Minutes

General Board Meeting

6:30 p.m. - Thursday, June 26, 2025

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
Cindy Edwards, City of Jacksonville
Frank Emory, 1st 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
Shane Turney, Caucus Rep., Craven County (Town of Trent Woods)

General Membership Board in Attendance:

Courtney Barnhill, Town of Cape Carteret
Kathy Driver, Town of Indian Beach
Barbara Jones, Town of Cove City
Linda Marshall, Town of Alliance
Carol DeMoranville, Town of Minnesott Beach
Allen Price, Town of Oriental
Wayne Jackson, Town of Freemont

ECC Staff in Attendance:

David Rosado, Interim Executive Director
Carol Bell, Finance Director
January Brown, Interim AAA Director
Kim Baker, Finance Specialist
Jenny Miller, Consultant
Jordan Kearney, Transportation Planner
Susan Wolf, Aging Technician
Cynthia Livingston, Digital Navigator

Guests in Attendance:

Knox Proctor, Attorney, Ward & Smith
Shane Digon, Representing Chadwick Howard, Craven County

1. **Welcome, Invocation, and Call to Order** – Ed Riggs, Jr., President, called the meeting to order at 6:42 p.m. Commissioner Bennie Heath provided the invocation. President Riggs welcomed board members and asked everyone to go around the room an introduce themselves.
2. **Adoption of Agenda –** President Riggs asked for a motion to adopt the agenda. *Council Member Cindy Edwards motioned to adopt the agenda, seconded by Commissioner Heath; the motion was approved unanimously.*

3. **Consent Agenda –** *Ed Riggs, Jr., President*
    a. **Minutes –** Executive Committee Meeting – March 13, 2025
    b. **Area Agency on Aging Update**
    c. **Community Planning/Technical Assistance Update**
    d. **Economic Development Update**
    e. **Transportation Update**

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

4. **Budget & Audit Committee Report**
    a. **Check Register**
    b. **Financial Statements**
    c. **Committee Information & Recommendations**

   President Ed Riggs, Jr. stated the Budget & Audit Committee met but there was not a quorum because Treasurer Bill Taylor and 2nd Vice President Lorrine Washington were unable to attend tonight's meeting. He noted there was a general discussion about the check register and financial statements. He referred any questions to Finance Director Carol Bell.

5. **FY2025-26 Budget Presentation**

   President Ed Riggs spoke about the FY 2025-26 budget. President Riggs asked Finance Director Carol Bell to go over the proposed budget for the board. Carol asked board members to refer to the proposed budget in the agenda packet. She spoke briefly about the budget message and proposed budget ordinance and referred members to the proposed budget packet. Carol gave a recap of the FY 2025-26 Proposed Budget. The balanced budget includes projected member dues of $302,685, estimated revenues of $113,340, special funds $6,697,703 and appropriations the same. Carol went on to give a budget comparison for FY 2025-26 and FY 2024-25.

   Last year the projected total revenue was $7,658,739. The projected total revenue for FY 2025-26 is $6,811,043. The total expenses match the revenue. Carol noted the proposed budget packet has a breakdown of expenses. Interim Executive Director (IED) David Rosado spoke about ARPA funding ending in September 2025, so it is not included in the budget.

He noted that ECC does not have the final figures from the state office yet for Aging funds. We are hoping to have them in the next day or so.

6. **Public Hearing for the FY 2025-26 Budget -** *President Riggs opened the public hearing and asked if there was anyone from the public present who wanted to comment on the proposed budget. There was no one present from the public and President Riggs closed the public hearing,*

7. **Adoption of the FY 2025-26 Budget -** *Council Member Cindy Edwards motioned to adopt the FY 2025-2026 proposed budget, as presented, seconded by 1st Vice President Frank Emory; the motion was approved unanimously.*

8. **Election of ECC Officers -** Mayor Jay Bender, Chair of the Officer Nominating Committee recommended Ed Riggs, Jr., as President, Frank Emory, as 1st Vice President, Lorrine Washington as 2nd Vice President, and Cindy Edwards as Treasurer. *Commissioner Heath motioned to elect the recommended slate of officers presented by the Officers Nominating Committee, seconded by Commissioner Best, the motion was approved unanimously.*

9. **Installation of Officers**
   The officers will be sworn in at the end of the meeting.

