

***General Membership Board Meeting***

***6:30 p.m. - Thursday, January 13, 2022***

***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 Minutes—June 30, 2020
  - b. Financial Statement
  - c. 2022 Calendar
- 4. Budget & Audit Committee Report – *Shane Turney, Treasurer***
- 5. NC Associations of Regional Councils of Governments Forum Member –*Tim Ware, Interim Executive Director***
- 6. SERDI Assessment – *Tim Ware, Interim Executive Director*  
*Jim Younquist, SERDI***
- 7. Member Comments**
- 8. Closed Session - *NC G.G. 143-318-11(a)(6)***
- 9. Adjournment**

**Financial Statement of Activity**  
**Eastern Carolina Council of Governments**  
**For 11/30/2021**

001	M-T-D Actual	Y-T-D Actual	Annual Budget	Budget Remaining	Percent Used
<b>Revenues</b>					
4101. Dues Transfer	0.00	0.00	(142,194.00)	142,194.00	0.00
4713. Local Revenue - Dues	45,540.18	196,559.83	161,420.00	35,139.83	121.77
4716. Local Projects	0.00	0.00	73,594.00	(73,594.00)	0.00
Total Revenues	45,540.18	196,559.83	92,820.00	103,739.83	211.76
<b>Expenses</b>					
5455. Board Travel	0.00	0.00	500.00	500.00	0.00
5457. Board Meeting	0.00	1,195.40	5,000.00	3,804.60	23.91
5465. President Allowance	150.00	750.00	1,800.00	1,050.00	41.67
5502. Training	0.00	0.00	5,507.00	5,507.00	0.00
5510. Program Services	0.00	0.00	40,556.00	40,556.00	0.00
5700. Mileage Expense	0.00	0.00	8,219.00	8,219.00	0.00
5701. Hotel, Meals, Incidentals	1,200.00	3,300.00	6,053.00	2,753.00	54.52
5719. Merit	0.00	0.00	20,842.00	20,842.00	0.00
5720. Salary	9,867.01	58,582.71	124,863.00	66,280.29	46.92
5721. 401K	195.21	1,366.89	9,331.00	7,964.11	14.65
5722. FICA	750.50	4,411.81	9,552.00	5,140.19	46.19
5724. Health Insurance	879.86	4,974.91	8,000.00	3,025.09	62.19
5725. Dental Insurance	32.85	184.38	1,000.00	815.62	18.44
5726. Retirement	739.83	5,038.54	14,197.00	9,158.46	35.49
5736. Unemployment Benefits	22.85	84.46	200.00	115.54	42.23
5749. Legal Fees	18,750.00	48,700.84	15,609.00	(33,091.84)	312.00
5750. Consultant	(18,750.00)	0.00	5,000.00	5,000.00	0.00
5751. Audit	0.00	414.81	2,336.00	1,921.19	17.76
5752. Rent	0.00	21,957.50	55,485.00	33,527.50	39.57
5754. Equipment Lease	1,053.78	2,748.22	6,000.00	3,251.78	45.80
5757. Insurance & Bonding	0.00	8,774.60	11,000.00	2,225.40	79.77
5758. Postage	0.00	0.00	1,500.00	1,500.00	0.00
5759. Printing/Publication	0.00	0.00	2,884.00	2,884.00	0.00
5760. Telephone, Cell Service	91.52	600.05	4,122.00	3,521.95	14.56
5761. Utilities	760.98	3,927.60	15,000.00	11,072.40	26.18
5768. Broadband	272.72	1,181.78	3,540.00	2,358.22	33.38
5769. Computer Related Purchase	0.00	0.00	3,924.00	3,924.00	0.00
5770. Office Supplies	495.87	1,026.19	7,385.00	6,358.81	13.90
5771. IT System Administration	254.54	1,527.24	10,000.00	8,472.76	15.27
5772. Dues & Subscriptions	135.00	7,370.35	14,431.00	7,060.65	51.07
5773. Janitorial	425.00	2,125.00	4,896.00	2,771.00	43.40
5774. Advertising	71.90	71.90	500.00	428.10	14.38
5775. Maintenance & Repairs	0.00	488.38	2,047.00	1,558.62	23.86
5776. Administration Website	0.00	0.00	628.00	628.00	0.00
5778. Copier Costs/Paper	(1,553.05)	(1,553.05)	3,600.00	5,153.05	(43.14)
5779. Bank Charges	144.25	559.62	1,000.00	440.38	55.96
5781. Employment Screening	0.00	0.00	500.00	500.00	0.00
5899. Indirect Cost	(27,641.26)	(138,048.79)	(334,187.00)	(196,138.21)	(41.31)
Total Expenses	(11,650.64)	41,761.34	92,820.00	51,058.66	44.99
Excess Revenue Over (Under) Expenditures	57,190.82	154,798.49	0.00	154,798.49	0.00

