

Executive Committee Board Meeting

6:30 p.m. - Thursday, October 25, 2018 Second Floor Conference Room 233 Middle Street, New Bern, NC

AGENDA

- 1. Welcome, Invocation, and Call to Order Welcome any New Board Members
- 2. Adopt Agenda Shane Turney, President
- 3. Consent Agenda Shane Turney, President
 - a. Executive Committee Board Minutes—May 10, 2018
 - b. Financial Statement
- 4. Budget and Audit Committee Report Edward Riggs, Treasurer
- 5. Finance—Budget Amendment Jenny Miller, Finance Director
- **6.** Pay & Classification Recommendation Matthew Livingston, Executive Director
- **7. Approval of New Members** *Matthew Livingston, Executive Director* Bayboro, Vandemere, Seven Springs
- 8. Other Executive Director Updates
- 9. Member Comments
- **10. Closed Session Personnel Issues** *NC G.S.* 143-318.11(a)(6) Members of Executive Committee only
- 11. Adjournment



3. Consent Agenda

a. Minutes – May 10, 2018

Executive Committee Board Meeting

6:30 p.m. - Thursday, May 10, 2018 Second Floor Conference Room 233 Middle Street, New Bern, NC

Minutes

Executive Committee in Attendance:

Jay BenderBennie HeathRoland BestPat PrescottRobert CavanaughEdward Riggs Jr.Jesse DoweArthur RobinsonFrank EmoryShane Turney

General Membership in Attendance:

Randy Mitchell

ECC Staff in Attendance:

Matthew 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 6:31 p.m. Bennie Heath offered the invocation
- **2. Adopt Agenda** *Shane Turney, President*Bob Cavanaugh motioned to adopt the agenda, seconded by Roland Best, motion carried unanimously.
- 3. Consent Agenda Shane Turney, President
 - a. General Membership Board Minutes—November 17, 2017
 - b. Financial Statement (to be provided at the meeting)

Bob Cavanaugh motioned to approve the consent agenda, seconded by Bennie Heath, motioned carried unanimously.

4. Budget and Audit Committee Report - Edward Riggs, Treasurer Edward Riggs reported that the Budget & Audit Committee met on Thursday, May 10 at

5:00 p.m. to view the financials, check register and the budget that will be presented tonight.

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

Jenny Miller presented Budget Amendment 3, totaling \$83,022, to the board for approval: 1) \$37,00 increase to T/A Projects for Storm water Mapping Services; 2-3) \$53,768 increase to Division of Aging Allocation; 4-5) \$13,044 decrease to Division of Aging Allocation; 6) \$5,298 Increase to be received as a pass thru funding from the Division of Aging for Fan Relief. Frank Emory motioned to approve Budget Amendment 3 for FY 17/18, seconded by Arthur Robinson, motion carried unanimously.

6. Budget Presentation – *Jenny Miller, Finance Director*

Jenny Miller reviewed the FY 18/19 budget of \$6,054,793, an increase of \$130,651 from previous year. The member due rate remains the same, the projected Member Dues are \$214,206, 41% will be used for the required Aging program match, 25% for the required Transportation match, 20% for the EDA match and 14% to cover administration costs. ECC will advertise the availability of the budget for public comment on June 7, 2018, which is also when it will be voted on for approval.

There was discussion of the Fund Balance and Re-Entry council involvement.

7. NCARCOG Intra-Regional Cooperative Agreement – *Matthew Livingston, Executive Director*

Matthew Livingston stated an Intra-Regional Cooperative Agreement has been presented to all the COGs, which establishes policies with respect to the issue of territorial integrity and joint and mutual consultation and agreement on cooperative projects spanning the boundaries of sub-state regions in North Carolina. Matt stated the Executive Directors of the COGs have discussed this agreement and agree to it.

Jay Bender motioned to approve the agreement, seconded by Frank Emory, motioned carried unanimously.

- **8.** Regional Legislative Agenda Matthew Livingston, Executive Director

 Matthew Livingston recalled the results from the Legislative Agenda from March 14th luncheon.

 The top 5 Regional Legislative Agenda items were: Hwy 17 Project Improvements, School Safety,
 Opioid Crisis, Re-Entry Council Expansions and Funding for Water & Sewer Infrastructure.
- **9. Discussion of Future Networking Events** *Matthew Livingston, Executive Director* Matthew Livingston asked for the board members to be thinking about the future of the annual networking event. There was a discussion of past events and involvement and how the event has evolved over the years. Jay Bender recommended to open the discussion to the General Membership Board at the June meeting.

10. Other Executive Director Updates

Matthew Livingston stated ECC hosted a visioning session at the Global Trans-park in Kinston and would like to continue the discussion in June. He is assisting with grant administrations with Project Volt, Gallants Channel Initiative and the Town of Hookerton; hosted a quarterly managers meeting; and will be attending Legislative Day in Raleigh on May 30, 2018.

