

MINUTES

UPPER COASTAL PLAIN COUNCIL OF GOVERNMENTS

BOARD OF DIRECTORS MEETING

JANUARY 20, 2015

BOARD MEMBERS PRESENT

Dr. Donald Street, Chairman	Mayor	Town of Nashville
Doug Hughes, Secretary/Treasurer	At Large Board Member	Northampton County
Gary Brown	Alternate	Northampton County
Jason S. Morris	Commissioner	Town of Jackson
Jonathan Felton	Commissioner	Edgecombe County
A.P. Coleman	Council Member	City of Wilson
Othar Woodard	Council Member	Town of Tarboro
Bobbie Jones	Mayor	Town of Princeville
Robert Moore, Jr.	At Large Board Member	Halifax County
Lorenzo Carmon	Manager	Edgecombe County
Fred Belfield, Jr.	Commissioner	Nash County
Charles Lewis	Commissioner	Town of Macclesfield
Julia Meacham	Mayor	Town of Weldon
Esterine Gary Pitt	Mayor	Town of Whitakers
Ellene Leonard	Mayor	Town of Castalia
Grady Smith	Mayor	Town of Elm City
Linda Ingram	Mayor	Town of Conetoe
Dana Hewett	Mayor	Town of Sims
Barbara High Tyre	Council Member	Town of Red Oak
Gregory Browning	Alternate	City of Roanoke Rapids
Robert Wilkins	At Large Board Member	Northampton County
Tim Johnson	Mayor	Town of Bailey
Ronald Pace	Council Member	Town of Momeyer
Kenneth Randolph	Commissioner	Town of Speed

MEMBERS PRESENT BY PROXY

Roy L. Bell	Mayor	Town of Garysburg
Mary P. Wells	At Large Board Member	Nash County
William Gallimore	Commissioner	Town of Seaboard
Wilbert Harrison	Mayor	Town of Speed
Florence Pender	Commissioner	Town of Pinetops

STAFF

Greg T. Godard	Executive Director
Michael Williams	Workforce Development Program Director
Mary Marlin	Area Agency on Aging Acting Director

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January 20, 2015
6:45 p.m.**

Ron Townley
Greg T. Godard
Mark Hill

Planning & Development Services Program Director
UCP Business Development Center Acting Director
Finance Director

CALL TO ORDER

Chairman Street called the meeting of the Upper Coastal Plain Council of Governments full 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 Minutes of the October 21, 2014 full Board of Directors meeting. Mr. Hughes pointed out that the Chairman's name was misspelled (Streets and not Street). Also, that the signature page must be changed to reflect Doug Hughes as Secretary/Treasurer. Mr. Felton made the motion to approve the Minutes of the October 21, 2014 Board of Directors meeting with corrections, Mr. Morris seconded and the motion carried unanimously.

PROGRAM: Senator Buck Newton shared information on the outcome of the 2014 session of the General Assembly and presented a forecast for the 2015 session. Following the presentation, the floor was then open for discussion and Q&A.

ADMINISTRATIVE REPORTS

Workforce Development, Michael Williams, Program Director

Mr. Williams stated the WFD activity report begins on page 7 and there are no items for action. We have successfully completed our Governor's initiative of the 1000/100 which was a co-partnership of the local Workforce Development Board and our local community colleges to survey at least 10 businesses or employers per county. We contacted 50 different businesses in the region and we felt it was a successful, unified approach we feel is going to be the beginning steps of the type of services that we are providing to our employers in the near future.

Mr. Williams went on to say that he wanted to add to what Senator Newton stated; there is a reduction in the unemployment rate from where it was in the double digits to 7.8% currently. Mr. Williams stated that last month over 1000 people went to work in our region and was applauded.

Area Agency on Aging, Mary Marlin, Program Director

Ms. Marlin stated the AAA activity report begins on page 10 and there are no items for action. Ms. Marlin announced a Caregiver Education Conference on March 12th at Barton College from 9 a.m. to 4 p.m. This conference is designed for both paid and family caregivers. The Family

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Caregiver program hosted five caregiver Christmas events in the month of December and assisted grandparents helping grandchildren with some of their needs. We have a new Senior Community Service Employment Program coordinator, namely, Shelley Townley. Since the inception of her employment we went from having 12 open slots in the program to two open slots. She went on to say that the Ombudsmen were staying really busy. They have investigated eight complaints over the last couple of months and handled 175 requests for general information.

Mr. Belfield stated funding is a challenge for long term care facilities and wondered if any were at risk of being closed. Ms. Marlin stated the Ombudsmen were very busy addressing individual complaints from the residents. They have had some focus facilities that need more attention than others and there is turnover in administration. Ms. High Tyre stated she is a member of the Nursing Home Advisory Council and Chair of the Nash County Advisory Council (CAC). Ms. High Tyre stated she is unaware of any facility in jeopardy of being closed. There is a very high turnover of administrators in the facilities in the region, for example, one of the facilities had three administrators over the past year. She went on to say that each one of these facilities that the CAC visits once every three months, that the providers (not the administrators), but the providers are doing an outstanding job. Ms. High Tyre went on to say that the COG employs two outstanding Ombudsmen. We should be really proud because the COG had one of the first Ombudsman in the state of North Carolina and by the time she retired, she had set the standards for the Ombudsman program extremely high and those hired after her, have done an outstanding job.

Planning and Development Services, Ron Townley, Program Director

Mr. Townley stated the PDS activity report begins on page 26 and there are no items for action. PDS staff submitted an application to EDA for three years of continued funding that we will use to leverage funds for other grants, work within municipalities and throughout the region. We received an award from the Economic Adjustment Program grant on behalf of Halifax County for a clean energy project for water/sewer infrastructure in support of a new industry coming to Halifax County. We received two CDBG grant awards: one for the Town of Enfield at \$1.8 million dollars and one in the Town of Seaboard \$655,000 for sewer work.

Mr. Townley went on to mention the hazard mitigation plan for Edgecombe, Nash, and Wilson Counties and the municipalities therein, is near completion at the state level. You may be getting calls if there is any data missing. Right now we are collecting the remaining information for mitigation actions. If you get a call from one of our temporary part-time employees, namely, Denise Balou, please respond to her at your earliest convenience. If you get an email from Wyatt McGhee, please respond with the information needed. These mitigation actions open up the door to grant funds. Hazard Mitigation planning is about natural disaster preparedness to include, but not limited to, shelters, generators, infrastructure, communication systems, depending on what those planned actions are to improve those systems over the next five years. This is an

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opportunity to make sure those actions are in place. We have standard recommendations for you and we can talk to you about those so that we can be ready to respond to a natural disaster. There are various training opportunities for this program.

Save the date for the third Annual Sustainability Summit on May 15, 2015. The first was held in the City of Rocky Mount, the second in the City of Wilson, this one will be held in Edgecombe County at Edgecombe Community College, Tarboro campus. Local governments, private sector, and the general public are invited. Alternative fuel, energy efficiency and recycling initiatives will be discussed.

If your small town is interested in the Small Town Economic Development Revitalization opportunity but could not meet the 50/50 match required by USDA, we are pursuing another funder that will make this opportunity feasible. If you are willing to budget something to leverage these funds, please contact me.

In response to a question about the Brownfields grant, Mr. Townley stated there are three Brownfield projects coming online over the next week. We were awarded another \$400,000 from the Environmental Protection Agency and we have completed and closed out that first grant and opened the second grant. We are focusing more on those sites that hopefully have a prospective developer on the back side. We are in conversations with three additional sites at this time. One includes an entire downtown city block.

Business Resource Center, Greg Godard, Business Resource Loan Officer

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

Business Development Center, Olga Abrams, Acting Incubator Manager

Ms. Abrams had a family emergency. You will find her report on page 37 and 38.

Finance, Mark Hill, Finance Director

Mr. Hill stated his activity report begins on 39 and that he has one item for action.

Item #1: Approval of Financial Reports for the periods ending: July 31, 2014; August 31, 2014; September 30, 2014; October 31, 2014; and November 30, 2014.

Dr. Street called for a motion to approve the Financial Reports as stated in Item #1 above. Ms. High Tyre made the motion, Mr. Coleman seconded and the motion carried unanimously.

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Area Agency on Aging Program Highlight

Mr. Youse, Chairman, Regional Aging Advisory Committee, could not attend this meeting due to a conflict, but we will schedule the AAA Program Highlight for March 17, 2015.

