



Eastern Carolina Council

Executive Committee Meeting
6:30 p.m. - Thursday, March 10, 2016
Second Floor Conference Room
233 Middle Street, New Bern, NC

MINUTES

Executive Committee Attendees

Shane Turney, President	Arthur Robinson
Jay Bender, 1 st Vice President	Bennie Heath
Edward Riggs, Treasurer	Jesse Dowe
Roland Best	Woody Brinson
Bill Taylor	Scott Dacey
Pat Prescott	McKinley Smith

General Board Member Attendees

Barbara Jones	Alan Welch
Allen Price	Clarkson Edwards
Dominick Spadaro	

ECC Staff Attendees

Judy Hills, Executive Director	Patrick Flanagan, Planning Director
Jenny Miller, Finance Director	Leighann Morgan, Administrative Assistant
Tonya Cedars, Human Services Director	

- 1. Welcome, Invocation, and Call to Order** – Shane Turney called the Executive Board Meeting to order at 6:35 pm and welcomes everyone to the meeting. Bill Taylor did the Invocation followed by an introduction of everyone around the table.
- 2. Adopt Agenda** – Shane Turney presented the Agenda for the meeting.
Pat Prescott motioned to adopt the agenda, seconded by Bill Taylor, motion carried unanimously.
- 3. Consent Agenda** – Shane Turney presented the minutes from November 12, 2015 Executive Committee Meeting and Financial Statements from January and February 2016 for approval.

Bennie Heath motioned to approve minutes, seconded by Arthur Robinson, unanimously carried.

4. **Budget and Audit Committee Report** - Edward Riggs presented the Budget & Audit Committee report. The committee met at 5:00 before the Executive Committee Meeting. He stated that the Committee reviewed the check register, financial statements, Fund Balance and Membership status. They also started going over the budget, which will be presented at the next meeting.
5. **Creation of a Nonprofit** – Executive Director Judy Hills presented an estimated budget and plan of action of creating a nonprofit. Judy met with ECC Attorney Knox Proctor. She had provided him with copies of material from nonprofits set up by other Councils of Governments in NC. They discussed the pros and cons of a nonprofit. Ms. Hills is recommending ECC move forward with the creation of a 501 (c) 3 to allow ECC to apply for certain funds which are only available to a nonprofit and to compete for projects which likewise only nonprofits are eligible to submit proposals. The ECC officers will be the officers of the nonprofit. The appointments to the nonprofit board will be made by the ECC Board to ensure integrity. The Executive Director of the nonprofit will be the Executive Director of ECC and the Human Services Director will also be involved with it. We envision the nonprofit paying ECC to be its fiscal agent for accounting services. Per our auditor (Lou Cannon from RSM), the nonprofit will be a department within ECC for the purpose of accounting and the audit. This is what is referred to as a “blended component unit”—a nonprofit that is controlled by the ECC Board. Knox has recommended that we allow one of the Ward & Smith attorneys who specializes in nonprofits to set it up. We had previously agreed that ECC would utilize W&S services when legal assistance was needed. This attorney has standard sets of articles of incorporation, bylaws, and IRS filing forms for nonprofit status. There was discussion on the attorney fee, if there would be a revenue turned over and who would benefit from the nonprofit. Judy explained that this nonprofit would be used to enhance the mission of ECC, the AAA may benefit more from the creation and the attorney fees are reasonable compared to the work Knox already does for the board.

Woody Brinson motioned to approve the creation of the nonprofit and to provide \$10,000 from the ECC fund balance to defray the cost of establishing it, seconded by Jay Bender, motioned carried.