10. **Nominating Committee Appointments -** Mayor Jay Bender, Chair of the Officer Nominating Committee appointed Bill Taylor, Jesse Dowe, and Cindy Evans-Robinson to the Budget & Audit Committee. *Council Member Cindy Edwards motioned to approve the appointments to the Budget & Audit committee, seconded by Mayor DeMoranville, the motion was approved unanimously.*

11. **Executive Director's Report** The following are some highlights of Interim Executive Director David Rosado's report:

    - Staff updates: Several staff changes have taken place over the previous weeks at ECC. These staff changes have not significantly impacted the day- to-day operations.
        - David Rosado named Interim Executive Director on May 16, 2025.
        - January Brown named Interim Area Agency on Aging Director.
        - Heather O'Connor and Melinda McGuire's last day of employment with ECC was on May 19, 2025.
        - Holly Lippitt's last day with ECC was May 21, 2025, due to a planned Reduction in Force in the planning department.
        - David Bone's resignation was accepted on May 22, 2025.
        - Sara Deskar's last day of employment was on June 6, 2025. She accepted a position with Pamlico County Government.
        - ECC requested Jenny Miller's assistance to provide guidance to ECC Finance Director Carol Bell so she can gain access and become familiar

with the finance systems at ECC. Jenny will continue assisting ECC finance as a consultant on a part-time basis.

- Lease Update: ECC has two leases for office space; Middle St. and Craven St.
  - IED David Rosado facilitated the signing of a new lease for Middle St. with ECC President Riggs and Steve Bengle. The lease was signed 5/19/25 with a new lease amount of $5,250 per month through May 31, 2030, with a 2% annual increase.

  - The Craven St. office is currently being occupied by ECC finance staff who will be leaving the location by June 30, 2025. ECC currently has a signed lease for 3 more years at $2,900 per month. IED David Rosado contacted the property owner to inform him ECC will be leaving the location and is interested in either sub-leasing the location or with the help of the property owner, find another tenant. There will be equipment ECC will either have to sell or convey such as office desks, a server, cabinets, and an a/c.

- Employee Health Insurance Update: IED David Rosado continued the process started by previous Executive Director David Bone of seeking new health, dental, and vision plans for the employees. David Rosado contacted The Insurance Center requesting quotes which they provided NC Blue Cross Blue Shield plans within days of the request. The plans were reviewed by the IED and Finance director and then offered to staff on June 6, 2025. The plans will take effect on 7/01/25. The health plans per employee increased about $49/month for health (employer paid plan), $11/month for dental (employer paid plan), and $2/month for vision (employee paid plan).

12. Closed Session – Attorney-Client Privilege & Personnel
Commissioner Heath motioned to go to closed session, seconded by Caucus Rep. Shane Turney; 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 8:33 pm. *A motion was made by Carol DeMoranville, seconded by Mayor Bender, and approved unanimously*, to authorize the officers to engage Carr, Riggs & Ingram as ECC's financial auditors for the fiscal year ending June 30, 2024.

On motion of Shane Turney, seconded by Frank Emory, and approved unanimously, the Board authorized, assuming funds are available, a one-time bonus of $5,000 to David Rosado and a one-time bonus of $1,500 to January Brown, prior to June 30, for their extraordinary efforts in trying to right the ship.

13. **Member Comments** – As part of the member comments, there was a consensus to skip the July meeting and to meet again at the scheduled Executive Committee meeting on August 14, 2025, unless circumstances arose that called for a meeting in July.

14. **Adjournment** – There being no further business, *Commissioner Heath moved to adjourn, and Mayor Bender seconded the motion. The motion passed unanimously.* The meeting was adjourned at 8:37 p.m.

Respectfully Submitted,

Ed Riggs Jr., President

David Rosado, Interim Executive Director