmers Market or after 5:50 p.m. you may park in the OMarks Building parking lot. **Do not** park in the large parking lots in the area as the spaces are reserved and your car may be towed.

Second Floor Conference Room:

If entering from Rear of OMarks Building:

Enter the building via the walkway on the far left side (as you look at the rear of the OMarks Building). When you come in, turn right and take the elevator to the second floor or turn left and take the escalator in the center of the building to the second floor. The second Floor Conference Room is at the top of the escalator on the left.

If entering from Front of O'Marks Building:

Stairs: Enter the lobby and walk up the escalator to the second floor. The second Floor Conference Room is at the top of the escalator.

Elevator: Go to the back of the lobby to the end of the passageway on the right. Take the elevator to the second floor.



General Membership Board Meeting 6:30 p.m. - Thursday, June 8, 2017 Second Floor Conference Room 233 Middle Street, New Bern, NC

AGENDA

- 1. Welcome, Invocation, and Call to Order Shane Turney, President
 - a. Welcome any New Board Members
 - b. Installation of Bill Taylor to Executive Committee Board
- 2. Adopt Agenda Shane Turney, President
- 3. Consent Agenda Shane Turney, President
 - a. General Membership Board Minutes-June 8,, 2017
 - 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. Craven Pamlico Re-entry Council Update** *Greg Singleton, Craven, Pamlico Re-entry Council Director*
- 7. CEDS Status Report and 3 year EDD Planning Grant Matthew Livingston, Executive Director
- 8. Executive Director Report
- 9. Member Comments
- 10. Adjournment

3. Consent Agenda a. Minutes – June 8, 2017



General Membership Board Meeting

6:30 p.m. - Thursday, June 8, 2017 Second Floor Conference Room 233 Middle Street, New Bern, NC

Minutes

Executive Committee in Attendance:

Jay BenderRay McDonaldRoland BestPat PrescottBob CavanaughEdward RiggsJesse DoweArthur RobinsonBennie HeathShane Turney

General Membership in Attendance:

John Lotspih Russell Lanier
Elizabeth Sweeney Carolyn Kenyon
Dominick Spadaro Frank Tursi
Randy Mitchell Michael Hunt
Richard Bowers

ECC Staff in Attendance:

Mike Avery Jenny Miller
Patrick Flanagan Leigh Anne Friesen Andrea Reese
Judy Hills David Rosado

Guest in Attendance:

Knox Proctor Lou Cannon, RSM

1. Welcome, Invocation, and Call to Order - Shane Turney, President Shane Turney called the meeting to order at 6:35 p.m. and welcomed everyone to the meeting. Roland Best gave the invocation. Introductions around the table were made. Judy introduced David Rosado as the Human Services Director, Andi Reese as the Human Services Deputy Director and Mike Avery as a Community Planner working on the Hurricane Matthew Relief

2. Adopt Agenda - Shane Turney, President

Pat Prescott motioned to adopt Agenda, seconded by Roland Best, 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. General Membership Board Minutes—January 12, 2017
- b. Financial Statement

Roland Best motioned to approve Consent Agenda, seconded by Arthur Robinson, unanimously approved.

4. Public Hearing—ECC FY 17/18 Budget - Edward Riggs, Treasurer

Edward Riggs opened the public hearing for comments on the FY 17/18 Budget. Jenny Miller went over the details of the Budget and the changes from fiscal year 16/17 to fiscal year 17/18.

No public comment, Edward Riggs closed public hearing.

5. Budget and Audit Committee Report - Edward Riggs, Treasurer

Edward Riggs stated the Budget & Audit Committee met on Thursday, June 8th at 5:00 p.m.. The committee reviewed the check register, financial statements and the budget that were presented in the agenda packet and found them to be in order.

