



# Minutes

## Executive Committee Meeting

6:30 p.m. - Thursday, November 09, 2023

Third Floor Conference Room

233 Middle Street, New Bern, NC

And by Zoom

## Minutes

### ECC Executive Committee in Attendance:

Bob Cavanaugh, Carteret County

Bill Taylor, Treasurer

Jessie Dowe, Duplin County (Via Zoom)

Bennie Heath, Greene County

Danny Wooten, Town of Vandemere

Arthur Robinson, 1<sup>st</sup> Vice President (Via Phone)

Frank Emory, 2<sup>nd</sup> Vice President (Via Phone)

Mark Price, Onslow County

Cindy Edwards, City of Jacksonville

Ed Riggs Jr., President

### ECC General Membership Board in Attendance:

Lorraine Washington, Town of Snow Hill

### Guests in Attendance:

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

### 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

Lee Thompson, Administrative Assistant

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

*President Ed Riggs, Jr. called the meeting to order at 6:30pm. Bennie Heath, Greene County, gave the invocation.*

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

*Cindy Crawford, Town of Jacksonville, motioned to adopt the agenda as presented, seconded by Commissioner Bob Cavanaugh, and the motion was passed unanimously.*

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

- a. **Minutes – Executive Committee Meeting – September 14, 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**

**4. Presentation – 2023 Transportation Summit – Larry Faison, Regional Planning Director**

*Presentation was made by Director Faison concerning the 2023 Transportation Summit held On October 19, 2023. The keynote speaker was Joey Hopkins. Commissioner Cavanaugh asked about who funded this summit and the reply was the sponsors contributed the biggest majority of the money. Mrs. Jones from the City of Wilson gave the closing speech about “Micro Transit”. Much discussion was made about this topic as to what it is, how much it costs, and how it could benefit every community.*

**5. Budget & Audit Committee Report – Bill Taylor, Treasurer**

- a. **Check Register**
  - a. *No notable questions*
- b. **Financial Statements**
  - a. *Change in how info was given – Expedited by a line item in the budget.*
- c. **Committee Information & Recommendations – David Bone**
  - i. **Presentation of Vision for ECC – Executive Director David Bone, Finance Director Melinda McGuire, and AAA Director Heather O’Connor.**
    - a. *This will be a rebranding of the Aging Department to the Human Services Department.*
    - b. *A non-profit was started years ago and will be reactivated because there are so many more possibilities to help our communities with grants and programs we can only get through a non-profit.*
    - c. *The finances of the AAA department would be handled by the finance department exclusively now.*

- ii **Request for placement of new classifications (Assistant Executive Director and Human Services Manager) in classification plan.**
  - a. *Melinda McGuire would now be the Assistant Executive Director and Finance Director; Heather O'Connor would move up to Deputy Finance Director.*
  - b. *Human Services Manager will be a position we will hire someone for.*
- iii **Review of ECC Dues Structure – Executive Director David Bone, Finance Director Melinda McGuire**
  - a. *For informational purposes at the moment. Something to consider for later.*

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

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

- We recently completed some additional office maintenance – some painting and other items. We changed some office assignments and moved Aging personnel into the former Planning office suite. Thank you to Melinda and Heather for their leadership with this effort!
- We are excited to have a new Aging Consultant as part of our team. Amanda Young began work in October.
- I take this opportunity to thank the staff and this board for their prayers and support upon my mother's recent passing. The floral arrangement provided by my ECC family was beautiful and was greatly appreciated by my family and me.
- Reminder – Our next Board Meeting will be a General Membership Board meeting on January 11th. This will be the time when municipal members in each county can caucus to determine who will be their municipal caucus representative on the Executive Committee.
- ECC is once again partnering with Attorney David Baxter of Sumrell Sugg to provide the required ethics training for newly elected and re-elected local government officials. The training will be held on Wednesday, February 21st from 6:00 p.m. until 9:00 p.m. at the ECC Offices.
- I just want to say how much I appreciate our management team and staff. Their dedication and efforts in service to the communities of our region are greatly appreciated!
- I hope everyone has a wonderful holiday season!

**7. Members Comments**



# Minutes

## 8. 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