11. Member Comments

Pat Prescott asked the where abouts of the Neuse River Authority.

Bob Cavanaugh asked the details of Round 2 of the Gallants Channel Initiative; Matthew Livingston stated it is a more intensive phase.

Roland Best stated he thought the visioning session was well implemented and well attended.

12. Adjournment

Bennie Heath motioned to adjourned the meeting, seconded by Jesse Dowe, meeting adjourned at 7:16 p.m.

Shane Turney, President	Matthew Livingston, Executive Director



3. Consent Agenda

b. Financials

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Financial Statement of Activity
Eastern Carolina Council of Governments Run: 9/04/2018 at 3:25 PM

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001	M-T-D Actual	Y-T-D Actual	Annual Budget	Budget Remaining	Percent Used
Paramusa					
Revenues 4701, Federal Revenue	0.00	300.00	0.00	300.00	0.00
4703. Other Revenue	(3,585.58)	95,870.17	242,595.86	(146,725.69)	39.52
4707. Interest	0.00	1.33	0.00	1.33	0.00
4713. Local Revenue	0.00	160,704.03	162,170.00	(1.465.97)	99.10
4717. ECC Match	(22,995.00)	(130,267.00)	(130,267.00)	0.00	(100.00)
Total Revenues	(26,580.58)	126,608.53	274,498.86	(147,890.33)	46.12
Expenses					
5457. Board Meeting	505.00	6,060.18	6,060.18	0.00	100.00
5465. President Allowance	150.00	1,800.00	1,800.00	0.00	100.00
5466. Administration Misc Exp	0.00	3,675.00	3,675.00	0.00	100.00
5502. Training	822.98	11,239.04	16,194.82	4,955.78	69.40
5700. Mileage Expense	1,192.92	9,089.22	10,490.77	1,401.55	86.64
5701. Hotel, Meals, Incidentals	810.83	6,100.83	6,100.83	0.00	100.00
5705. Annual Meeting	0.00	4,014.44	4,014.44	0.00	100.00
5720. Salary	30,692.26	173,910.26	239,596.37	65,686.11	72.58
5721. 401K	585.12	3,728.74	21,297.96	17,569.22	17.51
5722. FICA	2,252.96	12,205.54	13,272.64	1,067.10	91.96
5724. Health Insurance	3,639.86	22,057.90	21,598.86	(459.04)	102.13
5725. Dental Insurance	(1,562.83)	(655.06)	1,774.57 12,488.96	2,429.63 3,103.93	(36.91) 75.15
5726. Retirement	1,472.53	9,385.03	898.80	323.99	63.95
5736. Unemployment Benefits	61.25 1,662.50	574.81 2.167.50	10,000.00	7,832.50	21.68
5749. Legal Fees	0.00	7,720.00	7,900.00	180.00	97.72
5750. Consultant 5751. Audit	0.00	202.11	203.00	0.89	99.56
5751. Audit 5752. Rent	5,191.50	43,800.62	43,292.00	(508.62)	101.17
5752. Refit 5754. Equipment Lease	759.50	8,166.62	7,000.00	(1,166.62)	116.67
5757. Insurance & Bonding	0.00	8,296.23	10,000.00	1,703.77	82.96
5758. Postage	51.05	1.275.70	1,323.07	47.37	96.42
5759. Printing/Publication	0.00	0.00	1,000.00	1,000.00	0.00
5760. Telephone, Cell Service	705.87	3,635.43	3,700.00	64.57	98.25
5761. Utilities	1,940.80	6,483.21	10,252.00	3,768.79	63.24
5768. Broadband	20.74	1,823.91	4,500.00	2,676.09	40.53
5769. Computer Related Purchase	28.20	3,428.49	3,282.01	(146.48)	104.46
5770. Office Supplies	2,441.42	20,069.58	19,774.71	(294.87)	101.49
5771. IT System Administration	3,565.57	27,154.60	27,057.87	(96.73)	100.36
5772. Dues & Subscriptions	695.00	8,619.29	11,747.00	3,127.71	73.37
5773. Cleaning Services	408.00	4,680.00	4,680.00	0.00	100.00
5774. Advertising	96.64	603.59	1,006.95	403.36	59.94
5775. Maintenance & Repairs	124.28	2,695.13	2,926.22	231.09	92.10
5776. Administration Website	0.00	0.00	500.00	500.00	0.00
5778. Copier Costs/Paper	(719.72)	(1,625.48)	892.18	2,517.66	(182.19) 53.47
5779. Bank Charges	0.00 0.00	534.70 3,030.78	1,000.00 4,359.83	465.30 1,329.05	69.52
5780. Payroll Exp	0.00	3,030.78	1,050.00	651.30	37.97
5781. Employment Screening	(33,152.34)	(296,888.69)	(262,212.18)	34,676.51	(113.22)
5899. Indirect Cost Total Expenses	24,441.89	119,457.95	274.498.86	155,040.91	43.52
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Excess Revenue Over (Under) Expenditures	(51,022.47)	7,150.58	0.00	7,150.58	0.00

