

**MINUTES**  
**UPPER COASTAL PLAIN COUNCIL OF GOVERNMENTS**  
**BOARD OF DIRECTORS MEETING**  
**JANUARY 19, 2016**

Nash Community College, Brown Auditorium  
Rocky Mount, NC 27804

**BOARD MEMBERS PRESENT**

Donald B. Street, Chairman	Mayor	Town of Nashville
Doug Hughes, Secretary/Treasurer	At-Large Board Member	Northampton County
Eddie Braxton	Mayor	Town of Scotland Neck
Jason S. Morris	Mayor	Town of Jackson
Ellene D. Leonard	Mayor	Town of Castalia
A.P. Coleman	Councilman	City of Wilson
Roy Bell	Mayor	Town of Garysburg
Fred Belfield, Jr.	Commissioner	Nash County
Brenda Lucas	Commissioner	Town of Spring Hope
Florence N. Pender	Commissioner	Town of Pinetops
Zee Lamm	Manager	Nash County
Timothy Johnson	Mayor	Town of Bailey
Sherry L. Lucas	Commissioner	Wilson County
Kenneth Manuel	Mayor	Town of Woodland
Bobbie D. Jones	Mayor	Town of Princeville
Trey Lewis	Mayor	Town of Macclesfield
Gregory Browning	Planning Board Chair, Alt.	City of Roanoke Rapids
Denise Stinagle	Manager	County of Wilson
Fannie P. Green	Commissioner, Chair	Northampton County
Gary Brown	Economic Developer, Alt.	Northampton County

**MEMBERS PRESENT BY PROXY**

Wilbert Harrison	Mayor	Town of Speed
Esterine Gary Pitt	Mayor	Town of Whitakers

**GUESTS**

Representative Jeff Collins	NC House of Representatives
Jessica Proctor	Eastern NC Field Director, Connect NC

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Upper Coastal Plain Council of Governments  
Board of Directors Meeting  
January 19, 2016  
6:45 p.m.**

**STAFF**

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 Street called the meeting of the Upper Coastal Plain Board of Directors to order at 6:45 p.m. and welcomed all in attendance, recognizing new board members and special guests.

**APPROVAL OF MINUTES**

Chairman Street called for a motion to approve the Minutes of the October 20, 2015 Board of Directors meeting. Mr. Hughes made the motion, Mr. Bell seconded and the motion carried unanimously.

**Special Recognition**

Chairman Street invited Lorenzo Carmon to come up to receive an award for his outstanding service and contribution as a member of the Upper Coastal Plain COG Board of Directors for more than 14 years. Mr. Carmon thanked the chair and members and stated that he has represented this board for more like 15-20 years going back to when he was manager for the Town of Tarboro and encouraged the board to keep up the good work of the COG.

**Audit Presentation**

Brandy Turbeville 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, 2015, and the respective changes in financial position and the respective budgetary comparison for the General Fund, Aging, Workforce Development, EDA Revolving Loan Fund, and Planning and Development Services Funds for the year then ended in accordance with account principles generally accepted in the United States of America."

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

**PROGRAM:**

Representative Jeff Collins, NC House District 25 provided highlights of the 2015 Legislative Session. The floor was then opened for Q&A.

**ADMINISTRATIVE REPORTS**

**Workforce Development, Michael Williams, Program Director**

Mr. Williams stated the WFD activity report begins on page 8 and there were no items for action.

**Highlights**

- The COG and Turning Point Workforce Development Board received the National Association of Development Organization Innovation Award for the Healthcare Simulation Lab developed about six months prior.
- WFD received an Incumbent Worker Grant for Professional Drug Screening Services, a small business in Wilson County. The grant amount was \$10,000 to be used for training of their staff.
- The regional unemployment rate is at 8.3% (approximately 3,000 more individuals are working this month than in October).
- Employment Ability Assessments are being done on every individual who has been dislocated or are seeking some type of unemployment insurance. In order for an individual to receive the unemployment insurance, they have to come to the NC Work Center for assessment so that we can prepare them for better job opportunities.
- We will be monitored by the State of NC next week for programing and fiscal management.

**Area Agency on Aging, Mary Marlin, Program Director**

Ms. Marlin stated the AAA activity report begins on page 11 and there were no items for action.

**Highlights**

- Began planning the 13<sup>th</sup> Annual Caregiver Education Conference. The conference will be held at Barton College on March 8<sup>th</sup>. Save the date. We will announce more information as it becomes available.
- AAA received \$10,588 for the Health Promotions/Disease Prevention Program for this fiscal year. We have offered Matter of Balance, Chronic Pain Management and Diabetes Management classes for several years and we noticed a decline in the participation. We

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have decided to pursue training in a new class called Chronic Pain Self-Management with this funding.

- We have been working on the four-year area plan for 2016-2020. The plan is due to the Division of Aging and Adult Services on May 1<sup>st</sup>. We hope to have a draft completed to present to the Regional Aging Advisory Committee in March.

There was some discussion on the growing aging population (approximately eight thousand individuals turning 65 per day) and how we will not have sufficient caregivers to serve this population.

**Planning and Development Services, Ron Townley, Program Director**

Mr. Townley reported the PDS activity report begins on page 28 and there were no items for action.

**Highlights**

- We hired a planner, Tirence Horne, who could not be at the meeting because of a conflict. Mr. Horne was an Intern for the City of Wilson for a period of time and graduated from UNC Chapel Hill with a dual degree in planning and environmental studies.
- Three grant applications for three towns submitted by PDS staff did not get awarded. We are working to resubmit those applications at the next round. We are also working with three other towns on future CDBG Infrastructure grant applications.
- We continue to research other sources of funds to meet member government and regional needs.
- We are currently working on four potential new EDA economic development project grants.
- There are three regional projects being developed (two EDA, one USDA). One involves the aging population needs and staff is collaborating with AAA staff.
- With respect to the USDA grant mentioned above, we have been asked to take a regional approach with regard to developing the local foods economy and we will be co-applying with one of the state's non-profits. UCPCOG has been chosen as one of three regional partners in the project (east, central, and west).
- Local government survey was due Friday and 19 of 46 invited to participate have responded.
- We are expanding our services into GIS mapping. There is still a demand for this service.
- Since the last board meeting, we have acquired or begun administering six new local government contracts. We are in conversation with 5 other local governments regarding service contracts.

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**Business Resource Center, Greg Godard, Business Resource Loan Officer**

Ms. Abrams reported in Mr. Godard's absence and stated there were no loans to bring before the board for approval.

**General Administration/Business Development Center, Olga Abrams, Manager**

Ms. Abrams stated the GA/BDC activity report is found on page 37 and there were no items for action.

**Highlights**

- Staff is working on updating the Officials Directory. This directory comprises contact information for elected and non-elected officials throughout the five-county region and includes legislators.
- Staff is working on website updates for the COG and the BDC. We plan to convert the website to WordPress so that staff can have full access and ability to design and update the sites.
- Working on a new marketing strategy for the BDC.
- Seminars planned include: CPA What You Need to Know – January 25<sup>th</sup>; NC Department of Revenue Sales and Use Tax Workshop for Small Business – February 9<sup>th</sup>; Census Regional Training Workshop – March 22, 2016.

Mr. Hughes asked the status of total businesses in the BDC. Ms. Abrams responded, six. She went on to report that two large businesses had moved out over the last couple of months. The third floor is still available for lease and Mr. Godard is having a conversation with a group that may be interested in taking that space. Plan B will be to go out and hire a commercial realtor who can lease the space for us.

Ms. Abrams stated two businesses have been recruited (Winstead Counseling and Consulting Services and Ardent Healthcare Solutions). She reported having done about four tours of the facility in January. Two are serious with first quarter move-in timeframe. One is a supplemental insurance company and the other is a healthcare company who needs a space for management.

**Finance, Mark Hill, Finance Director**

Mr. Hill stated the finance activity report begins on page 39 and there were two items for action.

**Item #1:** Resolution to join the North Carolina Public Deferred 457 Compensation Plan.

Chairman Street called for a motion to approve the Resolution to join the North Carolina Public Deferred 457 Compensation Plan. Mr. Coleman made the motion, Ms. Pender seconded and the motion carried unanimously.

**Highlights**

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- Finished up work on audit.
- Converted all staff to the new NC State Health Insurance Plan. Updated dental, vision, life products, workers compensation and disability options. This work was very time consuming.
- Worked on year end issues.
- Troubleshoot viruses on the server and other IT issues.

**PROGRAM HIGHLIGHT**

Ms. Jessica Proctor arrived late, but was able to provide a brief summary and materials with regard to the Connect NC Bond issue.

A resolution was written in anticipation of approval and Chairman Street asked for a motion to approve the Resolution in Support of the \$2 Billion Bond Campaign for Education, Agriculture, Parks, Water and Sewer. Mr. Coleman made the motion to approve the resolution as written, Mr. Hughes seconded and the motion carried unanimously.

**EXECUTIVE DIRECTOR'S REPORT**

Ms. Abrams provided upcoming meeting dates in the absence of Mr. Godard.

