



Minutes

Executive Committee Board Meeting

6:30 p.m. - Thursday, November 12, 2020

233 Middle Street; New Bern, NC 28560

3rd Floor Conference Room

Minutes

Executive Committee in Attendance:

Jay Bender, President, Town of Pollocksville Mayor
Robert Cavanaugh, Carteret County Commissioner
E.T. Mitchell, Craven County Commissioner
Jesse Dowe, Duplin County Commissioner
Bennie Heath, Greene County Commissioner
Jim Kohr, City of Havelock 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

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 6:30 p.m. Commissioner Heath offered the invocation.
- 2. Adopt Agenda - Jay Bender, President**
Commissioner Heath motioned to approve the agenda, seconded by Commissioner Mitchell, and motion carried unanimously.
- 3. Consent Agenda – Jay Bender, President**
 - a. Executive Committee Board Minutes— August 13, 2020
 - b. Executive Committee Board Minutes— September 10, 2020



c. Financial Statement

Commissioner Cavaungh motioned to approve the consent agenda, seconded by Commissioner Robinson, and motion carried unanimously.

4. Approval of August 13, 2020 Closed Session Minutes – Jill Quattlebaum, Attorney, Grady & Quattlebaum

Board Attorney Quattlebaum passed out the closed session minutes from August 13, 2020 in a sealed envelope to the present Executive Committee.

Commissioner Dowe motioned to approve the closed session minutes from August 13, 2020, seconded by Commissioner Robinson, and motion carried unanimously.

Board Attorney Quattlebaum collected the closed session minutes from the Executive Committee.

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

Treasurer Turney reported the Budget & Audit Committee met before the meeting to review in detail the check register and financials, everything looked proper and no questions were raised.

6. Budget Revision – Jenny Miller, Finance Director

Finance Director Miller requested approval of Budget Revision 3. Finance Director Miller stated these are COVID pandemic related funds that will increase fund 003. Families First Funding will increase by \$481,160, CARES Act Funding will increase by \$1,656,732 and EDA grant for Pandemic Economic Assistance will increase by \$400,000. There is also a request for approval of \$350,000 for the EDA Partnership Planning grant.

There was a discussion on how the monies will be spent.

Commissioner Dowe motioned to approve Budget Revision 3, seconded by Commissioner Mitchell, and motion carried unanimously.

7. ECC By-law Committee Appointment – Jay Bender, President

President Bender appointed Commissioner Taylor, Commissioner Mitchell and Commissioner Robinson to the ECC By-law Committee. President Bender stated the others appointed were not present and he will contact them.

8. New Members – Town of Arapahoe and Town of Pink Hill

President Bender requested the Board to approve two new towns that have paid the 20/21 membership dues.

Commissioner Mitchell approved the new member governments, seconded by Commissioner Turney, and motion carried unanimously.

President Bender mentioned the City of Kinston mistakenly paid membership dues but have since requested a refund.

9. Aging Public Awareness Presentation – Katie Bordeaux, Executive Director

Executive Director Bordeaux gave a lengthy presentation of the public outreach that has been done the past two years, covering the printed material, digital material, classes, workshops, and how ECC will proceed in continuing public outreach.

The Board had a discussion of reaching out to the faith based, utility services, and the radio stations to increase outreach.

10. Planning Services Business Plan – Katie Bordeaux, Executive Director

Executive Director Bordeaux presented a Planning Services Business Plan and four recommendations to the Board. Historically, the ECC did not have enough funds to fund the previously held positions of Planning Director and Community Planner and resulting in the positions to be covered by fund balance. Additionally, an individual to perform the functions has not been identified through ten months of advertising. Since October 2019 the Executive Director, Finance Director, and Deputy Finance Director have performed the duties of the Planning Director and the Transportation Director. Recommendation 1 is to contract planning services out to a consulting firm and recommendation 2 is not to hire additional staff.

The salary adjustment recommendation is to adjust salaries to reflect the rolling up of two staff job duties which will be covered by cost allocation drawn down from the administration fees built into the ECC's allotment. Recommendation 3 and 4 are to adjust staff salary and to compensate staff for doing job duties of two previous positions.

Commissioner Mitchell stated she supports Executive Director Bordeaux's recommendations as hiring someone with the qualifications needed is hard to find in New Bern and a consultant firm will have more resources to accommodate the ECC's varied projects.



Commissioner Taylor suggested to look at the recommendations as a whole as the ECC needs to change directions to not operate in the deficient. Commissioner Taylor supported reevaluating the planning services in a couple of years to see if the ECC could hire for the position.

Commissioner Taylor motioned to approve the Planning Services Business Plan recommendations, seconded by Commissioner Cavanaugh, and the motion carried unanimously.

Commissioner Riggs requested to go into closed session N.C. Statute 143-318.11(c).

Commissioner Taylor motioned end closed session, seconded by Commissioner Mitchell, and the motion carried unanimously.

Executive Committee resumed open meeting.

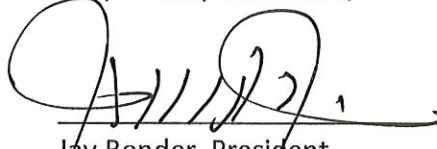
Commissioner Taylor motioned to approve the Deputy Finance Director grade of 21 and salary of \$63,732; Finance Director grade of 26 and salary of \$86,966, seconded by Commissioner Robinson, and the motion carried unanimously.

11. Member Comments

12. Adjournment

Commissioner Kohr motioned to adjourn the meeting, seconded by Commissioner Riggs, and the motion carried unanimously.

Respectfully submitted,


Jay Bender, President


Katie Bordeaux, Executive Director