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Run: 9/04/2018 at 3:25 PM Financial Statement of Activity Eastern Carolina Council of Governments For 6/30/2018

003	M-T-D Actual	Y-T-D Actual	Annual Budget	Budget Remaining	Percent Used
B					
Revenues 4701, Federal Revenue	1,000,703.05	5,292,585.08	2,954,475.88	2,338,109.20	179.14
4701.1 ederar Nevende	62,942.85	223,702.15	2,551,391.00	(2,327,688.85)	8.77
4711. MIS Revenue	662.95	4,590.45	4,500.00	90.45	102.01
4713. Local Revenue	0.00	54,565.00	54,566.00	(1.00)	100.00
4714. In-Kind Revenue	837.36	4,664.58	7,390.00	(2,725.42)	63.12
4717. ECC Match	20,256.00	130,267.00	160,342.00	(30,075.00)	81.24
Total Revenues	1,085,402.21	5,710,374.26	5,732,664.88	(22,290.62)	99.61
Expenses					27.05
5456. Match Cash & Inkind	837.36	4,664.58	12,390.00	7,725.42	37.65
5457. Aging P & A Board Meeting	0.00	206.16	206.16	0.00	100.00 94.69
5460. MIS Fee	373.95	4,261.20	4,500.00	238.80 474.00	77.22
5500. Advisory Council	0.00	1,606.78	2,080.78 15,182.42	(4,320.25)	128.46
5502. Training	4,981.43	19,502.67 117,033.49	281,402.27	164,368.78	41.59
5510. Program Services	50,527.21 1,925.79	44,418.89	49,137.04	4,718.15	90.40
5700. Mileage Expense	564.32	20,235.03	22,328.73	2,093.70	90.62
5701. Hotel, Meals, Incidentals 5705. Annual Meeting	0.00	3,274.13	3,274.13	0.00	100.00
5700. Annual Meeting 5720. Salary	59,602.63	536,518.07	560,472.76	23,954.69	95.73
5720. Salary 5721. 401K	1,281.08	11,591.14	20,780.56	9,189.42	55.78
5722. FICA	4,413.51	40,253.31	40,795.45	542.14	98.67
5724. Health Insurance	8,325.59	80,182.08	80,960.11	778.03	99.04
5725. Dental Insurance	374.54	3,782.52	3,930.19	147.67	96.24
5726. Retirement	3,224.11	29,171.22	29,909.43	738.21	97.53
5736. Unemployment Benefits	192.62	2,209.41	2,234.37	24.96	98.88
5749. Legal Fees	375.00	725.00	725.00	0.00	100.00
5750. Consultant	0.00	18,300.26	49,891.26	31,591.00	36.68
5751. Audit	0.00	33,797.89	33,797.89	0.00	100.00
5752. Rent	120.00	1,820.00	1,820.00	0.00	100.00
5758. Postage	44.10	432.05	904.70	472.65 842.20	47.76 73.51
5759. Printing/Publication	1,620.00	2,337.51	3,179.71 18,918.61	711.16	96.24
5760. Telephone, Cell Service	2,117.11	18,207.45 11,614.86	12,636.64	1,021.78	91.91
5768. Broadband	48.41 1,301.36	8,727.77	7,482.81	(1,244.96)	116.64
5769. Computer Related Purchase	31,803.87	36,991.39	49,929.66	12,938.27	74.09
5770. Office Supplies 5771. IT System Administration	4,276.50	29,137.09	28,665.90	(471.19)	101.64
5771. 11 System Administration 5772. Dues & Subscriptions	126.00	10,758.85	10,758.85	0.00	100.00
5774. Advertising	2,652.27	26,753.03	21,103.03	(5,650.00)	126.77
5775. Maintenance & Repairs	0.00	1,900.00	1,900.00	0.00	100.00
5778. Copier Costs/Paper	719.72	3,952.69	5,015.50	1,062.81	78.81
5781. Employment Screening	0.00	95.18	95.18	0.00	100.00
5844. 844 ECC CAREGIVER VOUCHERS	158.00	1,728.00	2,877.26	1,149.26	60.06
5899. Indirect Cost	33,152.34	296,888.69	302,591.48	5,702.79	98.12
6100. Fan-Pass thru	0.00	5,298.00	5,298.00	0.00	100.00
6200. HCCBG HCCBG PASS-THRU FUNDS	648,670.00	3,975,664.00	3,778,936.00	(196,728.00)	105.21
6300. Pass thru	0.00	15,252.00	15,252.00	0.00	100.00
6600. Aging P & A LEGAL AIDE CARTERET PSLS	(1.00)	21,718.00	21,716.00	(2.00)	100.01
6700. Sr. Center Gen Purpose	22,718.00	83,029.00	83,867.00	838.00	99.00
6800. III-D	7,413.00	29,806.00	32,753.00	2,947.00	91.00
6900. FCSP	33,059.00	100,846.00	112,965.00	12,119.00	89.27
Total Expenses	926,997.82	5,654,691.39	5,732,664.88	77,973.49	98.64
Excess Revenue Over (Under) Expenditures	158,404.39	55,682.87	0.00	55,682.87	0.00
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Financial Statement of Activity Eastern Carolina Council of Governments For 7/31/2018

