

Welcome

Executive Committee Board Meeting Thursday, May 14, 2020

Please mute your microphone unless you are speaking.

State your name before speaking or raise your hand to speak.



Serving Carteret, Craven, Duplin, Greene, Jones, Lenoir, Onslow, Pamlico and Wayne Counties

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**



Proposed Budget

FY 2020/2021



Budget & Audit Committee Members

Shane Turney

Chairman of ECC Budget & Audit Committee
Mayor Pro Tem of the Town of Trent Woods

Jay Bender, ECC President

Mayor of the Town of Pollocksville

Bill Taylor, ECC 1st Vice President

Councilman of the Town of Morehead City

Edward Riggs, ECC 2nd Vice President

Pamlico County Commissioner
Representing the Pamlico County Municipalities

Roland Best

Lenoir County Commissioner, Vice-Chair

Arthur Robinson

Mayor Pro Tem of the Town of Hookerton

Jesse Dowe

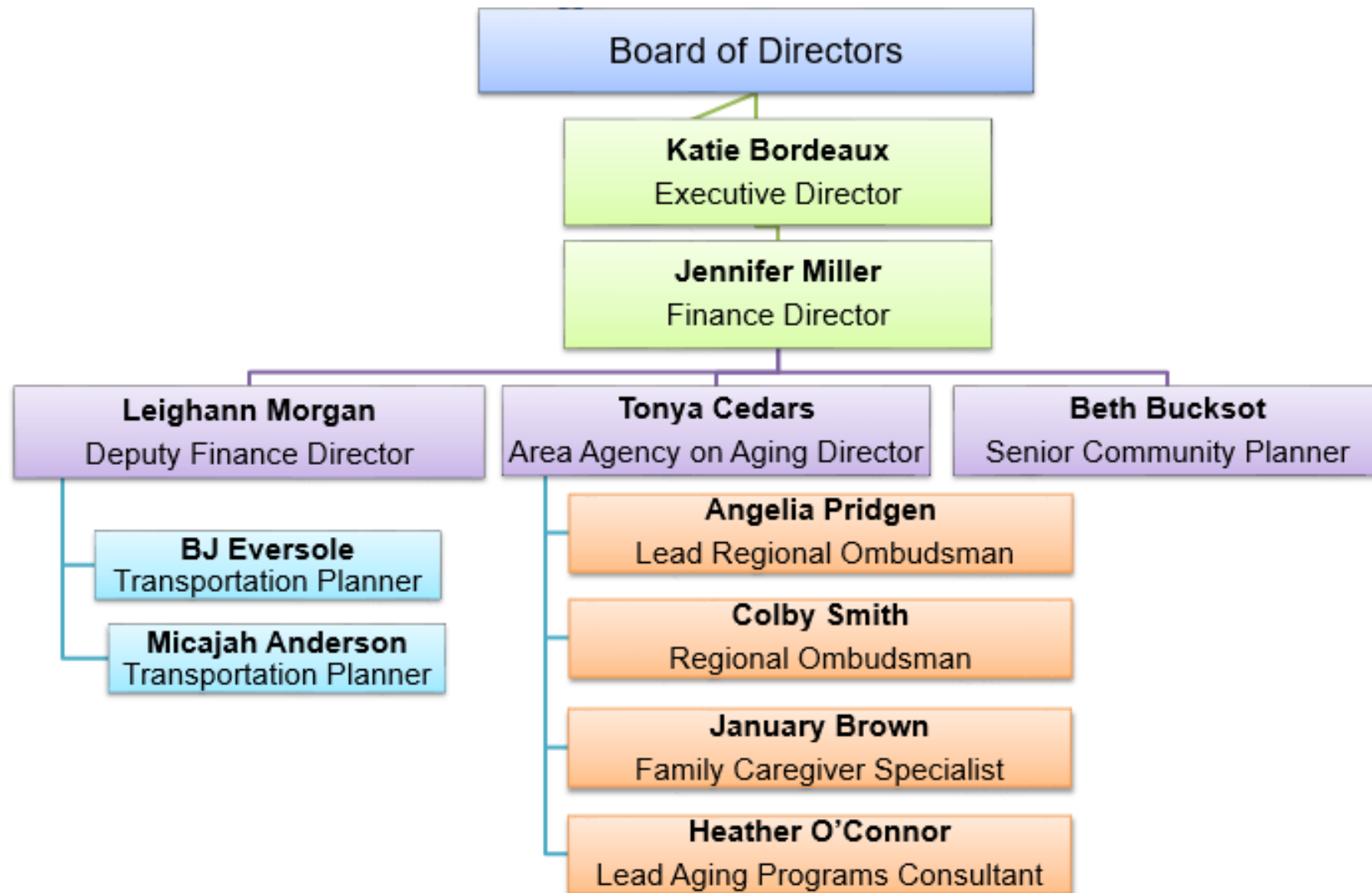
Duplin County Commissioner, Chairman

Staff Member:

Katie Bordeaux, ECC Executive Director, Budget Officer

Jenny Miller, ECC Finance Director

2020 Organizational Chart



BUDGET MESSAGE

May 14, 2020

As Executive Director, I submit this proposed balanced annual operating budget for the Eastern Carolina Council of Government's (ECC) Fiscal Year 2020-2021 which will be presented for approval at the General Membership Board meeting on June 14, 2020. This budget has been prepared in accordance with the provisions of General Statute 159-7, the Local Government Budget, and Fiscal Control Act and is intended to provide the General Membership Board and the community with a broad overview of the proposed budget. This balanced budget includes estimated revenues and appropriations of \$6,817,337 and includes the operations of the Council's special funds, as well as the General Fund.

