



*Minutes*

*Executive Committee Meeting*  
*6:30 p.m. - Thursday, May 29, 2025*  
*Third Floor Conference Room*  
*233 Middle Street, New Bern, NC*

**Executive Committee in Attendance:**

Jay Bender, Caucus Rep., Jones County (Mayor of Pollocksville)  
Kyle DeHaven, County Manager Caucus Rep. (Greene County) via Zoom  
Jesse Dowe, Duplin County Commissioner  
Cindy Edwards, City of Jacksonville  
Frank Emory, 1<sup>st</sup> Vice President (Jones County Commissioner)  
Bennie Heath, Greene County Commissioner  
Rick Prill, City of New Bern  
Ed Riggs Jr, President (Pamlico County Commissioner)  
Cynthia Evans-Robinson, City of Havelock  
Bill Taylor, Treasurer (Town of Morehead City)  
Shane Turney, Caucus Rep., Craven County (Town of Trent Woods)  
Billy Ward, Caucus Rep., Duplin County  
Lorraine Washington, 2<sup>nd</sup> Vice President (Caucus Rep., Greene County)

**General Membership Board in Attendance:**

Ryan Kelley, Town of Indian Beach  
Barbara Jones, Town of Cove City  
Linda Marshall, Town of Alliance  
Carol DeMoranville, Town of Minnesott Beach

**ECC Staff in Attendance:**

David Rosado, Interim Executive Director  
Carol Bell, Finance Director  
Larry Faison, Planning Director  
January Brown, Interim AAA Director  
Kim Baker, Finance Specialist  
Jenny Miller, Consultant  
Susan Wolf, Aging Technician  
Carlton Gideon, Senior Community Planner  
Cynthia Livingston, Digital Navigator

**Guests in Attendance:**

Knox Proctor, Attorney, Ward & Smith

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. Commissioner Bennie Heath provided the invocation.
2. **Adoption of Agenda** – President Riggs stated the agenda needed to be amended to add item 10a. Nominating Committee, to hear where the committee is on the officer nominations. He asked for a motion to adopt the agenda as amended. *Commissioner Heath 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 – April 10, 2025
  - b. **Area Agency on Aging Update**
  - c. **Community Planning/Technical Assistance Update**
  - d. **Transportation Update**

President Ed Riggs then asked if there were any questions about the consent agenda or any items for discussion. *2nd Vice President Lorraine Washington motioned to approve the Consent Agenda as presented, seconded by 1st Vice President Frank Emory; the motion was approved unanimously.*

4. **ECC Financial Update and Current Status** – President Riggs stated that the Financial Update would be discussed in the closed session.

President Riggs stated that Executive Director David Bone offered his resignation. He stated that he heard from David Bone on Wednesday, May 14, 2025, after he missed a few days. Mr. Bone stated he had some personal matters to attend to. President Riggs stated that he reached out on Thursday, May 15, 2025. He heard back from David Bone's wife late Thursday night, thanking him for his concern. Later the same night, President Riggs received a text message from Mr. Bone stating he was stepping away due to personal challenges and recommended President Riggs appoint an Interim Executive Director while he was absent. Friday, May 16, 2025, President Riggs met with Finance Director Carol Bell and AAA Director David Rosado to make sure everything was being taken care of in David Bone's absence. He asked David Rosado to serve as Interim Executive Director. David Bone had sent out a notice to the ECC Board a week or so ago to let the board know Deputy Finance Director Heather O'Connor had given her notice. President Riggs discussed this over the weekend with Carol Bell, David Rosado, our attorney and the ECC Officers. He gave Carol Bell and David Rosado the go ahead to thank Heather for her service and to let her know she did not need to work out the rest of her notice. President Riggs also gave the go ahead to thank Melinda McGuire for her service and let her know she was no longer needed. This was done on Monday, May 19, 2025. David Bone reached out to President Riggs on Tuesday, May 20, 2025, stating that he was dealing with personal issues and thought the best thing was for him to resign. President Riggs told David Bone that a lot of people thought a lot of him, and he did a lot of good things for the COG and he was not ready to accept his resignation. He asked David Bone to think about it. Thursday, May 22, 2025, they had another conversation and David Bone let President

Riggs know that was resigning for his well-being. On Tuesday, May 27, 2025, President Riggs stated he met with David Bone after work hours where Mr. Bone handed over his keys and picked up his personal belongings. Mr. Bone gave President Riggs an update on where he was at with some projects. President Riggs stated he received a text from David Bone today stating he forgot to turn in his ECC credit card. Mr. Bone will stop by President Rigg's office on Friday to turn the card in. President Riggs stated that anything else about this matter will be discussed in the closed session.

President Riggs stated as far as the finances are concerned, it was reported to him and the ECC board officers by David Bone that there were immediate challenges with the finances. With this information, the board decided they needed to look at the finances closely to see exactly what was going on. He introduced Jenny Miller, former ECC Finance Director. Ms. Miller is currently employed with the League of Municipalities on a contract basis. She came back as a favor to help with the finances and work with Finance Director Carol Bell to come up with a true financial picture. She is volunteering her time to help Carol with the financial software and to get up to speed on some things. President Riggs stated this would be discussed further in the closed session.

