

**General Membership Board Meeting**

***6:30 p.m. - Wednesday, June 30, 2021***

***Third Floor Conference Room***

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

## **AGENDA**

- 1. Welcome, Invocation, and Call to Order**
- 2. Adopt Agenda - Jay Bender, President**
- 3. Consent Agenda – Jay Bender, President**
  - a. General Membership Board Meeting – January 14, 2021
  - b. Financial Statement
  - c. C.E.D.S. update
- 4. Ombudsman Presentation – Angelia Pridgen & Colby Smith, Regional Ombudsmen**
- 5. Budget & Audit Committee Report – Shane Turney, Treasurer**
- 6. Public Hearing for Budget – Jay Bender, President**
- 7. Budget Presentation – Jenny Miller, Finance Director**
- 8. Adopt Budget Ordinance – Jay Bender, President**
- 9. Officers Nominating Committee - Bennie Heath, Chair**
- 10. Installation of New Officers – Katie Bordeaux, Executive Director**
- 11. Planning – Katie Bordeaux, Executive Director**
- 12. Down East Rural Planning Organization Funds - Katie Bordeaux, Executive Director**
- 13. Member Comments**
- 14. Adjournment**



## 3.a. Minutes

### **General Membership Board Meeting**

***6:30 p.m. - Thursday, January 14, 2021***

***Third Floor Conference Room***

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

### **Minutes**

#### **Executive Committee in Attendance**

Jay Bender, President  
Roland Best, Lenoir County  
Commissioner  
Jesse Dowe, Duplin County  
Commissioner  
Bennie Heath, Greene County  
Commissioner  
Jim Kohr, City of Havelock Commissioner

Steven Wiggins, Wayne County caucus  
Edward Riggs, Jr., 2<sup>nd</sup> Vice President  
Arthur Robinson, Greene County caucus  
Freeman Hardison, Wayne County  
Commissioner (by zoom)  
Bill Taylor, 1<sup>st</sup> Vice President  
Shane Turney, Treasurer

#### **General Membership Committee in Attendance**

Dominick Spadaro, Town of Newport representative  
Randy Mitchell, Town of Dover Mayor  
Carolyn Kenyon, Town of Faison Mayor

#### **ECC Staff om Attendance**

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

Heather O'Connor, AAA Director (by  
zoom)  
January Brown, Family Caregiver  
Specialist (by zoom)

**1. Welcome, Invocation, and Call to Order** – President Bender called the meeting to order at 6:30 p.m. Invocation was given by Commissioner Kohr. Quorum was met.

**2. Adopt Agenda** - Jay Bender, President

*Commissioner Heath motioned to adopt the agenda, seconded by Roland Best, and motion was unanimously approved.*

**3. Consent Agenda – Jay Bender, President**

- a. General Membership Board Minutes—June 11, 2020
- b. Financial Statement
- c. C.E.D.S. update

*Commissioner Robinson motioned to approve the consent agenda, seconded by Commissioner Dowe, and motion was unanimously approved.*

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

Treasurer Turney stated the Budget & Audit Committee met before the General Membership Board meeting to go over the check register, the complete audit, and membership dues.

**5. ECC By-Laws Committee Update – Jay Bender, President**

President Bender appointed the following to the ECC By-Laws Committee: Commissioner Taylor, Commissioner Mitchell, Commissioner Prescott, Commissioner Emory, Commissioner Wiggins, Mayor Kenyon, and Commissioner Robinson. The committee has not met.

**6. Family Caregiver Program – January Brown, Family Caregiver Specialist**

Mrs. Brown gave a presentation on the history, funding guidelines, goals, and who is eligible for Family Caregiver Program. She explained how COVID-19 has restricted access to family caregivers and how the region's response efforts have changed to "out of the box thinking" to reach those caregivers in need.

**7. ECRPO & DERPO Update – Leighann Morgan, Deputy Finance Director/Transportation Director**

Ms. Morgan gave an update on the timeline for Prioritization 6.0. Dates are depending on the prioritization workgroup meeting after the quantitative scoring is complete. Projected draft list of programmed regional impact projects is to be released January 2022.

Ms. Morgan stated NC DOT is accepting grant applications to mitigate traffic deaths and injuries. The submission deadline is January 21, 2021.

A list of on-going projects was included in the agenda packet.

**8. Municipal Caucus Representatives to the ECC Executive Committee - Jay Bender, President** – item was tabled until after municipal election.





