



Executive Committee Board Meeting Minutes

6:30p.m. - Thursday, September 14, 2017

Second Floor Conference Room 233

Middle Street, New Bern, NC

Executive Committee Members in Attendance:

Jay Bender	Bennie Heath
Woody Brinson	Edward Riggs
Robert Cavanaugh	Arthur Robinson
Scott Dacey	Bill Taylor
Jesse Dowe	Shane Turney

ECC Staff in Attendance:

Matt Livingston	David Rosado
Jenny Miller	Leighann Morgan

1. **Welcome, Invocation, and Call to Order** – The meeting was called to order by President Shane Turney at 6:40 PM. Arthur Robinson offered the invocation.
2. **Adopt Agenda - Shane Turney, President**
Ed Riggs requested to add Paperless Agenda item to the agenda after 9 Executive Director Report.
Robert Cavanaugh motioned to adopt the amended agenda as requested, seconded by Arthur Robinson, motion carried unanimously.
3. **Consent Agenda** – Shane Turney, President, called the Board's attention to the consent agenda items:
 - a. Minutes-May 11, 2017
 - b. Financial Statement*Bennie Heath motioned 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, September 14th at 5:00 PM. The

committee reviewed the check register, financial report, budget amendments, membership dues, every member from previous year paid again this year, upcoming Networking event and the resolutions which will be covered tonight.

5. **Finance - Budget Amendments** - Jenny Miller, Finance Director, requested two budget amendments. Budget Amendment 7 to FY 16/17, which is an increase of \$163,735 in pass through funding from Division of Aging & Adult Services, this money just passes through ECC to the counties. Budget Amendment 1 to FY 17/18 total increase of \$52,713, does include some of the deferred revenues, more may be added when the auditors come.

Jay Bender motioned to approve Budget Amendment 7, seconded by Ed Riggs, motion carried unanimously.

Bill Taylor motioned to approve Budget Amendment 1, seconded by Jesse Dowe, motion carried unanimously.

6. **Personnel/Payroll Resolutions** - Jenny Miller, Finance Director
 - a. Resolution 2017-1-Temporary Help – Update personnel policy to reflect ECC can hire temporary position outside a temporary help agency. ECC is looking for more seasoned employees. Resolution would allow Executive Director to hire temporary positions as long as the position classification is the same as listed in our plan and funding is available. There was a discussion of how we would hire and advertisement, Jenny responded that we would treat temporary positions like hiring a permanent position.
Bennie Heath motioned to approve Resolution 2017-1; seconded by Bill Taylor, motion approved unanimously.
 - b. Resolution 2017-2- Payroll Cycle change – Jenny explained that going from a monthly cycle to a bi-weekly cycle will help in tracking comp time, paying employees for actual time performed and is more in line with other government agencies across the state. Jenny requested to change payroll from monthly to bi-weekly. There was discussion of why the pay period would be from Saturday to Friday and if this has been discussed with the staff. Jenny responded with it gives time for payroll to be processed and staff is okay with the change. Scott Dacey asked if an employees are going to be caught short? Jenny explained that the employee will be allowed the ability to receive advanced payment in January & February for any shortage and pay back in March.
Robert Cavanaugh motioned to approve Resolution 2017-2; seconded by Jay Bender, motioned approved unanimously.
 - c. Resolution 2017-3- Personal Leave Accrual Change – Jenny Miller presented the resolution with the wording change from immediate family to employee only. This resolution, with changing to Bi-weekly payroll, the personal leave will change to sick and vacation leave. This will allow employees to accrue sick leave that can be used towards the NC Local Government Retirement System. There is no cost to implement change and it would reduce the liabilities on the audit report. Edward Riggs suggested to round accrual time to the nearest tenth. The resolution would

change accrued personal leave to vacation leave, replace personal leave with vacation & sick leave and authorize Executive Director to make changes to the personnel policy and personnel manual.

Arthur Robinson motioned to approve Resolution 2017-3, seconded by Bill Taylor, motioned approved unanimously.

7. **Comprehensive Economic Development Strategy Status Report** - Matt Livingston, Executive Director reported that they have requested extension in time and pushed the deadline back to December 1st in hopes to have a better document. Robert Cavanaugh suggested Matt get in contact with County Manager Tommy Burns in Carteret County.

8. **50th Anniversary Celebration** - Jenny Miller, Finance Director, reported the 50th Anniversary Gala on October 28th, 2017, will be a masquerade ball with 102 RSVPs that they are coming, tickets will be mailed in the coming week. Cash bar will be available after the two provided tickets, heavy hors d'oeuvre by the Flame, The Inn has a block of rooms reserved for this event. Mr. Dacey questioned how this event was paid for. Ms. Miller responded that it is paid by funds received from CCSAP, which is a non-profit that we serve as fiscal agent for.

9. **Electronic Agenda** – Shane Turney opened discussion to have electronic agenda versus mailing agenda to save on costs. Arthur Robinson suggested to leave as electronic agenda but to have the electronic emailed with the page numbers. Ed Riggs suggested that the General Membership Meetings to be mailed.
Jay Bender motioned to mail agendas to General membership board and email agenda to the Executive Committee Board, seconded by Bill Taylor, motion approved unanimously.

10. **Executive Director Report** – Matt Livingston, Executive Director, reported that there are a couple of new initiatives to discuss. First one being a Re-Entry Council for Pamlico & Craven Counties to reduce the recidivism rate, we submitted a grant application for this and would be the intermediary agency if awarded, will generate some revenue for ECC. October 5th & 6th ECC will host the COG Director meeting which will focus on the Statewide Initiative comprehensive strategic plan for all the COGs, to get a foothold of what we are doing across the state with the help of the School of Government. Matt opened the meeting to the forum members.

Matt sent out a survey to managers and clerks to get feedback about the manager's meetings that ECC hosts.

Matt would like to facilitate a visioning meeting to update our Vision & Mission Statement, to get the involvement of ECC Members. There was discussion to call a Special meeting, which will include newly elected members to the board, in February.

Matt stated that the pay classification in the agenda packet will be tabled to another date.

11. Member Comments

Scott Dacey asked about orientation and if this will be offered to new members.

Jay Bender stated that the ethics training hosted by ECC is a great marketing tool and hopes it is on the calendar this year.

Bennie Heath stated that he appreciated Judy Hills help with the Green County Parks & Rec Grant.

Arthur Robinson stated that the Town of Hookerton is moving to their new town office on October 3rd.

Scott Dacey stated that Second Chance Gala is October 7th and has extra seats at his table.


Matt Livingston stated that ECC new neighbors the Entrepreneur Center will have open house on September 15th from 5-8 PM.


Woody Brinson stated that Duplin County is hosts the traveling exhibits of the Bill of Rights

12. Adjournment

Jay Bender motioned to adjourn the meeting, seconded by Bill Taylor, meeting adjourned 7:38 PM

Respectfully Submitted,


Shane Turney, President


Matthew Livingston, Executive Director