



## **Executive Committee Board Meeting**

***6:30 p.m. - Thursday, March 14, 2019***

***Second Floor Conference Room***

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

## **Minutes**

### **Executive Committee Members in Attendance:**

Jay Bender

Roland Best

Chris Roberson

Robert Cavanaugh

E.T. Mitchell

Jesse Dowe

Frank Emory

Bennie Heath

Pat Prescott

Edward Riggs, Jr.

Arthur Robinson

Joe Scott

Bill Taylor

Shane Turney

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

January Brown

Chad Davis

Patrick Flanagan

Jenny Miller

Leighann Morgan

Andrea Reese

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 Pat Prescott, motion carried unanimously.*

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

a. Executive Committee Board Minutes—November 29, 2018

b. Financial Statement

*Bob Cavanaugh motioned to approve the consent agenda, seconded by Jesse Dowe, motion carried unanimously.*

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

Edward Riggs reported that the Budget & Audit Committee met on March 14<sup>th</sup> at 4:30 p.m. to view check register, financial records, Audit contract, draft proposed budget that will be presented at the May board meeting, update on the Executive Director search, nominating committee, and the Interim Director report.

**5. Audit Contract for FY 19/20 – Jenny Miller, Finance Director**

Jenny Miller reported that we have received the audit contract from RSM for FY 19/20 for the amount of \$32,800. Discussion on length of time been with auditors and may want to RFP after 5 years.

*Arthur Robinson motioned to approve RSM audit contract for FY 19/20, seconded by Chris Robinson, motion carried unanimously.*

**6. Personnel Pay & Classification Plan – Jay Bender, Interim Executive Director**

Jay Bender proposed the Personnel Pay & Classification Plan as that was distributed for review at the General Membership Board in June for approval. Total cost to implement would be \$57,556 a 8.13% increase to payroll. This plan will adjust the salaries to make the positions to be more competitive in the market and will help bring qualified candidates in the hiring process. The Plan will be implemented in two phases in FY 2018/2019 for 50% and next FY 2019/2020 for the remaining 50%.

Ed Riggs expressed his opposing opinion that hiring of the Executive Director needs to come first and with communities recovery from a hurricane the timing is off. He also stated the Plan was a waste of money.

Bill Taylor expressed his opinion that the classification was and adjustment to the positions and not a merit raise to employees. The adjustments to the hiring range is also used in grant writing and grant requests.

E.T. Mitchell expressed her opinion that if the plan is implemented later it will be outdated. Money was spent on the study and should not have been if you were not going to implement it. She does not recommend to postpone.

Shane Turney expressed his opinion that he agrees with the goal of the plan but maybe over a longer period of time.

*E.T. Mitchell motioned to approve the implantation of the Personnel Pay & Classification Plan starting July 2019 for half of the increase and implantation of the second increase to be July 2020, seconded by Pat Prescott, motion carries with majority vote.*

**7. Update to Personnel Policy – Jenny Miller, Finance Director**

Jenny Miller presented changes in the Personnel Policy for approval. The change will allow nonexempt employees receive compensatory time off for each hour of overtime worked in lieu of pay at the approval of the employees supervisor in circumstances that time was not able to be taken off. And at the discretion of the Executive Director or B&A Committee, compensatory time may be paid out rather than accrued if funding is available.

*Bennie Heath motioned to approve the update to the personnel policy, seconded by Roland Best, motion carries unanimously.*

**8. Appointment of Nominating Committee – Shane Turney, President**

Shane Turney stated that every odd year ECC Board holds elections of officers, this necessitates the appointment of a Nominating Committee and is composed of one member from each county. He will be in contact with everyone to pick the committee. Pat Prescott volunteered to be on the committee.

**9. Interim Executive Director Report - Jay Bender, 1<sup>st</sup> Vice President**

Shane Turney stated SERDI has ranked 14 candidates in the Executive Director Search and hopes to have a new ED by the new fiscal year.

Jay Bender stated that the board needs to start looking at attendance and how to get more members to the table and how to gain the non-member communities and military communities.

**10. Member Comments**

Shane Turney stated more membership dues help bring more services to the communities.

E.T. Mitchell stated the new Executive Director needs to find the resources for the communities and be proactive.

Bill Taylor stated we need to look how we market ECC to bring the larger communities to the table.



Bob Cavaugh gave a shout out to Beaufort for being names Best Small town in Southern Living Magazine.

Frank Emory stated this is an opportunity for all of us to move forward.

Joe Scott stated the employees have a vital role in the communities and its importation to meet the staff.

Jesse Dowe mentioned to invite the larger cities to the Board meetings to get their interest.

Arthur Robinson stated Hookerton had storm water issues and the planning staff help with the mapping. ECC needs to offer more services.

Bennie Heath stated he knows that the staff works hard he works with Patrick Flanagan on the RPO and he helped with the counties CTP. And the AAA help with the Senior Center of Excellence.

Shane Turney stated that additional space will be added in the near future. The front have of the office space is pending on a new lease agreement.

Jay Bender asked if anyone was interested in ECC hosting an Ethics Training and to let him know.

## **11. Adjournment**

*Bill Taylor motioned to adjourn the meeting, seconded by Jesse Dowe, meeting adjourned at 7:40 p.m.*

Respectfully Submitted by,

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**Shane Turney, President**

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**Jay Bender, Interim Executive Director**