

**MINUTES
UPPER COASTAL PLAIN COUNCIL OF GOVERNMENTS
BOARD OF DIRECTORS MEETING
AUGUST 20, 2019**

BOARD MEMBERS PRESENT

Doug Hughes, Chairman	At-Large Board Member	Northampton County
Bobbie D. Jones	Mayor	Town of Princeville
James Alston (Alternate)	Commissioner	Town of Castalia
Wayne Anderson	Mayor	Town of Enfield
Fred Belfield, Jr.	Commissioner	Nash County
Roy Bell	Mayor	Town of Garysburg
Eddie Braxton	Mayor	Town of Scotland Neck
Tony Brown	Manager	Halifax County
Eddie Coats	At-Large Board Member	Nash County
Samuel L. Davis	At-Large Board Member	Edgecombe County
Alice P. Delbridge	Mayor	Town of Gaston
Wilbert Harrison	Mayor	Town of Speed
Geraldine Langford	Mayor	Town of Seaboard
Brenda Lucas	Commissioner	Town of Spring Hope
Martha Lucas	Council Member	Town of Momeyer
Jason S. Morris	Mayor	Town of Jackson
Florence W. Pender	Mayor Pro-Tem	Town of Pinetops
Jesse Petteway	Mayor	Town of Conetoe
Esterine Gary Pitt	Mayor	Town of Whitakers
Elaine Saunders	Commissioner	Town of Saratoga
Stacie Shatzer	Assistant Manager	Nash County
Tracy Shearin	Town Administrator/Clerk	Town of Red Oak
Barbara S. Simmons	At-Large Board Member	Halifax County
Marcelle O. Smith	Commissioner	Halifax County
Denise Stinagle	Manager	Wilson County
Donald Street	Mayor	Town of Nashville
Robert Sykes	Commissioner	Town of Hobgood
Leo Taylor	Mayor Pro-Tem	Town of Tarboro
Charles Tyner	Board Chairman	Northampton County
Patricia Uzzell (Alternate)	Mayor Pro-Tem	Town of Lucama
Ralph D. Webb	Commissioner	Edgecombe County
Franklin Williams (Alternate)	Econ. Dev. Coordinator	Northampton County

*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

Reginald Harris	At-Large Board Member	Wilson County
Sherry L. Lucas	Commissioner	Wilson County
Julia Meacham	Mayor	Town of Weldon
John L. White	Mayor	Town of Halifax

ALTERNATES WHO ATTENDED WITH THEIR MEMBER

Milton Armston (new)	Commissioner	Town of Hobgood
Charles Baisey	Administrator	Town of Scotland Neck
Randy Lansing	Manager	Town of Nashville
Kenneth Randolph	Commissioner	Town of Speed

GUESTS

Holly Barcelo	Assistant Clerk	Town of Littleton
Brenda Blalock	Commissioner	Town of Lucama
Doris Delbridge	Special Guest	
Earlene Petteway	Special Guest	
Willie Simmons	Commissioner	Town of Conway
Barbara Taylor	Commissioner	Town of Pinetops

MEMBERS NOT PRESENT

Michael Bell	Councilman	City of Wilson
Miranda Boykin	Mayor	Town of Sims
Kirby Brown	Mayor	Town of Dortches
Greg Browning, Vice-Chairman	Alternate Board Member	City of Roanoke Rapids
Bill Edmundson	Mayor	Town of Stantonsburg
Eric Evans	Manager	Edgecombe County
Carl Ferebee	Council Member	City of Roanoke Rapids
Stevie Flythe	Commissioner	Town of Lasker
Charles Jackson (Alt. attended)	Manager	Northampton County
Andre Knight	Council Member	City of Rocky Mount
Marshall Lassiter	Manager	Town of Severn
Ellene Leonard (Alt. attended)	Mayor	Town of Castalia
Kenneth W. Manuel	Mayor	Town of Woodland