- 6. Audit Contract for FY 17/18 Jenny Miller, Finance Director and Lou Cannon, RSM
 Lou Cannon from RSM distributed the SF 114 letter to the Board. He stated the purpose of
 the audit and how the audits are carried out checking for compliance with the testing of
 samples and internal controls. He advised the Board of the relationship between the audit
 firm and the Board as well as their responsibilities. The preliminary audit is scheduled the
 last week in June and the final audit is scheduled the last week in September. He advised the
 Board if they had any questions, concerns or comments going into this audit to please
 contact him.
- 7. Finance—Budget Amendment Edward Riggs, Treasurer and Jenny Miller, Finance Director

Jenny Miller requested approval of Budget Amendment 6 to increase budget by \$12,500 for the award of Pine Knoll Shores T/A project and a correction to Budget Amendment #1 match amount decrease of \$1,533.

Jay Bender motioned to approve Budget Amendment, seconded by Arthur Robinson, unanimously approved.

8. Approval of the ECC FY 17-18 Budget - Edward Riggs, Treasurer and Jenny Miller, Finance Director

No further questions or comments about the budget.

Jay motioned to approve FY 17/18 Budget, seconded by Roland Best, unanimously approved.

9. Executive Director Search Committee: Introduction of New Executive Director - Shane Turney, President

Shane Turney stated the Executive Director Search Committee was comprised of a member from each county and for 6 months they dwindled 27 candidates down to 4. The four candidates where interviewed with the committee and the department heads. Matt Livingston was selected as the most appropriate fit for the position. Shane introduced Matt Livingston and gave a brief background on him. Matt stated he was honored to selected for the job and looks forward to seeing what the COG has to serve the region.

10. Approval of updating Banking Signature Cards - Jenný Miller, Finance Director
Jenny Miller stated with the preparation for the new Executive Director, the signature card with First Citizens Bank needs to be updated for permissions of new staff and the officers.

Arthur Robinson motioned to approve the resolution, seconded by Bennie Heath, unanimously approved.

11. Elections--Nominating Committee Presents Slate of Officers - Arthur Robinson, Chair Nominating Committee Chair Arthur Robinson reported that the present committee unanimously agreed to the the following slate of officers: Shane Turney - President; Jay Bender - 1st Vice President; Bill Taylor - 2nd Vice President; Edward Riggs - Treasurer. Dominick Spadaro moved to close the floor to nominations. There were no nomination from the floor.

Arthur Robinson motion to elect the slate of officers as presented, seconded by Ray McDonald, unanimously approved.

12. Installation of Officers - Judy Hills, Executive Director

The following Officers were sworn in by Executive Director Judy Hills: Shane Turney as President, Jay Bender as 1st Vice President, Bill Taylor as 2nd Vice President, and Edward Riggs as Treasurer. Judy Hills thanked the officers for their support.

13. Comprehensive Economic Development Strategy Status Report - Judy Hills, Executive Director

The EDA funds us for the planning grant and also funding Hurricane program as well, as a requirement of the funding the CEDS are required to be updated and we are at a point in the cycle where they have to be completely redone, there are new guidelines that will help guide us in the economic development in the region. The document is due September of 2017, Judy has been working on the document but has been having issues with public involvement; 55 people from the 1st survey and 24 people from the 2nd survey out of the 800 people contacted. Required to discuss the CEDS at every meeting, will always be on the agenda going forward. Judy is hoping to have a draft before she leaves at the end of the month. A General Membership Board Meeting will be held in September for the approval of the CEDS document.

14. 50th Anniversary Celebration—Saturday October 28, 2017 - Jenny Miller, Finance Director
Jenny Miller stated the annual network event will be a celebration of the 50th anniversary of
ECC held at the Aquarium in Pine Knoll Shores. This will be a formal masquerade party. The
Save the Date have been emailed out with the Agenda Packets and a Formal Invite will follow

in the mail. A block of rooms have been blocked off at the The Inn if anyone would like to stay the night.

15. Executive Director Farewell Address - Judy Hills, Executive Director

Shane gave a history of Judy Hills positions at ECC and the different titles, stating "We Wouldn't be where we are without her". Arthur Robinson thanked Judy for all her help with the Town of Hookerton. Michael Hunt thanked Judy for her help with his transition from Florida to North Carolina. Ray McDonald stated that out of the 49 years he's been on the board, it's the best he's ever seen it.

