



Eastern Carolina Council

MEMORANDUM

March 8, 2018

TO: ECC Executive Committee Board Members

FROM: Shane Turney, President

RE: Executive Committee Board Agenda Packet

Please make plans to attend the Eastern Carolina Council **Executive Committee Board** meeting to be held on **Thursday, March 8, 2018** at the Eastern Carolina Council offices, 233 Middle Street, *Second Floor Conference Room*, OMarks Building, New Bern, NC.

Complimentary dinner will commence at 6:00 p.m. The meeting will commence promptly at 6:30 p.m.

Board Members are welcome to view the check register, 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 at 252.638.3185 x 3005 or mlivingston@eccog.org. Please contact to schedule.

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

We look forward to seeing you there.



Eastern Carolina Council

DIRECTIONS

233 Middle Street, New Bern, NC 28563

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

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 O'Marks 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 where the downtown post office is located.

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 O'Marks 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 O'Marks Building:

Enter the building via the walkway on the far left side (as you look at the rear of the O'Marks 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.



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

AGENDA

1. **Welcome, Invocation, and Call to Order** - *Shane Turney, President*
2. **Adopt Agenda** - *Shane Turney, President*
3. **Consent Agenda** - *Shane Turney, President*
 - a. Executive Committee Board Meeting Minutes – November 9, 2017
 - b. Financial Statement
4. **Budget and Audit Committee Report** - *Edward Riggs, Treasurer*
5. **Audit Contract for FY 18/19** – *Jenny Miller, Finance Director and Lou Cannon, RSM*
6. **Resolution to become member of the Municipal Insurance Trust of North Carolina** – *Jenny Miller, Finance Director*
7. **Record Retention and Disposition Schedule** – *Jenny Miller, Finance Director*
8. **New Member** – *Matthew Livingston, Executive Director*

The following local government has paid the full ECC dues and seek approval for membership: Town of Snow Hill
9. **Staff Request** - *Matthew Livingston, Executive Director*

Request for increased compensation due to new credentials
10. **Personnel Policy Pay and Classification Plan Report** – *Matthew Livingston, Executive Director*
11. **ECC Legislative Lunch and Learn Event Update** - *Matthew Livingston, Executive Director*
12. **Visioning Session** – *Patrick Flanagan, Planning Director*
13. **Executive Director Report** - *Matthew Livingston, Executive Director*
14. **Member Comments**
15. **Adjournment**

3. Consent Agenda

a. Minutes – November 9, 20107



Executive Committee Board Meeting

6:30 p.m. - Thursday, November 9, 2017

Second Floor Conference Room

233 Middle Street, New Bern, NC

Minutes

Executive Committee Members in Attendance:

Jay Bender	Bennie Heath
Roland Best	Pat Prescott
Woody Brinson	Edward Riggs
Robert Cavanaugh	Arthur Robinson
Scott Dacey	Shane Turney

General Board Members in Attendance

Clarkson Edwards	Lisa Moore
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ECC Staff in Attendance:

Matt Livingston	Leighann Morgan
Jenny Miller	Patrick Flanagan
David Rosado	

Guests in Attendance:

Don Kirkman, Carteret County Economic Development	Sarah – Kate Willis, RSM
Lou Cannon, RSM	Knox Proctor

- 1. Welcome, Invocation, and Call to Order** – The meeting was called to order by President Shane Turney at 6:43 p.m. Arthur Robinson offered the invocation
- 2. Adopt Agenda** - *Shane Turney, President*
Pat Prescott motioned to adopt the agenda, seconded by Edward Riggs, motion carried unanimously.
- 3. Consent Agenda** - *Shane Turney, President*
 - General Membership Board Minutes—September 14, 2017
 - Financial Statement*Benny Heath motioned to approve the consent agenda, seconded by Bob Cavanaugh, motioned carried unanimously.*
- 4. Audit Presentation** - Lou Cannon, RSM, presented a presentation on the audit findings, covering the audit standards, stating a clean unmodified outcome and clean on compliance and opinions. There were 2 material quantitative weakness that have been fixed since the report a

management control has been placed to prevent occurrence happening again.