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Thomas Richards	Mayor	Town of Bailey
Doris Risper	Mayor	Town of Rich Square
Owen Scott	Mayor	Town of Littleton
Jed Simpson (Alt. attended)	Mayor	Town of Lucama
Grady Smith	Mayor	Town of Elm City
Mack Smith	Mayor	Town of Black Creek
Tracy Sullivan	Interim Administrator	Town of Sharpsburg
Mary Wells	At-Large Board Member	Nash County
Tim Wiggs	At-Large Board Member	Wilson County
Robert E. Wilkins, Sr.	At-Large Board Member	Northampton County
Stewart Woodard	Commissioner	Town of Conway
(Vacant)	At-Large Board member	Edgecombe County
(Vacant)	At-Large Board member	Halifax County
(Vacant)	Commissioner	Town of Macclesfield
(Vacant)	Commissioner	Town of Middlesex

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
Helen Page	PDS Planning Technician
Andrew Delonno	PDS Community & Development Planner
Tirence Horne	PDS Planner
Angie Stanley	PDS 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 Nash Community College Brown Auditorium at 6:45 PM. He welcomed all in attendance and asked all new board members to introduce themselves.

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REMOVAL OF ITEM FROM AGENDA

Chairman Hughes stated that the Executive Committee had approved the removal of an item from the agenda at his request, the Consent Agenda Format under the Executive Director's Report, found on pages 15-16. He explained that they are trying to restructure the meetings and keep the Executive Committee from having to hear the same briefings twice. He stated that they would like to make some minor changes before it is brought to the board for approval.

Chairman Hughes called for a motion to remove the Consent Agenda Format from the agenda. Dr. Donald Street made the motion to remove Item 7a from the agenda, Mr. Roy Bell seconded, and the motion was approved by a unanimous vote.

APPROVAL OF MINUTES

Chairman Hughes asked if there were any changes or corrections to the June 18, 2019 minutes. There being none, Dr. Donald Street made a motion to approve the minutes as written, Ms. Barbara Simmons seconded, and the motion carried unanimously.

ITEMS FOR ACTION

Mr. Robert Hiatt presented the action items for consideration.

Item #1: APPROVAL OF REVOLVING LOAN FUND PLAN RESOLUTION
(PAGE 8 OF THE AGENDA PACKET)

Mr. Hiatt stated that the plan was adopted at the June 2019 meeting and it was submitted to EDA and approved. We now need a resolution approved by the board to send to EDA so that item can be closed.

Chairman Hughes called for a motion to approve the resolution as written. Mr. Ralph Webb made a motion to approve the revolving loan fund resolution, Mr. Bobbie Jones seconded, and the motion carried unanimously.

Mr. Hiatt explained that the next items that need approval are for two grants that have been submitted. Board approval is needed to accept those funds, in the event that they are awarded.

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***Item #2: APPROVAL OF FUNDS ACCEPTANCE AUTHORIZATION – KATE B. REYNOLDS GRANT
(PAGE 9 OF FULL BOARD AGENDA PACKET)***

Mr. Hiett presented the details of the grant as outlined on page 9 of the agenda packet. Chairman Hughes asked for any questions from the floor and reiterated that the grant has not yet been approved, but that this approval would allow us to accept the funds should they be awarded to the UCPCOG.

Chairman Hughes called for a motion from the floor to approve the acceptance of the grant funds if awarded. Mr. Leo Taylor made the motion authorizing acceptance of the grant funds if awarded, Dr. Donald Street seconded, and the motion carried unanimously.

***Item #3: APPROVAL OF FUNDS ACCEPTANCE AUTHORIZATION – US CHAMBER OF COMMERCE
ECONOMIC DEVELOPMENT AGENCY (EDA)
(PAGE 9 OF FULL BOARD AGENDA PACKET)***

Mr. Hiett presented the details of the second grant, which he stated is an EDA Broadband Grant to do regional broadband planning to help our community become more broadband ready. Chairman Hughes explained some of the matching funds may be required as a financial obligation from the UCPCOG budget, but we fully expect to be get that through in-kind donations from partners in the region.

Chairman Hughes called for a motion to accept the EDA grant funds if awarded. Mr. Tony Brown made the motion to accept the funds if awarded, Mr. Sam Davis seconded, and the motion carried unanimously.