Judy thanked everyone for their comments and stated that there is a great group of department heads and team that helps make ECC the organization it is today. And with the new director, Matt Livingston, ECC will continue to grow and flourish and continue to serve the community.

16. Member Comments

Roland Best stated the executive committee search picked the best person to lead this organization.

17. Adjournment

Jay Bender motioned to adjourn meeting, seconded by Roland Best, meeting adjourned at 7:26 p.m.

Matthew Livingston, Executive Director

3. Consent Agenda

b. Financial Statements

Run: 1/09/2018 at 11:37 AM Financial Statement of Activity Eastern Carolina Council of Governments For 11/30/2017

001	M-T-D Actual	Y-T-D Actual	Annual Budget	Budget Remaining	Percent Used
Revenues		40.000.00	005 505 00	(400,000,77)	6.20
4703. Other Revenue	1,138.09	12,993.09	205,595.86	(192,602.77) (1,017.97)	6.32 99.37
4713. Local Revenue 4717. ECC Match	510.00 0.00	160,150.03 0.00	161,168.00 (129,265.00)	129,265.00	0.00
				(64,355.74)	72.90
Total Revenues	1,648.09	173,143.12	237,498.86	(04,333.74)	72.50
Expenses					
5455. Board Travel	0.00	0.00	500.00	500.00	0.00
5457. Board Meeting	82.86	628.25	4,500.00	3,871.75	13.96
5465. President Allowance	300.00	750.00	1,800.00	1,050.00	41.67
5466. Administration Misc Exp	3,675.00	3,675.00	10,894.00	7,219.00	33.73
5502. Training	629.90	1,824.77	14,000.00	12,175.23	13.03
5700. Mileage Expense	951.73	2,646.59	6,227.00	3,580.41	42.50
5701. Hotel, Meals, Incidentals	714.08	1,618.64	3,000.00	1,381.36	53.95
5705. Annual Meeting	3,064.44	3,814.44	0.00	(3,814.44)	0.00
5720. Salary	9,782.20	54,462.09	274,553.86	220,091.77	19.84
5721. 401K	235.28	1,087.02	45,542.00	44,454.98	2.39
5722. FICA	600.82	3,616.98	10,351.00	6,734.02	34.94
5724. Health Insurance	1,474.10	7,087.31	0.00	(7,087.31)	0.00
5725. Dental Insurance	69.04	394.15	0.00	(394.15)	0.00
5726. Retirement	592.13	2,735.71	12,387.00	9,651.29	22.09
5736. Unemployment Benefits	1.03	119.20	0.00	(119.20)	0.00
5749. Legal Fees	280.00	280.00	10,000.00	9,720.00	2.80
5751. Audit	0.00	151.58	203.00	51.42	74.67
5752. Rent	6,783.00	16,937.50	41,058.00	24,120.50	41.25
5754. Equipment Lease	589.61	2,948.05	8,000.00	5,051.95	36.85
5757. Insurance & Bonding	0.00	8,259.39	10,000.00	1,740.61	82.59
5758. Postage	293.20	360.15	1,050.00	689.85	34.30
5759. Printing/Publication	0.00	0.00	1,000.00	1,000.00	0.00 32.35
5760. Telephone, Cell Service	225.01	1,099.80	3,400.00	2,300.20	32.35 26.73
5761. Utilities	729.82	3,675.79	13,752.00	10,076.21	20.73 18.13
5768. Broadband	148.45	816.00	4,500.00	3,684.00 995.80	0.42
5769. Computer Related Purchase	4.20	4.20	1,000.00	538.56	74.35
5770. Office Supplies 5771. IT System Administration	1,039.75	1,561.44	2,100.00 21,400.00	14,444.39	32.50
	1,411.53	6,955.61	17,000.00	15,823.00	6.92
5772. Dues & Subscriptions 5773. Cleaning Services	1,127.00 816.00	1,177.00 1,824.00	3,600.00	1,776.00	50.67
	0.00	0.00	500.00	500.00	0.00
5774. Advertising 5775. Maintenance & Repairs	50.00	1,163.86	5,000.00	3,836.14	23.28
5776. Administration Website	0.00	0.00	500.00	500.00	0.00
	(1,541.45)	(1,238.41)	1,800.00	3,038.41	(68.80)
5778. Copier Costs/Paper 5779. Bank Charges	(1,541.45)	374.76	1,000.00	625.24	37.48
5779. bank Charges 5780. Payroll Exp	363.40	1,806,57	6,000.00	4.193.43	30.11
5781. Employment Screening	195.00	195.00	1,000.00	805.00	19.50
5899. Indirect Cost	(25,281.66)	(119,499.31)	(300,119.00)	(180,619.69)	(39.82)
Total Expenses	9,449.44	13,313.13	237,498.86	224,185.73	5.61
Excess Revenue Over (Under) Expenditures	(7,801.35)	159,829.99	0.00	159,829.99	0.00