5. **Budget and Audit Committee Report** - Edward Riggs, Treasurer, reported that the Budget & Audit Committee met on Thursday, November 9th at 5:00 p.m. During that meeting, they had the same presentation from Lou Cannon.
6. **50th Anniversary Celebration Update** - Jenny Miller, Finance Director, reported the 50th Anniversary Celebration at the Pine Knoll Shores Aquarium was a success and if anyone has any pictures please feel to share.
7. **Comprehensive Economic Development Strategy Status Report** - Matt Livingston, Executive Director, gave a presentation of the CEDS update. The next meeting will be November 15th to finalize the draft with the Regions Managers and Economic Developers, before the deadline of December 1st.
Bob Cavanaugh motioned to approve the CEDS Draft, seconded by Jay Bender, motioned carried unanimously
8. **Executive Director Report** - Matt Livingston, Executive Director, reported that the School of Government is helping the COGS to be more effective with future goals. ECC will hold a informal vision session February 8th, 2018, to create a new vision and mission statement and establish the organizations core values.
9. **Member Comments**
Clarkson Edwards stated that he was impressed with Chad Davis, ECC Community Planner, with his work in Pine Knoll Shores and the help from Patrick Flanagan with a grant for sidewalks.
Pat Prescott thanked Jenny Miller for a clean audit.

10. Adjournment

Roland Best motioned to adjourn the meeting, seconded by Pat Prescott, meeting adjourned.

Respectfully Submitted,

Shane Turney, President

Matthew Livingston, Executive Director

3. Consent Agenda

b. Financial Statements

Financial Statement of Activity
Eastern Carolina Council of Governments
For 1/31/2018

001	M-T-D Actual	Y-T-D Actual	Annual Budget	Budget Remaining	Percent Used
Revenues					
4703. Other Revenue	22,049.86	35,482.95	205,595.86	(170,112.91)	17.26
4713. Local Revenue	0.00	160,150.03	161,168.00	(1,017.97)	99.37
4717. ECC Match	0.00	0.00	(129,885.00)	129,885.00	0.00
Total Revenues	<u>22,049.86</u>	<u>195,632.98</u>	<u>236,878.86</u>	<u>(41,245.88)</u>	<u>82.59</u>
Expenses					
5457. Board Meeting	505.00	1,202.21	3,879.27	2,677.06	30.99
5465. President Allowance	150.00	1,050.00	1,800.00	750.00	58.33
5466. Administration Misc Exp	0.00	3,675.00	3,675.00	0.00	100.00
5502. Training	1,000.02	7,285.55	13,788.69	6,503.14	52.84
5700. Mileage Expense	541.61	4,076.85	5,638.07	1,561.22	72.31
5701. Hotel, Meals, Incidentals	355.10	2,240.86	3,098.58	857.72	72.32
5705. Annual Meeting	0.00	3,814.44	3,814.44	0.00	100.00
5720. Salary	11,601.09	91,095.41	251,620.32	160,524.91	36.20
5721. 401K	439.86	1,888.47	31,980.40	30,091.93	5.91
5722. FICA	850.07	6,217.94	12,338.93	6,120.99	50.39
5724. Health Insurance	1,649.18	12,462.45	18,300.30	5,837.85	68.10
5725. Dental Insurance	80.69	637.49	1,267.93	630.44	50.28
5726. Retirement	715.03	4,752.69	11,935.29	7,182.60	39.82
5736. Unemployment Benefits	78.89	258.76	793.38	534.62	32.61
5749. Legal Fees	225.00	505.00	10,000.00	9,495.00	5.05
5750. Consultant	2,520.00	2,520.00	5,900.00	3,380.00	42.71
5751. Audit	0.00	202.11	203.00	0.89	99.56
5752. Rent	3,391.50	23,720.50	42,558.00	18,837.50	55.74
5754. Equipment Lease	589.61	4,127.27	8,000.00	3,872.73	51.59
5757. Insurance & Bonding	0.00	8,296.23	10,000.00	1,703.77	82.96
5758. Postage	(22.77)	324.62	1,093.75	769.13	29.68
5759. Printing/Publication	0.00	0.00	1,000.00	1,000.00	0.00
5760. Telephone, Cell Service	229.79	1,707.72	3,400.00	1,692.28	50.23
5761. Utilities	742.88	3,118.17	13,752.00	10,633.83	22.67
5768. Broadband	325.61	1,364.28	4,500.00	3,135.72	30.32
5769. Computer Related Purchase	5.23	2,314.43	3,269.41	954.98	70.79
5770. Office Supplies	255.53	2,388.09	3,373.01	984.92	70.80
5771. IT System Administration	3,164.29	10,731.67	21,400.00	10,668.33	50.15
5772. Dues & Subscriptions	442.00	1,619.00	16,747.00	15,128.00	9.67
5773. Cleaning Services	408.00	2,640.00	3,600.00	960.00	73.33
5774. Advertising	0.00	494.95	994.95	500.00	49.75
5775. Maintenance & Repairs	50.00	2,240.08	5,426.22	3,186.14	41.28
5776. Administration Website	0.00	0.00	500.00	500.00	0.00
5778. Copier Costs/Paper	(667.82)	(1,568.84)	1,892.18	3,461.02	(82.91)
5779. Bank Charges	42.47	459.70	1,000.00	540.30	45.97
5780. Payroll Exp	101.15	2,576.32	6,265.03	3,688.71	41.12
5781. Employment Screening	50.00	351.11	1,050.00	698.89	33.44
5899. Indirect Cost	(22,934.60)	(175,817.25)	(292,976.29)	(117,159.04)	(60.01)
Total Expenses	<u>6,884.41</u>	<u>34,973.28</u>	<u>236,878.86</u>	<u>201,905.58</u>	<u>14.76</u>
Excess Revenue Over (Under) Expenditures	<u>15,165.45</u>	<u>160,659.70</u>	<u>0.00</u>	<u>160,659.70</u>	<u>0.00</u>