**BOARD OF DIRECTOR COMMENTS**

None

**CHAIRMAN'S COMMENTS**

None

**ADJOURNMENT**

Chairman Street called for a motion to adjourn the meeting of the Upper Coastal Plain Council of Governments Board of Directors, Mr. Belfield seconded and the motion carried unanimously.

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Dr. Donald Street, Chairman

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Doug Hughes, Secretary/Treasurer

**MINUTES**  
**UPPER COASTAL PLAIN COUNCIL OF GOVERNMENTS**  
**BOARD OF DIRECTORS MEETING**  
**MARCH 15, 2016**

**BOARD MEMBERS PRESENT**

Donald Street, Chairman	Mayor	Town of Nashville
Barbara Simmons, Vice-Chair	Mayor	Town of Enfield
Doug Hughes, Sec/Treasurer	At-Large Board Member	Northampton County
Trey Lewis	Mayor	Town of Macclesfield
Samuel Davis	At-Large Board Member	Edgecombe County
Barbara High Tyre	Council Member	Town of Red Oak
Mary Wells	At-Large Board Member	Nash County
A.P. Coleman	Council Member	City of Wilson
Sherry L. Lucas	Commissioner	Wilson County
Brenda Lucas	Commissioner	Town of Spring Hope
Linda Ingram	Mayor	Town of Conetoe
Gary Brown	Economic Developer, Alt.	Northampton County
Othar Woodard	Council Member	Town of Tarboro
Bobbie D. Jones	Mayor	Town of Princeville
Florence W. Pender	Commissioner	Town of Pinetops
Esterine Gary Pitt	Commissioner	Town of Whitakers
Robert L. Moore, Sr.	At-Large Board Member	Halifax County
Kenneth W. Manuel	Mayor	Town of Woodland
Roy Bell	Mayor	Town of Garysburg
William M. Gallimore	Commissioner	Town of Seaboard
Fred Belfield, Jr.	Commissioner	Nash County
Sylvia Alston	Commissioner	Town of Littleton
Kirby Brown	Mayor	Town of Dortches
Beverly Davis	Commissioner	Town of Sharpsburg
Gregory Browning	Planning/Board of Adjustment	City of Roanoke Rapids
Fannie P. Greene	Commissioner	Northampton County
Timothy Johnson	Mayor	Town of Bailey
Ronnie Pace	Council Member	Town of Momeyer

**MEMBERS PRESENT BY PROXY**

Wilbert Harrison	Mayor	Town of Speed
Jason T. Kessler	At-Large Board Member	Wilson County
Grady Smith	Mayor	Town of Elm City
Denise Stinagle	Manager	City of Wilson

**Minutes  
Upper Coastal Plain Council of Governments  
Board of Directors Meeting  
March 15, 2016  
6:45 p.m.**

**GUESTS**

Phillip Boone	Planning Board, Alt.	Town of Dortches
Julia Brown	Guest of Florence Pender	
Brenda Avery	Guest of A.P. Coleman	
Jae Kim	Guest of Brenda Lucas, Alt.	Town of Spring Hope

**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	BDC Manager/General Administration
Mark Hill	Finance Director

**CALL TO ORDER**

Chairman Street called the meeting of the Upper Coastal Plain COG Board of Directors to order at 6:45 p.m., introduced new members and welcomed all in attendance.

**APPROVAL OF MINUTES**

Chairman Street called for a motion to approve the Minutes of the January 19, 2016 Board of Directors meeting. Ms. High Tyre made the motion to approve the Minutes of the January 19, 2016 Board of Directors meeting, Mr. Hughes seconded and the motion carried unanimously.

**PROGRAM:**

Seth Robertson, PE, State Revolving Fund Section Chief, NC Department of Environmental Quality, presented an overview of the 2016 State Water Infrastructure Programs for local governments and authorities and opened the floor for Q&A and comments.

**ADMINISTRATIVE REPORTS**

**Workforce Development, Michael Williams, Program Director**

Mr. Williams stated the WFD activity report begins on page 7. The Item for consideration to approve a budget amendment to increase the Workforce Development Fund by \$21,426 will be presented by Mark Hill, the Finance Officer later on in this meeting.



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**6:45 p.m.**

Over the last three months WFD has been monitored and received Equal Employment Opportunity Commission (EEOC), financial and programmatic monitoring and state validation. The staff has been preparing for the upcoming year in the area of procurement of services and all programs will be put out for bid by the end of March.

Mr. Williams thanked everyone who participated in the regional job fair held in Rocky Mount at World Tabernacle Church. This fair was a great success. All three NC Works Centers were brought together and over 50 employers from the five-county region participated. There were over 1500 citizens at this job fair and some jobs were filled on the spot.

Mr. Williams stated the unemployment rate for the region decreased from 8.2% to 7.8% in February 2016.

**Area Agency on Aging, Mary Marlin, Program Director**

Ms. Marlin stated the AAA activity report begins on page 11 and there are no items for consideration.

Ms. Marlin stated AAA had a successful 13<sup>th</sup> Annual Caregiver Education Conference at Barton College on March 8<sup>th</sup>. There were 164 in attendance including participants, students, staff, volunteers and exhibitors. Autumn Pittman was instrumental in planning the event in Kim Emory's absence. Kim Emory has returned to work on a part-time basis and is doing well.

The Home and Community Care Block Grant (HCCBG) Lead Agency training planned for February had to be cancelled due to scheduling conflicts among five county lead agency representatives. We are offering the opportunity for a one-on-one training session upon request for each county. There will be an HCCBG service provider training on April 19<sup>th</sup> at Eastpointe in Rocky Mount.

The staff has been working on the four-year area plan on aging for 2016-2020. The plan is due to be submitted to the Division of Aging and Adult Services by May 1<sup>st</sup>. The draft has been submitted to the Regional Aging Advisory Committee (RAAC) for review and approval. The plan will then be submitted to the UCPCOG board for approval as well.

Finally, the Senior Community Service Employment Program has been monitored by the Division of Aging and Adult Services and the contract was recommended for renewal.

**Planning and Development Services, Ron Townley, Program Director**

Mr. Townley stated the PDS activity report begins on page 23 and there are no items for consideration.

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Mr. Townley stated he has been attending local food meetings with regard to the local food economy in the region. In talking with leaders at small town and county-lead meetings, it was indicated that this may be an area for the COG to work and try to tie together local food initiatives such as local farmer's markets, small farmers marketing, and developing value-added processing opportunities. To this end, The Rural Center submitted a grant application for \$250,000 to the U.S. Department of Agriculture (USDA) of which \$25,000 will be allocated to the COG and two other partners, one in Charlotte and the other in the western part of the state. The grant, if awarded, will allow the COG to try to pull networks together, do asset mapping, and capacity building. A total of 45 businesses in the food economy will be assisted with business planning, supply chain, marketing, etc. Many of these services will be provided directly by The Rural Center.

The Planning and Development Services staff is administering 17 Community Development Block Grants. Half a dozen or more grants have been closed out and we are doing about \$12 to \$13 million worth of work. We are working with eight (8) towns on new CDBG grants. Mr. Townley noted that we are often invest \$10,000 to \$15,000 of COG funds (membership dues) in developing and carrying some of these applications forward.

We are also talking to two (2) or three (3) towns on planning projects. We will certainly consider more and hope to increase this service. We are working with town planners putting together map files online. We are able to put the maps in shared files and provide a link so that towns can utilize a map from an internet connected device. For example, if you are looking for fire hydrants or pump stations in the field you will be able to see all the hydrants and pump stations in the town. Data layers can show when it was installed, who made it, what the warranty is, etc. It's going to take some time to get there, but the COG can build that capacity for the small towns. It does require resources.

**Business Resource Center, Greg Godard, Business Resource Loan Officer**

Mr. Godard stated there were no loans for approval by the board this evening.

**General Administration/Business Development Center, Olga Abrams, Manager**

Ms. Abrams stated the BDC/GA activity report begins on page 32 and there were no items for action.

Ms. Abrams stated she electronically published the monthly E-Newsletter consisting of articles of interest to local member governments in the region, upcoming conferences and grant opportunities. This publication is a compilation of information gathered from various sources.

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Two new companies were admitted into the BDC, namely, Peak Demand and Ardent Healthcare Solutions for a total of nine (9) spaces leased. Ms. Abrams went on to say that we still have some challenges with regard to recruiting.

Trained on an online grant maker research tool called Foundation Search which was purchased by and will be shared among the 16 Regional Councils. This is a database platform used to access thousands of private foundations and corporate sponsors. If there is enough interest in this tool, we will hire a part-time person to specifically work on grant research. The research can be done in a fraction of the time it would take someone to do it who does not have access to such a robust database tool.

We are also working on updating the COG and BDC websites. I have met with the Program Directors with regard to content and will be working on this project through the end of May, 2016. Once the website is updated, we will convert the content to another website platform (Word Press) that we will be able to maintain and manage without the help of an outside consultant, resulting in savings and timely updates.

**Finance, Mark Hill, Finance Director**

Mr. Hill stated the Finance activity report begins on page 33 and there are two items for consideration.

