



MEMORANDUM

November 9, 2017

TO: ECC Executive Committee Board Members
FROM: Shane Turney, President
RE: Executive Committee Board Agenda Packet

Please make plans to attend the Eastern Carolina Council **Executive Committee Board meeting** to be held on Thursday, **November 9, 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 Matthew Livingston to do so 252.638.3185 x 3005 or mlivingston@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.

Agenda



Executive Committee Board Meeting

6:30 p.m. - Thursday, November 7, 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—September 14, 2017
 - b) Financial Statement
- 4. *Audit Presentation - Lou Cannon, RSM***
- 5. *Budget and Audit Committee Report - Edward Riggs, Treasurer***
- 6. *50th Anniversary Celebration Update - Jenny Miller, Finance Director***
- 7. *Comprehensive Economic Development Strategy Status Report - Matt Livingston, Executive Director***
- 8. *Executive Director Report - Matt Livingston, Executive Director***
- 9. *Member Comments***
- 10. *Adjournment***

3. Consent Agenda

a. Minutes – September 14, 2017



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 1^{4th} 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

3. Consent Agenda

b. Financial Statements

Financial Statement of Activity

Eastern Carolina Council of Governments

For 9/30/2017

001	M-T-D Actual	Y-T-D Actual	Annual Budget	Budget Remaining	Percent Used
Revenues					
4703. Other Revenue	4,100.00	11,600.00	171,845.86	(160,245.86)	6.75
4713. Local Revenue	5,116.00	159,640.03	161,168.00	(1,527.97)	99.05
4717. ECC Match	0.00	0.00	(129,265.00)	129,265.00	0.00
Total Revenues	9,216.00	171,240.03	203,748.86	(32,508.83)	84.04
Expenses					
5455. Board Travel	0.00	0.00	500.00	500.00	0.00
5457. Board Meeting	425.00	545.39	4,500.00	3,954.61	12.12
5465. President Allowance	150.00	450.00	1,800.00	1,350.00	25.00
5466. Administration Misc Exp	0.00	0.00	10,894.00	10,894.00	0.00
5502. Training	165.44	554.94	14,000.00	13,445.06	3.96
5700. Mileage Expense	223.64	1,227.85	6,227.00	4,999.15	19.72
5701. Hotel, Meals, Incidentals	155.00	836.06	3,000.00	2,163.94	27.87
5720. Salary	12,171.45	35,886.32	240,803.86	204,917.54	14.90
5721. 401K	227.92	647.55	45,542.00	44,894.45	1.42
5722. FICA	782.21	2,295.71	10,351.00	8,055.29	22.18
5724. Health Insurance	1,887.35	4,342.65	0.00	(4,342.65)	0.00
5725. Dental Insurance	88.00	262.48	0.00	(262.48)	0.00
5726. Retirement	573.59	1,629.69	12,387.00	10,757.31	13.16
5736. Unemployment Benefits	32.64	117.34	0.00	(117.34)	0.00
5749. Legal Fees	0.00	0.00	10,000.00	10,000.00	0.00
5751. Audit	0.00	59.44	203.00	143.56	29.28
5752. Rent	3,371.50	10,154.50	41,058.00	30,903.50	24.73
5754. Capital Lease	589.61	1,768.83	8,000.00	6,231.17	22.11
5757. Insurance & Bonding	0.00	8,259.39	10,000.00	1,740.61	82.59
5758. Postage	(150.49)	59.75	1,050.00	990.25	5.69
5759. Printing/Publication	0.00	0.00	1,000.00	1,000.00	0.00
5760. Telephone, Cell Service	223.53	650.81	3,400.00	2,749.19	19.14
5761. Utilities	673.73	1,906.32	13,752.00	11,845.68	13.86
5768. Broadband	148.42	494.36	4,500.00	4,005.64	10.99
5769. Computer Related Purchase	0.00	0.00	1,000.00	1,000.00	0.00
5770. Office Supplies	61.13	199.13	2,100.00	1,900.87	9.48
5771. IT System Administration	1,411.53	4,291.55	21,400.00	17,108.45	20.05
5772. Dues & Subscriptions	0.00	0.00	17,000.00	17,000.00	0.00
5773. Cleaning Services	408.00	1,008.00	3,600.00	2,592.00	28.00
5774. Advertising	0.00	0.00	500.00	500.00	0.00
5775. Maintenance & Repairs	50.00	916.58	5,000.00	4,083.42	18.33
5776. Administration Website	0.00	0.00	500.00	500.00	0.00
5778. Copier Costs/Paper	112.68	241.69	1,800.00	1,558.31	13.43
5779. Bank Charges	82.60	248.19	1,000.00	751.81	24.82
5780. Payroll Exp	814.98	1,347.97	6,000.00	4,652.03	22.47
5781. Employment Screening	0.00	0.00	1,000.00	1,000.00	0.00
5899. Indirect Cost	(20,790.42)	(68,503.82)	(300,119.00)	(231,615.18)	(22.83)
Total Expenses	3,889.04	11,898.67	203,748.86	191,850.19	5.84
Excess Revenue Over (Under) Expenditures	5,326.96	159,341.36	0.00	159,341.36	0.00

