



Eastern Carolina Council

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 8th 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 11st and the final field work commencing the week of August 20th.

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 7th, 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 14th, 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 5th 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.

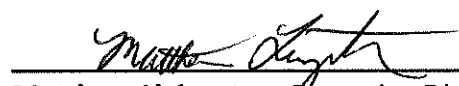
15. Adjournment

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

Respectfully Submitted,



Shane Turney, President



Matthew Livingston, Executive Director