Notice of this submission is posted on the ECC's website, and a public hearing will be scheduled at the General Membership Board Meeting on June 11 at 6:30 p.m. A copy of this proposed budget will be placed on file with the ECC's Finance Director and will be available for public inspection during normal business hours within 10 days prior to the April 14th public hearing.

In assembling this budget, the priority is maintaining our present service level. As it has in the past several years, the economy continues to be a dominant factor in preparing this budget. Over the last couple of years there were signs that the state and local economy were recovering. However, the COVID-19 pandemic has placed uncertainties on our nation, state, and local governments. The financial health of the ECC is strong.

The Finance Director and I met with department directors to review processes and programs to discover any cost efficiencies and any needed resources to continue to effectively carry out the programs while meeting governmental requirements. This proposed budget represents our departments' best efforts to meet the needs of our region in a timely and responsible fashion, while striving to maintain the level of services our member and their residents deserve. We are committed to continuing our investment in aging, planning and development, infrastructure, transportation, and creating safer communities. These investments are critical to the future of our region.

The ECC is committed to prudent fiscal management, as well as being of great service to our member organizations. With the proposed budget our organization remains focused on our strategic goals and mission while continuing to maintain our financial viability. We continuously monitor and evaluate our revenues and expenditures to continue to maintain our strong financial stability. The organization's revenue picture continues to improve, which is reflected in our healthy fund balance and excellent audit reports, and this is due in large part to the continued efforts of our dedicated staff.