The Board authorized the COG to seek application to join the NC State Health Plan. We were successful in that process effective February 1, 2016. We also moved our 457 Supplemental Retirement Plan from Nationwide to Prudential.

The Audit was presented in January, 2016. We have some copies available for those who did not get a copy.

**Item #1:** Approval of Financial Reports for the period ending October 31, 2015 through January 31, 2016.

Chairman Street called for a motion to approve the Financial Reports for the period ending October 31, 2015 through January 31, 2016.

Ms. High Tyre made the motion to approve the Financial Reports for the period ending October 31, 2015 through January 31, 2016, Ms. Pender seconded and the motion carried unanimously.

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**Item #2:** Approval of budget amendment to increase the Workforce Development Fund by \$21,426.

Chairman Street called for a motion to approve a budget amendment to increase the Workforce Development Fund by \$21,426. Mr. Coleman made the motion to approve a budget amendment to increase the Workforce Development Fund by \$21,426, Mr. Bell seconded and the motion carried unanimously.

**EXECUTIVE DIRECTOR'S REPORT**

Next Executive meeting is scheduled for April 19, 2016 at 5:30 p.m. There will not be a full board meeting held in April. The next full board meeting will be held on May 17, 2016. We will present a proposed budget to the board at that meeting.

Mr. Godard encouraged board members to attend the NC Tomorrow Summit planned for April 18-19 in Raleigh.

**BOARD OF DIRECTOR COMMENTS**

No comments from the board members.

**CHAIRMAN'S COMMENTS**

Chairman Street stated the acoustics were bad at this location and it was hard to hear others.

**ADJOURNMENT**

Chairman Street called for a motion to adjourn the board meeting.

Ms. Barbara Shaw Simmons made the motion to adjourn the board meeting, Ms. Risper seconded and the motion carried unanimously.

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Dr. Donald Street, Chairman

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Doug Hughes, Secretary/Treasurer

**MINUTES**  
**UPPER COASTAL PLAIN COUNCIL OF GOVERNMENTS**  
**BOARD OF DIRECTORS MEETING**  
**MAY 17, 2016**

Nash Community College, Brown Auditorium, Business & Industry Building  
Rocky Mount, NC

**BOARD MEMBERS PRESENT**

Dr. Donald B. Street, Chairman	Mayor	Town of Nashville
Barbara Shaw Simmons, Vice-Chair	Mayor	Town of Enfield
Doug Hughes, Secretary/Treasurer	At-Large Board Member	Northampton County
Robert E. Wilkins	At-Large Board Member	Northampton County
Gary Brown	Economic Developer, Alt.	Northampton County
Bobbie Jones	Mayor	Town of Princeville
Brenda Lucas	Commissioner	Town of Spring Hope
Greg Browning	Planning Board Chair, Alt.	City of Roanoke Rapids
Dana Hewett	Mayor	Town of Sims
Florence Pender	Commissioner	Town of Pinetops
Julia Meacham	Mayor	Town of Weldon
Eddie Braxton	Mayor	Town of Scotland Neck
Ken Manuel	Mayor	Town of Woodland
Tim Johnson	Mayor	Town of Bailey
Ron Pace	Council Member	Town of Momeyer
Doris Risper	Mayor	Town of Rich Square
A.P. Coleman	Council Member	City of Wilson
Robert Moore	At-Large Board Member	Halifax County
Sherry Lucas	Commissioner	Wilson County
Samuel Davis	At-Large Board Member	Edgecombe County
Roy Bell	Mayor	Town of Garysburg
Zee Lamb	Manager	Nash County
Othar Woodard	Council Member	Town of Tarboro
Mary Wells	At-Large Board Member	Nash County
Fred Belfield, Jr.	Commissioner	Nash County
Norlan Graves	At-Large Board Member	Halifax County

**MEMBERS PRESENT BY PROXY**

Jason Kessler	At-Large Board Member	Wilson County
Jason S. Morris	Mayor	Town of Jackson
Esterine Gary Pitt	Mayor	Town of Whitakers
Denise Stinagle	Manager	Wilson County

**Minutes  
Upper Coastal Plain Council of Governments  
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May 17, 2016  
6:45 p.m.**

**GUESTS**

Daniel Gerald	Manager	Town of Princeville
Jae Kim	Manager	Town of Spring Hope
Hank Raper	Manager	Town of Nashville
Reginald White	Commissioner	Town of Rich Square
Theresa M. Pinto	President	Rocky Mount Chamber
Larry Flowers	IT Director	Edgecombe County

**STAFF**

Greg T. Godard	Executive Director
Damien Neville	WFD Youth Program Coordinator
Mary Marlin	Area Agency on Aging Program Director
Ron Townley	Planning & Development Program Director
Olga Abrams	General Administration/BDC Manager
Mark Hill	Finance Director

**CALL TO ORDER**

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

**APPROVAL OF MINUTES**

Chairman Street called for a motion to approve the March 15, 2016 Board of Directors meeting minutes. Commissioner Coleman made the motion to approve the March 15, 2016 Board of Directors meeting minutes, Mr. Moore seconded and the motion carried unanimously.

**PROGRAM:**

Jeffrey R. Sural, Director of the Broadband Infrastructure Office with the NC Department of Information Technology shared information on the NC Broadband Statewide Plan. The floor was then opened for Q&A.

**ADMINISTRATIVE REPORTS**

**Workforce Development, Damien Neville, Youth Program Coordinator**

Mr. Neville stated the WFD activity report begins on page 7 and there were no items for action.

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Board of Directors Meeting  
May 17, 2016  
6:45 p.m.**

Mr. Neville highlighted some of the staff activities as follows:

- The Annual Turning Point Workforce Development Board (TPWDB) Plan has been completed on May 9, 2016 and submitted to the NC Department of Commerce and Division of Workforce Solutions. We are awaiting approval or revisions.
- The Consortium Agreement between Turning Point Workforce Development Board and the Upper Coastal Plain Council of Governments has been approved in their last meeting.
- The staff has begun the procurement process for Adult Dislocated Workers and the Youth Program. There will be a recommendation made by the end of the program year.
- A snapshot of the labor market information with regard to unemployment shows the unemployment rate at 7.9% with there being an increase in employment March 2015 vs. March 2016. Approximately 2,000 jobs were added to the workforce since March 2015.

**Area Agency on Aging, Mary Marlin, Program Director**

Ms. Marlin stated the AAA activity report begins on page 9 and there were no items for action.

Ms. Marlin highlighted some of the staff activities as follows:

- Ms. Marlin and Ms. Beverly Davis attended the National Association of Area Agencies on Aging Policy Briefing in Washington, DC on April 25<sup>th</sup> and 26<sup>th</sup>. We had the opportunity to speak with staff from Senator Burr's and Senator Tillis' office and thanked them for their support in reauthorizing the Older American's Act. We also advocated for additional funding and discussed the impact of the Older American's Act programs, such as, nutrition, home delivered meals, transportation and home aide has on the seniors in the region. We felt the meetings were well received.
- The Ombudsmen are working in partnership with Nash County Cooperative Extension Service, the Nash County Nursing Home and Community Advisory Committee and South Village Nursing and Rehab to hold a conference on Aging and Elder Abuse at the Nash County Agricultural Center on June 2<sup>nd</sup>. Registration will begin at 8:30 a.m. If you would like more information Ms. Marlin offered brochures and contact information.
- We have distributed the Fan/Heat Relief funding to service providers in the region. Let Ms. Marlin know if you want information on service providers participating in your area.

**Planning and Development Services, Ron Townley, Program Director**

Mr. Townley stated the PDS activity report begins on page 16 and there were no items for action.

Mr. Townley highlighted some of the staff activities as follows:

- We are a partner in the City of Rocky Mount recent \$24 million TIGER (Transportation Investment Generating Economic Recovery) grant. This is a transportation related grant

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**May 17, 2016**  
**6:45 p.m.**

for bike, pedestrian, greenway and other use and to transform the appearance of downtown Rocky Mount key corridors. It fits in nicely with the Brownfields Program serving about 34 parcels of land in the City of Rocky of Mount.

- A new service contract was signed recently with the City of Roanoke Rapids to provide GIS mapping services, updating their GIS system overlays, zoning, ordinances, etc.
- We have launched the 4<sup>th</sup> Annual Sustainability Summit for eastern North Carolina which will be held at Halifax Community College in Weldon this fall.
- A USDA grant application has been submitted to fund a market feasibility study for local food initiatives to determine if the region can support a year-round indoor market, and if it can't, at what point can it support it. There is no indoor, year-round market like the one we are proposing in the state of North Carolina.
- We have been asked to be a lead applicant for the U.S. Department of Energy, Energy Efficiency Renewable Energy grant application in partnership with North Carolina's Clean Energy Technology Center. We are requesting over \$500,000. The project proposes to monitor and map residential energy use, build a database and tools for energy efficiency targeting low-income neighborhoods. This project is moving forward with eight partners from the region. We are dealing with specialized lawyers in Vermont, universities in South Carolina, etc.
- We are assisting a number of member governments with Community Development Block Grant application process for the fall round. Let me know if we can assist you with that application.

