

Executive Committee Board Meeting

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

233 Middle Street; New Bern, NC 28560

3rd Floor Conference Room

AGENDA

- 1. Welcome, Invocation, and Call to Order**
- 2. Adopt Agenda - *Jay Bender, President***
- 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
- 4. Approval of August 13, 2020 Closed Session Minutes – *Jill Quattlebaum, Attorney, Grady & Quattlebaum***
- 5. Budget & Audit Committee Report – *Shane Turney, Treasurer***
- 6. Budget Revision – *Jenny Miller, Finance Director***
- 7. ECC By-law Committee Appointment – *Jay Bender, President***
- 8. New Members – Town of Arapahoe and Town of Pink Hill**
- 9. Aging Public Awareness Presentation – *Katie Bordeaux, Executive Director***
- 10. Planning Services Business Plan – *Katie Bordeaux, Executive Director***
- 11. Member Comments**
- 12. Adjournment**



3.a. Minutes

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
- Town of Greenevers Chapter 160D Ordinance re-write
- 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



3.b. Minutes

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



Eastern Carolina Council

6. Budget Revision

MEMORANDUM

Date: November 12, 2020

To: ECC Executive Committee

From: Jenny Miller, Finance Director

RE: Budget Revision 1

Executive Committee Members,

The above mentioned budget revision for fund 003 is requested for approval:

1. \$481,160 increase – Families First Funding Aging Dept
2. \$1,656,732 increase – CARES Act Funding Aging Dept
3. \$400,000 increase – EDA grant for Pandemic Economic Assistance
4. \$350,000 increase (includes \$140,000 match) for our EDA Partnership Planning grant. This is our regular EDA grant that runs on a three year cycle and is due to be renewed for a period of 1/1/2021-12/30/2023.



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9. Aging Public Awareness Presentation