



Executive Committee Meeting
6:30 p.m. - Thursday, February 9, 2023
Third Floor Conference Room
233 Middle Street, New Bern, NC
Or by Zoom:

<https://us06web.zoom.us/j/84250652120?pwd=b1QzZzlnU0zREMxWVRUWTFYN3NwZz09>

Minutes

Executive Committee Members in Attendance:

Shane Turney, Treasurer
Steve Wiggins, Town of Mount Olive Commissioner
Ed Riggs, 1st Vice President
Roland Best, Lenoir County Commissioner
Jay Bender, President
Bill Taylor, Town of Morehead City Commissioner
Pat Prescott, Pamlico County Commissioner
Bob Cavanaugh, Carteret County Commissioner
Karen Lewis, City of Havelock Commissioner
Bennie Heath, Greene County Commissioner
Frank Emory, Jones County Commissioner
Linda Tyson, Town of Kenansville Commissioner
Arthur Robinson, 2nd Vice President
Kyle DeHaven, Greene County Manager, caucus for County Managers (via Zoom)

General Membership Board in Attendance:

Lorraine Washington, Town of Snow Hill Commissioner
Gary Bray, Town of Cedar Point Commissioner
Ryan Kelley, Town of Indian Beach Commissioner
Danny Wooten, Town of Vandemere Commissioner
Allen Price, Town of Oriental Commissioner (via Zoom)

ECC Staff in Attendance:

David Bone, Executive Director
Melinda McGuire, Finance Director
Heather O'Connor, AAA Director
January Brown, Deputy Aging Director
Leighann Morgan, Deputy Finance Director

1. Welcome, Invocation, and Call to Order

President Bender called the meeting to order at 6:30 p.m. Commissioner Emory gave the invocation.

2. Adopt Agenda – Jay Bender, President

Commissioner Heath motioned to adopt agenda, seconded by Commissioner Emory, and motion was approved unanimously.

3. Consent Agenda – Jay Bender, President

- a. **Minutes** – Executive Committee Meeting – October 13, 2022
- b. **Contribution Based Benefit Cap Report**
- c. **C.E.D.S./Economic Development Update**
- d. **Community Planning/Technical Assistance Update**
- e. **Area Agency on Aging Update**
- f. **Transportation Update**

Commissioner Robinson motioned to approve the Consent Agenda, seconded by Commissioner Taylor, and motion was approved unanimously.

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

- a. **Check Register**
- b. **Financial Statements**
- c. **Committee Information & Recommendations**
 - i. **Potential Pay Schedule Update**
 - ii. **Potential Personnel Policy Update**

Treasurer Turney stated the Budget and Audit Committee met earlier this evening and went over the 22-23 budget, reviewed current period finances, and draft financials from July 1st, 2022 to January 31st, 2023. Treasurer Turney stated that staff requested to change the pay schedule from monthly to bimonthly or every two weeks. This would benefit the staff tremendously and would have no negative impact. The Budget and Audit Committee is in agreement with the staff request. The Budget and Audit Committee presented the staff request; if approved, the personnel policy will need to change to reflect update. In addition, there has been a request to give administration flexibility to give merit raises; the Budget and Audit Committee is also in agreement with the request.

Board is in agreement with requests as presented, no disagreement.

5. Status Report on the 90-Day Plan – David Bone, Executive Director

Executive Director Bone gave the Executive Committee an update on the progress made with the 90-day plan. The main priorities, first, establish board/organizational priorities, expectations, and stretch goals. Second, build trust, relationships, and lines of communication, build staff and organizational capacity, and expand services to address member needs. Next, develop a plan and take actions to improve financial sustainability and accountability. Next, focus on customer service and provide value to our members. Next, seek out opportunities to help facilitate regional collaboration and provide regional leadership; and lastly, tell ECC and member success stories and improve organizational transparency.

