MINUTES

UPPER COASTAL PLAIN COUNCIL OF GOVERNMENTS

**BOARD OF DIRECTORS MEETING**

# January 18, 2022

## BOARD MEMBERS PRESENT

Greg Browning, Chairman Alternate Board Member City of Roanoke Rapids

Miranda Boykin, Sec./Treasurer Mayor Town of Sims

James Alston Mayor Town of Castalia

Michael Bell Council Member City of Wilson

Roy Bell Mayor Town of Garysburg

Natalie Bess Alternate Board Member Edgecombe County

Phillip Boone Alternate Board Member Town of Dortches

Eddie Braxton Mayor Town of Scotland Neck

Eddie Coats At-Large Board Member Nash County

John Edwards Alternate Board Member Town of Elm City

Mark Frohman At-Large Board Member Nash County

Reginald Harris At-Large Board Member Wilson County

Doug Hughes At-Large Board Member Northampton County

Richard Joyner Alternate Board Member City of Rocky Mount

Geraldine Langford Mayor Town of Seaboard

Brenda Lucas Commissioner Town of Spring Hope

Martha Lucas Commissioner Town of Momeyer

Sherry Lucas Commissioner Wilson County

Joshua Pair At-Large Board Member Northampton County

Stacie Shatzer County Manager Nash County

Barbara Simmons At-Large Board Member Halifax County

Barbara Taylor Commissioner Town of Pinetops

Ralph Webb Commissioner Edgecombe County

Tim Wiggs At-Large Board Member Wilson County

\*If your name is missing, you may not have been included in the roll call. Please let us know so we can make that correction.

**MEMBERS PRESENT BY PROXY**

Wayne Anderson Mayor Town of Enfield

Brenda Brown Mayor Town of Nashville

Dia Denton Interim Manager Halifax County

Bobbie Jones, Vice-Chairman Mayor Town of Princeville

Thomas Richards Mayor Town of Bailey

Elaine Saunders Commissioner Town of Saratoga

Tracy Shearin Town Administrator/Clerk Town of Red Oak

John White Mayor Town of Halifax

**MEMBERS NOT PRESENT**

Randy Beale Mayor Town of Woodland

Beverly Davis Commissioner Town of Sharpsburg

Alice Delbridge Mayor Town of Gaston

Eric Evans (Alt. attended) Manager Edgecombe County

Carl Ferebee (Alt. attended) Mayor Pro-Tem City of Roanoke Rapids

Steven Flythe Commissioner Town of Lasker

Norlan Graves At-Large Board member Halifax County

Wilbert Harrison Mayor Town of Speed

Jeff Johnson Mayor Town of Lucama

Andre’ Knight (Alt. attended) Council Member City of Rocky Mount

Marshall Lassiter Manager Town of Severn

Luther Lewis, Jr. Mayor Town of Middlesex

Julia Meacham Mayor Town of Weldon

Jesse Petteway Commissioner Town of Conetoe

Esterine Pitt Mayor Town of Whitakers

Coley Rhodes Mayor Town of Stantonsburg

Dennis Sanderson Mayor Town of Macclesfield

Owen Scott Mayor Town of Littleton

Grady Smith (Alt. attended) Mayor Town of Elm City

Mack Smith Mayor Town of Black Creek

Denise Stinagle Manager Wilson County

Dennis Sugg (Alt. attended) Commissioner Town of Pinetops

Robert Sykes Mayor Pro-Tem Town of Hobgood

Charles Tyner Board Chairman Northampton County

Jackie Vick (Alt. attended) Mayor Town of Dortches

Gail Wade Mayor Pro-Tem Town of Conway

Reginald White Mayor Town of Rich Square

Othar Woodard Mayor Pro-Tem Town of Tarboro

**STAFF**

Robert Hiett Executive Director

Michael Williams Workforce Development Program Director

Mary Marlin Area Agency on Aging Program Director

Mark Hill Finance Director

Kelly Lancaster Assistant Finance Director

Ron Townley Planning and Development Services Director

Ben Farmer Senior Regional Planner

Kelly Skinner Executive Assistant/Clerk to the Board

Alexis Whitley Administrative Assistant

**CALL TO ORDER**

Chairman Browning called the virtual meeting of the Upper Coastal Plain Council of Governments Board of Directors to order at 6:30 p.m. He welcomed all in attendance and thanked them for taking the time to attend. Chairman Browning relayed the news of the passing of long-time Board member, Mr. A. P. Coleman and a moment of silence was held in his memory.