EXECUTIVE DIRECTOR'S REPORT

Mr. Godard referred to the Agenda Package whereby a Schedule of Board Meetings can be found through the calendar year 2015. The next full board meeting is scheduled for March 17, 2015.

BOARD OF DIRECTOR COMMENTS

Mr. Felton asked about an Upper Coastal Plains Development Corporation (DC) meeting. Mr. Godard stated we only conduct DC meetings on an as-needed basis.

Mr. Coleman stated the importance of voting and encouraged everyone to register and vote intelligently.

CHAIRMAN'S COMMENTS

Dr. Street stated Mayor Jones from the Town of Princeville has distributed a flyer regarding their 130th Anniversary and encourage all to attend.

ADJOURNMENT

Dr. Street called for a motion to adjourn the meeting of the Upper Coastal Plain Council of Governments full board meeting. Ms. High Tyre made the motion, Mr. Hughes seconded and the motion carried unanimously.

Dr. Donald Street, Chairman

Doug Hughes, Secretary/Treasurer

MINUTES

UPPER COASTAL PLAIN COUNCIL OF GOVERNMENTS

BOARD OF DIRECTORS MEETING

MARCH 17, 2015

BOARD MEMBERS PRESENT

Dr. Donald Street, Chairman	Mayor	Town of Nashville
Doug Hughes, Secretary/Treasurer	At-Large Board Member	Northampton County
Gary Brown	Economic Developer, Alt.	Halifax County
Ronald Pace	Council Member	Town of Momeyer
Samuel Davis	At-Large Board Member	Edgecombe County
Roy Bell	Mayor	Town of Garysburg
Fred Belfield, Jr.	Commissioner	Nash County
A.P. Coleman	Council Member	City of Wilson
Timothy Johnson	Mayor	Town of Bailey
Phillip Boone	Planning Board, Alt.	Town of Dortches
Robert Moore	At-Large Board Member	Halifax County
Jason T. Kessler	At-Large Board Member	Wilson County
Bobbie Jones	Mayor	Town of Princeville
Julia Meacham	Mayor	Town of Weldon
Florence Pender	Commissioner	Town of Pinetops
Robert T. Wilkins	At-Large Board Member	Northampton County
Grady Smith	Mayor	Town of Elm City
Wilbert Harrison	Mayor	Town of Speed
Bill Blackman	Commissioner	Wilson County
Mark M. Johnson	Planning Director, Alt.	Wilson County
Kathy W. Knight	At-Large Board Member	Halifax County
Gregory Browning	PB/BOA, Alt.	City of Roanoke Rapids
Tim C. Wiggs	Commissioner	Town of Lucama

MEMBERS PRESENT BY PROXY

Tony N. Brown	Manager	Halifax County
Jason S. Morris	Commissioner	Town of Jackson
Kirby Brown	Mayor	Town of Dortches
Leon Collier	Mayor	Town of Lasker
Donald W. Conner	Council Member	Town of Gaston
James Ellis Garriis	Mayor	Town of Woodland
John M. Holpe, Jr.	Manager	Town of Spring Hope
Terry Newsom	Mayor Pro Tem	Town of Littleton

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GUESTS

Calvin L. Adkins	Guest of Bobbie Jones	Town of Princeville
Kenneth Randolph	Guest of Wilbert Harrison	Town of Speed
Brenda Avery	Guest of A.P. Coleman	

STAFF

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

CALL TO ORDER

Chairman Street called the meeting of the Upper Coastal Plain Council of Governments full board of directors to order at 6:47 p.m., recognized new guests/members and welcomed all in attendance.

APPROVAL OF MINUTES

Chairman Street called for a motion to approve the Minutes of the January 20, 2015 full board meeting. It was noted that Mark Johnson, at-large board member representing Wilson County, was present at the meeting and the Minutes should reflect that correction. Mr. Hughes made the motion to approve the Minutes of the January 20, 2015 full board meeting with correction, Mr. Johnson seconded and the motion carried unanimously.

PROGRAM: Chuck Youse, Senior Tar Heel Legislature (STHL) presented the priorities of both the Senior Tar Heel Legislature and the Regional Aging Advisory Committee (RAAC) followed by Q&A and open discussion.

ADMINISTRATIVE REPORTS

Workforce Development, Michael Williams, Program Director

Mr. Williams reported the WFD activity report begins on page 6 and there were no items for action. Mr. Williams stated staff and partners are continuing to receive training on the new Workforce Innovation Opportunity Act (WIOA) which is the new legislation WFD will operate under beginning July 1, 2015.

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As reported a couple of months ago, two of the three NCWorks Centers in the region have been certified. The Roanoke Rapids NCWorks Center has submitted an application and will be having a walk-through the first week of April. We will hopefully have all three of the NCWorks Center certified at that time.

Mr. Williams went on to report that WFD is working along with the Division of Workforce Solutions, NC Department of Commerce on the move from the Rocky Mount office at 121 Fairview Road to 110 Fountain Drive in Rocky Mount. This move will take effect in May 8, 2015.

Mr. Wilkins asked who the contact person for Northampton County was. Mr. Williams responded that Mr. Taylor Hawkins is the Manager of the Roanoke Rapids NCWorks Center covering Halifax and Northampton Counties. A Turning Point Workforce Development Board member who can be a contact would be Mrs. Catherine Moody. Mr. Wilkins was not familiar with this individual. Additional discussion ensued between Mr. Wilkins and Mr. Browning. Mr. Godard interjected and offered to provide Mr. Wilkins with the NC Works Center contact, as well as, the five board members representing Northampton County.

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. She went on to report that the AAA has hired a new Assistant Director effective March 26th, namely, Linda Barfield.

The Annual Caregiver Conference on March 10th was well attended with over 170 people in attendance. The Wilson County Senior Center has been certified as a Center of Merit. What that means to them is that instead of one share of general purpose funding, they will receive two shares. Those centers certified as Centers of Excellence receive three shares.

Planning and Development Services, Ron Townley, Program Director

Mr. Townley reported the PDS activity report begins on page 21 and there were no items for action.

Mr. Townley referred to the first page of the activity report with regard to project development. He went on to say that the UCPCOG is the Economic Development District for the region as recognized by U.S. Economic Development Administration (EDA). We have renewed the three-year Planning and Development contract with EDA for \$189,000. This partnership planning grant allows the staff to deliver the Comprehensive Economic Development Strategy on a five-year basis. Most everything in this to-do list is related in some way to that guiding document. We work with the economic development representatives and others throughout the region.

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A hazard mitigation plan contract for Halifax/Northampton Counties was awarded. This is to be merged with the recently completed Nash/Edgecombe/Wilson plan, but due to the delay in that contract there will be two separate processes and plans.

An award was received on behalf of Halifax County for over \$2 million dollars to support the location of a wood pellet manufacturer located on Highway 301 north of Enfield. We will perhaps receive an administrative support contract on that to ensure compliance with EDA.

We assisted the Town of Saratoga with acquiring a new trash truck. The truck was completely worn out and it was costing a lot of money in maintenance. We submitted a grant to develop a comprehensive recycling program, to provide recycling containers town-wide for all residences, extraterritorial jurisdiction, all businesses and public offices. The balance of the funds will be used for a new truck that will be dual purpose.

Mayors and managers were emailed details on the Small Town Economic Revitalization Initiative. Mr. Townley stated he would be happy to answer any questions in that regard. The funding does require a small match, and he encouraged all small towns wanting to discuss revitalization to contact him. The grant opportunity is currently open and applications are currently being submitted.

Mr. Townley handed out a Save the Date flyer. This sustainability summit is the 3rd Annual Sustainability Summit. The committee has branded it the "Eastern North Carolina Sustainability Summit". We will have a clean vehicle car show, energy efficiency in buildings, waste reduction and recycling tracks.

Business Resource Center, Greg Godard, Business Resource Loan Officer

Mr. Godard reported there were no loans to bring before the board this evening.

Business Development Center, Olga Abrams, Acting Incubator Manager

Ms. Abrams stated her activity report is found on page 31 and there are no items for action.

Ms. Abrams provided basic administrative support for General Administration. With regard to the Business Development Center, Ms. Abrams reported the Rural Entrepreneurial Network has been revived. This is a network of service providers from throughout the five-county region with expertise in the areas of education, technical assistance, access to capital, policy, and networking opportunities. We have planned a Small Business Resource Fair for Edgecombe and Nash County on May 4th at Nash Community College. The Halifax/Northampton and Wilson County Small Business Resource Fairs will be conducted in the fall.

