MINUTES

UPPER COASTAL PLAIN COUNCIL OF GOVERNMENTS

**BOARD OF DIRECTORS MEETING**

# June 15, 2021

## BOARD MEMBERS PRESENT

Greg Browning, Chairman Alternate Board Member City of Roanoke Rapids

Bobbie Jones, Vice-Chairman Mayor Town of Princeville

Miranda Boykin, Sec./Treasurer Mayor Town of Sims

Fred Belfield, Jr. Commissioner Nash County

Michael Bell Council Member City of Wilson

Natalie Bess Alternate Board Member Edgecombe County

Phillip Boone Alternate Board Member Town of Dortches

Eddie Braxton Mayor Town of Scotland Neck

Brenda Brown Mayor Town of Nashville

Tony Brown Manager Halifax County

Stevie Cox Town Administrator Town of Sharpsburg

Alice Delbridge Mayor Town of Gaston

Doug Hughes At-Large Board Member Northampton County

Jeff Johnson Mayor Town of Lucama

Richard Joyner Alternate Board Member City of Rocky Mount

Martha Lucas Commissioner Town of Momeyer

Sherry Lucas Commissioner Wilson County

Jason Morris Mayor Town of Jackson

Joshua Pair At-Large Board Member Northampton County

Stacie Shatzer Assistant Manager Nash County

Tracy Shearin Administrator/Clerk Town of Red Oak

Barbara Simmons At-Large Board Member Halifax County

Denise Stinagle Manager Wilson County

Charles Tyner Board Chairman Northampton County

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**

Grady Smith Mayor Town of Elm City

**MEMBERS NOT PRESENT**

James Alston Mayor Town of Castalia

Wayne Anderson Mayor Town of Enfield

Randy Beale Mayor Town of Woodland

Roy Bell Mayor Town of Garysburg

Eddie Coats At-Large Board Member Nash County

Samuel Davis At-Large Board Member Edgecombe County

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

Reginald Harris At-Large Board Member Wilson County

Wilbert Harrison Mayor Town of Speed

Charles Jackson Manager Northampton County

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

Geraldine Langford Mayor Town of Seaboard

Brenda Lucas Commissioner Town of Spring Hope

Marshall Lassiter Manager Town of Severn

Luther Lewis, Jr. Mayor Town of Middlesex

Julia Meacham Mayor Town of Weldon

Florence Pender Mayor Pro-Tem Town of Pinetops

Jesse Petteway Commissioner Town of Conetoe

Esterine Pitt Mayor Town of Whitakers

Coley Rhodes Mayor Town of Stantonsburg

Thomas Richards Mayor Town of Bailey

Dennis Sanderson Mayor Town of Macclesfield

Elaine Saunders Commissioner Town of Saratoga

Owen Scott Mayor Town of Littleton

Mack Smith Mayor Town of Black Creek

Marcelle Smith Commissioner Halifax County

Robert Sykes Mayor Pro-Tem Town of Hobgood

Jackie Vick (Alt. attended) Mayor Town of Dortches

Mary Wells Commissioner Nash County

John White Mayor Town of Halifax

Reginald White Mayor Town of Rich Square

Tim Wiggs At-Large Board Member Wilson County

Othar Woodard Mayor Pro-Tem Town of Tarboro

Steward Woodard Commissioner Town of Conway

**STAFF**

Robert Hiett 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 Economic Development Planner

**CALL TO ORDER**

Chairman Browning called the virtual meeting of the Upper Coastal Plain Council of Governments Board of Directors to order at 6:17 p.m. He welcomed all in attendance and introduced special guests. Roll was called and attendance was duly noted.

**PUBLIC HEARING**

Chairman Browning called for a Motion to open the public hearing. A Motion was made by Mr. Stevie Cox seconded by Ms. Alice Delbridge. Those voting in favor included: Greg Browning,

Bobbie Jones, Miranda Boykin, Fred Belfield, Michael Bell, Natalie Bess, Phillip Boone, Eddie Braxton, Brenda Brown, Tony Brown, Stevie Cox, Alice Delbridge, Doug Hughes, Jeff Johnson,

