

MINUTES

UPPER COASTAL PLAIN COUNCIL OF GOVERNMENTS

BOARD OF DIRECTORS MEETING

JANUARY 17, 2017

BOARD MEMBERS PRESENT

Doug Hughes, Vice-Chairman	At-Large Board Member	Northampton County
Gregory Browning, Secretary/Treasurer	Planning Board/BOA, (Alt.)	City of Roanoke Rapids
Jon Felton	Commissioner	Edgecombe County
Mary Wells	Commissioner	Nash County
Grady Smith	Mayor	Town of Elm City
Jason S. Morris	Mayor	Town of Jackson
Bobbie D. Jones	Mayor	Town of Princeville
Brenda Lucas	Commissioner	Town of Spring Hope
A.P. Coleman	Councilmember	City of Wilson
Fred Belfield, Jr.	Commissioner	Nash County
Samuel Davis	At-Large Board Member	Edgecombe County
Sherry Lucas	Commissioner	Wilson County
Ron Hunt	Assistant Manager (Alt.)	Wilson County
Ellene Leonard	Mayor	Town of Castalia
Jason Kessler	At-Large Board Member	Wilson County
Florence Pender	Commissioner	Town of Pinetops
Norlan Graves	At-Large Board Member	Halifax County
Julia M. Meacham	Mayor	Town of Weldon
Fannie P. Greene	Commissioner	Northampton County
Hank Raper	Manager (Alt.)	Town of Nashville
Doris Risper	Mayor	Town of Rich Square
Kenneth Manuel	Mayor	Town of Woodland
Eddie Braxton	Mayor	Town of Scotland Neck
Phillip Boone	Planning Board (Alt.)	Town of Dortches
Lee Duke	Commissioner	Town of Conway
William "Bill" Edmundson	Mayor	Town of Stantonsburg
William Johnson	Assistant Manager (Alt.)	Edgecombe County
Blake Proctor	Town Administrator	Town of Sharpsburg

MEMBERS PRESENT BY PROXY

Roy L. Bell	Mayor	Town of Garysburg
Tony N. Brown	Manager	Halifax County
Esterine Gary Pitt	Mayor	Town of Whitakers

GUEST

Jae Kim	Manager (Alt.)	Town of Spring Hope
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January 17, 2017
6:45 p.m.**

Jennifer Blickos

Admin./Finance Asst.

UCPCOG

STAFF

Greg T. Godard

Executive Director

Michael Williams

Workforce Development Program Director

Mary Marlin

Area Agency on Aging Program Director

Ron Townley

Planning & Development Services Program Director

Olga Abrams

General Administration/BDC Manager

Mark Hill

Finance Director

CALL TO ORDER

Vice-Chairman Hughes called the meeting of the Upper Coastal Plain Council of Governments Board of Directors to order at 6:46 p.m., January 17, 2017 at the Word Tabernacle Impact Center in Rocky Mount. Vice-Chairman Hughes welcomed all in attendance and asked for any special guests to introduce themselves.

APPROVAL OF MINUTES

Vice-Chairman Hughes called for a motion to approve the October 18, 2016 minutes of the Upper Coastal Plain Council of Governments Board of Directors. Mr. Proctor made a motion to approve the minutes, Mr. Coleman seconded, and the motion carried unanimously.

AUDIT PRESENTATION

Alan Thompson presented the Independent Auditor's Report for Thompson, Price, Scott, Adams & Co., P.A. Each member received a copy of the audit report. Their opinion is as follows:

In our opinion, based on our audit, the financial statements present fairly, in all material respects, the respective financial position of the governmental activities, each major fund, and the aggregate remaining fund information of the Upper Coastal Plain Council of Governments as of June 30, 2016, and the respective changes in financial position and the respective budgetary comparison for the General Fund, Aging, Workforce Development, EDA RLF (Revolving Loan Fund), and Planning and Development Services Funds for the year then ended in accordance with accounting principles generally accepted in the United States of America.

The independent auditor found no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

There were no questions from the floor.

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PROGRAM

Vice-Chairman Hughes introduced Dr. Patrick Cronin, Assistant Director for Policy and Programs, Institute for Emerging Issues at NC State University. His topic was titled "Kidonomics: The Economics of Early Childhood Investment". Dr. Cronan discussed the long-term effects of early childhood development and how it impacts the workforce of tomorrow and economic development of the state. Dr. Cronan stated that there are opportunities for five local pilot projects across the state, then opened the floor for questions.

Michael Williams commented, before his activity report, that the WFD board and staff are participating in an early childhood education program. Mr. Williams stated that WFD cannot use federal funds because of the age requirement for their programs is 16 and older, but they are participating in a lot of partnerships with early childhood education partners across the UCPCOG region.

ADMINISTRATIVE REPORTS

Workforce Development (WFD), Michael Williams, Program Director

Mr. Williams stated that his activity report was found on pages 7-9 and there were no items for action.

Highlights:

- Ended last year with the Bi-Annual WFD Consortium Meeting, which consists of the 5 county commissioner chairpersons from the region and the WFD board. They were provided with highlights, updates, and outcomes. A lot of the board members were also privileged to attend the NC Works state conference in October; they were able to gather some valuable information to bring back and share it with other WFD board members.
- Been preparing for state monitors, expected at the end of January, and will provide compliance in programmatic, fiscal, and EEO monitoring.
- Mr. Williams referred to the presentation by Dr. Cronan and reiterated how early childhood education affects the employment rate. Unemployment rate for December was down .2 of a point from 7.4% to 7.2%; that is a little higher than the state unemployment rate, which is 4.8%. This proves the need for continued assistance in providing training to our youth as they prepare for the workforce.
- There were 380 more people working in December than were working in November. There were almost 2,000 more people working in that time period in 2016 than the same time period in 2015; so there has been some increase.
- Adult and dislocated worker bidding will take place next year; Request for Proposals should go out by the end of February.

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There were no questions.

Area Agency on Aging (AAA), Mary Marlin, Program Director

Mrs. Marlin stated that the AAA activity reports can be found on pages 10-23 and that there were no items for action.

Highlights:

- Regional Senior Center information:
 - Scotland Neck Senior Center has received their Center of Excellence re-certification.
 - Jo Story Senior Center has a re-certification coming up soon, their re-certification is anticipated as well.
 - Two senior centers in the UCPCOG region are nationally certified: The Nash Senior Center and Rocky Mount Senior Center.
 - E. L. Roberson Senior Center, an Edgecombe County Senior Center, is working towards getting their national certification as well.
 - We are very pleased that most of our senior centers in the region at least have their state recognition as a senior center of excellence, and that does mean additional funding for them. The General Assembly does allocate funding for senior centers, as senior center general purpose money, if they are recognized by the state as a senior center they get 1 share of the funding, if they are a Center of Merit they get 2 shares, and a Center of Excellence gets 3 shares.
- Linda Barfield, Kim Emory, and Mary Marlin attended a Dementia Friendly America training in October, where Dementia Friendly America shared their assessment process, sector guides, tool kit, and partnership development ideas for implementation in our communities.
 - Nearly 60% of people with dementia live in their own communities, and 1 in 7 live alone.
 - The communities across the counties are experiencing an urgent call to support seniors with dementia and their caregivers by becoming dementia friendly.
 - What a dementia friendly community entails is:
 1. they raise awareness of and develop respect and inclusion for people with dementia
 2. they have services and resources embedded in all areas of community to ensure meaningful access to community and promote quality of life
 3. support and educate people with dementia, their care partners, and families from diagnosis through disease progression
 4. promote meaningful engagement in community life.
 - Planning to have a guest speaker from the state to present on this topic at the full board in June 2017, if nothing changes.

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- The new Ombudsman started on December 1, 2016; her name is Annetta Brown and she has 13 years of experience in Adult Services with DSS, but a total of 16 years with DSS altogether. She has been busy reading the service standards and regulations and shadowing our other Ombudsman, Ty Whitaker, and learning about the Ombudsman program. Ms. Brown will complete certification training the second week in March 2017.
- Kendra Dixon took a position with the Department of Health and Human Services (DHHS). The duties for the two (2) programs Ms. Dixon covered, about 20 hours per program, have been reassigned; Kim Emory is now doing the Local Contact Agency (LCA) options counseling, and Lynn Bulluck is our Health Promotions Disease Prevention Coordinator.
- One final staffing addition to mention is Ashley Worrell, a nursing student at Edgecombe Community College. Ms. Worrell joined us part-time through a temporary service as the AAA Administrative Assistant.

There were no questions from the floor, but Mr. Godard commented that we are doing quite well in providing senior services and programming, and that Ms. Marlin is doing a wonderful job.

Planning and Development Services (PDS), Ron Townley, Program Director

Mr. Townley stated that his activity report is on pages 24-31 and there was one (1) item for action, the appointment of the 2017-2022 Comprehensive Economic Development Strategy (CEDS) Advisory Committee. The actual action item can be found on page 32.

The UCPCOG is designated as the economic development district by the US Department of Commerce EDA since 1996. This designation allows the local government and allies to access EDA funds. It is also recognized by 17 other federal agencies in partnership to leverage jobs and projects. Another benefit for the members and allies is funding to maintain a 5-year regional Comprehensive Economic Development Strategy (CEDS). It is reviewed annually, but is substantially re-written every 5 years. The current plan, 2012-2017, expires October 2017, so it is time to prepare a new plan. The COG Board of Directors will be presented a final CEDS document for approval in the fall of 2017. A CEDS Advisory Committee is to be appointed.

After reviewing the process and requirements, PDS would like to propose something new. We come to you every year asking you to approve the CEDS Advisory Committee's annual update and some of you have been on the committee along with other partners. The structure we are proposing now is that the UCPCOG Board serve as the CEDS Advisory Committee. We also seek to create a CEDS Strategic Development Group of working professionals including management, planning, development and other local governments' staff, education sector, private business, as well as, economic development and non-profit sector representatives. This structure is allowable by EDA, and the working group is a flexible list. This gives the UCPCOG

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Board the ability to more actively govern the process, to have more meaningful input along the way, and have the final approval of the plan.

Mayor Meacham asked what this will involve. Mr. Townley stated that the first assignment will be to provide additional names for the CEDS Development Group. There will be a kick-off meeting mid-February to give a briefing on what a good CEDS looks like. EDA and others will present and have discussion. Overall, you will be presented with a draft and updates as the strategy is developed. On that draft, you will be providing input as to what you think is on target and what may need to be changed. We hope to design the process and timing with you over the next 8+ months. We anticipate community meetings in the region as opportunity for public input.

Item #1 - Appointment of COG board Members to serve on the Comprehensive Economic Development Strategy (CEDS) Advisory Committee.

Vice-Chairman Hughes called for a motion to approve the UCPCOG Board to serve as the CEDS Advisory Committee. Mr. Proctor made the motion, Mayor Meacham seconded, and the motion carried unanimously.