**Business Resource Center, Greg Godard, Business Resource Loan Officer**

Mr. Godard stated there were no small business loans to bring to the board for approval. We have \$380,000 in reserve for small business lending.

**General Administration/Business Development Center, Olga Abrams, Manager**

Ms. Abrams stated the activity for her staff begins on page 24 and there were no items for action

Ms. Abrams reported that since March 17<sup>th</sup> she has been on family medical leave, a funeral of that family member, a two-week hospitalization, her wedding and honeymoon. Therefore, she could only report the activities of her staff found on page 24 of the agenda package.

**Finance, Mark Hill, Finance Director**

Mr. Hill stated the Finance activity report begins on page 25 and he has two items for action.

Mr. Hill highlighted some of the activities as follows:

- Working on the budget and preparing for yearend closeout.



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**May 17, 2016**  
**6:45 p.m.**

- Working on encryption issues with regard to emails. We continue to troubleshoot that process as encryption is a HIPPA requirement.

**Item #1:** Approval of financial reports for periods ending February 29, 2016 and March 31, 2016.

Chairman Street called for a motion to approve the financial reports for periods ending February 29, 2016 and March 31, 2016. Mr. Davis made the motion to approve the financial reports as stated above, Mr. Bell seconded and the motion carried unanimously.

**Item #2:** Approval of audit contract.

Chairman Street called for a motion to approve the audit contract. Mr. Belfield made the motion to approve the audit contract, Mr. Coleman seconded and the motion carried unanimously.

**Fiscal Year 2016-2017 Second Draft Budget Presentation**

Mr. Godard stated the Executive Committee members serve as Finance Committee members. The second draft budget has been presented to them twice and the Executive Committee members recommended the draft budget be presented to the full board.

Mr. Hill stated there were no changes since the last presentation of the FY 2016-2017 second draft budget presentation. He showed a power point presentation to include a comparison of fiscal years, revenues, expenses and usage of funds to the full board.

- The budget does include a 2% cost of living adjustment approved by the Executive Committee.
- Federal and state funds are estimated at \$8.4 million; amended budget as of February, 29, 2016 is \$10,343 million; requested budget is \$9.6 million; there is a \$737,000 decrease which is typical for this presentation. We always have carryforward funds in Workforce Development and that causes our amended budget to be higher.
- There is a slight decrease in member government dues of \$2,200 based on population.
- The Area Agency on Aging Program is showing a slight increase of \$67 thousand.
- Planning and Development Services remains the same.
- General Administration remains the same with no general fund balance needed to balance the budget.

The floor was open for Q&A.

**Request for Public Hearing**

**Minutes  
Upper Coastal Plain Council of Governments  
Board of Directors Meeting  
May 17, 2016  
6:45 p.m.**

Chairman Street called for a motion to set a public hearing prior to the adoption of the FY 2016-2017 Budget. Councilman Coleman made the motion to set a public hearing for June 21, 2016 at 7 p.m., Commissioner Pender seconded and the motion carried unanimously.

**EXECUTIVE DIRECTOR'S REPORT**

The final meeting of the fiscal year will be held at The Word Tabernacle Church Impact Center in Rocky Mount on June 21<sup>st</sup>. The Impact Center has an outstanding economic development program in place and Pastor Gilliard was pleased to have the board members visit, meet and tour the facility. We will provide address and map with the next agenda packet.

**BOARD OF DIRECTOR COMMENTS**

Mr. Belfield commented on the Consortium meeting and stated the three NC Works Career Centers gave a good report on training and getting them ready for interviews, including how many were hired. He was impressed to see Veteran's being served and prepared for employment.

Mr. Coleman stated the General Assembly voted in June 2016 to restrict Internet options. The City of Wilson was restricted to Wilson County. Time Warner Cable reduced their prices in the City of Wilson and raised their prices in Wilson County. Mr. Coleman suggested a presentation be made that will provide what options available.

Commissioner Pender commented on how delighted the citizens in her community are very satisfied with Greenlight.

**CHAIRMAN'S COMMENTS**

Mr. Bell chairs the nominating committee comprising of A.P. Coleman, Mary Wells and himself and proposed nominations as follows: Barbara Shaw Simmons as Chairman, Doug Hughes as Vice-Chair and Greg Browning as Secretary/Treasurer. Chairman Street asked if there were any additional nominations.

Chairman Street called for a motion to receive the nominations set before them. Mayor Jones made the motion to receive the nominations, Mr. Davis seconded and the motion carried unanimously. The Board of Directors will vote on these nominated members at the June 21, 2016 full board meeting.

**Minutes**  
**Upper Coastal Plain Council of Governments**  
**Board of Directors Meeting**  
**May 17, 2016**  
**6:45 p.m.**

**ADJOURNMENT**

Chairman Street called for a motion to adjourn the Upper Coastal Plain Council of Governments Board of Directors meeting. Ms. Pender made the motion to adjourn the Upper Coastal Plain Council of Governments Board of Directors meeting, Mr. Bell seconded and the motion carried unanimously.

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Dr. Donald Street, Chairman

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Doug Hughes, Secretary/Treasurer

**MINUTES**  
**UPPER COASTAL PLAIN COUNCIL OF GOVERNMENTS**  
**BOARD OF DIRECTORS MEETING**  
**JUNE 21, 2016**

**The Impact Center, Rocky Mount, NC**

**BOARD MEMBERS PRESENT**

Donald Street, Chairman	Mayor	Town of Nashville
Barbara Shaw Simmons, Vice Chair	Mayor	Town of Enfield
Doug Hughes, Sec/Treasurer	At-Large Board Member	Northampton County
Doris Risper	Mayor	Town of Rich Square
Denise Stinagle	Manager	Wilson County
Linda Ingram	Mayor	Town of Conetoe
Wilbert Harrison	Mayor	Town of Speed
Marcelle Smith	Commissioner	Halifax County
Brenda Lucas	Commissioner	Town of Spring Hope
Jae Kim	Manager	Town of Spring Hope
Sherry L. Lucas	Commissioner	Wilson County
Florence Pender	Commissioner	Town of Pinetops
A.P. Coleman	Councilmember	City of Wilson
Bobbie Jones	Mayor	Town of Princeville
Trey Lewis	Mayor	Town of Macclesfield
Fred Belfield, Jr.	Commissioner	Nash County
Mary Wells	At-Large Board Member	Nash County
Samuel Davis	At-Large Board Member	Edgecombe County
Grady Smith	Mayor	Town of Elm City
Ron Girdley	Mayor	Town of Littleton
Norlan Graves	At-large Board Member	Halifax County
Fannie Greene	Commissioner	Northampton County
Gregory Browning	Planning/BOA, Alt.	City of Roanoke Rapids
Timothy Johnson	Mayor	Town of Bailey
Ronald Pace	Councilmember	Town of Momeyer

**MEMBERS PRESENT BY PROXY**

Roy L. Bell	Mayor	Town of Garysburg
Robert L. Moore, Jr.	At-Large Board Member	Halifax County
Kirby Brown	Mayor	Town of Dortches
Kenneth W. Manual	Mayor	Town of Woodland
Esterine Gary Pitt	Mayor	Town of Whitakers
John White	Mayor	Town of Halifax
Ronald Pace	Councilmember	Town of Momeyer

**Minutes  
Upper Coastal Plain Council of Governments  
Board of Directors Meeting  
June 21, 2016  
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 Street 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 Street called for a motion to approve the May 17, 2016 Minutes of the Upper Coastal Plain Council of Governments Board of Directors. Mayor Lewis made the motion to approve the May 17, 2016 Minutes, Councilman Coleman seconded and the motion carried unanimously.

**PROGRAM:**

Pastor Gaillard presented the program for the evening and spoke about the community development and outreach efforts of The Impact Center in Rocky Mount. Visit [http://www.wordtab.net/project\\_thrive](http://www.wordtab.net/project_thrive) to learn about the impact this organization is making to the greater community. The floor was then open for Q&A.

**PUBLIC HEARING**

Chairman Street called for a motion to open the public hearing on the Fiscal Year 2016-2017 Budget. Commissioner Belfield made the motion to open the public hearing on the Fiscal Year 2016-2017 Budget, Mr. Davis seconded and the motion carried unanimously. The public hearing was open for remarks.

Chairman Street called, three times, for comments from the general public regarding the Fiscal Year 2016-2017 Budget. There being no comments, Chairman Street called for any comments from the board of directors. There being none, Chairman Street called for a motion to close the public hearing. Commissioner Smith made the motion to close the public hearing, Commissioner Belfield seconded and the motion carried unanimously.

**Minutes  
Upper Coastal Plain Council of Governments  
Board of Directors Meeting  
June 21, 2016  
6:45 p.m.**

**ADOPTION OF THE FY 2016-2017 BUDGET ORDINANCE**

There being no changes to the proposed FY 2016-2017 Budget since the last presentation to the board in May, Chairman Street called for a motion to approve the FY 2017-2017 Budget Ordinance. Councilman Coleman made the motion to approve the FY 2017-2017 Budget Ordinance, Commissioner Pender seconded and the motion carried unanimously.