Run: 1/09/2018 at 11:37 AM Financial Statement of Activity Eastern Carolina Council of Governments For 11/30/2017

003	M-T-D Actual	Y-T-D Actual	Annual Budget	Budget Remaining	Percent Used
Revenues					.1
4701. Federal Revenue	432,911.80	1,558,195.73	2,954,475.88	(1,396,280.15)	52.74
4702. State Revenue	0.00	23,829.00	2,505,989.00	(2,482,160.00)	0.95
4711. MIS Revenue	86.25	777.90	4,500.00	(3,722.10)	17.29
4713. Local Revenue	0.00	54,565.00	54,566.00	(1.00)	100.00
4714. In-Kind Revenue	1,159.62	2,459.62	7,390.00	(4,930.38)	33.28
4717. ECC Match	0.00	85.65	159,722.00	(159,636.35)	0.05
Total Revenues	434,157.67	1,639,912.90	5,686,642.88	(4,046,729.98)	28.84
Expenses					
5456. Match Cash & Inkind	1,159.62	2,459.62	7,390.00	4,930.38	33.28
5460. MIS Fee	0.00	1,169.85	4,500.00	3,330.15	26.00
5500. Advisory Council	0.00	668.97	2,974.00	2,305.03	22.49
5502. Training	60.15	4,713.44	10,873.70	6,160.26	43.35
5510. Program Services	2,124.51	5,534.81	61,107.00	55,572.19	9.06
5700. Mileage Expense	3,407.17	18,320.65	50,026.00	31,705.35	36.62
5701. Hotel, Meals, Incidentals	3,314.35	9,082.68	18,222.00	9,139.32	49.84
5720. Salary	46,961.01	214,473.22	657,646.18	443,172.96	32.61
5721. 401K	1,063.28	4,812.18	87,225.01	82,412.83	5.52
5722. FICA	3,567.95	16,282.22	31,312.00	15,029.78	52.00
5724. Health Insurance	7,157.77	34,146.60	15,996.00	(18,150.60)	213.47
5725. Dental Insurance	341.96	1,592.35	755.00	(837.35)	210.91
5726. Retirement	2,675.94	12,110.59	28,939.00	16,828.41	41.85
5736. Unemployment Benefits	83.92	495.27	495.00	(0.27)	100.05
5750. Consultant	0.00	4,141.26	237,000.00	232,858.74	1.75
5751. Audit	0.00	25,348.42	33,797.00	8,448.58	75.00
5752. Rent	240.00	620.00	1,500.00	880.00	41.33
5758. Postage	19.68	160.80	2,921.00	2,760.20	5.50
5759. Printing/Publication	0.00	0.00	3,809.00	3,809.00	0.00
5760. Telephone, Cell Service	1,507.46	6,985.73	21,394.00	14,408.27	32.65
5768. Broadband	890.65	4,379.04	11,930.00	7,550.96	36.71
5769. Computer Related Purchase	8.42	7,010.41	8,851.99	1,841.58	79.20
5770. Office Supplies	548.33	2,760.85	15,184.00	12,423.15	18.18
5771. IT System Administration	2,320.30	13,101.94	31,800.00	18,698.06	41.20
5772. Dues & Subscriptions	0.00	2,745.00	3,601.00	856.00	76.23
5774. Advertising	14.00	15,578.98	3,268.00	(12,310.98)	476.71
5775. Maintenance & Repairs	0.00	0.00	3,000.00	3,000.00	0.00
5778. Copier Costs/Paper	275.01	1,595.20	4,040.00	2,444.80	39.49
5781. Employment Screening	0.00	95.18	0.00	(95.18)	0.00
5844. 844 ECC CAREGIVER VOUCHERS	500.00	500.00	0.00	(500.00)	0.00
5899. Indirect Cost	25,281.66	119,499.31	309,735.00	190,235.69	38.58
6200. HCCBG HCCBG PASS-THRU FUNDS	363,271.00	1,290,716.00	3,738,832.00	2,448,116.00	34.52
6300. Pass thru	0.00	15,252.00	0.00	(15,252.00)	0.00
6600. LEGAL AIDE	0.00	15,601.00	21,716.00	6,115.00	71.84
6700. Sr. Center Gen Purpose	0.00	0.00	122,203.00	122,203.00	0.00
6900. FCSP	0.00	10,010.00	134,600.00	124,590.00	7.44
Total Expenses	466,794.14	1,861,963.57	5,686,642.88	3,824,679.31	32.74
Excess Revenue Over (Under) Expenditures				(222.050.67)	0.00
Expenditures	(32,636.47)	(222,050.67)	0.00	(222,050.67)	0.00