We have started by providing ECC Friday updates, being shared on a weekly basis, as well as getting a whole lot more information out on as needed basis. Next is building relationships with directors, and that communication is ongoing. Next, establish relationships with managers; we established a Manager Advisory Committee in June that meets quarterly and also meets with city and county managers quarterly.

We are working to build relationships with not only the board representatives but county commissioners and town council members. Next priority, building staff and organizational capacity and expanding services to address member needs. We had an initial meeting with staff to communicate expectations. We have a weekly directors meeting and a planning staff meeting.

Next, establish relationships communication with outside vendors providing services to ECC members, we met with Colliers, and they are helping expand our capabilities beyond what our staff can do. With the transportation planners, as well as the newly hired community planners, everyone is working together as a good team.

The next priority is to develop plan to take actions in improving financial sustainability and accountability. In developing the 22/23 budget, we reviewed opportunities of receiving revenues from member organizations for new services rendered.

The next priority is focusing on customer service and providing value to our members, which is ongoing. The ECC is constantly updating the website with new content, created a monthly newsletter and a monthly grants newsletter. We are posting more items on social media. Our “Constant Contact” distribution list is not just members but also people with whom we are trying to build relationships, like non-profits.



6. S.W.O.T. Analysis (Strengths, Weaknesses, Opportunities, Threats) – David Bone, Executive Director

Executive Director Bone proceeded to facilitate a conversation with the Executive Committee about the Strengths, Weaknesses, Opportunities, and Threats for the organization.

SWOT Analysis

Strengths

- ECC
 - Leadership
 - Large growing participation/membership
 - Renew dedication to services
 - Knowledge

- AAA
 - Knowledge
 - Great Dementia Live program
 - Grocery Reimbursement program
 - Team work
 - Available staff
 - Reliable

- Planning/Economic Development
 - RPO
 - Outreach
 - Website
 - Good planners
 - Availability to community

Weaknesses

- ECC
 - Staff stability (Planning, Economic Development)
 - Perception we don't have anything to offer (only small towns)
 - Loss of institutional knowledge (having to contract out)
 - Lack of ECC – who are you and what do you do (not really known outside of attendees)
 - PR
 - Staff capacity (staff wear many hats)
 - Low dues



- AAA
 - Staffing (Ombudsmen, Aging Consultants)
 - CAC's numbers down
 - RAAC/STHL number down

- Planning/Economic Development
 - Staff and capacity
 - To many people doing economic development
 - Potential funding

Opportunities

- ECC
 - Recruitment of members not attending
 - Grants to benefit communities
 - Expansion of services (capacity), knowledge
 - Bring communities together with 1 voice, stand as a region
 - Strong legislative

- AAA
 - Staffing and expansion of services
 - What services can our funding do, how should services adjust to the needs, and look at new services

- Planning/Economic Development
 - Unlimited = expansion
 - Grant writing, administration
 - Help communities with workload

Threats

- ECC
 - Sustainability, staffing, financial
 - Quickly fixable
 - Complicity
 - Negative attitudes
 - Lack of knowledge, trust
 - Litigation

- AAA
 - Growing senior population
 - Access to healthcare
 - Pandemic
 - Bed shortage, LTC, memory beds



- Planning/Economic Development
 - Too many doing the same thing
 - Knowledgeable applicants
 - Lack of focus
 - When the opportunity is unlimited, we may take on too much and not do any of it well.

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

Executive Director Bone highlighted some bulleted items from the consent agenda. The grocery reimbursement program has reimbursed \$275,789.05 to over 1,048 applicants. There is an Ethics Training to Elected Officials on February 15th here at ECC. The Office of Recovery and Resiliency is hosting the North Carolina Resilient Communities Funding Forum on February 28th at the Greenville Convention Center.

8. Member Comments

President Bender mentioned the next General Membership meeting will be on March 9th.

9. Adjournment

Commissioner Prescott motioned to adjourn the meeting, seconded by Commissioner Emory, meeting was adjourned.

Respectfully submitted,

Jay Bender, President

David Bone, Executive Director