## 9. Member Comments

President Bender suggested the committee to look at pages 49-50 of the agenda packet to see the communities that are participating in the 160D and ADA compliance that ECC was awarded a grant to help towns.

Executive Director Bordeaux reported ECC has launched a media campaign that includes radio advertisement, newly added items to the website and Facebook pages. Mrs. Bordeaux talked about the newly created YouTube station where the ECC is doing a different segment for each of the programs hosted within ECC.

Executive Director stated the ECC staff received three prestigious National Awards in June 2020 with the National Association of Development Organizations Impact Awards.

Commissioner Kohr stated Commissioner Mitchell apologizes for missing the meeting.

President Bender stated the Town of Pollocksville was given a notice to proceed with the train station and have 240 days to move the structure.

## 10. Adjournment

*Commissioner Wiggins motioned to adjourn the meeting, seconded by Commissioner Emory, and motion was unanimously approved.*

Respectfully submitted by,

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**Jay Bender**, President

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**Katie Bordeaux**, Executive Director



Eastern Carolina Council

## 3.b. Financial Statements

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**Financial Statement of Activity**  
**Eastern Carolina Council of Governments**  
**For 4/30/2021**

001	M-T-D Actual	Y-T-D Actual	Annual Budget	Budget Remaining	Percent Used
<b>Revenues</b>					
4703. Other Revenue	128,914.00	107,502.97	120,844.00	(13,341.03)	88.96
4704. Other Revenue - Match Transfer	(123,104.00)	(123,104.00)	(138,914.00)	15,810.00	(88.62)
4707. Interest	0.01	0.18	0.00	0.18	0.00
4713. Local Revenue	0.00	157,496.00	161,420.00	(3,924.00)	97.57
Total Revenues	5,810.01	141,895.15	143,350.00	(1,454.85)	98.99
<b>Expenses</b>					
5457. Board Meeting	211.23	2,363.89	2,824.31	460.42	83.70
5465. President Allowance	150.00	1,500.00	1,800.00	300.00	83.33
5466. Administration Misc Exp	1,970.19	1,975.35	1,975.35	0.00	100.00
5502. Training	184.92	954.92	4,880.65	3,925.73	19.57
5700. Mileage Expense	0.00	372.73	4,877.34	4,504.61	7.64
5701. Hotel, Meals, Incidentals	0.00	0.00	2,053.00	2,053.00	0.00
5705. Annual Meeting	0.00	912.99	912.99	0.00	100.00
5720. Salary	14,694.27	87,286.68	162,104.65	74,817.97	53.85
5721. 401K	436.25	2,581.26	7,149.00	4,567.74	36.11
5722. FICA	1,105.10	6,537.69	15,239.00	8,701.31	42.90
5724. Health Insurance	1,867.61	11,126.45	16,200.00	5,073.55	68.68
5725. Dental Insurance	69.31	414.75	700.00	285.25	59.25
5726. Retirement	1,304.31	7,717.59	11,300.00	3,582.41	68.30
5736. Unemployment Benefits	39.30	234.19	320.00	85.81	73.18
5749. Legal Fees	2,312.50	40,223.04	44,461.66	4,238.62	90.47
5750. Consultant	0.00	718.75	37,000.00	36,281.25	1.94
5751. Audit	0.00	10,140.88	10,336.88	196.00	98.10
5752. Rent	0.00	48,315.00	57,939.00	9,624.00	83.39
5754. Equipment Lease	475.10	4,885.29	6,000.00	1,114.71	81.42
5757. Insurance & Bonding	0.00	8,372.09	8,372.09	0.00	100.00
5758. Postage	(7.78)	1,105.07	2,000.00	894.93	55.25
5759. Printing/Publication	0.00	365.57	2,884.00	2,518.43	12.68
5760. Telephone, Cell Service	78.97	1,593.58	3,622.00	2,028.42	44.00
5761. Utilities	645.86	6,096.77	13,000.00	6,903.23	46.90
5768. Broadband	249.99	1,362.79	3,540.00	2,177.21	38.50
5769. Computer Related Purchase	0.00	87.83	2,424.00	2,336.17	3.62
5770. Office Supplies	369.89	7,651.38	11,385.00	3,733.62	67.21
5771. IT System Administration	509.08	7,939.10	13,350.00	5,410.90	59.47
5772. Dues & Subscriptions	0.00	5,143.66	9,159.82	4,016.16	56.15
5773. Janitorial	850.00	9,350.00	9,896.00	546.00	94.48
5774. Advertising	0.00	70.94	3,500.00	3,429.06	2.03
5775. Maintenance & Repairs	38.00	3,678.26	3,702.26	24.00	99.35
5776. Administration Website	0.00	1,125.00	1,125.00	0.00	100.00
5778. Copier Costs/Paper	0.00	(601.94)	3,103.00	3,704.94	(19.40)
5779. Bank Charges	47.01	284.80	488.00	203.20	58.36
5780. Payroll Exp	0.00	12.00	12.00	0.00	100.00
5899. Indirect Cost	(43,981.76)	(295,103.33)	(336,287.00)	(41,183.67)	(87.75)
Total Expenses	(16,380.65)	(13,204.98)	143,350.00	156,554.98	(9.21)
Excess Revenue Over (Under) Expenditures	22,190.66	155,100.13	0.00	155,100.13	0.00