Run: 1/09/2018 at 11:35 AM Financial Statement of Activity
Eastern Carolina Council of Governments
For 12/31/2017

001	M-T-D Actual	Y-T-D Actual	Annual Budget	Budget Remaining	Percent Used
Revenues					
4703. Other Revenue	440.00	13,433.09	205,595.86	(192,162.77)	6.53
4713, Local Revenue	0.00	160,150.03	161,168.00	(1,017.97)	99.37
4717. ECC Match	0.00	0.00	(129,265.00)	129,265.00	0.00
Total Revenues	440.00	173,583.12	237,498.86	(63,915.74)	73.09
Expenses					
5455. Board Travel	0.00	0.00	500.00	500.00	0.00
5457. Board Meeting	68.96	697.21	4,500.00	3,802.79	15.49
5465. President Allowance	150.00	900.00	1,800.00	900.00	50.00
5466. Administration Misc Exp	0.00	3,675.00	10,894.00	7,219.00	33.73
5502. Training	4,649.78	6,474.55	14,000.00	7,525.45	46.25
5700. Mileage Expense	888.65	3,535.24	6,227.00	2,691.76	56.77
5701. Hotel, Meals, Incidentals	267.12	1,885.76	3,000.00	1,114.24	62.86
5705. Annual Meeting	0.00	3,814.44	0.00	(3,814.44)	0.00
5720. Salary	25,032.23	79,494.32	274,553.86	195,059.54	28.95
5721. 401K	361.59	1,448.61	45,542.00	44,093.39	3.18
5722. FICA	1,737.09	5,354.07	10,351.00	4,996.93	51.73
5724. Health Insurance	4,688.28	11,775.59	0.00	(11,775.59)	0.00
5725. Dental Insurance	209.01	603.16	0.00	(603.16)	0.00
5726. Retirement	1,301.95	4,037.66	12,387.00	8,349.34	32.60
5736. Unemployment Benefits	60.67	179.87	0.00	(179.87)	0.00
5749. Legal Fees	0.00	280.00	10,000.00	9,720.00	2.80
5751. Audit	50.53	202.11	203.00	0.89	99.56
5752. Rent	3,391.50	20,329.00	41,058.00	20,729.00	49.51
5754. Equipment Lease	589.61	3,537.66	8,000.00	4,462.34	44.22
5757. Insurance & Bonding	36.84	8,296.23	10,000.00	1,703.77	82.96
5758. Postage	(12.76)	347.39	1,050.00	702.61	33.08
5759. Printing/Publication	0.00	0.00	1,000.00	1,000.00	0.00
5760. Telephone, Cell Service	378.13	1,477.93	3,400.00	1,922.07	43.47
5761. Utilities	(1,300.50)	2,375.29	13,752.00	11,376.71	17.27
5768. Broadband	222.67	1,038.67	4,500.00	3,461.33	23.08
5769. Computer Related Purchase	2,305.00	2,309.20	1,000.00	(1,309.20)	230.92
5770. Office Supplies	777.97	2,339.41	2,100.00	(239.41)	111.40
5771. IT System Administration	611.77	7,567.38	21,400.00	13,832.62	35.36
5772. Dues & Subscriptions	75.00	1,252.00	17,000.00	15,748.00	7.36
5773. Cleaning Services	408.00	2,232,00	3,600.00	1,368.00	62.00
5774. Advertising	494.95	494.95	500.00	5.05	98.99
5775. Maintenance & Repairs	1,026.22	2,190.08	5,000.00	2,809.92	43.80
5776. Administration Website	0.00	0.00	500.00	500.00	0.00
5778. Copier Costs/Paper	337.39	(901.02)	1,800.00	2,701.02	(50.06)
5779. Bank Charges	42,47	417.23	1,000.00	582.77	41.72
5780. Payroll Exp	668.60	2,475.17	6,000.00	3,524.83	41.25
5781. Employment Screening	106.11	301.11	1,000.00	698.89	30.11
5899. Indirect Cost	(21,903.67)	(141,402.98)	(300,119.00)	(158,716.02)	(47.12)
Total Expenses	27,721.16	41,034.29	237,498.86	196,464.57	17.28
Excess Revenue Over (Under) Expenditures	(27,281.16)	132,548.83	0.00	132,548.83	0.00