Financial Statement of Activity
Eastern Carolina Council of Governments
For 1/31/2018

003	M-T-D Actual	Y-T-D Actual	Annual Budget	Budget Remaining	Percent Used
Revenues					
4701. Federal Revenue	434,855.00	2,469,215.14	2,954,475.88	(485,260.74)	83.58
4702. State Revenue	17,699.00	81,288.00	2,505,989.00	(2,424,701.00)	3.24
4711. MIS Revenue	279.75	2,249.55	4,500.00	(2,250.45)	49.99
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	2,739.00	2,824.65	160,342.00	(157,517.35)	1.76
Total Revenues	455,572.75	2,612,601.96	5,687,262.88	(3,074,660.92)	45.94
Expenses					
5456. Match Cash & Inkind	0.00	2,459.62	7,390.00	4,930.38	33.28
5460. MIS Fee	391.05	2,377.20	4,500.00	2,122.80	52.83
5500. Advisory Council	127.33	796.30	2,574.00	1,777.70	30.94
5502. Training	4,191.18	8,914.62	10,290.53	1,375.91	86.63
5510. Program Services	4,048.84	11,012.11	57,013.16	46,001.05	19.32
5700. Mileage Expense	3,141.38	24,116.30	44,820.20	20,703.90	53.81
5701. Hotel, Meals, Incidentals	3,029.66	12,887.26	20,431.87	7,544.61	63.07
5705. Annual Meeting	500.00	500.00	500.00	0.00	100.00
5720. Salary	41,712.00	315,906.14	601,335.58	285,429.44	52.53
5721. 401K	1,344.40	7,093.88	57,581.15	50,487.27	12.32
5722. FICA	3,056.00	23,812.16	37,283.80	13,471.64	63.87
5724. Health Insurance	6,642.77	50,011.26	62,942.85	12,931.59	79.46
5725. Dental Insurance	347.43	2,410.82	3,656.02	1,245.20	65.94
5726. Retirement	1,677.16	17,852.90	31,615.24	13,762.34	56.47
5736. Unemployment Benefits	283.63	996.64	2,136.43	1,139.79	46.65
5750. Consultant	0.00	4,141.26	241,141.26	237,000.00	1.72
5751. Audit	0.00	33,797.89	33,797.89	0.00	100.00
5752. Rent	120.00	860.00	1,710.00	850.00	50.29
5758. Postage	42.17	226.97	1,731.00	1,504.03	13.11
5759. Printing/Publication	688.23	688.23	688.23	0.00	100.00
5760. Telephone, Cell Service	1,491.92	9,864.60	21,368.73	11,504.13	46.16
5768. Broadband	2,713.55	7,909.02	14,373.22	6,464.20	55.03
5769. Computer Related Purchase	340.84	7,360.69	7,422.65	61.96	99.17
5770. Office Supplies	114.01	3,278.91	12,650.22	9,371.31	25.92
5771. IT System Administration	4,697.40	17,846.84	33,062.49	15,215.65	53.98
5772. Dues & Subscriptions	3,885.00	6,755.00	7,130.00	375.00	94.74
5774. Advertising	0.00	15,578.98	17,644.49	2,065.51	88.29
5778. Copier Costs/Paper	667.82	2,263.02	4,642.31	2,379.29	48.75
5781. Employment Screening	0.00	95.18	0.00	(95.18)	0.00
5844. 844 ECC CAREGIVER VOUCHERS	0.00	500.00	500.00	0.00	100.00
5899. Indirect Cost	22,934.60	175,817.25	318,309.56	142,492.31	55.23
6200. HCCBG HCCBG PASS-THRU FUNDS	340,698.00	1,962,300.00	3,738,832.00	1,776,532.00	52.48
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	11,626.00	35,393.00	83,867.00	48,474.00	42.20
6800. III-D	4,734.00	10,132.00	32,753.00	22,621.00	30.93
6900. FCSP	6,731.00	34,661.00	134,600.00	99,939.00	25.75
Total Expenses	471,977.37	2,847,583.05	5,687,262.88	2,839,679.83	50.07
Excess Revenue Over (Under) Expenditures	(16,404.62)	(234,981.09)	0.00	(234,981.09)	0.00

