



Agenda

Executive Committee Board Meeting

6:00 p.m. - Thursday, May 14, 2020

Zoom Meeting

<https://zoom.us/j/99045381168?pwd=ZHQ4U3RlZlJlOckl3MU55akE2anphQT09>

AGENDA

- 1. Welcome, Invocation, and Call to Order**
- 2. Adopt Agenda - Jay Bender, President**
- 3. Consent Agenda – Jay Bender, President**
 - a. Executive Committee Board Minutes—March 12, 2020
 - b. Financial Statement
- 4. Budget & Audit Committee Report – Shane Turney, Treasurer**
- 5. Budget Presentation – Jenny Miller, Finance Director**
- 6. Executive Director's Report – Katie Bordeaux, Executive Director**
- 7. Member Comments**
- 8. Closed Session**

NC G.S. 143-318.11(a) – Members of Executive Committee only
- 9. Adjournment**



Executive Committee Board Meeting

6:30 p.m. - Thursday, March 12, 2020

Third Floor Conference Room

233 Middle Street, New Bern, NC

Minutes

Executive Committee Members in Attendance:

Jay Bender
Roland Best
Bob Cavanaugh
E.T. Mitchell
Jesse Dowe
Frank Emory

Bennie Heath
Steve Wiggins
Ed Riggs Jr.
Arthur Robinson
Bill Taylor
Shane Turney

Guest in Attendance:

Rhonda Murray, MCAS CP

ECC Staff in Attendance:

Katie Bordeaux
Jenny Miller
Leighann Morgan

1. Welcome, Invocation, and Call to Order - The meeting was called to order by President Jay Bender at 6:00 p.m. Frank Emory offered the invocation.

2. Adopt Agenda - Jay Bender, President

Ed Riggs asked to amend the proposed agenda by removing item number 9 and to add 4a to be Legal Representation. The broadband presentation will be rescheduled for May.

3. Consent Agenda – Jay Bender, President

- a. Executive Committee Board Minutes—November 14, 2019
- b. Financial Statement

Bennie Heath motioned to approve the consent agenda, seconded by E.T. Mitchell, and motion carried unanimously.



4. Budget & Audit Committee Report – Shane Turney, Treasurer

Shane Turney reported that the Budget & Audit Committee met at 4:30 p.m. to review the check register and financials. The Committee approved an audit contract increase.

- 4 a. Legal Representation** – Katie Bordeaux shared with the Board that it is good business to routinely issue Request for Proposal (RFP) for services and noticed that the Board has not reviewed legal services in several years. In February 2020, the ECC published an RFP on the ECC's website and in the Sun Journal. The published RFP and a summary of the quotes received were distributed for the Board's review. She made the recommendation to transfer legal representation to Sumrell Sugg effective immediately.

Frank Emory made the motion to transfer the ECC's legal representation to Sumrell Sugg effectively immediately, seconded by Jesse Dowe, and the motion carried unanimously.

5. Revenue 101 – Jenny Miller, Finance Director

Jenny Miller presented a Budget and Revenue 101 workshop. She presented the revenue streams which is primarily grants and showed the percentage of what these monies fund. Included in her presentation was the method the ECC calculates the indirect costs. She shared how each division of the ECC shares in the indirect cost and how we have changed our coding method to increase reimbursements. She reinforced this concept with a money game.

6. Executive Director's Report – Katie Bordeaux, Executive Director

Katie Bordeaux reported that Tonya Cedars has been promoted to Director of the Area Agency on Aging. The ECC and the Bengel Corporation have renewed the lease for the ECC office for the next five years. The ECC has hired new staff for the RPOs. They are BJ Eversole as the DERPO Planner and Mickey Anderson as the ECRPO Planner, and Heather O'Connor as the Lead Aging Consultant. She gave an update on the approved by-law change and shared that letters to Counties and Towns included in the by-law change to become members have been mailed and followed up by phone calls to personally invite the entities.

7. Member Comments

Frank Emory discussed forthcoming issues with COVID-19 and the schools.