Highlights:

- Hurricane Matthew funds that we applied for through EDA have been approved. We will be working with the Albemarle Commission and Mid-East Commission Northeastern, NC. An award has been received and contract signed, and PDS will be handling the northeastern 18 county region with hurricane recovery. The state wants us to primarily: 1) convene and facilitate key players in the recovering resiliency building processes; 2) provide at least 10 local governments direct assistance to navigate and leverage recovery resources, and 3) support and share best practices related to these needs and resiliency and integrate them into the CEDS. There are now over 600 federal representatives in Raleigh trying to work together with the state representatives, and we will be communicating with them to make sure local needs are being met.
- A grant was also submitted on behalf of the 18-member UCP Brownfields Coalition members for \$390,000. We will learn this spring if those funds will be awarded. New funds will begin in October 2017 when the other funds expire.
- PDS staff has been working closely with Halifax Community College on their campus expansion and we are getting closer to submitting that application to EDA.
- The City of Wilson Downtown Re-development funding has come through and been finalized. An award of \$500,000 was granted for revitalizing the old Piggly Wiggly on Nash Street that closed so Thomas Drug can expand into the space.
- CDBG grants notifications are anticipated January 18, 2017. After attending the evaluations, we expect this to be another successful round of applications and will get some of those grants, but not all.

There were no questions from the floor.

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Business Resource Center, Greg Godard, Business Resource Loan Officer

Mr. Godard stated that there are no loans to bring before the board at this time, but he reminded board members that referrals can be made to him for the \$400,000 available in the revolving loan fund.

General Administration / Business Development Center (BDC), Olga Abrams, Manager

Ms. Abrams opened by apologizing for not having her activity report in the packet, and explained that she had injured her back before Christmas resulting in a compressed fracture of the lumbar spine. She has been working part-time from home.

Highlights:

- E-newsletters have gone out, several on hurricane recovery following Hurricane Matthew.
- Worked with Mr. Godard and regional councils on an EDA survey statewide, to research the impact of EDA on a statewide level.
- Researching website developers after discussions of redesigning the UCPCOG website.
- Seminars and training lined up for the BDC through June 2017.
- Peak Demand is planning to move out on April 1, 2017 unless there is a delay in the construction of their manufacturing plant. They now occupy about 10 spaces in the incubator. We are increasing recruiting efforts and working on a new marketing strategy.

There were no questions from the floor.

Finance, Mark Hill, Finance Director

Mr. Hill apologized that he also did not have an activity report in the agenda packet because he was out sick with the flu when the agenda packets were prepared and mailed out. There are no items for action.

Highlights:

- Been preparing documentation and working on calendar year end work.
- Been working on insurance changes.
- Prepared and distributed W-2s, 1099s, and other tax documentation.
- Insurance applications for our liability coverage.
- The audit is complete and will be presented at this meeting. Mr. Hill expressed his thanks to all the directors for their help; WFD and AAA especially are considered major programs and were tested for compliance.

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There were no questions from the floor.

EXECUTIVE DIRECTOR'S REPORT

Mr. Godard provided documentation for two addendum items for action. He asked Mr. Townley to explain the need and provision of Addendum Item #1, approval of the Community Development Manager job description. Mr. Townley explained that we have not previously had a Community Development Manager; this is classified as a temporary full-time position centered around this Hurricane Matthew recovery project, but without additional funding for community development projects this position will be terminated after twenty-four months. He stated that he likes to leave the opportunity to anyone joining his department to create funding for themselves and others within the department by seeking funds and writing grants to continue the position. With approval, this position will post internally for one week and advertise for two weeks, and have reviewed candidates experience in hurricane recovery efforts in Eastern NC as far back as Hurricane Floyd. Mr. Townley stated that he had done some pre-identification and pre-negotiations to help with the scope of work to make sure the funding is put to good use quickly.

Mr. Belfield asked to clarify that the money was coming from a grant. Mr. Townley confirmed and explained that it is from a \$200,000 grant from EDA; the Albemarle and Mid-East Commission have both obligated funds to help with match money. There are 3 of these grants across the state; we are handling the northeastern part of the state in partnership with the Albemarle Commission and Mid-East Commission. East Carolina Commission is handling the central part of the state, and the Southeast Commission is handling the southeastern part of North Carolina. We will continue to press the state to provide the match funds in full so that none of the councils of government have to put up dues or other funding to come up with the match. Traditionally, the state matches all federal funds in disaster recovery for local governments; the match is \$50,000. Mr. Belfield asked about the total number of counties that will be covered. Mr. Godard replied that there are 18 counties total covered in the Northeastern North Carolina.

Addendum Item #1 - Request board approval of the Community Development Manager job descriptions pay classification effective January 17, 2017. This position is classified as exempt at Grade level 22 with a salary range from \$49,100 to \$71,150.

Vice-Chairman Hughes called for a motion to approve the job description for Community Development Manager; Mr. Coleman made the motion, Mr. Proctor seconded, and the motion carried unanimously.

Addendum Item #2 - Approval of Resolution of Support for state funding of a Water Resource Management Program. We are asking state government to appropriate \$100,000 for each of the 16 regional councils effective July 2017.

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Mr. Godard stated that this second request is for the board to pass a resolution supporting the Water Resources Management Program. We started working on this state-wide in 2008 and are still working on it. We are asking the state government to appropriate \$100,000 to each of the 16 regional councils in the state. We do a good job of environmental planning and working with water, wastewater, and storm water projects in our five counties. This resolution will show the legislatures that we have the full support of the UCPCOG Board when we request these funds. There were no questions.

Vice-Chairman Hughes called for a motion to approve Addendum Item #2, Ms. Greene made the motion to approve the resolution, Ms. Pender seconded, and the motion carried unanimously.

Mr. Godard brought to attention the board scheduled for the balance of the year. The next scheduled Executive Committee meeting is set for February 21, 2017 and the next Full Board meeting is scheduled for March 21, 2017.

There were no questions from the floor.

BOARD OF DIRECTOR COMMENTS

Mr. Coleman spoke briefly about the state-wide meeting he would be attending the next day on behalf of the UCPCOG and the City of Wilson.

CHAIRMAN'S COMMENTS

There were no comments.

ADJOURNMENT

Vice-Chairman Hughes called for a motion to adjourn the January 17, 2017 meeting of the Upper Coastal Plain Council of Governments Board of Directors meeting. Ms. Pender made the motion to adjourn, Mr. Proctor seconded, and the motion carried unanimously.

Barbara Simmons, Chairman

Gregory Browning, Secretary/Treasurer

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UPPER COASTAL PLAIN COUNCIL OF GOVERNMENTS

BOARD OF DIRECTORS MEETING

MARCH 21, 2017

BOARD MEMBERS PRESENT

Barbara S. Simmons, Chairman	Mayor	Town of Enfield
Doug Hughes, Vice-Chairman	At-Large Board Member	Northampton County
Gregory Browning, Secretary/Treasurer	Planning Board/BOA, (Alt.)	City of Roanoke Rapids
Samuel Davis	At-Large Board Member	Edgecombe County
Sherry Lucas	Commissioner	Wilson County
Brenda Lucas	Commissioner	Town of Spring Hope
A.P. Coleman	Councilmember	City of Wilson
Fred Belfield, Jr.	Commissioner	Nash County
Bobbie D. Jones	Mayor	Town of Princeville
Donald Street	Mayor	Town of Nashville
Roy L. Bell	Mayor	Town of Garysburg
Othar Woodard	Councilmember	Town of Tarboro
Grady Smith	Mayor	Town of Elm City
Wilbert Harrison	Mayor	Town of Speed
Walter Lee Duke, Jr.	Commissioner	Town of Conway
Florence Pender	Commissioner	Town of Pinetops
Ronald Pace	Council Member	Town of Momeyer
Geraldine Langford	Mayor	Town of Seaboard
Doris Risper	Mayor	Town of Rich Square
Eddie Braxton	Mayor	Town of Scotland Neck
William "Bill" Edmundson	Mayor	Town of Stantonsburg
Esterine Gary Pitt	Mayor	Town of Whitakers
Linda Ingram	Mayor	Town of Conetoe
Ellene Leonard	Mayor	Town of Castalia
Timothy Johnson	Town Administrator	Town of Bailey
Ron Hunt	Assistant Manager (Alt.)	Wilson County
Blake Proctor	Town Administrator	Town of Sharpsburg

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

MEMBERS PRESENT BY PROXY

Mary Wells	Commissioner	Nash County
Jason Kessler	At-Large Board Member	Wilson County
Kenneth Manuel	Mayor	Town of Woodland
John L. White	Mayor	Town of Halifax

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GUESTS

Jae Kim	Manager (Alt.)	Town of Spring Hope
Jacqueline Grant	Special Guest	
Stuart Bass	Planner	UCPCOG Staff
Jennifer Andrews Blickos	Admin./Finance Asst.	UCPCOG Staff

STAFF

Ron Townley	Asst. Executive Director/Planning & Dev. Services Dir.
Michael Williams	Workforce Development Program Director
Mary Marlin	Area Agency on Aging Program Director
Olga Abrams	General Administration/BDC Manager
Mark Hill	Finance Director

CALL TO ORDER

Chairman Simmons called the meeting of the Upper Coastal Plain Council of Governments Board of Directors to order at 6:45 p.m. and welcomed all in attendance.

APPROVAL OF MINUTES

Chairman Simmons called for a motion to approve the January 17, 2017 minutes of the Upper Coastal Plain Council of Governments Board of Directors. Mr. Proctor stated that he was present and requested that his name be added to the attendance list. Mr. Bell made a motion to approve the minutes with that addition, Dr. Street seconded, and the motion carried unanimously.

PROGRAM:

Ms. Lea Henry, Community Development Manager, UCPCOG Planning & Development Services, presented on the efforts of Hurricane Matthew Recovery in the Upper Coastal Plain Region. The floor was opened for questions.

Mr. Townley presented a CEDS Advisory Committee update and Vision Statement. Mr. Townley presented board members with a folder of information for their review. There as a brief discussion and input from the board, and Mr. Townley answered any questions.

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ADMINISTRATIVE REPORTS

Workforce Development, Michael Williams, Program Director

Mr. Williams stated that his activity report was found on pages 10-12 and there were no items for action.

Highlights:

- Staff have been conducting an annual review of all WFD service providers, youth, dislocated and adult programs, to make sure that we can provide some performance for the past year and look at the next year's projected funding.
- WFD staff have also been working on the State Plan, which is due in April 2017.
- After many months of delays in funding, WFD received federal dollars from the State of NC for the Hurricane Disaster Recovery Program. Fourteen people have been put to work from funds designated. These jobs are helping with cleanup, distribution, and some clerical assistance. You must be a dislocated worker either from the storm or someone who has been out of work at least 13 weeks prior to the storm. Some of the regulations changed from Hurricane Floyd; this time you can work up to 12 months, 2,080 hours or earn \$24,000, whichever comes first. This program should be in effect until around August 2018. An emphasis has been placed on the Town of Princeville because of the extensive damage there. FEMA toured Princeville and saw the damage, so we are hopeful that if there are other areas that have more funding than they end up needing that it will be reallocated to Princeville.
- Second Annual Career Fair to be held at Word Impact Center on Thursday, March 30, 2017, from 10:30 – 2:30. Last year there were over 1000 job seekers and over 50 employers (over 120 jobs were filled the day of the event); we are expecting that many or more this year. Only employers who are hiring are being invited. This will be a five county regional event, as recommended by the Regional WFD Consortium.
- Staff were called to Carolina Dustek, a metal fabrication company, who recently dislocated 25 workers. They have great skills and WFD staff are working hard to get them re-established in the workforce.
- As of January 2017, 201 fewer people are working than in December 2016. A lot of that is due to the seasonal holiday work that has now ended. There are 2,106 more people working than this same period last year.

The floor was opened for questions and comments.

Area Agency on Aging, Mary Marlin, Program Director

Mrs. Marlin stated that the AAA activity reports can be found on pages 13-22 and that there were no items for action.