# Financial Statement of Activity

## Eastern Carolina Council of Governments

### For 4/30/2021

003	M-T-D Actual	Y-T-D Actual	Annual Budget	Budget Remaining	Percent Used
<b>Revenues</b>					
4701. Federal Revenue	1,235,051.98	4,155,847.35	8,631,875.00	(4,476,027.65)	48.15
4702. State Revenue	0.00	153,038.92	431,945.00	(278,906.08)	35.43
4711. MIS Revenue	78.54	2,413.49	4,500.00	(2,086.51)	53.63
4712. Appropriated Fund Balance	0.00	0.00	23,000.00	(23,000.00)	0.00
4713. Local Revenue	0.00	54,035.00	54,566.00	(531.00)	99.03
4714. In-Kind Revenue	0.00	0.00	87,079.00	(87,079.00)	0.00
4717. ECC Match	24,190.00	123,104.00	278,914.00	(155,810.00)	44.14
Total Revenues	1,259,320.52	4,488,438.76	9,511,879.00	(5,023,440.24)	47.19
<b>Expenses</b>					
5456. Match Cash & Inkind	0.00	0.00	87,079.00	87,079.00	0.00
5460. MIS Fee	377.40	2,763.18	4,500.00	1,736.82	61.40
5502. Training	111.15	5,286.54	7,091.15	1,804.61	74.55
5510. Program Services	23,145.28	28,231.36	289,454.68	261,223.32	9.75
5700. Mileage Expense	541.60	3,106.63	7,751.95	4,645.32	40.08
5701. Hotel, Meals, Incidentals	0.00	0.00	500.00	500.00	0.00
5705. Annual Meeting	0.00	1,678.70	1,678.70	0.00	100.00
5720. Salary	75,059.49	500,690.25	851,266.66	350,576.41	58.82
5721. 401K	2,238.38	14,878.05	98,522.53	83,644.48	15.10
5722. FICA	5,636.19	36,497.04	59,884.50	23,387.46	60.95
5724. Health Insurance	10,844.73	77,806.22	107,876.36	30,070.14	72.13
5725. Dental Insurance	457.69	3,275.99	6,112.71	2,836.72	53.59
5726. Retirement	6,692.80	44,485.72	61,300.49	16,814.77	72.57
5736. Unemployment Benefits	434.49	1,508.29	2,621.43	1,113.14	57.54
5749. Legal Fees	6,120.83	26,873.61	36,519.45	9,645.84	73.59
5750. Consultant	76,000.00	276,984.50	414,855.18	137,870.68	66.77
5751. Audit	0.00	23,559.12	31,782.17	8,223.05	74.13
5752. Rent	0.00	1,380.00	1,380.00	0.00	100.00
5758. Postage	50.98	319.98	1,543.00	1,223.02	20.74
5759. Printing/Publication	0.00	11,979.54	13,036.47	1,056.93	91.89
5760. Telephone, Cell Service	921.01	9,641.50	12,297.00	2,655.50	78.41
5768. Broadband	750.01	10,116.59	12,810.24	2,693.65	78.97
5769. Computer Related Purchase	0.00	8,008.71	15,919.79	7,911.08	50.31
5770. Office Supplies	4,867.07	41,282.75	51,864.60	10,581.85	79.60
5771. IT System Administration	5,090.92	36,209.39	42,927.00	6,717.61	84.35
5772. Dues & Subscriptions	1,999.00	13,023.69	16,115.69	3,092.00	80.81
5774. Advertising	518.00	1,484.00	1,484.00	0.00	100.00
5775. Maintenance & Repairs	0.00	500.00	500.00	0.00	100.00
5778. Copier Costs/Paper	0.00	976.15	2,248.25	1,272.10	43.42
5780. Aging P & A Payroll Exp	0.00	150.00	300.00	150.00	50.00
5781. Employment Screening	81.75	617.75	617.75	0.00	100.00
5863. 844 ECC TRANSPORTATION SERVICES	0.00	540.00	540.00	0.00	100.00
5899. Indirect Cost	43,981.76	295,103.33	431,453.25	136,349.92	68.40
6200. HCCBG PASS-THRU FUNDS	1,034,124.00	2,809,908.00	6,561,880.00	3,751,972.00	42.82
6300. Pass thru	0.00	16,593.00	16,593.00	0.00	100.00
6600. LEGAL AIDE	1,995.00	30,060.00	31,229.00	1,169.00	96.26
6700. Sr. Center Gen Purpose	1,845.00	40,017.00	83,867.00	43,850.00	47.71
6800. III-D	292.00	11,755.00	27,476.00	15,721.00	42.78
6900. CARES FCSP	14,225.00	76,869.00	117,000.00	40,131.00	65.70
Total Expenses	1,318,401.53	4,464,160.58	9,511,879.00	5,047,718.42	46.93
Excess Revenue Over (Under) Expenditures	(59,081.01)	24,278.18	0.00	24,278.18	0.00



