

MEMORANDUM

DATE:

March 9, 2017

TO:

ECC Executive Committee

FROM:

Shane Turney, President

RE:

Executive Committee Agenda Packet

Please make plans to attend the Eastern Carolina Council Executive Committee meeting to be held on Thursday, March 9, 2017 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 Judy Hills to do so. 252.638.3185 x 3005 or jhills@eccog.org. We can either do it individually at your convenience 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 OMarks 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.

Agenda



Executive Committee Meeting

6:30 p.m. - Thursday, March 9, 2017 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. Minutes—November 10, 2016
- 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. Election of ECC 2nd Vice President

Shane Turney, President

7. Appointment of Nominating Committee

Shane Turney, President

8. Report of Executive Director Search Committee

Shane Turney, President

9. ECC Networking event

Jenny Miller, Finance Director

10. Planning Department Presentation

Patrick Flanagan, Planning Director

11. Executive Director Report

Judy Hills, Executive Director

- 12. Member Comments
- 13. Adjournment

3. Consent Agenda

a. Minutes - November 10, 2016



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 BenderFrank EmoryMcKinley SmithRoland BestPat PrescottBill TaylorScott DaceyEdward RiggsShane 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.

- a. Minutes September 8, 2016 Executive Board Meeting
- b. Financial Statement

presented at the January meeting.

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
- 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

3. Consent Agenda

b. Financial Statements

Page: 1

Run: 2/28/2017 at 4:50 PM

Financial Statement of Activity Eastern Carolina Council of Governments For 1/31/2017

001	M-T-D Actual	Y-T-D Actual	Annual Budget	Budget Remaining	Percent Used
Revenues					
4102. RLF Revenue (Rural Center)	0.00	19,263.73	19,264.00	(0.27)	100.00
4703. Other Revenue	4,000.00	23,468.75	112,234.00	(88,765.25)	20.91
4713. Local Revenue	0.00	155,196.00	155,196.00	0.00	100.00
4717. ECC Match	(1,176.00)	(124,469.00)	(124,469.00)	0.00	(100.00)
Total Revenues	2,824.00	73,459.48	162,225.00	(88,765.52)	45.28
Expenses					
5455. Board Travel	0.00	0.00	500.00	500.00	0.00
5457. Board Meeting	0.00	1,801.66	3,000.00	1,198.34	60.06
5465. President Allowance	150.00	1,050.00	1,800.00	750.00	58.33
5466. Administration Misc Exp	0.00	0.00	10,894.00	10,894.00	0.00
5501. Special Project	0.00	3,078.62	5,000.00	1,921.38	61.57
5502. Training	141.32	3,873.86	4,350.00	476.14	89.05
5526. RLF Expenses	0.00	13,651.96	13,651.96	0.00	100.00
5700. Mileage Expense	124.13	1,594.01	7,244.88	5,650.87	22.00
5701. Hotel, Meals, Incidentals	0.00	1,443.56	1,987.00	543.44	72.65
5705. Annual Meeting	0.00	745.65	2,135.05	1,389.40	34.92
5720. Salary	8,938.95	62,970.10	162,253.31	99,283.21	38.81
5721. 401K	248.33	1,833.17	8,163.98	6,330.81	22.45 41.08
5722. FICA	675.16	4,846.29	11,796.41	6,950.12	33.03
5724. Health Insurance	716.15	7,258.67	21,973.68	14,715.01	33.03 21.43
5725, Dental Insurance	(282.02)	382.59	1,785.06	1,402.47 6.753.04	21. 4 3 39.78
5726. Retirement	605.10	4,460.96	11,214.00	6,753.0 4 760.02	39.76 17.48
5736. Unemployment Benefits	86.33	160.98	921.00	4,111.00	34.99
5749. Legal Fees	0.00	2,213.00 1,082.72	6,324.00 1,238.97	156.25	87.39
5751. Audit	0.00 3,391.50	23,920.50	42,000.00	18.079.50	56.95
5752. Rent	589.61	4,395.66	8,586,75	4,191.09	51.19
5754. Capital Lease	(21.40)	9,003.89	9,025.29	21.40	99.76
5757. Insurance & Bonding 5758. Postage	1,159.56	1.825.84	1,872.76	46.92	97.49
5759. Printing/Publication	0.00	0.00	1,000.00	1,000.00	0.00
5760. Telephone, Cell Service	241.57	1,882.07	2,705.00	822.93	69.58
5761. Utilities	597.56	4,634.47	13,752.00	9,117.53	33.70
5768. Broadband	173.22	1,212.65	2,074.00	861.35	58.47
5769. Computer Related Purchase	0.00	0.00	1.000.00	1,000.00	0.00
5770. Office Supplies	907.81	2,999.08	3,534.21	535.13	84.86
5771. IT System Administration	1,160.12	10,736.34	18,000.00	7,263.66	59.65
5772. Dues & Subscriptions	0.00	4,852.25	12,000.00	7,147.75	40.44
5773, Cleaning Services	300.00	2,100.00	3,600.00	1,500.00	58.33
5774. Advertising	0.00	310.22	777.50	467.28	39.90
5775. Maintenance & Repairs	68.68	1,270.76	3,657.00	2,386.24	34.75
5776. Administration Website	0.00	222.94	250.00	27.06	89.18
5778. Copier Costs/Paper	0.73	445.19	1,860.00	1,414.81	23,93
5779. Bank Charges	82.21	673.72	800.00	126.28	84.22
5780. Payroll Exp	75.40	3,014.13	5,100.00	2,085.87	59.10
5781. Employment Screening	0.00	30.00	530.00	500.00	5.66
5899. Indirect Cost	(19,559.22)	(154,892.89)	(246,132.81)	(91,239.92)	(62.93)
Total Expenses	570.80	31,084.62	162,225.00	131,140.38	19.16
Excess Revenue Over (Under) Expenditures	2,253.20	42,374.86	0.00	42,374.86	0.00