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Highlights:

- Ombudsman Program has been planning for the annual Adaptive Events to be held at the Reid Street Community Center in Wilson on April 19, 2017. Registration is scheduled at 9 a.m. and the games are scheduled for 10 a.m. This is a part of the Down East Senior Games and provides an opportunity for nursing home residents to participate safely in activities designed with their needs in mind. This is often the only time they are able to get out of their facilities for this kind of event and they look forward to it every year, and the staff looks forward to hosting that for them.
- Family Caregiver Program held its 14th Annual Caregiver Conference on March 7, 2017, in partnership with Alzheimer's NC and Barton College. As always, they had a wonderful turnout and received some very positive feedback from that event.
- Upcoming events for the AAA can be found on the Upper Coastal Plain Area Agency on Aging – Region L Facebook page.
- Several years ago, the Administration for Community Living and the Division of Aging and Adult Services began to encourage AAAs across the nation to seek ways to diversify sources of funding and become less dependent on grants and public dollars. At a previous meeting at the Word Impact Center, Pastor Galliard spoke of the need for Word Tabernacle's non-profit to generate revenue to help those in need. The AAAs in North Carolina and across the nation have taken many different approaches to do just that. Once the AAA's contract with Community Care Transitions Program ended, the UCPCOG AAA decided to establish a 501 (c)(3) organization to assist the AAA with its mission. There is a regional board of directors for the new 501 (c)(3), with representation from each of our counties and plans to expand efforts outside of our region if necessary. The non-profit is called The Center on Maintaining Preferred Aging Services and Solutions (COMPASS). The board submitted the IRS application on March 10, 2017, and has already started discussing possible solutions to assist the region's senior homeless population. We look forward to being able to use COMPASS as mechanism to leverage new resources and contracting opportunities. By working through the non-profit, some of the things that restrict the AAA will not be an issue. COMPASS is designed with less limitations regarding service area and age. The reason for that is not because we don't want to focus on our region, we do, but when you're talking with hospitals and Managed Care Organization (MCO) about contracting opportunities, they don't want us to be limited to a five-county region. For example, if we tell them we can't go into Pitt or Durham Counties, then they may say "you're not the agency for us, we need an organization that can cover all our area", they're not interested in only our five-county area. So, while our focus will be on our five counties, we did leave the opportunity to be able to expand into different areas so that we can better position ourselves for those future opportunities. We hope this will allow for better contracting opportunities as Medicaid is reformed in North Carolina and help us be more competitive in the bidding across the state.

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- The Division of Aging and Adult Services did provide guidance on our financial planning for the upcoming fiscal year, that we should expect that \$969,549 cut we had a couple of years ago. It was reinstated last year, but with non-recurring funds. We are planning in accordance with that loss of funds. That breaks down into about \$43,000 less for our region going into next fiscal year. If we do get approved for additional funding, then that impact will be seen around October as budget revisions and re-allocations are made.
- Ms. Marlin stated that she and Annetta Brown, the new Ombudsman, would be visiting Washington, D.C. on April 3-4, 2017, to speak to our U. S. Senators and U. S. Congressional Representatives regarding the proposed budget cuts that impact aging funds. Our Senior Community Service Employment Program is one of those programs that has been proposed to be cut. Long-term services and support has been proposed to be cut by the Trump Administration, along with Meals on Wheels. AAA providers were asked to talk to their clients and get their stories together in order to advocate for themselves. We are hoping to take some presentations from those providers with us to D.C. We will be happy to share with our legislators any information that providers bring to us.

The floor was opened for questions and comments.

Planning and Development Services, Ron Townley, Program Director

Highlights:

- UCPCOG is hosting a Planning and Zoning Workshop May 31 conducted by the UNC School of Government. Individual planning and zoning board trainings and other workshops are available for local governments upon request.
- UCPCOG and others are hosting an Industrial Solar Workshop for local government officials at Halifax Community College on May 17, 2017.
- CDBG funding was awarded for the following member governments: Saratoga Gardner School Rd in the amount of \$856,000, Saratoga Hwy 222 grant loan combination for over \$217,000, Seaboard town-wide sewer improvements \$1.3 million.
- The UCPCOG region is currently the largest COG recipient of infrastructure funds in NC, capturing over 9% of the state's water and sewer infrastructure funds. Our staff and contractors work very hard to make sure these projects are funded.
- Staff are working on an application to leverage bond money with EDA funds for Halifax Community College for \$2 million
- Staff are working on 2017 infrastructure grants applications to get more money for projects in town such as: Enfield, Lucama, Seaboard, Sharpsburg, Whitakers, Jackson, as well as others. If you are interested in speaking to staff about a grant application, please speak to contractor Joe Dooley or staff member Helen Page.
- A graduate student has been assigned to intern from UNC Chapel Hill with the City of Rocky Mount to conduct a community event around Brownfields and the Monk to Mill Trail effort. The event is being planned to make sure the surrounding communities

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understand what is going on there, how that can change their community, and how they can become involved in the project.

- There are Brownfields funds available for community outreach as you move your sites forward until the end of September. There is no assurance of funding from the Brownfields Program after September. We submitted a grant request for another \$390,000 to be announced in the next few months. Under the new federal budget EPA funds have been cut.
- Numerous Parks and Recreations projects have been completed and new projects have begun.

Mr. Townley opened the floor for questions and comments.

Business Resource Center, Greg Godard, Business Resource Loan Officer

Mr. Townley reported that Mr. Godard is in Washington, D. C. at the National Association of Development Organizations (NADO) Washington Legislative Conference along with our allies and partners across the nation to meet with our legislators. They point out that good work is accomplished with the federal funds distributed into the rural areas through many of the programs that are proposed to be cut, such as Brownfields, EDA, CDBG, and many others.

Mr. Godard does have one loan application under consideration.

There were no questions or comments.

General Administration/Business Development Center, Olga Abrams, Manager

Ms. Abrams stated that the BDC and General Administration activity report can be found on page 31. There are no items for action.

Highlights:

- The UCPCOG Officials Directory, a directory of elected and non-elected officials, non-profits, schools, etc. in our region is updated twice a year; Jennifer and Jessica have completed the most recent update recently.
- Ms. Abrams has worked from home to send 3 E-newsletters for the UCPCOG, as well as E-newsletters for the BDC.
- Ms. Abrams stated that Jennifer Blickos, Administrative Assistant, and Jessica Martin, Secretary/Receptionist, have been a big help in the office during Ms. Abrams' medical leave. Ms. Abrams stated she has cross-trained Jennifer on many of her duties, so that has been a big help during this time and has allowed Olga to concentrate on keeping up with her emails, phone calls, and online work.
- Working with Halifax Community College to plan a Small Business Resource Fair on May 4, 2017, from 11:30 – 2:30 at Halifax Community College.

Minutes
Upper Coastal Plain Council of Governments
Board of Directors Meeting
March 21, 2017
6:45 p.m.

- There have been 3 tours at the BDC given by either Mr. Godard or Ms. Blickos. One new client has been admitted and an application started for another.

There were no questions or comments from the floor.

Finance, Mark Hill, Finance Director

Mr. Hill stated that his activity report was found on pages 32-33, and there are 3 items for action.

Item #1: Approval of financial reports for the periods ending September 2016 – January 2017 on pages 36-40.

Chairman Simmons called for a motion to approve the financial reports. Mr. Proctor made the motion, Mr. Woodard seconded, and the motion carried unanimously.

Item #2: Approval of the amendment to increase the Workforce Development Fund by \$475,000.

An award was received recently under the Workforce Innovation and Opportunity Act (WIOA) to assist with Hurricane Matthew Recovery efforts. These funds are classed as National Emergency Grant Funds. The amount of the award is \$950,000.

Of this amount \$855,000 is to be used for program and \$95,000 for administration. These funds expire 10/30/2018. This amendment request is to add half of the award to the current year budget.

Chairman Simmons called for a motion to approve the financial reports. Mr. Woodard made the motion, Mayor Smith seconded, and the motion carried unanimously.

Item #3: Approval of petty cash ordinance.

NC Legislature recently authorized that local units could have petty cash if authorized by an ordinance passed by the governing body. Upper Coastal Plain COG has like many other units maintained a Petty Cash Fund in absence or in opposition of existing law.

The amount of the Petty Cash Fund that the COG has maintained is \$100. This was approved as part of the financial policies.

Because of the recent change in the law an ordinance is needed to correctly establish the creation and set out the operating policy of the fund.

**Minutes
Upper Coastal Plain Council of Governments
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March 21, 2017
6:45 p.m.**

Chairman Simmons called for a motion to approve the financial reports. Mr. Proctor made the motion, Mr. Bell seconded, and the motion carried unanimously.

EXECUTIVE DIRECTOR’S REPORT

In Mr. Godard’s absence, there was no report.

BOARD OF DIRECTOR COMMENTS

There were no comments.

CHAIRMAN’S COMMENTS

Chairman Simmons thanked everyone for coming and for the valuable information that was presented.

ADJOURNMENT

Chairman Simmons called for a motion to adjourn the March 21, 2017 meeting of the Upper Coastal Plain Council of Governments Board of Directors meeting. Ms. Coleman made the motion to adjourn, Mr. Proctor seconded, and the motion carried unanimously.

Barbara Simmons, Chairman

Gregory Browning, Secretary/Treasurer

MINUTES

UPPER COASTAL PLAIN COUNCIL OF GOVERNMENTS

BOARD OF DIRECTORS MEETING

MAY 16, 2017

BOARD MEMBERS PRESENT

Doug Hughes, Vice-Chairman	At-Large Board Member	Northampton County
Gregory Browning, Secretary/Treasurer	Planning Board/BOA, (Alt.)	City of Roanoke Rapids
Roy L. Bell	Mayor	Town of Garysburg
Sherry Lucas	Commissioner	Wilson County
Brenda Lucas	Commissioner	Town of Spring Hope
A.P. Coleman	Councilmember	City of Wilson
Fred Belfield, Jr.	Commissioner	Nash County
Nathan Pearce	Assistant Manager (Alt.)	Northampton County
Mary Wells	Commissioner	Nash County
Jonathan Felton	Commissioner	Edgecombe County
Bobbie D. Jones	Mayor	Town of Princeville
Tony Brown	Manager	Halifax County
Samuel Davis	At-Large Board Member	Edgecombe County
Grady Smith	Mayor	Town of Elm City
Blake Proctor	Town Administrator	Town of Sharpsburg
Norlan Graves	At-Large Board Member	Halifax County
Ellene Leonard	Mayor	Town of Castalia
Denise Stinagle	Manager	Wilson County
Fannie P. Greene	Commissioner	Northampton County
Florence Pender	Commissioner	Town of Pinetops
Doris Risper	Mayor	Town of Rich Square
Wilbert Harrison	Mayor	Town of Speed

*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

Barbara S. Simmons, Chairman	Mayor	Town of Enfield
Jason Kessler	At-Large Board Member	Wilson County
Kenneth Manuel	Mayor	Town of Woodland
Barbara H. Tyre	Council Member	Town of Red Oak
Esterine Gary Pitt	Mayor	Town of Whitakers

**Minutes
Upper Coastal Plain Council of Governments
Board of Directors Meeting
May 16, 2017
6:45 p.m.**

GUESTS

Jae Kim	Manager (Alt.)	Town of Spring Hope
Stuart Bass	PDS Planner	UCPCOG
Jackie Grant	Special Guest	

STAFF

Greg T. Godard	Executive Director
Michael Williams	Workforce Development Program Director
Mary Marlin	Area Agency on Aging Program Director
Ron Townley	Planning & Development Services Program Director
Olga Abrams	General Administration/BDC Manager
Mark Hill	Finance Director

CALL TO ORDER

Vice-Chairman Hughes called the meeting of the Upper Coastal Plain Council of Governments Board of Directors to order at 6:45 p.m. and welcomed all in attendance.

