

MINUTES
UPPER COASTAL PLAIN COUNCIL OF GOVERNMENTS
BOARD OF DIRECTORS MEETING
MARCH 18, 2014

BOARD MEMBERS PRESENT

Fred Belfield, Jr.	Commissioner	Nash County
Tony Brown	Manager	Halifax County
A. P. Coleman	Council Member	City of Wilson
Samuel Davis, Chairman	At-Large Board Member	Edgecombe County
Jonathan Felton	Commissioner	Edgecombe County
Doug Hughes	At-Large Board Member	Northampton County
Timothy C. Johnson	Mayor	Town of Bailey
Bobbie D. Jones	Mayor	Town of Princeville
Kathy Knight	At-Large Board Member	Halifax County
Ellene Leonard	Mayor	Town of Castalia
Robert L. Moore, Jr.	At-Large Board Member	Halifax County
Florence Pender	Commissioner	Town of Pinetops
Esterine Gary Pitt	Mayor	Town of Whitakers
Barbara S. Simmons, Sec./Treas.	Mayor	Town of Enfield
Grady Smith	Mayor	Town of Elm City
Mack Smith	Mayor	Town of Black Creek
Marcelle O. Smith	Commissioner	Halifax County
Donald Street, Vice-Chairman	Mayor	Town of Nashville
Robert Sykes	Commissioner	Town of Hobgood
Barbara High Tyre	Council Member	Town of Red Oak
Mary Wells	Commissioner	Nash County
Robert E. Wilkins, Sr.	At-Large Board Member	Northampton County
Othar Woodard	Council Member	Town of Tarboro

MEMBERS PRESENT BY PROXY

Dolan Atkinson	Mayor	Town of Lucama
Donald Conner	Commissioner	Town of Gaston
James Ellis Garris	Mayor	Town of Woodland
John M. Holpe	Manager	Town of Spring Hope
Jason T. Kessler	At-Large Board Member	Wilson County
Zee B. Lamb	Manager	Nash County
Jason S. Morris	Commissioner	Town of Jackson
Denise Stinagle	Interim Manager	Wilson County
John L. White	Mayor	Town of Halifax

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BOARD MEMBERS NOT PRESENT

Nada D. Bobbitt	Mayor	Town of Littleton
Kirby Brown	Mayor	Town of Dortches
Leonard Bunting	Mayor	Town of Scotland Neck
Lorenzo Carmon	Manager	Edgecombe County
Robert V. Carter	Commissioner	Northampton County
Dick Collier	Mayor	Town of Lasker
William Edmundson	Mayor	Town of Stantonsburg
Wilbur Etheridge	Commissioner	Town of Sharpsburg
William Gallimore	Commissioner	Town of Seaboard
Dana Kirkman Hewett	Mayor	Town of Sims
Linda Ingram	Mayor	Town of Conetoe
Marshall Lassiter	Manager	Town of Severn
Charles Lewis	Commissioner	Town of Macclesfield
Julia M. Meacham	Mayor	Town of Weldon
Harold Meacombs	Commissioner	Town of Middlesex
Ronald Pace	Council Member	Town of Momeyer
Albert J. Richardson	At-Large Board Member	Nash County
Doris Risper	Mayor	Town of Rich Square
Elaine Saunders	Commissioner	Town of Saratoga
Gail C. Wade	Commissioner	Town of Conway

STAFF

Greg T. Godard	Executive Director
Michael Williams	Workforce Development Program Director
Jody Riddle	Area Agency on Aging Program Director
Joseph Gambaccini	Economic Development Specialist/Acting Program Director -
DD Director	
Mark Hill	Finance Director

Minutes

Upper Coastal Plain Council of Governments

Board of Directors Meeting

March 18, 2014

6:45 p.m.

CALL TO ORDER

Mr. Davis called the Upper Coastal Plain Council of Governments board meeting to order at ~~TIME~~6:45 p.m. and asked for new members to introduce themselves. Mr. Davis welcomed all new board members.

APPROVAL OF MINUTES

Mr. Davis called for a motion to approve the Minutes of the October 15, 2013 board meeting. Ms. Wells made the motion, Ms. Pender seconded, and the motion carried unanimously.

PROGRAM SPEAKERS:

Ms. Christal Perkins, Environmental Planner with Triangle J COG presented on the NC Waste Reduction Partners Program and how ~~it~~the program benefits business and industry. Ms. Perkins then answered questions from the floor. Member governments interested in their services should contact her directly or through the COG executive director.

ADMINISTRATIVE REPORTS

Workforce Development, Michael Williams, Program Director

Mr. Williams stated that the WFD activity reports are on pages 8-9.

Mr. Williams reported that WFD has been busy with several projects, including hosting several job fairs across the UCPCOG counties, undergoing their annual state review, working on the Annual Plan. Mr. Williams said that state requirements for the Annual Plan have changed and will involve working with other local regional Workforce Development Boards outside of the UCPCOG. He stated that ~~WFD they~~ will be working with the Mid-East Commission in Region Q ~~which~~ (includes the Greenville - Williamston area); ~~as well as~~ and the Albermarle Commission in Region R of northeastern NC ~~which~~ (includes the Elizabeth City area). Mr. Williams stated that they will also continue to work with the other regions and partners in Wake, Johnston, and Durham Counties to participate in a business service strategy to provide services to all of our citizens and the counties they may commute to for work.

Mr. Williams stated that WFD will be providing assistance through an on-site mobile unit in Halifax County on March 20-21, 2014 to 120 people that will be displaced in March.

Beginning March 24, there will be a new state initiative called the Employability Assessment Interviews (EAI) will require any claimant seeking employment assistance to obtain an assessment, development of an individual work search plan, labor market information, and referrals to

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employment related services and/or training as appropriate. All EAI claimants are mandatory for persons receiving this benefit. If they do not comply, their claims can be terminated at that time.

Area Agency on Aging, Jody Riddle, Program Director

Ms. Riddle stated ~~that~~ the Area Agency on Aging (AAA) report begins on page 11 and goes through page 33. There are no items for action.

Ms. Riddle stated that the 2014-2015 funding is expected to hold steady with a possible increase in the nutrition programs which are congregate nutrition and home-delivered meals; that is the first new money the AAA has seen in quite a while with all the reductions taken the past couple of years. She ~~reviewed~~ shared as a point of information for new board members that the Federal Sequestration of 2013 took a huge toll on our particular region because of something called an intrastate funding formula and a hold harmless clause due to an outflow of many younger people leaving the area to seek employment, despite the influx of older adults moving into the area.

AAA spending is on target for the year. The counties have been assessing their financials on a quarterly basis rather than waiting until the state fiscal year end. Ms. Riddle stated that they are not adding anyone unless they know they can continue to serve them, which is the ultimate goal once they are added to a program.

Ms. Riddle stated that some improvements have been made in the relationship between the state and local Ombudsman program where the state regulators have finally begun to let the local agencies know that they are going into a facility, they ask for input and to review reports from the Local Regional Ombudsman, and ask that one of the Regional Long-term Care Ombudsman be on site at the exit interview. Ms. Riddle stated that the local Agencies don't really have regulatory authority; there are several volunteers who are the ears and eyes of the residents and actually advocate on their behalf, because the state cannot be every ~~where~~ place at the same time.

Ms. Riddle opened the floor for questions. Mr Coleman asked how fast we are aging in the region over a certain period of time. Ms. Riddle answered that each county in our region is considered an "old region" by mean population on the 2010 census. Each of our 5 counties has a little more than 20% of their population in the age bracket of 60 and older, meaning 1 out of every 5 individuals in your region is age 60 and older. This means in the next 5 years as we begin to plan for building schools, educational and other opportunities, we will actually have more citizens age 60 and older than we will age 17 and under in 85 of the 100 counties in the state.

