

**MINUTES  
UPPER COASTAL PLAIN COUNCIL OF GOVERNMENTS  
BOARD OF DIRECTORS MEETING  
JANUARY 21, 2020**

**BOARD MEMBERS PRESENT**

Doug Hughes, Chairman	At-Large Board Member	Northampton County
Greg Browning, Vice-Chairman	Alternate Board Member	City of Roanoke Rapids
Bobbie D. Jones, Sec./Treasurer	Mayor	Town of Princeville
James E. Alston	Mayor	Town of Castalia
Randy Beale	Mayor	Town of Woodland
Fred Belfield, Jr.	Commissioner	Nash County
Michael Bell	Councilman	City of Wilson
Roy Bell	Mayor	Town of Garysburg
Phil Boone (Alt.)	Planning Board Chair	Town of Dortches3
Eddie Braxton	Mayor	Town of Scotland Neck
Eddie Coats	At-Large Board Member	Nash County
Dwan Finch (Alt.)	Commissioner	Town of Bailey
Charles Jackson	Manager	Northampton County
Geraldine Langford	Mayor	Town of Seaboard
Marshall Lassiter	Manager	Town of Severn
Luther H. Lewis, Jr.	Mayor	Town of Middlesex
Brenda Lucas	Commissioner	Town of Spring Hope
Martha Lucas	Council Member	Town of Momeyer
Sherry L. Lucas	Commissioner	Wilson County
Joshua Pair	At-Large Board Member	Northampton County
Coley Rhodes	Mayor	Town of Stantonsburg
Elaine Saunders	Commissioner	Town of Saratoga
Stacie Shatzer	Assistant Manager	Nash County
Tracy Shearin	Town Administrator/Clerk	Town of Red Oak
Grady Smith	Mayor	Town of Elm City
Denise Stinagle	Manager	Wilson County
Charles Tyner	Board Chairman	Northampton County
Ralph Webb	Commissioner	Edgecombe County
Tim Wiggs	At-Large Board Member	Wilson County
Othar Woodard	Mayor Pro-Tem	Town of Tarboro

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

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**MEMBERS PRESENT BY PROXY**

Tony Brown	Manager	Halifax County
Alice P. Delbridge	Mayor	Town of Gaston
Wilbert Harrison	Mayor	Town of Speed
Julia Meacham	Mayor	Town of Weldon
Jason S. Morris	Mayor	Town of Jackson
Florence W. Pender	Mayor Pro-Tem	Town of Pinetops
Esterine Gary Pitt	Mayor	Town of Whitakers
Barbara S. Simmons	At-Large Board Member	Halifax County
Mack Smith	Mayor	Town of Black Creek
Mary Wells	At-Large Board Member	Nash County
John L. White	Mayor	Town of Halifax

**GUESTS**

Charles Baisey	Manager	Town of Scotland Neck
William Scott Briley	Council Member	Town of Red Oak
Kelvin Edwards	Commissioner	Northampton County
Jae Kim	Manager	Town of Spring Hope
Barbara Beale	Special Guest	

**MEMBERS NOT PRESENT**

Wayne Anderson	Mayor	Town of Enfield
Miranda Boykin	Mayor	Town of Sims
Brenda Brown	Mayor	Town of Nashville
Kirby Brown (Alt. attended)	Mayor	Town of Dortches
Samuel R. Davis	At-Large Board Member	Edgecombe County
Eric Evans	Manager	Edgecombe County
Carl Ferebee (Alt. attended)	Council Member	City of Roanoke Rapids
Stevie Flythe	Commissioner	Town of Lasker
Norlan Graves	At-Large Board member	Halifax County
Reginald Harris	At-Large Board Member	Wilson County
Jeff Johnson	Mayor	Town of Lucama
Mike Keel	Mayor	Town of Macclesfield
Andre Knight	Council Member	City of Rocky Mount
Jesse Petteway	Commissioner	Town of Conetoe
Thomas Richards (Alt. attended)	Mayor	Town of Bailey

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Owen Scott	Mayor	Town of Littleton
Marcelle O. Smith	Commissioner	Halifax County
Tracy Sullivan	Interim Administrator	Town of Sharpsburg
Robert Sykes	Commissioner	Town of Hobgood
Reginald White	Mayor	Town of Rich Square
Stewart Woodard (Alt. attended) (Vacant)	Commissioner At-Large Board member	Town of Conway Edgecombe County