APPROVAL OF MINUTES

Vice-Chairman Hughes called for a motion to approve the minutes of the March 21, 2017, of the Upper Coastal Plain Council of Governments Board of Directors meeting. Mr. Coleman made a motion to approve the minutes, Mrs. Wells seconded, and the motion carried unanimously.

PROGRAM:

Bruce McKay, Policy Director for Dominion Energy presented an update on the progress of the Atlantic Coast Pipeline Project, the new natural gas pipeline in VA and NC. Mr. McKay answered all questions from the floor.

CEDS ADVISORY COMMITTEE BUSINESS:

Mr. Townley gave a couple of brief updates on the CEDS process:

- NC Tomorrow state-wide CEDS is in final form and being released, so NC now has a Comprehensive Economic Development Strategy for the next 5 years.
- The Councils of Government will be following that document, as it sets the goal for the different regions that were agreed upon by the NC Association of Regional Councils.

Minutes

Upper Coastal Plain Council of Governments

Board of Directors Meeting

May 16, 2017

6:45 p.m.

- The CEDS Strategy Development group meets Monday, May 22, 2017 at the Area L AHEC from 1 p.m. – 4 p.m. They will be reviewing the vision statement (voted on at the May 16, 2017 UCPCOG Board of Directors meeting). They plan to review the Strengths, Weaknesses, Opportunities, and Threats (SWOT) Survey results; discuss community profiles and determine the things that will go into those community and county profiles; and hold break-out sessions to work on strategies, tactics, and action items under those different goals. The SWOT survey was emailed to everyone, but Mr. Townley handed out hard copies with self-addressed return envelopes for those who had not seen them or do not have email.
- The 3 final choices from the CEDS Advisory Committee survey for the CEDS Vision Statement were presented to the committee to vote on. After a vote, the Advisory Committee selected the following vision statement:

*“The Upper Coastal Plain region will think regionally,
act locally, and compete globally.”*

ADMINISTRATIVE REPORTS

Workforce Development (WFD), Michael Williams, Program Director

Mr. Williams stated that his activity report was found on pages 9-10 and there were no items for action.

Highlights:

- Still moving forward with local implementation of the Career Pathways Initiative; TPWFD has been working with all counties in the region, community colleges, K-12 schools, as well as employers.
- The PY 2017-2018 State Plan has been submitted; awaiting comments and revisions.
- Still have not received funding allocations for FY 2017-2018, but hope to have them very soon.
- Bi-annual consortium meeting scheduled for May 17, 2017. Mr. Norris Tolson will be presenting an update on the CSX project and talking about regionalism. Labor Economic Analysis Division (LEAD) from the NC Dept. of Commerce will also attend and provide data for all 5 counties.
- Unemployment rate in the UCPCOG region is down to 6.9%; the state is down to 4.7%. Approximately 939 more people are working in May 2017 than were working in April 2017; 151 more people are working than in May 2016.
- Mr. Michael Simmons has been on extended medical leave due to an illness that his wife is experiencing.

There were no questions from the floor.

Minutes
Upper Coastal Plain Council of Governments
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6:45 p.m.

Area Agency on Aging (AAA), Mary Marlin, Program Director

Mrs. Marlin stated that the AAA activity reports can be found on pages 11-15 and there is an addendum because of some confusion over which format to use for this packet. There were no items for action.

Highlights:

- Our non-profit, The Center on Maintaining Preferred Aging Services and Solutions (COMPASS), is continuing to research and work on our senior housing project. There is nothing new to report at this time, but all of the support and encouragement that has been shown regarding the project has been very much appreciated. More information will be presented as it is available.
- Monitoring for this fiscal year is now complete and we have received corrective action for those agencies that had non-compliance issues. Linda Barfield and Ms. Marlin continue to work with the provider network to offer technical assistance to help them stay in compliance, even during this time.
- The Home and Community Care Block Grant (HCCBG) Committees are working to finalize spending for this fiscal year, as well as to allocate funding for next fiscal year.
- We will be starting FY 2017-2018 with a decrease of about \$43,000 in funding for our 5-county region. We are still advocating for this to change and are hoping there will be an increase in October instead of an additional decrease. Nothing is definite yet, and we have been told to plan for that decrease.
- Ms. Marlin encouraged the board members to reach out to the region's federal elected officials regarding the Senior Community Service Employment Program (SCSEP). We currently have 44 slots that are filled, and we are working diligently to help each of those participants to gain unsubsidized employment. However, this program is at risk of being cut in the new fiscal year, and Ms. Marlin provided an advocacy alert handout to explain some things that board members can do to advocate for the SCSEP program, and things that you can take back to your community to share. Some of our seniors really rely on this program financially.
 - One of the reasons COMPASS has chosen the project of the tiny houses stems from some of the issues we have seen in the SCSEP program with some of our participants actually living out of their vehicle. Some of them face a lot of barriers and they money, training, and counseling they receive in this program helps them to overcome those barriers.

Ms. Marlin opened the floor for questions.

Minutes
Upper Coastal Plain Council of Governments
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6:45 p.m.

Planning and Development Services (PDS), Ron Townley, Program Director

Mr. Townley stated that the PDS activity reports can be found on pages 16-22 and there are no items for action.

Highlights:

- The Solar Workshop for Local Government Officials was moved from May 17 to Tuesday, May 23, 2017 at Halifax Community College. The Center for Energy Education is the primary organizer of this event. It is for local government officials and their staff.
- The first phase of the EDA application for a building expansion at Halifax Community College has been submitted. We are hoping for a positive invitation to submit a full application with the community college within 60 days.
- Since the last board meeting, PDS has also submitted to the NC Department of Environmental Quality 3 water and 1 sewer grant proposals on behalf of Lucama, Seaboard, and Sharpsburg.
- The Senate budget has proposed eliminating funding for a couple of NC departments' divisions that some local governments count on:
 - Division of Environmental Assistance and Customer Service (DEACS) which provides recycling grants is proposed to be cut; they also provide some non-regulatory assistance to our member governments.
 - The 3 University Energy Centers are proposed for elimination. In our region, they help with some of the school bus emissions reduction programs, the electric vehicle infrastructure grants, they have helped create the solar ordinances that some of you use to put into your municipalities for industrial solar farms, and they are one of the lead partners in our half million dollar grant for the powering energy efficiency frame work project.

Mr. Godard added that Ms. Lea Henry has been working on the resiliency plans that are due to the Governor and legislature this week. There were no questions from the floor.

Business Resource Center, Greg Godard, Business Resource Loan Officer

There are no loans for approval at this time.

General Administration/Business Development Center, Olga Abrams, Manager

Ms. Jenifer Blickos reported in Ms. Abrams absence. Olga sends her regards to everyone and wanted you to know that she was finally able to have the procedure last week to repair her back and she is looking forward to being back at work as soon as possible. Our activity report can be found on pages 23-24.

Minutes
Upper Coastal Plain Council of Governments
Board of Directors Meeting
May 16, 2017
6:45 p.m.

Highlights:

- Olga has continued to work from home on assignments such as our e-newsletters, e-blasts announcing our events and promoting our surveys.
- Olga has worked on press releases and other materials for upcoming events.
- Ms. Abrams and Ms. Jessica Martin, our Secretary/Receptionist, have continued to post items on the BDC Facebook page. We are trying to draw attention to the BDC through that marketing tool and get some information to the community and small business owners.
- Ms. Martin has continued to offer clerical assistance for our departments, as well as PDS and other departments as needed. Projects include:
 - Newsletters
 - Phone calls
 - Distribution Lists
- Ms. Blickos has assisted Mr. Godard with the day to day operations of the BDC and COG by handling items such as tours of the BDC to prospective clients.
- We are working with a new company that has applied for admission into the BDC. We hope to have them signed by the next meeting.
- Ms. Martin and Ms. Blickos sat through a presentation of a client company, Metro Public Adjustment, to learn about his business so that they could answer general questions about the classes he Mr. O'Hanlon if they receive calls when he is not in the office.

There were no questions from the floor.

Finance, Mark Hill, Finance Director

Mr. Hill stated that his activity report is on pages 25-26. There is 1 item for action.

Highlights:

- Quarterly reports were completed.
- Year-end budget items are underway.
- Added the 2% COLA at the request of the Executive Committee. The total impact on the budget \$28,500 across the agency. The impact per department is: about \$11,000 for WFD, about \$9,000 for AAA, and \$8,000 for PDS.

Item #1: Approval of financial reports for the periods ending February 2017 – March 2017, found on pages 27-29.

Chairman Simmons called for a motion to approve the financial reports. Mr. Hughes made the motion, Mr. Bell seconded, and the motion carried unanimously.

Minutes
Upper Coastal Plain Council of Governments
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Mr. Hill gave an overview of the budget highlights and gave a brief comparison of the current fiscal year vs the upcoming fiscal year. A lot of the numbers are just estimates until we have the allocations. There were no questions from the floor.

Request for Public Hearing

Vice-Chairman Hughes called for a motion to set a public hearing prior to the adoption of the FY 2017-2018 Budget. Mr. Proctor made the motion to set a public hearing for June 20, 2017 at 7 p.m., Ms. Greene seconded, and the motion carried unanimously.

EXECUTIVE DIRECTOR'S REPORT

The next full board meeting will be held June 20, 2017 at the Word Tabernacle Impact Center. Dinner will be served at 6:15 p.m followed by the Full Board meeting at 6:45 p.m. The Executive Committee will meet at 5:30 p.m.; there will also be a Development Corp. meeting prior at 5:00 p.m. to approve the budget for the Business Development Center for fiscal year 2017-2018. For those who may not know, the Executive Committee serves as the Board of the Development Corporation.

BOARD OF DIRECTOR COMMENTS

Mr. Coleman asked if we have regular meetings during the summer. Mr. Godard answered that we never have meetings during July or December unless there is an emergency, and that he only remembered 1 time in the past 20 years where a special meeting was called at the end of June to adopt the final budget because there was not a quorum at the regularly scheduled meeting.

Mr. Coleman suggested that we not have programs during the meetings in the summer months. Mr. Godard stated that we already have a program set with the state for the June 2017 meeting, but asked if everyone was in agreement to not have a program during the August 2017 meeting. Then beginning in the 2017-2018 fiscal year, we will not schedule a program during the months of June and August; September is an Executive Committee meeting only. There were no objections.

CHAIRMAN'S COMMENTS

Vice-Chairman Hughes recognized Ms. Blickos for the extra work that she has been doing during Ms. Abrams' absence.

ADJOURNMENT

Minutes
Upper Coastal Plain Council of Governments
Board of Directors Meeting
May 16, 2017
6:45 p.m.

Vice-Chairman Hughes called for a motion to adjourn the May 16, 2017, meeting of the Upper Coastal Plain Council of Governments Board of Directors. Mr. Proctor made the motion, Ms. Lucas seconded, and the motion carried unanimously.