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6:45 p.m.**

Finance, Mark Hill, Finance Director

Mr. Hill stated his activity report begins on page 32 and there were three (3) items for action. Background for each of the three items is found in the agenda package.

Item #1: Approval of Financial Reports for periods ending December 31, 2014 and January 31, 2015.

Chairman Street called for a motion to approve the Financial Reports for periods ending December 31, 2014 and January 31, 2015. Mr. Bell made the motion to approve the Financial Reports for periods ending December 31, 2014 and January 31, 2015, Mr. Belfield seconded and the motion carried unanimously.

Item #2: Request approval of the proposed budget amendment to add \$34,988 to the Aging Fund.

Mr. Street called for a motion to approve the proposed budget amendment to add \$34,988 to the Aging Fund. Mr. Coleman made the motion to approve the proposed budget amendment to add \$34,988 to the Aging Fund, Mr. Davis seconded and the motion carried unanimously.

Item #3: Recommend that Payee Positive Pay be added to our current banking services to protect all checks.

Mr. Street called for a motion for Payee Positive Pay to be added to our current banking services to protect all checks.

Mr. Street called for a motion for Payee Positive Pay to be added to our current banking services to protect all checks. Mr. Browning made the motion for Payee Positive Pay to be added to our current banking services to protect all checks, Mr. Bell seconded and the motion carried unanimously.

EXECUTIVE DIRECTOR'S REPORT

Mr. Godard reported he had three (3) items for board consideration as follows. The background information for these three items were included in the Agenda Package.

Item #1: Resolution in support of a future interstate designation for US 64 and US 17 to become Interstate 795.

After some discussion, Chairman Street called for a motion to approve a resolution in support of a future interstate designation for US 64 and US 17 to become Interstate 795. Mr. Coleman made the motion to approve a resolution as stated above, Rev. Pender seconded and the motion carried unanimously.

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Item #2: Consideration by the board to raise per capita assessments for member governments for FY 2015-2016 by five cents (5) from 40 cents to 45 cents.

Chairman Street called for a motion for the board to consider raising per capita assessments for member governments for FY 2015-2016 by five cents (5) from 40 cents to 45 cents. It was noted that it has been ten (10) years since the last per capita assessment increase. Mr. Hughes made the motion for the board to consider raising per capita assessments for member governments for FY 2015-2016 by five cents (5) from 40 cents to 45 cents, Mr. Davis seconded and the motion carried unanimously.

Item #3: Consideration by the board to provide a cost of living adjustment for COG employees of two point five percent (2.5%) effective July 1, 2015. It was noted that it has been seven (7) years since the last cost of living adjustment was made.

Chairman Street called for a motion for the board to considering providing a cost of living adjustment for COG employees of two point five percent (2.5%) effective July 1, 2015. Mr. Smith made the motion for the board to considering providing a cost of living adjustment for COG employees of two point five percent (2.5%) effective July 1, 2015, Mr. Belfield seconded and the motion carried unanimously.

At this point Mr. Godard presented former Chairman, Samuel Davis, with an award for outstanding leadership as Chair of the Upper Coastal Plain Council of Governments board of directors from July 1, 2012 through June 30, 2014.

BOARD OF DIRECTOR COMMENTS

There were no comments.

CHAIRMAN'S COMMENTS

There were no comments.

ADJOURNMENT

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

Dr. Donald Street, Chairman

Doug Hughes, Secretary/Treasurer

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UPPER COASTAL PLAIN COUNCIL OF GOVERNMENTS
BOARD OF DIRECTORS MEETING
MAY 19, 2015

Four Seasons Restaurant and Conference Center
Rocky Mount, NC

BOARD MEMBERS PRESENT

Dr. Donald Street, Chairman	Mayor	Town of Nashville
Barbara Shaw Simmons, Vice-Chair	Mayor	Town of Sharpsburg
Doug Hughes, Secretary/Treasurer	At-Large Board Member	Northampton County
Robert Moore	At-Large Board Member	Halifax County
Jonathan Felton	Commissioner	Edgecombe County
A.P. Coleman	Council Member	City of Wilson
Kathy W. Knight	At-Large Board Member	Halifax County
Fred Belfield, Jr.	Commissioner	Nash County
Roy L. Bell	Mayor	Town of Garysburg
William Gallimore	Commissioner	Town of Seaboard
Gary Brown	Economic Developer, Alt.	Northampton County
Samuel Davis	At-Large Board Member	Edgecombe County
Bobbie D. Jones	Mayor	Town of Princeville
Zee Lamb	Manager	Nash County
Jason S. Morris	Commissioner	Town of Jackson
Esterine Gary Pitt	Mayor	Town of Whitakers
Florence W. Pender	Commissioner	Town of Pinetops
Doris Risper	Mayor	Town of Rich Square
Linda Ingram	Mayor	Town of Conetoe
Grady Smith	Mayor	Town of Elm City
Mark Johnson	Planning Director	Wilson County
Marcelle O. Smith	Commissioner	Halifax County
Timothy Johnson	Mayor	Town of Bailey
Gregory Browning	BOA/Planning Board, Alt.	City of Roanoke Rapids

MEMBERS PRESENT BY PROXY

Mary Wells	At-Large Board Member	Nash County
Donald W. Connor	Council Member	Town of Gaston
James E. Garris	Mayor	Town of Woodland
Wilbert Harrison	Mayor	Town of Speed
Terry Newsom	Commissioner	Town of Littleton
John M. Holpe, Jr.	Manager	Town of Spring Hope
Barbara High Tyre	Council Member	Town of Red Oak

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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	Business Resource Center
Olga Abrams	Business Development Center Manager/General Admin.
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 6:47 p.m. and welcomed all in attendance.

APPROVAL OF MINUTES

Chairman Street called for a motion to approve the minutes of the March 17, 2015 Upper Coastal Plain Council of Governments Board of Directors meeting. Mr. Hughes noted a correction that needed to be made to change the word “pallet” to “pellet” on page 4 of the minutes. Mr. Coleman made the motion to approve the minutes of the March 17, 2015 Upper Coastal Plain Council of Governments Board of Directors meeting with the noted correction, Mr. Belfield seconded and the motion carried unanimously.

PROGRAM

Pam Ballew, Executive Director for the Center for Energy Education (CEE) spoke on the Center for Energy Education, which is “a concept with education, research and recreation at its core”. It is a place where people of all ages and backgrounds can visit, learn, relax, and explore. CEE is housed in Roanoke Rapids on more than 60 acres next to one of the largest solar farms in North Carolina. It is a place where students and professionals will be able to meet and get inspired. For more information, Pam Ballew can be reached by email at pam@center4ee.org.

CEE’s vision is broad. They are:

- A destination to learn about renewable energy
- A hub for industry
- A field trip destination for schools
- A hands-on training ground for solar installation
- A conference meeting facility
- A recreation destination for families
- An educational exhibit space

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6:45 p.m.**

The floor was open for Q&A after the presentation was made.

ADMINISTRATIVE REPORTS

Workforce Development, Michael Williams, Program Director

Mr. Williams stated his activity report begins on page 7 and there were no items for action to present to the board.

Mr. Williams reported WFD is in the midst of the Request for Proposal Statement of Work for Adult, Dislocated Worker and Youth Program contracts in our integrated service delivery career centers known as NCWorks Centers. We have yet to receive the program FY 2015-2016 allocations. We do know that there was a slight decrease in funding at the state level from federal North Carolina, so we do expect to have a reduction in funding over last fiscal year 2014-2015.

We are excited to report that Rocky Mount NCWorks Center finally made the move to the new location at 110 Fountain Park Drive, Rocky Mount, NC behind the former Fountain Women's Detention Center. We are excited about the opportunity to be able to do more hands-on training there, along with our community colleges as partners and working with our employers. We have a consortium meeting scheduled for Wednesday, May 20th to bring our five county managers and our county chairs together and hopefully take them on a short tour of the facility while they are there.

Area Agency on Aging, Mary Marlin, Program Director

Ms. Marlin stated the AAA activity report begins on page 10 and that there is one item for action.

Item #1: Letter of Appeal for \$1 Million Restoration in HCCBG funding.

The last increase for Home & Community Care Block Grant (HCCBG) was in 2008. In FY 2015-2016 almost \$1 million was cut. The NC House put this funding back into the State budget and we just want to make sure that the NC Senate is aware that we need those dollars. We are asking for the Board's support. There is a draft letter on page 18 of the agenda package giving authorization for Chairman Street to sign the letter on behalf of the full board of directors.