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001	M-T-D Actual	Y-T-D Actual	Annual Budget	Budget Remaining	Percent Used
Revenues					
4703. Other Revenue	400.00	400.00	225,678.00	(225,278.00)	0.18
4713. Local Revenue	80,989.00	80,989.00	159,640.00	(78,651.00)	50.73
4717. ECC Match	0.00	0.00	(129,265.00)	129,265.00	0.00
Total Revenues	81,389.00	81,389.00	256,053.00	(174,664.00)	31.79
Expenses				,	
5455. Board Travel	0.00	0.00	1,000.00	1 000 00	2.22
5457. Board Meeting	96.99	96.99	5,000.00	1,000.00	0.00
5465. President Allowance	150.00	150.00	1,800.00	4,903.01 1,650.00	1.94
5466. Administration Misc Exp	0.00	0.00	33,952.00	33,952.00	8.33
5502. Training	635.00	635.00	15,500.00	14,865.00	0.00
5700. Mileage Expense	330.29	330.29	15,289.00	14,958.71	4.10
5701. Hotel, Meals, Incidentals	0.00	0.00	3,663.00	3,663.00	2.16
5720. Salary	20,305.96	20,305.96	227,485.00	207,179.04	0.00
5721. 401K	338.84	338.84	25,787.00	25,448.16	8.93 1.31
5722. FICA	1,449,68	1,449.68	15,508.00	14,058.32	
5724. Health Insurance	2,904.63	2,904.63	19,651.00	16,746.37	9.35
5725. Dental Insurance	116.77	116.77	500.00	383.23	14.78 23.35
5726. Retirement	866.80	866.80	16,084.00	15.217.20	23.35 5.39
5736. Unemployment Benefits	22.28	22.28	627.00	604.72	3.55
5749. Legal Fees	0.00	0.00	20,000.00	20,000.00	0.00
5751. Audit	0.00	0.00	203.00	203.00	0.00
5752. Rent	3,371.50	3,371.50	41.058.00	37,686.50	8.21
5754. Equipment Lease	(533.42)	(533.42)	8,000.00	8,533.42	(6.67)
5757. Insurance & Bonding	0.00	0.00	10,000.00	10,000.00	0.00
5758. Postage	(18.24)	(18.24)	1,050.00	1.068.24	(1.74)
5759. Printing/Publication	0.00	0.00	2,000.00	2,000.00	0.00
5760. Telephone, Cell Service	152.67	152.67	4,840.00	4,687.33	3.15
5761. Utilities	131.18	131.18	13,752.00	13,620.82	0.95
5768. Broadband	482.70	482.70	5,800.00	5,317.30	8.32
5769. Computer Related Purchase	12.51	12.51	5,000.00	4,987.49	0.25
5770. Office Supplies	268.51	268.51	10,100.00	9,831,49	2.66
5771. IT System Administration	158.77	158.77	25,400.00	25,241.23	0.63
5772. Dues & Subscriptions	284.00	284.00	17,000.00	16,716.00	1.67
5773. Cleaning Services	408.00	408.00	4,920.00	4,512.00	8.29
5774. Advertising	0.00	0.00	1,000.00	1,000.00	0.00
5775. Maintenance & Repairs	0.00	0.00	8,000.00	8,000.00	0.00
5776. Administration Website 5778. Copier Costs/Paper	0.00	0.00	500.00	500.00	0.00
5776. Copier Costs/Paper 5779. Bank Charges	141.76	141.76	3,300.00	3,158.24	4.30
5779. Bank Charges 5780. Payroll Exp	0.00	0.00	1,000.00	1,000.00	0.00
5781. Employment Screening	0.00	0.00	6,000.00	6,000.00	0.00
5899. Indirect Cost	0.00	0.00	1,000.00	1,000.00	0.00
	(12,937.96)	(12,937.96)	(315,716.00)	(302,778.04)	(4.10)
Total Expenses	19,139.22	19,139.22	256,053.00	236,913.78	7.47
Excess Revenue Over (Under) Expenditures	62,249.78	62,249.78	0.00	62,249.78	0.00

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Financial Statement of Activity Eastern Carolina Council of Governments For 7/31/2018

