



## MEMORANDUM

**June 8, 2017**

**TO: ECC General Membership Board Members**

**FROM: Shane Turney, President**

**RE: General Membership Board Agenda Packet**

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Please make plans to attend the Eastern Carolina Council **General Membership Board meeting** to be held on Thursday, **June 8, 2017** at the **Eastern Carolina Council offices, 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](mailto: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**

**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 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 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 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.



**General Membership Board Meeting**

*6:30 p.m. - Thursday, June 8, 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. General Membership Board Minutes—January 12, 2017
  - b. Financial Statement (to be provided at the meeting)
- 4. Public Hearing—ECC FY 17/18 Budget**  
*Edward Riggs, Treasurer*
- 5. Budget and Audit Committee Report**  
*Edward Riggs, Treasurer*
- 6. Audit Contract for FY 17/18**  
*Jenny Miller, Finance Director and Lou Cannon, RSM*
- 7. Finance—Budget Amendment (to be provided at the meeting)**  
*Edward Riggs, Treasurer and Jenny Miller, Finance Director*
- 8. Approval of the ECC FY 17-18 Budget (to be provided at the meeting)**  
*Edward Riggs, Treasurer and Jenny Miller, Finance Director*

**9. Executive Director Search Committee: Introduction of New Executive Director**

*Shane Turney, President*

**10. Elections--Nominating Committee Presents Slate of Officers**

*Arthur Robinson, Chair*

**11. Installation of Officers**

*Judy Hills, Executive Director*

**12. Comprehensive Economic Development Strategy Status Report**

*Judy Hills, Executive Director*

**13. 50<sup>th</sup> Anniversary Celebration—Saturday October 28, 2017**

*Jenny Miller, Finance Director*

**14. Executive Director Farewell Address**

*Judy Hills, Executive Director*

**15. Member Comments**

**16. Adjournment**

# **3. Consent Agenda**

## **a. Minutes – January 12, 2017**



# Eastern Carolina Council

## **General Membership Board Meeting**

*6:30 p.m. - Thursday, January 14, 2016*

*Second Floor Conference Room*

*233 Middle Street, New Bern, NC*

### **Minutes**

#### **Executive Board Members in Attendance:**

Jay Bender  
Woody Brinson  
Bennie Heath  
Joe Daughtery

Edward Riggs, Jr.  
Arthur Robinson  
McKinley Smith  
Shane Turney

#### **General Members in Attendance:**

John Lotspih  
Marianna Hollinshed  
Michael Curtis  
Dominick Spadaro  
Clarkson Edwards  
Victor Taylor

Alan Welch  
Barbara Jones  
Carolyn Kenyon  
Frank Tursi  
Michael Hunt

#### **ECC Staff in Attendance:**

Patrick Flanagan  
Judy Hills  
Jenny Miller

Leighann Morgan  
David Rosado

#### **Guest in Attendance:**

Joe Austin, Ward & Smith, PA  
Knox Proctor, Ward & Smith  
Sharon Harker, Town of Beaufort

- 1. Welcome, Invocation, and Call to Order** - Shane Turney, President  
Shane Turney called the meeting to order at 6:35 p.m. and welcomed everyone to the meeting. McKinley Smith gave the invocation. Shane Turney announced that 2017 marks ECC's 50<sup>th</sup> anniversary.
- 2. Adopt Agenda** - *Shane Turney, President*  
*Bennie Heath made motion to adopt Agenda, seconded by Edward Riggs, 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—June 9, 2016

b. Financial Statement

*Michael Hunt made motion to approve Consent Agenda with corrected changes to the minutes, seconded by Frank Tursi, unanimously approved.*

**4. Budget and Audit Committee Report - Edward Riggs, Treasurer**

Edward Riggs stated the Budget and Audit Committee met on Thursday, January 12, at 5:00 p.m. The committee reviewed the check register and financial statements that were presented in the agenda packet and found them to be in order.

**5. Finance—Budget Amendment - Edward Riggs, Treasurer and Jenny Miller, Finance Director**

Jenny Miller presented budget amendment 3 for approval, increasing the total budget by \$207,478.

*McKinley Smith motioned to approve budget amendment 3, seconded by Marianna Hollinshed, unanimously approved.*

**6. Comprehensive Economic Development Strategy SWOT Analysis - Judy Hills, Executive Director**

Judy Hills stated ECC receives funding from the Economic Development Administration (EDA), the grant requires that we maintain a Comprehensive Economic Development Strategy (CEDS) for our nine-county region. In addition to being a guide and a benchmarking document, the CEDS also meets the EDA requirements for applying for infrastructure and planning funding. At this time ECC is required to completely overhaul the region's CEDS to meet new EDA guidelines. This finished product will be due in October 2017. A core component of the CEDS is the SWOT analysis that captures the strengths, weaknesses, opportunities and threats facing a community. Judy requested the board to complete a SWOT analysis which was enclosed in the Agenda Packet.