Barbara Simmons, Chairman

Gregory Browning, Secretary/Treasurer

MINUTES
UPPER COASTAL PLAIN COUNCIL OF GOVERNMENTS
BOARD OF DIRECTORS MEETING
JUNE 20, 2017

BOARD MEMBERS PRESENT

Barbara S. Simmons, Chairman	Mayor	Town of Enfield
Doug Hughes, Vice-Chairman	At-Large Board Member	Northampton County
Gregory Browning, Secretary/Treasurer	Planning Board/BOA, (Alt.)	City of Roanoke Rapids
Eddie Braxton	Mayor	Town of Scotland Neck
Kenneth Manuel	Mayor	Town of Woodland
Walter L. Duke, Jr.	Commissioner	Town of Conway
Phillip Boone	Planning Board (Alt.)	Town of Dortches
Hank Raper	Manager (Alt.)	Town of Nashville
Brenda Lucas	Commissioner	Town of Spring Hope
Sherry Lucas	Commissioner	Wilson County
Nathan Pearce	Assistant Manager (Alt.)	Northampton County
Jason S. Morris	Mayor	Town of Jackson
Fannie P. Greene	Commissioner	Northampton County
William Johnson	Assistant Manager (Alt.)	Edgecombe County
Jonathan Felton	Commissioner	Edgecombe County
Julia Meacham	Mayor	Town of Weldon
A.P. Coleman	Councilmember	City of Wilson
Fred Belfield, Jr.	Commissioner	Nash County
Mary Wells	Commissioner	Nash County
Grady Smith	Mayor	Town of Elm City
Bobbie D. Jones	Mayor	Town of Princeville
Samuel Davis	At-Large Board Member	Edgecombe County
Blake Proctor	Town Administrator	Town of Sharpsburg

*If your name is not listed here, it was not noted in the sign-in sheet. Please let us know so we can make that correction and look for that sign-in sheet so that we can give you credit for your attendance and participation.

MEMBERS PRESENT BY PROXY

Ron Girdley	Mayor	Town of Littleton
Jason Kessler	At-Large Board Member	Wilson County
Florence Pender	Commissioner	Town of Pinetops
Marcelle O. Smith	Commissioner	Halifax County
Denise Stinagle	Manager	Wilson County
John L. White	Mayor	Town of Halifax

**Minutes
Upper Coastal Plain Council of Governments
Board of Directors Meeting
June 20, 2017
6:45 p.m.**

GUESTS

Jae Kim	Manager (Alt.)	Town of Spring Hope
Linda Barfield	Assistant Aging Director	UCPCOG AAA Staff
Tyronda Whitaker	Lead Ombudsman	UCPCOG AAA Staff
Annetta Brown	Ombudsman	UCPCOG AAA Staff
Armata Coley	SHIIP	UCPCOG AAA Staff

STAFF

Greg T. Godard	Executive Director
Michael Williams	Workforce Development Program Director
Mary Marlin	Area Agency on Aging Program Director
Ron Townley	Planning & Development Services Program Director
Olga Abrams	General Administration/BDC Manager
Mark Hill	Finance Director

CALL TO ORDER

Chairman Simmons called the meeting of the Upper Coastal Plain Council of Governments Board of Directors to order at 6:50 p.m. and welcomed all in attendance. Mary Marlin, Director of the Area Agency on Aging, introduced her staff members who were present to answer any questions.

APPROVAL OF MINUTES

Chairman Simmons called for a motion to approve the minutes of the May 16, 2017, Upper Coastal Plain Council of Governments Board of Directors meeting. Mr. Proctor made a motion to approve the minutes, Mr. Jones seconded, and the motion carried unanimously.

PUBLIC HEARING

Chairman Simmons opened the public hearing on the Fiscal Year 2017-2018 Budget. The public hearing was open for remarks. Chairman Simmons called for comments from the general public regarding the Fiscal Year 2017-2018 Budget Ordinance. There being no comments, Chairman Simmons called for a motion to close the public hearing. Mr. Coleman made a motion to close the public hearing, Mr. Hughes seconded, and the motion carried unanimously.

ADOPTION OF THE FY 2017-2018 BUDGET ORDINANCE

There being no changes to the proposed FY 2017-2018 Budget since the last presentation to the board in May, Chairman Simmons called for a motion to approve the FY 2017-2018 Budget

Minutes
Upper Coastal Plain Council of Governments
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6:45 p.m.

Ordinance. Ms. Greene made the motion to approve the FY 2017-2018 Budget Ordinance, Mr. Proctor seconded, and the motion carried unanimously.

ADMINISTRATIVE REPORTS

Mr. Godard stated that staff will now be preparing a Regional Impact Report in place of the lengthier Administrative Reports. This new process will save many man-hours of work writing activity reports and will emphasize results and impacts by each department. Mr. Godard asked for the program directors to make brief comments on the data covered on the Regional Impact Report.

PROGRAM HIGHLIGHTS

Ms. Marlin introduced the speaker, Mark Hensley, the Dementia Services Coordinator for the Division of Aging and Adult Services, where he leads efforts to implement North Carolina's first Alzheimer's State Plan, including the development of the Dementia Capable Communities across the state. Prior to this post, he served as State Director of Project Care, a state-wide program offering counseling, care management services, and respite care to caregivers and persons with Alzheimer's Disease or related Dementias. Mr. Hensley has over 20 years of experience with Home and Community Care Based services for older adults, state policy, and legislation development, compliance monitoring, and grants administration. He has served as the Aging Program Specialist in two Area Agencies on Aging, including the UCPCOG region, and has personally been the caregiver for his parents, both of whom had dementia.

Mr. Hensley shared his history with the UCPCOG, a brief summary of his experience with his parents' diseases, and moved into the program. Mr. Hensley stated the following:

- Statistics show that 10,000 people a day in the United States turn 65.
- Though Alzheimer's Disease can be detected as early as age 30, the prevalence for Dementia increases during the aging process.
- A woman who is 85 years of age or older has a 50/50 chance of developing some type of Dementia.
- Dementia is different from diseases like Cancer because there is no cure, preventatives, and it is terminal.
- The mortality rate related to Dementia has increased by 50% in the south alone.
- It is a world health epidemic in staggering numbers; it's the 6th leading cause of death in our country and the 5th leading cause of death in North Carolina.
- North Carolina is the 9th fastest growing state of people who are 65 and older; that number is reflective of not only native North Carolinians but those who relocate here

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6:45 p.m.

- NC has more people 65 and older than we do 19 and younger; we are not repopulating in our country and there is a fear that there will not be enough younger people to care for our senior population down the road.

A national initiative called Dementia Friendly America was recently released, and the five principles outlined within this campaign were used to frame the plan of Dementia Capable Communities.

A Dementia Capable Community is about the following five topics: raising awareness and eradicating stigma; having supportive options that foster quality of life; supporting unpaid caregivers in the community; promoting meaningful participation in the community; and reaching out to those that are underserved.

The floor was opened for questions and comments.

*Anyone who would like more information can contact the UCPCOG for a copy of the presentation.

Workforce Development, Michael Williams, Program Director

Mr. Williams stated that there are no items for action.

Highlights:

- Staff has been able to provide 91 scholarships within the region for some adults in training opportunities; mostly in healthcare, some in truck driving, medical services, industrial maintenance mechanics, just to name a few of the occupations that recipients have received training in. These occupations are in high demand and we have been able to place them into the job field after training.
- In the Youth Program, there have been 10 work-based learning opportunities. This gives our youth, from ages 18-24, the opportunity to gain work experience over a year. It gives them the chance to get what is usually their first job and to get their foot in the door.
- Staff has participated in seventy (70) employer recruitment events in the region. Through the Workforce Innovation Opportunities Act (WIOA), our focus is not only on the job seeker, but also on the employer who are an important component of our customer base.
- Mr. Williams stated Mr. Hill will provide some financial information later in the meeting, where we were able to provide some assistance in Northampton County to a gentleman who was providing a project at Frasier Lumber System. Because he did not want the expense of actually bringing his crew to this area, we assured him that we could find the qualified workers that he needed. He visited a couple of times from Louisiana as discussions continued, and finally he agreed to try it. Before he left that project, he was so well pleased, that he wants to use this as a pilot project as he brings this model to other

Minutes
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6:45 p.m.

locations across the world and he left us a generous donation to continue this kind of work.

- Our regional unemployment rate increased from 6.9% to 7%; we will continue to work and bring that rate down and get our citizens employment opportunities.

Mr. Williams answered questions from the floor.

Area Agency on Aging, Mary Marlin, Program Director

Highlights:

- Ms. Marlin stated that if anyone has any questions about the numbers on the Regional Impact Report regarding Aging Program services, she is happy to address that.
 - The number of units that were served represent totals from July 1, 2016 - March, 2017. The Aging Resource Management System cuts off on the 12th of each month, so the reporting is a little behind. April 2017 totals are as follows:
 - Meals served totaled 12, 973.
 - Adult Day Care Services for April were 1,003
 - In-home aid was given for a total of 5,246 hours.
 - Family caregiver respite totaled 669 hours.
 - Medical and general transportation 3,348.
 - Family caregiver management was 15.
 - Supplemental services for family caregiver 1,468.
- It is not too late to advocate for the Senior Community Service Employment Program, but that program is expected to be discontinued on June 30, 2017 unless something changes in Congress. We are waiting and hoping that we will hear otherwise, but our participants have already received letters stating that the program will be ending on June 30th. If you need additional information on who to speak with or what you can do to advocate for that program, please contact Ms. Marlin.

Ms. Marlin answered questions from the floor.

Planning and Development Services, Ron Townley, Program Director

Mr. Townley stated that there are no items for action.

Highlights:

- Mr. Townley thanked board members for attending the Solar Workshop for Government Officials at Halifax Community College; there were about 50 in attendance. One of the

Minutes
Upper Coastal Plain Council of Governments
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6:45 p.m.

interesting facts of the day was the myth about the amount of land under development. A lot of the communities are saying solar projects are taking up all of the farm land; but in fact, it is only a fraction, 1/10 of 1% of the land. Sites are located along major corridors because that's where those power lines hook in.

- Mr. Townley also thanked board members for attending the School of Government's Planning and Zoning Training for officials that was held at the UCPCOG office in May.
- The CEDS Strategy Development group met and worked for half a day building out the board vision statement that was determined at the last meeting: "Think Regionally, Act Locally, Compete Globally". The development group is working on stated goals and SWOT Analysis and survey result integration; we discussed challenges, strategies, and tactics at that meeting as well. The staff is now working to draft a document based on this and the other area plans around the state. Other meetings will be held in July.
- Regional Impact Report briefs:
 - Hurricane Matthew Recovery Project is going well. Lea Henry is working very diligently; a lot of the focus for our region has been in Princeville and Edgecombe Counties – both heavily devastated. Ms. Henry continues to work long days to help move that project forward.
 - The Brownfields Program grant was not awarded, which means the Brownfields Coalition will go unfunded effective October 1, 2017. We are receiving input on that grant application and scheduling meetings with federal officials to determine the strengths and weaknesses of that application. Mr. Townley stated that he was surprised by the unapproval of the application because he felt it was very strong.
 - Rural Food Business Assistance Project, working on healthy food initiatives, is going to get a one-year extension through the USDA and the Rural Center.
 - The Powering Energy Efficiency Framework is moving forward; Mr. Townley thanked the Town of Enfield for becoming a partner on this project.
 - Clean Fuels Advanced Transportation project with the NC State Clean Tech Center has been renewed for another year under federal DOT funds.