**STAFF**

Robert Hiatt	Executive Director
Michael Williams	Workforce Development Program Director
Mary Marlin	Area Agency on Aging Program Director
Ron Townley	Planning & Development Services Program Director
Mark Hill	Finance Director
Kelly Skinner	Executive Assistant/Clerk to the Board
Ben Farmer	PDS Planner

**CALL TO ORDER**

Chairman Hughes called the meeting of the Upper Coastal Plain Council of Governments Board of Directors to order at the Nash Community College Brown Auditorium at 7:10 PM. He welcomed all in attendance. All new Directors attending their first meeting were asked to stand and introduce themselves. These included Mr. Joshua Pair, At-Large member for Northampton County, Mr. Michael Bell, Councilman for the City of Wilson, and Ms. Coley Rhodes, Mayor of the Town of Stantonsburg. Chairman Hughes also recognized and welcomed all guests in attendance.

**APPROVAL OF MINUTES**

Chairman Hughes asked if everyone had an opportunity to review the minutes from the October 15, 2019 minutes and asked if there were any corrections or additions. There being none, there was a Motion by Mr. Ralph Webb to approve the minutes as written. Mr. Roy Bell seconded, and the motion carried unanimously.

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## **ITEMS FOR ACTION**

### **Item A: Request for approval of Financial Reports**

Chairman Hughes stated that the Executive Committee has recommended acceptance of these reports.

Mark Hill referred to the summary sheet on page 9 and the financial reports on pages 10 – 12 of the Board packet. He reported that things are going as expected and we are on track and having a good year.

Chairman Hughes asked if there were any questions regarding the reports. There being none, a Motion was made by Mr. Eddie Coats to approve the reports. Mr. Grady Smith seconded and the reports were approved as presented.

### **Item B: Request for approval of Bylaws Amendments**

Chairman Hughes asked if everyone had a chance to review the Bylaws amendments that were included in the Board packet. He stated that the Executive Committee had recommended approval of the amendments and asked if there were any questions. Chairman Hughes also stated that we did have the 2/3<sup>rds</sup> of the Board members needed for approval. There being no questions or discussion, a Motion to approve was made by Mr. Ralph Webb. Mr. Grady Smith seconded the Motion. The vote carried unanimously and the Bylaws amendments were approved as written.

### **Item C: Request for approval of Consent Agenda Policy**

Chairman Hughes referred to the Consent Agenda Policy located on Pages 19 and 20 of the Board packet. He asked if everyone had a chance to review the policy and asked if there were any questions. He stated that, if approved, the new policy would take effect at the March meeting. He went on to explain that the Executive Committee would not get a consent agenda, only the full Board. He also explained that items can be removed from the consent agenda at the will of any Board member by requesting that an item be removed. There being no questions or discussion, Chairman Hughes called for a Motion to approve. A Motion was made by Ms. Tracy Shearin and seconded by Mr. Roy Bell. The vote carried unanimously and the consent agenda policy was approved as presented.

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**AUDIT REPORT**

Mr. Stuart Hill of Thompson, Price, Scott, Adams & Co, P.A. presented the Annual Financial Report for the year ended June 30, 2019. Mr. Hill stated that the audit report was clear and that the staff was very cooperative and efficient and expressed his appreciation for that. Mr. Hill summarized the full report and asked for questions from the floor. Their opinion is as follows:

*In our opinion, based on our audit, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, each major fund, and the aggregate remaining fund information of the Upper Coastal Plain Council of Governments as of June 30, 2019, and the respective changes in financial position and the respective budgetary comparison for the General Fund, Aging, Workforce Development , EDARLF, and Planning and Development Services Funds for the year then ended in accordance with accounting principles generally accepted in the United States of America.*

After a few questions and a brief discussion, Chairman Hughes called for a Motion to approve the audit report. A Motion was made by Ms. Tracy Shearin and seconded by Mr. Roy Bell. The vote was unanimous and the Motion carried.

