



Eastern Carolina Council

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DATE: May 1, 2019

TO: ECC Executive Committee Board Members

FROM: Shane Turney, President

RE: General Membership Board Agenda Packet

Please make plans to attend the Eastern Carolina Council **Executive Committee Board meeting** to be held on Thursday, **May 9, 2019** at the **Eastern Carolina Council offices, 233 Middle Street, Second Floor Conference Room, OMarks Building, New Bern, NC.**

Complimentary Dinner will commence at 6:00 p.m. catered by Vel & Mel. The meeting will commence promptly at 6:30 p.m.

Board Members are welcome to view the check register. You may contact Jenny Miller, Finance Director to do this.

If you need additional information, do not hesitate to call Eastern Carolina Council 252.638.3185 extension 3001.

We look forward to seeing you there.



Executive Committee Board Meeting

6:30 p.m. - Thursday, May 9, 2019

Second Floor Conference Room

233 Middle Street, New Bern, NC

AGENDA

- 1. Welcome, Invocation, and Call to Order**
- 2. Adopt Agenda - *Shane Turney, President***
- 3. Consent Agenda - *Shane Turney, President***
 - a. Executive Committee Board Minutes—March 14, 2019
 - b. Financial Statement
- 4. Budget & Audit Committee Report - *Edward Riggs, Treasurer***
- 5. Budget Presentation – *Jenny Miller, Finance Director***
- 6. Report of the Executive Director Search Committee – *Shane Turney, President***
- 7. Appointment of the Nominating Committee – *Shane Turney, President***
- 8. Interim Executive Director Report - *Jay Bender, 1st Vice President***
- 9. Hurricane Florence Recovery Grant – *Chad Davis, Planning Director***
- 10. AAA Update – *David Rosado, Human Service Director***
- 11. Member Comments**
- 12. Adjournment**

Executive Committee Board Meeting

6:30 p.m. - Thursday, March 14, 2019

Second Floor Conference Room

233 Middle Street, New Bern, NC

Minutes

Executive Committee Members in Attendance:

Jay Bender
Roland Best
Chris Roberson
Robert Cavanaugh
E.T. Mitchell
Jesse Dowe
Frank Emory

Bennie Heath
Pat Prescott
Edward Riggs, Jr.
Arthur Robinson
Joe Scott
Bill Taylor
Shane Turney

ECC Staff in Attendance:

January Brown
Chad Davis
Patrick Flanagan
Jenny Miller

Leighann Morgan
Andrea Reese
David Rosado

1. Welcome, Invocation, and Call to Order - The meeting was called to order by President Shane Turney at 6:38 p.m. Bennie Heath offered the invocation.

2. Adopt Agenda - Shane Turney, President

Bennie Heath motioned to adopt the agenda, seconded by Pat Prescott, motion carried unanimously.

3. Consent Agenda - Shane Turney, President

- a. Executive Committee Board Minutes—November 29, 2018
- b. Financial Statement

Bob Cavanaugh motioned to approve the consent agenda, seconded by Jesse Dowe, motion carried unanimously.



4. Budget & Audit Committee Report - Edward Riggs, Treasurer

Edward Riggs reported that the Budget & Audit Committee met on March 14th at 4:30 p.m. to view check register, financial records, Audit contract, draft proposed budget that will be presented at the May board meeting, update on the Executive Director search, nominating committee, and the Interim Director report.

5. Audit Contract for FY 19/20 – Jenny Miller, Finance Director

Jenny Miller reported that we have received the audit contract from RSM for FY 19/20 for the amount of \$32,800. Discussion on length of time been with auditors and may want to RFP after 5 years.

Arthur Robinson motioned to approve RSM audit contract for FY 19/20, seconded by Chris Robinson, motion carried unanimously.

6. Personnel Pay & Classification Plan – Jay Bender, Interim Executive Director

Jay Bender proposed the Personnel Pay & Classification Plan as that was distributed for review at the General Membership Board in June for approval. Total cost to implement would be \$57,556 a 8.13% increase to payroll. This plan will adjust the salaries to make the positions to be more competitive in the market and will help bring qualified candidates in the hiring process. The Plan will be implemented in two phases in FY 2018/2019 for 50% and next FY 2019/2020 for the remaining 50%.