**Financial Statement of Activity**  
**Eastern Carolina Council of Governments**  
**For 11/30/2021**

003	M-T-D Actual	Y-T-D Actual	Annual Budget	Budget Remaining	Percent Used
<b>Revenues</b>					
4701. Federal Revenue	641.40	1,158,488.23	10,339,135.00	(9,180,646.77)	11.20
4702. State Revenue	0.00	9,965.03	185,079.00	(175,113.97)	5.38
4711. MIS Revenue	335.22	579.34	4,500.00	(3,920.66)	12.87
4712. Appropriated Fund Balance	0.00	0.00	23,000.00	(23,000.00)	0.00
4713. Local Revenue	0.00	52,015.35	54,566.00	(2,550.65)	95.33
4717. ECC Match	0.00	0.00	142,194.00	(142,194.00)	0.00
Total Revenues	<u>976.62</u>	<u>1,221,047.95</u>	<u>10,748,474.00</u>	<u>(9,527,426.05)</u>	<u>11.36</u>
<b>Expenses</b>					
5460. MIS Fee	323.34	613.70	4,500.00	3,886.30	13.64
5500. Advisory Council	0.00	104.18	2,000.00	1,895.82	5.21
5502. Training	40.00	640.00	2,927.02	2,287.02	21.87
5510. Program Services	0.00	32,978.34	1,198,042.19	1,165,063.85	2.75
5700. Mileage Expense	1,222.32	6,033.93	23,559.52	17,525.59	25.61
5701. Hotel, Meals, Incidentals	0.00	686.10	1,958.98	1,272.88	35.02
5719. Merit	0.00	0.00	7,203.00	7,203.00	0.00
5720. Salary	39,816.33	198,793.87	650,968.31	452,174.44	30.54
5721. 401K	1,140.52	5,909.92	61,033.77	55,123.85	9.68
5722. FICA	3,009.18	15,027.69	38,219.95	23,192.26	39.32
5724. Health Insurance	5,747.49	28,060.13	51,768.51	23,708.38	54.20
5725. Dental Insurance	246.15	1,203.01	3,827.06	2,624.05	31.43
5726. Retirement	4,322.48	22,091.97	54,344.47	32,252.50	40.65
5736. Unemployment Benefits	12.24	76.00	421.01	345.01	18.05
5749. Legal Fees	0.00	0.00	3,944.00	3,944.00	0.00
5750. Consultant	4,373.61	13,353.80	30,000.00	16,646.20	44.51
5751. Audit	0.00	9,585.19	32,337.00	22,751.81	29.64
5752. Rent	0.00	600.00	1,280.00	680.00	46.88
5758. Postage	54.12	54.12	2,943.00	2,888.88	1.84
5759. Printing/Publication	0.00	0.00	500.00	500.00	0.00
5760. Telephone, Cell Service	761.68	4,755.14	17,520.00	12,764.86	27.14
5768. Broadband	1,727.28	6,102.59	20,885.00	14,782.41	29.22
5769. Computer Related Purchase	0.00	449.00	1,225.00	776.00	36.65
5770. Office Supplies	1,276.97	5,172.73	11,363.25	6,190.52	45.52
5771. IT System Administration	2,545.46	12,472.76	48,091.00	35,618.24	25.94
5772. Dues & Subscriptions	6,430.00	6,430.00	13,000.00	6,570.00	49.46
5774. Advertising	109.74	6,349.68	6,704.96	355.28	94.70
5775. Maintenance & Repairs	0.00	0.00	1,000.00	1,000.00	0.00
5778. Copier Costs/Paper	1,553.05	1,553.05	5,350.12	3,797.07	29.03
5781. Employment Screening	0.00	0.00	51.75	51.75	0.00
5844. 844 ECC CAREGIVER VOUCHERS	621.86	919.86	1,009.86	90.00	91.09
5854. 854 - Supp. Servc Assistive Technology	0.00	2,203.84	2,203.84	0.00	100.00
5899. Indirect Cost	27,641.26	138,048.79	332,429.43	194,380.64	41.53
6200. HCCBG PASS-THRU FUNDS	311,393.00	684,248.00	6,371,686.00	5,687,438.00	10.74
6201. HCCBG PASS-THRU FUNDS	293,131.00	323,091.00	857,480.00	534,389.00	37.68
6220. FAMILIES FIRST PASS-THRU FUNDS	18,271.00	18,271.00	481,160.00	462,889.00	3.80
6600. LEGAL AIDE	3,672.00	6,992.00	41,183.00	34,191.00	16.98
6700. Sr. Center Gen Purpose	4,745.00	4,745.00	103,389.00	98,644.00	4.59
6800. III-D	2,199.00	6,370.00	134,858.00	128,488.00	4.72
6900. CARES FCSP	21,809.00	32,688.00	126,106.00	93,418.00	25.92
Total Expenses	<u>758,195.08</u>	<u>1,596,674.39</u>	<u>10,748,474.00</u>	<u>9,151,799.61</u>	<u>14.85</u>
Excess Revenue Over (Under) Expenditures	<u>(757,218.46)</u>	<u>(375,626.44)</u>	<u>0.00</u>	<u>(375,626.44)</u>	<u>0.00</u>



## **An Assessment of the Eastern Carolina Council**

The Neuse River Council of Governments, now operating as the Eastern Carolina Council (ECC), was founded in 1967. The North Carolina counties and their municipalities of Carteret, Craven, Duplin, Greene, Jones, Lenoir, Onslow, Pamlico, and Wayne are the owners of the council.