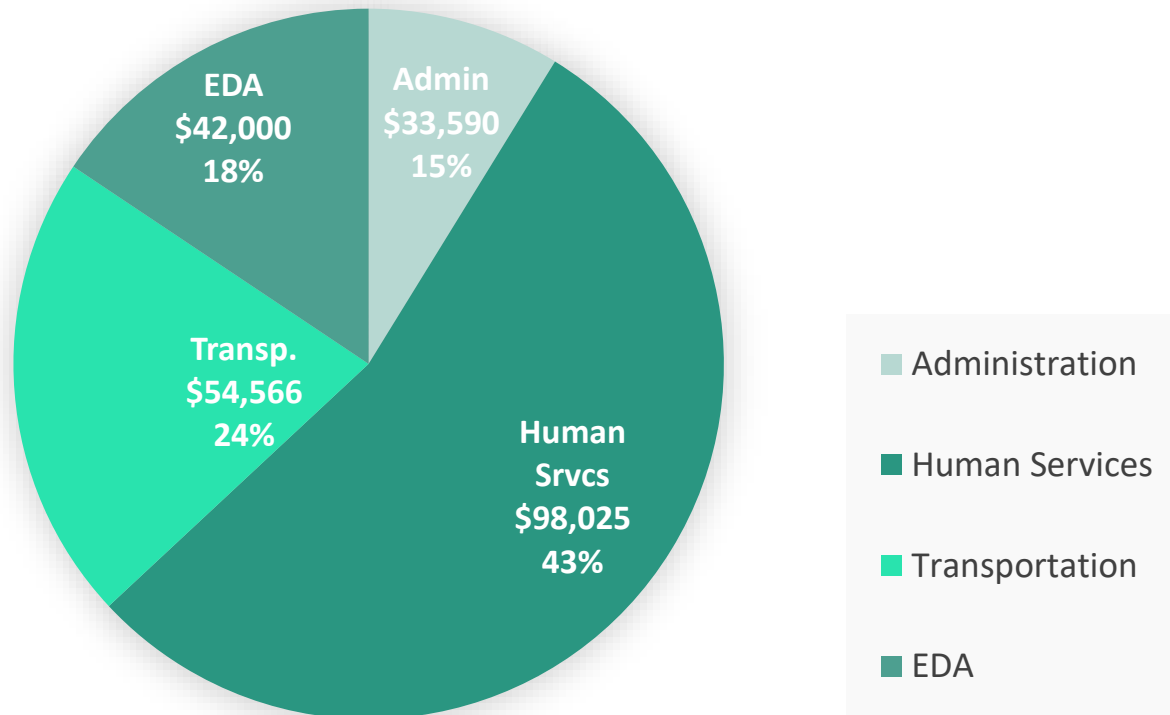
We continue to look for ways to improve efficiency and effectiveness in our organization, and for new avenues to increase our service to our members. This brings its own set of challenges as we work to have the competent staff in place to respond quickly to our members' requests for technical assistance and advice. We strive to discover that adequate price for our services so that we can continue to maintain financial sustainability and success.

Thank you to the Eastern Carolina Council General Membership Board and the officers for their guidance and continued support. Additionally, a special note of thanks goes out to the Finance Director, the Deputy Finance Director, the Department Heads, and their staffs for their contributions and guidance during this budget process.

Respectfully submitted,
Katie S. Bordeaux
Executive Director

Projected Member Dues

\$215,986



USAGE BY
DEPARTMENT

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:

	General Fund	Special Fund
Estimated Revenues	\$ 143,350	\$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 Bordeaux.
Executive Director and Budget Officer

BUDGET COMPARISON

	PROPOSED BUDGET <u>FY 20-21</u>	AMENDED BUDGET <u>FY 19-20</u>	<u>VARIANCE</u>
<u>REVENUES ANTICIPATED</u>			
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	\$16,666	\$18,334
TOTAL REVENUES	<u>\$6,817,337</u>	<u>\$6,946,084</u>	<u>(\$128,747)</u>
<u>EXPENDITURES BY DEPARTMENT</u>			
GENERAL GOVERNMENT:			
ADMINISTRATION	\$22,506	\$33,590	(\$11,084)
ADMIN & FISCAL T/A PROJECTS	\$51,750	\$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	\$188,333	\$26,667
RE-ENTRY:			
CRAVEN-PAMLICO RE-ENTRY	\$225,000	\$225,000	\$0
ENVIRONMENTAL PROTECTION			
205J	\$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 (SB1559)	\$48,263	\$48,263	\$0
FAMILY CAREGIVER SUPPORT (FCSP)	\$300,871	\$304,890	(\$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
MIPPA	\$25,048	\$25,048	\$0
Total Expenditures	<u>\$6,817,337</u>	<u>\$6,946,084</u>	<u>(\$128,747)</u>