PROGRAM

Chairman Hughes introduced the guest speaker, Ms. Hillary Sherman from the US Economic Development Administration (EDA). Ms. Sherman asked her boss, Mr. Lee Mertins, to introduce himself before she got started. He explained that the EDA supports the work of designated Economic Development Districts like the UCPCOG and the work that they undertake; he also commended the UCPCOG for the membership attendance at the meeting.

Ms. Sherman stated that the EDA is part of the US Dept. of Commerce and they are the only federal agency focused exclusively on supporting economic development, and they look for projects that are rooted in regional plans that line up with the region's CEDS (Comprehensive Economic Development Strategy). She explained what the EDA looks for in the selection process and encouraged board members to have conversations with the UCPCOG and EDA staff

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if they feel they have a good idea that will act as a catalyst for the region. She gave an overview of the asset requirements, the process to apply for grant funding, and some tips on things that make grant applications more competitive. Ms. Sherman answered questions from the floor.

CHAIRMAN'S REPORT

Chairman Hughes had no official report but explained for new board members that at a previous meeting, it was agreed that each department of the UCPCOG would come and introduce themselves and explain the services they offer. He stated that the Planning and Development Services Department (PDS) staff would be presenting during the meeting.

EXECUTIVE DIRECTOR'S REPORT

Mr. Hiett presented a brief summary on the process of the ongoing Pay and Classification study. He stated that a lot of the job titles and pay and classification tables are about 20 years old and need to be updated, and with the competition for good talent and in order to retain that talent, it was necessary to update the scale and accurately reflect the job description of each position. He gave an overview of the timeline of the project and opened the floor for questions.

Mr. Hiett also asked everyone to save the date of November 19, 2019 for the UCPCOG Annual Banquet at the Rocky Mount Event Center. More information will be provided and invitations sent closer to the date.

OTHER BUSINESS

Chairman Hughes asked Mr. Townley to make his presentation to the board and introduce his staff.

Mr. Townley thanked Mr. Mertins and Ms. Sherman for presenting and stated that EDA has invested over \$25 million in the UCPCOG region since 1998 through community college projects, infrastructure projects, and have more in front of them for review now.

Mr. Townley gave each staff member time to introduce themselves and give a little background information on who they are and what they do. Mr. Townley then presented an overview of handouts distributed during the meeting. He then opened the floor for questions.

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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 for each county.

Highlights:

- Last fiscal year ended with 100% utilization of HCCBG funding with only some minor shifts among the counties.
- J. W. Faison Senior Center has closed, but Northampton County officials are working together to make sure that services continue in that area.
- Ms. Beverly Davis retired at the end of July as the Senior Community Service Employment Program (SCSEP) Coordinator; the position has been posted and interviews will be scheduled soon.

There being no questions for Ms. Marlin, Chairman Hughes asked Michael Williams to present the Impact Report data for the Turning Point Workforce Development Board (TPWDB).

Mr. Williams reviewed the information on the report. He gave a brief update and shared a success story of the RAMP EAST advanced manufacturing project. He explained that the success of Workforce Development and projects like RAMP EAST is a collaborative partnership that begins with teaching work skills in the home and garners the help of churches, social agencies, school districts, and community colleges. He expressed that Edgecombe County stepped up in the Pilot Project and nine high school graduates from the CTE (Career & Technical Education) training program went through the pilot course, which includes training in OSHA Safety, problem solving, and Six Sigma Certification. The students successfully completed and graduated from the pilot program. Five employers attended the graduation and two students were hired on the spot and others were offered second interviews. We believe this advanced manufacturing institute is going to be a great opportunity for the ten-county area that it will serve.

Mr. Williams wrapped up with labor market information and opened the floor for questions.

DIRECTOR'S COMMENTS

Mr. Ralph Webb offered accolades and congratulations to Mr. Hiatt for being nominated as the Vice Chairman of the RPO America. (Found on page 17 of the Full Board agenda package.)

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ADJOURNMENT

There being no further business, there was a motion made by Mr. Ralph Webb to adjourn, second made by Ms. Geraldine Langston, and the motion carried unanimously.

Doug Hughes, Chairman

Bobbie D. Jones, Secretary/Treasurer