

***Executive Committee Meeting***  
***6:30 p.m. - Thursday, October 13, 2022***  
***Third Floor Conference Room***  
***233 Middle Street, New Bern, NC***

## Minutes

**Executive Committee in Attendance:**

Jay Bender, President  
Bob Cavanaugh, Carteret County Commissioner  
Jim Kohr, City of Havelock Commissioner  
Steve Wiggins, Town of Mount Olive Commissioner  
Ed Riggs, 2<sup>nd</sup> Vice President  
Bill Taylor, Town of Morehead City Commissioner  
Shane Turney, Treasurer  
Pat Prescott, Pamlico County Commissioner

**ECC Staff in Attendance:**

David Bone, Executive Director  
Melinda McGuire, Finance Director  
Heather O'Connor, Area on Aging Director  
Kim Baker, Lead Aging Programs Consultant

**Guest in Attendance:**

Knox Proctor, Attorney, Ward & Smith

**1. Welcome, Invocation, and Call to Order**

President Bender called the meeting to order at 6:32 p.m. Commissioner Kohr gave the invocation.

**2. Adopt Agenda – Jay Bender, President**

President Bender suggested adding a Closed Session after Member Comments. *Commissioner Wiggins motioned to adopt amended agenda, seconded by Commissioner Prescott, and motion was approved unanimously.*

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

- a. **Minutes** – Executive Committee Meeting – August 11, 2022
- b. **Contribution Based Benefit Cap Report**
- c. **C.E.D.S. Update**
- d. **Community Planning/Technical Assistance Update**

**e. Transportation Report**

*Commissioner Cavanaugh motioned to approve Consent Agenda, seconded by Commissioner Riggs, and motion was approved unanimously.*

**4. State's Workforce Development/Educational Attainment Goals Presentation – Toni Blount, myFuture NC**

Toni Blount, Regional Impact Manager for a statewide nonprofit organization, myFuture NC, presented on the State's Workforce Development/Education Attainment Goals. myFutureNC was formed in 2019 based on a bi-partisan house bill supported by Governor Cooper to ensure the state remains economically competitive. By 2030, North Carolina needs 2 million 25 to 44 year-olds to have a high-quality credential or postsecondary degree.

67% of jobs in NC require a high-quality credential or postsecondary degree, but only 49% of North Carolinians in the age group have completed that level, so there is a gap. Half of NC employers need more hireable workers, citing there is a lack of skill and overall education. Increasing level of education is important for all students, but especially first-generation students and those with low-income backgrounds.

Ms. Blount said as an accountability partner, we study data driven indicators. Those 18 indicators are Pre-K Enrollment, College and Career Ready in Reading & Math, NAEP Fourth & Either Grade Reading, Chronic Absenteeism, High School Graduation Rate, ACT Performance, FAFSA Completion Rate, Postsecondary Enrollment Rate, First Year Persistence Rate, Postsecondary Completion Rate in 4-year Public & Private institutions, Postsecondary Completion Rate in 2 year Public institutions, Labor Market, Opportunity Youth, Labor Force participation Rate, and Family-sustaining wages.

Across, NC, there are 15 local educational attainment collaboratives, and this region has one called OurFutureENC. The Eastern Carolina Workforce Development Board applied for and received a grant to participate in the initiative.

myFutureNC is advocating for career planning for every middle and high school student in NC, to raise the drop out age from 16 to 18 years of age, and community college scholarship for short term training and high wage jobs.

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

**a. Check Register**

**b. Financial Statements**

**c. Committee Information & recommendations**

Treasurer Turney stated the Budget & Audit Committee met earlier to look in more detail the check register and financials, and he reported everything appears to be in order. There was a request to add more detail about EFT transfers.

**6. AAA Presentation – *Heather O'Connor, Area Agency on Aging Director***

Director O'Connor presented on the Area Agency on Aging funding.

The AAA receives \$4.6 million in regional funding allocations for the Older American's Act, which is money allocated to the counties from the state. The AAA is providing Family Caregiver Respite Vouchers in Jones, Pamlico, Carteret, and Craven counties. The pandemic brought in ARPA (\$2.7 million additional funds) and HDC5 (\$317,862) which is being used for the grocery reimbursement program. The HDC5 funds ended in September of 2022, but have been extended to September of 2023. So far with the original grocery reimbursement program in 4 counties ECC has have serviced 214 clients with \$84,000. Working with Finance, the AAA would like to open the project to all nine counties in November. The Vaccine Funds were used to do billboards across the region, and, the deadline was extended for the remaining \$30,000, so the AAA has more time to spend the funds.

The ARPA funds can be used to do minor house repairs, ramps, rails in the bathrooms, or repair sidewalks. Transportation is a big focus, and ECCAAA is looking to partner with the elderly to reimburse them at a set state rate. ECCAAA is also looking to partner with NC Food Bank to produce boxes across the region.

