



## **Executive Committee Board Meeting**

**6:30 p.m. – Thursday, August 26, 2021**

**Third Floor Conference Room**

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

## **Minutes**

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

Steven Wiggins, Wayne County caucus  
Bill Taylor, Carteret County caucus  
Jim Kohr, City of Havelock  
Roland Best, Lenoir County  
Pat Prescott, Pamlico County  
Frank Emory, Jones County  
Shane Turney, Treasurer  
Ed Riggs, 1<sup>st</sup> Vice President

Jay Bender, President  
Arthur Robinson, 2<sup>nd</sup> Vice President  
Sabrina Bengel, City of New Bern  
Bob Cavanaugh, Carteret County  
Freeman Hardison, Wayne County  
Bennie Heath, Greene County  
Jesse Dowe, Duplin County

### **General Membership in Attendance:**

Barbara Jones, Town of Cove City

### **ECC Staff in Attendance:**

Jenny Miller, Finance Director  
Leighann Morgan, Deputy Finance Director

### **Guest in Attendance:**

Knox Proctor, Ward & Smith

1. **Call to Order, Welcome, Invocation** – President Bender called the meeting to order at 6:30 p.m. and quorum was met. President Bender introduced Knox Proctor and the ex-officio attorney of the board and Barbara Jones from the Town of Cove City. Commissioner Kohr gave the invocation.
2. **Adopt Agenda** – *Jay Bender, President*  
President Bender requested to add a 2.a. New Member Acceptance to the agenda before approval.  
*Commissioner Cavanaugh motioned to accept amended agenda, seconded by Commissioner Heath, and motion was unanimously approved.*

- a. **New Member Acceptance** – Town of Minnesott Beach & Town of Walstonburg



President Bender stated two new towns paid their membership dues that did not last year, making them new members.

*1<sup>st</sup> Vice President Riggs motioned to approve new members, seconded by Commissioner Best and motion was unanimously approved.*

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

- a. Executive Board Meeting Minutes –May 13, 2021
- b. Executive Board Meeting Minutes – June 10, 2021
- c. Executive Board Special Meeting Minutes – July 8, 2021 (ZOOM Meeting)
- d. Executive Board Special Meeting Minutes – July 22, 2021

*Commissioner Heath motioned to approve consent agenda, seconded by Commissioner Prescott, and motion was unanimously approved.*

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

- a. Check Register
- b. Financial Statements
- c. Budget Amendments – Finance Director presented Budget Amendment 1 for approval.  
Preliminary Notification of Grant Award received from the Division of Aging Services for the ARPA (American Resue Plan Act) funding in the amount of \$2,739,754.  
*Commissioner Emory motioned to approve Budget Amendment 1, seconded by Commissioner Prescott, and motion was unanimously approved.*
- d. Committee information and recommendations – Treasurer Turney requested the board to refund those communities that were involved with the 160D re-write with previous Executive Director. Previous Executive Director had no justification of distribution.  
*Commissioner Prescott motioned to refund the local match, seconded by Commissioner Dowe, and motion was unanimously approved.*

Treasurer Turney requested approval to pay final invoices for Audit & Legal services totaling of \$54,489.50. Finance Director Miller will split between fiscal years.

*Commissioner Heath motioned to approve payment, seconded by Commissioner Dowe, and motion was unanimously approved.*

Treasurer Turney stated that the previous Executive Director, gifted boxes of meals totaling \$21,000 to the Senior Centers to the Counties.

Treasurer Turney stated the previous Executive Director was suppose to do merit raises based on performance and did not complete the request. Budget & Audit recommends passing a 3% COLA.

*Commissioner Emory motioned to approve Budget & Audit recommendation, seconded by Commissioner Taylor, and motion was unanimously approved.*

Finance Director asked for the Deputy Aging Director to be reinstated as a position. As a new Aging Director is in place it would be beneficial to have a checks & balance on the Aging side before going to Finance. Commissioner Kohr requested that the Board looks at the structure of



the COG and compare to other COG's across the state. Finance Director Miller stated she did that and most AAA are set up with a Deputy Director for the check and balance purpose.

*Commissioner Robinson motioned to reinstated the Deputy Aging Director, seconded by Commissioner Best, and motion was unanimously approved.*

- 5. Interim Executive Director Report** – Jay Bender stated he has been dealing with transition items, personnel matters, composing closed session minutes, meet with Lee Worsley to receive opinions on ECC, the Town of Beulaville Municipal Comparison Request, 2 public records request, ARPA funds packet, City of New Bern withdrew membership from the COG, meet with Jones County DSS Director, Closed the office on Aug 12 for deep cleaning due to employees testing positive for COVID, learned of a possible audit of RPO funds triggered by the transition, sent letter in support of Wayne County building a training facility.

**6. Member Comments**

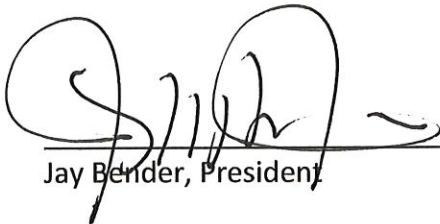
Commissioner Heath thanked President Bender for his service.

**7. Closed Session** – NCG.S. 143-318-11(a)(3) and (a)(6)

*Commissioner Heath motioned to move to closed session, seconded by Commissioner Dowe, and motion was unanimously approved.*

**8. Adjournment**

Respectfully Submitted,



Jay Bender, President

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Tim Ware, Interim Executive Director