Page: 2

Run: 2/28/2017 at 4:50 PM Financial Statement of Activity
Eastern Carolina Council of Governments
For 1/31/2017

003	M-T-D Actual	Y-T-D Actual	Annual Budget	Budget Remaining	Percent Used
Revenues					
4701. Federal Revenue	485,152.62	2,405,737.24	5,187,119.36	(2,781,382.12)	46.38
4702. State Revenue	668.00	40,789.00	48,263.00	(7,474.00)	84.51
4703. Other Revenue	0.00	0.00	4,167.00	(4,167.00)	0.00
4711. MIS Revenue	390.75	2,264.10	4,500.00	(2,235.90)	50.31
4712. Appropriated Fund Balance	0.00	0.00	8,333.00	(8,333.00)	0.00
4713. Local Revenue	0.00	47,450.00	47,450.00	0.00	100.00
4714. In-Kind Revenue	0.00	0.00	1,300.00	(1,300.00)	0.00
4717. ECC Match	1,176.00	124,469.00	148,089.64	(23,620.64)	84.05
Total Revenues	487,387.37	2,620,709.34	5,449,222.00	(2,828,512.66)	48.09
Expenses					
5456. Match Cash & Inkind	0.00	0.00	1,300.00	1,300.00	0.00
5460. MIS Fee	400.35	2,289.30	4,500.00	2,210.70	50.87
5500. Advisory Council	98.44	856.87	4,300.00	3,443.13	19.93
5502. Training	167.00	3,848.67	15,653.39	11,804.72	24.59
5510. Program Services	60.04	6,534.42	61,398.94	54,864.52	10.64
5700. Mileage Expense	3,029.73	21,086.88	40,738.84	19,651.96	51.76
5701. Hotel, Meals, Incidentals	263.52	6,683.84	21,055.04	14,371.20	31.74
5705. Annual Meeting	0.00	0.00	4,000.00	4,000.00 299,264.73	0.00 47,72
5720. Salary	35,247.93	273,184.16	572,448.89	7,827.35	51.14
5721. 401K	1,057.44	8,194.04 20,733.83	16,021.39 37,004.01	16,270.18	56.03
5722. FICA	2,673.57	44,748.49	85,557.61	40,809.12	52.30
5724. Health insurance 5725. Dental Insurance	6,162.59 282.02	2,052.77	3,784.84	1,732.07	54.24
5726. Retirement	2,576.62	19.972.09	33,813.77	13,841.68	59.06
5736. Unemployment Benefits	338.26	569.59	1,981.90	1,412.31	28.74
5749. Aging P & A Legal Fees	0.00	250.00	500.00	250.00	50.00
5751. Audit	0.00	14,417.28	32,149.00	17,731.72	44.85
5752. Rent	120.00	1,740.00	2,932.00	1,192.00	59.35
5758. Postage	44.64	541.40	3,250.00	2,708.60	16.66
5759. Printing/Publication	0.00	580.50	5,043.00	4,462.50	11.51
5760. Telephone, Cell Service	1,477.01	9,856.68	19,778.00	9,921.32	49.84
5768. Broadband	866.12	6,063.31	10,673.00	4,609.69	56.81
5769. Computer Related Purchase	0.00	0.00	5,213.00	5,213.00	0.00
5770. Office Supplies	210.01	2,030.12	8,351.78	6,321.66	24.31
5771. IT System Administration	2,215.31	13,906.00	25,919.93	12,013.93	53.65
5772. Dues & Subscriptions	3,900.00	9,825.24	13,404.74	3,579.50	73.30
5774. Eastern Carolina RPO Advertising	0.00	6,389.22	29,415.76	23,026.54	21.72
5775. Maintenance & Repairs	0.00	0.00	2,761.17	2,761.17	0.00
5776. Eastern Carolina RPO Website	0,00	95.00	95.00	0.00	100.00
5778. Copier Costs/Paper	280.37	1,390.03	6,810.00	5,419.97	20.41
5781. Down East RPO Employment Screening	47.59	47.59	0,00	(47.59)	0.00 104.01
5857. 857 ECC INCONTINENCE SUPPLIES	131.20	208.02	200.00 280,017.00	(8.02) 125,124.1 1	55.32
5899. Indirect Cost	19,559.22 357,252.00	154,892.89 1,866,511.00	3,817,767.00	1,951,256.00	48.89
6200. HCCBG HCCBG PASS-THRU FUNDS 6600. LEGAL AIDE	0.00	18,752.00	23,146.00	4,394.00	81.02
6700. Sr. Center Gen Purpose	4,786.00	34,727.00	83,377.00	48,650.00	41.65
6800. III-D	3,486.00	12,436.00	40,260.00	27,824.00	30.89
6900. FCSP	11,894.00	38,571.00	134,600.00	96,029.00	28.66
Total Expenses	458,626.98	2,603,985.23	5,449,222.00	2,845,236.77	47.79
Excess Revenue Over (Under) Expenditures					
Evoces Descrine Oser (Origer) Exhauntrices	28,760.39	16,724.11	0.00	16,724.11	0.00