-Mr. Coleman commented that there will be indications to the cities and counties through our state in regards to schools, hospitals, rest homes, and recreational facilities, and questioned at what point do we as a COG do a study for our region to alert the jurisdictions about what's happening He went on to say-and-stated that he doubts that most of them even think about that because there are so many things to consider. Ms. Riddle replied that we have tried to make our presence known by the

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comprehensive land use plans, the transportation plans, because if you think about it, older adults are the biggest resources in your respective municipalities or areas. She referenced her earlier comment about the outflow of younger population and the influx of older population, explaining that many of the youth go elsewhere to live and earn their money and pay their taxes there, then return “home” to our area as they age and begin to need assistance, services, and supports. Therefore, there becomes a double drain on your local resources specific to the county and the municipality they live in. Mr. Coleman stated that as a society, we value youth, shiny things, and fast things, and discussed the differences in regions like the coast where a lot of wealth goes along with the people who move there and how that differs from our region that takes a drain. The discussion continued with comments from Mr. Coleman, Mr. Godard, Mr. Hughes, and Mr. Belfield about the difference in some people returning to our area as retirees who can invest in homes and pay into the local economy, and others who move back home because they do not have those resources. Mr. Belfield stated that we all talk about the topic of economic development and educating our children, but we don’t have anything here to keep them once they are educated; they move on to places like Research Triangle Park and Charlotte. He said that we can attract them, but we have to do other things that go along with it like arts and recreation, and build all of those resources up together to hold the young people here because we will continue to age; we need to look at the totality of the situation. Mr. Belfield stated that we will keep them here by having the job opportunities here. Ms. Riddle spoke up and said that the research has been done and, now there needs to be action taken on the findings. Mr. Wilkins commented that the same topic had come up a few months ago in Northampton County. They discovered that about 60-70% of the students moved away after graduating. He talked about the lack of a community college in Northampton County, and those students who have not graduated and need further education lacking the resources to get to other local counties to get that education. Mr. Wilkins said they are discussing placing a satellite location in the area with a bus that can transport them if they lack transportation. Mr. Godard stated that there is a renewed emphasis on career and technical education, which we used to call vocational education. We need to go back and teach these people how to use their brainsintellect and hands, and that there is a lot of promise in that renewed emphasis in the state across that area. Mr. Hughes said that in order to make that work, that a lot of that needs to go back into the high schools; he stated that they established courses at Lake Gaston Community Center offering Electrical, HVAC, and Carpentry but could not get any students. Mr. Godard stated that he and Mr. Williams are involved in developing a total Youth Master Plan in Wilson County on how to address these very subjects and how to reorient the curriculum and do things differently. He posed the question that every area should consider whether they are meeting the needs of the students who are not going on to a higher education, saying that only about 40% on average are going on to a 2 or 4 year degree and we cannot forget about that other 60%. Mr. Godard went on to say that the members of the Youth Master Plan group are trying to build partnerships and cooperate, to not duplicate but to create a holistic plan.

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Planning and Development Services, Joe Gambaccini, Acting Program Director & Economic Development Planner

Mr. Gambaccini stated that the PDS activity report can be found on pages 34 - 43 and there are no items for action.

Mr. Gambaccini stated that there are applications coming due in April and May for water and wastewater infrastructure grants. There is \$10 million available for round one in April and \$15 million available for round 2 in May.

PDS submitted a \$400,000 EPA Brownfields Assessment grant application on January 22. Mr. Gambaccini acknowledged that PDS has expended 80-85% of the funds awarded for the past 3 years and has completed 18-19 environmental site assessments. The Brownfields Coalition partnership consists of 18 municipal members in the UCPCOG region. The current funding 3-year cycle ends September 2014, and an answer is anticipated in the Spring. Mr. Gambaccini declared that there is a total of \$40 million available from EPA nationwide, and the estimate is that close to 200 applications will be funded with that money; he hopes that the UCPCOG will receive another \$400,000 for our program.

In early February, four Parks and Recreation Trust Fund Grants were submitted for Scotland Neck, Seaboard, Enfield, and for the first time Sims. The floor was then opened up for questions.

Mr. Godard interjected that the PDS staff is working with over 20 municipalities right now in administering grants; he also commented that PDS services are available to any of the communities in the UCPCOG if they call on us.

Mr. Gambaccini said there is new funding available through the Building Reuse Program, primarily for small businesses in local towns. Each business can receive \$10,000 per job created to help with work needed on the building.

Mr. Coleman commented that the Regional Reporter newsletter published by the UCPCOG is a good resource for board members to take back to their prospective communities, because it highlights what PDS does for small towns. He stated that even the larger towns and cities need to be aware of this information because everything is connected.

Business Resource Center, Greg Godard, Business Resource Loan Officer

Mr. Godard stated that there is one loan application being processed and he hopes to be able to bring that to the next board meeting.

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Business Development Center, Olga Abrams, Assistant Incubator Manager and General Administration, Olga Abrams, Assistant Executive Director/Grant Writer

Mr. Godard explained that Ms. Abrams is absent due to injuries following a car accident about 30 days ago that lead to hospitalization, and she is home now recovering.; he said that he really depends on her a lot, particularly on managing and running the Business Development Center and doing general administrative work to support him and the other program directors.

Finance, Mark Hill, Finance Director

Mr. Hill announced that the Finance Department's activity report is on pages 44-45 . There is [one+](#) item for action on pages 46-51.

Item #1: Approval of Financial Report for the period of September 2013- January 2014.

Dr. Street -made the motion to approve the reports, Mr. Belfield seconded, and the motion carried unanimously.

EXECUTIVE DIRECTOR'S REPORT

Mr. Godard mentioned a couple of items for the calendar. The next Executive Committee Meeting will be held Tuesday, April 15, which will offer the first look at next year's budget; the next Full Board meeting is Tuesday, May 20th. Both of these meetings will be held at the Four Seasons Restaurant and Conference Center in Rocky Mount.

Mr. Godard mentioned that the UCPCOG is tri-sponsoring the 2nd annual sustainability summit with the Sierra Club and Wilson Community College to be held at the Wilson Community College campus Friday, April 25, 2014 from 8 a.m. – 3 p.m. He explained that there will be 9 breakout sessions and 1 keynote address; invitations will go out to each board member and he encouraged everyone to take advantage of that resource.

CHAIRMAN AND BOARD MEMBER COMMENTS

Mr. Davis made reference to the earlier discussion about working with the youth and trying to get them jobs. He commented that he thinks we need to regress back and start working with the kids in Elementary School because in his work they see kids in high school that cannot read. If they cannot be trained, you cannot bring industry here; they need to be prepared from the beginning to do school work. Mr. Davis talked about students not being able to properly fill out a job application because they cannot read the application or write in cursive to sign their names, therefore the businesses throw away the applications; he said we need to back up and start at the bottom and work our way up before we can get to the high school level because most of the high school level kids have a criminal record. Mr. Davis encouraged our members to take an opportunity to speak to our representatives and urge them to pay our teachers, because we are losing good veteran teachers

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every month to our bordering states, and you cannot have a good foundation when you are hiring new teachers every month. He concluded by saying that we cannot have a good economic system without a good education system, and we do not have one.

Mr. Coleman commented that 80% of the students at the school he visited recently were laying down, not caring where they were at.

Mr. Davis commented that when students get off the buses, they are empty handed and expect the teachers to provide their supplies. ~~and that t~~There is no moral support.

Mr. Belfield stated that Rocky Mount is aware of what the problems are, and they are trying to develop a solution. He said that the community is going to have to get involved because they are not getting it at home and will never get it at home; they do not want them just walking around as criminals in the community, so the community will have to do something about it.

ADJOURNMENT

There being no further business, Mr. Davis called for a motion to adjourn the meeting of the Upper Coastal Plain Council of Governments Board of Directors. A motion was made to adjourn from the floor, seconded, and carried unanimously.

Samuel Davis, Chairman

Barbara Shaw Simmons, Secretary/Treasurer

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UPPER COASTAL PLAIN COUNCIL OF GOVERNMENTS
BOARD OF DIRECTORS MEETING
MAY 20, 2014

Four Seasons Restaurant and Conference Center, Rocky Mount, NC

BOARD MEMBERS PRESENT

Samuel Davis, President	At-Large Board Member	Edgecombe County
Barbara Shaw Simmons	Mayor	Town of Enfield
Fred Belfield, Jr.	Commissioner	Nash County
Roy L. Bell	Mayor	Town of Garysburg
Tony N. Brown	Manager	Halifax County
Gregory Browning	Alternate	Roanoke Rapids
A. P. Coleman	Council Member	City of Wilson
Wilbur Etheridge	Commissioner	Town of Sharpsburg
Dana Kirkman Hewett	Mayor	Town of Sims
Doug Hughes	At-Large Board Member	Northampton County
Bobbie D. Jones	Mayor	Town of Princeville
Zee Lamb	Manager	Nash County
Ellene Leonard	Mayor	Town of Castalia
Kathy Knight	At-Large Board Member	Halifax County
Robert L. Moore	At-Large Board Member	Halifax County
Ronald Pace	Council Member	Town of Momeyer
Florence Pender	Commissioner	Town of Pinetops
Esterine Gary Pitt	Mayor	Town of Whitakers
Grady Smith	Mayor	Town of Elm City
Mary Wells	Commissioner	Nash County
Tim Wiggs	Commissioner	Town of Lucama
Othar Woodard	Council Member	Town of Tarboro

MEMBERS PRESENT BY PROXY

Nada D. Bobbitt	Mayor	Town of Littleton
Kirby Brown	Mayor	Town of Dortches
William Gallimore	Commissioner	Town of Seaboard

BOARD MEMBERS NOT PRESENT

Donald B. Street	Mayor	Town of Nashville
Leonard Bunting	Mayor	Town of Scotland Neck
Lorenzo Carmon	Manager	Edgecombe County