Run: 1/09/2018 at 11:35 AM Eastern Caroli

Financial Statement of Activity Eastern Carolina Council of Governments For 12/31/2017

003	M-T-D Actual	Y-T-D Actual	Annual Budget	Budget Remaining	Percent Used
Revenues					
4701. Federal Revenue	476,164.41	2,034,360.14	2,954,475.88	(920,115.74)	68.86
4702. State Revenue	39,760.00	63,589.00	2,505,989.00	(2,442,400.00)	2.54
4711. MIS Revenue	1,191.90	1,969.80	4,500.00	(2,530.20)	43.77
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_	85.65	159,722.00	(159,636.35)	0.05
Total Revenues	517,116.31	2,157,029.21	5,686,642.88	(3,529,613.67)	37.93
Expenses					
5456. Match Cash & Inkind	0.00	2,459.62	7,390.00	4,930.38	33.28
5460. MIS Fee	816.30	1,986.15	4,500.00	2,513.85	44.14
5500. Advisory Council	0.00	668.97	2,974.00	2,305.03	22.49
5502. Training	10.00	4,723.44	10,873.70	6,150.26	43.44
5510. Program Services	1,428.46	6,963.27	61,107.00	54,143.73	11.40
5700. Mileage Expense	2,654.27	20,974.92	50,026.00	29,051.08	41.93
5701. Hotel, Meals, Incidentals	774.92	9,857.60	18,222.00	8,364.40	54.10
5720. Salary	59,720.92	274,194.14	657,646.18	383,452.04	41.69
5721. 401K	937.30	5,749.48	87,225.01	81,475.53	6.59
5722. FICA	4,401.80	20,684.02	31,312.00	10,627.98	66.06
5724. Health Insurance	11,863.21	46,009.81	15,996.00 755.00	(30,013.81) (1,484.59)	287.63 296.63
5725. Dental Insurance 5726. Retirement	647.24	2,239.59		12,763.26	55.90
5736. Unemployment Benefits	4,065.15 217.74	16,175.74 713.01	28,939.00 495.00	(218.01)	144.04
5750. Consultant	0.00	4,141.26	237,000.00	232,858.74	1.75
5750. Constitution	8,449.47	4,141.26 33,797.89	33,797.00	,	100.00
5751. Addit 5752. Rent	120.00	740.00	1,500.00	(0.89) 760.00	49.33
5758. Postage	24.00	184.80	2,921.00	2,736.20	6.33
5759. Printing/Publication	0.00	0.00	3,809.00	3,809.00	0.00
5760. Telephone, Cell Service	1,386.95	8,372.68	21,394.00	13,021.32	39.14
5768. Broadband	816.43	5,195.47	11,930.00	6,734.53	43.55
5769. Computer Related Purchase	9.44	7,019.85	8,851.99	1,832.14	79.30
5770. Office Supplies	404.05	3,164.90	15,184.00	12,019.10	20.84
5771. IT System Administration	47.50	13,149.44	31,800.00	18,650.56	41.35
5772. Dues & Subscriptions	125.00	2,870.00	3,601.00	731.00	79.70
5774. Advertising	0.00	15,578.98	3,268.00	(12,310.98)	476.71
5775. Maintenance & Repairs	0.00	0.00	3,000.00	3,000.00	0.00
5778. Copier Costs/Paper	0.00	1,595.20	4,040.00	2,444.80	39.49
5781. Employment Screening	0.00	95.18	0.00	(95.18)	0.00
5844. 844 ECC CAREGIVER VOUCHERS	0.00	500.00	0.00	(500.00)	0.00
5899. Indirect Cost	21,903.67	141,402.98	309,735.00	168,332.02	45.65
6200. HCCBG HCCBG PASS-THRU FUNDS	330,886.00	1,621,602.00	3,738,832.00	2,117,230.00	43.37
6300. Pass thru	0.00	15,252.00	0.00	(15,252.00)	0.00
6600. LEGAL AIDE	6,113.00	21,714.00	21,716.00	2.00	99.99
6700. Sr. Center Gen Purpose	23,767.00	23,767.00	122,203.00	98,436.00	19.45
6800. III-D	5,398.00	5,398.00	0.00	(5,398.00)	0.00
6900. FCSP	17,920.00	27,930.00	134,600.00	106,670.00	20.75
Total Expenses	504,907.82	2,366,871.39	5,686,642.88	3,319,771.49	41.62
Excess Revenue Over (Under) Expenditures	12,208.49	(209,842.18)	0.00	(209,842.18)	0.00

