



Executive Committee Board Meeting

6:30 p.m. - Thursday, March 10, 2022

Third Floor Conference Room

233 Middle Street, New Bern, NC

Minutes

Executive Committee in Attendance:

Jay Bender, President

Bennie Heath, Greene County
Commissioner

Jim Kohr, City of Havelock Commissioner

Steve Wiggins, Mount Olive
Commissioner

Pat Prescott, Pamlico County
Commissioner

Edward Riggs, 1st Vice President

Arthur Robinson, 2nd Vice President

Bill Taylor, Morehead City Commissioner

Shane Turney, Treasurer

General Membership in Attendance:

Barbara Jones, Town of Cove City

ECC Staff in Attendance:

Tim Ware, Interim Executive Director

Leighann Morgan, Deputy Finance
Director

Heather O'Connor, AAA Director

January Brown, AAA Deputy Director

Kim Baker, Lead Aging Programs
Consultant

Jenny Miller, Financial Consultant

Guest in Attendance:

Knox Proctor, Ward & Smith Attorney

Jeff Aydelette, County Compass

1. Welcome, Invocation, and Call to Order – President Bender called the meeting to order at 6:30 p.m. and quorum was met. Frank Emory gave the invocation.

2. Adopt Agenda - *Jay Bender, President*

Bennie Heath motioned to accept agenda, seconded by Pat Prescott, and motion was unanimously approved.

3. Consent Agenda – Jay Bender, President

- a. Minutes** – Executive Committee Board Minutes – October 14, 2021
Bill Taylor motioned to accept the consent agenda, seconded by Frank Emory, and motion was unanimously approved.

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

- a. Check Register**
b. Financial Statements
c. Budget Amendments
d. Committee Information and recommendations

Shane Turney stated that the Budget and Audit committee met before the Executive Committee meeting and everything looks appropriate, the audit should be done by the end of the month. Discussion of the Finance Director position on how to streamline job duties. The Budget and Audit are asking to have authority to take the recommendations to make changes to the finance department.

Bennie Heath motioned to give authority to the Budget and Audit committee, seconded by Bill Taylor, and motion was unanimously approved.

5. President's Report – Jay Bender, President

- a. Executive Director Search and Salary** – Jay Bender stated the search is going slow. Budget and Audit suggested to modify the advertisement and change salary to full range instead of mid-range. A committee has been appointed: Pat Prescott, Frank Emory, Steve Wiggins, Bill Taylor, Kyle DeHaven, Michael James, and Scotty Summerlin
- b. Finance Director Search** – Jay Bender stated this was covered under the Budget & Audit report.
- c. Interim Executive Director** – Jay Bender stated tomorrow is Tim's last day of the contract but has agreed to continue, off-site, to handle EDA and other things that may come up. Ed Riggs and Jay Bender will share the day-today task that may come up.

Bill Taylor motioned to approve Tim Ware staying as Interim Executive Director, off-site, seconded by Steve Wiggins, and motion was unanimously approved.

6. Proposed By-law Changes – Ed Riggs, 1st Vice President

Ed Riggs stated there was a study group appointed to review the by-laws and presented the groups recommendations.

1. Executive Committee Makeup:
 - a. Change population threshold to 18,000
 - b. Allow County Managers an appointment
2. Officers:
 - a. Two officers should be County Representation and two officers should be Town Representation.
3. Staff:
 - a. Executive Director have authority to hire and fire all staff.
4. Committees:
 - a. Create an Advisory Board of County Managers
5. Meetings:
 - a. General Membership should meet on a quarterly basis

A previous committee in 2021 led by Executive Board member Bill Taylor also had recommended changed to the by-laws that were never presented or addressed.

1. Membership Dues:
 - a. Timely payment of dues or termination of service and or membership
2. Officers:
 - a. Reduce officers to 3 positions.
 - b. Reduce Budget and Audit Committee to 6 members
3. Term Limits:
 - a. Officers be elected to a 1 year term and no more than 4 years consecutively and must be a board member at least three years before serving as a repeated officer position.
 - b. Budget and Audit Committee have 1-year term and sit out one year before serving again.
 - c. Nomination Committees have a 1-year term and sit out a year before serving again.
4. Restructure of Board:
 - a. Change General Membership Board to Board of Delegates and meet quarterly.
 - b. Executive Committee be an advisory board to the Board of Delegates and meet the month before the Board of Delegates

A Group discussion about the two recommendations was had.

7. Members Comments – no comments



8. Adjournment

Steve Wiggins motioned to adjourn the meeting, and motion was unanimously approved, meeting was adjourned.

Respectfully submitted:

Jay Bender, President

Tim Ware, Interim Executive Director