



Minutes

Executive Committee Meeting
6:30 p.m. - Thursday, October 10, 2024
Third Floor Conference Room
233 Middle Street, New Bern, NC

Executive Committee in Attendance:

Jay Bender, Caucus Rep., Jones County (Mayor of Pollocksville)
Roland Best, Lenoir County Commissioner
Jesse Dowe, Duplin County Commissioner
Cindy Edwards, City of Jacksonville
Frank Emory, 1st Vice President (Jones County)
Karen Lewis, City of Havelock
Mark Price, Onslow County Commissioner, via Zoom
Ed Riggs Jr, President (Pamlico County Commissioner)
Bill Taylor, Treasurer (Town of Morehead City)
Shane Turney, Caucus Rep., Craven County (Town of Trent Woods)
Lorraine Washington, 2nd Vice President (Caucus rep-, Greene County), via Zoom

General Membership Board in Attendance:

Linda Marshall, Town of Alliance

ECC Staff in Attendance:

David Bone, Executive Director
Heather O'Connor, Deputy Finance Director
David Rosado, AAA Director
Susan Wolf, Administrative Assistant

Guests in Attendance:

N/A

1. **Welcome, Invocation, and Call to Order** – Ed Riggs, Jr., President, called the meeting to order at 6:43 p.m. President Riggs welcomed everyone. Mayor Jay Bender provided the invocation.
2. **Adoption of Agenda** – President Riggs asked for a motion to adopt the agenda. *Mayor Jay Bender motioned to adopt the agenda, seconded by Council Member Cindy Edwards; the motion was approved unanimously.*

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

- a. Minutes – Executive Committee Meeting – September 12, 2024**
- b. Economic Development Update – funded through E.D.A. Partnership Planning and Southeast Crescent Regional Commission**
- c. Human Services / Area Agency on Aging Update**
- d. Community Planning/Technical Assistance Update**
- e. Transportation Update**

President Ed Riggs then asked if there were any questions about the consent agenda or any items for discussion. *Council Member Cindy Edwards motioned to approve the Consent Agenda as presented, seconded by Commissioner Roland Best; the motion was approved unanimously.*

4. Budget & Audit Committee Report

- a. Check Register**
- b. Financial Statements**
- c. FY2022-23 Audit Contract**
- d. Budget Amendment #2**
- e. Committee Information & Recommendations**

Treasurer Bill Taylor stated the Budget and Audit Committee met this evening. He highlighted two items in the Check Register – the First Citizens Bank credit card charges were for \$7,682.68 was because of an overlap from one month to another, and Amazon Capital Services charges for \$4,413.79. He stated that going forward, an itemized list of expenditures from the credit card and Amazon account will be provided.

Mr. Taylor asked Executive Director David Bone to provide an update of a payroll tax reporting matter. Mr. Bone stated the issues occurred during transitional periods at ECC in 2019. He said the payroll taxes have been paid, and an appeal has been filed requesting consideration on penalties that resulted from this 2019 matter. ECC has switched to ADP for payroll services; ADP will be responsible for payroll tax filing and reporting moving forward. He also spoke on the status of the 2022-23 & 2023-24 Audits – it is hoped that work on the 2022-23 Audit will begin in November 2024, and the goal is to have the 2023-24 Audit completed by end of the fiscal year.

Mr. Taylor asked Deputy Finance Director Heather O'Connor to present Budget Amendment #2. She explained Budget Amendment #2 was for the following:

- \$98,058 for a Division of Aging Grant for Digital Navigation programming (no match required) grant providing funds for Digital Navigator, equipment, and expenses through December 2025.
- \$248,224.04 for a Division of Aging Grant for Choosing Home programming (no Match required) grant preventing Homelessness and Improving Homes partnering with providers in local communities, allowing seniors to remain in the homes.

Ms. O'Connor explained the details of the programs and funding, and AAA Director David Rosado provided additional details. The Budget and Audit Committee recommended approval of Budget Amendment #2.

Council Member Karen Lewis motioned to approve the Budget Committee report and Budget Amendment #2, seconded by Shane Turney; the motion was approved unanimously.

