



# Eastern Carolina Council

## Executive Committee Meeting Minutes

6:30 p.m. - Thursday, May 11, 2017

Second Floor Conference Room

233 Middle Street, New Bern, NC

### Minutes

#### Executive Committee members in attendance:

Jay Bender	Jesse Dowe	Arthur Robinson
Roland Best	Bennie Heath	Bill Taylor
Woody Brinson	Joe Daughtery	Shane Turney
Scott Dacey	Edward Riggs	

#### General Membership Board members in attendance:

John Nash	Alan Welch	Lisa Moore
Dominick Spadaro	Gwendolyn Vann	Michael Hunt

#### ECC Staff in attendance:

Chad Davis	Leigh Anne Friesen	Jenny Miller
Patrick Flanagan	Judy Hills	Davis Rosado

#### Guests in attendance:

Katrina Miller, Town of Magnolia

- 1. Welcome, Invocation, and Call to Order—** The meeting was called to order by President Shane Turney at 6:30 PM. Arthur Robinson offered the invocation. Those in attendance introduced themselves.
- 2. Adopt Agenda--Shane Turney, President**  
*Scott Dacey made motion to adopt the agenda as presented. Seconded by Pat Prescott and unanimously approved.*
- 3. Consent Agenda--Shane Turney, President,** called the Board's attention to the consent agenda:
  - a. Minutes—March 9, 2017
  - b. Financial Statements for March 1 to April 30, 2017*Bill Taylor made the motion to approve the consent agenda, seconded by Jesse Dowe and unanimously approved.*

- 4. Budget and Audit Committee Report--** Edward Riggs, Treasurer, reported that the Budget and Audit Committee met on Thursday, May 11<sup>th</sup> at 5:00 PM. The committee reviewed the check register for the period of March 1 to April 30, 2017, the financial report for the period of March 1 to April 30, 2017, budget amendments which will be covered tonight, the draft of the FY 17/18 ECC Budget, the audit contract, the 2018 Board meeting schedule, and received an update on the nonprofit from the Executive Director. There were no concerns. The committee discussed the need to fill the vacancy on the Budget and Audit Committee. Robin Comer was not reappointed to the ECC Board. The B&A Committee agreed to add Duplin County Commissioner Jesse Dowe to the committee. Jesse consented to the appointment and President Turney made it official. This brings the B&A Committee to its full compliment of the four officers and three other Executive Committee Board members.
- 5. Audit Contract for FY 17/18--** Jenny Miller, Finance Director, reported that we had received the audit contract from RSM for FY 17/18 and that the amount was the same as last year \$34,???. Lou Cannon from RSM was supposed to be here tonight to discuss this, but had a last minute emergency. He will be here next month.  
*Motion by Edward Riggs and seconded by Arthur Robinson to approve the RSM audit contact for FY 17/18. Motion unanimously carried.*
- 6. Finance—Budget Amendment--Edward Riggs, Treasurer and Jenny Miller, Finance Director**  
There were two new technical assistance project to be added to the FY 16/17 budget: 1) \$25,000 to provide administrative services to the City of New Bern on the EDA City Market Project; and 2) \$10,750 to update Morehead City's Parks and Recreation Comprehensive Plan.  
Discussion: Jay Bender called the Board's attention to the fact the FY 16/17 budget started with \$39,568 in the technical assistance line item for planning and economic development and those two line items are now up to \$123,993. He commended the staff for their efforts.  
*Motion made by Bill Taylor and seconded by Jesse Dowe to approve the budget amendment as presented. Motion carried unanimously.*
- 7. Finance—Presentation of Proposed ECC FY 17-18 Budget--** Jenny Miller, Finance Director reviewed the FY 17/18 budget. ECC initial budget varies little from year to year. There were no questions.  
*Motion made by Arthur Robinson and seconded by Jesse Dowe to hold a public hearing on the FY 17/18 ECC Budget at the June 8, 2017 General Membership Board meeting. Motion was unanimously approved.*
- 8. Report of Executive Director Search Committee ---**Shane Turney, President, explained that the Search Committee was comprised of nine Executive Committee members, one from each county. The search began with 20 candidates, was pared to nine and four were selected to be interviewed. Two candidates were interviewed on Wednesday May 10<sup>th</sup> and two more will be interviewed on Tuesday May 16<sup>th</sup>. Shane

explained that the committee needed authorization from the Executive Committee to negotiate with the candidate(s) and to hire for the position.

