

## **Special Called General Membership Meeting**

*6:30 p.m. - Thursday, September 8, 2022*

*Third Floor Conference Room*

*233 Middle Street, New Bern, NC*

## **Minutes**

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

Roland Best, Lenoir County Commissioner  
Bob Cavanaugh, Carteret County Commissioner  
Frank Emory, Jones County Commissioner  
Bennie Heath, Greene County Commissioner  
Jim Kohr, City of Havelock Commissioner  
Pat Prescott, Pamlico County Commissioner  
Ed. Riggs, 1<sup>st</sup> Vice President  
Arthur Robinson, 2<sup>nd</sup> Vice President

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

Barbara Jones, Town of Cove City Commissioner  
Randy Mitchell, Town of Dover Commissioner  
Carolyn Kenyon, Town of Faison Mayor  
Allen Price, Town of Oriental Commissioner  
Mike Hill, Town of Pink Hill Mayor  
Evelyn Paul, Town of Grantsboro Commissioner (via Zoom)

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

David Bone, Executive Director  
Melinda McGuire, Finance Director  
Leighann Morgan, Deputy Finance Director  
Kim Baker, Lead Aging Programs Consultant  
Jenny Miller, Finance Consultant

### **Guest in Attendance:**

Knox Proctor, Attorney, Ward & Smith

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

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

**2. Adopt Agenda – Ed Riggs, 1<sup>st</sup> Vice President**

*Commissioner Heath motioned to adopt the agenda, seconded by Commissioner Cavanaugh, and motion was approved unanimously.*

**3. Consent Agenda – Ed Riggs, 1<sup>st</sup> Vice President**

**a. Minutes – General Membership June 9, 2022**

**b. Contribution Based Benefit Cap Report**

*Commissioner Cavanaugh motioned to approve the consent agenda, seconded by Mayor Hill, and motion was approved unanimously.*

**4. Presentation – Vann Rogerson, President of the NC East Alliance**

Trey Goodson gave a presentation on NC East Alliance, which is the lead economic development organizations serving eastern North Carolina. The organization works with state, local, and national economic development organizations to help existing industries expand; actively markets to and assists in the recruitment of new businesses into the area; builds regional economic capacity; and provides confidential site location assistance for companies seeking available buildings and sites for expansion or relocation.

**5. Budget & Audit Committee Report – Ed Riggs, 1<sup>st</sup> Vice President**

**a. Check Register**

**b. Financial Statements**

**c. Committee Information & recommendations**

Commissioner Riggs stated the Budget and Audit Committee met at 5:00 to review the check register for July and August, received an update from the Auditors, and reviewed financial factors, involved with the personnel policy.

**6. Audit Presentation – Robbie Bittner, RSM**

Robbie Bittner detailed the following audit financial statement findings:

- Material noncompliance and material weakness in internal control – late filing of audit to North Carolina Local Government Commission
- Significant deficiency in internal control – cash cutoff
- Material weakness in internal control – payroll
- Material weakness in internal control – revenue and accounts receivable
- Material weakness in internal control – purchase orders
- Material weakness in internal control – delegation of authority

Robbie Bittner stated that the audit federal award findings and questioned costs:

- Material weakness in internal control – purchase orders
- Material weakness in internal control – reporting

- Material weakness in internal control – procurement

Robbie Bittner stated that the audit found no findings in the state award findings and questions costs

*Commissioner Heath motioned to approve audit as presented, seconded by Commissioner Emory, and motion was approved unanimously.*

**7. ECC By-Law Amendments – Ed Riggs, 1<sup>st</sup> Vice President**

Commissioner Riggs stated the by-laws are presented before the board for approval. The by-law committee and Executive Committee have discussed the changes multiple times, and there was an in-depth discussion in depth at the June meeting of the amendments.

*Commissioner Cavanaugh motioned to approve the By-Law Amendments, seconded by Commissioner Best, and motion carried unanimously.*

**8. ECC Personnel Policy Amendments – David Bone, Executive Director**

Executive Director stated in conjunction with the review of the ECC by-laws, a review of the ECC Personnel Policy was conducted, and some recommendations for amendments to the Personnel Policy have been drafted and presented before the board.

*After ample discussion, Commissioner Cavanaugh motioned to approve Personnel Policy with the amendments of bullet point 1, 3, 4, 7, and 9, and seconded by Commissioner Robinson.*

Commissioner Kohr discussed bullet point 6 is not defined enough.

*Commissioner Cavanaugh motioned approve Personnel Policy with the amendments except for bullet point 6, seconded by Commissioner Robinson, and motion carried unanimously.*

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

**a. C.E.D.S. Update**

Executive Director Bone stated the C.E.D.S. survey is online and has been shared with ECC members and partners. The survey results will provide a good baseline of information on which to update the C.E.D.S. Executive Director Bone has made presentations to various governing boards, including Lenoir County, the Duplin County-Municipal Association, Greene County and the Town of Hookerton. He is participating in the NC Workforce Development Workforce Development Leadership Initiative.

**b. Technical Assistance Update**

Executive Director Bone stated he is working with the Town of Newport on their Manager search. Staff is also working with Colliers to conduct a

Recreation Master Plan for the Town of Beulaville and a Rural Transformation Grant Application for the Towns of Faison and Richlands.

**c. AAA Report**

Executive Director Bone stated a new employee has been hired, Anita Douglas. Ms. Douglas will be a Regional Ombudsman and an Aging Programs Consultant. The state has decreased documentation required for monthly reimbursements, which is creating efficiencies for county agencies and ECC AAA. The grocery reimbursement program is going well in Greene and Duplin counties. To date, over \$70,000 has been paid to seniors in the two counties. The program has been extended to Pamlico and Jones counties and will be extended eventually to the whole region. The CAC's (Community Advisory Committee) suspension has been lifted, and the committee members can resume their duties in support of the Ombudsmen as of July 1, 2022 but will have to complete PPE (Personal Protective Equipment) training by the Ombudsman first.

**d. Transportation Report**

Executive Director Bone stated the updated Draft STIP has been released to NCDOT and its planning partners. It is based on new revenue, and some projects are back on the Draft STIP. The RPO staff have been updating the RPO websites with new and updated information.

**e. General Report**

Executive Director Bone stated the new Finance Director, Melinda McGuire, and was hired in mid-August and is doing well in her transition. A Senior Community Planner, Carlton Gideon will start on Monday. ECC is still recruiting for another community planner.

ECC submitted a proposal for the Disaster Recovery Technical Assistance, and it is currently under review.

In partnership with UNC SOG, ECC helped host a Human Trafficking webinar that had 65 participants signed up.

There will be a regional event with the NC League of Municipalities for ARPA training and best practices.

Also in partnership with SOG Environmental Finance Center, there will be a staff training on water and wastewater utilities in November.

**10. Member Comments**

Executive Committee members thanked Executive Director Bone for his hard work and positive outlook on ECC. Executive Director Bone thanked staff for their hard work.



Commissioner Riggs thanked staff for their work, and he expressed appreciation for staff keeping ECC running while key factors were gone.

**11. Adjournment**

Commissioner Cavanaugh motioned to adjourn the meeting, seconded by Commissioner Best, meeting was adjourned.

Respectfully submitted,

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Ed Riggs, 1<sup>st</sup> Vice President

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David Bone, Executive Director