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Robert V. Carter	Commissioner	Northampton County
Dick Collier	Mayor	Town of Lasker
Donald Conner	Commissioner	Town of Gaston
William Edmundson	Mayor	Town of Stantonsburg
Jonathan K. Felton	Commissioner	Edgecombe County
James Ellis Garris	Mayor	Town of Woodland
John M. Holpe, Jr.	Manager	Town of Spring Hope
Linda Ingram	Mayor	Town of Conetoe
Timothy C. Johnson	Mayor	Town of Bailey
Jason T. Kessler	At-Large Board Member	Wilson County
Andre' Knight	Council Member	City of Rocky Mount
Marshall Lassiter	Manager	Town of Severn
Charles Lewis	Commissioner	Town of Macclesfield
Roger Lucas	Commissioner	Wilson County
Julia M. Meacham	Mayor	Town of Weldon
Harold Meacombs	Commissioner	Town of Middlesex
Jason S. Morris	Commissioner	Town of Jackson
Albert J. Richardson	At-Large Board Member	Nash County
Doris Risper	Mayor	Town of Rich Square
Elaine Saunders	Commissioner	Town of Saratoga
Mack Smith	Mayor	Town of Black Creek
Marcelle O. Smith	Commissioner	Halifax County
Denise Stinagle	Interim Manager	Wilson County
Robert Sykes	Commissioner	Town of Hobgood
Kimberly Turner	Acting Manager	Northampton County
Barbara High Tyre	Council Member	Town of Red Oak
Gail C. Wade	Commissioner	Town of Conway
John L. White	Mayor	Town of Halifax
Robert E. Wilkins, Sr.	At-Large Board Member	Northampton County
Michael Worley	At-Large Board Member	Wilson County

STAFF

Mark Hill	Finance Director
Jody Riddle	Area Agency on Aging Program Director
Wyatt McGhee	Planning & Development Services Planner

GUESTS

Erris Dunston	Assistant Manager	Halifax County
Brenda Avery	Guest of A. P. Coleman	

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May 20, 2014
6:45 P.M.**

Jeremiah Simmons

Guest of Barbara Shaw Simmons

CALL TO ORDER

Chairman Davis called the meeting of the Upper Coastal Plain Council of Governments to order at 6:45 p.m. Chairman Davis introduced guests and welcomed new board members and all in attendance.

APPROVAL OF MINUTES

Chairman Davis called for a motion to approve the Minutes of the April 15, 2014 full Board of Directors meeting. Mr. Moore made the motion to approve the Minutes of the April 15, 2014 full Board of Directors meeting and Mayor Shaw Simmons seconded and the motion carried unanimously.

PROGRAM SPEAKER

Mr. Charles Penny, Manager for the City of Rocky Mount. Mr. Penny shared his background including his experience in local government for 32 years and Assistant City Manager for Rocky Mount since January 1, 2011. He went on to say that he attended school at North Carolina Central for his undergrad degree and then went to UNC Chapel Hill where he received a Masters Degree in Public Administration.

Mr. Penny shared information as it relates to building an "Event Center" in downtown Rocky Mount. This event center has been talked about since the 1940's. Mr. Penny went on to say that the City is not talking about building a building, but a destination. We had a feasibility study done and the results of that study indicated that there is a market for an event center in our community. The feasibility study also showed that by year five, the event center would have had over 300,000 visitors, not including the City of Rocky Mount population. The study showed the event center would have an economic impact of over \$12 million dollars per year by year five. Mr. Penny stated the City of Rocky Mount has utilized tax credits, and will continue to explore other funding opportunities moving forward to help build the facility. Mr. Penny stated that new market credits and the new EB5 funding, Mr. Penny believes they can construct this facility. In Year seven, the new market tax credits are forgiven and then the EB5 money has to be repaid. Mr. Penny stated they have the capacity to develop this project without putting the City of Rocky Mount in jeopardy. This project will not compete with the Dunn Center, Roanoke Theatre, or the Imperial Center. This project is the only one like it east of I-95.

The floor was open at this point for questions and answers.

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6:45 P.M.**

ADMINISTRATIVE REPORTS

Area Agency on Aging, Jody Riddle, Program Director

Ms. Riddle stated the AAA Activity Report begins on page 12 and there are no items for action. Ms. Riddle highlighted:

- Community Care Transformation Project which was the Federal Demonstration Grant of which we received one of three in the State of North Carolina is moving along extraordinarily well. We have already showed a decrease in hospital readmissions for medicare patients from about 24% down to about 16%. She went on to say that this did not sound huge in percentage points, but when you look at overall dollars, for example, just to have a patient lay in an intensive care bed (no other service, just the bed) is a \$2300 admission.
- Has been working closely with Northampton County in that Debbie Warren retired and Debbie was with the Northampton Office on Aging, so by default, the AAA becomes the lead agency for the county until they decide how they are going to proceed.
- Ms. Riddle stated the department is on full staff capacity and for those members that are new to the board, the sequestration of 2013 cost us two full-time equivalent positions and due to the Community Care Transformation project, we have received additional funding to be able to reinstate positions. Those positions were filled as of the first of May. At some point in time, you will meet Kendra Dixon who worked with us on a contract basis, but is now the local contract agency that helps people transition from a skilled nursing setting back into the community. Kendra will also be working with the Evidence-Based Health Promotion Disease Prevention Program. Kendra is a recent Barton graduate. Another recent Barton graduate by the name of Autuum Pittman who did an internship with us as well, will be the part-time Ombudsman and the Aging Specialist.
- May is considered Older American's Month and this year's theme is called "Safe Today, Healthy Tomorrow". We have been doing presentations throughout the different counties within the region to get the word out to include falls and things of that nature. One hip broken could result in that individuals death within about 18 months, according to statistics. We are therefore trying to decrease the falls.
- The other thing that a lot of the County Managers have been approached with is Elder Abuse Awareness Month. This event has historically been in June, but the State of North Carolina celebrates it from Mother's Day to Father's Day which makes a great deal of sense. We are asking for Proclamations from each of the Counties in the service area. So far we have had three positive replies and are waiting to hear from two others. Ms. Riddle opened the floor for questions and answers at this point.

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Workforce Development, Michael Williams, Program Director

Mr. Hill reported in the absence of Michael Williams whose father had a stroke this past week. If you will, keep them in your prayers. The WFD Activity Report begins on page 9. They have been very busy working with the integrated service, dealing with transitions in the career centers and things of that nature. There are a lot of variables in the WFD transitions. The staff is focusing on being customer oriented to better meet the needs of the customer.

There is a Turning Point Workforce Development Consortium meeting planned for tomorrow morning. The Turning Point Workforce Development Board met this morning and a lot of it revolves around these issues.

Planning and Development Services, John Morck, Program Director

Wyatt McGhee presented in the absence of Joe Gambaccini, Acting Program Director. Mr. McGhee stated the Activity Report for the Planning & Development Services Program begins on page 18. Mr. McGhee stated there are no items for action. Mr. McGhee reported this past May 1st, we submitted three CDBG infrastructure grants for the Towns of Black Creek, Middlesex and Scotland Neck. We are busy with grant administration in the community development area. There are some being administered in Parks and Recreation as well.

Recently we became one of six partners in North Carolina in the Clean Fuel Advanced Technology Program through the NC Solar Center which is a program to achieve improvement in air quality through cleaner transportation opportunities. The reason that Nash and Edgecombe Counties are eligible for grant funding in that program is due to the City of Rocky Mount's non-attainment for ozone pollution. As a result they are not eligible for grant funding for purchasing alternative fuels and setting up fueling stations for alternative fuels.

Mr. Wyatt stated there is something that every local government in the region can participate in. The NC Smart Fleet Program was just announced last month. I wanted to bring this to your attention and I brought brochures if anyone is interested. It's an opportunity to improve the efficiency of your fleet and get recognized for that. There is not cost to participate. There is technical assistance available so that you can improve efficiency. Annual awards for participating in this program are available. Mr. McGhee opened the floor for Q&A at this point.

Business Resource Center, Greg Godard, Business Resource Loan Officer

Mr. Hill reported in the absence of Mr. Godard. Mr. Hill stated there were no loans to bring to the board today. There is one loan application under consideration, but the borrower or the loan package is not ready for submission may not be, if some questions aren't answered and documents submitted to the COG.

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6:45 P.M.**

**Business Development Center, Olga Abrams, Assistant Incubator Manager and
General Administration, Olga Abrams, Assistant Executive Director/Grant Writer**

Mr. Hill reported in the absence of Olga Abrams who has been out on Medical Leave after an auto accident. Mr. Hill Reported that the entire second floor is leased and tenant revenues are up. We are hoping to get the 3rd floor leased. Everything is going well in the Bdc.

One HVAC unit we are expecting will go out in the next year. We will have to deal with that and leakage problems with the roof.