The floor was opened for questions and comments.

Business Resource Center, Greg Godard, Business Resource Loan Officer

Mr. Godard stated that there are no loans for consideration at this time.

**Minutes
Upper Coastal Plain Council of Governments
Board of Directors Meeting
June 20, 2017
6:45 p.m.**

General Administration/Business Development Center, Olga Abrams, Manager

Ms. Abrams stated she had no items for action.

Highlights:

- Publications such as the semi-annual newsletter and monthly electronic newsletters have been published.
- We have been busy planning seminars and workshops for the upcoming fiscal year for the BDC.
- We assisted Halifax Community College with their Small Business Resource Fair, where small business owners/potential owners come to meet with other service providers in the areas of education, access to capital, technical assistance, networking, etc.
- We have had two (2) new client business admissions to the BDC.
- Ms. Abrams explained that a soft landing company is one that plans to move into the area and operates temporarily out of the BDC while their offices/facilities are being built.
- We are working on a redesign in a portion of the space in the Business Development Center to meet the needs of our new and upcoming leaders. We are creating a co-working space on the first floor of the BDC; we have done a lot of research and found that co-working spaces have increased by 40% in a short period of time and are the environment the Millennial population (the generation of ages 13-38) prefer to work in.

Finance, Mark Hill, Finance Director

Mr. Hill stated he had two items for action.

Item #1: Approval of Financial Reports for periods ending April 30, 2017 and May 31, 2017.

Chairman Simmons called for a motion to approve the Financial Reports for periods ending April 30, 2017 and May 31, 2017. Mr. Proctor made the motion, Mr. Morris seconded, and the motion carried unanimously.

Item #2: Approval of budget amendment to increase the WFD fund by \$10,000.

This donation was made by a company that WFD helped as a way of giving back for the help that was given to them in the way of well trained/qualified employees. The funds will be used to assist with supportive services and training in Halifax and Northampton Counties for those citizens seeking employment and career opportunities. The amendment brings the budget for the WFD Program to \$5,867,916 shown on page 12 of the agenda package. Mr. Proctor made the motion to accept the budget amendment, Mayor Meacham seconded, and the motion passed unanimously.

**Minutes
Upper Coastal Plain Council of Governments
Board of Directors Meeting
June 20, 2017
6:45 p.m.**

EXECUTIVE DIRECTOR'S REPORT

Mr. Godard expressed his appreciation for the support of the Board of Director members over the past fiscal year. It's been a good year, a good experience, and we have helped a lot of people Mr. Godard went on to say. We will celebrate that success at our Annual Banquet on November 21, 2017 at Birchwood Country Club in Nashville. There will be no board meeting in July; the next meeting will be held August 15, 2017. September will be an Executive Committee only meeting, and our last full Board meeting of the year will be October 17, 2017; please put those dates on your calendar.

Mr. Godard opened the floor for questions. Mr. Coleman asked Mr. Godard to give a briefing on the Joint Regional Forum Meeting in Raleigh that they were able to attend recently. Mr. Coleman and Mr. Godard had an opportunity to visit with some of the state reps for the UCPCOG region and make some good contacts and they shared that information with the board.

BOARD OF DIRECTOR COMMENTS

There was a discussion about the potential economic development impact of the CSX project to the UCPCOG region and other surrounding counties.

There was also a brief discussion on what it will take to bring Broadband connectivity to the UCPCOG region.

Mr. Hughes made a motion for the UCPCOG Board of Directors to sign a Resolution of Support for the Atlantic Coast Pipeline project, Mr. Proctor seconded the motion, and the motion carried unanimously.

CHAIRMAN'S COMMENTS

There were no further comments from Chairman Simmons.

ADJOURNMENT

Chairman Simmons asked for a motion to adjourn the June 20, 2017 meeting of the Upper Coastal Plain Council of Governments Board of Directors at 8:05 p.m. Mr. Proctor made the motion, Mr. Belfield seconded, and the motion carried unanimously. The meeting was adjourned.

Barbara Simmons, Chairman

Greg Browning, Secretary/Treasurer

MINUTES

UPPER COASTAL PLAIN COUNCIL OF GOVERNMENTS

BOARD OF DIRECTORS MEETING

AUGUST 15, 2017

BOARD MEMBERS PRESENT

Doug Hughes, Vice-Chairman	At-Large Board Member	Northampton County
Gregory Browning, Secretary/Treasurer	Alternate Board Member	City of Roanoke Rapids
Fred Belfield, Jr.	Commissioner	Nash County
Phillip Boone	Alternate Board Member	Town of Dortches
Eddie Braxton	Mayor	Town of Scotland Neck
A.P. Coleman	Councilmember	City of Wilson
Samuel Davis	At-Large Board Member	Edgecombe County
Reginald Harris	At-Large Board Member	Wilson County
Ron Hunt	Assistant Manager	Wilson County
Bobbie D. Jones	Mayor	Town of Princeville
Geraldine Langford	Mayor	Town of Seaboard
Ellene Leonard	Mayor	Town of Castalia
Brenda Lucas	Commissioner	Town of Spring Hope
Sherry Lucas	Commissioner	Wilson County
Ronald Pace	Councilmember	Town of Momeyer
Nathan Pearce	Assistant Manager (Alt.)	Northampton County
Florence Pender	Commissioner	Town of Pinetops
Blake Proctor	Town Administrator	Town of Sharpsburg
Doris Risper	Mayor	Town of Rich Square
Donald Street	Mayor	Town of Nashville
Mary Wells	Commissioner	Nash County

*If your name is not listed here, it was not noted in the sign-in sheet. Please let us know so we can make that correction and look for that sign-in sheet so that we can give you credit for your attendance and participation.

MEMBERS PRESENT BY PROXY

Roy L. Bell	Mayor	Town of Garysburg
Jason Kessler	At-Large Board Member	Wilson County
Kenneth Manuel	Mayor	Town of Woodland
Jason S. Morris	Mayor	Town of Jackson
Esterine Gary Pitt	Mayor	Town of Whitakers
Grady Smith	Mayor	Town of Elm City
John L. White	Mayor	Town of Halifax

**Minutes
Upper Coastal Plain Council of Governments
Board of Directors Meeting
August 15, 2017
6:45 p.m.**

GUESTS

Brenda Avery
Stuart Bass
Jennifer Blickos

PDS Planner
Admin.& Finance Asst.

UCPCOG
UCPCOG

STAFF

Greg T. Godard
Michael Williams
Mary Marlin
Ron Townley
Olga Abrams
Mark Hill

Executive Director
Workforce Development Program Director
Area Agency on Aging Program Director
Planning & Development Services Program Director
General Administration/BDC Manager
Finance Director

CALL TO ORDER

Vice-Chairman Hughes called the meeting of the Upper Coastal Plain Council of Governments Board of Directors to order at 6:45 p.m. and welcomed all in attendance.

APPROVAL OF MINUTES

Vice-Chairman Hughes called for a motion to approve the minutes of the June 20, 2017 Upper Coastal Plain Council of Governments Board of Directors meeting. Mr. Proctor made a motion to approve the minutes, Mr. Coleman seconded, and the motion carried unanimously.

PROGRAM:

Emily Edmonds, MPA, Extension & Outreach Program Manager, with the NC Growing Together Project from the Center for Environmental Farming Systems at NC State University, spoke on the topic Agriculture as Economic Development. This is a 5-year project funded by the United States Department of Agriculture (USDA). The mission is to get local agricultural products into mainstream, wholesale markets.

Highlights:

- The idea is to support business environments for farmers.
- Translates science and research data from the NC A&T State University and NC State University into the practical world where people who are not farming or harvesting products can still use it to make change in the community.

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Upper Coastal Plain Council of Governments
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- Works with Small Business Centers in the state at the community colleges, at the Small Business and Technology Development Centers (SBTDC) in the state, as well as, with local governments and regional councils of government.
- Her job is to help farmers discover how to make a better living, help them find larger markets, and help them along the way to create a deeper economic impact than there has been in the past with agriculture.
- Almost 75% of the farms in North Carolina are family-owned, small to medium sized businesses.
- The United States is losing farm land at the rate of 40 acres per hour as of 2016.
- Once farm land is developed for commercial and residential use, it would take 20 years of nothing happening for that land to be used as farm land again.

ADMINISTRATIVE REPORTS

Workforce Development (WFD), Michael Williams, Program Director

Mr. Williams stated that there are no items for action. The WFD portion of the 2016-2018 Program of Work Mid-term Report is found on pages 5-9.

Highlights:

- All three NCWorks Career in the region have been certified; Roanoke Rapids, Rocky Mount, and Wilson.
- The State NC Commerce Division of Workforce Solutions (DWS) is currently creating new certification criteria for the local NCWorks Career Centers; we hope to receive this template by 2018 in order to prepare for review and the certification process.
- Received funding in three different funding streams: Adult and Dislocated Worker and Youth. The Adult and Dislocated Worker funds are combined into Integrated Service Delivery, which is provided out of the NCWorks Career Centers.
 - In the last program year 3,142 adults were served, with 64% of those entering into employment with a 6 month earn exchange of \$11,340, about \$23,000 annually.
 - In the same centers, 238 individuals were served as dislocated workers; 79% of those entered into employment with a 6 month earn exchange of \$13,343 or about \$26-27 thousand dollars.
 - Mr. Williams said he was proud to say that staff met state performance goals.
 - The Youth Program served 145 youth; the focus has been shifted with more of the funds serving out-of-school youth, which has to account for 75% of the funding, and 20% of the funding goes to work-based learning (i.e a work experience, internship, or some type of apprenticeship program). At least 91 of the 145 youth served received one work experience or some type of summer youth employment.
- The state has encouraged WFD staff to work with other local workforce development boards, so we have been connected with the Northeast Region in the Elizabeth City, NC

Minutes
Upper Coastal Plain Council of Governments
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6:45 p.m.

area, as well as, the Region Q area around Greenville, NC. We have worked on a lot of different pilot projects together in the past year and have successfully been able to receive grant funding from the state to do a lot of special projects. We have just recently been approved for an innovation grant to work with local libraries and other public facilities to train those agencies to provide workforce services, such as labor market information.

- Unemployment is down to 6/7% from the previous 7% in the region.
- WFD is on standby to assist with 214 workers that are about to be displaced in Tarboro.

Area Agency on Aging, Mary Marlin, Program Director

Ms. Marlin stated that the AAA report is found on pages 11-25 of the 2016-2018 Program of Work Mid-term Report.

Highlights:

- The non-profit (COMPASS) mentioned in Item 1 on page 15 has been established. We continue to work ON A senior housing project; the next COMPASS board meeting is scheduled for August 18, 2017 at 2:00 p.m.
- Our Family Caregiver Support Program (FCSP) took a \$35,000 funding reduction, but Kim Emory, FCSP Specialist, has diligently been searching for grants to replace those funds; she has applied for a \$25,000 grant from Sam's Club and a \$15,000 grant from another foundation. We are trying to diversify funding in that way. Some of our other programs are trying to diversify funding as well.
- We have been participating in a number of state trainings and events to determine the best way in which to move our region and the state ahead. We have been sharing that information with our network group through emails, trainings, and on-site technical assistance visits. Several of our providers have established a 501(c)(3) organization to be able to generate revenue as well.
- We are working with other Area Agencies on Aging to present ourselves as a statewide organization rather than 16 different AAAs so that we will be more competitive with the reform of Medicaid and contracting with the Managed Care Organizations. Ms. Marlin stated that both she and Mr. Godard have sent out information on Medicaid reform and urged everyone to read it if they have not already done so; now is the time to offer feedback on that reform, before the transition starts.
- On page 18, action item #1 is to provide job training opportunities. The SCSEP Coordinator worked diligently in FY 2016-2017 and ended the year with six unsubsidized placements. We are still waiting for the contract to put those seniors back to work after the program was promised another year of funding by the state. We did receive notice that the person who heads the SCSEP program at the state level has taken another position and we are not confident that we will receive any further funding past the 2017-2018 Fiscal Year, but we will continue to advocate for the program because it does a lot of great things for our seniors.