Page: 2

	003	M-T-D Actual	Y-T-D Actual	Annual Budget	Budget Remaining	Percent Used
	Revenues					
	4701. Federal Revenue 4702. State Revenue	1,570.00 0.00	1,570.00 0.00	1,200,002.00	(1,253,732.00)	0.13
	4711. MIS Revenue	79.95	79.95	319,224.00 4,500.00	(319,224.00)	0.00
	4712. Appropriated Fund Balance 4713. Local Revenue	0.00	0.00	35,000.00	(4,420.05) (35,000.00)	1.78
	4714. In-Kind Revenue	20,366.00	20,366.00	54,566.00	(34,200.00)	0.00 37.32
	4717. ECC Match	0.00	0.00	6,090.00	(6,090.00)	0.00
	Total Revenues	0.00	0.00	129,265.00	(129,265.00)	0.00
	Total Nevellues	22,015.95	22,015.95	1,803,947.00	(1,781,931.05)	1.22
	Expenses				(, = , , = = , , , , , , , , , , , , ,	1.22
	5460. MIS Fee	0.00	0.00	4 500 00		
	5500. Advisory Council	404.29	404.29	4,500.00 2,000.00	4,500.00	0.00
	5502. Training	2,467.07	2,467.07	3,000.00	1,595.71	20.21
	5510. Program Services	767.63	767.63	390,339.00	532.93 389,571,37	82.24
	5700. Mileage Expense	3,000.57	3,000.57	46,338.00	43,337.43	0.20
	5701. Hotel, Meals, Incidentals 5720. Salary	1,623.15	1,623.15	15,097.00	13,473.85	6.48
	5721. 401K	30,844.82	30,844.82	653,662.00	622,817.18	10.75
	5722. FICA	855.48	855.48	30,335.00	29,479.52	4.72 2.82
	5724. Health Insurance	2,302.56	2,302.56	33,692.00	31,389.44	6.83
	5725. Dental Insurance	4,829.39	4,829.39	57,152.00	52,322.61	8.45
	5726. Retirement	219.28	219.28	5,881.00	5,661.72	3.73
	5736. Unemployment Benefits	2,189.32	2,189.32	27,183.00	24,993.68	8.05
	5751. Audit	19.21	19.21	2,751.00	2,731.79	0.70
	5752. Rent	0.00	0.00	33,797.00	33,797.00	0.00
	5758. Postage	140.00 51.74	140.00	2,060.00	1,920.00	6.80
	5759. Printing/Publication	0.00	51.74	1,280.00	1,228.26	4.04
	5760. Telephone, Cell Service	657.41	0.00	1,000.00	1,000.00	0.00
	5768. Broadband	1,512.29	657.41 1,512.29	16,557.00	15,899.59	3.97
	5769. Computer Related Purchase	25.00	25.00	10,330.00	8,817.71	14.64
	5770. Office Supplies	472.81	472.81	1,100.00 6,084.00	1,075.00	2.27
	5771. IT System Administration	0.00	0.00	26,535.00	5,611.19	7.77
	5772. Dues & Subscriptions	2,200.00	2,200.00	4,240.00	26,535.00	0.00
	5774. Advertising	0.00	0.00	13,031.00	2,040.00 13,031.00	51.89
	5775. Maintenance & Repairs	0.00	0.00	3,000.00	3,000.00	0.00
	5778. Copier Costs/Paper	629.21	629.21	1,390.00	760.79	0.00
	5844. 844 ECC CAREGIVER VOUCHERS 5899. Indirect Cost	0.00	0.00	12,000.00	12,000.00	45.27
	6900. FCSP	12,937.96	12,937.96	279,585.00	266,647.04	0.00 4.63
		0.00	0.00	120,028.00	120,028.00	0.00
	Total Expenses	68,149.19	68,149.19	1,803,947.00	1,735,797.81	3.78
E	xcess Revenue Over (Under) Expenditures	(46,133.24)	(46,133.24)	0.00	(46,133.24)	0.00
						0.00

5. Budget Amendment



Phone: 252.638.3185 ext. 3028 • Fax: 252.638.3187 • Email: jmiller@eccog.org

MEMORANDUM

Date: October 25, 2018

To: ECC Executive Committee

From: Jenny Miller, Finance Director

RE: Budget Amendment 1 - FY 18/19

Executive Committee Members,

The above mentioned budget revision is requested as follows:

001 - General Fund

Total increase of \$59,388 = \$42,262 + \$17,126 (deferred)

- Increase of \$39,700 for Planning Technical Assistance Projects Water System Asset Management & Stormwater Mapping
- 2. Increase of \$2,562 for Financial Technical Assistance Project
- 3. Deferred revenue is from the Financial Technical Asst. Project that crosses our FY.