Financial Statement of Activity

Eastern Carolina Council of Governments

For 9/30/2017

003	M-T-D Actual	Y-T-D Actual	Annual Budget	Budget Remaining	Percent Used
Revenues					
4701. Federal Revenue	594,655.00	720,141.69	2,939,461.88	(2,219,320.19)	24.50
4702. State Revenue	7,885.00	15,641.00	2,280,989.00	(2,265,348.00)	0.69
4711. MIS Revenue	226.50	422.25	4,500.00	(4,077.75)	9.38
4713. Local Revenue	1,529.00	54,565.00	54,566.00	(1.00)	100.00
4714. In-Kind Revenue	0.00	0.00	1,300.00	(1,300.00)	0.00
4717. ECC Match	0.00	0.00	159,722.00	(159,722.00)	0.00
Total Revenues	604,295.50	790,769.94	5,440,538.88	(4,649,768.94)	14.53
Expenses					
5456. Match Cash & Inkind	0.00	0.00	1,300.00	1,300.00	0.00
5460. MIS Fee	399.45	780.15	4,500.00	3,719.85	17.34
5500. Advisory Council	0.00	258.30	2,974.00	2,715.70	8.69
5502. Training	1,276.09	4,290.54	10,873.70	6,583.16	39.46
5510. Program Services	3,018.95	635.40	61,107.00	60,471.60	1.04
5700. Mileage Expense	3,125.58	11,663.98	48,973.00	37,309.02	23.82
5701. Hotel, Meals, Incidentals	1,373.75	4,126.59	17,222.00	13,095.41	23.96
5720. Salary	38,116.01	123,671.59	659,996.18	536,324.59	18.74
5721. 401K	873.85	2,848.66	106,608.00	103,759.34	2.67
5722. FICA	2,893.29	9,383.58	31,706.00	22,322.42	29.60
5724. Health Insurance	5,665.67	19,653.56	6,727.00	(12,926.56)	292.16
5725. Dental Insurance	288.75	902.02	0.00	(902.02)	0.00
5726. Retirement	2,199.19	7,169.07	29,303.00	22,133.93	24.47
5736. Unemployment Benefits	81.67	336.27	395.00	58.73	85.13
5751. Audit	0.00	9,940.56	33,797.00	23,856.44	29.41
5752. Rent	140.00	380.00	2,040.00	1,660.00	18.63
5758. Postage	67.20	125.76	2,720.00	2,594.24	4.62
5759. Printing/Publication	0.00	0.00	3,809.00	3,809.00	0.00
5760. Telephone, Cell Service	1,508.24	3,983.84	21,394.00	17,410.16	18.62
5768. Broadband	890.52	2,622.48	11,930.00	9,307.52	21.98
5769. Computer Related Purchase	0.00	7,001.99	1,850.00	(5,151.99)	378.49
5770. Office Supplies	478.33	2,140.82	9,484.00	7,343.18	22.57
5771. IT System Administration	2,847.63	8,456.98	31,800.00	23,343.02	26.59
5772. Dues & Subscriptions	2,095.00	2,565.00	3,601.00	1,036.00	71.23
5774. Advertising	394.98	15,564.98	600.00	(14,964.98)	2,594.16
5775. Maintenance & Repairs	0.00	0.00	3,000.00	3,000.00	0.00
5778. Copier Costs/Paper	357.17	992.41	3,210.00	2,217.59	30.92
5781. Employment Screening	47.59	47.59	0.00	(47.59)	0.00
5899. Indirect Cost	20,790.42	68,503.82	312,268.00	243,764.18	21.94
6200. HCCBG HCCBG PASS-THRU FUNDS	531,886.00	605,812.00	3,738,832.00	3,133,020.00	16.20
6300. Pass thru	5,003.00	15,252.00	0.00	(15,252.00)	0.00
6600. LEGAL AIDE	2,830.00	2,830.00	21,716.00	18,886.00	13.03
6700. Sr. Center Gen Purpose	0.00	0.00	122,203.00	122,203.00	0.00
6900. FCSP	2,226.00	2,226.00	134,600.00	132,374.00	1.65
Total Expenses	630,874.33	934,165.94	5,440,538.88	4,506,372.94	17.17
Excess Revenue Over (Under) Expenditures	(26,578.83)	(143,396.00)	0.00	(143,396.00)	0.00

