MINUTES

UPPER COASTAL PLAIN COUNCIL OF GOVERNMENTS

**BOARD OF DIRECTORS MEETING**

# June 21, 2022

## BOARD MEMBERS PRESENT

Gregory Browning Alternate Board Member City of Roanoke Rapids

Miranda Boykin, Sec./Treasurer Mayor Town of Sims

James Alston Mayor Town of Castalia

Fred Belfield Commissioner Nash County

Michael Bell Council Member City of Wilson

Natalie Bess Alternate Board Member Edgecombe County

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

Doris Garner Mayor Town of Weldon

Ron Hunt Alternate Board Member Wilson County

Marshall Lassiter Manager Town of Severn

Brenda Lucas Commissioner Town of Spring Hope

Martha Lucas Commissioner Town of Momeyer

Sherry Lucas Commissioner Wilson County

Tawanda Moore Mayor Town of Elm City

Joshua Pair At-Large Board Member Northampton County

Coley Rhodes Mayor Town of Stantonsburg

Cathy Scott At-Large Board Member Halifax County

Stacie Shatzer County Manager Nash 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**

Roy Bell Mayor Town of Garysburg

Reginald Harris At-Large Board Member Wilson County

Bobbie Jones, Vice-Chairman Mayor Town of Princeville

Barbara Simmons At-Large Board Member Halifax County

Tracy Shearin Town Administrator/Clerk Town of Red Oak

**MEMBERS NOT PRESENT**

Wayne Anderson Mayor Town of Enfield

Stephen Barcelo Mayor Pro-Tem Town of Littleton

Randy Beale Mayor Town of Woodland

Beverly Davis Commissioner Town of Sharpsburg

Dia Denton Manager Halifax 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

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

Geraldine Langford Mayor Town of Seaboard

Luther Lewis, Jr. Mayor Town of Middlesex

Gerry Lynch (Alt. attended) Mayor Town of Conetoe

Esterine Pitt Mayor Town of Whitakers

Thomas Richards Mayor Town of Bailey

Dennis Sanderson Mayor Town of Macclesfield

Elaine Saunders Commissioner Town of Saratoga

Mack Smith Mayor Town of Black Creek

Denise Stinagle (Alt. attended) Manager Wilson County

Robert Sykes Mayor Pro-Tem Town of Hobgood

Charles Tyner Board Chairman Northampton County

Jackie Vick Mayor Town of Dortches

Gail Wade Mayor Pro-Tem Town of Conway

John White Mayor Town of Halifax

Reginald White Mayor Town of Rich Square

Tim Wiggs At-Large Board Member Wilson County

**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 meeting of the Upper Coastal Plain Council of Governments Board of Directors to order at 6:58 p.m. He welcomed all in attendance and thanked them for taking the time to attend. 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 May 10, 2022 meeting minutes, FY2022 Financial Reports, FY 2022 Budget Amendment, Juneteenth Holiday Addition, Policies related to ARP/CSLFRF Award and Project Manager Job Description. Chairman Browning called for a Motion to approve the consent agenda items. A Motion was made by Mr. Eddie Braxton and seconded by Mr. Mark Frohman.

All voted in favor. The Motion carried and the consent agenda was approved.

**PUBLIC HEARING**

Chairman Browning called for a Motion to open the public hearing. A Motion was made by Ms. Miranda Boykin and seconded by Mr. Eddie Braxton. All voted in favor and the Motion carried. Chairman Browning then called for comments from the general public regarding the Fiscal Year 2022 – 2023 Budget. There being no comments, Chairman Browning called for a Motion to close the public hearing. The Motion was made by Mr. Eddie Braxton and seconded by Mr. Ralph Webb. All voted in favor, the motion carried and the public hearing was closed.

**ACTION ITEMS**

**Adoption of the FY 2022 – 2023 Budget – Mr. Mark Hill, Finance Director**

Mr. Hill asked if there were any questions or comments about the budget as presented. There being none, Chairman Browning called for a Motion to adopt the budget. A Motion was made by Ms. Miranda Boykin and seconded by Mr. Michael Bell. All voted in favor, the Motion carried and the budget was adopted.

**Workforce Development Consortium Contract – Mr. Robert Hiett, Executive Director**

Mr. Hiett explained that the UCPCOG acts as the fiscal agent, grant sub-recipient, and administrative entity on behalf of the Workforce Development Consortium, and provides staffing and administrative services for the TPWDB. The updated agreement will ensure that the workforce program remains properly resourced, and that the workforce staff positions are paid within a competitive salary and benefits range. There being no questions from the floor, Chairman Browning called for a Motion to approve the contract. A Motion was made by Ms. Miranda Boykin and seconded by Mr. Eddie Braxton. All voted in favor and the Motion carried.