Ed Riggs expressed his opposing opinion that hiring of the Executive Director needs to come first and with communities recovery from a hurricane the timing is off. He also stated the Plan was a waste of money.

Bill Taylor expressed his opinion that the classification was and adjustment to the positions and not a merit raise to employees. The adjustments to the hiring range is also used in grant writing and grant requests.

E.T. Mitchell expressed her opinion that if the plan is implemented later it will be outdated. Money was spent on the study and should not have been if you were not going to implement it. She does not recommend to postpone.

Shane Turney expressed his opinion that he agrees with the goal of the plan but maybe over a longer period of time.



E.T. Mitchell motioned to approve the implantation of the Personnel Pay & Classification Plan starting July 2019 for half of the increase and implantation of the second increase to be July 2020, seconded by Pat Prescott, motion carries with majority vote.

7. Update to Personnel Policy – Jenny Miller, Finance Director

Jenny Miller presented changes in the Personnel Policy for approval. The change will allow nonexempt employees receive compensatory time off for each hour of overtime worked in lieu of pay at the approval of the employees supervisor in circumstances that time was not able to be taken off. And at the discretion of the Executive Director or B&A Committee, compensatory time may be paid out rather than accrued if funding is available.

Bennie Heath motioned to approve the update to the personnel policy, seconded by Roland Best, motion carries unanimously.

8. Appointment of Nominating Committee – Shane Turney, President

Shane Turney stated that every odd year ECC Board holds elections of officers, this necessitates the appointment of a Nominating Committee and is composed of one member from each county. He will be in contact with everyone to pick the committee. Pat Prescott volunteered to be on the committee.

9. Interim Executive Director Report - Jay Bender, 1st Vice President

Shane Turney stated SERDI has ranked 14 candidates in the Executive Director Search and hopes to have a new ED by the new fiscal year.

Jay Bender stated that the board needs to start looking at attendance and how to get more members to the table and how to gain the non-member communities and military communities.

10. Member Comments

Shane Turney stated more membership dues help bring more services to the communities.

E.T. Mitchell stated the new Executive Director needs to find the resources for the communities and be proactive.

Bill Taylor stated we need to look how we market ECC to bring the larger communities to the table.



Bob Cavaungh gave a shout out to Beaufort for being names Best Small town in Southern Living Magazine.

Frank Emory stated this is an opportunity for all of us to move forward.

Joe Scott stated the employees have a vital role in the communities and its importation to meet the staff.

Jesse Dowe mentioned to invite the larger cities to the Board meetings to get their interest.

Arthur Robinson stated Hookerton had storm water issues and the planning staff help with the mapping. ECC needs to offer more services.

Bennie Heath stated he knows that the staff works hard he works with Patrick Flanagan on the RPO and he helped with the counties CTP. And the AAA help with the Senior Center of Excellence.

Shane Turney stated that additional space will be added in the near future. The front have of the office space is pending on a new lease agreement.

Jay Bender asked if anyone was interested in ECC hosting an Ethics Training and to let him know.

11. Adjournment

Bill Taylor motioned to adjourn the meeting, seconded by Jesse Dowe, meeting adjourned at 7:40 p.m.