Page: 1

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Financial Statement of Activity Eastern Carolina Council of Governments For 2/28/2017

001	M-T-D Actual	Y-T-D Actual	Annual Budget	Budget Remaining	Percent Used
Revenues 4402 Bl F Bournus (Burel Contes)	0.00	19.263.73	19,264.00	(0.27)	100.00
4102. RLF Revenue (Rural Center) 4703. Other Revenue	7,660.00	31,128.75	112,234.00	(81,105.25)	27.74
4713. Local Revenue	0.00	155,196.00	155,196.00	0.00	100.00
4717. ECC Match	0.00	(124,469.00)	(124,469.00)	0.00	(100.00)
Total Revenues	7,660.00	81,119.48	162,225.00	(81,105.52)	50.00
Evnesses					
Expenses 5455. Board Travel	0.00	0.00	500.00	500.00	0.00
5457. Board Meeting	0.00	1,801.66	3,000.00	1,198.34	60.06
5465. President Allowance	150.00	1,200.00	1,800.00	600.00	66.67
5466. Administration Misc Exp	129,01	129.01	10,894.00	10,764.99	1.18
5501. Special Project	0.00	3.078.62	5,000.00	1,921.38	61.57
5502. Training	545.00	4,418.86	4,350,00	(68.86)	101.58
5526. RLF Expenses	0.00	13,651.96	13,651.96	0.00	100.00
5700. Mileage Expense	649.79	2,243,80	7,244.88	5,001.08	30.97
5701. Hotel, Meals, Incidentals	155.00	1,598.56	1,987.00	388.44	80.45
5705. Annual Meeting	0.00	745.65	2,135.05	1,389.40	34.92
5720. Salary	11.175.60	74,145.70	162,253.31	88,107.61	45.70
5721. 401K	296.08	2,129.25	8,163.98	6,034.73	26.08
5722. FICA	845.86	5,692.15	11,796.41	6,104.26	48.25
5724. Health Insurance	3,406.41	10,665.08	21,973,68	11,308.60	48.54
5725. Dental Insurance	14.74	397.33	1,785.06	1,387.73	22.26
5726. Retirement	721.46	5,182.42	11,214.00	6,031.58	46.21
5736. Unemployment Benefits	108.03	269.01	921.00	651.99	29.21
5749. Legal Fees	0.00	2,213.00	6,324.00	4,111.00	34.99
5751. Audit	511.84	1,594,56	1,238.97	(355.59)	128.70
5752, Rent	3,391.50	27,312.00	42,000.00	14,688.00	65.03
5754. Capital Lease	0.00	4,395.66	8,586.75	4,191.09	51.19
5757. Insurance & Bonding	0.00	9,003.89	9,025.29	21.40	99.76
5758. Postage	55.20	1,881.04	1,872.76	(8.28)	100.44
5759. Printing/Publication	46,25	46.25	1,000.00	953.75	4.63
5760. Telephone, Cell Service	277.89	2,159.96	2,705.00	545.04	79.85
5761. Utilitles	492.51	5,126.98	13,752.00	8,625.02	37.28
5768. Broadband	173.23	1,385.88	2,074.00	688.12	66.82
5769. Computer Related Purchase	0.00	0.00	1,000.00	1,000.00	0.00
5770. Office Supplies	350.00	3,349.08	3,534.21	185.13	94.76
5771. IT System Administration	0.00	10,736.34	18,000.00	7,263.66	59.65
5772. Dues & Subscriptions	295.00	5,147.25	12,000.00	6,852.75	42.89
5773. Cleaning Services	300.00	2,400.00	3,600.00	1,200.00	66.67
5774. Advertising	200.00	510.22	777.50	267.28	65.62
5775. Maintenance & Repairs	74.28	1,345.04	3,657.00	2,311.96	36.78
5776. Administration Website	0.00	222.94	250.00	27.06	89.18
5778. Copier Costs/Paper	29.58	474.77	1,860.00	1,385.23	25.53
5779. Bank Charges	0.00	673.72	800.00	126.28	84.22
5780. Payroll Exp	392.84	3,406.97	5,100.00	1,693.03	66.80
5781. Employment Screening	0.00	30.00	530.00	500.00	5.66
5899. Indirect Cost	(21,270.72)	(176,163.61)	(246,132.81)	(69,969.20)	(71.57)
Total Expenses	3,516.38	34,601.00	162,225.00	127,624.00	21.33
Excess Revenue Over (Under) Expenditures	4,143.62	46,518.48	0.00	46,518.48	0.00

Run: 2/28/2017 at 4:51 PM

Financial Statement of Activity Eastern Carolina Council of Governments For 2/28/2017