5. Budget Amendment



Phone: 252.638.3185 ext. 3028 • Fax: 252.638.3187 • Email: jmiller@eccog.org

MEMORANDUM

Date: January 11, 2018

To: ECC General Membership Board

From: Jenny Miller, Finance Director

RE: Budget Amendment 2– FY 17/18

We are requesting approval for the above mentioned budget revision as follows:

Special Fund (003)

- 1. \$225,000 Increase NC DPS awarded ECC the grant for Intermediary Agency for Craven-Pamlico Re-Entry Council
- 2. \$21,104 Increase NC DEQ (Dept. of Environmental Quality) awarded ECC the water quality planning grant (205j) for the Town of Pine Knoll Shores Watershed Restoration Plan

General Fund (001)

3. \$33,750 Increase – NC DPS awarded ECC the grant for Intermediary Agency for Craven-Pamlico Re-Entry Council (this is the Administration portion of the grant)



Budget Ordinance FY 17-18

	FY 17-18						
		ADOPTED			AMENDED		
		BUDGET	Sept 14, 2017	Jan 11, 2018	BUDGET		
		FY 17-18	BA #1_	BA #2	FY 17-18		
REVENUES AN	TICIPATED						
4704	EEDERAL (AAA E. inneredal E	F 400 440	(0.400.440)	15.014	3,110,715		
4701		5,196,143	(2,100,442)	15,014			
4702		48,263	2,079,641	225,000	2,352,904		
4703		116,241	55,605	33,750	205,596		
4711		4,500	0	0	4,500		
4713		209,762	11,052	0	220,814		
4714	IN KIND REVENUE	0	4,118	6,090	10,208		
		0	0	0	0		
4712	APPROPRIATED FUND BALANCE	16,666	2,739	0	19,405		
4717	ECC MATCH TRANSFERS (EDA & AGING)	0	0	0	0		
	TOTAL REVENUES	5,591,575	52,713	279,854	5,924,142		
	10/12/12/12/12						
EVDENIDITI IDE	S BY DEPARTMENT			2			
EXPENDITORES	S DI DEPARTIMENT			1			
	GENERAL GOVERNMENT:			i i			
	GENERAL GOVERNMENT.						
400	ADMINISTRATION	31,903	0	0	31,903		
			14,842	0	94,193		
406-418		79,351		511			
419-428		26,890	40,763	0	67,653		
402 & 454		0	0	33,750	33,750		
490-499	AGING T/A	10,000	0	0	10,000		
	SPECIAL FUND:						
	TRANSPORTATION:						
300		132,968	0	0	132,968		
350		139,868	0	0	139,868		
550	DOWN LACTAL O	100,000			,		
	PUBLIC SAFETY:						
and the second		0	0	225,000	225,000		
402	CRAVEN PAMLICO RE-ENTRY	U		225,000	223,000		
				-			
	ECONOMIC & COMMUNITY DEVELOPMENT:						
710		83,333	30,607	0	113,940		
708 & 712	ECONOMIC DEV PLANNING & ADMIN	105,000	27,630	0	132,630		
	ENVIRONMENTAL PROTECTION						
614	205J WALLACE	30,999	(6,915)	0	24,084		
615	205J BEAUFORT	0	0	0	0		
616	205J NEWPORT	0	0	21,104	21,104		
010				= 11.4.			
	HUMAN SERVICES:						
		311,033	0	0	311,033		
500	TITLE III PLANNING & ADMINISTRATION		0	0	60,000		
512	COMMUNITY RESOURCE CENTER (CRC-LCA)	60,000					
520	OMBUDSMAN	162,379	0	0	162,379		
530		48,263	0	0	48,263		
11-857 & 920		269,790	0	0	269,790		
540	ELDER ABUSE TRAINING	10,210	0	0	10,210		