Finance, Mark Hill, Finance Director

Mr. Hill stated the Financial Reports are found on pages 26-27. Mr. Hill has been busy working on budget, audit and insurance issues. Mr. Hill stated he had no items for action and opened the floor for Q&A.

FISCAL YEAR 2014-2015 SECOND DRAFT BUDGET PRESENTATION

This draft budget has been presented to the Executive Committee and reviewed in detail. There were no changes since the Executive Committee, who also serves as the Finance Committee, reviewed it.

Mr. Hill presented the Budget Highlights which are found on Page 3 of the agenda package. Mr. Hill referred to Page 4 of the budget which shows the expenditures by program, by percentages. There was a question as to what was the total Fund Balance used to balance the budget. Mr. Hill stated \$15,000 this year and project \$0.00 next year.

There was a questions as to why Indirect Costs increased by 9%. Mr. Hill stated there were a number of changes to include hiring a person full time who was providing services for Finance on a part time basis and the Area Agency on Aging on a part time basis. Due to their decrease in funding, we had to absorb that salary. That lead to an increase in fringe benefits, not to mention the fact that medical insurance was increased by 17%.

Mr. Brown asked what the Fund Balance was and Mr. Hill stated it is \$157,000 less the \$14,895 used to balance the budget. Mr. Belfield asked if we meet the requirement to maintain a certain percentage of the total budget and Mr. Hill answered yes, we do meet that requirement.

There being no further discussion, Mr. Hill requested a Public Hearing be set for June 17th at 6:45 p.m. Mr. Coleman made the motion to approve setting a Public Hearing be set for June 17th at 6:45 p.m. and Mr. Bell seconded and the motion carried unanimously.

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EXECUTIVE DIRECTOR'S REPORT

Mr. Hill stated Mr. Godard had hoped to return in time for the meeting from a trip to Alabama, but didn't make it. It's understood that this is the first meeting Mr. Godard has ever missed in twenty years.

EXECUTIVE COMMITTEE COMMENTS

Mr. Coleman stated he represents the COG on the Joint Regional Forum and they are trying to come up with a program to get the State of North Carolina to support the regions. He encouraged municipal leaders to come out on Town Hall day, June 4th.

Mr. Bell shared they have just opened the community library in Jackson to serve the community and they have some other things planned with the school as well.

Ms. Pender asked for an update regarding Ms. Abrams who was in an automobile accident on February 6, 2014 and has not yet returned to work. Mr. Hill stated Ms. Abrams had a doctor appointment this afternoon and we hope to hear that she will be released to return to work. Ms. Abrams anxious to return to work and so she hopes she will be released.

CHAIRMAN'S COMMENTS

Chairman Davis asked if the following individuals would meet with him after the meeting this evening:

Mr. Coleman
Mr. Belfield
Ms. Wells
Mr. Bell

Chairman Davis stated this will be the Nominating Committee for the new officers.

ADJOURNMENT

There being no further business Chairman Davis called for a motion to adjourn the meeting. Mr. Hughes made the motion to adjourn the meeting and Mr. Coleman seconded and the motion carried unanimously.

Samuel Davis, Chairman

Barbara Shaw Simmons, Secretary/Treasurer

MINUTES
UPPER COASTAL PLAIN COUNCIL OF GOVERNMENTS
BOARD OF DIRECTORS MEETING
JUNE 17, 2014

BOARD MEMBERS PRESENT

Samuel Davis, Chairman	At-Large Board Member	Edgecombe County
Donald Street, Vice-Chairman	Mayor	Town of Nashville
Doris Risper	Mayor	Town of Rich Square
Doug Hughes	At-Large Board Member	Northampton County
Timothy Johnson	Mayor	Town of Bailey
Tim Wiggs	Commissioner	Town of Lucama
A. P. Coleman	Council Member	City of Wilson
Mary Wells	At-Large Board Member	Nash County
Fred Belfield, Jr.	Commissioner	Nash County
Roy L. Bell	Mayor	Town of Garysburg
Zee B. Lamb	Manager	Nash County
Tony N. Brown	Manager	Halifax County
Julia Meacham	Mayor	Town of Weldon
Ellene Leonard	Mayor	Town of Castalia
Esterine Gary Pitt	Mayor	Town of Whitakers
Florence Pender	Commissioner	Town of Pinetops
Kathy W. Knight	At-Large Board Member	Halifax County
Nada Diana Bobbitt	Mayor	Town of Littleton
Grady Smith	Mayor	Town of Elm City
Robert T. Wilkins	At-Large Board Member	Northampton County
Mack Smith	Mayor	Town of Black Creek
Gregory Browning	Alternate	City of Roanoke Rapids
Ronald Pace	Commissioner	Town of Momeyer
Robert Sykes	Commissioner	Town of Hobgood
Bobbie D. Jones	Mayor	Town of Princeville

MEMBERS PRESENT BY PROXY

William M. Gallimore	Commissioner	Town of Seaboard
James E. Garriss	Mayor	Town of Woodland
Marcelle O. Smith	Commissioner	Halifax County
Kimberly L. Turner	Manager	Northampton County
Barbara High Tyre	Council Member	Town of Red Oak

BOARD MEMBERS NOT PRESENT

Kirby Brown	Mayor	Town of Dortches
Leonard Bunting	Mayor	Town of Scotland Neck

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Upper Coastal Plain Council of Governments
Board of Directors Meeting
June 17, 2014
6:45 p.m.**

Lorenzo Carmon	Manager	Edgecombe County
Robert Carter	At-Large Board Member	Northampton County
Dick Collier	Mayor	Town of Lasker
Donald Connor	Council Member	Town of Gaston
William Edmundson	Mayor	Town of Stantonsburg
Wilbur Etheridge	Commissioner	Town of Sharpsburg
Dana Kirkman Hewett	Mayor	Town of Sims
Linda Ingram	Mayor	Town of Conetoe
Jason T. Kessler	At-Large Board Member	Wilson County
Marshall Lassiter	Manager	Town of Severn
Charles Lewis	Commissioner	Town of Macclesfield
Harold Meacombs	Commissioner	Town of Middlesex
A. J. Richardson	At-Large Board Member	Nash County
Elaine Saunders	Commissioner	Town of Saratoga
Gail C. Wade	Commissioner	Town of Conway
John L. White	Mayor	Town of Halifax

STAFF

Greg T. Godard	Executive Director
Michael Williams	Workforce Development Program Director
Jody Riddle	Area Agency on Aging Program Director
John Morck	Planning & Development Services Program Director
Olga Abrams	UCP Business Development Center Acting Director
Mark Hill	Finance Director

CALL TO ORDER

Chairman Davis called the meeting of the Upper Coastal Plain Council of Governments Board of Directors to order at 7 p.m. and welcomed all in attendance.

APPROVAL OF MINUTES

Chairman Davis called for approval of the May 20, 2014 meeting of the Upper Coastal Plain Council of Governments Board of Directors. Ms. Wells made the motion and Mr. Belfield seconded and the motion carried unanimously.

PROGRAM: Patrick Woodie, Acting President, NC Rural Center shared information on the NC Rural Center's current programs and services. Mr. Woodie shared the mission of the NC Rural Center moving forward is to build capacity in rural leaders, be a source of research and data, and the voice of Rural NC. It will no longer be a grant maker. The Building Reuse Rehabilitation

**Minutes
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Program and the NC Step Program is now under the purview of the NC Department of Commerce. The floor was open for Q&A at the end of Mr. Woodie's talk.

PUBLIC HEARING ON THE FY 2014-2015 BUDGET

Chairman Davis opened the Public Hearing. Mr. Hill presented an overview of the FY 2014-2015 Budget. There being no comments, Chairman Davis closed the Public Hearing.

**ADOPTION OF UPPER COASTAL PLAIN COUNCIL OF GOVERNMENTS
FY 2014-2015 BUDGET ORDINANCE**

Chairman Davis called for a motion to adopt the FY 2014-2015 Budget Ordinance. Mr. Bell made the motion to adopt the FY 2014-2015 Budget Ordinance, Mr. Smith seconded and the motion carried unanimously.

ADMINISTRATIVE REPORTS

Workforce Development, Michael Williams, Program Director

Mr. Williams stated his activity report is found on page 8 and that he had no items for action. Following are highlights of the WFD Program:

- Turning Point Workforce Development Consortium met in May 2014 and approved for staff to move forward in the new fiscal year with the new agreement with the Upper Coastal Plain Council of Governments as the administrative and fiscal entity.
- Turning Point WDB continues to move forward with the NCWorks integrated service delivery system. Staff are receiving continual training to work cross functional to provide better quality customer services for employers as well as jobseekers.
- Workforce Innovation Opportunity Act (WIOA) has great momentum to become bi-partisan legislation including the current Workforce Investment Act (WIA) and the proposed SKILLS Act.
- Turning Point WDB continues to work across regional boundaries and local boards which include Vision East and Triangle Work Source to improve workforce and economic development efforts.