**ADMINISTRATIVE REPORTS**

**Workforce Development, Michael Williams, Program Director**

Mr. Williams reported the WFD activity report begins on page 8 and there were no items for action.

**Highlights**

- WFD staff has successfully completed the procurement process or competitive bidding for the Adult Dislocated and Youth Programs.
- The annual consortium meeting was held on May 12<sup>th</sup>. All five consortium chairpersons were present. A new consortium agreement was approved.
- The WFD staff has been appointed to work on the State Youth Framework Committee. We are working with other states to provide leadership in developing youth programs across the state. There will be some changes that the staff will have input in.
- The unemployment rate is about 8% in the region, up 0.10 from last month.
- We are doing rapid responses with regional businesses and are working toward placing these dislocated workers back into employment by making a smoother transition for them through our programs and services.

In response to a question from the floor, Mr. Williams reported ten thousand individuals have been served and 63% were placed back into employment with an earning rate of at least \$10-\$12 thousand for first six months or an average of \$25 thousand per year.

**Area Agency on Aging, Mary Marlin, Program Director**

The AAA activity report begins on page 10 and there was one item for action which will be presented by the Finance Director in his report.

**Highlights**

- AAA staff has been busy working with each of the counties to ensure funding appropriated through the Home & Community Care Block Grant for programs and

**Minutes**  
**Upper Coastal Plain Council of Governments**  
**Board of Directors Meeting**  
**June 21, 2016**  
**6:45 p.m.**

services for our senior citizens is expended. Two counties may not make it to 100% expended.

- The AAA staff has either attended or will be attending grant writing training to help acquire additional grant opportunities.
- The AAA Directors across the two regions have attended a meeting with the Administration for Community Living in Atlanta, Ga. where they learned that the federal and state funds are not going to be able to meet the needs of the senior population turning 65. We are working toward trying to get additional funding in an effort to continue the services that the senior population so desperately needs.
- We have received the monitoring close-out reports from the Division of Aging and Adult Services for all services, except for in-home aide. That monitoring was done a little late in the season so we do not yet have the report for that program.

Commissioner Belfield stated North Carolina has not expanded Medicaid. Has this had any impact in the region on the aging programs the AAA is providing with regard to training, etc. Ms. Marlin stated she was not sure that it has had an impact on the AAA population, but one of the things we do see as an opportunity with the Medicaid Reform is for the AAA to be able to provide some additional services through the AAA network that will assist the AAA population. We are trying to position the AAA network to be able to step in and provide the home and community care services by identifying other resources that will help support the programs.

**Planning and Development Services, Ron Townley, Program Director**

Mr. Townley reported the PDS activity report begins on page 17 and there were no items for action.

**Highlights**

- PDS continues to assist the City of Rocky Mount with some of the downtown (re) development projects like selecting contractors for the Master Plan and working with Monk-to-Mill revitalization efforts.
- Three sites have been identified for the Brownfields Program. Two sites have private sector redevelopment interests in the City of Roanoke Rapids. The other is in Northampton County. The program will be doing some asbestos work and other things for the Department of Social Services building which is being demolished in Northampton County to clear the way for redevelopment.
- Also, we have renegotiated the Brownfield clean-up action items for the Patterson site in the City of Roanoke Rapids. We will be moving forward with writing an official cleanup plan and using grant funds to accomplish that.
- The pre-application to the Department of Energy for Energy Efficiency and Renewable Energy Project was submitted in partnership with the Clean Energy Technology Center, eight other partners, and five recipients. We were invited to submit a full-application

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which will be submitted in the next couple of days. This initiative involves overlaying all of the various energy efficiency programs from federal, state and local levels, including your utility companies, with demographic datasets to target low-income neighborhoods and communities in need. The project includes incorporating smart grid software where service providers can read the energy utilization in participating communities and identify which are the highest energy users to help target or appropriate dollars for the energy efficiency programs. This type of project has not yet been done in the nation and we are pleased NC State, area utilities, and other partners are participating in this initiative.

**Business Resource Center, Greg Godard, Business Resource Loan Officer**

Mr. Godard reported there were no loans to bring to the board for approval. He stated that within the next twelve months he will focus on contacting the commercial loan officers in the region and small business centers at the community colleges to try to educate them on the small business resources we have available.

**General Administration/Business Development Center, Olga Abrams, Manager**

Ms. Abrams stated the General Administration and Business Development Center staff activity report is found on page 25. Ms. Abrams presented the following update per Mr. Godard's request.

**Business Development Center Update**

- BDC Opened on November 19, 2007
- The Big Recession hit in early 2008
- We sat here with maybe two companies until 2009
- It wasn't until 2010 that the economy began to turn around a little and we began to have some activity.
- Current staff includes:
  - Receptionist – Temporary
  - Administrative Assistant – a small percentage of the time is spent on equipment training, reception desk coverage
  - Manager – a percentage of the time is spent managing the BDC
  - Building Maintenance – a percentage of the time is spent on building maintenance
- The only full time staff is the receptionist who we use through a temporary agency to save on salary, fringe, and benefits.



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**Client Companies**

- We have served 32 small businesses and helped to create 129 new jobs.

**Types of Companies**

- Computer training
- DNA testing (2) companies
- Quick care management team
- Physical therapy
- Child and Adult Counseling (mental health, marriage)
- Import/Export logistics company
- Youth training
- Alcohol and drug counseling
- Business consultants
- Real Estate companies (2)
- Financial Counseling
- Chick-fil-A Management
- Local TV station
- Magazine writer, editor, publisher
- Temporary staffing agency
- OSHA Consultant
- Home health care to include on-call nurses
- Comprehensive insurance company
- Cabinet maker management
- Cabinet design engineers

**Soft Landing Companies (2)**

- Austin Maintenance (recruiting company) 3 – month stay to recruit 90 personnel for Bridgestone/Firestone.
- Peak Demand – 6 to 12 month stay until manufacturing plant is complete.

**Job Creation Assist**

Helped to create 129 new jobs.

**Technical Assistance**

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Technical assistance was provided by Manager to approximately 25+ businesses outside of incubator walls resulting in business and job retention.

**Monthly Seminars/Workshops (15)**

(Except July/December – Some seminars run up to 3 classes)

Topics included:

- Tax help and resources
- Branding and Positioning
- Human Resources
- Website Development
- Social Media Development and various platforms (e.g. LinkedIn, Google+)
- QuickBooks accounting software
- Regional Small Business Expo's
- Speed Networking
- Starting a Small Business for Under \$100
- The Best Small Business to Start Right Now
- Guerilla Marketing
- Importance of Employee Relations

<b>Graduate</b>	<b>Out of Business</b>	<b>Down-Sized</b>	<b>Soft Landing</b>	<b>In-House</b>	<b># Jobs Created</b>	<b>Pre-Incubation</b>
<b>13</b>	<b>5</b>	<b>7</b>	<b>2</b>	<b>5</b>	<b>129</b>	<b>3</b>

**Outcomes**

**Out of Business**

- Clear Screen, LLC
- Mills Treatment Services
- Momentum Marketing
- ServiceXpress (out of business after an accident killed several of their temporary staff in a van they used to transport temporaries. They were transporting 16 individuals in a van that held 10 or 12 and the van tipped over).
- Wellspring Safety and Health Consultants

**Incubator Funding Streams**

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(Source: 2012 State of the Business Incubation Industry)

- 32% of incubators funded by academic institutions
- 25% funded by economic development organizations
- 16% government entities
- 15% have no sponsor or host organization
- 12% other

Ms. Abrams stated the BDC carries a heavy debt load with no academic sponsor to offset the debt load. Ms. Abrams did recognize and thanked the City of Wilson and Wilson County for their support and contributions to the project over the years.

**Pre-Incubation**

There are three companies in pre-incubation stage. We expect to admit two of the three in July.

Commissioner Belfield asked if we provided business counseling and technical assistance to BDC client companies? Ms. Abrams stated she provides business counseling and technical assistance personally or refers clients to one of many service providers with expertise in the area of business development and that she partners with Wilson Community College Small Business Center Manager as well.

**Finance, Mark Hill, Finance Director**

Mr. Hill stated the Finance activity report begins on page 26 and that he had two items for action.

**Highlights**

- Began work on the audit. Every board member was sent a Conflict of Interest letter from the auditors.
- One of the major things we had to do was to be certain the AAA is HIPPA compliant, both electronically and documentation security.

**Item #1:** Approval of Financial Reports for periods ending April 30, 2016 and May 31, 2016.

Chairman Street called for a motion to approve the Financial Reports for periods ending April 30, 2016 and May 31, 2016. Mr. Hughes made the motion, Mayor Simmons seconded and the motion carried unanimously.

**Item #2:** Approval of budget amendment to increase the AAA fund by \$84,799.

**Minutes  
Upper Coastal Plain Council of Governments  
Board of Directors Meeting  
June 21, 2016  
6:45 p.m.**

Chairman Street called for a motion to approve a budget amendment to increase the AAA fund by \$84,799. Commissioner Belfield made the motion, Ms. Wells seconded and the motion carried unanimously.