003	M-T-D Actual	Y-T-D Actual	Annual Budget	Budget Remaining	Percent Used
Revenues					
4701. Federal Revenue	422,165,41	2,827,902.65	5,187,119.36	(2,359,216.71)	54.52
4702. State Revenue	0.00	40,789.00	48,263.00	(7,474.00)	84.51
4703. Other Revenue	0.00	0.00	4,167.00	(4,167.00)	0.00
4711. MIS Revenue	362.25	2,626.35	4,500.00	(1,873.65)	58.36
4712. Appropriated Fund Balance	0.00	0.00	8,333.00	(8,333.00)	0.00
4713. Local Revenue	0.00	47,450.00	47,450.00	0.00	100.00
4714. In-Kind Revenue	0.00	0.00	1,300.00	(1,300.00)	0.00
4717, ECC Match	0.00	124,469.00	148,089.64	(23,620.64)	84.05
Total Revenues	422,527.66	3,043,237.00	5,449,222.00	(2,405,985.00)	55.85
<u>Expenses</u>					
5456. Match Cash & Inkind	0.00	0.00	1,300.00	1,300.00	0.00
5460. MIS Fee	384.90	2,674.20	4,500.00	1,825.80	59.43
5500. Advisory Council	335.34	1,192,21	4,300.00	3,107.79	27.73
5502. Training	1,509.20	5,357.87	15,653.39	10,295.52	34.23
5510. Program Services	11,792.68	18,327.10	61,398.94	43,071.84	29.85
5700. Mileage Expense	3,070.28	24,157.16	40,738.84	16,581.68	59.30
5701. Hotel, Meals, Incidentals	595.69	7,279.53	21,055.04	13,775.51	34.57
5705. Annual Meeting	0.00	0.00	4,000.00	4,000.00	0.00
5720. Salary	38,712.91	311,897.07	572,448.89	260,551.82	54.48
5721. 401K	1,009.69	9,203.73	16,021.39	6,817.66	57.45 63.97
5722. FICA	2,939.04 6,222.63	23,672.87 50,971,12	37,004.01 85,557.61	13,331.14 34,586.49	59.58
5724. Health Insurance 5725. Dental Insurance	303.15	2,355.92	3,784.84	1,428.92	62,25
5725. Dental insurance 5726. Retirement	2,460.26	22,432.35	33,813.77	11,381.42	66.34
5736. Unemployment Benefits	2,400.26 371.87	941.46	1,981.90	1,040.44	47.50
	0.00	250.00	500.00	250.00	50.00
5749. Aging P & A Legal Fees 5751. Audit	7,988.16	22,405.44	32,149.00	9,743.56	69.69
5752. Rent	120.00	1,860.00	2,932.00	1,072.00	63.44
5758. Postage	32.16	573.56	3,250.00	2,676.44	17.65
5759. Printing/Publication	262.50	843.00	5,043.00	4,200.00	16.72
5760. Telephone, Cell Service	1,513.37	11,370.05	19,778.00	8,407.95	57.49
5768. Broadband	866.11	6,929.42	10,673.00	3,743.58	64.92
5769. Computer Related Purchase	0.00	0.00	5,213.00	5,213.00	0.00
5770. Office Supplies	252.06	2,282.18	8,351.78	6,069.60	27.33
5771. IT System Administration	195.00	14,101.00	25,919.93	11,818.93	54.40
5772. Dues & Subscriptions	0.00	9,825.24	13,404.74	3,579.50	73.30
5774. Eastern Carolina RPO Advertising	0.00	6,389.22	29,415.76	23,026.54	21.72
5775. Maintenance & Repairs	0.00	0.00	2,761.17	2,761.17	0.00