Financial Statement of Activity

Eastern Carolina Council of Governments

For 10/31/2017

001	M-T-D Actual	Y-T-D Actual	Annual Budget	Budget Remaining	Percent Used
Revenues					
4703. Other Revenue	255.00	11,855.00	171,845.86	(159,990.86)	6.90
4713. Local Revenue	0.00	159,640.03	161,168.00	(1,527.97)	99.05
4717. ECC Match	0.00	0.00	(129,265.00)	129,265.00	0.00
Total Revenues	255.00	171,495.03	203,748.86	(32,253.83)	84.17
Expenses					
5455. Board Travel	0.00	0.00	500.00	500.00	0.00
5457. Board Meeting	68.65	614.04	4,500.00	3,885.96	13.65
5465. President Allowance	0.00	450.00	1,800.00	1,350.00	25.00
5466. Administration Misc Exp	0.00	0.00	10,894.00	10,894.00	0.00
5502. Training	789.93	1,344.87	14,000.00	12,655.13	9.61
5700. Mileage Expense	467.01	1,694.86	6,227.00	4,532.14	27.22
5701. Hotel, Meals, Incidentals	68.50	904.56	3,000.00	2,095.44	30.15
5705. Annual Meeting	750.00	750.00	0.00	(750.00)	0.00
5720. Salary	8,793.57	44,679.89	240,803.86	196,123.97	18.55
5721. 401K	204.19	851.74	45,542.00	44,690.26	1.87
5722. FICA	720.45	3,016.16	10,351.00	7,334.84	29.14
5724. Health Insurance	1,270.56	5,613.21	0.00	(5,613.21)	0.00
5725. Dental Insurance	62.63	325.11	0.00	(325.11)	0.00
5726. Retirement	513.89	2,143.58	12,387.00	10,243.42	17.31
5736. Unemployment Benefits	0.83	118.17	0.00	(118.17)	0.00
5749. Legal Fees	0.00	0.00	10,000.00	10,000.00	0.00
5751. Audit	92.14	151.58	203.00	51.42	74.67
5752. Rent	0.00	10,154.50	41,058.00	30,903.50	24.73
5754. Capital Lease	589.61	2,358.44	8,000.00	5,641.56	29.48
5757. Insurance & Bonding	0.00	8,259.39	10,000.00	1,740.61	82.59
5758. Postage	14.40	74.15	1,050.00	975.85	7.06
5759. Printing/Publication	0.00	0.00	1,000.00	1,000.00	0.00
5760. Telephone, Cell Service	223.98	874.79	3,400.00	2,525.21	25.73
5761. Utilities	1,039.65	2,945.97	13,752.00	10,806.03	21.42
5768. Broadband	173.19	667.55	4,500.00	3,832.45	14.83
5769. Computer Related Purchase	0.00	0.00	1,000.00	1,000.00	0.00
5770. Office Supplies	469.69	668.82	2,100.00	1,431.18	31.85
5771. IT System Administration	1,252.53	5,544.08	21,400.00	15,855.92	25.91
5772. Dues & Subscriptions	50.00	50.00	17,000.00	16,950.00	0.29
5773. Cleaning Services	0.00	1,008.00	3,600.00	2,592.00	28.00
5774. Advertising	0.00	0.00	500.00	500.00	0.00
5775. Maintenance & Repairs	197.28	1,113.86	5,000.00	3,886.14	22.28
5776. Administration Website	0.00	0.00	500.00	500.00	0.00
5778. Copier Costs/Paper	61.35	303.04	1,800.00	1,496.96	16.84
5779. Bank Charges	82.60	330.79	1,000.00	669.21	33.08
5780. Payroll Exp	95.20	1,443.17	6,000.00	4,556.83	24.05
5781. Employment Screening	0.00	0.00	1,000.00	1,000.00	0.00
5899. Indirect Cost	(23,531.64)	(92,035.46)	(300,119.00)	(208,083.54)	(30.67)
Total Expenses	(5,479.81)	6,418.86	203,748.86	197,330.00	3.15
Excess Revenue Over (Under) Expenditures	5,734.81	165,076.17	0.00	165,076.17	0.00