Chairman Street called for a motion to give authorization for Chairman Street to sign the letter of appeal to restore the \$1 million HCCBG funds on behalf of the full board of directors. Mr. Hughes made the motion, Ms. Pender seconded and the motion carried unanimously.

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Ms. Marlin reported AAA staff is completing the monitoring visits for FY 2014-2015. Allocations are being currently made for the Home and Community Care Block Grant program for FY 2015-2016 based on the current budget.

With regard to the Senior Community Service Employment Program (SCSEP), this is the first year that we went through a competitive proposal process to receive those funds. AAA submitted an application and was awarded \$437,979.

Planning and Development Services, Ron Townley, Program Director

Mr. Townley stated the PDS activity report begins on page 19 and that there were no items for action.

Mr. Townley thanked Ms. Pamela Ballew as the Center for Energy Education was the first to sponsor the 3rd Annual Eastern North Carolina Sustainability Summit. He also announced the filling of the Economic Development Specialist position. Stuart Bass has accepted our employment offer and will begin work on June 22nd. I plan to bring him to one of the board meetings to meet the members. He comes with a wealth of experience and knowledge.

Last month we reported we submitted a grant application on behalf of the Town of Saratoga. That application was funded to be used to install a new recycling facility/program, as well as, funds for a new truck they desperately needed.

The Hazard Mitigation Plan contract has gone out for request for proposals and qualifications. We also submitted four grant applications for the last Community Development Block Grant (CDBG) infrastructure round. You may recall we had the top score in the state in the previous round. I'm pleased to report we had the top score in the state a second time consecutively. We are now the strongest council of governments in the state for CDBG grants. We ranked both number 1 and number 2 for the Town of Scotland Neck. We ranked number 7 and number 8 tied (out of about 40 plus applications statewide) for the Towns of Black Creek and Saratoga.

We submitted a proposal for the Town of Bailey, Sub-Division Ordinance, and we were notified of award today. Of note for those involved in the Parks and Recreation Trust Fund (PARTF), there are some active rumors that the state is about to announce they have extra funds in that pool. If you are someone interested in an additional phase or trying to get in, please contact Dennis Patton as soon as possible by emailing him at dpatton@ucpcog.org to let him know where you are in your planning process. If PARTF makes an announcement of extra funding on the table, it may be a fast moving grant round and we need to be ready. As a reminder, there is a charge for the Parks & Recreation Trust Fund grant application development. This is largely due to a very intense process, however, we do it at cost for you. PARTF does not allow any funds for administration and at times we don't even break even on some of the projects.

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6:45 p.m.

We attended the park opening on Saturday at the Town of Stantonburg along with other state and local officials. This is a top notch park and I would encourage visiting the site to get an idea of the outcome that resulted from PARTF funds.

Business Resource Center, Greg Godard, Business Resource Loan Officer

Mr. Godard was in route back from a leadership conference in Kentucky and could not attend the meeting. Ms. Abrams reported in Mr. Godard's absence and stated there were no loans to bring before the board this evening.

Ms. Abrams went on to report that the last loan approved was for a restaurant called Dawgg's and they had their grand opening, Monday, May 18th. She went on to say that they were very busy.

General Administration/Business Development Center, Olga Abrams, Manager

Ms. Abrams stated her activity report begins on page 29 and that she had no items for action.

Ms. Abrams stated she has been working on the fall/winter 2014-2015 Semi-Annual Newsletter. This is a collaborative publication between the departments to share accomplishments that were made over the fall/winter months.

A Small Business Resource Fair was held at Nash Community College targeted for potential and existing small business owners in Edgecombe/Nash Counties on May 5th. There are two more planned for the fall months for Halifax/Northampton and Wilson Counties. Ms. Abrams went on to say that this is where service providers in the area of small business development come together to increase awareness of the free small business resources available locally and on a state level.

The BDC hosted a TV show premiere for Carolina Hoofbeats, one of our fastest growing businesses. Rose Cushing, owner/editor/publisher/producer/co-writer came to the BDC about two years ago with 1 ½ equine magazines. One she was a partner in and the other she created herself. There was no magazine of this type in North Carolina. The equine industry is a \$2.9 billion industry in North Carolina alone. Rose has since bought out her partner and fully owns Southeast Equine (circulation in seven states) and Carolina Hoofbeats. She has since started a magazine for the youth. She now publishes three (3) magazines, is working on the 4th season of her TV show "Carolina Hoofbeats" (started with a local television station WHIG) located in the BDC and has premiered yet another TV show for young people called Modern Horsemen. Her TV show viewing area has grown from 17,000 viewers to 4 million. This business has grown in leaps and bounds since entering the BDC.

**Minutes
Upper Coastal Plain Council of Governments
Board of Directors Meeting
May 19, 2015
6:45 p.m.**

There is scheduled Speed Networking event planned for May 26th at the BDC from 6 to 8 p.m. These events and other seminars are designed to help small businesses in various areas of business development, increase exposure to the BDC, and educate small business owners within and outside the BDC.

TCT Television called and asked if we could do a 30-minute television show on the programs and services offered at the BDC and we did so.

Abrams reported she took a trip to Denver, Colorado to the 29th Annual National Business Incubation Association Conference. She represented the BDC and the NC Business Incubation Association who she is President of, and also attended as a speaker/trainer.

Finance, Mark Hill, Finance Director

Mr. Hill stated the Finance activity report begins on page 31 and that he had one item for action.

Item #1: Approval of Financial Reports for periods ending February 28, 2015 and March 31, 2015.

Chairman Street called for a motion to approve the financial reports as stated above. Mr. Belfield made the motion to approve the financial reports as stated above, Mr. Coleman seconded and the motion carried unanimously.

Mr. Hill presented the FY 2015-2016 draft budget which had not changed since presenting it to the Finance Committee/Executive Committee in April, but had not been presented to the full board.

The FY 2015-2016 budget was accepted as written and a public hearing set for June 16, 2015 at 6:45 p.m. prior to adoption of the budget ordinance following the public hearing.

EXECUTIVE DIRECTOR'S REPORT

Not present.

BOARD OF DIRECTOR COMMENTS

Mr. Coleman commented on the new restaurant in Wilson called Dawgg's. He stated they have been open two days and he has been there two times. The food is good and the problem he believes they will have is that they will need to expand. They have an excellent location, however, they are small. When asked if the restaurant had space for expansion on the property, Mr. Coleman responded, yes and that expansion was in the plan for the near future.

**Minutes
Upper Coastal Plain Council of Governments
Board of Directors Meeting
May 19, 2015
6:45 p.m.**

Mr. Lamb shared that they are in the process of completing a regional hazard mitigation plan to include Edgecombe, Nash and Wilson Counties. He went on to say that once Mr. Godard assigned Mr. Townley to the project, everything ran very smoothly, the application was submitted to the NC Division of Emergency Management and after minor corrections/ revisions to FEMA. Mr. Lamb encouraged those member governments represented at this meeting to consider COG staff strongly for this work. There are private sector companies that provide the service, but the PDS team knows the demographics, geography and has the template to work with the municipalities to submit a great plan. Mr. Belfield interjected that private companies are costly and that utilizing the COG's planning department would cut down on that cost.

CHAIRMAN'S COMMENTS

There were 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 made the motion to adjourn the meeting of the Upper Coastal Plain Council of Governments Board of Directors, Mr. Gallimore seconded and the motion carried unanimously.

Dr. Donald Street, Chairman

Doug Hughes, Secretary/Treasurer

MINUTES
UPPER COASTAL PLAIN COUNCIL OF GOVERNMENTS
BOARD OF DIRECTORS MEETING
JUNE 16, 2015

Four Seasons Restaurant and Conference Center
Rocky Mount, NC

BOARD MEMBERS PRESENT

Dr. Donald 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
Ronald Pace	Council Member	Town of Momeyer
Samuel Davis	At-Large Board Member	Edgecombe County
Mary Wells	At-Large Board Member	Nash County
A.P. Coleman	Council Member	City of Wilson
Roy L. Bell	Mayor	Town of Garysburg
William Gallimore	Commissioner	Town of Seaboard
Fred Belfield, Jr.	Commissioner	Nash County
Barbara High Tyre	Council Member	Town of Red Oak
Robert Moore	At-Large Board Member	Halifax County
Bobbie D. Jones	Mayor	Town of Princeville
Kimberly Turner	Manager	Northampton County
Ellene Leonard	Mayor	Town of Castalia
Timothy Johnson	Mayor	Town of Bailey
Denise Stinagle	Manager	Wilson County
Phil Boone	Planning Board, Alt.	Town of Dortchess
Bill Blackman	Commissioner	Wilson County
Grady Smith	Mayor	Town of Elm City
Robert Sykes	Commissioner	Town of Hobgood
Kathy W. Knight	At-Large Board Member	Halifax County
Gregory Browning	Planning Board/BOA, Alt.	City of Roanoke Rapids
Tony Brown	Manager	Halifax County

MEMBERS PRESENT BY PROXY

John M. Holpe	Manager	Town of Spring Hope
James E. Garris	Mayor	Town of Woodland
Jason T. Kessler	At-Large Board Member	Wilson County
Julia M. Meacham	Mayor	Town of Weldon
Terry Newsom	Mayor Pro Tem	Town of Littleton
Florence W. Pender	Commissioner	Town of Pinetops
Esterine Gary Pitt	Mayor	Town of Whitakers

Minutes
Upper Coastal Plain Council of Governments
Board of Directors Meeting
June 16, 2015
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	UCP Business Development Center 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 6:50 p.m. and welcomed all in attendance.