6. **Staff Requests** - Judy Hills requested educational reimbursement for Jenny Miller to pursue an MBA degree at the University of Mount Olive. At the January Budget and Audit Committee meeting there was discussion of the request from Finance Director Jenny Miller for tuition reimbursement assistance. The committee members agreed that this was an appropriate request. These classes directly relate to her job responsibilities. The Finance Director’s position description states that the preferred credential is a Master’s degree in accounting/business administration. This action requires ECC Board approval per Article XV.B. of the ECC Personnel Policies. A

written request for assistance and cost details were presented. The employee incurs the expense, provides receipts for expenditures, evidence of attendance and evidence of successful completion ("C" or better). Reimbursement percent is on a scale depending on grade. Reimbursement does not include transportation, meals, or overnight lodging and the employee is to use her own time (off-duty or personal leave or compensatory time) for all course work and classes. The Personnel Policy states that the employee must work for ECC for three years in order that she not have to pay back the money paid for her courses. It was agreed that the beginning date for calculation of any payback is the date of the last reimbursement check from ECC for attending the University of Mount Olive while pursuing her MBA degree.

Edward Riggs motioned to approve the requested educational reimbursement, seconded by Roland Best, unanimously approved.

Planning Director Patrick Flanagan is requested a 7% increase for Community Planner Lauren Tuttle to acknowledge the achievement of obtaining an American Institute of Certified Planners (AICP) designation. This designation benefits ECC in that it is a recognized and expected credential for planning consultants and puts us on equal footing when competing with consultants for projects. Lauren had to spend her own time studying for this national proctored exam. Additionally Lauren has taken the lead on a number of grant applications including difficult Federal ones as well as preparing proposals in response to RFPs. While the department is too small to make her the Deputy Director of Planning, we want to single her out for her achievements and her AICP designation. A 7% increase would change Lauren's salary from \$43,696 to \$46,755 (increase of \$3,059). The Budget and Audit committee recommends the increase of 5% instead of the 7%. There was a discussion on how 7% was reached, Patrick stated that he picked a salary he felt Lauren deserved based on her performance.

Bennie Heath motioned to approve the 5% increase for Lauren Tuttle for her AICP certification retroactive to December when she received the designation, seconded by Roland Best, unanimously approved.

7. **Resolution on Vector Control Funding** - Judy opened the floor to discussion about taking a position on the issue to reinstate vector control funding. There was discussion at a recent managers' meeting about the Zika mosquito virus. Even though this virus is not expected to affect our area, the public may have concerns. The state legislature pulled vector control funding several years ago. With this perceived threat, it may be time to approach our senators and representative about reinstating vector control funding in the short session. Scott Dacey mentioned he did not see the cost effectiveness of supporting the funding. Arthur Robinson and Pat Prescott expressed it is effective in smaller areas when the opportune to spray is more frequent.

Pat Prescott motioned to support the Resolution to Restore Vector Control Funding, seconded by Jesse Dowe, motioned carried.

8. **RPO Transportation Project Prioritization Presentation** – Patrick Flanagan reported on the DOT prioritization called SPOT. He explained the process and the formula used to give projects points. He encouraged the board members to talk with their local planners to see what projects are being submitted and supported. If they do not know who their planner is they can contact him to find out.
9. **Legislative Luncheon Update** – Judy Hills stated on April 14th the ECC will be hosting a Legislative Luncheon and the need for agenda ideas. Judy requested the board to submit their ideas, comments and concerns to her by March 21st.
10. **Executive Director Report** - Judy Hills stated that membership dues have been mailed out to the regions municipalities and counties. She stated the PEV grant is going well and they would like to do an event in the counties around September 10th. The Network on the Neuse will be hosted on August 11th instead of a board meeting. Judy stated that ECC will be celebrating its 50th anniversary in 2017.

11. Closed Session

Motion to enter closed session to discuss performance of Executive Director per NCGS 143.318.11(a)(6) made by Jay Bender and seconded by Ed Riggs. Motion carried.

They returned to open session.

Motion by Bill Taylor in open session to increase the Executive Director's salary to \$90,000 per year beginning on July 1, 2016. Seconded by Arthur Robinson. Motion carried.


12. Member Comments

None

13. Adjournment

*Motion to adjourn by Bill Taylor and seconded by Jay Bender. Motion carried.
Meeting adjourned at 8:37 PM.*

Respectfully Submitted,


Shane Turney, President


Judy Hills, Executive Director