MINUTES

UPPER COASTAL PLAIN COUNCIL OF GOVERNMENTS

**BOARD OF DIRECTORS MEETING**

# May 16, 2023

## BOARD MEMBERS PRESENT

Bobbie Jones, Chairman Mayor Town of Princeville

Miranda Boykin, Vice-Chair Mayor Town of Sims

Dia Denton, Secretary/Treasurer County Manager Halifax County

Fred Belfield Commissioner Nash County

Michael Bell Council Member City of Wilson

Roy Bell Mayor Town of Garysburg

Vicky Bennett At-Large Board Member Northampton County

Natalie Bess Alternate Member Edgecombe County

Phillip Boone Alternate Member Town of Dortches

Eddie Braxton Mayor Town of Scotland Neck

Brenda Brown Mayor Town of Nashville

Delane Bryant At-Large Board Member Edgecombe County

Eddie Coats At-Large Board Member Nash County

Mark Frohman At-Large Board Member Nash County

Jenny Hinnant Commissioner Town of Conetoe

Geraldine Langford Mayor Town of Seaboard

Brenda Lucas Commissioner Town of Spring Hope

Tawanda Moore Mayor Town of Elm City

Joshua Pair At-Large Board Member Northampton County

Julian Phillips County Manager Northampton County

Esterine Pitt Town Administrator Town of Whitakers

Cathy Scott At-Large Board Member Halifax County

Stacie Shatzer County Manager Nash County

Barbara Simmons At-Large Board Member Halifax County

Barbara Taylor Commissioner Town of Pinetops

Leo Taylor Mayor Pro-Tem Town of Tarboro

Ralph Webb Commissioner Edgecombe 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**

Reginald Harris At-Large Board Member Wilson County

Ron Hunt County Manager Wilson County

Luther Lewis, Jr. Mayor Town of Middlesex

Martha Lucas Commissioner Town of Momeyer

Sherry Lucas Commissioner Wilson County

Elaine Saunders Commissioner Town of Saratoga

John White Mayor Town of Halifax

**MEMBERS NOT PRESENT**

James Alston Mayor Town of Castalia

Randy Beale Mayor Town of Woodland

Dillon Bissette Commissioner Town of Bailey

Beverly Davis Commissioner Town of Sharpsburg

Eric Evans (Alt. attended) Manager Edgecombe County

Carl Ferebee Mayor Pro-Tem City of Roanoke Rapids

Steven Flythe Commissioner Town of Lasker

Doris Garner Mayor Town of Weldon

Wilbert Harrison Mayor Town of Speed

Deborah James Mayor Town of Gaston

Jeff Johnson Mayor Town of Lucama

Andre’ Knight Council Member City of Rocky Mount

Marshall Lassiter Manager Town of Severn

Matthew Lassiter Commissioner Town of Jackson

Coley Rhodes Mayor Town of Stantonsburg

Mondale Robinson Mayor Town of Enfield

Tracy Shearin Town Administrator/Clerk Town of Red Oak

Mack Smith Mayor Town of Black Creek

Robert Sykes Mayor Pro-Tem Town of Hobgood

Emily Turner Mayor Town of Macclesfield

Charles Tyner Board Chairman Northampton County

Jackie Vick (Alt. attended) Mayor Town of Dortches

Reginald White Mayor Town of Rich Square

Tim Wiggs At-Large Board Member Wilson County

Stewart Woodard Mayor Pro-Tem Town of Conway

**GUESTS**

Lola Ausby Commissioner Town of Garysburg

Carmelitia Coleman Commissioner Town of Seaboard

Nancy Dempsey Interim Town Administrator Town of Scotland Neck

Thomas Everette Town Administrator Town of Scotland Neck

Tamika Gray Clerk Town of Whitakers

Brenda Harrell Mayor Town of Pinetops

Sandy Roberson Mayor City of Rocky Mount

Keith Rogers City Manager City of Rocky Mount

Jean Wooten-Jiles Commissioner Town of Macclesfield

**STAFF**

Robert Hiett Executive Director

Michael Williams Workforce Development Program Director

Mary Marlin Aging Program Director

Kelly Lancaster Finance Director

Ben Farmer Planning and Development Services Director

Kelly Skinner Executive Assistant/Clerk to the Board

**CALL TO ORDER**

Chairman Jones called the meeting of the Upper Coastal Plain Council of Governments Board of Directors to order at 6:45 p.m. He welcomed all in attendance and thanked them for taking the time to attend. He introduced new Board member Jenny Staton-Hinnant, Commissioner, Town of Conetoe, and special guests in attendance. Roll was called and attendance was duly noted.