APPROVAL OF MINUTES

Chairman Street called for a motion to approve the minutes of the May 19, 2015 Board of Directors meeting as written. Ms. High Tyre made the motion, Mr. Hughes seconded and the motion carried unanimously.

PROGRAM:

Steve Keen, Director, Governor McCrory's Eastern District Office shared the benefits to the state if the \$2.85 Billion Capital Improvement Bond Referendum is passed. He encouraged the board to approve and sign a Resolution in support of this Referendum and begin to erase the lines in order to have a unified state. The floor was opened for Q&A and discussion.

Chairman Street added this item to the agenda and asked for a motion to support Governor McCrory's Bond Referendum to be on the ballot in November. Mr. Belfield made the motion to support Governor McCrory's Bond Referendum to be on the ballot in November, Mr. Blackman seconded, two opposed and the motion passed.

PUBLIC HEARING ON THE FY 2015-2016 BUDGET

Chairman Street called for a motion to close the regular board meeting and open the Public Hearing. Mr. Coleman made the motion, Mr. Hughes seconded. There being no comments from the public on the FY 2015-2016 proposed Budget, Chairman Street called for a motion to close the Public Hearing and resume the regularly scheduled board meeting. Ms. High Tyre made the motion to close the Public Hearing, Mr. Belfield seconded and the motion carried unanimously.

Minutes
Upper Coastal Plain Council of Governments
Board of Directors Meeting
June 16, 2015
6:45 p.m.

ADOPTION OF FY 2015-2016 BUDGET ORDINANCE

Chairman Street called for a motion to approve and adopt the FY 2015-2016 Budget Ordinance. Mr. Coleman made the motion to approve and adopt the FY 2015-2016 Budget Ordinance, Ms. Wells seconded and the motion carried unanimously.

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.

Mr. Williams introduced Diane Thomas, Rocky Mount NCWorks Manager, to share a regional prospective and update on the progress in the five-county region. Ms. Thomas stated that due to the realignment of services to better meet the needs of our job seekers and the reduction of federal and state funding, our Tarboro office closed in March 2015. We were able to streamline that office into the Rocky Mount NCWorks Center.

The NCWorks Center provides classrooms, computers, training, job referrals, and simulation labs all under one roof. Our registration has increased and more job orders filled. Some of the local and regional employers have visited us at our new location to conduct job fairs. We've averaged over 200-250 visitors since May 11th.

Transportation to our NCWorks Centers is provided by Tar River Transit. A bus comes six times per day to pick up and drop off job seekers and visitors. There is local transportation available as well.

NCWorks career center system is a partnership of local workforce development professionals providing an array of services geared to assisting area businesses with recruiting, retention, training and area residents with career awareness, work readiness and employment search.

Area Agency on Aging, Mary Marlin, Program Director

Ms. Marlin stated the AAA activity report begins on page 10 and there were no items for action.

Ms. Marlin stated the letter of appeal to restore the \$1 million HCCBG funds was sent to the legislators from our region. We received one response, from Representative Bobbie Richardson, that she would keep our request under consideration during budget negotiations.

The \$1 million HCCBG funds request was included in the NC House of Representatives budget. However, the NC Senate budget did not restore the funding.

Minutes
Upper Coastal Plain Council of Governments
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June 16, 2015
6:45 p.m.

Ms. Marlin reported the Elder Abuse Awareness Conference hosted by the Nash County volunteers and our Ombudsmen was a success. A representative from the Division of Aging and Adult Services was present and had very positive feedback regarding the program, the attendees, and the information that was shared.

Ms. High Tyre stated the event was “awesome”. There was no charge for anything. No money spent on the COG’s behalf. Everything, including speakers and food was au gratis. The collaboration between the Coop Extension, the Advisory Council of the Coop Extension, and Nash County Nursing Home Advisory Council is to be commended. She stated that 100 people from throughout the five-county region registered and over 90 attended. There were between 10 and 15 exhibitors present.

Ms. Marlin reported that AAA staff, Kendra Dixon, is now a Matter of Balance Master Trainer and she will be holding lay leader classes throughout the region.

Planning and Development Services, Ron Townley, Program Director

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

A \$2 million dollar plus infrastructure grant submitted and awarded by the Economic Development Administration under the Economic Adjustment Program for Halifax County. The COG has contracted with Halifax County to administer the project.

There are a number of small town service requests. We are working with the Towns of Sims, Halifax, Bailey and others with planning and zoning services, land use development plans, etc.

The Parks and Recreation Trust Fund Program is expected to have a potential increase of funds available and our staff is working to submit applications on behalf of our local member governments and hope to receive and administer those grants moving forward.

We are going out into the region speaking with commercial realtors, bankers, and developers at the county levels and through the chambers of commerce with regard to our Brownfields Program. We had a meeting with stakeholders to discuss tax incentives and liability relief, etc. The conversation came up and we were asked if we could help Wilson County and the City of Wilson. These counties are in a different coalition than the other four counties.

Attended the ribbon cutting at Nash Community College for the new Continuing Education and Public Services Building. The Economic Development Association is listed as being one of the donors in the amount of \$1.5 million.

The COG received notice that PDS staff will be administering the Wilson Community College EDA grant of \$1 million on the Lee Campus expansion.

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

Mr. Keen asked how many total projects PDS was working on. Mr. Townley stated approximately 50 projects. We are closing a number out with 2 ½ staff members throughout the five-counties.

Business Resource Center, Greg Godard, Business Resource Loan Officer

Mr. Godard stated there were no loans to bring to the board for approval and that he has two inquiries he is working on.

General Administration/Business Development Center, Olga Abrams, Manager

Ms. Abrams stated her activity report begins on page 27 and there are no items for action.

Completed and disseminated the Fall/Winter Semi Annual Newsletter. Visited Birchwood Country Club in Nashville to plan and coordinate space for the board meetings in August and October. The Annual Banquet will be held at Birchwood Country Club this year as well. If we have an Executive Committee meeting in September, that meeting will be held at the BDC in Wilson. Board meetings will be convened again in January 2016 and the new venue for next year's board meetings will be Nash Community College Business and Industry building.

Ms. Abrams reported three additional spaces were leased to a current expanding business. Met with and provided tours to three potential clients with start-up dates in September. The Kenan-Flagler Institute of Private Enterprise has selected one of our BDC client companies and another business outside of the BDC, Five Touch Spa, to provide MBA students that can help these businesses in various areas of business.

The Kenan-Flagler Institute of Private Enterprise granted the BDC \$4000 to plan, coordinate and host Small Business Resource Fairs throughout the region. The next two fairs will be held on October 29, 2015 at Wilson Community College and November 19, 2015 at Halifax Community College. The Edgecombe/Nash Counties Fair was held on May 4th at Nash Community College. The purpose behind these small business resource fairs is to increase awareness of the little-to-no cost small business resources available to small business owners. Up to 15 exhibitors with expertise in the areas of small business development are present at these events and provide attendees with valuable information and materials.

Attended a ribbon cutting for one of the BDC graduates, namely, We Got U Insurance. They have moved to a nearby retail space and continue to grow.

Finance, Mark Hill, Finance Director

Minutes
Upper Coastal Plain Council of Governments
Board of Directors Meeting
June 16, 2015
6:45 p.m.

Mr. Hill stated the Finance activity report begins on page 29 and that he had two items for action.

Item #1: Request Approval of the Financial Reports for April and May 2015.

Addendum Item #1:

There have not been any amendments since the budget was adopted in June 2014, however, several adjustments at year end require an increase to the EPA Brownfields 2015 fund. The funds will not impact the fund balance, but derive from federal funds. Further discussion ensued.