5776. Eastern Carolina RPO Website	0.00	95.00	95.00	0.00	100.00
5778. Copier Costs/Paper	256.00	1,646.03	6,810.00	5,163.97	24.17
5781. Down East RPO Employment Screening	75.03	122.62	0.00	(122.62)	0.00
5857, 857 ECC INCONTINENCE SUPPLIES	0.00	208.02	200.00	(8.02)	104.01
5899. Indirect Cost	21,270.72	176,163.61	280,017.00	103,853.39	62.91
6200. HCCBG HCCBG PASS-THRU FUNDS	333,036.00	2,199,547.00	3,817,767.00	1,618,220.00	57.61
6600. LEGAL AIDE	1,566.00	20,318.00	23,146.00	2,828.00	87.78
6700. Sr. Center Gen Purpose	5,121.00	39,848.00	83,377.00	43,529.00	47.79
6800. III-D	4,810.00	17,246.00	40,260.00	23,014.00	42.84
6900. FCSP	5,522.00	44,093.00	134,600.00	90,507.00	32.76
Total Expenses	452,593.75	3,056,578.98	5,449,222.00	2,392,643.02	56.09
Excess Revenue Over (Under) Expenditures	(30,066.09)	(13,341.98)	0.00	(13,341.98)	0.00

6. Election of ECC 2nd Vice President

Election of 2nd Vice President

Background: ECC 2nd Vice President Robin Comer was an appointment of the Carteret County Commission. In January 2017 the Carteret County Commission notified ECC that Commissioner Robert Cavanaugh would be representing Carteret County for 2017. As Robin Comer ceased to be a member of the ECC Executive Committee by virtue of not being re-appointed, the office of 2nd Vice President needs to be filled.

Article VI. Officers

- Section 1. The officers of the Council shall be members of the Executive Committee and shall consist of a president, a first and second vice-president, and treasurer, all of whom are to be elected by the General Membership Board.
- Section 2. The officers shall be elected and installed at a meeting of the General Membership Board, to be held in June or at some other time established by the Board, in each odd-numbered year. Nominations from the floor will be accepted at these meetings.
- Section 3. The president, the first and second vice-presidents, and treasurer shall be elected for a term of two (2) years to expire the second year at the meeting described in the preceding Section. All elected officers shall be limited to two (2) consecutive full terms in the same office. No more than one (1) officer shall come from any one county. Officers serve at the pleasure of the Board, however, and may be removed by the General Membership Board or the Executive Committee.
- Section 4. Vacancies in any office, arising from any cause (including ceasing to be a member of the Executive Committee), may be filled by the Executive Committee at any regular or special meeting.

