



Eastern Carolina Council

Executive Committee Meeting
6:30 p.m. - Thursday, July 13, 2023
Third Floor Conference Room
233 Middle Street, New Bern, NC
Or by Zoom

Minutes

ECC Executive Committee in Attendance:

Ed Riggs, Jr., President
Arthur Robinson, 1st Vice President
Frank Emory, 2nd Vice President
Bill Taylor, Treasurer
Jay Bender, Town of Pollocksville
Shane Turney, Town of Trent Woods
Bennie Heath, Greene County
Danny Wooten, Town of Vandemere
Kyle DeHaven, Greene County Manager (Via Zoom)

ECC General Membership Board in Attendance:

Ryan Kelly, Town of Indian Beach
Allen Price, Town of Oriental (Via Zoom)

Guests in Attendance:

Knox Proctor, Attorney, Ward & Smith (Ex-Officio)
Dale Sowels, Mayor of Peletier
Watler Vinson, Peletier Commissioner

ECC Staff in Attendance:

David Bone, Executive Director
Melinda McGuire, Finance Director
Heather O'Connor, AAA Director
January Brown, AAA Deputy Director
Kim Baker, Lead Aging Programs Consultant

1. Welcome, Invocation, and Call to Order

President Riggs, Jr. called the meeting to order at 6:30pm. Arthur Robinson, 1st Vice President, gave the invocation.

2. Adopt Agenda – Ed Riggs, Jr., President

Commissioner Heath motioned to adopt the agenda as presented, seconded by Commissioner Bender, and the motion was passed unanimously.

3. Consent Agenda – Ed Riggs, Jr., President

- a. **Minutes – Executive Committee Meeting – May 11, 2023**
- b. **Contribution Based Benefit Cap Report**
- c. **C.E.D.S. Update**
- d. **Community Planning/Technical Assistance update**
- e. **Area Agency on Aging Update**
- f. **Transportation Update**

Arthur Robinson, 1st Vice President, motioned to approve the consent agenda, seconded by Treasurer Bill Taylor, and motion was passed unanimously.

4. Budget & Audit Committee Report – Bill Taylor, Treasurer

- a. **Check Register**
- b. **Financial Statements**
- c. **Committee Information & Recommendations**
 - i **Budget Amendment #1**
 - ii **Finance Technician Classification**
 - iii **Resolution Authorizing the Disposal of Surplus Property**

Melinda McGuire, Finance Director, went over the financial statements on pages 34/35 – specifically – Legal Fees, Updated Computers, New Server. Ms. McGuire spoke about the budget amendment. Bill Taylor, Treasurer, stated his concern that the 5% RPO local match (was 20%) will cause some cash flow issues. Jay Bender, Town of Pollocksville, motioned for the approval of the budget amendment. Bennie Heath, Greene County, seconded the motion. The motion was unanimously approved. Arthur Robinson, 1st Vice President, motioned to approve the classification of Finance Technician. Danny Wooten, Pamlico County, seconded the motion. The motion was unanimously approved. Frank Emory, 2nd Vice President, motioned to approve the authorizing disposal of surplus property. Shane Turney, Town of Trent Woods, seconded the motion. The motion was unanimously approved.

5. Acceptance of the Town of Peletier as a New Member – Ed Riggs, Jr., President

President, Ed Riggs, Jr. officially welcomed the Town of Peletier, as a new member. Dale Sowers, the Mayor of Peletier and Commissioner Walter Benson, the original Mayor of Peletier, spoke about the small town, the 1000 residents and the town's history. Shane Turney, Craven County motioned for approval and Jay Bender, Jones County, Seconded the motion to accept Peletier as a new member. The motion was unanimously approved.

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

David Bone, Executive Director, spoke about the new look of the ECC offices. ECC is planning to further develop its training calendar and have people and towns come to our central location. ECC also hoped to host board retreats in the newly remodeled space.

Dues invoice letters were sent out last week to towns and counties. David noted ECC should also have at least five new members.

The auditors are coming next week to work on our audit.

David talked about an AAA meeting with Senior Center Directors. AAA distributed Owl Cameras and technology kits to the centers. AAA is working to prepare for the SE4A (Southeast Regional) conference in Asheville in August. The Regional Aging Advisory Council (RAAC) and Senior Tar Heel Legislature (STHL) met recently.

Rural Planning Organization (RPO) staff are working on the Spot 7.0 prioritization project.

David spoke about planning for an upcoming Transportation Summit. ECC is partnering with Craven County by hosting the Summit at the Convention Center. We are working to confirm a date in October.

7. Members Comments

David Bone, Executive Director, mentioned that CNBC has named NC as America's top State for Business in 2023 for the second year in a row.

Jay Bender, Mayor of Pollocksville, stated he wants to encourage the new member communities to attend ECC Board Meetings. Many are on the Executive Committee, and it will affect the quorum if they do not actively participate.

Frank Emory, 2nd Vice President, spoke highly about David Bone giving a presentation to Jones County Commissioners and municipal representatives.

8. Closed Session – N.C. General Statute 143.318.11 (a)(6) - Personnel

Bennie Heath, Greene County motioned to move to a closed session per N.C.G.S. 143-318.11 (a)(6) Personnel - Frank Emory, 2nd Vice President, seconded the motion. The motion was unanimously approved.

The regular session resumed at approximately 8:13pm. On motion duly made and seconded, the Executive Committee unanimously approved a four percent (4%) salary

increase for Executive Director David Bone, retroactive July 1, 2023, in addition to the 2.5% COLA increase previously approved.

President Riggs noted that Treasurer Bill Taylor needed to be sworn in, as he was absent at the last meeting due to illness but now was happily recovered. Immediate Past President Jay Bender swore Bill Taylor in as Treasurer.

9. Adjournment

There being no further business, on motion duly made and seconded, the Executive Committee voted unanimously to adjourn the meeting.

Sincerely Submitted,



Ed Riggs Jr., President



David Bone, Executive Director