Chairman Street called for a motion for the Approval of Financial Reports for the periods April and May 2015 and an Addendum Item #1 to increase the Planning & Development Services Fund by \$65,428 to a total of \$668,150 to the EDA Brownfields 2015 project. Mr. Bell made the motion to approve Item #1 and Addendum Item #1 as written, Mr. Davis seconded and the motion carried unanimously.

EXECUTIVE DIRECTOR'S REPORT

Mr. Godard thanked the board for their support and approval of the FY 2015-2016 Budget. There will not be any board meetings in July. The next regularly scheduled board meetings will be held on August 18th and October 20th at the Birchwood Country Club in Nashville. The Annual Banquet will be held at the Birchwood Country Club as well on November 17th.

BOARD OF DIRECTOR COMMENTS

Mr. Bell stated he is an advocate of education. The State of North Carolina statutes state that every child in North Carolina will get an equal opportunity for an equal education. Mr. Bell assured Mr. Keen that the youth in Eastern North Carolina are not getting an equal opportunity in education. We know that youth west of I-95 in Mecklenburg and Wake County, for example, have the technology and the tools they need to succeed, whereby, those east of I-95 do not. Mr. Bell asked Mr. Keen to ask the governor to take a look at the disparity in educational opportunities among the youth in metropolitan counties vs. youth in rural counties.

Mr. Keen stated the governor understands this disparity because of the Tier 1 economically distressed counties. Gang crime is affecting the middle school and the governor is interested in starting programs at the middle school level, such as, STEM and other initiatives before the youth get to high school.

Mr. Belfield suggested that when there is a guest speaker at the board meeting, that staff not make the administrative reports since "we can read these reports" and if there are any questions, we will ask them.

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Chairman Street mentioned that attendance was not good when we don't have a speaker. Mr. Godard suggested staff give administrative reports during the Executive Committee meeting and devote more time for the guest speaker to make a presentation and answer questions during the full board meeting.

CHAIRMAN'S COMMENTS

There were none.

ADJOURNMENT

Chairman Street called for a motion to adjourn the meeting of the Upper Coastal Plain Council of Governments board of directors. Mr. Hughes made the motion, Ms. Wells seconded, and the motion to adjourn carried unanimously.

Dr. Donald Street, Chairman

Doug Hughes, Secretary/Treasurer

MINUTES
UPPER COASTAL PLAIN COUNCIL OF GOVERNMENTS
BOARD OF DIRECTORS MEETING

AUGUST 18, 2015

Birchwood Country Club, Nashville, NC

BOARD MEMBERS PRESENT

Donald Street, Chairman	Mayor	Town of Nashville
Doug Hughes, Secretary/Treasurer	At-Large Board Member	Northampton County
Barbara Shaw Simmons, Vice-Chair	Mayor	Town of Enfield
Samuel R. Davis	At-Large Board Member	Edgecombe County
Mary Wells	At-Large Board Member	Nash County
Zee Lamb	Manager	Nash County
Fred Belfield, Jr.	Commissioner	Nash County
A.P. Coleman	Council Member	City of Wilson
Timothy Johnson	Mayor	Town of Bailey
Tony N. Brown	Manager	Halifax County
Linda Ingram	Mayor	Town of Conetoe
Doris Risper	Mayor	Town of Rich Square
Gregory Browning	Planning/BOA, Alt.	City of Roanoke Rapids
Esterine Gary Pitt	Mayor	Town of Whitakers
Ellene Leonard	Mayor	Town of Castalia
Florence Pender	Commissioner	Town of Pinetops
Phil Boone	Planning Board, Alt.	Town of Dortches
Bill Edmundson	Mayor	Town of Stantonsburg

MEMBERS PRESENT BY PROXY

Roy Bell	Mayor	Town of Garysburg
Donald Conner	Council Member	Town of Gaston
John M. Holpe	Manager	Town of Spring Hope
Jason Kessler	At-Large Board Member	Wilson County
Jason S. Morris	Commissioner	Town of Jackson
Grady Smith	Mayor	Town of Elm City
Denise Stinagle	Manager	Wilson County
Terry Newsom	Mayor Pro Tem	Town of Littleton

GUESTS

Harry Swensden, Program Speaker, Economic Development Partnership of North Carolina
Julia Brown, guest of Florence Pender
Mary Hudgens, guest of Doris Risper
Brenda Avent, guest of A.P. Coleman

**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
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 Upper Coastal Plain Council of Governments Board of Directors meeting to order at 6:50 p.m. and welcomed all in attendance.

APPROVAL OF MINUTES

Chairman Street called for a motion to approve the June 16, 2015 Upper Coastal Plain Council of Governments Board of Directors meeting minutes. Mr. Coleman made the motion to approve the minutes as written, Ms. Wells seconded and the motion carried unanimously.

PROGRAM SPEAKER: Harry Swendsen, North Central Regional Manager, Economic Development Partnership of North Carolina presented the program on collaboration with local governments and economic development partners. Mr. Swendsen discussed, in depth, the five functions that fall under the sales and marketing of economic development in North Carolina: 1) Promote NC; 2) Recruitment; 3) Determine Employer Needs; 4) Entrepreneurial Support; and 5) Tourism. 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 to present to the board. Mr. Williams shared a few highlights from the 2014-2015 Program of Work Mid-Term Report. He went on to report that all three of the NC Works Centers are now certified. This involves an application process with a certification term of two years. Mr. Williams reported WFD staff served a total of 9,314 adult citizens this past program year with 63.1% of this total entering into employment with a six-month earnings of \$9,879. We had a major plant closing and layoffs, whereby, 861 individuals were impacted. We were able to place 62.3% of the 861 individuals impacted back into the workforce. The six-month earnings for this group is about \$14,367. We served 379 youth. The Youth Program provides work component opportunities for work experience. The number served are lower than they were in past years because of decreased funding and due to the dissolution of the summer youth program. A total of

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75% of our program dollars are allocated to out-of-school youth and working along with our public school systems.

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. Ms. Marlin reported the Rocky Mount Senior Center has received full accreditation from the National Council on Aging. There are only three accredited centers in North Carolina, and two of those three are in Nash County. The AAA staff can assist with the state and national certification program accreditation process. This means that the certified centers will be eligible to receive additional funding.

The Family Caregiver Program Specialist is currently working with the Grandparents Raising Grandchildren Program to help meet the needs of the children preparing to go back to school. There are currently over 100 applicants on the (Title V) Senior Community Service Employment Program waiting list.

Ms. Marlin reported a few highlights on the 2014-2015 Program of Work Mid-Term Reports. She went on to say that the AAA has increased the capacity for health promotions classes over the past year. We are now able to offer “A Matter of Balance Lay Leader Training Classes”. We met the deliverables on the Local Contact Agency and Senior Medicare Patrol contracts. We were over 99% expended on the Home Health and Community Care Block Grant funding.

Planning and Development Services, Ron Townley, Program Director

Mr. Townley stated the PDS activity report begins on page 23 and there were no items for action. Mr. Townley reported PDS staff is working on managing a new Geographic Information System (GIS) that can upload town maps for different projects like water, sewer and other things. It will help the COG communicate better with members and your staff and allow easy and readable access to maps of your zoning districts, etc.

PDS staff met in the City of Rocky Mount and participated in a local food workshop. We had a number of interesting conversations with local and federal partners; some of which have asked us to take a leadership role to encourage/leverage community local food initiatives to begin looking for funding to bring them all together in order to make a larger more regional impact.

We completed the Saratoga Town Land Development Plan which had been presented to various sub-committees and planning committees. The plan will come up for adoption in the near future. Two new sites have been identified for the Brownfields Program. The Hazard Mitigation Plan for Edgecombe, Nash and Wilson Counties has been approved by FEMA. If you are in Edgecombe, Nash or Wilson Counties you are now under a new operational plan and eligible for

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

FEMA funding and support. You will also have access to their support and grant programs. There are three different grant programs under FEMA.

Mr. Townley encouraged the board to review the Program of Work Mid-Term report. You will see a correlation in this report to the CEDS presentation I made earlier. Mr. Hughes asked about the Northampton/Halifax County Hazard Mitigation Plan and Mr. Townley responded the contract was awarded to another company.

Business Resource Center, Greg Godard, Loan Officer

Mr. Godard reported there were no loans to bring to the board for approval. He stated the COG board approved a \$100,000 loan to a new restaurant and there is about a \$350,000 balance available to lend small business owners who qualify.