## **5. Budget & Audit Committee Report**

- a. Check Register**
- b. Financial Statements**
- c. FY 23-24 Audit Contract**
- d. O.Mark's Lease**
- e. Health Insurance Coverage**
- f. Budget Amendment #5**
- g. FY2025-2026 Budget**
- h. Committee Information & Recommendations**

Treasurer Bill Taylor stated they reviewed the financials and check register. He referred any questions to Finance Director Carol Bell. Mr. Taylor stated that we will have to reschedule starting on the FY 2023-24 Audit due to employee transitions.

He went on to talk about employee health insurance. He stated they are reviewing quotes at this time. Mr. Taylor spoke about the Budget Amendment in the Agenda Packet. He asked Finance Director Carol Bell to speak about the Budget Amendment #5. Carol stated the budget amendment was for the Notice of Grant Award (NGA) funds. At the time the budget was done, the NGA was not finalized. Once we received the final figures we needed to go back in and adjust the general ledger. Budget Amendment #5 is requested for the following:

- 500 – Aging from \$409,762 projected to \$411,762 *increase of \$2,000*
- 900 – Series Pass-Thru from \$4,281,543 to \$4,653,423 *increase of \$353,880*
- 906 – Legal from \$23,241 to \$25,824 *increase of \$2,583*
- 513 – IIID from \$23,784 to \$57,223 *increase of \$33,439*
- 520 – OMB from \$287,283 to \$289,682 *increase of \$2,444*
- 811 – FCSP from \$220,631 to \$298,808 *increase of \$64,350*

President Riggs asked if there was a motion to approve the budget amendment. *Council Member Cindy Edwards motioned to approve the budget amendment, seconded by Mayor Jay Bender; the motion was approved unanimously.*

*Commissioner Heath motioned to approve the committee report, seconded by 1<sup>st</sup> Vice President Frank Emory; the motion was approved unanimously.*

6. This number was skipped in error.

**7. Draft FY2025-26 Budget Presentation**

Treasurer Bill Taylor spoke about the FY 2025-26 budget. He mentioned that the draft budget is included in the agenda packet. President Riggs asked Finance Director Carol Bell to go over the draft budget for the board. Carol presented the budget proposal to the board.

*2nd Vice President Lorraine Washington motioned to send the Budget Presentation to the General Membership Board and call a public hearing for the June 12, 2025, meeting, seconded by Commissioner Dowe; the motion was approved unanimously*

**8. Executive Director's Report**

Interim Executive Director David Rosado spoke up to say that he doesn't have an Executive Director Report but he wanted to take this time to thank the ECC staff. He stated the last few weeks have been challenging and we have been learning a lot. He stated the staff stepped up to help and came to the board meeting tonight so the board members could see the faces behind the names. He stated the staff is the backbone of the organization.

9. **Member Comments** – President Riggs asked if there were any member comments. He stated if there were no comments, it was time to go to a closed session.

**10. Closed Session – Attorney-Client Privilege & Personnel**

*Council Member Cindy Edwards motioned to go to closed session, seconded by Commissioner Heath; the motion was approved unanimously.*

**Closed session pursuant to (if needed):**

- NC General Statute § 143-318.11 (a)(3)
- Attorney-Client Privilege and § 143-318.11 (a)(6)
- Personnel. G.S. 143-318.11(1) – Confidential Information

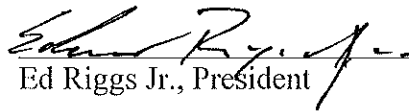
The open session resumed at 8:20 pm. *Shane Turney moved to ratify the appointment of David Rosado as Interim Executive Director and Council Member Cindy Edwards seconded the motion. The motion passed unanimously.*

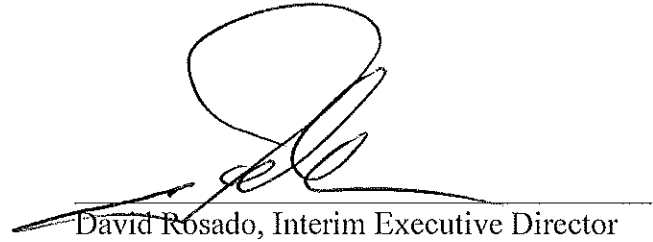
- a. **Nominating Committee** - Jay Bender gave the nominating committee report. He explained that four counties have no municipal representatives so it is difficult to fill the officer slots with the mix of county and municipal slots as required by the bylaws. *He moves to suspend the bylaws under the suspension provision in the bylaws and postpone officer elections until July. 2nd Vice*

*President Lorraine Washington seconded the motion. The motion passed unanimously.*

**11. Adjournment** – There being no further business, Mayor Jay Bender moved to adjourn, and Caucus Rep. Shane Turney seconded the motion. The motion passed unanimously. The meeting was adjourned at 8:29 p.m.

Respectfully Submitted,

  
Ed Riggs Jr., President

  
David Rosado, Interim Executive Director