003 - Special Fund

Total increase of \$841,228

- 4. Division of Aging Grant Allocations Received Increase of \$874,954
- 5. Disaster Recovery grant adjustment based on prior year spending and rollover amount Decrease of \$33,726



Budget Ordinance FY 18-19

	FY 18-19			
		ADOPTED		AMENDED
-		BUDGET	Oct 25, 2018	BUDGET
REVENUES AN	TICIDATED	FY 18-19	BA #1	FY 18-19
KEVENUES AN	HOIFATED			
4701	FEDERAL (AAA, Environmental, Economic Dev)	5,256,185	846,207	6,102,392
4702		319,224	1,766	320,990
4703		225,678	59,388	
4711		4,500		285,066
4713		***************************************	0	4,500
4714		214,206	0	214,206
7/14	IN KIND KEVENOE	0	0	0
4712	APPROPRIATED FUND BALANCE	0	0	0
4717		35,000	(6,745)	28,255
4/1/	ECC MATCH TRANSFERS (EDA & AGING) TOTAL REVENUES	6,054,793	900,616	6,955,409
				0,000,100
EXPENDITURES	S BY DEPARTMENT			
	GENERAL GOVERNMENT:			
400	ADMINISTRATION	30,375	0	30,375
406-418		183,818	39,700	223,518
419-428		31,860	05,700	31,860
402 & 454		0 1,000	19,688	19,688
490-499		10,000	19,000	10,000
100 100	ABING III	10,000	U	10,000
	SPECIAL FUND:			
	TRANSPORTATION:			
300		132,968	0	132,968
350	DOWN EAST RPO	139,868	0	139,868
	PUBLIC SAFETY:			
402	CRAVEN PAMLICO RE-ENTRY	225,000	0	225,000
	ECONOMIC & COMMUNITY DEVEL ORMENT			
	ECONOMIC & COMMUNITY DEVELOPMENT:			-
710		175,000	(33,726)	141,274
708 & 712	ECONOMIC DEV PLANNING & ADMIN	105,000	0 _	105,000
	ENVIRONMENTAL PROTECTION			
614-617	205J PROJECTS	21,104	0	21,104
	HUMAN SERVICES:			
500	TITLE III PLANNING &ADMINISTRATION	316,745	42,526	359,271
512	COMMUNITY RESOURCE CENTER (CRC-LCA)	30,000	0	30,000
520	OMBUDSMAN	210,435	1,977	212,412
530	AAA SUPPORT (SB1559)	48,263	0	48,263
11-857 & 920	FAMILY CAREGIVER SUPPORT (FCSP)	269,790	40,796	310,586
540	ELDER ABUSE TRAINING	9,931	(224)	9,707
901/908/925	TITLE III, HCCBG PASS THRU	4,009,588	778,768	4,788,356
915	TITLE III-D HEALTH PROMOTION	4,005,000	0	4,700,330
906	LEGAL AID	0	0	0
502	MIPPA	25,048	0	
503	MIPPA-CRAVEN	25,048	0	25,048
513	III D SURPLUS			11 111
550	MFP	0	11,111	11,111
551	SHIIP-CRAVEN	80,000	0	80,000
	Total Expenditures	0	0	0
	Total Experiultures	6,054,793	900,616	6,955,409



6. Pay & Classification Recommendation

Proposed Implementation of Classification and Pay Plan

The complete Classification & Pay Study was distributed for review at the General Membership Board Meeting in June 2018 and will be available again at the September 13, 2018 meeting as needed.

The following represents a proposed method of implementing the new salary ranges and grade assignments and, to some extent, addressing compression. All employee salaries are adjusted at least to the Minimum of the proposed salary range if the employee has completed probation. In addition, each employee is advanced above the minimum based on a determination of total career experience related to their current job. This determination was based on ECC management consensus and is intended to adjust for times in the past where more experienced staff were hired at the entry rate, which failed to reflect previous experience.

Total cost to implement \$ 51,820 Cost as a percentage of total payroll 7.44%

This option places employees closer to where they should be in the ranges while maintaining a conservative approach. The Budget & Audit Committee recommends this plan be implemented in two phases. The first phase will be effective with the first full payroll cycle in January 2019 and will reflect 50% of the total cost or \$25,910. The additional 50%, \$25,910, will be implemented in the next fiscal year effective July 1, 2019.

Special Notes:

- 1. The costs detailed below are for salary dollars only and do not reflect the cost of associated benefits. The costs also change with turnover, promotions, etc.
- 2. The cost detailed below are \$4,907 or .59% less than in the original document due to changes in employees since the plan was completed.
- 3. The annual cost listed on the full document below were the annual salary as of March 2018 and do not reflect any raises received between March 2018 current. There was a 2% raise issued July 1, 2018, therefore the new annual salary will be that rate, plus the implementation cost shown on the right.

Request a motion to approve the new Classification and Pay Plan for Eastern Carolina Council of Governments with the above mentioned implementation method.

