

**MINUTES  
UPPER COASTAL PLAIN COUNCIL OF GOVERNMENTS  
BOARD OF DIRECTORS MEETING  
JUNE 18, 2019**

**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 (Alt. attended) | Mayor                      | Town of Princeville    |
| Wayne Anderson                  | Mayor                      | Town of Enfield        |
| Fred Belfield, Jr.              | Commissioner               | Nash County            |
| Roy Bell                        | Mayor                      | Town of Garysburg      |
| Phil Boone (Alternate)          | Planning Board (Alternate) | Town of Dortches       |
| Eddie Braxton (Alt. attended)   | Mayor                      | Town of Scotland Neck  |
| Tony Brown                      | Manager                    | Halifax County         |
| Samuel L. Davis                 | At-Large Board Member      | Edgecombe County       |
| Dwan Finch (Alternate)          | Commissioner               | Town of Bailey         |
| Geraldine Langford              | Mayor                      | Town of Seaboard       |
| Brenda Lucas                    | Commissioner               | Town of Spring Hope    |
| Martha Lucas                    | Council Member             | Town of Momeyer        |
| Elaine Saunders                 | Commissioner               | Town of Saratoga       |
| Stacie Shatzer                  | Assistant Manager          | Nash County            |
| Grady Smith                     | Mayor                      | Town of Elm City       |
| Denise Stinagle                 | Manager                    | Wilson County          |
| Leo Taylor                      | Mayor Pro-Tem              | Town of Tarboro        |
| Ralph D. Webb                   | Commissioner               | Edgecombe County       |
| Mary Wells                      | At-Large Board Member      | Nash County            |

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

**MEMBERS PRESENT BY PROXY**

|                    |                       |                   |
|--------------------|-----------------------|-------------------|
| Alice P. Delbridge | Mayor                 | Town of Gaston    |
| Ellene Leonard     | Mayor                 | Town of Castalia  |
| Julia Meacham      | Mayor                 | Town of Weldon    |
| Jason S. Morris    | Mayor                 | Town of Jackson   |
| Esterine Pitt      | Mayor                 | Town of Whitakers |
| Barbara S. Simmons | At-Large Board Member | Halifax County    |

**Minutes**  
**Upper Coastal Plain Council of Governments**  
**Board of Directors Meeting**  
**June 18, 2019**  
**6:45 p.m.**

**GUESTS**

|                            |                        |                       |
|----------------------------|------------------------|-----------------------|
| Charles Baisey (Alternate) | Administrator          | Town of Scotland Neck |
| Jae Kim                    | Manager                | Town of Spring Hope   |
| Charles Tyner              | Board Chairman         | Northampton County    |
| Franklin Williams          | Econ. Dev. Coordinator | Northampton County    |

**MEMBERS NOT PRESENT**

|                                 |                       |                        |
|---------------------------------|-----------------------|------------------------|
| Kirby Brown (Alt. Attended)     | Mayor                 | Town of Dortches       |
| Leon "Dick" Collier             | Mayor                 | Town of Lasker         |
| Lee Duke                        | Commissioner          | Town of Conway         |
| Bill Edmundson                  | Mayor                 | Town of Stantonsburg   |
| Eric Evans                      | Manager               | Edgecombe County       |
| Carl Ferebee (Alt. attended)    | Council Member        | City of Roanoke Rapids |
| Norlan Graves                   | At-Large Board Member | Halifax County         |
| Reginald Harris                 | At-Large Board Member | Wilson County          |
| Wilbert Harrison                | Mayor                 | Town of Speed          |
| Linda Ingram                    | Mayor                 | Town of Conetoe        |
| Andre Knight                    | Council Member        | City of Rocky Mount    |
| Marshall Lassiter               | Manager               | Town of Severn         |
| Sherry L. Lucas                 | Commissioner          | Wilson County          |
| Kenneth W. Manuel               | Mayor                 | Town of Woodland       |
| Harold Meacombs                 | Commissioner          | Town of Middlesex      |
| Robert Murphy                   | Interim Manager       | Northampton County     |
| Florence W. Pender              | Mayor Pro-Tem         | Town of Pinetops       |
| Thomas Richards (Alt. attended) | Mayor                 | Town of Bailey         |
| Albert J. Richardson            | At-Large Board Member | Nash County            |
| Doris Risper                    | Mayor                 | Town of Rich Square    |
| Owen Scott                      | Mayor                 | Town of Littleton      |
| Jed Simpson                     | Mayor                 | Town of Lucama         |
| Mack Smith                      | Mayor                 | Town of Black Creek    |
| Marcelle O. Smith               | Commissioner          | Halifax County         |
| Miranda Stamper                 | Mayor                 | Town of Sims           |
| Donald Street                   | Mayor                 | Town of Nashville      |
| Tracy Sullivan                  | Interim Administrator | Town of Sharpsburg     |
| Robert Sykes                    | Commissioner          | Town of Hobgood        |
| Barbara H. Tyre                 | Council Member        | Town of Red Oak        |
| John L. White                   | Mayor                 | Town of Halifax        |