General Administration/Business Development Center, Olga Abrams, Manager

Ms. Abrams stated her activity report begins on page 33 and there were no items for action. Ms. Abrams reported she has completed electronic publications and the fall/winter semi-annual newsletter in cooperation with the other Program Directors.

Ms. Abrams planned and coordinated small business seminars/workshops for the fall. The BDC offers workshops on various small business related topics every month, except July and December.

We had one BDC graduate, one company was bought out and the new company did not need the space. One business owner retired, one client went out of business and one client was asked to leave for non-compliance.

We have given three tours to three potential BDC clients and we are working with them to prepare them for the incubation process.

Finance, Mark Hill, Finance Director

Mr. Hill stated his activity report begins on page 35.

Finance staff has been working to close out FY 2014-2015 and begin the new FY 2015-2016. All financial reports to federal and state agencies have been submitted.

With regard to the Program of Work Mid-Term Report, we have focused on tightening up controls with regard to compliance with federal and state grants, monitoring and sub-recipient audit reviews. We are working toward getting the audit completed in time moving forward. We

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have put the audit out for bid and have begun to receive proposals. The proposals will be provided to the board for selection of auditor to do the 2015 audit.

Mr. Hill presented the audit to the board members and shared an overall summary of the report. The audit was an unqualified or clean opinion. The audit showed no material weaknesses. The one deficiency noted was that the audit was late and not submitted within nine months from the end of the fiscal year. There were no non-compliance issues or problems with internal over federal state awards. The total revenues is 8.3 million. Mr. Hill referred the auditor's Management Letter to the board of directors that states all significant transactions were posted into the financial reports. There was no difficulty or disagreements with management in performing the audit.

PROGRAM HIGHLIGHT

Highlights of the Comprehensive Economic Development Strategy (CEDS) followed Harry Swendsen's presentation. The CEDS was highlighted and presented by Ron Townley, Planning & Development Services Program Director.

EXECUTIVE DIRECTOR'S REPORT

Mr. Godard passed out information on the upcoming Water Resource Summit on August 27-28, 2015 in Newbern. Mr. Godard stated he distributed this information to Managers and Clerks both municipal and county officials to share with staff. He went on to state there is a session just for elected officials on Friday, August 28, 2015. Mr. Godard stated water resources is one of our most valuable natural resources in eastern North Carolina. We need to do everything we can to preserve it.

Mr. Godard shared the following calendar items: Executive Committee will meet September 15th, Executive Committee and full Board will meet on October 20th and will be hosted at the Birchwood Country Club in Nashville. The Annual Banquet is upcoming on November 17th also at Birchwood Country Club.

BOARD OF DIRECTOR COMMENTS

Chairman Street shared an item that was proposed at the Executive Committee meeting by Mr. Hughes. The item included preparing and submitting a resolution in regard to the redevelopment of U.S. Highway 158. After discussion, the Executive Committee voted to recommend the request to the full board. Chairman Street asked Mr. Hughes to share background on the item.

Mr. Hughes stated that when the Bond initiative first rolled out for this project, 62 million was allocated for the U.S. Highway 158 project (I-95 to just east of town of Jackson). When the

**Minutes
Upper Coastal Plain Council of Governments
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revision rolled out in May, 2015 the allocated amount was decreased to 15.5 million dollars which is enough to only redevelop a small portion on the end coming back towards the Town of Jackson. The planning has already been done through to completion of this project. The landowners have all been contacted and have agreed to right-of-ways, except for one.

This is an east/west highway. Money had been set aside in a trust fund for this expansion of U.S. Highway 158. The money has since been utilized by NC DOT so it's extremely important that we at least get this 4.5 mile section completed under this Bond Referendum. Mr. Lamb shared information on where to look for funding that may be available to fund this project.

Mr. Hughes proposed a motion to submit an additional resolution, since one has already been approved at the last board meeting and submitted to the Legislature. This separate resolution is to recommend raising the funding from 15.5 million dollars back to its original allocation of 62 million dollars to allow for completion of the project. The Peanut Belt RPO, with the help of Gary Brown and others, have included the 62 million dollar request in their resolution.

Chairman Street called for a motion to approve and submit a separate resolution to include 62 million dollars in the Bond Referendum for the U.S. Highway 158 Project.

CHAIRMAN'S COMMENTS

No comments.

ADJOURNMENT

Chairman Street called for a motion to adjourn the meeting of the Upper Coastal Plain Council of Governments Board of Directors.

Dr. Donald Street, Chairman

Doug Hughes, Secretary/Treasurer

MINUTES

UPPER COASTAL PLAIN COUNCIL OF GOVERNMENTS

BOARD OF DIRECTORS MEETING

OCTOBER 20, 2015

BOARD MEMBERS PRESENT

Barbara Shaw Simmons, Vice Chair	Mayor	Town of Enfield
Doug Hughes, Secretary/Treasurer	At-Large Board Member	Northampton County
Zee Lamb	Manager	Nash County
Fred Belfield, Jr.	Commissioner	Nash County
Fanning P. Greene	Commissioner	Northampton County
Roy Bell	Mayor	Town of Garysburg
Gary Brown	Economic Developer, Alt.	Northampton County
Brenda Lucas	Manager	Town of Spring Hope
Mary Wells	At-Large Board Member	Nash County
Doris Risper	Mayor	Town of Rich Square
Robert L. Moore, Jr.	At-Large Board Member	Halifax County
Samuel Davis	At-Large Board Member	Edgecombe County
Bobbie D. Jones	Mayor	Town of Princeville
Timothy Johnson	Mayor	Town of Bailey
William Gallimore	Commissioner	Town of Seaboard
Gregory Browning	Planning Board/BOA	City of Rich Square
Julia Meacham	Mayor	Town of Weldon
Ellene D. Leonard	Mayor	Town of Castalia
Reginald D. Harris	At-Large Board Member	Wilson County
Mark M. Johnson	At-Large Board Member, Alt.	Wilson County
Ron Pace	Council Member	Town of Momeyer
Bill Edmundson	Mayor	Town of Stantonsburg
Grady Smith	Mayor	Town of Elm City
A.P. Coleman	Council Member	City of Wilson
Tony N. Brown	Manager	Halifax County
Barbara Shaw Simmons, Vice Chair	Mayor	Town of Enfield
Othar Woodard	Council Member	Town of Tarboro

MEMBERS PRESENT BY PROXY

Jason S. Morris	Commissioner	Town of Jackson
Kirby B. Brown	Mayor	Town of Dortches
Donald W. Conner	Council Member	Town of Gaston
Jason T. Kessler	At-Large Board Member	Wilson County
Terry Newsome	Mayor Pro Tem	Town of Littleton
Florence Pender	Commissioner	Town of Pinetops
Esterine Gary Pitt	Mayor	Town of Whitakers
Elaine Saunders	Commissioner	Town of Saratoga

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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
Greg Godard	Reported in the absence of the Finance Director

CALL TO ORDER

Vice-Chairman Simmons, called the meeting of the Upper Coastal Plain Council of Governments Board of Directors to order at 6:50 p.m., recognized new members and welcomed all in attendance.

APPROVAL OF MINUTES

Vice-Chairman Simmons called for a motion to approve the Minutes of the August 18, 2015 Board of Directors meeting. Mr. Bell made the motion to approve the Minutes of the August 18, 2015 Board of Directors meeting, Mr. Hughes seconded and the motion carried unanimously.

PROGRAM:

David Huskins, President, Ridgetop Associates provided highlights on the 2015 Session of the General Assembly.

ADMINISTRATIVE REPORTS

Workforce Development, Michael Williams, Program Director

Mr. Williams stated the WFD activity report beings on page 7 and there is one item for action.

Item #1: Approval of Workforce Development Job Descriptions

As a result of the transition to a new innovative service delivery system, most job responsibilities and tasks have changed and increased the responsibilities of staff. The current staff job descriptions need to be revised. Copies of those job descriptions are found in your agenda packet. Some of the re-delegated responsibilities were those of the past Fiscal Monitor and EEO Officer whose position was eliminated.

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Mr. Belfield asked the salary range of the said positions and Mr. Williams provided that information to him and the board. The job descriptions are not for new positions. We are simply revising responsibilities to existing positions and compensating staff accordingly.

Vice-Chairman Simmons called for a motion to approve the revised job descriptions and pay Grades as presented to the board. Mr. Bell made the motion to approve the revised job descriptions and pay Grade as presented to the board, Mr. Belfield seconded and the motion carried unanimously.