Eastern Carolina Council List of Classes Arranged by Grade

GRADE	CLASSIFICATION	FLSA STATUS	HIRING RATE	MAXIMUM
10			32,291	51,665
11			33,905	54,249
12	Planning Technician		35,601	56,961
13			37,381	59,809
14	Administrative & Program Specialist Aging Programs Consultant Family Caregiver Specialist Regional Ombudsman		39,250	62,799
15	Community Planner Lead Regional Ombudsman Transportation Planner		41,212	65,939
16	Lead Aging Programs Consultant		43,273	69,236
17			45,436	72,698
18	Senior Community Planner Senior Transportation Planner		47,708	76,333
19			50,094	80,150
20			52,598	84,157
21			55,228	88,365
22	Area Agency on Aging Director Regional Planning Director	E E	57,990	92,783
23	Finance Director	E	60,889	97,423
24			63,934	102,294
25			67,130	107,408
26			70,487	112,779
27			74,011	118,418
28	Executive Director	E	77,712	124,339
29			81,597	130,556

E = Exempt from the Wage and Hour Provisions of the Fair Labor Standards Act (FLSA)

Eastern Carolina Council Salary Schedule 2017-2018

	HIRING				
GRADE	RATE	MINIMUM	MID POINT	MAXIMUM	GRADE
7	27,894	29,289	36,262	44,630	7
8	29,289	30,753	38,075	46,862	8
9	30,753	32,291	39,979	49,205	9
10	32,291	33,905	41,978	51,665	10
11	33,905	35,601	44,077	54,249	11
12	35,601	37,381	46,281	56,961	12
13	37,381	39,250	48,595	59,809	13
14	39,250	41,212	51,024	62,799	14
15	41,212	43,273	53,576	65,939	15
16	43,273	45,436	56,254	69,236	16
17	45,436	47,708	59,067	72,698	17
18	47,708	50,094	62,021	76,333	18
19	50,094	52,598	65,122	80,150	19
20	52,598	55,228	68,378	84,157	20
21	55,228	57,990	71,797	88,365	21
22	57,990	60,889	75,386	92,783	22
23	60,889	63,934	79,156	97,423	23
24	63,934	67,130	83,114	102,294	24
25	67,130	70,487	87,269	107,408	25
26	70,487	74,011	91,633	112,779	26
27	74,011	77,712	96,215	118,418	27
28	77,712	81,597	101,025	124,339	28
29	81,597	85,677	106,077	130,556	29
30	85,677	89,961	111,380	137,083	30
31	89,961	94,459	116,949	143,938	31
32	94,459	99,182	122,796	151,134	32
33	99,182	104,141	128,936	158,691	33
34	104,141	109,348	135,384	166,626	34
35	109,348	114,815	142,153	174,957	35
36	114,815	120,556	149,260	183,705	36
37	120,556	126,584	156,723	192,890	37
38	126,584	132,913	164,560	202,535	38
39	132,913	139,559	172,787	212,661	39

		Current				
Current Classification	Gr	Annual	Recommended Class	Gr	Annual	Cost
Human Services	10	42,495	Family Caregiver Specialist	14	46,982	4,487
Human Services	10	47,366	Lead Aging Programs Consultant	16	56,341	8,975
Planning Director	13	50,856	Regional Planning Director	22	57,990	7,134
Community Planner	13	62,000	Senior Transportation Planner	18	62,000	=
Community Planner	13	45,000	Community Planner	15	45,000	-
Executive Director	20	90,720	Executive Director	28	93,837	3,117
Finance Director	18	65,257	Finance Director	23	72,885	7,628
Human Services	7	41,609	Administrative & Program Specialist	14	44,097	2,488
Regional Ombudsman	10	46,405	Lead Regional Ombudsman	15	50,629	4,224
Human Services Deputy	14	50,375	Aging Programs Consultant	14	50,375	-
Human Services	17	61,800	Area Agency on Aging Director	22	74,285	12,485
Regional Ombudsman	10	46,110	Regional Ombudsman	14	47,394	1,284
Community Planner	13	46,640	Transportation Planner	15	46,640	-

696,633 51,820 7.44%



8. Other Executive Director Updates

A). Visioning Session and Strategic Plan

Planning staff has compiled the results of the two part visioning session regarding the future of ECC for input into a five year strategic plan. The Executive Director has reviewed that information and will be meeting with staff in the next few weeks to go over the results and have brainstorming session on how ECC can take some of the challenges and opportunities brought forth in the session and make them reality. From there the Executive Director will draft a report to be submitted as strategic objectives as part of a new strategic plan. The goal is to have a draft plan no later than the end of this calendar year that will be sent to the Board for their review and consideration and future implementation.

B). Comprehensive Economic Development Strategy (CEDS)

The Executive Director is working on a very condensed executive summary no more than 3-5 pages of the CEDS. The purpose of this document is to illustrate and summarize the regional CEDS plan in a very thorough yet easy to digest summary that can be used as a handout or attachment in conjunction with other meeting(s) regarding regional economic development, EDA, EDD or other COG activities. In addition to this the Executive Director is working on a briefer power point on the CEDS no more than ten slides that will be presented to various Boards and Commissions.