Eastern Carolina Council

## 3.c.C.E.D.S. update

### **CEDS Update**

**June 10, 2021**

### **General Membership Board**

The Eastern Carolina Council of Governments (ECC) Comprehensive Economic Development Strategy calls for the Council to be a convener of trainings to help with the region's growth. To develop trainings for the areas of focused, the ECC surveyed the region's professional staff and elected officials. Survey results showed topics that were of importance are the following:

- Funding for capital projects for public entities such as police departments and water departments
- Growth of a town- how to fund capital projects, projects that would improve the safety and health of a town's community
- Economic Development Planning & Land Use Advisory Board (Processes & Procedures)
- Downtown revitalization, attracting industry and business development

As reported in the January 2021 CEDS Update, the ECC hosted a training on Chapter 160D: What Does It Mean to Me?

The ECC conducted a survey on how local government entities were funding unfunded mandates due to the lost of revenue because of COVID-19 were not able to perform. The majority of the respondents did not have funds to perform the work nor had current staff with the expertise to perform the task.

Reported at the January 2021 General Membership Board Meeting, the ECC applied for and received an EDA CARES Act funding to continue our mission to improve the region's quality of life by providing human, planning and economic development services to local governments and area residents by leveraging resources and collaborating regionally. Our work is entitled, *Technical Assistance in Support of Regional Initiatives to Respond to Negative Economic Impacts to Eastern Carolina Council Communities from the COVID-19 Pandemic*. The following are entities the ECC is working with on projects:

- Greene County
- Town of Greenevers
- Town of Grifton
- Town of Faison
- Lenoir County
- Town of Morehead City
- Town of Mount Olive
- Town of Oriental
- Town of Richlands
- Town of Rose Hill
- Town of Snow Hill

The Executive Director has worked with the UNC School of Government on the logistics of developing a training on Chapter 160D.

The Executive Director is developing an Economic Development Summit to be held in the fall of 2021.





The Executive Director attended the Homegrown Leaders East seminar and is currently working with the NC Rural Center to host an upcoming leadership training for the counties in ECC's region.

Met with the Golden LEAF Foundation to provide information on where regional council of governments need assistance. Connected governments looking for funding for capital projects for public entities with the Gold LEAF Foundation.

North Carolina Governor Cooper appointed the ECC Executive Director to the Geospatial Information Council. The Executive Director has been working with managers in the region on how data from the Council may assist their work.

The ECC's Regional Managers Meeting in November included presenters from the UNC School of Government on Growth of a town- how to fund capital projects, projects that would improve the safety and health of a town's community

- Economic Development Planning & Land Use Advisory Board (Processes & Procedures)
- Downtown revitalization, attracting industry and business development

The Executive Director participated in the following:

- Participate in regional disaster recovery coordinator monthly meetings.
- Participate in National Flood Insurance Program Training
- Worked with the state council of governments association to develop a statewide impact report.
- NC Electricities partnership with another Council of Governments.
- Attended NC Inclusive Disaster Recovery Network - Monthly Meetings