Mr. Williams reported they had a very successful Economic and Workforce Summit on October 8th. The theme was Victory and Vets. Master Sgt. King who has been recognized and honored by President Obama gave a very good motivational speech.

Area Agency on Aging, Mary Marlin, Program Director

Ms. Marlin stated the AAA activity report begins on page 24 and there are no items for action.

Ms. Marlin reported that the state budget did restore over \$900,000 to the Home and Community Care Block Grant. These are not recurring funds so our advocacy efforts need to continue. We received the Notice of Grant Awards last week and have sent announcements to the counties and lead agencies. The increase ranges from \$4,000 to \$12,000 for each of our counties.

Mr. Chuck Youse, Regional Aging Advisory Council Chairman, completed his term as the Speaker of the Senior Tar Heel Legislature. He was awarded the George Maddox award by Suzanne Merrill, Director, Division of Aging and Adult Services. The award was in recognition of the services that Helpful Hands and Hearts provided. They provide services to seniors in Halifax and Northampton Counties. This agency is completely run by volunteers.

During Older Workers week in September some of our Title V participants were honored with awards. One of them is our very own coordinator, Beverly Davis. She received an honorable mention for the award from the Division of Aging and Adult Services.

At this point Autumn Pittman and Ty Whitaker, Regional Ombudsmen provided overview of the Ombudsman Program in a short presentation to the board.

Planning and Development Services, Ron Townley, Program Director

Mr. Townley stated the PDS activity report begins on page 39 and there are two items for action.

Item #1: Approval of FY 2014-2015 Comprehensive Economic Development Strategy (CEDS) Performance Report and Resolution.

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Mr. Townley stated both the CEDS sub-committee and the Advisory Committee met and recommended the approval of this update. We made good progress on the CEDS this year, collaboratively implementing a number of projects.

Correction will be made to Table 4 where there was a missing number under Northampton County for 2014 on the private sector investment in millions of dollars. The number is 9.1 million for Northampton County. Also, the table was listed through 2013 and will be corrected to reflect through 2014.

Vice-Chairman Simmons called for a motion for the approval of FY 2014-2015 Comprehensive Economic Development Strategy (CEDS) Performance Report and Resolution as corrected. Mr. Coleman made the motion for the approval of FY 2014-2015 Comprehensive Economic Development Strategy (CEDS) Performance Report and Resolution, Mr. Moore seconded and the motion carried unanimously.

Item #2: Approval of Job Description and Pay Classification for Planning & Development Services Assistant Planner Position. The Title was changed by board recommendation to Planning Technician.

The PDS department has an Administrative Assistant and planners. The Administrative Assistant is a Grade 3 and the Planner is a Grade 13. There is a need for an Assistant Planner that is not compensated at the planner level because she doesn't have that level of experience, but has much more obligations and duties than an Administrative Assistant. That would be a Grade 8 pay scale from approximately \$25,000 to \$40,000. We have included this position in our of approximately \$30,000 per year. After some discussion and explanation of the new job description, it was suggested the title of Planning Technician would be more appropriate.

Vice-Chairman Simmons called for a motion to approve the Job Description and Pay Classification for Planning & Development Services Planning Technician Position. Mr. Brown made the motion to approve the Job Description and Pay Classification for Planning & Development Services. Mr. Bell seconded and the motion carried unanimously.

Mr. Townley stated the COG is applying for two annual Technical Workshops for 2016 with the Smart Growth America Group. This is a competitive round that requires a letter of support from local member governments and officials. If awarded, it simply means that we can offer two workshops: "Implementing Smart Growth 101." This workshop will address planning, development, how the town grows, how the town or county is managed, how different kinds of programs for parks and recreation and infrastructure and how to tie these projects together. The training will help communities become more competitive and give you options for a better quality of life to live, work and play.

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The second workshop is “Planning for Economic and Fiscal Health”. This is also Smart Growth America related, but it has an economic focus talking about how these tools can help the tax base, how you can incentivize businesses and how you can work with entrepreneurs in your community, etc.

A signature page is found on the backside of a Letter of Support distributed to all members to determine interest in these workshops. This support letter will help us to compete for resources in our regions.

Mr. Townley let the board know that sign-up was strong for the Clean Transportation Tour events happening in Raleigh and around the state. The event was sold out.

Business Resource Center, Greg Godard, Business Resource Loan Officer

Mr. Godard stated there were no loans to bring to the board for approval tonight.

General Administration/Business Development Center, Olga Abrams, Manager

Ms. Abrams stated her activity report begins on page 74 and there are no items for action. Ms. Abrams stated she and her staff have been busy working on the semi-annual newsletter, the annual report, planning and coordinating the annual banquet and staff advance.

Ms. Abrams reported having given quite a few tours (7) and believes that out of the seven tours, maybe five are serious business owners who have interest in entering the BDC in early 2016. Hopefully we can begin filling the space that was vacated by a large company that moved out in mid-October.

There are two small business resource fairs planned for October 29th at Wilson Community College Small Business Center and on November 19th at Halifax Community College Small Business Center. A small business resource fair was held for Edgecombe and Nash Counties on May 5th. Twelve to fifteen service providers in the area of small business development will be present to meet one-on-one with participants and provide valuable materials and information for the small business owner.

Finance, Mark Hill, Finance Director

Mr. Godard presented the Finance report in Mr. Hill’s absence. Mr. Godard stated the Finance activity report begins on page 76 and there are four items for action.

Item #1: Approval of Financial Report for period ending June 30, 2015

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Vice-Chairman Simmons called for a motion to approve the Finance Report for period ending June 30, 2015. Mr. Hughes made the motion to approve the Finance Report for period ending June 30, 2015, Mr. Coleman seconded and the motion carried unanimously.

Item #2: Approval of Financial Reports for July 31, 2015; August 31, 2015 and September 30, 2015.

Vice-Chairman Simmons called for a motion to approve the Financial Reports for July 31, 2015, August 31, 2015 and September 30, 2015. Mr. Gary Brown made the motion to approve the financial reports as stated above, Mr. Jones seconded and the motion carried unanimously.

Item #3: Approval of Budget Amendment to increase the Workforce Development Fund by \$702,217. This will adjust the fund total from \$4,435,946 to \$5,138,163.

These are carryover funds from the following categories totaling \$702,217: Administration, Adult, Youth, Dislocated Worker, Urban Research Grant and PNC Project.

Vice-Chairman Simmons called for a motion to approve a budget amendment to increase the Workforce Development Fund by \$702,217 as stated above. Mr. Gary Brown made the motion to approve a budget amendment to increase the Workforce Development Fund by \$702,217 as stated above, Mr. Smith seconded and the motion carried unanimously.

Item #4: Resolution stating interest in joining the State Health Plan.

The state legislature approved HB 154 approved for local governments to join the State Health Plan. The 16 regional councils are treated as local government. The COG would like to explore and investigate transferring by January 1st, to the State Health Plan. The rates are much more favorable.

Mr. Tony Brown asked to clarify whether the board is approving the COG to investigate this plan or to investigate this plan and move forward with joining the health plan if it proves to be cost effective. Mr. Godard indicated the motion is to approve the COG investigate the State Health Plan and if it proves to be cost effective, to move forward with making the change.

Vice-Chairman Simmons called for a motion to approve resolution stating interest in joining the State Health Plan. Dr. Moore made the motion to approve Resolution stating interest in joining the State Health Plan, Mr. Belfield seconded and the motion carried unanimously.

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EXECUTIVE DIRECTOR'S REPORT

Mr. Godard reminded the board of the upcoming 2015 Annual Banquet on November 17, 2014. The next full board meeting will be held on January 19, 2016 at the Nash Community College Business and Industry building.

Mr. Williams and Mr. Godard will attend the NADO Annual Training Conference in New Orleans to receive a National Innovation Award for the Health Care Simulation Lab and we will also be attending the NC Workforce Partnership Conference being held in Greensboro next week.

BOARD OF DIRECTOR COMMENTS

Mr. John Holpe once again introduced Brenda Lucas, new board representative from the Town of Spring Hope. Mr. Holpe is retiring and shared how happy he was to work with everyone over the years.

Ms. Fannie Green, Commissioner and Chairman of the Northampton County Board of Commissions is a new board member, representing Northampton County, introduced herself.

CHAIRMAN'S COMMENTS

Vice-Chairman Simmons thanked the speakers and all present for their contributions this evening.

ADJOURNMENT

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

Dr. Donald Street, Chairman

Doug Hughes, Secretary/Treasurer