He also recognized and introduced several newly appointed Board members and welcomed them. Roll was called and attendance was duly noted.

**APPROVAL OF CONSENT AGENDA**

Chairman Browning called for a Motion to approve the Consent Agenda items which included approval of the October 19, 2021, minutes, approval of the financial reports, approval of the Revision to the UCPCOG Procurement Policy for Sole Source Purchasing, Approval of the UCPCOG CEDS 2021 Annual Update and the Housing Contractor Sole Source approval. A Motion was made by Ms. Miranda Boykin and seconded by Mr. Tim Wiggs. Those voting in favor included: Greg Browning, Miranda Boykin, James Alston, Michael Bell, Roy Bell, Natalie Bess, Phillip Boone, Eddie Braxton, Eddie Coats, John Edwards, Mark Frohman, Reginald Harris, Doug Hughes, Richard Joyner, Geraldine Langford, Brenda Lucas, Martha Lucas, Sherry Lucas,

Joshua Pair, Stacie Shatzer, Barbara Simmons, Barbara Taylor, Ralph Webb, and Tim Wiggs.

There were none opposed. The Motion carried and the consent agenda was approved.

**AUDIT PRESENTATION – Brandy Turbeville with Thompson, Price, Scott, Adams & Co., P.A.**

Ms. Turbeville presented the audit report and was pleased to announce that it was a clean audit with no findings. After a review of the audit report, there being no questions, Chairman Browning called for a Motion to accept the audit report as presented. A Motion was made by Mr. Tim Wiggs and seconded by Mr. Doug Hughes. Those voting in favor included: Greg Browning, Miranda Boykin, James Alston, Michael Bell, Roy Bell, Natalie Bess, Phillip Boone, Eddie Braxton, Eddie Coats, John Edwards, Mark Frohman, Reginald Harris, Doug Hughes, Richard Joyner, Geraldine Langford, Brenda Lucas, Martha Lucas, Sherry Lucas,

Joshua Pair, Stacie Shatzer, Barbara Simmons, Barbara Taylor, Ralph Webb, and Tim Wiggs. There were none opposed, and the Motion passed.

**CHAIRMAN’S REPORT**

Chairman Browning reported that he and Mr. Hiett had attended the NCARCOG meeting in Fayetteville in December. He discussed some of the keynote speakers and the good information that they received in the sessions. He also reported that Executive Director Hiett has been elected to serve as the Chairman of the North Carolina Association of Regional Councils of Governments for the 2022 to 2024 term. In this role, he will lead and coordinate the operation and advocacy efforts of all 16 North Carolina COGs. Chairman Browning has been elected to serve as the Chairman of the NCARCOG Forum. The Forum serves as the COG association’s policy board, and it represents the elected and appointed officials that serve on each COG board.

**EXECUTIVE DIRECTOR’S REPORT**

Mr. Hiett commended the staff on both a clean audit report and the number of projects that we currently have and added that we will be adding additional staff. Next, he called the Board’s attention to this year’s annual report which was mailed along with the agenda packet and touched on a few highlights in the report.

He referred the Board to the Executive Director’s report beginning on Page 45 in the Agenda Packet. He then discussed the statewide workforce development system realignment study effort coordinated by the NC Works Commission. He reported that the study is evaluating whether or not to consolidate the 23 workforce development board areas into the 8 North Carolina Prosperity Zones. He further stated that the NCARCOG does not believe it is in the best interest of each region to consolidate workforce boards by prosperity zones, and it has provided testimony and written feedback to the NC Works Commission.