8. Adjournment

E.T. Mitchell motioned to adjourn the meeting, seconded by Roland Best

Respectfully,

Jay Bender, President

Katie Bordeaux, Executive Director



Eastern Carolina Council

3b. Financials

Financial Statement of Activity

Eastern Carolina Council of Governments

For 3/31/2020

001	M-T-D Actual	Y-T-D Actual	Annual Budget	Budget Remaining	Percent Used
Revenues					
4703. Other Revenue	5,625.00	82,573.00	33,750.00	48,823.00	244.66
4707. Interest	1.51	31.34	0.00	31.34	0.00
4712. Appropriated Fund Balance	0.00	0.00	58,654.00	(58,654.00)	0.00
4713. Local Revenue	0.00	166,401.86	318,951.00	(152,549.14)	52.17
4717. ECC Match	0.00	(140,025.00)	(140,025.00)	0.00	(100.00)
Total Revenues	5,626.51	108,981.20	271,330.00	(162,348.80)	40.17
Expenses					
5457. Board Meeting	124.94	1,781.96	3,777.84	1,995.88	47.17
5459. Recycling	(32.51)	0.00	0.00	0.00	0.00
5465. President Allowance	0.00	1,200.00	1,800.00	600.00	66.67
5502. Training	827.50	5,824.26	8,012.26	2,188.00	72.69
5510. Program Services	0.00	14,000.00	19,506.13	5,506.13	71.77
5700. Mileage Expense	380.23	7,269.97	12,319.00	5,049.03	59.01
5701. Hotel, Meals, Incidentals	322.42	6,058.62	8,232.37	2,173.75	73.60
5720. Salary	4,294.49	117,586.62	257,166.97	139,580.35	45.72
5721. 401K	127.70	3,407.41	12,717.66	9,310.25	26.79
5722. FICA	323.00	8,357.46	11,418.43	3,060.97	73.19
5724. Health Insurance	638.91	18,007.18	21,542.15	3,534.97	83.59
5725. Dental Insurance	23.33	678.30	961.49	283.19	70.55
5726. Retirement	381.83	9,715.24	14,605.47	4,890.23	66.52
5736. Unemployment Benefits	28.94	272.13	357.12	84.99	76.20
5749. Legal Fees	5,435.00	14,291.25	14,291.25	0.00	100.00
5750. Consultant	1,286.62	12,911.09	34,737.75	21,826.66	37.17
5751. Audit	0.00	1,803.89	3,276.46	1,472.57	55.06
5752. Rent	0.00	32,808.08	56,491.50	23,683.42	58.08
5754. Equipment Lease	475.10	4,682.42	5,500.00	817.58	85.13
5757. Insurance & Bonding	494.65	18,913.33	18,913.33	0.00	100.00
5758. Postage	12.10	527.97	1,250.00	722.03	42.24
5759. Printing/Publication	0.00	0.00	1,000.00	1,000.00	0.00
5760. Telephone, Cell Service	1,437.39	4,549.70	5,481.38	931.68	83.00
5761. Utilities	664.20	6,749.06	10,752.00	4,002.94	62.77
5768. Broadband	230.76	2,165.02	2,655.00	489.98	81.55
5769. Computer Related Purchase	14.10	2,332.28	2,366.71	34.43	98.55
5770. Office Supplies	1,264.13	3,532.05	6,003.00	2,470.95	58.84
5771. IT System Administration	2,416.62	15,266.20	16,555.00	1,288.80	92.22
5772. Dues & Subscriptions	295.00	5,368.40	6,438.00	1,069.60	83.39
5773. Cleaning Services	0.00	2,650.00	2,896.00	246.00	91.51
5774. Advertising	386.12	1,253.35	1,255.00	1.65	99.87
5775. Maintenance & Repairs	32.51	6,393.69	6,401.18	7.49	99.88
5776. Administration Website	0.00	1,204.55	1,204.55	0.00	100.00
5778. Copier Costs/Paper	0.00	4,325.23	5,500.00	1,174.77	78.64
5779. Bank Charges	50.83	(140.81)	0.00	140.81	0.00
5781. Employment Screening	38.95	193.40	203.00	9.60	95.27
5899. Indirect Cost	(22,475.03)	(191,354.11)	(304,258.00)	(112,903.89)	(62.89)
Total Expenses	(500.17)	144,585.19	271,330.00	126,744.81	53.29
Excess Revenue Over (Under) Expenditures	6,126.68	(35,603.99)	0.00	(35,603.99)	0.00