**FY 2022 – 2023 Board Meeting Schedule – Robert Hiett, Executive Director**

Mr. Hiett presented the proposed FY 2022 – 2023 board meeting schedule and invited comments or questions. There being none, Chairman Browning called for a Motion to approve the schedule as presented. A Motion was made by Mr. Mark Frohman and seconded by Ms. Miranda Boykin. The vote was unanimous and the Motion carried.

**Annual Program of Work – Mr. Robert Hiett, Executive Director**

Mr. Hiett gave a brief highlight of the overall Program of Work and referred the Board to Page 37 in the agenda packet. He stated that the FY2023 POW continues with a theme of identifying regional issues and opportunities and outlines a series of actions to address them. He 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 FY2022 POW which included: 57 active planning projects, approximately $10 million in new grants, programs, and service funding, 160,000+ meals delivered for area seniors, enhanced service support for senior programs, 97,000 adult workforce participants served, 563 businesses served and supported and two national excellence awards.

Each program director then briefly covered the highlights of their FY2022 Program of Work accomplishments and their FY2023 recommended Program of Work, which were included in the agenda packet.

Chairman Browning called for a Motion for acceptance of the FY2023 Program of Work and the report of the FY2022 Program of Work accomplishments. A Motion was made by Ms. Barbara Taylor and seconded by Mr. Eddie Braxton. There were none opposed and the Motion for acceptance carried.

**Nominating Committee Report – Mr. Ralph Webb, Nominating Committee Chair**

Mr. Webb reported that the nominating committee recommended the following people for the new Board officer positions: Mr. Bobbie Jones, Board Chairman, Ms. Miranda Boykin, Vice-Chairman and Ms. Dia Denton, Secretary/Treasurer. There being no discussion, Chairman Browning called for a Motion to approve the Board officers as presented. A Motion was made by Ms. Martha Lucas and seconded by Mr. Michael Bell. There were no opposing votes and the Motion carried.

**CHAIRMAN’S REPORT**

Chairman Browning gave a brief update on the NCARCOG. He reported that the Legislative day that was recently held was a great success. He stated that it is important to stay in close contact with our State representative and let them know our concerns and priorities. He discussed prosperity zones and stated that we are fighting to change these zones in an effort to bring prosperity to our region.

**EXECUTIVE DIRECTOR’S REPORT**

Mr. Hiett began by presenting a plaque of appreciation to Mr. Ron Townley, who will be retiring on June 30. He thanked him for his service and congratulated him on a job well done. Mr. Hiett also announced that effective July 1, Mr. Ben Farmer will be replacing Mr. Townley as the Director of PDS.

Mr. Hiett then referred the Board to his report which begins on Page 71 in the agenda packet. He briefly reported that the UCPCOG is exploring a regional digital literacy and inclusion project that would help citizens increase their digital skills and have opportunities to find employment in the technology/knowledge job sectors. A strong digital workforce is needed for our area to compete in the digital age and to generate information technology jobs. He reported that we have established a strategic steering committee to create a framework for a grant proposal to build a regional digital inclusion and literacy program. The UCPCOG will serve as the lead coordinating entity, and work to create a digital literacy coalition that will work together to address digital literacy and inclusion issues.

Next, Mr. Hiett briefly reported that the UCPCOG has been talking with the NCDOT about ways to increase mobility for citizens in the region over the last two years. Transportation challenges are a barrier to job training, permanent employment, and access to critical services located outside of city and/or county lines. NCDOT has developed a regional rural transit plan framework and they will be launching a coordinated transit planning process within the next six months. The UCPCOG is expected to play a convening and coordinating role, participate in the process and, at some point in the future, the UCPCOG may work with NCDOT to create a regional planning and coordination program.

Lastly, Ms. Miranda Boykin presented a plaque of appreciation to Mr. Gregory Browning, outgoing Board Chairman, and thanked him for his dedication and service to our region.

**ADJOURNMENT**

There being no further business, Chairman Browning announced that our next meeting will be held in person on August 16th at the Brown auditorium at Nash Community College and called for a Motion to adjourn. A Motion was made by Mr. Fred Belfield and seconded by Mr. Ralph Webb. All voted in favor. There were none opposed. The Motion carried and the meeting was adjourned.

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Gregory Browning, Chairman Miranda Boykin, Secretary/Treasurer