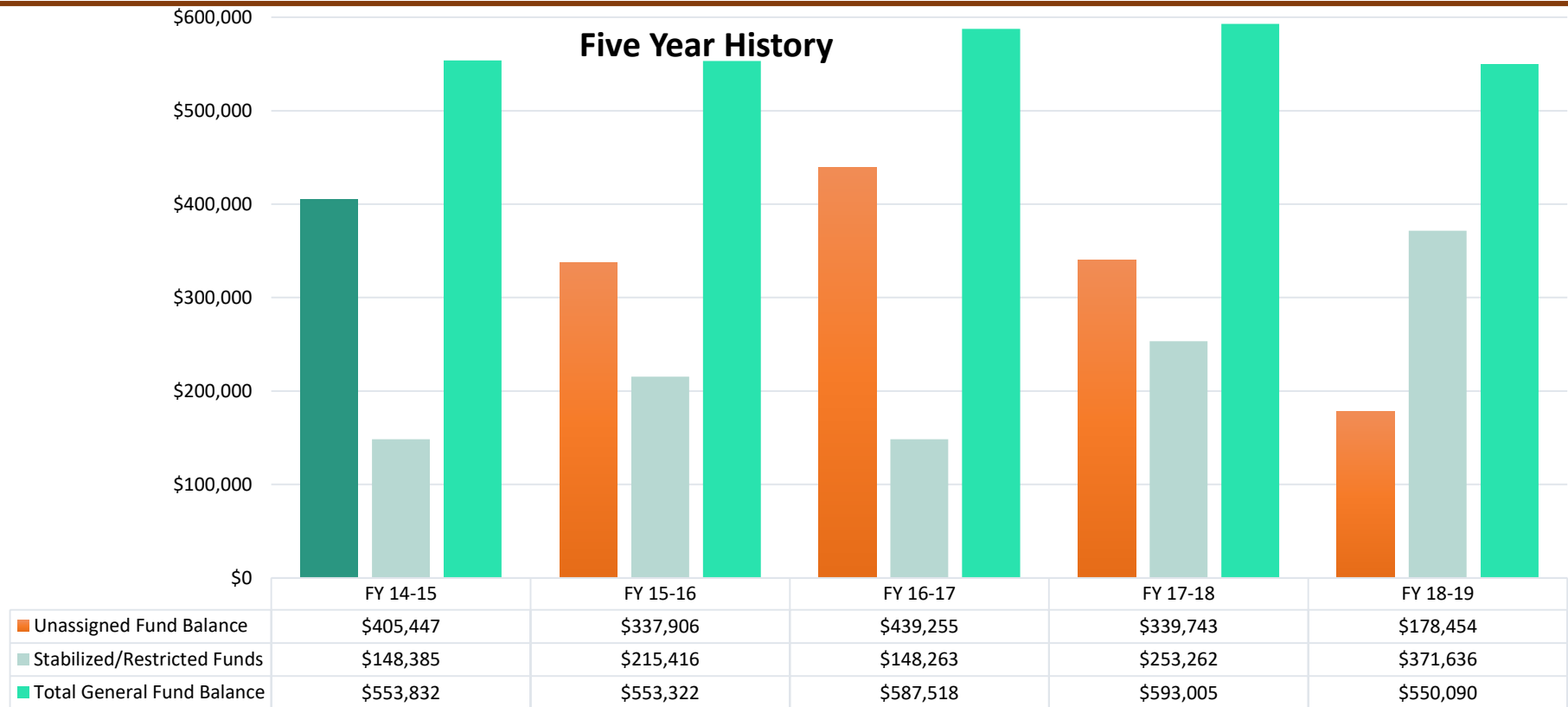
REVENUE DETAILS

	400	402	406	419-489	490	300	350	618	710	402	712 & 713	500	900 Series	502	513	520	530	540	550	920 & 800 SERIES	
		Gen	PLAN	ECON	Aging				DIS								AAA	ELDER			PROPOSED
	GEN	Non-Indirect	T/A	DEV T/A	T/A	ECRPO	DERPO	205J	REC	Re-entry	EDA	AGING	PASS-THRU	MIPPA	IIID	OMB	SUPP	ABUSE	MFP	FCSP	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