Financial Statement of Activity

Eastern Carolina Council of Governments

For 3/31/2020

003	M-T-D Actual	Y-T-D Actual	Annual Budget	Budget Remaining	Percent Used
Revenues					
4701. Federal Revenue	471,112.64	3,495,950.10	6,059,154.00	(2,563,203.90)	57.70
4702. State Revenue	(38,660.78)	86,551.23	399,843.00	(313,291.77)	21.65
4711. MIS Revenue	533.12	3,620.96	4,500.00	(879.04)	80.47
4712. Appropriated Fund Balance	0.00	0.00	16,666.00	(16,666.00)	0.00
4713. Local Revenue	0.00	54,570.00	54,569.00	1.00	100.00
4717. ECC Match	0.00	140,025.00	140,025.00	0.00	100.00
Total Revenues	432,984.98	3,780,717.29	6,674,757.00	(2,894,039.71)	56.64
Expenses					
5457. Eastern Carolina RPO Board Meeting	0.00	35.23	50.00	14.77	70.46
5460. MIS Fee	0.00	3,295.27	4,500.00	1,204.73	73.23
5500. Advisory Council	0.00	1,466.12	3,000.00	1,533.88	48.87
5502. Training	1,648.94	6,517.36	11,531.81	5,014.45	56.52
5510. Program Services	531.49	27,608.55	252,355.83	224,747.28	10.94
5700. Mileage Expense	1,455.98	31,665.10	46,840.97	15,175.87	67.60
5701. Hotel, Meals, Incidentals	1,381.92	7,195.23	12,518.90	5,323.67	57.47
5720. Salary	46,694.49	393,589.23	565,164.53	171,575.30	69.64
5721. 401K	1,383.95	11,704.44	26,842.81	15,138.37	43.60
5722. FICA	3,373.71	29,011.48	40,214.33	11,202.85	72.14
5724. Health Insurance	6,924.58	61,518.99	78,276.12	16,757.13	78.59
5725. Dental Insurance	291.67	2,594.95	3,871.60	1,276.65	67.03
5726. Retirement	4,138.07	34,038.97	43,093.03	9,054.06	78.99
5736. Unemployment Benefits	308.15	1,261.49	7,156.55	5,895.06	17.63
5749. Legal Fees	0.00	325.00	325.00	0.00	100.00
5750. Consultant	2,812.50	2,968.75	40,239.25	37,270.50	7.38
5751. Audit	0.00	30,996.11	31,092.88	96.77	99.69
5752. Rent	0.00	4,663.92	9,380.00	4,716.08	49.72
5758. Postage	6.85	361.90	2,283.00	1,921.10	15.85
5759. Printing/Publication	0.00	1,210.93	1,210.93	0.00	100.00
5760. Telephone, Cell Service	6,438.15	17,882.67	29,431.33	11,548.66	60.76
5768. Broadband	769.24	7,139.53	9,580.00	2,440.47	74.53
5769. Computer Related Purchase	28.22	1,267.72	1,324.18	56.46	95.74
5770. Office Supplies	454.06	3,854.17	7,394.90	3,540.73	52.12
5771. IT System Administration	13,269.70	45,906.64	48,034.00	2,127.36	95.57
5772. Dues & Subscriptions	350.00	9,984.27	15,050.00	5,065.73	66.34
5774. Advertising	200.00	1,206.10	26,463.55	25,257.45	4.56
5775. Maintenance & Repairs	0.00	2,547.37	3,293.16	745.79	77.35
5776. Website	0.00	920.45	1,329.54	409.09	69.23
5778. Copier Costs/Paper	0.00	3,231.08	7,093.00	3,861.92	45.55
5781. Employment Screening	0.00	229.88	229.88	0.00	100.00
5855. 855 ECC HOME MODIFICATIONS	0.00	1,460.00	1,460.00	0.00	100.00
5899. Indirect Cost	22,475.03	191,354.11	325,580.92	134,226.81	58.77
6200. HCCBG HCCBG PASS-THRU FUNDS	376,173.00	2,745,937.00	4,758,023.00	2,012,086.00	57.71
6600. Aging P & A LEGAL AIDE CARTERET PSLs	198.00	21,468.00	21,468.00	0.00	100.00
6700. Sr. Center Gen Purpose	3,508.00	49,125.00	77,542.00	28,417.00	63.35
6800. III-D	1,943.00	17,471.00	41,484.00	24,013.00	42.12
6900. FCSP	9,879.00	75,066.00	120,028.00	44,962.00	62.54
Total Expenses	506,637.70	3,848,080.01	6,674,757.00	2,826,676.99	57.65
Excess Revenue Over (Under) Expenditures	(73,652.72)	(67,362.72)	0.00	(67,362.72)	0.00