**Minutes  
Upper Coastal Plain Council of Governments  
Board of Directors Meeting  
June 18, 2019  
6:45 p.m.**

|                        |                       |                    |
|------------------------|-----------------------|--------------------|
| Tim Wiggs              | At-Large Board Member | Wilson County      |
| Robert E. Wilkins, Sr. | At-Large Board Member | Northampton 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           |
| Jennifer Andrews | Administrative Assistant                         |

**CALL TO ORDER**

Chairman Hughes called the meeting of the Upper Coastal Plain Council of Governments Board of Directors to order at the Word Tabernacle Impact Center at 6:47 PM. He introduced special guests and welcomed all in attendance.

**PUBLIC HEARING**

Chairman Hughes opened the public hearing and called for comments from the general public regarding the Fiscal Year 2019-2020 Budget Ordinance. There being no comments, Chairman Hughes called for a motion to close the public hearing; the motion was made by Mr. Fred Belfield, seconded by Mr. Roy Bell, and the motion passed by unanimous vote.

**APPROVAL OF MINUTES**

Chairman Hughes asked if there were any changes or corrections to the May 21, 2019 minutes. There being none, Mrs. Mary Wells made a motion to approve the minutes as written, Mr. Leo Taylor seconded, and the motion carried unanimously.

**ITEMS FOR ACTION**

***Item #1: Approval of EDA Revolving Loan Fund (RLF) Plan Update***

Mr. Hill explained that EDA is requiring an update to our EDA RLF Plan because of a major change in the laws governing the RLF program in 2018, and as a result the plan needed to reflect the changes in the law.

**Minutes**  
**Upper Coastal Plain Council of Governments**  
**Board of Directors Meeting**  
**June 18, 2019**  
**6:45 p.m.**

Chairman Hughes asked for any questions or comments; there being none, he asked for a motion to approve the RLF Plan Update as written. Mr. Eddie Braxton made a motion to approve the RLF Plan Update as provided, Mr. Sam Davis seconded, and the motion carried unanimously.

***Item #2: Approval of Area Programs of Work (POW)***

Staff directors were given 5 minutes each to present their respective department's FY 2018-2019 POW Summary Report and FY 2019-2020 POW Missions, Goals, & Objectives.

Chairman Hughes opened the floor for questions and comments. There being none, he called for a motion to approve the 2019-2020 Programs of Work. Mr. Ralph Webb made a motion to approve the POW as presented, Mr. Leo Taylor seconded, and the motion carried unanimously.

***Item #3: Adoption of FY 2019-2020 Budget***

Chairman Hughes stated that there have been no changes to the budget since it was presented last month and opened the floor for any questions or comments. There being none, he called for a motion to approve the FY 2019-2020 Budget as presented. Mr. Eddie Braxton made a motion to approve the budget, Mr. Sam Davis seconded, and the motion passed by unanimous vote.

***Item #4: Approval of Board Meeting Schedule for FY 2019-2020***

Chairman Hughes stated that the Executive Committee has recommended approval of the board meeting schedule for FY 2019-2020. He explained that single Executive Committee meetings have been taken off the schedule because they were usually canceled. There being no questions or concerns, Chairman Hughes called for a motion to approve the schedule. Mr. Roy Bell made the motion to approve the schedule, Mr. Grady Smith seconded, and the motion carried unanimously.

Upon approval of the meeting dates, Chairman Hughes asked the board to also consider a change of location for the meetings. He explained that staff had presented some options at the last Board Officers Meeting and that Nash Community College was the recommended venue due to lower cost and its central location. He further explained that meetings were held there in the past few years and the rooms were more spacious; with the efforts to try to increase attendance, Nash Community College will be a more comfortable location and more easily accessible for members.