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Area Agency on Aging, Jody Riddle, Program Director

Ms. Riddle stated the AAA activity report begins on page 10 and there are no items for action. Ms. Riddle reported the AAA just received the newest Community Care Transition Program statistics and we have already improved readmissions by 14.5% for Medicare patients the first 30 days after discharge.

The Division of Aging and Adult services monitored some of the AAA programs this year and all of the programs were without findings and many did receive best practice commendations. Lastly, during Older American's Act which is the month of May, I was asked to make a couple presentations at Braswell Memorial Library and the other at Edgecombe County Community College. The college received a grant on how to best meet the needs of older learners.

Planning and Development Services, John Morck, Program Director

Mr. Townley reminded the board that his hire date was June 2, 2014 as the new Planning and Development Services Program Director. The PDS activity report begins on page 15 and there are no items for action.

The budget has been Mr. Townley's priority over the first two weeks of his employment. There are 36 active projects in the department, utilizing 42 separate funding pots. Those project budgets for our region total \$24,774,000 worth of project work for you, the local governments. This includes one regional project, our Brownfields initiative which we will talk about in a minute with two current funding pots both from the Environmental Protection Agency (EPA).

There are 15 projects in Halifax County with a value of \$7.56 million; three in Nash County at \$3.73 million; seven in Northampton at \$9.34 million; nine in Wilson at \$3.24 million. There are no projects in Edgecombe County at this time. We are looking at opportunities in Pinetops, Macclesfield, and Conetoe.

Mr. Townley went on to say that PDS has identified 13 additional projects that we have made funding requests for that fulfill local government needs. Mr. Townley recognized Joe Gambaccini who heads up the Brownsfield Coalition and has done a great job! He and the PDS team wrote a great application to get the funding.

Business Resource Center, Greg Godard, Business Resource Loan Officer

Mr. Godard stated there were no loans to bring before the board for consideration.

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**Business Development Center, Olga Abrams, Assistant Incubator Manager and
General Administration, Olga Abrams, Assistant Executive Director/Grant Writer**

Ms. Abrams stated her activity report is found on page 23 and that she has no items for action. Ms. Abrams shared information on a pilot project she is working on that will help small businesses learn how they compare to other businesses in their specific industry as it relates to the utilization of online tools.

Ms. Abrams has met with potential Bdc clients and gave 2-3 tours of the business incubator. She leased a space and admitted one small business. She has one other business going through the pre-incubation process.

Finance, Mark Hill, Finance Director

Mr. Hill stated his activity report begins on page 24 and he has three items for board consideration. He went on to say that he has been busy working on the FY 2014-2015 Budget and preparing for year end.

Item #1: Approval of Financial Reports for the periods ending February 28, March 31, and April 30, 2014.

Chairman Davis called for a motion to approve the Financial Reports for the periods ending February 28, March 31, and April 30, 2014. Mr. Belfield made the motion to approve, Mr. Bell seconded and the motion carried unanimously.

Item#2: Approval of budget amendment to add \$175,000 to the WIA fund.

Chairman Davis called for a motion to approve budget amendment to add \$175,000 to the WIA fund. Mr. Belfield made the motion to approve, Mr. Bell seconded and the motion carried unanimously.

Item #3: Approval of the contract for auditing services for the year ended June 30, 2014 with Flowers and Stanley, LLP.

Chairman Davis called for a motion to approve the contract for auditing services for the year ended June 30, 2014 with Flowers and Stanley, LLP. Mr. Coleman made the motion to approve, Ms. Wells seconded, and the motion carried unanimously.

Mr. Belfield asked if the audit contract was put out for bid. Mr. Hill stated he will put it out for bid next year to comply with the three year renewal and bid requirement.

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Mr. Hill stated there were no changes to the FY 2014-2015 Budget since it was presented to the board on May 20, 2014. The Budget Ordinance was included in your agenda package and will be presented to the full board for adoption after it is presented at the Public Hearing this evening.

NOMINATING COMMITTEE REPORT

Mr. Coleman reported on behalf of the Nominating Committee which comprises Fred Belfield, Mary Wells and A.P. Coleman. The nominations for new Officers for the 2014-2016 fiscal years is as follows:

1. Donald Streets for Chairman
2. Barbara Shaw Simons for Vice-Chairman
3. Doug Hughes for Secretary/Treasurer

ELECTION OF NEW OFFICERS FOR TERM JULY, 2014 THROUGH JUNE, 2016

Chairman Davis called for a motion to elect Dr. Streets as Chairman, Ms. Simons as Vice-Chair and Mr. Hughes as Secretary/Treasurer. Mr. Coleman made the motion to elect Dr. Streets as Chairman, Ms. Simons as Vice-Chair and Mr. Hughes as Secretary/Treasurer, Mr. Belfield seconded and the motion carried unanimously.

EXECUTIVE DIRECTOR'S REPORT

Mr. Godard thanked Chairman Davis for his years of service and outstanding leadership. He also thanked the board of directors for their support of the COG and staff.

Mr. Godard stated the next full board meeting will be held on August 19, 2014 at 6:45 p.m. We will have an Executive Committee only in September and then the final full board meeting is scheduled for October 21, 2014.

The Annual Banquet is planned for November 18th and the venue will be announced at a later time.

BOARD OF DIRECTOR COMMENTS

Board members thanked Chairman Davis for his service and leadership.

CHAIRMAN'S COMMENTS

Chairman Davis thanked the board for the opportunity to serve as Chairman over the past two years and looks forward to continuing his tenure on the Board of Directors.

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ADJOURNMENT

There being no further business to conduct, Chairman Davis 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 carried unanimously.

Samuel Davis, Chairman

Barbara Shaw Simmons, Secretary/Treasurer

MINUTES
UPPER COASTAL PLAIN COUNCIL OF GOVERNMENTS
BOARD OF DIRECTORS MEETING
AUGUST 19, 2014

Four Seasons Restaurant and Conference Center
Rocky Mount, NC

BOARD MEMBERS PRESENT

Donald Street, Chairman	Mayor	Town of Nashville
Doug Hughes, Sec./Treasurer	At-Large Board Member	Northampton County
Fred Belfield, Jr.	Commissioner	Nash County
Roy L. Bell	Mayor	Town of Garysburg
Gregory Browning	Alternate	Roanoke Rapids
A. P. Coleman	Council Member	City of Wilson
Samuel Davis	At-Large Board Member	Edgecombe County
Wilbert Harrison	Mayor	Town of Speed
Bobbie D. Jones	Mayor	Town of Princeville
Kathy W. Knight	At-Large Board Member	Halifax County
Julia Meacham	Mayor	Town of Weldon
Robert L. Moore, Jr.	At-Large Board Member	Halifax County
Ronald Pace	Commissioner	Town of Momeyer
Florence Pender	Commissioner	Town of Pinetops
Esterine Gary Pitt	Mayor	Town of Whitakers
Doris Risper	Mayor	Town or Rich Square
Marcelle O. Smith	Commissioner	Halifax County
Barbara Sykes	Commissioner	Town of Hobgood
Mary Wells	At-Large Board Member	Nash County

MEMBERS PRESENT BY PROXY

Nada Diana Bobbitt	Mayor	Town of Littleton
William M. Gallimore	Commissioner	Town of Seaboard
John Holpe, Jr.	Manager	Town of Spring Hope
Jason T. Kessler	At-Large Board Member	Wilson County
Marshall Lassiter	Manager	Town of Severn
Denise Stinagle	Manager	Wilson County

BOARD MEMBERS NOT PRESENT

Kirby Brown	Mayor	Town of Dortches
Tony N. Brown	Manager	Halifax County
Leonard Bunting	Mayor	Town of Scotland Neck

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Lorenzo Carmon	Manager	Edgecombe County
Robert Carter	At-Large Board Member	Northampton County
Dick Collier	Mayor	Town of Lasker
Donald Connor	Council Member	Town of Gaston
William Edmundson	Mayor	Town of Stantonsburg
Wilbur Etheridge	Commissioner	Town of Sharpsburg
Jonathan K. Felton	Commissioner	Edgecombe County
James E. Garris	Mayor	Town of Woodland
Dana Kirkman Hewett	Mayor	Town of Sims
Linda Ingram	Mayor	Town of Conetoe
Timothy Johnson	Mayor	Town of Bailey
Andre' Knight	Council Member	City of Rocky Mount
Zee B. Lamb	Manager	Nash County
Ellene Leonard	Mayor	Town of Castalia
Charles Lewis	Commissioner	Town of Macclesfield
Roger Lucas	Commissioner	Wilson County
Harold Meacombs	Commissioner	Town of Middlesex
Jason S. Morris	Commissioner	Town of Jackson
A. J. Richardson	At-Large Board Member	Nash County
Elaine Saunders	Commissioner	Town of Saratoga
Barbara Shaw Simmons	Mayor	Town of Enfield
Grady Smith	Mayor	Town of Elm City
Mack Smith	Mayor	Town of Black Creek
Kimberly L. Turner	Manager	Northampton County
Barbara High Tyre	Council Member	Town of Red Oak
Gail C. Wade	Commissioner	Town of Conway
John L. White	Mayor	Town of Halifax
Tim Wiggs	Commissioner	Town of Lucama
Robert T. Wilkins	At-Large Board Member	Northampton County
Othar Woodard	Council Member	Town of Tarboro
Michael Worley	At-Large Board Member	Wilson County

STAFF

Greg T. Godard	Executive Director
Michael Williams	Workforce Development Program Director
Jody Riddle	Area Agency on Aging Program Director
Ron Townley	Planning & Development Services Program Director
Olga Abrams	UCP Business Development Center Acting Director
Mark Hill	Finance Director

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

CALL TO ORDER

Chairman Street called the meeting of the Upper Coastal Plain Council of Governments to order at 6:46 p.m., introduced new guests, and welcomed all in attendance.