Eastern Carolina Council

5. Budget Presentation

PROPOSED BUDGET ORDINANCE

WHEREAS, Eastern Carolina Council of Government is required to adopt an annual balanced budget as set forth by the Local Government Budget and Fiscal Control Act of North Carolina; NOW BE IT
ORDAINED by the Eastern Carolina Council of Government Board of Directors that the total budget of \$6,518,226 be adopted for the 2020-2021 Fiscal Year:

Estimated Revenues	General Fund	\$ 143,350	Special Fund	\$6,374,876
Appropriations		\$ 143,350		\$6,374,876

RATE OF CONTRIBUTIONS ESTIMATED

A contribution rate of .353 cents per capita remains the same from the fiscal year 2019-2020 and is hereby established as the official contribution from the member governments to the ECC for the fiscal year 2020-2021. This rate is based on the programs ECC desires to undertake and the necessary local funds needed to provide operational support and local match funds for the various state and federal programs that are of interest to ECC.

POLICIES

Fringe benefits and in-direct costs shall be accounted for and allocated to projects in accordance with the circulars prescribed by the Office of Management and Budget. The indirect cost rate is based on direct salaries and benefits and is approved by a cognizant agency of the Federal government each year.

SPECIAL AUTHORIZATION - BUDGET OFFICER

The Budget Officer or their designee is hereby authorized to transfer appropriations within any of the projects subject to the following limitations:

1. The Budget Officer may not increase any staff salary, with the exception of merit raises approved in the budget, without authorization of the Executive Committee. Approval of the budget ordinance includes a 3% raise for current staff, effective July 1, 2020 and implies authorization.
2. The Budget Officer shall be authorized to effect line-item budget transfers within a department without limitation, but not fund transfers at any time with the exception of required matches, merits, and journal entry corrections. The transfers are not required to be presented to the Board of Directors, so long as the total project cost does not change and changes adhere to requirements of funder. Fund transfers do not require Board approval, but must have the Treasurer or designees approval.
3. Due to the timing of receiving certain revenues and projects for the ECC, the Executive Director and Finance Director are hereby authorized to incur expenditures for new projects if total expenditures do not exceed current budget appropriated after a notice of revenue availability is received. A formal budget amendment incorporating such project funding will be presented to the General Membership Board or the Executive Committee whichever meets first.

UTILIZATION OF BUDGET AND BUDGET ORDINANCE

This Ordinance and Budget Document shall be the basis of the financial plan for the ECC during the 2020-2021 fiscal year. The Budget Officer shall administer the budget and shall ensure that ECC Department Directors are provided guidance and sufficient details to implement their appropriate portion of the Budget. The Finance Department shall establish records which are in consistent with the Budget and this Ordinance and the appropriate statutes of the State of North Carolina. The ECC Budget is posted on the ECC website to comply with transparency requirements.