901/908/925	TITLE III, HCCBG PASS THRU	4,009,588	(86,113)	0	3,923,475		
915	TITLE III-D HEALTH PROMOTION	0	0	0	0		
906	LEGAL AID	0	0	0	0		
502	MIPPA	0	31,899	0	31,899		
503	MIPPA-CRAVEN	0	01,000	0	0 1,000		
513	III D SURPLUS	0	0	0	0		
550	MFP	80,000	0	0	80,000		
550							
557	CLUID CDAVEN			/1	- 11		
	SHIIP-CRAVEN Total Expenditures	5,591,575	52,713	279,854	5,924,142		

8. Executive Director Report

- Working with the City of New Bern and Craven County on finalizing plans for Project Volt Workforce Development Center. The final drawings have been submitted to ECC office and will soon be submitted to Atlanta EDA for their final review
- Have submitted a final draft of the Morehead City Parks and Recreation Master Plan to Craig Lands Morehead City Parks and recreation Director. Next step is to set up public input meetings on the plan and the site specific plan for Kathyrn Davis Park
- We are working with James Sprunt Community College to complete an EDA application for a Health Services facility on campus.
- Met with Spirit AeroSystems, Lenior Community College and Kinston Global Transpark CEO to discuss the feasibility of an EDA grant to expand the colleges training presence within the global trans-park in conjunction with the announced 77 million dollar private investment that Spirit has recently committed to.
- ECC has been assisting Richard Allyn with got Live Eels to diversify his eel product and produce an on site smoked eel product. Plant is located in Jones County.
- Significant progress has been made with the Craven Pamlico re-entry council. ECC was awarded a multi-year grant to serve as the agencies fiscal agent. The council has office space and is now in the process of hiring staff to gets its services out to a population that is currently in need of them.
- Have completed the Comprehensive Economic Development Strategy and such has been approved by EDA.
- Working with NCLM on Storm readiness for local governments. ECC will be hosting a
 meeting on the 26th of this month in partnership with the league on how communities can
 improve their readiness rating(s) and otherwise make themselves more resilient to future
 natural disasters.
- ECC will be assisting local governments with the upcoming Census County and recently hosted a meeting. Almost all counties in our region and dozens of municipalities are participating in the LUCA update which stands for Local Update Census Address. ECC will be helping our communities that request assistance with this process.
- The ECC has been awarded a three year planning grant to continue to operate as the regional EDA Economic Development District.