C). New Vision Statement and Core values

Over the past several months staff has been working on the development of core values and a vision statement for Eastern Carolina Council. The Vision Statement does go along with the organizations mission statement which was previously developed a few years ago. The Mission and Vision Statement along with our core values is attached. I would like the Board to consider formally adopting these. (Item C.1) The next phase of this process is to truly ingrain them into our daily processes and procedures. One example of how we are incorporating our core values is that they are actually being used as part of the evaluation tool within our annual evaluations. We would welcome any suggestions you have as to how to do this.

D). New Eastern Carolina Council Website

It was noted that our current website was in need of updating. More importantly, the website needed greater functionality and compatibility with newer smarter technology. In short, much more can and needs to be done with and through our website ten is current being done. To address this issue, a website review and recommendation committee was established to provide Department Heads and the Executive Director with guidance. The committee has been very busy and is now ready to sit down with the Department Heads and Executive Director and share their recommendations. We are excited about hearing from them and the potential we have with a new website.

E). Wednesday Webinar Series

In speaking with member governments one of the themes that has come up more than once was the concept that ECC be a regional training partner for our member governments. In many ways we already do this fielding calls and offering advice or providing technical assistance on projects or meeting facilitation. However, this is an area we want, need and can do more with. Providing no cost collaborative training to our member governments is a value added proposition that ECC now offers in the form of our Wednesday Webinar series. We currently are doing one webinar every other month, however, this could be expanded to one webinar per month depending on demand. More on this program is provided (**Item E.1**). The webinars are provided through ICMA. As such, they can also be used as continuing education credits for Managers or other professionals. The next webinar is scheduled for October 17th and it will be on Economic Development through Sports Tourism.

F). EDD Activity/Infrastructure Projects

The infrastructure projects are ones that are geared towards generating jobs in the region and they consist of actual infrastructure new or improved on the ground

Project Volt

Project Volt is a new workforce training Center which is currently under construction. It will be a major focal point for future economic development in the region. The project is supported by City Of New Bern/Craven Community College and consists of a 1.3 million EDA Investment. Total Investment 3.2 million golden leaf City of New Bern NCDOT.

James Sprunt Healthcare Training Facility

This project will be starting very soon. It is the construction of a new healthcare training facility in Kenansville at James Sprunt Community College. This is a large project 4.3 million dollar project with over 2 million dollars leveraged from EDA Economic Development Funds. In addition once constructed the facility will have state of the art training for nurses that is badly needed for the region.

EDD Planning Projects

These are planning related projects don't often to determine the feasibility and or provide a framework for further economic Investment. They are smaller planning grants and are available for a wide variety of projects

Gallants Channel Initiative Carteret County Town of Beaufort 40K

This is a project that looks at the feasibility and economic impact and justification for the construction of a new expanded maritime center at land already owned on Gallants Channel. The expansion is necessary to house the growing amount of very historically significant artifacts from the host of maritime activity and vessels such as the Queen Anne's Revenge. This was roughly a \$40,000 grant and no match required

North Carolina Coastal Federation Newport Carteret County 48K

Feasibility Study to establish an economic development framework, process, and strategy that support private capital, investment and job creation in the region. This is a \$48,036 grant no match required

Where are we targeting Investments currently:

Global Transpark Kinston, NC

Plan to meet with State Port Authority at Morehead City

G). Networking Survey

Approximately three weeks ago staff sent out a survey to members, Town Clerks Managers and elected officials. The survey had two general purposes. First, it was designed to get data and input on our annual networking event. As aware, this event has struggled in past years and or has been inconsistent. The reason in part may have been a general lack of unity on purpose and objectives for such as event. It was determined that with a large amount of new elected officials and staff that we need new guidance and input as to future networking events. I still believe these networking events need to be driven by others in the region in conjunction with ECC. In fact, ECC can and will do much of the legwork but we need to involve more of the region and give the event greater purpose in my humble opinion. However, the next step will be to bring the survey results back to you and evaluate them and discuss staff recommendations on where to go next. The second part of the survey was a means to capture more information for our service delivery for the five year strategic plan. While the visioning session did much of that I felt it was needed to capture other opinions as well and give those a chance that could not make the visioning session time to input their thoughts into the survey for our consideration.

H). NEW PODCASTS and Director Blog

A new tool that ECC is using to get its message out is live and or pre-recorded podcasts. In fact, we did our first podcast on Friday August 31st. The subject matter was on Economic Development and how ECC as an EDD strategically looks towards investing in the region to promote job creation and or training. We had Amanda Ohlensehlen from the City of New Bern on and Hillary Sherman and myself on the podcast. These will be put up on various websites including ECC. If you would like a copy let me know and I can send you one. The blog is something we started that is on our website as well.

I). Needs Assessment Leadership Project

The UNC SOG in partnership with ECC is working on a leadership needs assessment (item# I.1) I have offered this groups participation for this very important work which will occur at our next Board meeting on November 8th 2018.