Richard Joyner, Martha Lucas, Sherry Lucas, Jason Morris, Joshua Pair, Stacie Shatzer, Tracy Shearin, Barbara Simmons, Grady Smith, Denise Stinagle, Charles Tyner, and Ralph Webb. There being none opposed, the Motion carried. Chairman Browning called for comments from the general public regarding the Fiscal Year 2021 - 2022 Budget Ordinance. There being no comments, Chairman Browning called for a motion to close the public hearing. The Motion was made by Ms. Alice Delbridge and seconded by Ms. Barbara Simmons. Those voting in favor included: Greg Browning, Bobbie Jones, Miranda Boykin, Fred Belfield, Michael Bell, Natalie Bess, Phillip Boone, Eddie Braxton, Brenda Brown, Tony Brown, Stevie Cox, Alice Delbridge, Doug Hughes, Jeff Johnson, Richard Joyner, Martha Lucas, Sherry Lucas, Jason Morris, Joshua Pair, Stacie Shatzer, Tracy Shearin, Barbara Simmons, Grady Smith, Denise Stinagle, Charles Tyner, and Ralph Webb. There were none opposed and the Motion carried.

**ADOPTION OF FISCAL YEAR 2021 – 2022 BUDGET**

Chairman Browning referred the Board to the budget that was presented beginning on Page 2 of the agenda packet and called for questions or comments from the floor. There being none, he called for a Motion to adopt the budget as presented. A Motion was made by Mr. Doug Hughes and seconded by Ms. Alice Delbridge. Those voting in favor included: Greg Browning, Bobbie Jones, Miranda Boykin, Fred Belfield, Michael Bell, Natalie Bess, Phillip Boone, Eddie Braxton, Brenda Brown, Tony Brown, Stevie Cox, Alice Delbridge, Doug Hughes, Jeff Johnson, Richard Joyner, Martha Lucas, Sherry Lucas, Jason Morris, Joshua Pair, Stacie Shatzer, Tracy Shearin, Barbara Simmons, Grady Smith, Denise Stinagle, Charles Tyner, and Ralph Webb. There were no opposing votes and the Motion carried. The budget was adopted.

**APPROVAL OF CONSENT AGENDA**

Chairman Browning called for a Motion to approve the Consent Agenda items which included approval of the May 18, 2021, minutes; FY 2021 financial reports; FY 2021 budget amendment; UCPCOG credit card policy; Workforce Development Consortium contract; EDA Grant CEDS advisory committee; and FY2022 Board meeting schedule. A Motion was made by Mr. Bobbie Jones and seconded by Ms. Tracy Shearin. Those voting in favor included: Greg Browning, Bobbie Jones, Miranda Boykin, Fred Belfield, Michael Bell, Natalie Bess, Phillip Boone, Eddie Braxton, Brenda Brown, Tony Brown, Stevie Cox, Alice Delbridge, Doug Hughes, Jeff Johnson, Richard Joyner, Martha Lucas, Sherry Lucas, Jason Morris, Joshua Pair, Stacie Shatzer, Tracy Shearin, Barbara Simmons, Grady Smith, Denise Stinagle, Charles Tyner, and Ralph Webb.

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

**ITEMS FOR ACTION**

***Annual Program of Work***

Mr. Hiett gave a brief highlight of the overall Program of Work and referred Board members to Page 51 in the Agenda packet. He stated that the FY2022 POW continues with a theme of identifying regional issues and opportunities and outlines a series of actions to address them. He further stated that the UCPCOG will continue to work to coordinate broadband planning activities, support the digital inclusion strategies of member governments, provide targeted technical assistance, grant writing and grant administration, and explore innovative ways to implement aging and workforce services.

Mr. Hiett touched on some highlights for the FY2021 POW which included: over 50 active planning projects representing $41 million in total regional investment; approximately $10 million in new grants, programs, and service funding, over 160,000 meals delivered to area seniors, enhanced service support for senior programs and the aging network; almost 10,000 adult workforce participants served with over 88% of those entering employment; more than 500 businesses served and supported and two national excellence awards given.

Each program director then briefly covered the highlights of their FY2021 Program of Work accomplishments and their FY2022 recommended Program of Work, which were included in the Agenda packet.

Chairman Browning called for a Motion for acceptance of the FY 2022 Program of Work and the report of the FY2021 Program of Work accomplishments. A Motion was made by Ms. Tracy Shearin and seconded by Mr. Stevie Cox. Those voting in favor included: Greg Browning, Bobbie Jones, Miranda Boykin, Fred Belfield, Michael Bell, Natalie Bess, Phillip Boone, Eddie Braxton, Brenda Brown, Tony Brown, Stevie Cox, Alice Delbridge, Doug Hughes, Jeff Johnson, Richard Joyner, Martha Lucas, Sherry Lucas, Jason Morris, Joshua Pair, Stacie Shatzer, Tracy Shearin, Barbara Simmons, Grady Smith, Denise Stinagle, Charles Tyner, and Ralph Webb. There were none opposed and the Motion for Acceptance carried.