**7. Presentation of Audit—RSM - Lou Cannon, RSM**

Lou Cannon reported the Audit findings and how the results were reached, there were no findings to report and the auditors give a Clean Opinion of the financial statements.

Dominick Sparado recommended a letter of accommodation to be presented to Jenny Miller on her excellence of Finance Director, seconded by Edward Riggs.

**8. Executive Director Report - Judy Hills, Executive Director**

Judy Hills reported the Annual Report is posted on the website, yearly appointments have been mailed and dues notices are to follow. An ad for the Executive Director position will be posted. ECC will host an Ethics Training on February 15<sup>th</sup> from 6 to 8 p.m. ECC has partnered with Mid-East Commission and the Triangle J Council of Governments to submit a 24-month project grant to assist local governments in our region to recovery from Hurricane Matthew.

ECC completed the 18-month Plug-In Electric Vehicle study and is in the process of finalizing a report to the funding agency. ECC assisted the town of Faison to apply for a \$1.5 million EDA disaster recovery and water system project. This project has now been successfully concluded.

Miss Ryan Griffith accepted the position of Community Planner and Mr. Ryan Purtle accepted a part-time Community Planner position as well.

AAA received two grants from Trillium (the LME/MCO) to execute PASTA (Parenting the Second Time Around) workshops in Jones & Carteret Counties. The Human Services Department has a newly certified Chronic Pain Management Trainer and conducted a Virtual Dementia Tour at Onslow Senior Center. Judy also recognized David Rosado as the new Interim Human Services Director.

## **9. Member Comments**

Shane Turney encouraged members to go to an ECC orientation if they have not done so.

Marianna Hollinshed thanked Judy for her assistance in helping Town of Beaufort find a new manager and her aid with the Parks & Recreation Trust Fund grant application.

Carolyn Kenyon thanked Judy for her assistance with the Town of Faison new water system.

Joe Daughtery gave kudos to Patrick Flanagan with all of his hard work with the RPOs.

Michael Curtis announced Carteret Community College is looking for a new president.

Knox Proctor commented on the COGs professionalism.

Edward Riggs suggested that any water/sewer systems that collected impact fees should contact their attorney for advice as the court has shot down the right of systems to do so. Paybacks may be substantial.

## **10. Closed Session to discuss personnel matter**

*Motion to enter closed session to discuss personnel matter per NC G.S. 143-318.11(a)(6)—Members of Executive Committee only made by Jay Bender. Motion carried.*

## **11. Return to Open session**

*Motion made to return to open session made by Arthur Robinson. Motion carried.*

## **12. Adjournment**

Jay Bender motion to adjourn meeting.



Respectfully Submitted,

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Shane Turney, President

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Judy Hills, Executive Director

# **II. Executive Director Report**

# **EXECUTIVE DIRECTORS REPORT**

**Period covered: 5/1/17 to 5/31/17**

**SAVE THE DATE: Saturday October 28, 2017. ECC 50<sup>th</sup> Anniversary event at the Pine Knoll Shores Aquarium. Details will be provided at a later date.**

## **Administration:**

- I have completed my retirement paperwork and am officially leaving ECC on 6/30/17 although 6/28/17 will be my last full day of work.
- Matt Livingston has been selected as my replacement. He will start work on 6/26, but we anticipate that we will begin an informal orientation between now and then.
- We have been told the full ECC dues is not in the Onslow County budget for FY 17/18.
- We are working with James Sprunt Community College to complete an EDA application for a Health Services facility on campus.
- We are working with the Town of Morehead City to complete a Comprehensive Systemwide Parks and Recreation Plan. Met with the P&R Director to get an overview of the department. Provided examples of surveys that can be used.
- We are assisting Duplin County with their Broadband survey. ECC staff has inputted over 2,000 surveys from students.
- We are assisting Pamlico County with their Broadband Survey.
- Preparing transition material for the new Executive Director.
- ECC was mentioned in a recent article on abandoned & derelict vessels published by Coastal Review Online.
- Working on the Comprehensive Economic Development Strategy. Had hoped to have a draft available for this meeting (June 8<sup>th</sup> General Membership Board), but was unable to do so due to workload.

