



## **Executive Committee Board Meeting**

***6:30 p.m. - Thursday, November 29, 2018***

***Second Floor Conference Room***

***233 Middle Street, New Bern, NC***

## **Minutes**

### **Executive Committee in Attendance**

Jay Bender

Roland Best

Chris Roberson

Jesse Dowe

Bennie Heath

Joe Gurley

Edward Riggs

Arthur Robinson

Shane Turney

### **General Membership Board in Attendance:**

Clarkson Edwards

Dominick Spadaro

### **Guest In Attendance:**

Knox Proctor, Ward & Smith

Robbie Bittner, RSM

Sarah Kate Willis, RSM

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

Chad Davis

Patrick Flanagan

Eric Howell

Jenny Miller

Leighann Morgan

David Rosado

- 1. Welcome, Invocation, and Call to Order** – The meeting was called to order by President Shane Turney at 6:38 p.m. Bennie Heath offered the invocation
- 2. Adopt Agenda - Shane Turney, President**  
*Bennie Heath motioned to adopt the agenda, seconded by Chris Roberson, motion carried unanimously.*



**3. Consent Agenda - Shane Turney, President**

- a. Executive Committee Board Minutes—October 25, 2018
- b. Financial Statement

*Roland Best motioned to approve the consent agenda, seconded by Jesse Dowe, motioned carried unanimously.*

**4. Finance – Audit Presentation – Jenny Miller, Finance Director,**

*Robbie Bittner & Sarah Kate Willis, RSM*

Robbie Bittner, RSM, presented a presentation on the audit findings, covering the audit standards, stating a clean unmodified outcome and clean on compliance and opinions. There was a control deficiency in the dual check signature process, management control has been placed to prevent occurrence happening again.

**5. Closed Session – Personnel Issues**

*Motion to enter closed session to discuss personell matter per NC G.S. 143-318.11(a)(6) – Members of Executive Committee only made by Jay Bender, seconded by Edward Riggs, motion carried.*

**6. Budget & Audit Committee Report - Edward Riggs, Treasurer**

Edward Riggs reported that the Budget & Audit Committee met on November 8<sup>th</sup> and November 29<sup>th</sup> to view financials, Uniform Guidance Policy, Procurement Policy, preview Audit presentation, discussed building updates, and the search for new Executive Director.

**7. Approval of Action Items – Shane Turney, President**

- a. Resignation of Executive Director – Committee recommendation I to accept the resignation.

*Benny Heath motioned to accept resignation, seconded by Arthur Robinson, motion carries unanimously*

- b. Approve Jay Bender as Interim Executive Director

*Edward Riggs motioned to approve Jay Bender as interim Executive Director, seconded by Roland Best, motion carries unanimously.*

- c. Planning Director – Patrick Flanagan stepped down as Planning Director, Chad Davis has taken over those duties. Board recommends to take action to approve Chad Davis as Planning Director with a 5% increase in salary make that effect as October 1, 2018





*Arthur Robinson motioned to approve Chad Davis as Planning Director, seconded by Jay Bender, motioned carries unanimously*

d Planning Director - Employee that stepped down from Planning Director to Community Planner position, Budget & Audit Committee by majority vote is recommending a salary reduction equal to the 5% salary increase to the Planning Director

*Roland Best motioned to approve the decrease in salary, seconded by Jesse Dowe, motioned carries by majority vote*

e Merit Raises – two employees were given merit raises by the previous Executive Director that was against policy. Policy states Executive Director makes recommendations to the Executive Committee and the board approves it. Protocol was not followed. Budget & Audit Committee recommends that the board ratifies those two increase and to suspended all further merit raises until further notice  
*Jesse Dowe motioned to ratify merit raises and suspended future merit raises, seconded by Roland Best, motion carries unanimously.*

f Overtime Pay Two employees that were exempt that were paid overtime by authority of previous Executive Director that was against personnel policy. The recommendations from the Budget & Audit Committee is to ratify that decision.  
*Jesse Dowe motioned to ratify the overtime paid to exempt employees, seconded by Bennie Heath, motion carries unanimously.*

g Hiring Process of new Executive Director – Budget & Audit Committee recommends that they board hires a hiring firm at the cost of \$10,000 plus expenses to help do a search for new Executive Director and also look at and recommending hiring an interim Executive Director in the meantime. SERDI offers a comprehensive package that will help come up with a job description and outline of job responsibilities, advertising the position and will rank applicants accordingly. According to their chairmen they already have a list of candidates that have expressed interest in the position as well as the interim position. They think the process can be accomplished in 3 months.