**7. Letter to the NC Local Government Commission About the 20-21 Audit – *David Bone, Executive Director***

Executive Director Bone presented a draft letter to the LGC about the performance indicators highlighted in the audit.

*Commissioner Cavanagh motioned to approve the letter to the NC Local Government Commission, seconded by Treasurer Turney, and motion carried unanimously.*

**8. Audit Contract – *David Bone, Executive Director***

Executive Director Bone presented the audit contract to the Executive Committee for \$51,200. The reason for the price increase is because last year's audit was late, and there were complications. This year's audit will be late as well, which automatically increases the cost of the work for the auditor.

Executive Director Bone asked for approval of the contract and the engagement letter for the financial audit.

President Bender reminded the Board that it did come as a recommendation from Budget and Audit committee.

*All in favor voted aye for approval, there was no nays.*

**9. 2022 & 2023 Meeting Schedules – David Bone, Executive Director**

Executive Director Bone presented the rest of the 2022 Meeting Schedule and the 2023 Meeting Schedule.

In regards to the 2023 schedule, President Bender stated as discussed in the Budget & Audit meeting, to eliminate the August 10<sup>th</sup> meeting, due to the conflict with the NCACC Annual Conference.

*Treasurer Turney motioned to approve the 2023 meeting schedule with changes, seconded by Commissioner Taylor, and motion carried unanimously.*

There was discussion of the November 10<sup>th</sup>, 2022 meeting being a conflict with another meeting in the region.

*Commissioner Taylor motioned to proceed with the November 10<sup>th</sup> meeting, seconded by Treasurer Turney, and motion carried unanimously.*

**10. Executive Director's Report – David Bone, Executive Director**

Executive Director Bone stated there have been 85 responses to the C.E.D.S. survey, and Carteret County has the most responses. ECC is having a Regional Analysis SWOT analysis meeting with the Economic Developers and Planners on Monday and a City and County Managers meeting on Tuesday. There will be a C.E.D.S. update at the General Membership Board meeting in November.

Regarding Technical Assistance efforts, the Town of Newport Town Manager search continues to go well. ECC is partnering with Colliers to conduct a Recreation Master Plan for the Town of Beulaville and a Rural Transformation Grant Applications for the towns of Faison and Richlands. ECC assisted Fremont and Calypso with letters of interest for the Capabilities and Capacity Building Grant program for stormwater assistance. Mr. Bone reported our community planner, Carlton Gideon, has been making contact with our members about ARPA technical assistance. ECC is also currently recruiting for another community planner.

Mr. Bone reported the Transportation staff is working with communities to review the STIP (State Transportation Improvement Plan). The comment period is open until March

17<sup>th</sup>, 2023. The deadline for RPO's and MPO's to submit project swaps is March 17<sup>th</sup>, 2023. Mr. Bone said are very proud of our new and updated RPO webpages.

Mr. Bone said we are still waiting on the ARPA technical assistance funding to begin flowing through the state COG Association, and there is still an issue with the federal ID number. The Disaster Recovery proposal was approved by the State, and it has the same issue with the ID number. Presentations to governing board meetings are still going well. Mr. Bone reported he had several conversations with various organizations about supporting our military communities and defense industries in the region. Staff also met with the Coastal Carolina Riverwatch about possible partnership opportunities. Mr. Bone said he is involved with the Workforce Development Leadership Initiative, a program with the NC State Institute for Emerging Issues. This is a collaboration of NC Works Commission and NC Workforce Development boards. Mr. Bone said he attended the state COG association meeting with the COG association, they are advocating, on the federal level, to increase funding for EDA partnership planning grants and decreasing the local share. On the state level, they are advocating to increase funding for long term ombudsman program. The NCARCOG is asking for the state to look at the ARMS program and the issues that it causes. The COG Association is advocating for state funding for COGs to help small towns with financial staff services. Mr. Bone said he received some information about possible new funding for digital inclusion plan, through the State Department of Information Technology.

Upcoming events include the, RISE public workshop at Lenoir Community College on October 18<sup>th</sup> and 19<sup>th</sup>, ARPA training partnering with the League of Municipalities in Wallace on October 26<sup>th</sup>, and a Water and Wastewater Utility staff training in partnership with UNC School of Government Environmental Finance Center on 15<sup>th</sup>.

**11. Member Comments** – no comments

**12. Closed Session – N.C. General Statute 143.318.11(3) – Attorney-Client Privilege**

*Commissioner Prescott motioned to go into closed session per N.C.G.S. 143.318.11(3), seconded by Commissioner Riggs, and motion carried unanimously.*

**13. Adjournment**

Respectfully submitted,



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**Jay Bender, President**

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**David Bone, Executive Director**