## **Finance:**

- Revised ECC Consultant Contract forms
- Set up NCLM Training program for all employees
- Jenny attended Public Employment Law Update @ UNC
- Leighann attended Clerk's Certification Training Course @ UNC
- Planning invoices for Towns & RPO's
- ECC & CCSAP Payrolls
- Budget & Audit Committee Meeting
- Board Meetings – ECC & CCSAP
- Closed out Trillium grant
- SF270 report for EDA Hurricane Matthew Disaster Recovery
- Staff Meeting
- ARMS Payments
- NCDOT Federal Highways Administration Audit/Review – received praise on how well this process went from DOT.

## **Planning:**

Eastern Carolina Council

- Met with Neuse Riverkeeper to discuss potential grant submissions and future collaborative work on groundwater infiltration and stormwater management

#### Eastern Carolina RPO

- Attended multiple SPOT 5.0 Workgroup meetings in Durham
- Participated in NCDOT NCARPO meeting on Statewide RPO issues
- Held TCC and TAC meeting
- Attended NC Public Transportation Strategic Plan Community Workshop in Greenville
- Presented at Highway 70 Corridor Commission meeting in Kinston

#### Down East RPO

- Held TCC and TAC meetings
- Attended NCDOT BoT US17/64 Subcommittee meeting in Raleigh
- Attended Statewide Multimodal Freight Plan meeting in Rocky Mount
- Created environmental map for Bridges Street Extension project for NCDOT Division 2
- Present at Carteret County Transportation Committee meeting in Morehead City

#### Trent Woods Planning

- Continued general planning work

#### Pollocksville Planning

- Continued general planning work

#### Kenansville Ordinance

- Created GIS version of current zoning map based on the Town's original version

#### Cedar Point Unified Development Ordinance

- Combined features of the Subdivision and Zoning ordinances into a UDO document
- Reviewed and amended all sections of the UDO

#### Newport 205j Stormwater

- Participated in a Watershed Planning Workshop put on by NOAA & NC Coastal Federation in Beaufort

#### Beaufort 205j Stormwater

- Attended Beaufort Stormwater Committee meetings

#### Carteret County Waterways Commission

- Reviewed Land Use data to determine all of the maritime uses in the County

#### EDA Disaster Recovery

- Researched RRP's housing elements for jurisdictions in our region
- Developed work plans for specific communities identified within the EDA grant
- Attended ECU/NCEM Hurricane Conference in Greenville

### Planning Technical Assistance

- Created updated River Bend Zoning Map
- Scheduled with multiple municipalities a timeline for Housing and Retail Market Studies

### **Concerns or developing situations:**

NCDOT reported in the DERPO meeting that our FHWA financial process review went very well. They complimented Jenny on her documentation and organization of RPO spending over the years. They even might use Jenny's system as a template going forward.

### **Human Services:**

#### Statistical Information:

- Ombudsman:
  - Complaints – 6 cases, 10 complaints
  - Technical assistance – 28
  - Trainings for staff and residents - 1
  - Facility visits – 11
  - Meetings with CAC's – 1
  - Community Education/Planning Meetings - 9
  - Federal/State Exit Surveys team member - 1
- T/A provided by AAA to providers – 14
- LCA/MFP Contacts – 8
- SHIP & LIS Consultations – 16
- Direct Client Assistance– 36
- Presentations - 4
- Compliance assessments completed – 3
- Provider/Board meetings – 9
- Classes taught to community – 1

#### Trainings for providers and community members

- Advanced care planning presentation at Havelock Senior Center
- Presentation for Onslow County Sherriff office to conduct VDT
- Conducted trainings for new CAC members
- Presentation for Eastern Carolina Disaster Coalition on VDT
- Conducted final CDSME class in Craven
- Conducted caregiver preparedness training for Coastal Community Action staff in Lenoir and Carteret

#### AAA Accomplishments

- Honored AAA volunteers at annual reception held at Pine Knoll Shores
- May is Older American Month and the AAA staff participated in the following events:
  - Carteret County Senior Life Expo
  - Craven County Older Americans Month Celebration
  - Duplin County Senior Fun Day

- Greene County Senior Health Fair
- Jones County Health Fair
- Lenoir County Older Americans month celebration
- Pamlico County Aging Well Expo
- Goldsboro Day at the Park
- Allocated MIPPA funds to the local SHIIP offices to help expand their outreach efforts
- Elder Abuse Awareness walk event in Lenoir County
- Attended NC Community Transitions Institute
- Assisted in preparing Onslow County Senior Services for re-certification
- Attended AHEC southern regional PCC conference
- Attended NC Partnership to Address Adult Abuse conference
- Attended Ombudsman state training
- Attended NC MFP roundtable meeting
- Attended AIRS conference
- Attended Aging Specialist Association quarterly meeting

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
- CDSME – Chronic Disease Self-Management Education
- VDT – Virtual Dementia Tour
- PCC – Person Centered Care
- AIRS – Alliance of Information and Referral Systems