5. ECC's 2023-24 Annual Report – David Bone, Executive Director

Executive Director David Bone stated ECC's 2023-24 Annual Report, which ECC is required by the state to provide to its members, was released at the BBQ/Social on October 3, 2024, and is included in tonight's packet. Additional copies are available if needed and you may also access the report online at <https://eccog.org/wp-content/uploads/2024/10/ECC-Annual-Report-2023-24.pdf>.

6. Executive Director's Report – The following are some highlights of Executive Director David Bone's report:

- ECC Networking BBQ/Social-October 3rd had about 95 people in attendance. Thanks to our speaker, Scott Hamilton, President and CEO of Golden Leaf, as well as everyone who attended this event.
- ECC is assisting Magnolia with its Town Manager search. Applications are still being accepted.
- I will be facilitating Fremont's Town Board Retreat later this month.
- ARMS System Management – The Aging Resource Management System (ARMS) is the State's system used for Aging finance and program information. ECC's management of the ARMS system is being transitioned from Finance to Aging staff. Staff met this week to discuss and prepare for this transition, which will take place after the completion of the first quarter ARMS paperwork.
- BRIC Grant Administration – The Planning staff will be assisting the Town of Calypso with a BRIC (Building Resilient Infrastructure and Communities) grant for stormwater improvements. ECC also assisted with the development of the grant application about a year and a half ago.
- Staffing Updates – We are recruiting for a Transportation Planner and Finance Director. The plan is for Melinda McGuire to work as a temporary, part-time consultant to assist with the transition of finance duties to a new Finance Director and current staff, as well as assist with the audit. ECC is also seeking to hire a Digital Navigator in the AAA through a temp service.
- RAAC AND STHL Meetings-Monday, October 14th – ECC's Regional Aging Advisory Committee (RAAC) will meet on Monday, October 14th at 10:00 a.m. ECC's Senior Tar Heel Legislature (STHL) will meet at 11:00 a.m. that same day.
- Next City-County Managers and Mayors Meeting – November 22nd – The next City-County Managers and Mayors Meeting will be on Friday, November 22nd at Seymour-Johnson AFB. The meeting will include a mission brief and base tour.
- ECC Proposal Sent to Counties for Regional Opioid Asset Mapping Project – The primary goal is to create an assessment map of the ECC region to be used to identify

resources and potential gaps in service that can be addressed through regional collaboration. The Recovery Alliance Initiative (RAI) is an organization that brings sectors of communities together to explore opportunities for collaboration and solutions to address the opioid epidemic. ECC has vetted RAI and found it to be uniquely qualified to complete the delivery of a comprehensive assessment and has pursued sole source procurement for the project. If approved, the counties would contract with ECC, and ECC would contract with RAI.

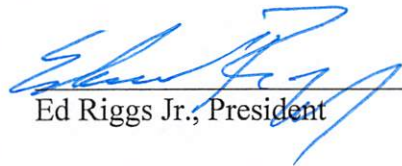
7. **Member Comments** – President Riggs started the member comments by stating that although he was unable to attend the BBQ/Social on October 3rd, he heard only positive feedback and good results from the event. He then opened the floor for comments from other members.

Mayor Jay Bender stated the Town of Pollocksville was a finalist for the 2024 NCDOT Mobi Awards, Rural Category submitted by Becca Eversole / Down East Rural Planning Organization (RPO) in February of 2024 for Improvements to the town's Main Street (U.S. 17 Business) – Pollocksville. An awards banquet and announcement of winners will be in Raleigh (Convention Center) on October 11, 2024, at 11:30 a.m.

Councilmember Cindy Edwards announced an invitation to a patriotic event, "Red White & Salute", on Friday November 1st, 2024, at 5:00 p.m. in Jacksonville. The event will be free of charge/admission with food trucks, vendors, and a light show.

8. **Adjournment** – *A motion to adjourn was made by Mayor Jay Bender, seconded by Council Member Cindy Edwards; the motion was unanimous.*

Respectfully Submitted,


Ed Riggs Jr., President

David Bone, Executive Director