

Executive Committee Meeting
6:30 p.m. – Thursday, August 11, 2022
Third Floor Conference Room
233 Middle Street, New Bern, NC

Minutes

Executive Committee Members in Attendance:

Bob Cavanaugh
Shane Turney, Treasurer
Ed Riggs, 1st Vice President
Jay Bender, President
Arthur Robinson, 2nd Vice President
Jesse Dowe, *via phone*
Pat Prescott, *via phone*

General Membership in Attendance:

Patty Leonard

ECC Staff Members in Attendance:

David Bone, Executive Director
January Brown, Deputy Aging Director
Heather O'Connor, Area Agency on Aging Director
Melinda McGuire, Finance Director
Leighann Morgan, Deputy Finance Director, Transportation Director
Jenny Miller, Finance Consultant

Guest in Attendance:

Knox Proctor, Attorney, Ward & Smith

1. Welcome, Invocation, and Call to Order

Jay Bender called the meeting to order at 6:34 p.m. Jay Bender said the invocation.

2. Adopt Agenda – Jay Bender, President

Jay Bender suggested to remove item #6 reason to be discussed in closed session and to move 7.c. to 5.c.

Arthur Robinson moved to adopt amended agenda, seconded by Ed Riggs, and motion was unanimously approved.

3. Introduction of New Finance Director Melinda McGuire – David Bone, Executive Director

David Bone introduced Melinda McGuire as ECC's new Finance Director. Melinda has recently moved to the area and will begin her new role on Monday. Melinda has twenty-eight years of progressive experience in Finance in the non-profit and private sectors. She served as Finance Director/HR Manager for the Alamance Partnership for Children in Burlington, NC, and she has good experience working with a Board, as well as grant management. David stated we are excited to work with her and look forward to her contributions. Melinda McGuire expressed her excitement to be working with ECC.

4. Consent Agenda – Jay Bender, President

- a. **Minutes – Executive Committee – May 12, 2022**
- b. **Contribution Based Benefit Cap Report**
- c. **New Member – Vandemere**

Bob Cavanaugh motioned to approve consent agenda, seconded by Arthur Robinson, and motion was unanimously approved.

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

- a. **Check Register**
- b. **Financial Statements**
- c. **Budget Amendment 1**
- d. **Committee Information & recommendations**

Shane Turney stated the Budget & Audit Committee met at 5:00 before the Executive Committee to discuss the check register and draft financials and saw nothing unusual. The Budget & Audit Committee recommends Budget Amendment 1 which is an increase in funds for the Disaster Recovery grant, American Rescue Plan Act, moving expenses, and the Economic Development Administration grant.

David Bone stated ECC will receive \$593,750 through October 1, 2026 to provide ARPA support to local governments in the region. This grant funding will support the funding of the Senior Community Planner.

Shane Turney made the motion to approve Budget Amendment 1, seconded by Bob Cavanaugh, and motion was unanimously approved.

David Bone stated in the Budget Amendment, ECC has been granted \$260,450 from EDA which will provide funding for an additional Planner position as well as a portion of the Executive Director's salary for 2.5 years. David asks authorization to hire a second planner. *Bob Cavanaugh motioned to authorize Executive Director to hire second planner, seconded by Ed Riggs, and motion was unanimously approved.*

6. Executive Director's Report – David Bone, Executive Director

a. C.E.D.S. Update

David Bone stated the Comprehensive Economic Development Strategy (C.E.D.S.) is a 5-year plan for the regional economic development and should be tweaked annually and have major updates every 5 years. The 5-year update is due in December of 2022. David is beginning the process with an electronic survey that involves a SWOT Analysis of the regional economy to receive community feedback. David has met with Berkshire Hathaway about a natural gas solution, spoke with Hillary Sherman at EDA about a potential project, met with VP of the Federal Reserve Bank of Richmond along with NC East Alliance staff, met with Eastern Carolina Workforce Development Board and staff about a workforce development leadership grant application, met with City/County Managers in Pamlico County, and spoke with the Town Managers of Warsaw and Rose Hill.

b. NCARCOG Disaster Recovery Technical Assistance Program

David Bone stated the NC General Assembly appropriated \$6 million to support local governments effectively manage disaster recovery funding and build capacity to effectively recover from disasters. Each COG should get \$31,000 in funds to collaboratively develop a statewide training curriculum, and \$293,750 for implementation. Each COG has about \$293,000 to encumber by the end of this fiscal year and spend by the next of fiscal year 2024.

c. Technical Assistance Update

David Bone stated ECC worked with Colliers Engineering on assistance with Minnesott Beach and Pine Knoll Shores. He is currently working with Newport of its Town manager search. David is working with Colliers to help the Town of Richlands and Faison prep of the Rural Transformation Grant. He has met with the City of Havelock about a possible EDA grant to help plan for highest and best use of land around the by-pass.

d. AAA Report

David Bone stated the Area Agency on Aging hired a new staff member for the Ombudsman/Consultant position; Anita Douglas will start on August 26th. The Grocery Reimbursement program has helped 167 seniors in Duplin and Greene Counties, totaling \$59,818.94. As of July 2022, the Community Advisory Committee suspension has been lifted, and the committees can resume their duties to long-term care facilities, once they have training of protocol for Personal Protective Equipment.

e. Transportation Report

David Bone stated beginning in fiscal year 2023, a portion of state sales tax funds will be transferred from the General Fund to the Highway and Highway Trust Funds. David said the updated Draft STIP as been released from NCDOT,



have been working on updating their webpages. The RPO staff have also reaching out to communities to gain public interest and educate local staff, elected officials and the public on the functions of the RPOs within their communities.

f. General Report

David Bone stated ECC partnered with ncIMPACT Initiative at the UNC School of Government, East Carolina University, Eastern Carolina Workforce Development Board, Rivers East Workforce Development Board, Mid-East Commission, PBS NC, and UNC Health to host Town Hall event at ECU on August 11th. The focus was on economic development, workforce development and education. There were two panel discussions and questions from the audience. The event was recorded and will be broadcasted on UNC public TV later in August.

David Bone stated a notice was sent to all ECC member organizations to give official notification of the proposed by-law amendments and the General Membership Board meeting will be held on September 8th.

7. Closed Session – N.C.G.S. 143-318.11(3) – Attorney-Client Privilege

Bob Cavanaugh motioned to go into closed session per N.C.G.S. 143-318.11(3), seconded by Arthur Robinson, and motion carried unanimously.

Upon re-entering into public there was no action and nothing to report from closed session.

8. Member Comments

Arthur Robinson asked if there was a PEV plug-in map. Leighann Morgan sent him a link to pluginnc.com.

9. Adjournment

Arthur Robinson motioned to adjourn, seconded by Bob Cavanaugh, and meeting adjourned.

Respectfully submitted,

Jay Bender, President

David Bone, Executive Director