Respectfully Submitted by,

Shane Turney, President

Jay Bender, Interim Executive Director



Eastern Carolina Council

3.b. Financial Statement

Financial Statement of Activity

Eastern Carolina Council of Governments

For 3/31/2019

001	M-T-D Actual	Y-T-D Actual	Annual Budget	Budget Remaining	Percent Used
Revenues					
4703. Other Revenue	6,500.00	50,120.05	320,812.00	(270,691.95)	15.62
4712. Appropriated Fund Balance	0.00	0.00	35,000.00	(35,000.00)	0.00
4713. Local Revenue	0.00	158,372.00	159,640.00	(1,268.00)	99.21
4717. ECC Match	0.00	0.00	(129,265.00)	129,265.00	0.00
Total Revenues	6,500.00	208,492.05	386,187.00	(177,694.95)	53.99
Expenses					
5455. Board Travel	0.00	0.00	1,000.00	1,000.00	0.00
5457. Board Meeting	308.77	2,462.57	5,000.00	2,537.43	49.25
5465. President Allowance	150.00	1,500.00	1,800.00	300.00	83.33
5466. Administration Misc Exp	0.00	0.00	33,952.00	33,952.00	0.00
5500. Advisory Council	0.00	104.20	104.20	0.00	100.00
5501. Special Project	0.00	1,640.00	1,640.00	0.00	100.00
5502. Training	(6.00)	1,075.71	19,127.59	18,051.88	5.62
5510. Program Services	0.00	100.00	100.00	0.00	100.00
5700. Mileage Expense	771.40	8,674.34	20,089.00	11,414.66	43.18
5701. Hotel, Meals, Incidentals	162.00	4,654.16	4,762.70	108.54	97.72
5720. Salary	10,971.92	143,104.36	305,595.36	162,491.00	46.83
5721. 401K	304.34	3,252.51	6,905.53	3,653.02	47.10
5722. FICA	801.13	10,142.22	15,553.75	5,411.53	65.21
5724. Health Insurance	1,745.36	22,314.32	41,265.14	18,950.82	54.08
5725. Dental Insurance	70.30	897.98	1,054.60	156.62	85.15
5726. Retirement	791.27	8,442.39	12,695.92	4,253.53	66.50
5736. Unemployment Benefits	74.61	415.40	877.00	461.60	47.37
5749. Legal Fees	731.25	14,383.75	26,000.00	11,616.25	55.32
5750. Consultant	0.00	1,955.11	8,543.44	6,588.33	22.88
5751. Audit	0.00	2,295.16	2,295.16	0.00	100.00
5752. Rent	3,371.50	30,352.85	41,058.00	10,705.15	73.93
5754. Equipment Lease	475.10	4,413.60	8,000.00	3,586.40	55.17
5757. Insurance & Bonding	0.00	8,540.54	10,000.00	1,459.46	85.41
5758. Postage	0.00	(44.66)	1,050.00	1,094.66	(4.25)
5759. Printing/Publication	0.00	0.00	2,000.00	2,000.00	0.00
5760. Telephone, Cell Service	447.74	3,226.37	4,840.00	1,613.63	66.66
5761. Utilities	677.27	7,184.90	13,752.00	6,567.10	52.25
5768. Broadband	258.08	2,547.24	5,800.00	3,252.76	43.92
5769. Computer Related Purchase	523.11	3,560.17	5,216.17	1,656.00	68.25
5770. Office Supplies	(678.74)	7,162.39	17,259.22	10,096.83	41.50
5771. IT System Administration	607.00	12,026.87	30,772.00	18,745.13	39.08
5772. Dues & Subscriptions	0.00	3,331.85	17,459.00	14,127.15	19.08
5773. Cleaning Services	408.00	4,600.00	4,920.00	320.00	93.50
5774. Advertising	0.00	325.00	1,000.00	675.00	32.50
5775. Maintenance & Repairs	28.19	1,751.44	8,000.00	6,248.56	21.89
5776. Administration Website	0.00	0.00	500.00	500.00	0.00
5778. Copier Costs/Paper	199.63	1,995.21	3,310.00	1,314.79	60.28
5779. Bank Charges	0.00	344.75	1,000.00	655.25	34.48
5780. Payroll Exp	0.00	0.00	6,000.00	6,000.00	0.00
5781. Employment Screening	0.00	0.00	1,000.00	1,000.00	0.00
5899. Indirect Cost	(21,484.57)	(195,313.09)	(305,110.78)	(109,797.69)	(64.01)
Total Expenses	1,708.66	123,419.61	386,187.00	262,767.39	31.96
Excess Revenue Over (Under) Expenditures	4,791.34	85,072.44	0.00	85,072.44	0.00