EXPENDITURE DETAILS

EXPENDITURES:																					
SALARY	145,213		15,862	4,185	3,760	55,768	61,452	6,489	53,275		41,861	122,915	-		5,372	98,085	24,004	4,317	23,099	86,554	752,212
FRINGE BENEFITS	48,907		5,329	1,280	1,443	21,744	22,950	2,180	16,747		13,671	41,664	-		2,062	39,995	8,817	1,738	8,867	25,020	262,417
BOARD TRAVEL	500																				500
BOARD MEETINGS	5,000																				5,000
MIS												4,500									4,500
MERIT ALLOWANCE	21,859			2,133		2,791	3,139		7,014		2,726	4,715									44,377
PRES ALLOWANCE	1,800																				1,800
ADVISORY COUNCIL												6,000			500						6,500
TRAINING	3,330		1,200	977	2,499	949	807				2,000	4,000			-	800				1,426	17,988
PROGRAM SERVICES												9,620							30,192		39,812
PASS-THRU								55,000		225,000			4,840,097							117,000	5,237,097
TRANSP/MILEAGE	5,219	2,000	2,000	1,000		6,237	4,578	223	956		2,801	13,000			396	6,126	955	983	2,832	6,186	55,492
TRAVEL/PER DIEM	5,000	1,053	1,000			2,365	1,200				1,000	28,000			-	1,178			500	2,000	43,296
LEGAL	13,420																				13,420
INSURANCE/ BONDING	11,000																				11,000
CONSULTANT		32,000	5,000																		37,000
AUDIT	2,336	196				773	813		1,017		610	28,255									34,000
RENT	54,138	3,401										480									58,019
CAPITAL LEASE	6,000																				6,000
POSTAGE	1,000	100	200	200		100	100				200	800				683			200	400	3,983
PRINTING/PUBS	500	2,000		384					500		500	1,000									4,884
TELEPHONE	3,000		561	561		568	568		520		520	3,500				1,047				1,074	11,919
UTILITIES	15,000																				15,000
BROADBAND	1,770		885	885		885	885		885		885	2,500				1,770				1,770	13,120
COMP EQUIP/SUPPL	1,924	2,000									1,000	1,000									5,924
OFFICE SUPPLIES	4,000	2,000	503	882		1,000	1,000		500		1,000	5,000						100	2,000		17,985
IT SYSTEM ADMIN	7,000	3,000				3,549	3,397		2,578		2,513	6,436			5,727					5,727	39,927
DUES & SUB	12,731		1,700			1,525	1,525				4,000	4,000								-	25,481
CLEANING SERVICES	4,896																				4,896
ADVERTISING	500	3,000										600		25,048							29,148
MAINT & REPAIRS	2,047											1,000									3,047
ADMIN WEBSITE	628																				628
COPIER COST/PAPER	2,000	1,000	500	100		500	200		100		200	2,400				400			100	2,466	9,966
BANK CHARGES	500																				500
EMPLOY SCREENING	500																				500
INDIRECT ALLOCATED	(359,213)	-	9,354	2,412	2,297	34,214	37,255	867	30,908		24,512	72,645	-	-	3,281	60,949	14,487	2,673	14,110	49,249	-
TOTAL EXPENDITURES	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

General Fund Balance





EASTERN CAROLINA COUNCIL OF GOVERNMENT

**P. O. BOX 1717
NEW BERN, NC 28562-1717**

Katie S. Bordeaux, Executive Director
Phone (252) 638-3185 ext. 3005
Email: kbordeaux@eccog.org

Jenny Miller, Finance Director
Phone (252) 638-3185 ext. 3028
Email: jmiller@eccog.org

**P. O. Box 1717
233 Middle Street
3rd Floor, O'Marks Building
New Bern, NC 28560
Website: eccog.org**

Executive Director's Report

Pollocksville Part F

LaGrange Master
Plan

Trent Woods
permits

James Sprunt
Community
College

Atlantic Beach
205j

Bridgeton 205j

EDA Quarterly
Reports

EEG for Region

Trent Woods
Police Chief
Search

North Topsail
Beach Manager
Search

FEMA Guide

COVID-19
Resource Guide



Area Agency on Aging

Carteret County

- Assisted the senior center prepare for senior center re-certification
- Facilitating a virtual caregiver support group twice a week.

Craven County

- Facilitated conference call for the Craven Aging Planning Board
- Facilitating a virtual support group once a week.