*Motion made by Benny Heath and seconded by Bill Taylor to give the Search Committee authorization to negotiate with the candidate(s) and to hire the Executive Director. Motion was unanimously approved.*

- 9. Authorizations and appointments--** Jenny Miller, Finance Director, explained that in preparation for the new Executive Director that she and Judy Hills had been reviewing policies and procedures including authorizations and appointments. In doing so it was noted that some authorizations and specific appointments were needed at this time. She reviewed the material presented in the agenda packet and responded to questions. The following were requested:
- a) Official Signatory—Historically the Executive Director signs on behalf of ECC unless another specific signature is required. The last time the Board authorized the Executive Director to sign for ECC was in 1999 and it was only for grants.
  - b) NCGS 159-9 requires the official appointment of a Budget Officer. Historically the ECC Executive Director has signed as the Budget Officer, but was never officially appointed as such.
  - c) NCGS 159-24 requires the appointment of a Finance Officer. Historically the ECC Finance Director holds this position, but was never officially appointed as such.
  - d) Several NCGS statutes mentions a Deputy Finance Officer who serves when the Finance Officer is unavailable. ECC has never officially appointed a Deputy Finance Officer and we would like to appoint one in the event that the Finance Officer is incapacitated. This would allow the Deputy Finance Officer continue normal operations. This authority would only be given in an emergency and only for a limited time period.
  - e) NCGS 159-28.1 allows the use of facsimile signatures and devices in signing checks, but a resolution of the board is required to do so. ECC uses a facsimile signature of the Finance Director to sign checks (in the password protected computer system).
  - f) NCGS 159-31 requires the board to designate an official depository. ECC has been using First Citizens Bank and Trust for a number of years, but we have never officially designated them.

*Motion made by Bill Taylor and seconded by Jay Bender to approve in a block items 1 through 6 below:*


1. *“Authorize the ECC Executive Director to be the official signatory on behalf of ECC.”*
2. *“Appoint the ECC Executive Director as the Budget Officer for the Neuse River Council of Governments dba Eastern Carolina Council of Governments in accordance with NCGS 159-9.”*


3. *"Appoint Jennifer Miller as the Finance Officer for Neuse River Council of Governments dba Eastern Carolina Council of Government in accordance with NCGS 159-24."*
4. *"Appoint Meredith Leighann Morgan as ECC Deputy Finance Officer, only in the event the current Finance Officer is unavailable, for dual check signature requirements, pre-audit certifications and disbursement approval signature requirements."*
5. *"Approve the use of facsimile signature machines, signature stamps, or similar devices in signing checks and drafts and in signing the pre-audit certificate on contracts or purchase orders per NCGS 159-28.1"*
6. *"Designate First Citizens Bank & Trust as ECC's official depository in accordance with NCGS 159-31."*

*Motion was unanimously approved.*

- 10. Update on the Hurricane Matthew recovery grant** – Leigh Anne Friesen, ECC P/T Community Planner provided a PowerPoint update on the Hurricane Matthew recovery in our region.
- 11. Comprehensive Economic Development Strategy Status Report** -- Judy Hills, Executive Director, provided an update on the CEDS. Demographic data was provided for the region along with the SWOT Analysis. It is anticipated that a draft of the CEDS will be presented at the June 8<sup>th</sup> General Membership Board meeting. Members requested that Judy provide them with copies of the PPT.
- 12. Executive Director Report** -- Judy Hills, Executive Director, reminded the members to review the written report in their packets. She commended the ECC staff for the volume of quality work that they produce. ECC is preparing for the new Executive Director so that he or she will be able to focus on the current work and not have to worry about loose ends. Judy thanked the Search Committee for their work in helping to secure a new Executive Director.
- 13. Member Comments**  
There were no member comments.
- 14. Adjournment**  
*Motion to adjourn was made by Bill Taylor and seconded by Roland Best. Meeting adjourned.*

Respectfully Submitted,

  
Shane Turney, President

  
Matthew Livingston, Executive Director