Financial Statement of Activity

Eastern Carolina Council of Governments

For 3/31/2019

003	M-T-D Actual	Y-T-D Actual	Annual Budget	Budget Remaining	Percent Used
Revenues					
4701. Federal Revenue	750,015.14	3,284,255.20	6,016,583.00	(2,732,327.80)	54.59
4702. State Revenue	27,768.24	309,385.27	399,403.00	(90,017.73)	77.46
4703. Other Revenue	0.00	5,608.42	0.00	5,608.42	0.00
4711. MIS Revenue	399.15	2,783.70	4,500.00	(1,716.30)	61.86
4712. Appropriated Fund Balance	0.00	0.00	28,255.00	(28,255.00)	0.00
4713. Local Revenue	0.00	54,571.00	54,566.00	5.00	100.01
4714. In-Kind Revenue	0.00	0.00	6,090.00	(6,090.00)	0.00
4717. ECC Match	0.00	0.00	139,435.00	(139,435.00)	0.00
Total Revenues	778,182.53	3,656,603.59	6,648,832.00	(2,992,228.41)	55.00
Expenses					
5460. MIS Fee	379.05	3,290.70	4,500.00	1,209.30	73.13
5500. Advisory Council	0.00	2,670.96	4,000.00	1,329.04	66.77
5502. Training	30.00	6,889.44	6,560.54	(328.90)	105.01
5510. Program Services	5,732.80	258,220.27	390,339.00	132,118.73	66.15
5700. Mileage Expense	3,355.72	34,694.14	41,601.18	6,907.04	83.40
5701. Hotel, Meals, Incidentals	884.89	17,719.79	36,077.55	18,357.76	49.12
5720. Salary	38,414.38	355,181.12	637,678.49	282,497.37	55.70
5721. 401K	1,024.78	8,789.94	31,062.81	22,272.87	28.30
5722. FICA	2,818.62	26,461.82	37,993.23	11,531.41	69.65
5724. Health Insurance	6,109.11	51,688.10	75,877.41	24,189.31	68.12
5725. Dental Insurance	268.95	2,314.32	6,375.35	4,061.03	36.30
5726. Retirement	2,664.45	22,819.10	31,348.32	8,529.22	72.79
5736. Unemployment Benefits	261.20	1,050.25	2,483.49	1,433.24	42.29
5750. Consultant	0.00	11,903.50	11,903.50	0.00	100.00
5751. Audit	0.00	29,704.84	34,341.57	4,636.73	86.50
5752. Rent	140.00	1,710.00	3,460.00	1,750.00	49.42
5758. Postage	0.00	145.78	1,490.00	1,344.22	9.78
5759. Printing/Publication	0.00	0.00	1,000.00	1,000.00	0.00
5760. Telephone, Cell Service	1,096.82	11,640.59	17,339.64	5,699.05	67.13
5768. Broadband	774.24	7,779.45	12,500.75	4,721.30	62.23
5769. Computer Related Purchase	0.00	1,112.73	1,258.90	146.17	88.39
5770. Office Supplies	499.44	6,064.56	7,276.00	1,211.44	83.35
5771. IT System Administration	3,150.92	28,944.30	29,557.38	613.08	97.93
5772. Dues & Subscriptions	468.75	11,840.28	11,315.00	(525.28)	104.64
5774. Advertising	0.00	0.00	12,807.00	12,807.00	0.00
5775. Maintenance & Repairs	0.00	1,500.00	3,000.00	1,500.00	50.00
5778. Copier Costs/Paper	575.00	2,546.72	4,566.29	2,019.57	55.77
5781. Employment Screening	0.00	107.28	107.28	0.00	100.00
5844. 844 ECC CAREGIVER VOUCHERS	0.00	2,100.00	2,100.00	0.00	100.00
5846. 846 INSTITUTIONAL RESPITE	0.00	275.00	275.00	0.00	100.00
5899. Indirect Cost	21,484.57	195,313.09	272,699.32	77,386.23	71.62
6200. HCCBG HCCBG PASS-THRU FUNDS	681,089.00	2,534,653.00	4,648,188.00	2,113,535.00	54.53
6600. Aging P & A LEGAL AIDE CARTERET PSLS	57.00	20,785.00	21,229.00	444.00	97.91
6700. Sr. Center Gen Purpose	3,932.00	33,568.00	78,413.00	44,845.00	42.81
6800. III-D	2,992.00	18,937.00	41,682.00	22,745.00	45.43
6900. FCSP	9,880.00	65,899.00	126,425.00	60,526.00	52.12
Total Expenses	788,083.69	3,778,320.07	6,648,832.00	2,870,511.93	56.83
Excess Revenue Over (Under) Expenditures	(9,901.16)	(121,716.48)	0.00	(121,716.48)	0.00