APPROVAL OF MINUTES

Chairman Street called for a motion to approve the Minutes of the June 17, 2014 Upper Coastal Plain Council of Governments Board of Directors meeting. Mr. Browning made the motion and Mr. Bell seconded. There is one minor correction on page 4 where Mr. Morck is listed as PDS Director rather than Ron Townley. Correction noted and will be made on original. Another correction on page 1 where Robert Sykes is listed as Barbara Sykes. Correction noted and will be made on the original. The motion carried unanimously with corrections.

PROGRAM: Michael Williams, Workforce Development Program Director; Jody Riddle, Area Agency on Aging Program Director; Ron Townley, Planning & Development Services Program Director; Greg Godard, Acting Loan Officer; Olga Abrams, Acting Bdc Incubator Manager; Mark Hill, Finance Director.

As an orientation to new board members and refresher to current board members, the Program Directors from each of the departments reported on their FY 2012-2014 Program of Work Final Report and the FY 2014-2016 Program of Work. A combined power point presentation of all of the COG programs and services within their respective departments is presented to the board. The Program Directors will report highlights and accomplishments over the past two years and comment on anything new or different they plan to do for FYs 2014-2016.

General Administration

Mr. Godard began by presenting information on the regional councils as a whole and referenced back about 42 years when Governor Scott passed an Executive Order in 1970 creating 18 regional councils. We were then authorized by the Legislature in 1971. Two regional councils have been consolidated since, and we now have 16. We expect to see more consolidation through the upcoming years of some of the regional councils. The COG comprises memberships from 5 counties and 41 municipalities with the recent membership of the Town of Speed.

Mr. Godard shared that he has had some discussions with the Administrator/Executive Director of Region K about the potential of a merger between Regions L and K (Kerr Tar Council of Governments) in the near future. Those discussions are ongoing and may happen sometime over the next two or three years.

The annual budget to administer programs and services is over \$9 million dollars and the budget has varied over the years from \$7 million dollars to as much as \$11 million dollars depending on

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what is happening at the federal government level. We have five major program areas and about 30 staff members, both full-time and part-time.

A total of 75% of the funding we receive is federal dollars. A total of 15% is state and 10% local and as you can see we are heavily dependent upon what the federal government does with our programs. To a lesser extent we are dependant on the state and fortunately we have good active participation and involvement with projects and such from our local governments to make up for a small percentage of our revenue.

Mr. Godard presented the FY 2012-2014 Program of Work Final Report. A lot of what is done in the General Administration area is public relations work, working with member governments, working with civic groups and other partners. We work with our state and federal legislators, contractors and service providers. We administer an Economic Development Administration Revolving Loan Fund. These are the highlights of the General Administrative area.

Looking forward in FY 2014-2016 we will be doing basically doing the same thing with regard to public relations by trying to stay visible and promote our programs. Keep a close working relationship with state, regional, and federal officials.

Workforce Development

Mr. Williams stated the mission of the Workforce Development Board (WDB) is to provide a workforce to answer to the demands of a transforming knowledge and skills driven economy. We have been working very hard and diligently with partners across all five counties as we work with workforce, as well as, economic development. When one thinks about workforce development, one has to put the two together since economic development is the driving engine.

Our ultimate authority is called the "Consortium". The consortium comprises the five board chairs or their designee from each of the five counties. Present today is our honorable Commissioner Fred Belfield, Jr., who is part of that consortium. The Consortium has the full authority over workforce development funding that comes from the federal government, to the state in NC Department of Commerce. Also appointed is a representative from each county to serve on our local board of directors. Ms. Mary Wells is present here today and she is also a board member. The Consortium has an agreement with the Workforce Development Board to contract with Upper Coastal Plain Council of Governments as our administrator and fiscal agents.

Our Workforce Development Department has six administrative staff and field staff that are no longer just field staff, but are integrated with Employment Security Commission unemployment office as we have known it or Division of Workforce Solutions. We are now married. There is no longer a separation between the two. We will begin to see as we move forward, new branding, new titles and NCWorks as a title for a lot of different things in our state.

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With regard to the Career Centers, we are happy to report that two of the centers have been certified by North Carolina Department of Commerce. The centers are now known as North Carolina Works Career Centers. We did not make this transition of Northampton and Halifax County because we were in transition of managers. We have a new manager coming on board and will soon have that center certified.

Partners, community colleges, school systems, and non-profit organizations are now one and housed at the NC Works Career Centers. There are three Career Centers and our youth provider.

We receive funding from three different funding streams: youth, adult, and dislocated worker programs. The youth program is for ages 14 through 21. We serve two different categories in-school and out-of-school. We assist these youth by developing the skills needed to obtain and maintain a job. It's all about employment and improving their skills. Some of the services provided include: tutoring, work experience, post secondary education, alternative education, guidance, and counseling.

The Adult and Dislocated Worker funding streams have been combined in the new system. The only difference for adults is ages 18 and older, as well as, dislocated workers. Dislocated worker program is for those who have lost their job through no fault of their own. We provide financial support, post secondary education, career counseling, debt counseling, and specialized seminars. All of these services are provided at the career centers. In response to a question from the floor, Mr. Williams stated the Halifax/Northampton Career Center is located in Roanoke Rapids, at the Old Becker Village Mall. Edgecombe/Nash Career Center is located off of Fairview Road, and the Wilson County Career Center is located on Tarboro Street.

The fiscal year budget for the year 2014 was approximately \$4,767,000 and this includes some special funding received for Roanoke Salem Culinary and a PFC grant for a pilot project. When we look at that \$4 million, it looks like a lot of money, but when you divide this appropriation by five counties and the number of participants, we could use a lot more. The partners and contractors that are used have utilized the funds to the best of their ability providing opportunities for the customers.

The Career Readiness Certificate program is an opportunity for a participant to have a job profile to determine the type of skills needed for any specific job, then look at the customer side of the job seekers side, and determine whether the skill level for the participants is gold, silver, or bronze. This enables us to place seekers in positions that fit their profile.

Pathways to prosperity: We were granted the opportunity as an eastern local area to work with two other local workforce development boards. We are working with our county schools and Halifax County School is included. We plan to broaden that pilot out to all five of our counties. At this moment the state asks us if we would work with Halifax County and we are working with

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the Career Technical Educational Teachers in that area to provide those students with some opportunities.

Mr. Williams, in reporting accomplishments, stated that the integration of staff and partners was a great accomplishment. For over 16 years we have had over 30 contractors providing comprehensive services within their centers. The new system of NCWorks is requiring us to consolidate. We hear that word all the time. What we have been able to do is take the best of both worlds. With employment services, they are structured to provide mainly unemployment-type initiatives or services, but now that we have brought our partners into our career centers; it is not about coming in to get your unemployment check, it is about what we can do to get you back to work and provide the skills needed for you to be employable.

As we move forward to FY 2014-2016 it will be the same and will include more consolidation, more integration. I will say that for our region, we were and still are, one of the leading local areas in the state as far as it pertains to integration. We had a consultant come from California to assess the work that has been done here in North Carolina and I'm happy to say that the Turning Point area is moving forward. I will say the reason we are moving forward is because of the leadership of the Consortium, our Board, and UCPCOG our leaders, but it's also because of the relationships we have had over the years. We have always had a relationship with our community colleges and employment services. It wasn't difficult for us to all come into the same house and live. We are still having our little pains and little things that we have to work through, but I will say that we are working well together and I look forward to what's to come in the next couple of years, and that is to get as many people back to work as soon as possible.

The floor was open for Q&A and comments from the board members.