The executive director position became vacant in August 2021. The Executive Committee of ECC acting on behalf of the ECC Board of Directors voted to assess the current state of the council and its future direction before it would consider hiring its next executive director.

The ECC Executive Committee engaged the SouthEast Regional Directors Institute (SERDI) to assist them in the assessment process. SERDI is a professional development association for regional council executive directors and when applicable, their councils in 12 southern states. SERDI has worked with Neuse River/ECC in various efforts since 1994.

SERDI staff designed a process to glean input of the ECC Executive Committee, chief elected officials not on Board of Directors, and local government managers/administrators through online surveys; virtual interviews with executive committee members and managers; and focus group meetings of county chairs and mayors for each of the nine counties. Finally, county and city managers met at the ECC headquarters to share their thoughts on the council.

From the surveys, interviews, and group meetings, the commitment and engagement by the region's local government leadership, elected and appointed, ranges from total disengagement to desiring that it be a full-service council that would support and enhance the local governments and region. While participants in the assessment process appreciate the Area Agency on Aging and the Regional Planning Organization programs, there is concern that traditional offerings of grant writing, planning, ordinance and zoning advisement, personnel searches, community economic development, communication/information, and convening the region regarding opportunities, challenges, and issues no longer exists.

Based on the input, the following recommendation considerations follow in no particular order:

- **The ECC needs to be embraced by and represent its owners, the local governments of the region.** There are local governments in the region that have not belonged to Cape Fear/ECC for over the last 30 years. Today the counties pay

the match for the Aging Program and the transportation initiatives, while not all pay the ECC dues. Most of the largest cities in the region do not pay dues to the ECC. If the ECC is to ever maximize its value to the region, it must have a structure and offerings that all the local governments support and want to be a part of.

- **The governance structure of the ECC must reflect the cross-section of the region's local governments.** The Board of Directors consists of the member local governments. The ECC Executive Committee does not currently reflect the cross-section of region's local governments. It would be preferable to structure the Executive Committee to include the nine county chairs, the mayors of the cities with a population of 20,000 or more, and a mayor from each county in a municipality of less than 20,000 chosen by the mayors of each respective county.
- **Both the Board of Directors and Executive Committee must be more engaged with THEIR ECC.** Currently the Board of Directors meets only two times per year. The Executive Committee meets quarterly. If the ECC becomes a full-service council, there will be a need and desire of the governance leaders to meet on a regular basis. The suggestion would be to consider having the Executive Committee meet monthly and a quarterly basis for the Board of Directors. It is important for the Executive Committee to be an be in an advisory capacity to the Board of Directors but to have the ability to continue to take actions on behalf of the Board when requested to do so.
- **It is important for the Executive Director of the ECC to first and foremost carry out the governance board policy directives. Second, is to manage all staff members and be responsible for all programmatic and financial administration and actions. Third, is to be the external liaison and representative of the ECC to all the local government officials, both elected and appointed in the region, state and federal government, and other regional partners.** In order to fulfill those responsibilities, the employment of the executive director should not be dependent on that individual raising their own salary. No other executive director position, other than ECC, in the 12-state SERDI region (133 councils) has that responsibility. Having that responsibility keeps the executive director from being out in the region, interacting with local government officials, regional partners, and state and federal agencies...which opens up the chance for projects and initiatives and communicating to the membership opportunities and finding out how the ECC can be of assistance. All employees must ultimately report to the executive director. Currently the finance director of the ECC is hired by the Executive Committee/Board of Directors. The ECC is the only council in the 12-state region where this structure exists.
- **Currently there are 10 staff employed by the ECC. Five (5) staff are assigned to the AAA program, two (2) staff are assigned to the transportation program, there are two administrative staff positions, and the executive director position.** From the overwhelming majority of participants in the assessment there

is a desire to have grant writers, planners, technical assistance staff, etc. It is felt that for the ECC to maximize its relevance to its staff through grant funds, it was suggested that serious consideration be given to using surplus funds to bring on identified staff positions as a “leap of faith” that will convince the local governments that the ECC can be a worthwhile and worth- funding council that can play a helpful supportive and enhanced role for them. ECC should prepare and propose to EDA Atlanta a grant proposal that would commit all owners/members to creating a complete council ensuring necessary skills sets to make that happen. This commitment to maintain and assist ECC in its restructure and revitalization over a sustained period should stabilize the ECC and enable it to create an implementable long-term overall economic development enhancement plan of stability for the region.

- **The ECC is the only council of governments in North Carolina that does not meet on a regular basis with the Local Government Managers/Administrators that serve the region’s local governments.** It is recommended that an advisory committee of managers and administrators be formed and meet on a quarterly basis as well as on an on-need basis. The committee will act as an advisory committee to both the staff and policy boards of the ECC.