

Executive Committee Board Meeting

6:30 p.m. - Thursday, August 13, 2020

233 Middle Street; New Bern, NC 28560

3rd Floor Conference Room

Minutes

Executive Committee Members in Attendance:

Jay Bender, President, Town of Pollocksville
Mayor

Roland Best, Lenoir County Commissioner

Jesse Dowe, Duplin County Commissioner

Bennie Heath, Greene County Commissioner

Johnnie Ray Kinsey, City of New Bern

Alderman

Jim Kohr, City of Havelock Commissioner

E.T. Mitchell, Craven County Commissioner

Pat Prescott, Pamlico County Commissioner

Ed. Riggs, 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

Steve Wiggins, Town of Mount Olive
Commissioner

ECC Members in Attendance:

Katie Bordeaux, Executive Director

Jenny Miller, Finance Director

Leighann Morgan, Deputy Finance Director

Guest in Attendance:

Jill Quattlebaum, Attorney, Grady & Quattlebaum

- 1. Welcome, Invocation, and Call to Order** – President Bender called the meeting to order at 6:36 p.m. Commissioner Robinson offered the invocation.
- 2. Adopt Agenda - Jay Bender, President**
President Bender recommended a change in the agenda. He recommended moving Legal Services Transfer before the consent agenda and adding (a)(6) to the closed session general statute.
Commissioner Turney motioned to approve the amended agenda, seconded by Commissioner Kohr, and motion carried unanimously.
- 3. Legal Services Transfer - Katie Bordeaux, Executive Director**
Executive Director Bordeaux recommended to change legal services from Sumrell Sugg to Grady Quattlebaum.



Commissioner Mitchell motioned to approve recommendation, seconded by Commissioner Kinsey, and motion carried unanimously.

4. Consent Agenda – Jay Bender, President

- a. Executive Committee Board Minutes— May 14, 2020
- b. Financial Statement

Commissioner Heath motioned to approve the consent agenda, seconded by Commissioner Best, and motion carried unanimously.

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

Treasurer Turney reported the Budget & Audit Committee met at 4:30 p.m. to review the detailed check register, had an update from the Executive Director, and the reasons for legal services transfer.

6. COVID-19 & the Workplace - Jill Quattlebaum, Grady & Quattlebaum

Board Attorney Quattlebaum gave a presentation on Employer Best Practices during COVID-19 which included an update on the Families First Coronavirus Response Act coverability and exceptions. She explained the Emergency Paid Sick Leave Act, Emergency Family, and Medical Leave Expansion Act as well as best practices for an employer to use for employee safety.

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

Executive Director Bordeaux gave a report on the various projects that ECC has completed and are currently working on. The following are the projects:

- Administering EDA Nursing Grant for James Sprunt Community College
- The Town of Pollocksville PARTF Grant
- Received \$400,000 from the EDA CARES Act
- Greene County Chapter 160D Ordinance re-write
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- Carteret County-Beaufort Airport Authority EDA grant for 3.3 million dollars to build hangers
- Economic Development reports and narratives
- Broadband Initiatives
- 205J grant for water shed restoration for the Town of Atlantic Beach
- \$200,000 grant to refurbish towns from Smithfield Foods



Executive Director Bordeaux gave an update of other activities the ECC have been involved in. Those activities are as follows:

- Re-entry Council 2nd Chance Education Scholarship, donor donated \$15,000 and the council has raised \$30,000 for the purposes of education
- The Family Caregiver Support program began working with Carolina East Regional Medical Center to start a Dementia taskforce to develop a Dementia Friendly program for patients and caregivers.
- Greene County Senior Center received a grant for \$2,400 from the “We Love our Pets” initiative to provide pet supplies for seniors.
- Greene County Senior Center started a Medical Transportation program through the HCCBG
- A new nutrition site was approved in the Town of Pollocksville
- Received \$481,160 for nutrition services through the Families First Disaster Recovery Act.
- Operation Fan Heat Relief distributed 265 fans by service providers to older adults
- The AAA 2020-2024 Area Plan was approved by the Division of Aging and Adult Services.
- Nutrition activities (Congregate, Home Delivered and Emergency Meals) have seen an increase of almost 10,000 participants in the past year.
- A list of SPOT 6.0 submittal list was included in the agenda packet for both ECRPO and DERPO

8. Member Comments

Treasurer Turney requested an update on the Re-Entry program to be presented at the General Membership Meeting in January

Commissioner Mitchell thanked the essential employees keeping businesses open during the pandemic.

Commissioner Robinson commented that the Town of Hookerton DMV remained open with the new drive through window.

Commissioner Heath thanked Mrs. Bordeaux, Ms. Miller, Mrs. Cedars and Ms. Morgan for their attendance to a service that was close to him.

9. Closed Session – G.S. § 143-318.11(a)(6)

Commissioner Dowe motioned to enter a closed session pursuant G.S. § 143-318.11(a)(6), seconded by Commissioner Robinson, and motion carried unanimously.



Upon motion made and duly seconded, the Board voted to return to open session at approximately 9:10 p.m.

The Board returned to open session and a motion was made by E.T. Mitchell to create a position of Planner/Transportation Director. The motion was seconded by Arthur Robinson. The motion passed unanimously.

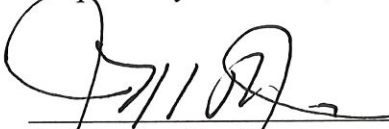
Jay Bender made a motion to increase the salary of the Deputy Finance Director to \$54,455.00 and the Finance Director to \$78,104.00, and to give the Executive Director a 3% raise, all retroactive to July 1, 2020. Ed Riggs seconded the motion. The motion passed unanimously.

Roland Best made a motion to develop a list of performance expectations for the Executive Director, which, if met within six months, would result in a salary increase for the Executive Director to \$104,591.00. Jesse Dowe seconded the motion. The motion passed by a vote of 12 to 1.


10. Adjournment

The Board voted to adjourn the meeting at approximately 9:30 p.m.

Respectfully submitted,



Jay Bender, President



Katie Bordeaux, Executive Director