Duplin County

- Coordinated with Duplin Emergency Management for Personal Protection Equipment for one Assisted Living Facility

Greene County

- Attended NCCARES360 Launch Meeting

Jones County

- Coordinated with Duplin Emergency Management for Personal Protection Equipment for one Assisted Living Facility

DEMENTIALive®

Powerful Tools
FOR Caregivers



Serving Carteret, Craven, Duplin, Greene, Jones, Lenoir, Onslow, Pamlico and Wayne Counties

Area Agency on Aging

Lenoir County

- Attended Aging Planning Board
- Attended launch meeting for NCCARES360.

Onslow County

- Attended Consolidated Human Services Meeting

Pamlico County

- Completed a desk review to close out monitoring for FY 19-20.

Wayne County

- Coordinated with Duplin Emergency Management for Personal Protection Equipment for two Assisted Living Facilities



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Ombudsman

	Carteret	Craven	Duplin	Greene	Jones	Lenoir	Onslow	Pamlico	Wayne
Resolved	2	6	2	1	0	2	3	1	3
Open Complaints	1	3	8	1	0	4	2	2	5
Family Care Home Visits	0	0	0	0	0	0	0	0	0
Adult Care Home Visits	0	0	0	0	0	0	0	0	0
Skilled Nursing Facility Visits	0	0	0	0	0	0	0	0	0

MFP/LCA

	Carteret	Craven	Duplin	Greene	Jones	Lenoir	Onslow	Pamlico	Wayne
MFP – Clients transitioned	0	0	0	1	0	0	0	0	0
MFP – Open Cases	0	0	0	0	0	0	0	0	0
LCA – Persons served	0	0	0	0	0	0	0	0	0



Area Agency on Aging bringing the Region together:

The Ombudsmen have been busy helping families and residents understand the limitations on restricted visitation rules in place for assisted living facilities and nursing homes.



The Ombudsmen have been busy helping families and residents understand the limitations on restricted visitation rules in place for assisted living facilities and nursing homes.



The Family Caregiver Support program has provided 6,536 hours of respite to 87 caregivers.



ECCAAA has assisted all providers to complete waivers for services, budget revisions and general technical assistance during the coronavirus pandemic.



Between April 3, 2020 and May 8, 2020 nutrition providers have served 39,681 meals to 6,321 older adults.



Transportation

Spot 6.0 Projects to be submitted:



- 22 HWY Projects
- 21 Bike/Ped projects
- 10-14 Aviation Project
- 3 Rail
- 1 Transit Project



- 20 HWY Projects
- 19 Bike/Ped projects
- 4 Rail Projects
- 5 Aviation Projects
- 2 Ferry Projects



Serving Carteret, Craven, Duplin, Greene, Jones, Lenoir, Onslow, Pamlico and Wayne Counties

Other Projects

May 5, 2020 NCDOT suspended “preliminary engineering” on the majority of projects that do not receive funding from GARVEE bonds, BUILD NC bonds, or Federal grants.

Projects moving forward:

Carteret

- B-4863 Replace Bridge 73 & 96 over the Straits at Harkers Island on ST 1335

Craven

- B-4484 Bridge 138 & bridge 139 over the Neuse River on SR 1470
- R-2513A US 17 from NC 43 to SR 1438
- R-3403B US 17 from SR 1433 to NC 43
- R-4463A Parkway to US 70E of NC 58
- R-5777C US 70 from Thurman Rd to Havelock Bypass upgrade roadway to freeway and construct service roads
- US 70 install broadband fiber from I40 to Morehead City Port

Duplin

- 17BP.3R83 Repelace Bridge 45 on SR 1162 over Island Creek
- B-5534 Repleace Bridge 82 over Burnet Coat Creek on NC 111
- B-5639 Replace Bridge 36 over Maxwell Creek on NC 11
- B-5981 Replace Bridge 16 over CSX Railroad on US 117 North Bound Lane
- BR-0017 Bridge 300012 on NC 11 over Little Rockfish Creek

Lenoir

- R-2553 US 70 – Kinston ByPass

Wayne

- I-6048 US 117 Wayne County from US 70 to Duplin County line. Pavement and Bridge rehabilitation
- U-3609B Goldsboro – US 13 from SR1003 to SR 1572
- U-5724 US 13 Realignment of SR 1709 at Berkeley Blvd.



Agenda

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