*Jay Bender motioned to employee SERDI at the comprehensive package and hiring an interim Executive Director, seconded by Chris Robinson, motion carries unanimously.*

**8. Approval of Procurement, Conflict of Interest & Gift Policy – Jenny Miller, Finance Director**

Jenny Miller stated she has a policy submitted for approval in the agenda package. The purpose of this policy is to establish guidelines that meet or exceed the procurement requirements for purchase of goods, services and construction or repair projects when federal funds are being used in whole or in part to pay for the cost of the contract. To the extent that other sections of procurement policies and procedures adopted by ECC



are more restrictive than those contained in this policy local policies and procedures shall be followed. This follows the 2 C.F.R. Part 200, since ECC receives federal grants we have to follow the Uniform Guidance, ECC already have a policy in the books that is more stringent than the presented policy

*Jesse Dowe motioned to approve policy, seconded by Chris Robinson, motion carries unanimously*

**9. ECC Updates – Jay Bender & Shane Turney**

Jay Bender stated he has met with staff and department heads on several occasions. Which confirmed that the staff has been carrying the load and will continue. There are difficulty with no office. Project Volt was dropped by the previous Executive Director, Chad Davis has taking the lead on this project.. May need to hire temporary staff or outsource cause we don't have the staff with the normal work loads. May need to revisit the conversation of compensating employees for working over and beyond normal duties. Can't hire someone fast enough to pick up the slack. Pay & Classification Study needs to be implemented, we've paid for the study and needs to be brought back to the Budget & Audit Committee

Shane Turney stated the 3<sup>rd</sup> floor is in very disarray. They have meet with the building owners and discussed resolutions. Flooring has been pulled out, new flooring has been ordered and should be installed in the coming weeks. The neighbor upstairs lease is expiring in the next couple of months, ECC has the opportunity to lease the space, this will help with the security issues and will double our space with a new board room, extra office spaces and 10 extra parking spaces. Two spots have been identified with moistures issues and have been fixed, moisture levels have been monitored and is under the 65% level. We have tried to duplicate the process of the school system. A thermal camera has been purchased and no mold has been identifies except for 2 spaces, including the conference room, which is under investigation. Hope to get the employees back in the office as soon as possible.

Bennie Heath asked if the extra space effect the bottom line of finances. Jenny Miller stated that indirect costs can be adjusted to cover the expansion. Shane Turney stated that this will help ECC grow and expanded and is cheaper than moving to a new space. Arthur Robinson suggested to approve the rental space if the opportunity arises before next meeting.

*Bennie Heath motioned to authorize the lease of the 3<sup>rd</sup> floor cap at \$1,500, if comes available before next meeting, seconded by Arthur Robinson, motion carries unanimously*





#### **10. Member Comments**

Clarkson Edwards thanked Chad Davis & Patrick Flanagan for their help and work on the Pine Knoll Shores water program study.

Arthur Robinson thanked Chad Davis for his help on the Hookerton study.

Jesse Dowe thanked Jay Bender for his work as interim Executive Director.


Jay Bender stated the COG has been helping the Town of Pollocksville with their finances, since the flood the town has lost records and had 21' of water in the town hall.

Thanks to Leighann Morgan and Jenny Miller for helping keep the bills pay. There is a lot of help the COG could be doing for small towns, we just need to figure out how.

#### **11. Adjournment**

Arthur Robinson motioned to adjourn the meeting, seconded by Roland Best.

Respectfully Submitted by,

  
Shane Turney, President

  
Jay Bender, Interim Executive Director



Eastern Carolina Council

## 3.b. Financial Statement