Area Agency on Aging

Ms. Riddle provided a brief overview of the Area Agency on Aging (AAA) programs and services. The AAA is funded through the Older Americans Act on a reimbursement system. For example, the service providers provide services in July, report in August and hopefully they are paid the end of August, but they may not receive a check until September. This can be very difficult for a very small agency that is a direct service provider.

We are mandated by the Older Americans Act and have been in existence since 1973. The original purpose of the aging network is to facilitate and support the development of programs to address the needs of older adults and their caregivers within defined, geographic areas. Each state's system is set up differently. For example, in the state of Pennsylvania, each one of their counties have a AAA of which then their departments of social services and other health and human services fall under aging. In the state of North Carolina, we are mandated by state statute to be a part of our local lead regional organization (regional council).

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Our mission of the AAA is to empower senior adults, family caregivers, and individuals with disabilities residing within our five counties. We want for them to be able to live independent, meaningful, healthy, and dignified lives through a comprehensive plan of services and linkages with community-based services. We do this every day because every senior adult has a different experience and their needs are different. One of the things we learn in working with older adults, is they become more different as they age, rather than more similar.

Overview of our main areas of expertise include:

- **Planning.** We do a great deal of planning. We usually start our planning cycle about January for the state fiscal year that will begin in July. We try to meet with each one of the county's planning groups to work through the Home and Community Care Block Grant (HCCBG) process so that the largest number of adults' needs is met in each one of the respective counties.
- **Advocacy.** We do a great deal of advocacy on all levels, whether it be encouraging senior center participants to write letters or campaigns.
- We distribute a great deal of **funding**. Most of you are only familiar with the HCCBG which is the largest portion of our funding, but we are the pass-through entity for those dollars. North Carolina General Assembly established a very unique system in that the dollars are actually allocated from the state level directly to the county managers' office. Yet the AAA is responsible for monitoring, whether fiscally or programmatically, for program adherence and compliance. Sometimes we really cannot control the counties' dollars, but yet we are the ones who will be liable on an audit or monitoring if the county is not delivering services as described.
- **Service Development:** We try to identify unmet needs in each one of the counties. Areas that are underserved across a county, Northampton County for example, a lot of times the western part of the region may not receive the same number of services that the eastern portion of the county, and we try to get the money circulating.
- **Services Provided:** Transportation, congregate nutrition within a senior center or a nutrition site, home delivered meals, in-home maid services, in-home care, adult day and adult day healthcare, senior center operations, information and case assistance, and housing and home improvement. Housing and home improvement currently is only offered in Halifax and Northampton Counties. Edgecombe has been providing some services through carry-over money from an old CDBG grant, but those monies ended at the end of June, 2014. This is then an area of unmet need.
- One of the programs that is administered almost fully in-house, except for Nash County, is the **Family Caregiver Support Program**. This came in to being in the year 2000 when the Older Americans Act was reauthorized. Unpaid, informal caregivers (wife, oldest daughter, family) were finally recognized and if we had to pay the unpaid caregivers in this country, their true value would be \$482 billion dollars. On the other hand, we do pay as an employer as there are times when these caregivers have to take off from work which impacts the employer.

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- **Supportive Services.** We are the central intake for all questions regardless of how strange or bizarre they may be. We have had requests for “how do you get squirrels out of attics”. These questions are the best because when one can deliver an answer rather than give someone 15 more phone numbers to call, you have really accomplished something in that person’s world.
- **Ombudsman Program.** This is the advocate for long term care residents. This is the person that is residing in a long term care facility. The way I interview for this position is: “If you think this is a job, it’s not. It has to be a calling, you have to be an advocate 24 hours per day, seven days per week. Yes, I want you to have personal time, but when someone needs your help, you really have to be willing to drop what you are doing and go check it out”. Sometimes it may be that phone call we receive that says the entire facility has not had air since 3 p.m., it is 94° outside, it’s 7 p.m. and someone has placed fans in that facility blowing the hot air in rather than the hot air out. The solution was simple and someone just had to reset a breaker. It’s little things like this or something really extensive where we actually have to involve Adult Protective Services because of fraud or neglect or abuse.
- **Information and Options Counseling.** This is something a little different in that this requires helping senior adults through a decision-making process. The senior is given information on all available resources and asks the resident “what do you want for you?” and then help them make it happen.
- **In-House Evidenced Based Health Promotion/Disease Prevention Classes.** This includes diabetes, chronic disease, matter of balance, etc. We offer them to all counties. I encourage two classes per county annually with these funds. We began doing a lot of in-reach and outreach to the local contact agencies. This program is to help persons who have been in a long term care setting, a skilled nursing facility, greater than 90 days who would be appropriately discharged to the home with appropriate community services and supports. We help the senior adults with that transition.
- **NC Senior Medicare Patrol.** This program helps folks enroll in their Part D plan. Also helps them reassess their Part D plans annually to make sure that plan is still a good plan for next year, because we all know that these plan formulas change on a very regular basis. We help seniors apply for limited income subsidy. This allows for the Centers for Medicare and Medicaid to actually pay for the Part D premium and sometimes their copays for their prescription medications.
- **Volunteer Opportunities.** We are always asking for volunteers whether through the Community Advisory Committees, which are the eyes, ears, and representation of those residing in a long term care facility. They work very closely with the Ombudsman. They will visit one-on-one or as a group and report any problems back to the Ombudsman. We have a **Regional Aging Advisory Committee** comprising 20 members who serve on an advisory capacity. We have one representative per county that serves on the **Senior Tarheel Legislature** and this is modeled exactly on the North Carolina General Assembly.

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When we look back over the past two years we have encountered some ups and downs, we've gone through the sequestration, we lost a great deal of funding, we had funds moved from this program to that program and all said and done, I can stand here before you and tell you that the Area Agency on Aging did fully meet all of their goals as defined for FY 2012-2014. We had no findings in monitoring of the AAA programs by the Division of Aging and Adult Services. We have consistently expected over 99% of our allocations.

FY 2014-2016

When the General Assembly adopted the final budget for 2014-2015, the HCCBG took an almost \$1 million dollar cut. We currently had 15,000 older adults on the waiting list before the cut. I truly don't know how many seniors we will have to drop from receiving services because we do not have the funding. This is our goal for FY 2014-2016.

The floor was open for Q&A and comments from the board members.

Planning & Development Services

Mr. Townley presented the FY 2012-2014 Program of Work Final Report and new FY 2014-2016 Program of Work. The new mission statement reads as follows: Improving our region by providing planning, economic, and community development services to member governments and allies at the local and regional levels. This is what our staff does. There is 3.5 equivalent staff in the department and 2.5 full-time equivalent consultants/contractors that work with us very regularly for a long period of time.

The long version of the mission starts out the samemember governments and allies at the local and regional levels through professional project administration, technical assistance, grant writing management, data... This mission tells you what it is that we do and not just why we exist. The reason the statement was changed to include allies is because while we serve you (90+% of the time), there are organizations that serve your local governments as well. If they are friends of yours, they are friends of ours and we will work with them and support them, so we wanted to include allies.

We have about 6-7 primary goals.

1. Grant/loan services. Over the past two years we worked on 55 projects totaling over \$18 million dollars in the region. Most of this is outside dollars brought in, federal/state funding. There are also federal loan programs through Economic Development Administration and others that can help with infrastructure projects, etc. Some examples include: the Parks & Recreation Trust Fund, The Rural Center, Community Development Block Grants, Golden LEAF, EDA, USDA Rural Development, DENR, Department of Commerce, Clean Water Management Trust Fund, North Carolina Solar Center, the American Reinvestment Recovery Act, EPA, and on and on. It is our department's job to

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be monitoring those funds, determining where they go, making sure that we put our municipalities in the position to get them, match your needs to those funds and put square pegs in round holes as much as possible.

2. Something new in the FY 2014-2016 Program of Work is that under the first category, I have broken out a second new goal. The reason being is that one of our primary supporters is the U.S. Economic Development Administration. We are considered to be the lead planning organization for the region. This region is considered an economic development district. We present a five-year comprehensive economic development strategy. We are meeting next week with all county and local economic development officials and others to sit down and discuss projects and make sure that the projects in the region are aligned with your priorities as counties and municipalities and we work hand-in-hand to make things happen.

Projects that are economic development related within the counties include, but are not limited to, the following:

- \$5 million dollars in EDA supported grants in the region
- Public Works Program for the Halifax Rail Extension Project of \$4 million dollars
- Empire Foods at \$800,000
- Northampton County Enviva Infrastructure project of over \$2 million dollars
- Nash Community College of \$1.5 million

Another goal is to plan traditional planning, community development, and land use services. A lot of this work is done by contract from those represented here. The PDS department operates as an at-cost, government salaried, consulting agency that is an extension of your local government services. After saying that, we consider ourselves your staff, especially the small rural towns that do not have the capacity to support their own planners and economic developers. We have to work directly with you under contract through facilitation and zoning work, etc. Town plans, land use ordinances, citizen surveys, hazard mitigation plans, planning and zoning board training, board of adjustment work, facilitation with groups of commissioners, and visioning services. We also do things complimentary as part of our regular duties; we serve the clearinghouse as projects are brought forth in the region.