**6. Resolution to become member
of Municipal Insurance Trust
of North Carolina**

Governing Body Resolution
of the
Eastern Carolina Council of Government

WHEREAS, certain municipalities and other units of local government of the State of North Carolina, as defined in G.S. 160A-460(2), have agreed to create the MUNICIPAL INSURANCE TRUST OF NORTH CAROLINA and have agreed to pool the risks associated with the provision of benefits for their designated benefit plan participants pursuant to, and to be governed by, the provisions of North Carolina General Statutes 160A-460 *et seq.* (Part 1 of Article 20 of Chapter 160A);

NOW, THEREFORE, BE IT RESOLVED that the above named unit of local government elects to become a member of the MUNICIPAL INSURANCE TRUST OF NORTH CAROLINA upon the terms and conditions stated in the "Interlocal Agreement for a Group Self-Insurance Pool For Benefit Risk Sharing," with such future policy renewals constituting a continuing ratification of this decision to be a member of the Trust and abide by the terms and conditions of the Interlocal Agreement.

NOW, THEREFORE, BE IT FURTHER RESOLVED that the duly authorized officials of the above named unit of local government are directed to execute in the name of said unit the "Interlocal Agreement for a Group Self-Insurance Pool For Benefit Risk Sharing," a copy of which is attached to and made a part of this Resolution.

I certify that this is a true and correct copy of this Resolution, duly adopted by the governing body on the 8th day of March, 2018, as it appears of record in its official minutes.

Eastern Carolina Council of Government
(Name of Unit of Local Government)

By: _____
(Board Chair)

ATTEST: _____
(Clerk, or Secretary to the Board)

(SEAL)

7. Record Retention and Disposition Schedule

Issued By:
NC Department of Cultural Resources
Division of historical Resources
Archives and Records Section
Government Records Branch
April 15, 2008

**Regional Councils
Record Retention and Disposition Schedule**

The records retention and disposition schedule and retention periods governing the records series listed herein are hereby approved. In accordance with the provisions of Chapters 121 and 132 of the *General Statutes of North Carolina*, it is agreed that the records do not and will not have further use or value for official business, research, or reference purposes after the respective retention periods specified herein and are authorized to be destroyed or otherwise disposed of by the agency or official having custody of them without further reference to or approval of either party to this agreement. It is further agreed that these records may not be destroyed prior to the time periods stated; however, for sufficient reason they may be retained for longer periods. This schedule is to remain in effect from the date of approval until it is reviewed and updated.