Financial Statement of Activity

Eastern Carolina Council of Governments

For 10/31/2017

003	M-T-D Actual	Y-T-D Actual	Annual Budget	Budget Remaining	Percent Used
Revenues					
4701. Federal Revenue	405,142.24	1,125,283.93	2,939,461.88	(1,814,177.95)	38.28
4702. State Revenue	8,188.00	23,829.00	2,280,989.00	(2,257,160.00)	1.04
4711. MIS Revenue	269.40	691.65	4,500.00	(3,808.35)	15.37
4713. Local Revenue	0.00	54,565.00	54,566.00	(1.00)	100.00
4714. In-Kind Revenue	1,300.00	1,300.00	1,300.00	0.00	100.00
4717. ECC Match	85.65	85.65	159,722.00	(159,636.35)	0.05
Total Revenues	414,985.29	1,205,755.23	5,440,538.88	(4,234,783.65)	22.16
Expenses					
5456. Match Cash & Inkind	1,300.00	1,300.00	1,300.00	0.00	100.00
5460. MIS Fee	389.70	1,169.85	4,500.00	3,330.15	26.00
5500. Advisory Council	410.67	668.97	2,974.00	2,305.03	22.49
5502. Training	362.75	4,653.29	10,873.70	6,220.41	42.79
5510. Program Services	2,961.93	3,597.33	61,107.00	57,509.67	5.89
5700. Mileage Expense	3,249.50	14,913.48	48,973.00	34,059.52	30.45
5701. Hotel, Meals, Incidentals	1,935.36	6,061.95	17,222.00	11,160.05	35.20
5720. Salary	43,840.62	167,512.21	659,996.18	492,483.97	25.38
5721. 401K	900.24	3,748.90	106,608.00	102,859.10	3.52
5722. FICA	3,330.69	12,714.27	31,706.00	18,991.73	40.10
5724. Health Insurance	7,335.27	26,988.83	6,727.00	(20,261.83)	401.20
5725. Dental Insurance	348.37	1,250.39	0.00	(1,250.39)	0.00
5726. Retirement	2,265.58	9,434.65	29,303.00	19,868.35	32.20
5736. Unemployment Benefits	75.08	411.35	395.00	(16.35)	104.14
5750. Consultant	4,141.26	4,141.26	0.00	(4,141.26)	0.00
5751. Audit	15,407.86	25,348.42	33,797.00	8,448.58	75.00
5752. Rent	0.00	380.00	2,040.00	1,660.00	18.63
5758. Postage	15.36	141.12	2,720.00	2,578.88	5.19
5759. Printing/Publication	0.00	0.00	3,809.00	3,809.00	0.00
5760. Telephone, Cell Service	1,494.43	5,478.27	21,394.00	15,915.73	25.61
5768. Broadband	865.91	3,488.39	11,930.00	8,441.61	29.24
5769. Computer Related Purchase	0.00	7,001.99	1,850.00	(5,151.99)	378.49
5770. Office Supplies	71.70	2,212.52	9,484.00	7,271.48	23.33
5771. IT System Administration	2,324.66	10,781.64	31,800.00	21,018.36	33.90
5772. Dues & Subscriptions	180.00	2,745.00	3,601.00	856.00	76.23
5774. Advertising	0.00	15,564.98	600.00	(14,964.98)	2,594.16
5775. Maintenance & Repairs	0.00	0.00	3,000.00	3,000.00	0.00
5778. Copier Costs/Paper	327.78	1,320.19	3,210.00	1,889.81	41.13
5781. Employment Screening	47.59	95.18	0.00	(95.18)	0.00
5899. Indirect Cost	23,531.64	92,035.46	312,268.00	220,232.54	29.47
6200. HCCBG HCCBG PASS-THRU FUNDS	321,633.00	927,445.00	3,738,832.00	2,811,387.00	24.81
6300. Pass thru	0.00	15,252.00	0.00	(15,252.00)	0.00
6600. LEGAL AIDE	12,771.00	15,601.00	21,716.00	6,115.00	71.84
6700. Sr. Center Gen Purpose	0.00	0.00	122,203.00	122,203.00	0.00
6900. FCSP	7,784.00	10,010.00	134,600.00	124,590.00	7.44
Total Expenses	459,301.95	1,393,467.89	5,440,538.88	4,047,070.99	25.61
Excess Revenue Over (Under) Expenditures	(44,316.66)	(187,712.66)	0.00	(187,712.66)	0.00