Adopted this 11th day of June, 2020

James V. Bender, Jr.
President, ECC Board of Director

Katie Bordaoux.
Executive Director and Budget Officer

BUDGET COMPARISON

	PROPOSED BUDGET FY 20-21	AMENDED BUDGET FY 19-20	VARIANCE
REVENUES ANTICIPATED			
FEDERAL	\$6,073,190	\$6,035,581	\$37,609
STATE	\$344,817	\$423,416	(\$78,599)
MIS REVENUE	\$4,500	\$4,500	\$0
LOCAL CASH / PROJECTS	\$215,986	\$228,181	(\$12,195)
LOCAL PROJECTS	\$120,844	\$179,086	(\$58,242)
APPROP FUND BALANCE	\$23,000	\$58,654	(\$35,654)
IN-KIND	35,000	\$16,865	\$18,334
TOTAL REVENUES	\$6,817,337	\$6,946,084	(\$128,747)
EXPENDITURES BY DEPARTMENT			
GENERAL GOVERNMENT:			
ADMINISTRATION	\$22,506	\$33,590	(\$11,084)
ADMIN & FISCAL T/A PROJECTS	\$61,750	\$78,744	(\$26,994)
PLANNING & GIS TECH ASST	\$44,094	\$120,336	(\$76,242)
ECONOMIC DEV T/A PROJECTS	\$15,000	\$15,000	\$0
AGING T/A PROJECTS	\$10,000	\$23,660	(\$13,660)
TRANSPORTATION:			
EAST CAROLINA RPO	\$132,968	\$132,968	\$0
DOWN EAST RPO	\$139,868	\$139,868	\$0
ECONOMIC & COMMUNITY DEVELOPMENT:			
ECONOMIC DEVELOPMENT PLANNING & ADMIN	\$215,000	\$189,333	\$26,667
RE-ENTRY:			
CRAVEN-PAMLICO RE-ENTRY	\$225,000	\$225,000	\$0
ENVIRONMENTAL PROTECTION			
206J	\$64,759	\$6,495	\$58,264
HUMAN SERVICES:			
TITLE III PLANNING & ADMINISTRATION	\$364,030	\$362,054	\$1,976
COMMUNITY RESOURCE CENTER (CRC-LCA)	\$0	\$30,000	(\$30,000)
OMBUDSMAN	\$217,260	\$212,439	\$4,821
AAA SUPPORT (\$B1559)	\$48,263	\$48,263	\$0
FAMILY CAREGIVER SUPPORT (FCSP)	\$300,871	\$304,880	(\$4,019)
ELDER ABUSE	\$9,712	\$9,768	(\$56)
TITLE III, USDA, OP FAN PASS-THRU	\$4,840,097	\$4,898,517	(\$58,420)
TITLE III-D HEALTH PROMOTION	\$11,111	\$11,111	\$0
MFP	\$80,000	\$80,000	\$0
MPPA	\$25,048	\$25,048	\$0
Total Expenditures	\$6,817,337	\$6,946,084	(\$128,747)

REVENUE DETAILS

	400	402	406	419-489	490	300	350	618	710	402	712 & 713	500	500 Series	502	513	520	530	540	550	520 & 500 SERIES	PROPOSED
	GEN	Non-Indirect	T/A	DEV T/A	Aging	ECRPO	DERPO	205J	REC	Re-entry	EDA	AGING	PASS-THRU	MPPA	IID	OMB	AAA	ELDER	MFP	ECSP	TOTAL
REVENUE:																					
FEDERAL						106,375	111,895	29,759	92,000		60,000	269,647	4,840,097	25,048	10,000	162,448		8,255	80,000	277,666	6,073,190
STATE										225,000		14,777				33,086	48,263	486		23,205	344,817
MIS REVENUE												4,500									4,500
LOCAL CASH ECC	161,420			-		26,593	27,973				-	-				-		-			215,986
APPR FUND BAL									23,000												23,000
LOCAL PROJECTS		51,750	44,094	15,000	10,000																120,844
ECC Match	(138,914)										40,000	75,106			1,111	21,726		971			-
IN KIND	-		-	-				35,000													35,000
TOTAL REVENUE	22,506	51,750	44,094	15,000	10,000	132,968	139,868	64,759	115,000	225,000	100,000	364,030	4,840,097	25,048	11,111	217,260	48,263	9,712	80,000	300,871	6,817,337