**PAY AND CLASSIFICATION STUDY REPORT**

Chairman Hughes explained that the discussion pertaining to the Pay and Classification study would be very general in nature and that we would not discuss any individual positions or names, as that would require a closed session. Mr. Hiett reported that our pay scale has been around a while and that the requirements needed to retain a skilled work force have changed. He referred to page 31 in the Board packet which outlines the study recommendations. He also referred to page 42 of the Board packet and explained the changes in the new pay grades. He felt like this would put us in a better position to recruit and retain skilled employees. He referred to the official recommendation on page 30 in the Board packet which would include bringing six employees up to the minimum pay grade for those positions, as well as giving directors a 2.5% increase and all other employees a 5% increase in pay. He also explained that we would be doing away with the current longevity system and moving to a pay for performance system. This would require changes to be made to the personnel policies as well. He expressed that the Executive Committee has recommended approval of the changes. Chairman Hughes asked for questions or comments.

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After questions and discussion, Chairman Hughes called for a Motion to approve both the Pay and Classification recommendation (Option II) and the related personnel policy changes. A Motion was made by Mr. Charles Tyner and seconded by Mr. Fred Belfield. The vote was unanimous and the Motion carried.

**EXECUTIVE DIRECTOR'S REPORT**

Mr. Hiatt reported on the annual banquet and said he appreciated the large number of attendees and the RAMP East information that was given. He stated that this year's theme was Workforce Development and he had heard a lot of good reviews from the banquet.

He referred to page 24 of the Board packet which gives a snapshot of the things that we have accomplished for the year. He also referred to page 25 of the packet which addresses the opioid crises. He explained that we are working within the community and building networks in an effort to help our partners and to create a regional umbrella to strengthen our local efforts.

Lastly, He referred to page 26 which highlights the new Advanced Manufacturing facility open in Halifax County. He stated that the Council of Governments has a very good track record in this area and please keep us in mind as we are in a good position to help pull down some funds for improvements in this area.

**IMPACT REPORT HIGHLIGHTS**

Chairman Hughes asked Ms. Marlin to present the AAA Impact Report information found in the agenda packet.

Ms. Marlin reviewed the information and gave a brief update on the following items:

- 1) Currently working with UNC Asheville for grant funds for the diabetes self-management program. Hope to complete by April.
- 2) Barton Care Giver Conference to be held on March 4, 2020 from 9:00 until 1:00.
- 3) Adaptive Events will be held on April 15 at the Reid Street Center in Wilson.
- 4) Need host agencies and participants in Halifax County for our SCSEP program.
- 5) Please complete the survey that was provided in an effort to plan services for the next four years. She stated she will e-mail a link to complete the survey.

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Mr. Townley highlighted the following items for Planning and Development Services (PDS):

- 1) Mr. Townley introduced his newest staff member, Mr. Ben Farmer.
- 2) Still waiting on funds for Broadband taskforce.
- 3) Received Kate B. Reynolds \$205K fund to map region's local healthy food system. Kickoff will be held on February 5.
- 4) Brownfields grant has been applied for – waiting on anticipated award notification.
- 5) A water and wastewater utility viability workshop will be held on January 30 from 10:00 – 12:00 at our office in Wilson.
- 6) A few communities have been selected for the CDBG neighborhood revitalization grant.

Mr. Michael Williams highlighted the following items for Workforce Development:

- 1) NCWorks certifications were all successful. All Career Centers are certified for the next three years.
- 2) February 10 – 14 will be another monitoring.
- 3) Continuing to work on Finish Line Grant. All area Community Colleges are involved.
- 4) RAMP East is continuing. There have been several graduates to date.
- 5) Working with Northampton County Schools on the Simulation Project.
- 6) Labor Market Information – Unemployment rate is down to 4.9%.

**CHAIRMAN'S COMMENTS**

Chairman Hughes commented on the annual banquet. Very educational and valuable knowledge was gained by all regarding positive work in the region.

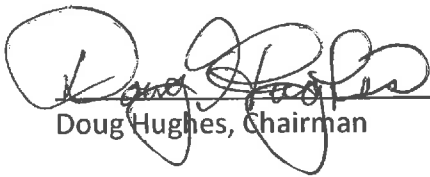
He brought attention to the meeting schedule for the remainder of the year.

Mr. Hiatt announced that Ms. Maggie Sauer with the North Carolina Office of Rural Telehealth would be our guest speaker at our March meeting.

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ADJOURNMENT

There being no further business, Chairman Hughes called for a motion to adjourn. A motion was made by Mr. Roy Bell to adjourn, second made by Mr. Charles Tyner, and the motion carried unanimously.



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Doug Hughes, Chairman



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Bobbie D. Jones, Secretary/Treasurer