Next, Mr. Hiett briefly discussed item 3 of his report dealing with ARP funding. He reported that the initial allocations per COG are estimated to be $593,750 per COG for ARPA and $375,000 per COG for disaster recovery and resilience planning. He stated that these funds will give us an opportunity to help with technical assistance as needed for our local Governments.

Lastly, Mr. Hiett reported that he had been contacted by the North Carolina Community College system and we will be working closely with them to help with Economic and Workforce Development in the near future.

**IMPACT REPORTS**

**Aging Department – Mary Marlin, Aging Director**

Ms. Marlin referred the Board to the Aging Impact report located on page 50 in the agenda packet. She began by referring the Board to the Covid Vaccine Outreach brochure on pages 51 – 52 in the packet and announced that this is a new program and that Ms. Dawn Tillery is our outreach coordinator. Please feel free to contact her if she can help in any way.

Next, Ms. Marlin discussed the additional funding that will be forthcoming and announced that we will still be doing the consumer supported agricultural food boxes as well as other nutritional pilot projects. She also announced that we will be receiving an additional $173,000 in our region for the Home and Community Care Block Grant. She stated that we are looking for a plan moving forward to use the already allocated funds as well as the new funding that we will be receiving.

Lastly, Ms. Marlin reported that we have always had a need in our region for housing and home improvement services and we are advocating to boost this program.

**Planning and Development Services – Ron Townley, PDS Director**

Mr. Townley referred the Board to the PDS Impact report beginning on page 55 of the agenda packet. He reported on the numbers included in the Impact Summary and stated that these are very significant in the region.

He further discussed the CEDS Strategy Development Group and referred the Board to the list of names located on pages 61 – 62 in the packet. He announced that a kick-off meeting will be held in mid-February.

Next, Mr. Townley discussed regional recovery and resilience and reported that the first ARPA report is due in April, 2022.

Mr. Townley gave a brief update on the Broadband initiative that is ongoing and well as housing. He announced that our housing program has doubled, with several new grants having been awarded.

Next, he briefly updated the Board on the food program, stating that the Healthy Food Access Mapping project (Healthy FAM) website is up and running.

Lastly, Mr. Townley updated the Board on the Regional Data Services project. He referred the Board to the handout located on Pages 59 – 60 and reported that an RFQ has been released to procure a firm to implement Phase I of the project. Phase II would be a regional data portal.

**Workforce Development – Michael Williams, Workforce Director**

Mr. Williams referred the Board to the Workforce Development Impact Report located on Page 50 of the agenda packet. He reported that program enrollments are continuing to increase for career services and work-based learning opportunities for the youth participants.

He reported that the monitoring is still on-going, but that they hope to be having their exit interview in the near future.

He referred the Board to the Labor Market Information located on Pages 53 and 54 of the agenda packet and noted that these numbers were actually down from the previous month, however, that does not include the QVC employees who will be filing claims in the near future.

Regarding QVC, Mr. Williams reported that they met with the Vice-President of QVC and they have begun providing services to the workers displaced by the fire. He reported that his team is working very well with them and commended his staff for their efforts. He reported that they held a virtual job fair using the new Premier Virtual platform and it was a great success with 100+ employees and over 60 employers attending. He stated that they had great reviews.

**ADJOURNMENT**

There being no further business, Chairman Browning announced that our next meeting will be on March 15, 2022, location to be determined and called for a Motion to adjourn. A Motion was made by Mr. Eddie Braxton and seconded by Mr. Mark Frohman. Those voting in favor included: Greg Browning, Miranda Boykin, James Alston, Michael Bell, Roy Bell, Natalie Bess, Phillip Boone, Eddie Braxton, Eddie Coats, John Edwards, Mark Frohman, Reginald Harris, Doug Hughes, Richard Joyner, Geraldine Langford, Brenda Lucas, Martha Lucas, Sherry Lucas,

Joshua Pair, Stacie Shatzer, Barbara Simmons, Barbara Taylor, Ralph Webb, and Tim Wiggs. There were none opposed. The Motion carried and the meeting was adjourned.

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Gregory Browning, Chairman Miranda Boykin, Secretary/Treasurer