



Special Executive Committee Board Meeting

6:30 p.m. - Thursday, September 10, 2020

233 Middle Street; New Bern, NC 28560

3rd Floor Conference Room

Minutes

Executive Committee in Attendance:

Jay Bender, President, Town of Pollocksville Mayor
Roland Best, Lenoir County Commissioner
Robert Cavanaugh, Carteret County Commissioner
E.T. Mitchell, Craven County Commissioner
Jim Kohr, City of Havelock Commissioner

Pat Prescott, Pamlico County Commissioner
Edward Riggs Jr., 2nd Vice President, Town of Alliance Representative
Arthur Robinson, Town of Hookerton Commissioner
Bill Taylor, 1st Vice President, Town of Morehead City Commissioner
Shane Turney, Treasurer, Town of Trent Woods Commissioner

General Membership in Attendance:

Barbara Jones, Cove City Commissioner

ECC Staff in Attendance:

Katie Bordeaux, Executive Director
Jenny Miller, Finance Director
Leighann Morgan, Deputy Finance Director

Board Attorney in Attendance:

Jill Quattlebaum, Attorney with Grady Quattlebaum

1. Welcome, Invocation, and Call to Order – President Bender called the meeting to order at 6:26 p.m. Commissioner Kohr offered the invocation.

2. Adopt Agenda - *Jay Bender, President*

President Bender asked the agenda to be renumbered.

Commissioner Mitchell motioned to approve the renumbered agenda, seconded by Commissioner Best, and motion carried unanimously.



3. Personnel & Staffing - Jay Bender, President

President Bender asked the Board to think of the ECC's future and what we think the ECC needs to be, how to get there, and who is going to get us where we want to be.

Executive Director Bordeaux asked the Board to update the contact list that was being passed around the room. She handed out an ECC knowledge book and two pages for comments from the Board to fill out as she covers the ECC knowledge book.

Executive Director Bordeaux stated the objective of the meeting is to update Board priorities by reviewing the ECC's approved Comprehensive Economic Development Strategy (CEDs), review the mission of the three departments, and receive feedback from the Board.

Executive Director Bordeaux reviewed the four goals of the ECC's CEDs. These goals came from the visioning session and was approved by the Board in June 2019.

Executive Director Bordeaux proceeded to cover the purpose of the Area Agency on Aging and the programs it administers.

There was a discussion on the facilities in the Ombudsman Program and how can ECC enforce the use of materials provided to be disbursed.

Executive Director Bordeaux covered the four core duties of the two RPOs which is stated in the North Carolina General Statutes.

There was a discussion on the communication between the RPOs, MPOs, and the local governments. Commissioner Taylor stated the community has responsibility to communicate to their local transportation committee, who will relay information to the RPOs. He stated that historically attendance has been low.

Executive Director identified the services ECC offers to local governments and the partnering ECC is currently doing.

There was a discussion on finding a person to do Technical Assistance (TA) projects versus contracting the projects to specific consultants. President Bender stated that at the August Executive Board Meeting, the Board voted have the Executive Director and the Finance Director to develop a job description for a Planner/Transportation position. He further stated that the Board officers met with the Executive Director and Finance



Director since the August Executive Board Meeting and have determined there are no funds to cover the position. Additionally, the Executive Director and Finance Director met with First Vice Chair to discuss the funds for the position.

Commissioner Mitchell motioned to not hire a planner/transportation staff person due to insufficient funds and contract services, seconded by Commissioner Cavanaugh, and motion carried unanimously.

The Board requested the pros and cons of working with contract labor. *Commissioner Taylor motioned at the November Board meeting, the Executive Director make a recommendation on how to proceed with managing the functions in the Planning Department with a business plan, seconded by Commissioner Cavanaugh, and motion carried unanimously.*

The Board requested that the Managers' Meetings to start back up as in person meetings rather than remote. There was a discussion that smaller communities could benefit with the networking to other smaller communities.

Commissioner Taylor suggested that the by-laws of the organization may need to be re-defined to be more specific of the roles and responsibilities of each committee board. *Commissioner Taylor motioned to have the Executive Director and Attorney redefine the by-laws, seconded by Commissioner Mitchell, 9 yays, 1 nay, and the motion carried.*

4. Member Comments

Mayor Bender summed up the discussion stating the Board requested the Executive to present the pros and cons of contracting the planning functions and to recommend who will manage the planning and transportation functions of the ECC, to have Managers' Meetings in person rather than remote, and to streamline the by-laws.

Commissioner Turney requested the before and after of the by-laws.

5. Adjournment

Commissioner Cavanaugh motioned to adjourn the meeting, seconded by Commissioner Mitchel, meeting was adjourned at 8:00 p.m.



Respectfully submitted,

Jay Bender, President

Katie Bordeaux, Executive Director