7. Appointment of Nominating Committee

Appointment of Nominating Committee

Background: Every odd year the ECC Board holds election of officers. This necessitates the appointment of a Nominating Committee. This year (2017) as the current officers will have served only one term of two-years (or less than that for the newly elected 2nd Vice President), they are eligible to be re-elected for a second two-year term.

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Article IX Committees

- Section 1. To carry forward the objectives of the Council, including but not limited to meeting grant requirements, the president or the Board from time to time may appoint special committees.
- Section 2. Sixty (60) days prior to the annual meeting of the General Membership Board when elections of officers are to take place (as described in Article VI, Section 2), the president shall appoint one member from each county to serve on the Nominating Committee.
 - a. The Nominating Committee will select one (1) of its members to serve as Chairman. If the Nominating Committee fails to make such appointment, then the President will appoint a member of the Nominating Committee to serve as Chairman.
 - b. The Council shall mail a copy of the proposed slate of candidates for office to each General Membership Board member at least ten (10) days before the annual election.

11. Executive Director Report

EXECUTIVE DIRECTOR'S REPORT

1/1/17 to 2/28/17

Administration

- ➤ The Economic Development Administration provided \$7,000 in additional funding to ECC for calendar year 2017 with a required \$4,667 match.
- > Finalized, printed, and posted the ECC FY 15/16 Annual Report
- Finalized the Plug-in Electric Vehicle Study for the Highway 70 Corridor and submitted it to EDA
- Executive Director position ad has been posted and applications are being submitted. March 3rd is deadline.
- ➤ ECC worked an application to the Economic Development Administration for the City of New Bern and Craven Community College to renovate an existing city electric utility warehouse into a Workforce Training Center. The grant was officially awarded in February. ECC will be doing the project administration on the project.
- Provided a letter of support for the City of New Bern for an application to Duke Energy for park funding
- Assisting the Town of Wallace to complete a PARTF application to develop Phase I of the Boney Mill Pond Park
- Assisting Greene County to write a Comprehensive Systemwide Parks and Recreation Plan for the county and to write a Master Site Plan for their existing Greene County Recreational Complex.
- > Helping Jones, Duplin and Pamlico counties with Broadband surveys.
- ➤ Hired two part-time Community Planners (Mike Avery---former Planning Director for the City of New Bern; Leigh Anne Friesen—former planner for the city of New Bern) to assist with the EDA project—Hurricane Matthew Recovery. ECC minimally will be assisting: Town of Seven Springs, City of Kinston, Lenoir County, Wayne County, Duplin County, Greene County, and Town of LaGrange.
- > Hired full time Community Planner Miss Ryan Griffith.
- ➤ ECC will host a Tiny House Workshop for the planners in our region in Pink Hill on Friday April 21, 2017.
- > Submitted the final reports on the Faison EDA water system project. This project is now closed out.
- At the request of one of the Craven County commissioner, we did a study on the feasibility of paying mileage to AAA volunteers. We concluded that there are a number of issues with that and the cost could not be sustained by the programs. We provided that information to him.
- > Hosted the quarterly meeting of the ECC managers
- Provided an update on ECC to the Duplin County Mayors' Association
- Using an online survey tool to collect data for the SWOT analysis needed for the ECC CEDS update
- > ECC provided required ethics training (Attorney David Baxter) to about 20 elected officials

- In discussion with Town of Greenevers regarding the possibility of providing administrative services for a CDBG grant they have been awarded. Awaiting details from the town.
- > Facilitated a retreat for the Town of North Topsail Beach (2/23 and 2/24)
- ➤ Attended the Rural Center's training on Hurricane Matthew in Raleigh on 2/28.
- > Emailed 8 copies of ECC Weekly Bulletin
- Sent 19 emails to grant writers and nonprofits in region
- > Sent 10 emails with information on opportunities of interest to the following in the region

Finance Department

- Submitted LGC 206 Report to NC Treasurer
- Appointment letters mailed to member governments
- > FY 17/18 dues letters mailed to all governments in region
- Conducted orientations for new F/T and P/T employees
- Attended FLSA Workshop
- > Attended Fund Accounting Class
- > Leighann Morgan attended Clerk's training at UNC School of Government
- Mailed W2's and 1099's
- Budget preparations
- > Preparations for upgrade of ADP Payroll system