**APPROVAL OF CONSENT AGENDA**

Chairman Jones called for a Motion to approve the Consent Agenda items which included approval of the March 21, 2023, meeting minutes, Financial Reports (February 2023 and March 2023), the Workforce Development Budget Amendment, the Aging Fund Budget Amendment, Approval to apply for the Transit Grant and approve the Resolution and approval of the Workforce Development Consortium Agreement for FY24. Chairman Jones called for a Motion to approve the consent agenda items. A Motion was made by Mr. Roy Bell and seconded by Mr. Michael Bell. All voted in favor. The Motion carried and the consent agenda was approved.

**ACTION ITEMS**

**FY24 Proposed Budget and Public Hearing Date – Kelly Lancaster, Finance Director**

Ms. Lancaster presented the proposed budget which was included in the agenda packet. She explained all revenues and expenditures and asked for questions from the floor. There being none, Chairman Jones called for a Motion to approve and to set the date for the public hearing. A Motion was made by Mr. Eddie Braxton and seconded by Mr. Roy Bell. All voted in favor and the Motion carried. The public hearing was scheduled for June 20, 2023 at 6:40 p.m.

**CHAIRMAN’S REPORT**

Chairman Jones invited everyone to attend the Educational Summit to be held at Edgecombe Community College – Tarboro Campus – on June 9 and June 10.

**EXECUTIVE DIRECTOR’S REPORT**

In the absence of Mr. Browning, Mr. Hiett began by giving a brief NCARCOG update. He referred the Board to Page 22 of his report in the agenda packet. He discussed the talking points for the upcoming Legislative day which include modifying the NC prosperity zones, enhancing financial administration for local governments and the COG transit authorization.

He also shared the State Impact Report that was in the agenda packet, which highlights the work that the COGs across the state have done with ARPA funding. This will be shared at Legislative Day in Raleigh. Mr. Hiett also shared that out of $82M in ARPA funding, $40M of that was in our region.

Next, he reported that the NC Department of Environmental Quality (NCDEQ) has started to work on its statewide flood blueprint, and they have created technical advisory groups called TAGs. The blueprint will lead to a set of projects and funding strategies that the State and other government entities can implement to reduce flooding, mitigate the impacts of flooding when it does occur and recover afterward. The next meeting will be held in July.

Lastly, he discussed the Greater Rocky Mount, Greenville, and Wilson Area Transit Plan Study. The purpose of the study is to provide a regional approach to transit planning for a 10-county region that covers Beaufort, Bertie, Edgecombe, Halifax, Hertford, Martin, Nash, Northampton, Pitt and Wilson Counties. He urged everyone to please complete the survey using the link provided. An informational fact sheet is attached to his report in the agenda packet.

**IMPACT REPORTS**

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

Ms. Marlin called the Board’s attention to the Aging report located on Page 37 of the Agenda packet. She reported that the SE4A conference (which includes 9 states) will be held in Asheville, NC in August. We are also hosting our own Annual Aging Conference on June 15th at Edgecombe Community College. She encouraged everyone to attend.

She also reported that we are continuing our senior shoe box program which includes personal care items for older adults. This program is funded through MIPPA and has had very good feedback on the region.

**Planning and Development Services – Ben Farmer, PDS Director**

Mr. Farmer referred the Board to the PDS Impact Report beginning on Page 38 of the Agenda Packet. He gave an update on new grant applications that were submitted and active projects underway. He also reported that the ARPA convening that was held in Wilson was a huge success and many member governments received assistance with ARPA reporting. There are plans to host one of these workshops in each county in the region.

He reminded the Board that now is a good time to begin thinking about upcoming housing grant applications as well as parks and recreation. Lastly, he reported that we have an SECU fellow who will be working with us this summer, Mr. Neel Singh.

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

Mr. Williams referred the Board to the Turning Point Workforce Development Impact Report located on Page 44 of the Agenda Packet. He reported that there was an increase in first time NCWorks registrants, likely due to recent Community College and University graduates seeking to enter the workforce. He also reported that this was a bidding year for Workforce. They have completed the procurement process and are waiting for allocations from the State.

He also relayed some Labor Market Information, stating that the unemployment rate is unchanged. Lastly, he announced that there will be a ribbon cutting for the Rocky Mount NCWorks Career Center on July 12 at 11:00 a.m. There will be a representative from the Governor’s office in attendance.

**ADJOURNMENT**

There being no further business, Chairman Jones announced that our next meeting will be held on June 20th at Nash Community College. The public hearing will be held at 6:40 and the Board meeting will follow at 6:45. He then called for a Motion to adjourn. A Motion was made by Mr. Joshua Pair and seconded by Mr. Mark Frohman. All voted in favor. There were none opposed. The Motion carried and the meeting was adjourned.

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 Bobbie Jones, Chairman Dia Denton, Secretary/Treasurer