



# Minutes

## Executive Committee Meeting

6:30 p.m. - Thursday, September 14, 2023

Third Floor Conference Room

233 Middle Street, New Bern, NC

And by Zoom

## Minutes

### ECC Executive Committee in Attendance:

Bill Taylor, Treasurer

Chadwick Howard, Craven County

Jessie Dowe, Duplin County

Shane Turney, Town of Trent Woods

Bennie Heath, Greene County

Jay Bender, Town of Pollocksville

Roland Best, Lenoir County

Danny Wooten, Town of Vandemere

Kyle DeHaven, Greene County Manager (Via Zoom)

### ECC General Membership Board in Attendance:

Billy Ward, Town of Faison

Lorraine Washington, Town of Snow Hill

Shawn Condon, Town of La Grange

### Guests in Attendance:

Knox Proctor, Attorney, Ward & Smith (Ex-Officio)

Twig Rollins, Magnolia

Beatrice Smith, Craven County (Via Zoom)

### 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



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

*President Ed Riggs, Jr. called the meeting to order at 6:40pm. Bennie Heath, Greene County, gave the invocation.*

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

*Ed Riggs, Jr. presented three changes to the agenda:*

- *Item 4 – add line-item e, Create a Planning Director position.*
- *Item 5 – add Town of La Grange, as they have agreed to join.*
- *Item 9a – add closed sessions to discuss pending lawsuits and consult with the attorney.*

*Commissioner Heath motioned to adopt the agenda as presented and amended, seconded by Commissioner Chadwick Howard, and the motion was passed unanimously.*

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

- a. **Minutes – Executive Committee Meeting – July 13, 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**

*Jay Bender, Caucus Rep. for Jones County, motioned to approve the consent agenda, seconded by Roland Best, and motion was passed unanimously.*

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

- a. **Check Register**
- b. **Financial Statements**
- c. **Update on FY 2021-22 Audit – Melinda McGuire**
- d. **Committee Information & Recommendations – David Bone**
  - i **Civilian Conservation Corps MOU (AmeriCorps)**
  - ii **Other possible Partnerships**
    - a. **Digital Inclusion Plan – NCSU institute for Emerging Issues**
    - b. **Flood Mitigation Assistance – NC Department of Public Safety**
    - c. **Southeastern Crescent Regional Commission (SCRC) Local Development District (LDD)**

*Melinda McGuire, Finance Director, went over the audit for FY 2021-22. She stated things are going well but slow due to being short-staffed and the fact that it's a learning experience. David Bone, ECC Executive Director, gave an update on the Civilian Conservation Corp (AmeriCorps) MOU. He said ECC would have a person dedicated to*

*oversight of natural disasters and climate issues. This person would not cost ECC any money because they would be an employee of AmeriCorps. We would get \$6500 to cover administrative, travel, and other such costs.*

*Director Bone explained that the Digital Inclusion Plan project would benefit counties accessing broadband funds, and we would be receiving grant funds to cover the cost of hiring a consultant and ECC staff time.*

*Regarding the Committee recommendation to hire a Planning Director, Director Bone spoke about the capacity to move forward. We have added new members and therefore we have the opportunities now to support this. He said for us to grow, we need a planning director. He said ECC has the funds, and this person would be a part-time employee.*

*Motion was made by Benny Heath, Greene County to approve the Committee Report and recommendations, Roland Best, Lenoir County second. Approval was unanimous.*

**5. Acceptance of Craven County, Onslow County, City of Jacksonville, City of New Bern, and Town of Magnolia as New Members – Ed Riggs, Jr., President**

*As was mentioned during agenda adoption, the Town of La Grange voted to join ECC after the agenda for this meeting was distributed, so La Grange needs to be added to the list. Shawn Condon (La Grange Interim Manager) would serve as the town's General Membership Board representative. Jay Bender, Caucus Rep. Jones County, made a motion to approve Craven County, Onslow County, City of Jacksonville, City of New Bern, Town of Magnolia, and Town of La Grange as new/returning members. A second by Jesse Dowe. Motion carried unanimously.*

**6. 2024 Meeting Schedule – Executive Director David Bone – A motion was made by Bill Taylor, Treasurer and a second by Chadwick Howard, Craven County, to approve the 2024 meeting scheduled. Motion carried unanimously.**

**7. Presentation – Disaster Recovery Program Initiatives – Executive Director David Bone – Executive Director David Bone provided an update on the Disaster Recovery Program. The North Carolina Office of State Budget and Management (“OSBM”) entered into a subaward agreement with NC Association of Regional Councils of Government (NCRCOG) regarding these funds. One of the purposes of this grant funding / program is to provide training and support to local governments for disaster recovery / hazard mitigation plan training and development. The NCRCOG selected High Street Consulting and Tidal Basin Consulting to assist with the development of a training module on Disaster Recovery. All**

*the COGs will be assisting the consultant to develop the curriculum, and a “train the trainer” event for COG staff planned for December 2023. We expect to implement the training program in ECC in 2024.*

*Some of the region-specific deliverables ECC proposed for this grant include:*

- *Water, Wastewater, and Stormwater Infrastructure Grant Writing Assistance*
- *Strategic Planning*
- *FEMA Grant Writing Assistance and Training*
- *Stormwater Ordinance Review*
- *Promote FEMA’s Community Rating System*

*ECC is collaborating with Upper Coastal Plains COG (UCPCOG) and a consultant – Working Landscapes – to assist with some of the scope of work for the grant. Working Landscapes will assist ECC and UCPCOG engaging communities with interest in:*

- *Developing strategic priorities for disaster recovery / resiliency,*
- *Seeking grants for water, wastewater, and stormwater infrastructure, and*
- *Providing possible other assistance related to the recommendations from the RISE (Regions Innovating for Strong Economies and Environment) program.*

*Regional workshops are being planned for October 23, 24, and 30.*

*(This update was for informational purposes only; no motion required.)*

**8. NCARCOG Forum Representation for ECC – Ed Riggs, President**

*A motion was made by Jay Bender, Town of Pollocksville, and seconded by Bill Taylor, Treasurer, second to appoint Ed Riggs as ECC’s Forum Delegate and Bennie Heath as ECC’s Alternate Forum Delegate. Motion carried unanimously.*

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

*David Bone, Executive Director addressed the Executive Committee in several areas:*

1. *Welcomed new members.*
2. *The Aging Department attended and helped with the SE4A Regional Conference.*
3. *The Aging Department partnered with the New Bern Police and Fire Departments to pilot the Project Lifesaver Program. This program provides a tracking device to people with cognitive impairment to allow them to be found very quickly if they are ever lost or wandering.*
4. *The National Association of Development Organizations (NADO) bestowed upon our aging department the Aging Health and Human Services Award for their*



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*Regional Technology for Seniors Program. The use of the funds available to purchase OWL Systems and Obie Systems for all the Senior Centers for the region.*

5. *The Transportation Summit is quickly approaching. Expecting about 150 people. Thank you to the sponsors for your help.*
6. *Disaster Recovery Workshops will be October 23, 24, and 30.*
7. *ECC is assisting with the Newport Fire/EMS Chief search, which is in progress.*

## 10. Members Comments

*Jay Bender, Caucus Rep. for Jones County, made a motion to recess for 10 minutes and then reconvene for the closed session. Second by Danny Wooten. Motion carried.*

## 11. Closed Session – N.C. General Statute 143.318.11 (a)(3) – Attorney-Client Privilege

## 12. 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