**NOMINATING COMMITTEE REPORT**

Nominations were made by the nomination committee as follows: Barbara Shaw Simmons, Chairman; Doug Hughes, Vice-Chair; and Gary Browning, Secretary/Treasurer for a two year term. Dr. Street asked the board members, and repeated three times, if there were any other nominations. There being none, nominations were closed. Councilman Coleman made the motion to accept the nominations as proposed, Mayor Jones seconded and the motion carried unanimously.

**EXECUTIVE DIRECTOR'S REPORT**

Mr. Godard thanked the board of directors for another successful year and very much appreciates the support of the staff. He went on to recognize and thank Chairman Street for his leadership and contributions over the last two years.

Mr. Godard stated the next board meeting will be held on August 16<sup>th</sup> at a location to be announced, however, since the meeting arrangements have been made to meet at The Impact Center in Rocky Mount which is more centrally located.

**BOARD OF DIRECTOR COMMENTS**

Councilman Coleman asked Ms. Marlin to give the board a couple of examples of elder abuse in the region. Ms. Marlin stated elder abuse can be anything from self-neglect to those who are in facilities who are being neglected by staff. Most of the elder abuse in the region has been by caregivers in the home. This elder abuse stems from financial exploitation to not meeting their physical needs.

Pastor Gaillard was asked if he had made this presentation to the five county commissioners in the region. Pastor Gaillard had not and he was encouraged to make his presentation to county commissioners. Pastor Gaillard stated he would be happy to do so if someone would get him connected.

**CHAIRMAN'S COMMENTS**

Chairman Street stated he appreciated the opportunity to serve on this board.

**Minutes**  
**Upper Coastal Plain Council of Governments**  
**Board of Directors Meeting**  
**June 21, 2016**  
**6:45 p.m.**

**ADJOURNMENT**

Chairman Street called for a motion to adjourn the Board of Directors meeting of the Upper Coastal Plain Council of Governments. Commissioner Greene made the motion, Commissioner Pender seconded and the motion carried unanimously.

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Barbara Shaw Simmons, Chairman

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Greg Browning, Secretary/Treasurer

**MINUTES**  
**UPPER COASTAL PLAIN COUNCIL OF GOVERNMENTS**  
**BOARD OF DIRECTORS MEETING**  
**AUGUST 16, 2016**

**BOARD MEMBERS PRESENT**

Barbara Shaw Simmons, Chairman	Mayor	Town of Enfield
Doug Hughes, Vice-Chairman	At-Large Board Member	Northampton County
Greg Browning, Secretary/Treasurer	Planning Board/BOA, Alt.	City of Roanoke Rapids
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
Mary Wells	At-Large Board Member	Nash County
Sherry Lucas	Commissioner	Wilson County
Roy L. Bell	Mayor	Town of Garysburg
Robert L. Moore, Jr.	At-Large Board Member	Halifax County
Tony Brown	Manager	Halifax County
Jonathan Felton	Commissioner	Edgecombe County
Ronald Pace	Councilmember	Town of Momeyer
Eddie Braxton	Mayor	Town of Scotland Neck
Trey Lewis	Mayor	Town of Macclesfield
Timothy Johnson	Mayor	Town of Bailey
Florence W. Pender	Commissioner	Town of Pinetops
Doris Risper	Mayor	Town of Rich Square
Wilbert Harrison	Mayor	Town of Speed
Norlan Graves	At-Large Board Member	Halifax County
Phil Boone, Alternate	Commissioner	Town of Dortches
Beverly Davis, Alternate	Commissioner	Town of Sharpsburg
Denise Stinagle	Manager	Wilson County

**MEMBERS PRESENT BY PROXY**

Jason T. Kessler	At-Large Board Member	Wilson County
Kenneth Manuel	Mayor	Town of Woodland
Julia M. Meacham	Mayor	Town of Weldon

**GUESTS**

Norris Tolson, Speaker		
Linda Joyner	Commissioner	Town of Princeville
Jae Kim	Manager	Town of Spring Hope
D. Parrish	Special Guest	Halifax County

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

**STAFF**

Greg T. Godard	Executive Director
Michael Williams	Workforce Development Program Director
Linda Barfield	Area Agency on Aging Assistant Program Director
Ron Townley	Planning & Development Services Program Director
Greg Godard	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 6:55 p.m. and welcomed all in attendance.

**APPROVAL OF MINUTES**

Chairman Simmons called for a motion to approve the June 21, 2016 minutes of the Upper Coastal Plain Council of Governments Board of Directors. Councilmember Wells made the motion to approve the June 21, 2016 minutes, Councilman Belfield seconded and the motion carried unanimously.

**PROGRAM HIGHLIGHTS**

Mr. Norris Tolson, CEO of the Carolinas Gateways Partnership presented the program for the evening and spoke about the new CSX Project, called the Carolina Connector, and its impact to the region. Mr. Tolson gave a briefing on Carolinas Gateways Partnership's mission, which is to create new jobs and to add to existing jobs.

Highlights:

- In the past 20 years, about \$1 billion worth of investments have been created, and around 10,000 new jobs.
- There is a project being developed in Middlesex on about 250 acres which is very hot right now because it is located 22 minutes from downtown Raleigh.
- There are 36 projects in the works looking at Nash and Edgecombe Counties, for example:
  - One prospect in Edgecombe County would create 1500 new jobs at the Kingsboro Rd. site.
  - Food processing is growing very quickly in this area of the state. We have 6 food processing companies in Nash County, and currently recruiting a 7<sup>th</sup>; some are

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fresh food and some are processed food. There is interest in a park in the Town of Whitakers site that would produce a food product that would be distributed internationally.

- Edgecombe, Nash, and Wilson Counties are the 3 largest growing sweet potato counties in the country. This fresh food product is being shipped all over the world; the inter-global terminal that is coming will be very beneficial to the farmers in our area who grow food and want to get it shipped internationally very quickly.
- 

**CSX Highlights:**

- This is expected to be a game changing project for all of Eastern NC.
- The announcement of the project on July 19, 2016 has sparked a lot of phone call interest from all over the country.
- The terminal will be located in Edgecombe County directly across from NC Wesleyan College on about 710 acres.
- The facility will be 3 ½ miles long and ¾ mile wide; it is a very large facility. The site is 5 ½ miles long to accommodate their needs. Nash County was one of the few places in NC where they could get the unobstructed track 1 mile on each end of the facility that CSX needed.
- The project is committed to 150 new jobs; but once some other grant money came in, within the first 5 years of the project, 200-300 new people will be hired.
- It is a 2 year build out project, with an anticipation of a finished project in 2019 or 2020; there are no significant obstacles or environmental issues expected to hinder the development of the site, and a quick build is expected. There are 2 small businesses that are on the property that have agreed to relocate, and Carolinas Gateway Partnership is helping them find a site that meets their needs within the Carolinas Gateway Partnership territory.
- They anticipate to deal with somewhere around 250 trucks a day in and out of that sight, North and South.
- Economic Development impact for Nash, Edgecombe, and surrounding areas from this project:
  - Calls are already coming in from around the country asking about warehouse space that can be purchased, or land that warehouses can be built on.
  - Marketing study is being done to know what kind of customers need to be called on, not just for Edgecombe and Nash Counties, but for the entire area East of I-95 that is in relevantly close proximity to the terminal.
  - The site sits equal distances from the Norfolk Port and the Wilmington Port. It is ideally situated for port traffic; the Partnership is already working with the Wilmington Port to maybe have them locate adjacent to the site. Mr. Tolson stated that he will be traveling to Norfolk to have a conversation with them regarding expanding into some space in our region.



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- They have several large pieces of land available with a locked in price that they are offering as an incentive to some of these types of businesses to attract them into the area before the prices start going up once the CSX Project is completed.
- They are trying to find a way to make the area more attractive by making Rocky Mount a type of inland port to triangulate with Norfolk, Wilmington, and include Morehead.
- This is a \$276 million project; but they believe the long-term effect economically could dwarf that amount in the long run.

Mr. Tolson opened the floor for a Q&A session before showing a video.

**ADMINISTRATIVE REPORTS**

**Workforce Development, Michael Williams, Program Director**

Mr. Williams reported the WFD activity report begins on page 11 and there were no items for action.

**Highlights:**

- TPWFD had a chance to be a part of one of the meetings leading up to the CSX Project, and they are doing preparation work ahead of the Project and partnering with all 4 of the region's community colleges to offer training that will hopefully lead to some of the local workforce getting some of the jobs that the project brings.
- Started a new program year; this past year was an exciting year.
- Working with state leadership this year on a lot of their leadership teams.
- We have new board members joining the TPWFD board, and are excited to have some new members with fresh ideas to help push us forward in the new program year. Mr. Williams expressed appreciation for the Upper Coastal Plain consortium for the support given over the years.
- Working with Northeast Region, which covers all 5 of our counties as well as others, on a USDOL grant called American Promise, a job driven grant, which can also help with some funding to do some additional training in our region.
- We will be providing rapid response services and assistance as Safelite in Enfield closes, and have already received about 13 inquiries from other companies that are interested in a lot of those workers. The goal is to transfer them into new employment as soon as possible.

