



Eastern Carolina Council

Minutes

Executive Committee Meeting

6:30 p.m. - Thursday, February 8, 2024

Third Floor Conference Room

233 Middle Street, New Bern, NC

Executive Committee in Attendance:

Jay Bender, Caucus Rep., Jones County (Pollocksville)
Roland Best, Lenoir County Commissioner
Kyle DeHaven, County Manager Caucus Rep., via Zoom (Greene County)
Jessie Dowe, Duplin County Commissioner
Frank Emory, 2nd Vice President (Jones County Commissioner)
Chadwick Howard, Craven County Commissioner
Karen Lewis, City of Havelock
Ed Riggs Jr, President (Pamlico County Commissioner)
Bill Taylor, Treasurer (Town of Morehead City)
Shane Turney, Caucus Rep. Craven County, via Zoom (Town of Trent Woods)
Billy Ward, Caucus Rep. Duplin County
Lorraine Washington, Caucus Rep. Greene County (Town of Snow Hill)
Danny Wooten, Caucus Rep. Pamlico County, (Town of Vandemere)

General Membership Board in Attendance:

John O'Daniel, Town of Atlantic Beach, via Zoom
Barbara Jones, Town of Cove City
Linda Marshall, Town of Alliance

ECC Staff in Attendance:

David Bone, Executive Director
Heather O'Connor, AAA Director/Deputy Finance Director
January Brown, Deputy Aging Director
Kim Baker, Lead Aging Programs Consultant/Finance Specialist
Larry Faison, Planning Director

1. **Welcome, Invocation, and Call to Order** – Ed Riggs, Jr., President, called the meeting to order at 6:32 p.m. President Riggs welcomed everyone back and gave an update to the board on the municipal caucus representatives, who include:

Carteret County, Bill Taylor
Craven County, Shane Turney
Duplin County, Billy Ward
Greene County, Lorraine Washington
Jones County, Jay Bender

Lenoir County, Vacancy
Onslow County, Aaron Ritter
Pamlico County, Danny Wooten
Wayne County, Vacancy

President Riggs congratulated everyone. 2nd Vice President Frank Emory provided the invocation.

2. **Adopt Agenda** –*Commissioner Best motioned to adopt the amended agenda, seconded by Commissioner Karen Lewis; the motion was approved unanimously.*

3. **Consent Agenda**

- a. **Minutes** – Executive Committee Meeting – November 9, 2023
- b. **Contribution Based Benefit Cap Report**
- c. **Economic Development Update – funded through E.D.A. Partnership Planning and Southeast Crescent Regional Commission**
- d. **Human Services / Area Agency on Aging Update**
- e. **Community Planning/Technical Assistance Update**
- f. **Transportation Update**

President Ed Riggs asked if there were any questions about the consent agenda or any items for discussion. Executive Director David Bone spoke up to highlight that he added the Southeast Crescent Regional Commission designation and information to the EDA update. This is a new role and a funding source. *Treasurer Bill Taylor motioned to approve the Consent Agenda, seconded by Commissioner Best; the motion was approved unanimously.*

4. **2024-25 ECC Dues** – Executive Director David Bone gave a recap of the discussions in November with the Budget and Audit Committee and the Executive Committee about ECC dues. ECC also held a meeting of the County Managers Advisory Committee on January 5, 2024, to get input about phasing in an increase in dues. Mr. Bone referenced the summary included with the agenda packet, which gave an overview of the current ECC membership dues structure and history. He noted that the rate for the dues has not increased for 17 years. Mr. Bone spoke about the need to increase fund balance and that increasing dues is one of the only ways ECC can build this. The fund balance is used to provide matching funds for grants and for cash flow. Mr. Bone went over the recommendations included in the summary:

- Establish a Municipal Dues rate of \$0.40 per capita for 2024-25, with a minimum of \$300 and a one-year only cap of \$11,000 for 2024-25.
- Separate the grant matches from the County Dues. (The counties would pay the matches for Aging, Transportation, and Economic Development, in addition to dues.)
- Establish a Counties Dues rate of \$0.20 per capita for 2024-25, with a one-year only cap for Matches and Dues (Combined) of \$45,000 for 2024-25.
- After 2024-25, consider increasing ECC dues by an annual percentage increase equal to the Consumer Price Index.