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- On page 20 of the Action Plan, Goal #1 states that we will continue to use elder abuse prevention funds to educate consumers and professionals. Our Ombudsmen are mainly responsible for this and have added another elder abuse conference this past year in Northampton County. If that is something that you would be interested in sponsoring in your area, please let Tyronda Whitaker or Annetta Brown know and we will see what we can do to make one of those events happen there.
- There have been some changes to our Community Advisory Committees (CAC) for our Ombudsman Program. A bill was passed in the last session, so there will be some changes trickling down from the state to the local level and we will share information about how that will impact our volunteers with the counties as that information is made available to the AAA.

Ms. Marlin opened the floor for questions.

Planning and Development Services (PDS), Ron Townley, Program Director

Mr. Townley stated that there are no items for action. The PDS portion of the 2016-2018 Program of Work Mid-term Report can be found on pages 26-40.

Highlights:

- Mr. Townley stated that everyone should have a rough draft copy of the 2017-2022 Comprehensive Economic Development Strategy (CEDS) (handed out at meeting). Please review this document and decide if PDS staff have met the major areas of interest to your approval and whether or not they match the plans of the local governments that you represent. Please provide any suggested changes to Ron or any staff in the PDS Department.
- A public hearing will start in a few weeks on the CEDS and we will bring the final draft back to you at the October board meeting, which will also serve as the CEDS Advisory Committee meeting, for adoption. It is a living document and will get updated annually after the adoption.
- Local food economy work is summarized on page 27 in the Program of Work.
- There were eight major economic development related projects worked on containing about \$5.6 million of investment during the year, leveraging about \$150 million of additional public and private investment and creating an anticipated support of approximately 500 construction jobs in the near term and creating over 1,000 permanent jobs. Of these, four programs were completed during the year and four new projects were initiated.
- Near the bottom of page 31 under Community Development, it notes PDS worked on 32 projects in excess of \$18 million worth of investment; 12 were completed or are in the closing stages of completion. Thirteen (13) new projects were funded.

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Mr. Townley opened the floor for questions.

Business Resource Center, Greg Godard, Business Resource Loan Officer

Mr. Godard stated his report is on pages 41-42 of the Program of Works. There were no small business loans made last year. Marketing efforts are being increased with bankers and small business centers in the UCPCOG region. We have \$452,000 in funding available to lend.

Mr. Godard opened the floor for questions.

General Administration/Business Development B(DC) Center, Olga Abrams, Manager

Ms. Abrams stated that her report begins on page 43 of the 2016-2018 Program of Work Mid-term Report.

Highlights:

- Research has been done on call centers and call center contacts, not only nationally but internationally, and we find ourselves challenged with not having the availability of parking to facilitate 50 vehicles or more in the immediate area.
- Social media efforts have been expanded and we have increased awareness of the Business Development Center (BDC). There are more people coming to our Facebook page, more people engaging in conversation about the BDC, so we are happy with that.
- Other promotional tools used are upcoming events, educational seminars and workshops (which we offer 10 months out of the year), email marketing campaigns, and networking opportunities.
- We are looking at either an electronic sign or kiosk to place in front of the building to increase awareness of the upcoming events that we have, as well as, those of our tenants.
- We partner with the small business centers and refer people to them who do not have a written business plan and try to get them through the pre-incubation period so that the community colleges can help them develop their business plan. We can do this in-house also, but we try to encourage the partnership between our agencies.
- We have added five (5) new businesses this past fiscal year. There is a summary on pages 44-45 of what each business does.
- We are engaging entrepreneurial leaders.
- Ms. Abrams stated that she has been attending more community networking events and business to business events to increase the awareness of the BDC.
- Mr. Godard and Ms. Abrams are both involved in the redesign of a portion of the incubator to include collaborative and co-working spaces and provide our millennials with the tools needed to be successful in business.

Ms. Abrams opened the floor for questions.

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

Finance, Mark Hill, Finance Director

Mr. Hill stated that the finance activity report can be found on pages 48-49 of the 2016-2018 Program of Work Mid-term Report. There is 1 item for action that was not included in the agenda packet.

Highlights:

- One of the things we were tasked with was having a risk assessment done for Health Insurance Portability and Accountability Act (HIPAA). That assessment is mostly done; it is an interesting process that requires annual updates. Basically, the Aging Department is interacting with client protected information and how we need to safeguard that information.
- We implemented an online performance evaluation process about ten (10) years ago but we never got full usage. It was a challenge to maintain as staffing changes were made. After management discussions, program directors have chosen to go back to a paper evaluation form.
- There have been no problem adhering to the auditing and monitoring schedules and we don't anticipate any; our current auditors are Thompson, Price, Scott, and Adams. We are currently working on closing out last fiscal year and getting things ready for the new fiscal year.

Mr. Hill opened the floor for questions.

Item #1: Approval of the annual auditor contract in the amount of \$18,500.

Vice-Chairman Hughes called for a motion to approve the audit contract. Mr. Browning made the motion, Mr. Coleman seconded, and the motion carried unanimously.

EXECUTIVE DIRECTOR'S REPORT

Mr. Godard stated that he had 1 item for action on page 10.

Item # 1: Approval of Resolution Supporting an Amtrak Stop and Station in Weldon, NC.

The Town of Weldon has a rich rail history with the Wilmington and Weldon Railroad and has sought the support of the Upper Coastal Plain Council of Governments in their Resolution to add an Amtrak Stop and Station in Weldon, NC.

Mr. Godard stated that there is a stop in Rocky Mount, NC and one further north in Petersburg, VA. This would provide additional services for residents of Halifax and Northampton Counties

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6:45 p.m.

and residents in the Emporia, VA area. It would be a nice addition to the Amtrak service in the Upper Coastal Plain Region.

Mr. Godard called for a motion to approve the resolution in support of the Amtrak Stop and Station in Weldon, NC. Mr. Coleman made the motion, Mr. Proctor seconded, and the motion carried unanimously.

Mr. Godard stated the next board meeting dates as follows:

1. Executive Committee on September 19, 2017 at Word Impact Center
2. Executive Committee and Board of Directors meetings will be held on October 17, 2017.
3. The Annual Banquet is scheduled for November 21, 2017, the week of Thanksgiving.

Mr. Godard asked if this date would cause a conflict for anyone; we've never changed that because of conflicts with other municipal meetings in the region. There was no request to change the date, so Mr. Godard went on to say that the banquet will be held at Birchwood Country Club in Nashville.

Mr. Godard thanked program directors for their work. He opened the floor for questions.

BOARD OF DIRECTOR COMMENTS

There were no comments.

CHAIRMAN'S COMMENTS

Mr. Hughes shared that a loan approved for Tammy's Restaurant in Littleton, NC a few years ago was not only paid off early, but they are now expanding into a larger facility to include private room rentals for meetings.

ADJOURNMENT

Vice-Chairman Hughes called for a motion to adjourn the August 15, 2017 meeting of the Upper Coastal Plain Council of Governments Board of Directors. Mr. Proctor made the motion, Ms. Sherry Lucas seconded, and the motion carried unanimously.

Doug Hughes, Vice-Chairman

Gregory Browning, Secretary/Treasurer

MINUTES
UPPER COASTAL PLAIN COUNCIL OF GOVERNMENTS
BOARD OF DIRECTORS MEETING
OCTOBER 17, 2017

BOARD MEMBERS PRESENT

Barbara Simmons, Chairperson	Mayor	Town of Enfield
Doug Hughes, Vice-Chairman	At-Large Board Member	Northampton County
Gregory Browning, Secretary/Treasurer	Alternate Board Member	City of Roanoke Rapids
Eddie Braxton	Mayor	Town of Scotland Neck
Phillip Boone	Alternate Board Member	Town of Dortches
Henry Raper	Manager	Town of Nashville
Kenneth Manuel	Mayor	Town of Woodland
Brenda Lucas	Commissioner	Town of Spring Hope
Sherry Lucas	Commissioner	Wilson County
Ronald Pace	Councilmember	Town of Momeyer
Doris Risper	Mayor	Town of Rich Square
Blake Proctor	Town Administrator	Town of Sharpsburg
Jonathan Felton	Commissioner	Edgecombe County
A.P. Coleman	Councilmember	City of Wilson
Fred Belfield, Jr.	Commissioner	Nash County
Grady Smith	Mayor	Town of Elm City
Wilbert Harrison	Mayor	Town of Speed
Roy Bell	Mayor	Town of Garysburg
Samuel Davis	At-Large Board Member	Edgecombe County

*If your name is not listed here, it was not noted in the sign-in sheet. Please let us know so we can make that correction and look for that sign-in sheet so that we can give you credit for your attendance and participation.

MEMBERS PRESENT BY PROXY

Florence Pender	Commissioner	Town of Pinetops
Esterine Gary Pitt	Mayor	Town of Whitakers
Denise Stinagle	Manager	Wilson County

GUESTS

Jae Kim	Manager	Town of Spring Hope
Macon McNair	Special Guest of Mayor Risper	
Jennifer Blickos	Admin.& Finance Asst.	UCPCOG

**Minutes
Upper Coastal Plain Council of Governments
Board of Directors Meeting
October 17, 2017
6:45 p.m.**

STAFF

Greg T. Godard	Executive Director
Michael Williams	Workforce Development Program Director
Mary Marlin	Area Agency on Aging Program Director
Ron Townley	Planning & Development Services Program Director
Olga Abrams	General Administration/BDC Manager
Mark Hill	Finance Director

CALL TO ORDER

Chairman Simmons called the meeting of the Upper Coastal Plain Council of Governments Board of Directors to order at 6:47 p.m. at the Word Tabernacle Impact Center in Rocky Mount, NC and welcomed all in attendance. Chairman Simmons asked Ms. Doris Risper to introduce her guest, who has an event to share with the Board. Mayor Risper introduced her guest as her cousin, Ms. Macon McNair, who recently moved to Rich Square from Georgia. Ms. McNair stated that Rich Square has officially moved into their new Town Hall Building, the old PNC building which was donated to the town, and the official grand opening will be Saturday, October 21, 2017 at 11 a.m.; all are welcome to attend.

APPROVAL OF MINUTES

Chairman Simmons called for a motion to approve the minutes of the September 19, 2017 Upper Coastal Plain Council of Governments Board of Directors meeting. Mr. Proctor made a motion to approve the minutes, Mr. Coleman seconded, and the motion carried unanimously.