**Minutes**  
**Upper Coastal Plain Council of Governments**  
**Board of Directors Meeting**  
**June 18, 2019**  
**6:45 p.m.**

Chairman Hughes called for a motion to approve the change of venue of the board meetings for the FY 2019-2020 schedule to Nash Community College. Mr. Leo Taylor made the motion to change the venue to Nash Community College, Mr. Greg Browning seconded, and the motion carried unanimously. A brief conversation continued regarding centrally located venue options and more may be presented at a later date.

***Item #5: Adoption of Revised Record Retention & Disposition Schedule: General Records***

Mr. Hill gave a brief explanation on the need for the changes to the records retention schedule, which are coming from the NC Department of Natural and Cultural Resources He then opened the floor for questions and comments.

Chairman Hughes called for a vote on the adoption of the revised record retention and disposition schedule. Mrs. Mary Wells made a motion to approve the schedule, Mr. Grady Smith seconded, and the motion passed unanimously.

**CHAIRMAN'S REPORT**

Chairman Hughes explained that the bylaws require officer elections to be held each year, but the officers have been serving for 2 years. Chairman Hughes asked the Nominating Committee to present nominations and elections for officers for FY 2019-2020.

Mr. Roy Bell, representing the Nominating Committee, recommended that the officers each serve another one year term. Chairman Hughes asked if there were any other nominations from the floor; there being none, he called for a motion to close nominations and accept the recommendation of the Nominating Committee. Mrs. Mary Wells made the motion to close nominations, Mr. Sam Davis seconded, and the motion carried unanimously to continue with current officers for another year.

Chairman Hughes presented a second item for consideration, approval of the COG Mission & Vision Statements, which have been presented to the Executive Committee by the Steering Committee and recommended to the full board for approval.

Chairman Hughes asked if there were any questions or comments regarding the Mission and Vision Statements; there being none, he called for a motion from the floor to approve the statements as presented. Mr. Grady Smith made the motion, Mr. Fred Belfield seconded, and the motion carried.

**Minutes**  
**Upper Coastal Plain Council of Governments**  
**Board of Directors Meeting**  
**June 18, 2019**  
**6:45 p.m.**

**EXECUTIVE DIRECTOR'S REPORT**

Mr. Hiatt presented a brief summary of the final report from the SERDI Assessment. Mr. Hiatt further explained that he had prepared a report (beginning on page 17 of the assessment) for SERDI of actions in progress since he has taken leadership at the UCPCOG. The actions underway are a result of feedback that he gathered through regional visits with board members and regional partners that he has been conducting since he began work in July 2018. Overall, the report is a reflection that we know that we can do things better and in a more coordinated fashion. He stated that we want to be efficient with resources, but also we want to produce results that meet the needs of the region we serve.

Regarding the Simulation Project, Mr. Hiatt added that a MOU has been signed with a company called Giant Software out of Switzerland, making our partnership international. We are excited for the opportunities that this partnership is going to create.

**STEERING COMMITTEE REPORT**

Vice-Chairman Browning thanked the Steering Committee for the work they have done and giving of their time considering the busy schedules everyone keeps.

**OTHER BUSINESS**

Chairman Hughes asked Mr. Hill to present the budget amendment found on pages 8-9 of the full board package. Mr. Hill presented the details of the amendment and opened the floor for questions. There being no questions, Chairman Hughes called for a motion to approve the budget amendment as presented. Mr. Grady Smith made the motion to approve the amendment, Mr. Leo Taylor seconded the motion, and it passed unanimously.

Chairman Hughes called for Ms. Mary Marlin to provide information on a handout provided at the meeting, a Resolution in support of the NC Association of Regional Councils of Governments Response for Medicaid Ombudsman Services. Ms. Marlin gave a brief summary. There being no questions, Chairman Hughes called for a motion to approve the adoption of the resolution. Mr. Fred Belfield made the motion to approve the adoption of the resolution, Mr. Ralph Webb seconded, and the motion was approved unanimously.

**Minutes**  
**Upper Coastal Plain Council of Governments**  
**Board of Directors Meeting**  
**June 18, 2019**  
**6:45 p.m.**

**ADJOURNMENT**

There being no further business, there was a motion made by Mr. Fred Belfield to adjourn, second made by Mr. Grady Smith, and the motion carried unanimously.

\_\_\_\_\_  
Doug Hughes, Chairman

\_\_\_\_\_  
Bobbie D. Jones, Secretary/Treasurer