**CHAIRMAN’S REPORT**

Chairman Browning began by thanking the program directors for all of the hard work that they are doing in helping to serve our member governments. He also urged each member government to feel free to call any of the Directors for help on projects that are currently underway or to answer any questions that they may have. He further stated that the COG is here to serve and is a great resource for them.

Next, he asked Mr. Hiett to introduce our new opioid navigator, Ms. Barbara Whitaker. She will be working with Workforce Development and Aging and will be covering all five counties.

Chairman Browning reported that he and Mr. Hiett had been to Raleigh for the Legislative days that were held by the NCARCOG and shared that they visited with senior members of both chambers and shared with them the accomplishments being made in our Region and ways that we serve the community and also discussed the ARP funding that will be coming to our region.

Chairman Browning then reported that the annual evaluation had been completed for Mr. Hiett and shared with members of the Executive Committee. He stated that it was exemplary and called for a Motion to approve. Mr. Doug Hughes made a Motion to accept as written, which was seconded by Mr. Ralph Webb. Those voting in favor included: Greg Browning, Bobbie Jones, Miranda Boykin, Fred Belfield, Michael Bell, Natalie Bess, Phillip Boone, Eddie Braxton, Brenda Brown, Tony Brown, Stevie Cox, Alice Delbridge, Doug Hughes, Jeff Johnson, Richard Joyner, Martha Lucas, Sherry Lucas, Jason Morris, Joshua Pair, Stacie Shatzer, Tracy Shearin, Barbara Simmons, Grady Smith, Denise Stinagle, Charles Tyner, and Ralph Webb. There were none opposed and the Motion carried. He further reported that Mr. Hiett would receive the same cost of living adjustment as the rest of the staff.

Finally, Chairman Browning discussed the renewal of the Board Officers and asked that the same officers be appointed for another term unless anyone had nominations. He then asked former Chairman, Mr. Doug Hughes, to call for a Motion to renew the officer terms. Mr. Tony Brown made a Motion which was seconded by Mr. Ralph Webb. Those voting in favor included: Greg Browning, Bobbie Jones, Miranda Boykin, Fred Belfield, Michael Bell, Natalie Bess, Phillip Boone, Eddie Braxton, Brenda Brown, Tony Brown, Stevie Cox, Alice Delbridge, Doug Hughes, Jeff Johnson, Richard Joyner, Martha Lucas, Sherry Lucas, Jason Morris, Joshua Pair, Stacie Shatzer, Tracy Shearin, Barbara Simmons, Grady Smith, Denise Stinagle, Charles Tyner, and Ralph Webb. There being none opposed, the Motion carried.

**EXECUTIVE DIRECTOR’S REPORT**

Mr. Hiett referred the Board to his report which begins on Page 83 of the Agenda packet. He began by announcing that the Planning department is going to be sending out a survey shortly to determine which of our Local Governments will be needing assistance with project administration and management for the ARP funding. This will help us in planning for capacity demand on our part. He further reported that he is serving on a State task force that meets weekly and they are working on education and awareness for local governments. They are currently working on developing a state-wide training, education, and technical assistance effort. He stated that invitations to the first training session will be going out very soon.

The training will be done in four phases, with the first training possibly being done as early as June 23. There will be a funded role for COGs to assist and we will keep you updated as more information is forthcoming.

Lastly, Mr. Hiett referred the Board to the American Rescue Plan NCARCOG overview document located on Page 85 in the Agenda packet. He stated that this document will help to clarify the COG’s roles and authorizations in assisting with the administration of these funds.

**ADJOURNMENT**

There being no further business, Chairman Browning announced that our next meeting will be on August 17th at Brown Auditorium at Nash Community College and called for a Motion to adjourn. A Motion was made by Mr. Stevie Cox and seconded by Mr. Jeff Johnson. Those voting in favor included: Greg Browning, Bobbie Jones, Miranda Boykin, Fred Belfield, Michael Bell, Natalie Bess, Phillip Boone, Eddie Braxton, Brenda Brown, Tony Brown, Stevie Cox, Alice Delbridge, Doug Hughes, Jeff Johnson, Richard Joyner, Martha Lucas, Sherry Lucas, Jason Morris, Joshua Pair, Stacie Shatzer, Tracy Shearin, Barbara Simmons, Grady Smith, Denise Stinagle, Charles Tyner, and Ralph Webb. The Motion carried and the meeting was adjourned.

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 Gregory Browning, Chairman Miranda Boykin, Secretary/Treasurer