There were no questions or comments from the floor.

**Minutes  
Upper Coastal Plain Council of Governments  
Board of Directors Meeting  
August 16, 2016  
6:45 p.m.**

**Area Agency on Aging, Linda Barfield, Assistant Program Director**

Ms. Barfield reported in the absence of Ms. Marlin who was attending a state's aging symposium. Ms. Barfield stated the AAA activity report begins on page 13 and there were no items for consideration.

**Highlights:**

- The Family Caregiver Program has been instrumental in helping caregivers find a few hours to help them care for themselves. Approximately 61 caregivers received respite vouchers in Fiscal Year 2015-2016 and 39 respite voucher packets have been mailed thus far this fiscal year.
- The Local Contact Agency Counselor has been busy providing resources to residents interested in returning to the community and has been conducting Healthy Living classes.
- As of July, 2016 there were 47 participants in our Senior Community Service Employment Program and we have over 120 individuals on the waiting list.
- Ms. Autumn Pittman, Regional Ombudsman has taken a position with Triangle J COG in Durham. We are currently reviewing applicants for that position.
- Ms. Barfield handed out a Local Leaders and Community Living Booklet along with an insert. Ms. Marlin will take any questions regarding those when she returns in September.

The floor was opened up for questions and comments.

**Planning and Development Services, Ron Townley, Program Director**

Mr. Townley stated the PDS activity report begins on page 28 and there were no items for board action. He commented that in regard to Safelite, PDS has also been in touch with the EDA to find out if there are any potential grant funds or recovery response funds available to help.

**Highlights:**

- The 4<sup>th</sup> annual Eastern NC Sustainability Summit will be held at Halifax Community college on October 26<sup>th</sup>.
  - Tracts are being developed on clean energy, clean fuels and alternative vehicles including infrastructure appropriate for eastern North Carolina and the change in the automotive industry, local and healthy foods. Roanoke River Basin water quality planning is ongoing.
- PDS will begin to work on the 2017-2022 Comprehensive Economic Development Strategy (CEDS) in August. We will be contacting partners with regard to serving on the CEDS Advisory Committee. We will be working on an annual update over the next five years. As we did last year with the existing CEDS, we will have an annual update to be adopted at the next board of directors meeting in October.

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- Work continues with Northampton County Economic Development and the town of Seaboard on a major infrastructure grant for a business there that is expected to turn into a 3-phase expansion process. A technical services agreement has been signed with the town to help with some planning on that project as well.
- Halifax Community College (HCC) has identified a potential use of state bond dollars on the campus for facility expansion. We will be working with them to try and leverage that with federal dollars.
- We have received a signed contract in the City of Wilson to complete a CDBG downtown redevelopment grant fund offer that received in the amount of \$500,000 for the Thomas Drug on Nash St. to have them expand and move into the old Piggly Wiggly building beside them. That is a \$48,000 contract for the PDS department.
- We received notification that we were pre-awarded a US Department of Energy Grant of \$477,000 as the lead agency on a project with 8 other partners from Vermont to South Carolina, including NC State University's Clean Energy Technology Center, for some smart grid technology and an energy efficiency project. Award negotiations are underway. This was part of a limited nationwide grant award of \$1.3 million. Competition was heavy and the partnering agencies received the largest award in the country, out of 3 that were given, for that project. The project proposes to monitor and map residential energy use and build a database pools for energy efficiency and prioritizing limitation areas. Roanoke Electric Membership Cooperation is partnering on this project. This is targeting low-income communities, providing them access to tools and funds to do energy efficiency projects to lower their cost footprint. The utility cost in some of these communities is 35% of their average wage income.
- We continue in the community development block grant's phase. We were notified that 8 local governments did not receive an award for the applications the COG submitted for our towns in an Asset Inventory & Assessment grant round. The COG invested about \$19,000 worth of time, but only engineering firms for larger municipalities won in that award round. Instructions were unclear, rating systems were unclear, and few small towns received an award. We have been to debriefings with state officials on that, made a case for our small towns and their needs, and will be re-entering some application paperwork in the fall for another round of funding; the work is done, so we will continue to compete and work our channels and contacts at the state to help ensure the small towns are represented in the next awards.
- NC Rural Center's Food Business Assistance Project was awarded in the amount of \$235,000. Contract was signed and started June 1, 2016; we are a subcontractor. There are 2 categories, 1 to drive local food and healthy food initiatives, businesses, and people into the pipeline of technical services, and 2 to help network and market these different food initiatives across the regions. (Example given was Just Foods initiative in Nash & Edgecombe Counties.)
- Two more sites have been adopted into the Brownfields program for technical assistance since the last meeting.

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The floor was opened for questions and comments.

**Business Resource Center, Greg Godard, Business Resource Loan Officer**

There were no loans to bring before the board for approval.

**General Administration/Business Development Center, Olga Abrams, Manager**

Mr. Godard stated that Ms. Abrams is on annual leave, but her report starts on page 36. In addition to her duties as the Business Development Center Incubator Manager, Mr. Godard stated along with being his Executive Assistant, Ms. Abrams also handles communications and publications, and is currently involved in some webpage development as we prepare to revise our website. She also serves as the BDC Incubator Manager, so she stays quite busy.

A question from the floor asked if there was any progress in turning the management of the BDC another agency such as the community college, as was discussed at a previous board meeting. Mr. Godard replied that an advisory committee has been formed, with its first meeting being held August 15, 2016. The committee discussed the future for the BDC might look like, whether it is meeting the community's need, and what changes need to be made in how we approach entrepreneurship, so that is in the early stages of conversation.

**Finance, Mark Hill, Finance Director**

Mr. Hill stated that due to copier error, that the first page of his report is on page 38 and the remainder is on page 19 and there are no items for action.

**Highlights:**

- Closing out the fiscal year.
- Closing out grants to federal/state agencies for last fiscal year.
- Getting budget set up for the new year.
- Sending information to the auditors; they will be coming in September to take a detailed look at compliance for our programs.

**EXECUTIVE DIRECTOR'S REPORT**

Mr. Godard gave a brief overview of what the Program of Works inserts are and asked if there are any questions and allowed each director to give highlights from each. Mr. Godard stated that we are in good shape financially, and Mr. Hill added that our audits were clean and on time.

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A couple of dates for the calendar, if there are items for action, the next Executive Committee Meeting will be September, followed by our last full board meeting for the year which will be held at the Impact Center on Tuesday, October 18, 2016. Our Annual Banquet is Tuesday, November 15 at Birchwood Country Club in Nashville.

Mr. Godard expressed his appreciation to the Board for their support.

**BOARD OF DIRECTOR COMMENTS**

Chairman Simmons opened up the floor for comments and questions.

Mr. Coleman mentioned that he also serves on the board of the Carolina Family Health Center which serves 3 counties with 3 centers with a \$20 million budget with 150 people in 3 counties. They recently got grants to build a new dental facility in Nash County on Hwy. 58, and expand the dental facility in Princeville. He just wanted to share this information because people need to use these facilities and stated that the doctors and nurses come from some of the top schools in the country. These centers are open to anybody in the area.

Mr. Godard shared that he is looking toward retirement in 2018 and will begin that transition in 2017. He has appointed Ron Townley to be his Assistant Executive Director to assist with some of the day to day operations of the council.

**CHAIRMAN'S COMMENTS**

Chairman Simmons thanked everyone for attending, and for the good information provided from the staff.

**ADJOURNMENT**

Chairman Simmons called for a motion to adjourn the meeting of the Upper Coastal Plain Council of Governments Board of Directors. The motion was moved, seconded, unanimously voted, and the meeting was adjourned.

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Barbara S. Simmons, Chairman

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Greg Browning, Secretary/Treasurer

# MINUTES

## UPPER COASTAL PLAIN COUNCIL OF GOVERNMENTS

### BOARD OF DIRECTORS MEETING

### OCTOBER 18, 2016

#### **BOARD MEMBERS PRESENT**

Barbara Shaw Simmons, Chairman	Mayor	Town of Enfield
Doug Hughes, Vice-Chairman	At-Large Board Member	Northampton County
Gregory Browning, Sec./Treas.	Planning Board/BOA, Alt.	City of Roanoke Rapids
Walter H. Duke, Jr.	Commissioner	Town of Conway
Eddie Braxton	Mayor	Town of Scotland Neck
Tim Wiggs	Commissioner	Town of Lucama
Blake Proctor	Administrator	Town of Sharpsburg
Beverly Davis, BOD Alternate	Commissioner	Town of Sharpsburg
Hank Raper, BOD Alt.	Manager	Town of Nashville
Brenda Lucas	Commissioner	Town of Spring Hope
Jae Kim, BOD Alt.	Manager	Town of Spring Hope
Ron Pace	Councilmember	Town of Momery
Linda Ingram	Mayor	Town of Conetoe
Sherry Lucas	Commissioner	Wilson County
Fannie P. Greene	Commissioner	Northampton County
Julia M. Meacham	Mayor	Town of Weldon
Florence Pender	Commissioner	Town of Pinetops
A.P. Coleman	Councilmember	City of Wilson
Tony Brown	Manager	Halifax County
Ron Hunt, BOD Alt.	Assistant Manager	Wilson County
Fred Belfield, Jr.	Commissioner	Nash County
Phillip W. Boone, BOD Alt.	Planning Board	Town of Dortches
Grady Smith	Mayor	Town of Elm City
Reginald Harris	At-Large Board Member	Wilson County
Roy L. Bell	Mayor	Town of Garysburg
Samuel Davis	At-Large Board Member	Edgecombe County
Ellene D. Leonard	Mayor	Town of Castalia
Bill Edmundson	Mayor	Town of Stantonsburg
Elaine Saunders	Commissioner	Town of Saratoga
Dana Hewett	Mayor	Town of Sims