Mr. Bone asked if there was a motion to accept the recommendations. 2nd Vice President Frank Emory motioned to accept/approve the recommendations, seconded by Commissioner Dowe. *Motion passes unanimously.*

5. **Filling of Officer Vacancy** – President Riggs spoke about filling the vacancy left by the passing of Arthur Robinson. He stated there are currently two county commissioners as officers, and it would be good to have two municipal representatives as officers. *Treasurer Bill Taylor made a motion that Frank Emory be moved to 1st Vice President due to*

experience and to fill his current 2nd Vice President position, seconded by Jesse Dowe. Motion passed unanimously. President Riggs asked if there were any volunteers or nominations for 2nd Vice President. Commissioner Best nominated Lorraine Washington. Ms. Washington accepted. Mayor Bender motioned to accept the nomination and appoint Lorraine Washington, seconded by Bill Taylor. Motion passes unanimously.

- 6. Filling of Vacancy on ECC Budget and Audit Committee** – President Riggs spoke about a vacancy on the Budget and Audit Committee. Steve Wiggins, Wayne County, is still eligible to serve on the general membership board, but since he is no longer an elected official, he is not eligible for the Executive Committee or the Budget and Audit Committee. *President Riggs made a motion to nominate Commissioner Best to the Budget and Audit Committee. Mr. Best accepted the nomination. A second was made by Karen Lewis, City of Havelock. The motion passed unanimously.*
- 7. Update on 501(c)(3) / Appointment of 501(c)(3) Board / Appointment of 501(c)(3) Officers** – Executive Director Bone spoke about ECC’s nonprofit 501(c)(3), known as Eastern Carolina Community Assistance Organization. The Articles of Incorporation and Bylaws were shared for review in the agenda packet. The four officers of ECC’s Executive Committee are automatically on the non-profit board. The recommended actions are:
- The ECC Executive Committee appoint the non-officer members of the ECC Budget and Audit Committee as the Board of the Eastern Carolina Community Assistance Organization.
 - The ECC Executive Committee appoint ECC Executive Director David Bone as President of the Eastern Carolina Community Assistance Organization and ECC Assistant Executive Director / Finance Director Melinda McGuire as Treasurer. It is further recommended that the new Human Services Manager be considered for the Secretary position in the Eastern Carolina Community Assistance Organization.

Mayor Bender remarked that if we accept the Articles of Incorporation, and Bi-Laws and approve the ECC Budget and Audit Committee members as the Board of Directors, then the Board of Directors can appoint the officers and other members for the non-profit. *Mr. Bender motioned to accept the Articles of Incorporation, By-Laws and approve the ECC Budget and Audit Committee members as the Board of Directors, seconded by Commissioner Howard. The motion passed unanimously.*

- 8. Executive Director’s Report** – The following are some highlights of Executive Director David Bone’s report:
- David Rosado will be joining our team on February 26th as the new Human Services Manager. David previously worked for ECC in the Aging Department for about 20 years and served as the Aging Director.
 - The FY2022 Audit is nearing completion. We have tentatively scheduled the presentation of the FY2022 Audit for the March 14, 2024, ECC General Membership meeting.
 - ECC distributed a member survey to seek feedback about current and desired services. We are asking for completion of the survey by February 21, 2024.
 - ECC continues to help connect communities in our region with the International Economic Development Council (IEDC), which can conduct technical assistance visits to assist communities evaluate specific economic development/community

development opportunities. IEDC member volunteers provide recommendations at no cost to the community.

- These training/workshops will take place soon at ECC.
 - Transportation training session (SPOT/STIP) on February 13, 2024.
 - GIS workshop on February 20, 2024.
 - Ethics class for Elected Officials on February 21, 2024.

9. Member Comments

Commissioner Best asked about the member survey and where to find it. Executive Director Bone stated that it went out with the weekly update on Monday.

- 10. Adjournment** – *A motion to adjourn was made by Mayor Bender; seconded by 2nd Vice President Lorraine Washington; the motion was unanimous.*

Respectfully Submitted,


Ed Riggs Jr., President


David Bone, Executive Director