7. CEDS Status Report

Comprehensive Economic Development Strategy Status Report

The draft of the Comprehensive Economic Development Strategy is complete, however, some modifications are likely as we plan to have one final meeting on November 15th with the regions Managers and Economic Developers. Our goal is to get more member input into the plan while educating local governments on the importance and purpose of the CEDS as a driver for economic development funding. The documents requires General Membership Board adoption prior to finalization. The plan is due to EDA offices in Atlanta by December 1 2017. EDA mandates that the CEDS address specific issues, requires that we do a SWOT analysis and address resiliency issues. All of the required elements of the plan have been addressed. I respectfully request the Board motion to adopt the draft plan so that we can get the final draft to EDA by December 1st 2017.

8. Executive Director Report

A). Regional Manager's Meeting(s)

Staff sent out a survey to the Mayors and Managers regarding regional meeting(s). As a result some changes will be made such as meeting time(s). Attendance to the regional meeting(s) has been an issue. My most pressing goal is to increase attendance. For example, most respondents indicated that their preferred meeting day is Wednesday. Therefore starting on the 15th of this month which is a Wednesday future regional meeting will be held on Wednesday. Also, in regard to the frequency of the meeting the preference is to continue with a quarterly schedule. The link below will give you the results of all the survey questions.

<https://www.surveymonkey.com/results/SM-T8S6VK678/>

B). Strategic Planning Initiative

There is a need to strategically plan where the ECC wants to go over the next five years. We all know much has changed over the past decade but are we properly readying our organization for the next 5-10 years. It is important that we collectively know what we are about and why we go about doing it. Is our current mission statement still valid? Is it too specific? We also need to have an organizational vision and core values. The timing for this seems to be very good since we are wrapping up our CEDS update and priorities and we have to recognize that a very important component of what we do is economic development but it is not all we do. The core values, vision and mission statement are part of the foundation that creates a strong organization. The date we have set for that is February 8th 2018.

C). Statewide Initiatives

- 1). Disaster Recovery and Restoration
- 2). Statewide COG Plan through SOG
- 3). Mileage reimbursement for RPO/MPO travel

D). Departmental Reports

It is important that the general membership board be aware of all the impacts, programs, projects and services ECC has and provides within the region. Starting at the next general membership meeting I will be asking our Departments to provide a quarterly report on activities both current and upcoming. This will be a great opportunity for members to learn ask questions of them, provide feedback and tell what you think.