#### **MEMBERS PRESENT BY PROXY**

Kenneth Manuel	Mayor	Town of Woodland
Jason S. Morris	Mayor	Town of Jackson

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**GUESTS FOR THE HURRICAN MATTHEW ROUNDTABLE DISCUSSION**

Tommy Barrett	Mayor	Town of Conway
Brent Fisher	Emergency Management	Nash County
Patsy McGhee	G & I Relations Manager	Nash County

**STAFF**

Greg T. Godard	Executive Director
Michael Williams	Workforce Development Program Director
Mary Marlin	Area Agency on Aging Program Director
Stuart Bass	Planning & Development Services Planner
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., October 18, 2016 at the Word Tabernacle Impact Center in Rocky Mount. Chairman Simmons asked for any special guests to introduce themselves.

**APPROVAL OF MINUTES**

Chairman Simmons called for a motion to approve the August 15, 2016 minutes of the Upper Coastal Plain Council of Governments Board of Directors. Mr. Coleman made a motion to approve the minutes, Ms. Sherry Lucas seconded, and the motion carried unanimously.

**PROGRAM**

Chairman Simmons introduced Scott Shuford, Planning and Code Enforcement Services Director with the City of Fayetteville, NC. Mr. Shuford spoke on the climate changes, and the opportunity to do something about it through local government planning. He then answered questions from the floor.

**ADMINISTRATIVE REPORTS**

**Finance, Mark Hill, Finance Director**

Mr. Hill stated that his activity report was located on pages 9-10.

Highlights:

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- Finance has been very involved with the audit; everything went well. There were no red flags and Mr. Hill expressed his thanks to the Program Directors for their help in getting through the compliance.

There are three (3) items for action beginning on page 11.

**ITEM 1:** Approval of financial reports for June 30, 2016 on page 13.

Chairman Simmons called for a motion to approve the financial reports for the period ending June 30, 2016. Mr. Belfield made the motion, Mayor Meacham seconded, and the item was approved unanimously.

**ITEM 2:** Approval of budget amendment to the Workforce Development Fund on page 14.

Those funds do have a 2 year life on then, and whatever is left on June 30<sup>th</sup> carries over into the current year budget. This will increase the Workforce Development Fund by \$1,042,916.00, for a correct total budget of \$5.3 million.

Mr. Hill spotted an error, it should be Workforce Development Fund, not Aging fund. Chairman Simmons called for a motion to approve this item with that correction. Mayor Bell made the motion to approve the amendment to the Workforce Development Fund, Mr. Brown seconded, and the motion carried unanimously.

**ITEM 3:** Approval of financial reports for the period July and August 2016, on pages 15-16.

Chairman Simmons asked for a motion to approve the financial reports for the period July and August 2016. Mayor Smith made a motion to approve the financial reports, Ms. Pender seconded, and the motion carried unanimously.

**Workforce Development, Michael Williams, Program Director**

Mr. Williams stated that the WFD reports are found on pages 17-19, and stated that Mr. Hill had just completed the WFD items for action.

**Highlights:**

- Provided assistance to auditors for compliance; and monitoring of contractors for compliance as well.
- Worked with economic developers as well as our local businesses. Ongoing help is being provided to with the expansion of several businesses; and there is recruitment of new businesses underway



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- Worked with SafeLite over the past 3-4 weeks to provide day to day assistance on Human Resource Development (HRD), NC Works Career Counseling, job fairs, and any resources they can use as they transition through this time of unemployment. About 250 people were affected by this. Assistance will continue through the NC Works Career Centers through education and other types of assistance.
- Unemployment remains at about 7.7%; but Michael stated that about 2000 less people were working than the previous month. Mr. Williams stated that throughout the region, the total of registered unemployed workers is about 10,000 people.

Mr. Belfield asked about the Regional Users Meetings. Mr. Williams stated that those meetings are an opportunity to bring the Career Advisors from all three NC Works Centers within the five county region together and provide professional development training. The trainings help staff stay apprised of opportunities that will help those that are coming in for services.

**Area Agency on Aging, Mary Marlin, Program Director**

Mrs. Marlin stated that the AAA report is found on pages 20-32 and there are no items for action.

**Highlights:**

- Home and Community Care Block Grant (HCCBG) monitoring season officially begins in September, with monitoring visits scheduled begin October 25<sup>th</sup>. Mrs. Marlin explained that when they go out, they hope that they don't run into any issues when they go out to monitor the providers, that they are following all of the service standards, and that they're doing things the way that the funding intends for them to be done; but occasionally, we do have a provider who does face non-compliance issues and we have to send them a letter stating the non-compliance. We have found that some of our providers really aren't sure how they need to respond to that, so Linda Barfield put together a training to deliver recently on how to respond to the corrective action. We are expecting a successful monitoring season.
- There will be a new Ombudsman, Annetta Brown, starting on December 1, 2016 to fill the vacancy left by Autumn Pittman's departure to Triangle J.
- Been working with provider agencies and participants to see where help can be provided following the hurricane.

There were no questions from the floor.

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**Planning and Development Services, Stuart Bass, Planner**

Stuart Bass reported for PDS Program Director Ron Townley in his absence. Mr. Townley was in San Antonio, TX to receive an award from the National Association of Development Organizations (NADO), for our infrastructure work that has been completed with regards to water and sewer improvements in the region. The PDS report begins on page 33, and there is 1 item for action.

**ITEM 1:** Resolution to approve the Annual Performance Report for the Comprehensive Economic Development Strategy (CEDS); this is year 4, and then this gets forwarded to the EDA.

Chairman Simmons asked for a motion to accept the CEDS resolution. Mr. Coleman made a motion to accept the resolution, Ms. Pender seconded, and the motion carried unanimously.

**Highlights:**

- Sustainability Summit, October 26, 2016 at Halifax Community College; free admission. It is a day long event. There are 3 tracks: water/water quality; local food/sustainable agriculture; and energy/alternative energy/solar power/clean vehicles. Approaching 90 registrants so far, plus 2 high school classes; free event.

**Business Resource Center, Greg Godard, Business Resource Loan Officer**

There were no loans to bring before the Board.

**General Administration/Business Development Center, Olga Abrams, Manager**

Mr. Godard stated that Ms. Abrams is out on sick leave. Upon her return she will be busy with upcoming newsletters, the annual banquet, and other outgoing communications.

Mr. Coleman asked for Mr. Godard to tell a little about a client company, Peak Demand, to show how the BDC is working. Mr. Godard explained that we got a referral from the Economic Development Council for a company that will be dealing in electrical components that was looking to locate an industrial site in Eastern NC. The engineers and principals in that business decided they wanted a temporary location to start their corporation, and Wilson was centrally located for their office needs. We were able to fix them up with office spaces within a few days and they have been successfully operating from the BDC and will be through April 2017. Mr. Coleman added that they will be offering good salaries for locals as well.

Mr. Godard further commented that the BDC is a good soft landing location for companies that move into our area and need a temporary place to operate, and we will be able to fit that bill.

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**EXECUTIVE DIRECTOR'S REPORT**

Mr. Godard asked Chairman Simmons to facilitate a roundtable discussion regarding the effects and needs of the region following Hurricane Matthew.

**BOARD OF DIRECTOR COMMENTS**

Chairman Simmons opened the floor for a discussion on the impact Hurricane Matthew had throughout the Upper Coastal Plain region. Each county and municipality was given the opportunity to report on the concerns, damages, and needs of their citizens. Mr. Godard explained that as resources became available they would be shared through e-newsletters and emails.

Mr. Godard reminded everyone of the date for the Annual Banquet, November 15, 2016 at the Birchwood Country Club in Nashville.

**CHAIRMAN'S COMMENTS**

Chairman Simmons asked if there was anything that was not brought up during the roundtable discussion. Mr. Hughes expressed some concerns about some of the information in the CEDS report regarding the trends of the business participation, unemployment rates, and other economic factors to the region. He said there are a lot of items that concern him that this report revealed throughout the region, and he feels like we are not moving forward. Mr. Coleman stated that we have to work together regionally to see any changes.

**ADJOURNMENT**

Chairman Simmons asked for a motion to adjourn the October 18, 2016 meeting of the UCPCOG Board of Directors. A motion was made from the floor, seconded, and passed unanimously.

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Barbara S. Simmons, Chairman

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Gregory Browning, Secretary/Treasurer