Planning

Eastern Carolina Council

- > Brought in two part-time staff members to run the EDA Disaster Recovery Grant
- Attended Allies for Cherry Point's Tomorrow (ACT) Planning Committee meeting
- Posted open Community Planner job advertisement on relevant websites and listservs

Eastern Carolina RPO

- ➤ Attended multiple SPOT 5.0 Workgroup meetings in Durham
- > Attended Joint Legislative Transportation Oversight Committee meeting in Raleigh
- Held TCC and TAC meeting
- > Attended Kinston Bypass Merger meeting in Raleigh

Down East RPO

- > Attended Cape Carteret and Croatan Trails meeting in James City with new Park Ranger
- Held TCC and TAC meetings
- > Participated in NCARPO Quarterly meeting in Fayetteville
- > Analyzed SPOT 4 data to better understand effect of Local Input Points
- Participated in conference call with Legislative Staff to review rural transportation issues

Trent Woods Planning

Continued general planning work

Maysville Planning

➤ The Town of Maysville has elected to end their contract with ECC to provide Planning Services. This will go into effect March 14th.

Pollocksville Planning

Continued general planning work

Pine Knoll Shores Asset Management Project

Brought on subconsultant experienced in Water and Sewer Infrastructures to assist in data collect and condition rating of assets

Kenansville Ordinance

> Edited and updated sections of the Unified Development Ordinance

Greene County Ordinance

> Finished composing draft Greene County Subdivision Ordinance and submitted it to County Staff for review

Wallace 205j Stormwater

Created Poster, Map Book, and Summary Report for the Town of Wallace to better manage their stormwater infrastructure

Carteret County Waterways Commission

Presented Draft Prioritization Criteria to the Waterways Commission

EDA Disaster Recovery

- Attended area meetings on Unmet Needs of Hurricane Matthew effects
- Contacted over 20 localities to gauge recovery needs

Area Agency on Aging (see acronyms below)

Statistical Information

- > Ombudsman:
 - ➤ Complaints 47
 - ➤ Technical assistance 127
 - > Trainings for staff and residents 6
 - Facility visits 78
 - ➤ Meetings with CAC's 10

- Community Education/Planning Meetings 6
- Federal/State Exit Surveys team member 12
- T/A provided by AAA to providers 37
- ➤ LCA/MFP Contacts 13
- SHIIP & LIS Consultations 72
- ➤ Direct Client Assistance— 81
- Presentations 19
- Compliance assessments completed 13
- Provider/Board meetings 52
- Classes taught to community 16

Trainings for providers and community members

- Craven, Jones, Pamlico Healthcare Network committee
- ➤ Matter of Balance
- Diabetes Self-Management Class
- Elder Abuse Awareness Workshop
- Retired School Teachers presentation on Long Term Care Options
- SHIIP Mid-year training for Craven County Volunteers
- Participated in Greene County High School Career Day
- > Person Centered Thinking Training for professionals
- Virtual Dementia Tour in Pamlico County
- > Alzheimer's presentation to Onslow Crisis Intervention Team

AAA Accomplishments

- Conducted RAAC and STHL quarterly meeting
- Published first on-line bi-monthly newsletter
- Submitted MIPPA Grant for 2017 to NCDOI
- > Completed study on volunteers and compensations
- Launched PASTA Program for Carteret and Jones County's
- Established PASTA class in Jones County
- Life Span Respite Vouchers successfully implemented
- > Scheduled and Confirmed sponsorship for Respecting Choices facilitator training
- Established Bed Bug protocol and planning for Bed Bug workshop
- Publicized "Dare To Care" campaign food drive for seniors
- > Completed ECU School of Social Work Field Orientation
- Successfully on-site completed monitoring by NCDAAS
- AAA has another certified Chronic Pain Management Program master trainer

Acronyms

- > CAC Community Advisory Committee
- ➤ T/A Technical assistance
- LCA Local Contact Agency
- ➤ MFP Money Follows the Person

- > SHIIP Seniors Health Insurance Information Program
- ➤ LIS Low Income Subsidy
- > RAAC Regional Aging Advisory Committee
- > STHL Senior Tar Heel Legislator
- > MIPPA Medicare Improvements for Patients and Providers Act
- > NCDOI North Carolina Department of Insurance
- PASTA Parenting the Second Time Around
- NCDAAS North Carolina Division of Aging and Adult Services