PROGRAM:

Ms. Patty L. Collins, Director of Nursing Continuing Education for the Area L AHEC, presented on the Opioid Epidemic in the region. Ms. Collins stated that she has been a nurse for about 35 years and her clinical background is in Emergency and Flight Nursing; even as the Director at AHEC, she still continues to work 1 day a month in the Emergency Room at Vidant Edgecombe Hospital to maintain clinical skills. Ms. Collins gave an overview of how the opiate epidemic came about, some of the statistics surrounding the epidemic, and what is being done about it. She gave information on the different types of opiates, diseases and other concerns caused by the long-term use of opiates (prescribed and street drugs), gave some insight on a plan of action that has been created to try to reduce the epidemic, spoke on the HOPE Initiative in Nashville, NC and its success, and went over changes that are being made in the medical field to try to reduce the number of patients who are able to abuse the system and get opiates from various medical facilities. Ms. Collins is available to make presentations in the community.

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6:45 p.m.**

**A copy of the presentation can be obtained from the UCPCOG Office. Please contact Jennifer Blickos at jblickos@ucpcog.org or by phone at 252-234-5952 to have that information sent to you.*

ADMINISTRATIVE REPORTS

Workforce Development (WFD), Michael Williams, Program Director

Mr. Williams stated that the first quarter numbers are on the October Impact Report from July – September.

Highlights:

- Career Pathways local implementation is in progress. An opportunity has arisen to implement the Advanced Manufacturing local certification for Career Pathways in Nash County, which includes K-12 Nash Rocky Mount Public Schools, Nash Community College, Rocky Mount NCWorks Career Center, and local employers.
- Unemployment insurance is down 0.1 % from 6.9%to 6.8%; however, 1,716 fewer people are working compared to last year at this time.
- Rapid Response was provided for 214 displaced workers at General Foam Products as they begin to close their plant. WFD is working with that company to provide those workers skills training, as well as, opportunities to provide a career fair. There are several companies who are already interested in some of those employees, so WFD staff are hopeful to transition some of them straight into new employment.

Mr. Williams opened the floor for questions.

Area Agency on Aging, Mary Marlin, Program Director

Ms. Marlin stated that AAA service numbers for July – August are on the October Impact Report.

Highlights:

- SCSEP Program was resumed as of October 2, 2017. Hours participants can work has increased from 18 to 20 hours per week. We were able to do this to try to catch up from the 3 months of inactivity while we were waiting for our contract. The purpose is to make sure that we do utilize all of that federal funding. Some of the open spots mentioned on the Impact Report have been filled, but there are still a couple of open spots available.
- The AAA's nonprofit COMPASS is still in the process of researching land for an affordable senior housing project. We have been in contact with a major funder in the

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area that's very interested in being a part of the project and have asked to be kept apprised of the progress. The most promising location at this time is in Sharpsburg. Some of the town leaders and citizens have expressed an interest in partnering with COMPASS to make the project a reality. We did send out a request for information and received several responses to that, but we are still considering properties. If there is something in your area that you want us to consider please let Ms. Marlin know.

- Family Caregiver Support Program (FCS) has a Caregiver Education Conference scheduled Wednesday, November 15 in Roanoke Rapids.
- Ms. Marlin stated that she and Ms. Lynn Bulluck will be presenting the Chronic Disease and Self-Management Workshop at Spaulding Resource Family Center in Spring Hope October 11, 2017 – November 30, 2017 from 10 a.m. – 12 noon. They will meet once a week for 6 weeks. This is one way that we can help to address the Opioid Epidemic that our region is facing; by teaching people how to deal with chronic disease and manage their pain. That gives them a more productive and constructive alternative than taking those medications long-term.

Ms. Marlin opened the floor for questions. Chairman Simmons asked about where the classes can be held. Ms. Marlin stated that the classes offered include: Chronic Disease Self-Management, Diabetes Self-Management, and Matter of Balance. We will also be offering Chronic Pain, as soon as, a second person is trained. We are available to do that in any area of the region where we are invited to go that can provide a space for the class.

Planning and Development Services (PDS), Ron Townley, Program Director

Mr. Townley stated that there is 1 item for action, the adoption of the Comprehensive Economic Development Strategy (CEDS).

Highlights:

- Lea Henry has resigned as the Community Development Manager overseeing the Hurricane Matthew Recovery project. Interviews are ongoing and we hope to have a new Community Development Manager on staff by the next board meeting or sooner.
- We were awarded the USDA Rural Development grant for \$150,000 for small town revitalization which required matching funds. The Towns of Garysburg, Scotland Neck, and Sharpsburg will be receiving direct technical assistance \$50,000 each over the next 24 months to help with their community development facilities. PDS staff will administer the grant.
- The Brownfields Program funding ended September 30, 2017. A total of about \$58 million was leveraged over three years in different sites around the region. There will be some additional details article coming out in our annual report on the Brownfields Program.

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Board of Directors Meeting

October 17, 2017

6:45 p.m.

- There is a food summit hosted by Organic Agriculture Revitalization Strategy (OARS) that will be held on October 26, 2017 in New Bern.
- A new contract has been signed on the Clean Fuel Advanced Transportation Project which has helped some of the region in the past with electric vehicle infrastructure installation, compressed natural gas refueling facilities, biodiesel processes, low emission school buses, and other projects. Let us know if you have needs for assistance on projects like that and PDS Planner, Tirence Horne, can help you.
- Received notification regarding the Seaboard West Frazier - EDA project, that the pre-approvals are going forward, so the full application process can begin.
- In addition to the \$12.8 million on the chart in the October Impact Report, \$450,000 in application assistance on some infiltration and access grants have been added for Seaboard and Lucama.
- PDS has been assisting the City of Wilson and Wilson County in putting together a packet on the CDBG Disaster Recovery Funds to help with infrastructure projects.

Mr. Townley answered questions from the floor.

Item #1: Approval of CEDS Report

The Upper Coastal Plain Council of Governments (UCPCOG) was designated as an Economic Development District (EDD) by the United States Department of Commerce - Economic Development Administration (EDA) on June 26, 1996. This designation allows member local governments access to EDA funds via the COG for primarily public works projects when jobs are being created and/or saved.

At the September 18th meeting, the Executive Committee voted to recommend approval of the CEDS report to the full COG Board. Approval is necessary to fully satisfy EDA requirements.

Chairman Simmons called for a motion to approve the CEDS report. Mr. Proctor made the motion, Mr. Bell seconded, and the motion carried unanimously.

Business Resource Center, Greg Godard, Business Resource Loan Officer

There were no new loans to bring to the board.

General Administration/Business Development B(DC) Center, Olga Abrams, Manager

Ms. Abrams stated that 2 electronic newsletters went out in September and October is pending. The semi-annual newsletter for the first 6 months of the fiscal year is complete and in the mail. The next publications will be the annual report and the November electronic newsletter.

There are 3 new clients at the BDC, one graduation and one business downsized; so we have 3 in and 2 out. We are still working hard to recruit more businesses. Mr. Godard started on the

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redesign of the BDC and cubicles are coming down in the designated 3,000 sq ft area. We are excited about redesigning the first floor. Ms. Abrams thanked Mr. Godard for all he has done over the 19 years she has worked with him to save our agency money by doing the work himself. Mr. Godard stated that he does not mind doing some of the maintenance and janitorial work because it's often difficult to find someone to do small jobs in a timely manner.

Dreamfest 2018 is planned for Saturday, January 27th from 10 a.m. – 2 p.m. This is a small business plan competition where potential and existing small businesses, under 3 years in operation, can submit a comprehensive business plan and finalists will make a pitch to a panel of 5 judges on that date. They will be competing for up to \$10,000 in prizes to inject into their business. The prize money is being raised through crowd funding and other sponsors. Mr. Godard interjected that it will be a Shark-Tank- like competitive event. Ms. Abrams stated that it will be a regional event. The directors from the region's community college small business centers will be providing technical assistance to the contestants.

Mr. Hughes stated that he has learned that the Roanoke Development Center and the Town of Rich Square have developed 3 business incubators to service the northern part of the region. He stated that they are not big, but they are efficient and reasonable; they start at about \$268 a month which includes all utilities. If someone in Halifax or Northampton County wants to start a business, there is now an opportunity to do so in Rich Square. Ms. Abrams stated that through this competition, the BDC may be able to identify some businesses who may benefit from those incubators.

Ms. Abrams opened the floor for questions.

Finance, Mark Hill, Finance Director

Mr. Hill reported that our audit is 80-85% completed. The final report is not in, but should be in the end of the week. There are 2 items for action on pages 11-13.

Item #1: Approval of Budget Amendment for Workforce Development Fund.

The Federal Funding in the Workforce Development Fund – funding under the Workforce Innovation and Opportunity Act (WIOA) has a 2-year life on a regional level. Most of this amendment is adding the carryover portion of prior year funding to the current year budget from \$5.5 million with an increase of a little over \$1.2 million for a total of \$6.8 million.

The balance of the amendment includes separate private grants closing out and being consolidated into a budget line item called WFD Projects. All of the funding for WFD Projects will be provided out of the Workforce Development Fund Balance.

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Chairman Simmons called for a motion to approve WFD Budget amendment. Mr. Proctor made the motion, Mr. Bell seconded, and the motion carried unanimously.

Item #2: Approval of Budget Amendment of the Aging Program Fund

The AAA Program did not receive accurate funding numbers from the NC Division of Aging and Adult Services until late in June. This amendment brings the budget in line with actual funding levels. Notable changes are a loss of \$71,445 in the Senior Employment and Training Program and a loss of \$36,494 in the Caregiver Program. There was a large increase in HCCBG funds of \$116,880.

Chairman Simmons called for a motion to approve the AAA and WFD Budget amendments. Mr. Coleman made the motion, Mr. Proctor seconded, and the motion carried unanimously.

EXECUTIVE DIRECTOR'S REPORT

Mr. Godard commented that the COG Program Directors have done a great job explaining the activities in the region and the impact that they are having as a result.

Mr. Godard stated that the annual banquet is scheduled for November 21, 2017 at Birchwood Country Club in Nashville. Patrick Woody, President of the NC Rural Center will be the guest speaker and we are looking forward to that event. The 2016-2017 Annual Report will be presented at that meeting.

Mr. Godard opened the floor for questions. Mr. Godard thanked everyone for attending and for their participation as member governments.

Mr. Godard asked Mr. Coleman to make a report on the Joint Regional Forum.

BOARD OF DIRECTOR COMMENTS

Mr. Coleman stated that the Joint Regional Forum is composed of all of the COGs throughout the state and that he has been representing the UCPCOG for several years and has enjoyed doing so. They are currently seeking a new executive director for the forum and due to retirement, but things will be back on task soon with a meeting scheduled in Kernersville for December 7th - 8th. The emphasis of the forum is to promote regionalism, and we can all work to help that become a reality. Each region has its own personality with their own pluses and minuses, and we all need to work with the state so that each region can take advantage of resources that can benefit each region.

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Mr. Coleman invited everyone to come to the grand opening of the Whirligig Park scheduled for November 2, 2017, and the Whirligig Festival November 4-5, 2017 in downtown Wilson. This project will draw people to Wilson; 30,000 people are expected to attend the festival.

Mr. Godard stated that he will arrange for the January meeting to be held in Wilson around the Whirligig Park.

CHAIRMAN'S COMMENTS

There were no comments.

ADJOURNMENT

Chairman Simmons called for a motion to adjourn the October 17, 2017 meeting of the Upper Coastal Plain Council of Governments Board of Directors. Mr. Proctor made the motion, Mr. Davis seconded, and the motion carried unanimously.

Barbara Simmons, Chairperson

Gregory Browning, Secretary/Treasurer