Recommend Approval by Governing Board on: _____

9. Staff Request

Planning Director Patrick Flanagan is requesting a 5% increase retroactive to November 8, 2017 for Community Planner, Chad Davis, to acknowledge the achievement of obtaining an American Institute of Certified Planners (AICP) designation. This designation benefits ECC in that it is recognized and expected credential for planning consultant and puts us on equal footing when competing with consultants for projects. Mr. Davis spent his own time and money preparing for and taking the examination on November 7, 2017. Mr. Davis' current salary is \$48,434 and will be increased to \$50,855.70.

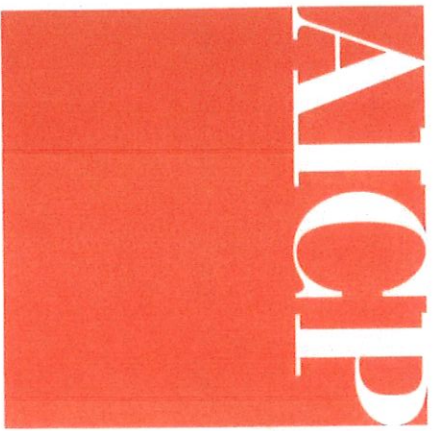
The 5% increase and retroactive request are both equivalent to the precedent we set in 2016 for a previous employee who received the same designation and is no longer employed with ECC.

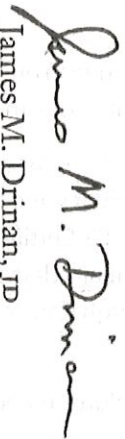
This certificate hereby qualifies


Charles Davis, AICP

as a member with all the benefits of a Certified Planner and a commitment to the AICP Code of Ethics and Professional Conduct.

Certified Planner Number: 30472




James M. Drinan, JD
Executive Director


Glenn E. Larson, AICP
President



The American Planning Association's
Professional Institute
**American Institute
of Certified Planners**

Making Great Communities Happen

10. Executive Director Report

- Finished draft plan for Morehead City Parks and Recreation Comprehensive Master
- Presented Morehead City Parks and Recreation Master Plan facilitated working public input session
- Facilitated a meeting in Morehead City on the site plan for Katherine Davis Park
- Writing up a scope of work to do a PARTF grant for KD Park in Morehead City based upon input from the public and the KD working design group.
- Met with Ed Robbins President of the Gallants Channel Initiative a fundraiser for the proposed new Maritime Museum in Beaufort to walk the site with several County Commissioners, Beaufort Mayor Beaufort Commissioners and others. I led the discussion on how to leverage various regional funding source both state and federal such as aviation funds and EDA Funds. I am working closely with Hillary to see how we can make this project as competitive as possible before we apply for EDA grant funds. From EDA's point of view museum's have not really scored well and as such have not been funded so we are looking at other angles.

Energy Efficiency:

- Looking into making the building more energy efficient primarily through changing out light fixtures and motion detection sensors. I have spoken with the building owner Steve Bengel about this. He has upgraded the first floor and realized significant saving(s), however, he admits he has not done the third floor yet. I am trying to get him to cover upgrade costs as he is building owner and such adds value to his property.

EDA Grants and Project Administration:

- Have been working with Wayne County
- Submitted a grant administration draft contract in the amount of \$27,500 to James Sprunt Community College
- Project Volt ongoing

TA Assistance Projects:

- Met with Barbara Aycock in Fremont, NC who requested assistance in identifying grants or other resources to assist in the redevelopment of a downtown building as an expansion for Town Hall.
- Pamlico Partnership for Children grant review
- Met with Delane Jackson encouraged him to use us for several planning TA projects he has requested a bid from us on those.

PARTF Grants:

- Hookerton
- Lagrange
- Morehead City

Potential New Work:

- Holly Ridge pay and Classification Study
- The pay and classification studies are a service I believe will become a growing need we have the capacity to do this in house.
- Assisted staff with potential safety and wellness grants
- Have assisted with getting new insurance (NCLM) set up meeting with League Representatives
- Developed a survey for the Legislative Lunch and Learn