Another goal is to provide more demographic, geographic and other technical resources and data information. We do have infrastructure mapping capacity and seek grant funds for those and sometimes we do this as a direct contract. We keep the status of your land use ordinances or subdivision ordinances to the best of our ability. These are day to day operations that keep the town operating.

We only decided last week to purchase a subscription to an online geographic information system tool. This analysis tool is to be shared among all but three of the councils of governments across the state so that we can use cloud services and start sharing maps and data statewide. This

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will enable us to share presentation pieces and other information. This tool is very valuable for our region because we can tap into some of the skills and expertise in other areas of the state.

Mr. Townley stated that part of PDS job is to always make sure we are listening to you. Always feel free to double check us on those things and ensure that we go forward. We handed out a new brochure today. We will be contributing information for the electronic newsletter to include grant notifications, training opportunities, and other things. Mr. Townley encouraged everyone to look at the COG E-Newsletter. Some will be repetitive from NCLM or others. We will occasionally send out a survey to local governments. We encourage you to respond to those. They help keep us informed about what your needs are.

Mr. Townley encouraged the board to think regionally in this room and act locally.

Mr. Godard interjected that 17 member governments have been visited by he and Mr. Townley in order to gain valuable information, determine needs, and educate the municipalities on the programs and services that PDS needs to be providing.

The floor was open for Q&A and comments from the board members.

Business Resource Center

Mr. Godard discussed the Business Resource Center whereby we provide non-traditional small business loans to business owners that do not quite make the traditional bank loan requirements. We currently have an EDA Revolving Loan Fund. There is about \$450,000 available for loan at this time. This program assists small business loan requests of \$25,000 to \$100,000. We will present a small business loan this evening for your approval.

We underwrite these loans working with a 5-member loan review committee representing our five counties and made up of bankers and a real estate appraiser. We have control of these funds and we loan these funds out.

Two other programs we work with are the NC Rural Center's Microenterprise Loan Program which accommodates micro loans from \$1000 to \$25,000, and the NC Rural Center's Express Loan Program which accommodates loans up to \$5,000. We provide technical assistance, counseling, and application intake and packaging for these two loan programs. We do not underwrite or grant these funds ourselves. These are underwritten by the Ford Foundation and granted by the NC Rural Center.

The staff includes myself, Acting Loan Officer, and Olga Abrams, Loan Coordinator who provides technical assistance. We work very closely with the Small Business Center Directors at our four community college campuses. They are instrumental in our work, particularly, when we have to refer clients to the Small Business Center for business plan development.

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The floor was open to Q&A and comments from the board members.

Upper Coastal Plain Business Development Center

The mission of the Business Development Center is to accelerate the successful development of small business enterprises. We accomplish this by providing an array of programs and services to help our small business owners grow and develop their small business. Most of our small business client companies are start-ups, usually they were home-based and have taken the next step to find an office space outside the home, have a professional presence, and continue to grow. Though we provide affordable space, we are not just a place, but we are a process. We can start with leases as small as \$275 per month. Included in the \$275 are the following services: business counseling and technical assistance; receptionist up front to greet and direct the clients and calls; we have conference and training rooms fully equipped with LCD projectors, screens, white boards, and the Training Center is upfitted with broadband, wifi, and electricity at each space. Also included are: professional black/white/color printers capable of printing, folding, and stapling brochures and newsletters. Every tenant is provided with high speed Internet access, telephone equipment, and a telephone line. The Bdc provides seminars/workshops every month except for July and December in many areas of small business.

With regard to access to capital, we work with the EDA Revolving Loan Fund or one of the other two microloan programs as mentioned in Mr. Godard's report above. Mail handling, janitorial, and utilities are also included in the rent. We work with a network of business professionals, such as the SBA, SBC, SBTDC, SCORE and others. We try to increase awareness of the small business resources available locally, as well as, statewide and nationally.

We have served 23 client companies and helped create 93 new jobs since 2008. We served 18 businesses outside of the Bdc/incubator walls. We provided technical assistance to 8 potential start-ups – in their planning stage. We have 13 client companies in-house. We have graduated seven companies with revenues as high as over \$3 million dollars. Three companies did not complete the program and moved out.

Mr. Godard interjected that we work primarily with businesses with 15 or less employees. We do not try to compete with economic developers; we are in small business development which is a whole different story.

Finally, Ms. Abrams gave an overview of the Digital Economy Business Development Pilot Program. The NC Department of Commerce, Broadband Division, invited the Bdc to work on this pilot. A research company has been doing research on the utilization of broadband and online services on a national level over the last 4-5 years. The Bdc's charge was to disseminate information about the program, identify small businesses, and request those small businesses to take an assessment that will determine the impact of their utilization of online services and tools. Once the assessment is taken, a score card is developed by the research company, showing how the compare in their specific industry on a national average, the business is scored and

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recommendations are made as to what online services could have the biggest impact to increase the bottom line. Even the implementation of one online service can make a major impact. The pilot ends September 30, 2014. Ms. Abrams stated that she has co-written and submitted a U.S. SBA grant for this project and results of that grant submission is pending.

Ms. Abrams reported that all goals were met in the FY 2012-2014 Program of Work. We have a couple of new goals and objectives for the FY 2014-2016 to include leasing the entire 3rd floor. Target market for that space is either a call center or technology hub. Mr. Godard and Ms. Abrams will be working on a strategic marketing plan. We hope to take advantage of the City of Wilson being the first gigabit city in the state and try to use that asset to sell the technology hub concept.

The floor was open for Q&A and comments from the board members.

Mr. Godard encouraged the board members to read their orientation manual which provides additional information on the COG, its governance and operations. I hope the Program of Work and the Program Director overview of their programs was helpful, particularly, for some of the new board of directors.

ADMINISTRATIVE REPORTS

Workforce Development, Michael Williams, Program Director

Mr. Williams stated the WFD activity report beings on page 8 and that he has no items for action. Mr. Williams highlighted the two career centers that have been certified by NC Department of Commerce, Division of Workforce Solutions. We are also excited about the new Executive Director of NC Commerce, as well as, the Vice President of the Community College. This individual has requested that the Workforce Development Board and the Community Colleges co-chair an initiative to visit one thousand employers within 100 days. We have been assigned a task of visiting 10 employers per county, jointly, so that we can show the unity and the work we are together and to offer them services.

The funding that we have received from the federal government was the Workforce Investment Act (WIA). The President did sign a new act, which is a bipartisan agreement, entitled Workforce Innovation Opportunity Act. This act will be implemented the first of the year. Mr. Godard interjected and stated that this is one of the few programs that Congress and the Senate got together on and developed it on a bipartisan basis and the governor signed it.

Area Agency on Aging, Greg Godard, Acting Program Director

Ms. Riddle stated the AAA activity report begins on page 10 and that there is one item for action. Ms. Riddle referred to a question as to how we are making up the deficit in funding and stated

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the AAA continues outreach to develop and strengthen our partnership to further leverage resources. Again, each of us has been cut in health and human services and we realize that if we don't start working together and get out of our silos, we won't be able to do business differently or how it needs to proceed.

We have had an increase in complaints in the Ombudsman Program which the staff continues to address and resolve as they arise. We as the Upper Coastal Plain Council of Governments Area Agency on Aging received one of the National Association of Development Organizations (NADO) awards for our work with the Community Care Transformation Project (CCTP).

Item# 1

Board approval to establish a revised position in the Area Agency on Aging (**Senior Community Service Employment Program (SCSEP) Coordinator**), including the approval of the attached job description and a pay Grade 15 with a range of \$36,348 to \$52,639 as a result of increased overall responsibilities and duties.

Chairman Street called for a motion to approve the revised job description and salary range. After questions and some discussion, Mr. Coleman made the motion to approve the revised job description and salary range, Mr. Bell seconded and the motion carried unanimously.

Planning and Development Services, Ron Townley, Program Director

Mr. Townley reported the PDS activity report begins on page 25 and that there were no items for action. We have visited 21 member governments. We have two new contracts: one with the Town of Sharpsburg to provide planning and zoning assistance; one with the Roanoke River Basin Association to provide some consulting services on water quality.

Two things important to know: PARTF grants in the last round Sims got an award, there are three other member governments who did not make that award round. The next round will be coming up in early Spring. Please get with the PDS staff by September 1st if you're looking for Parks and Recreation Trust Fund grants.

On the Community Development Block Grant Infrastructure, we have a number of applications going in for about seven local governments so far. There is a short two week delay in the deadline. We are working with your staff on that, but please respond to my staff's requests if you have a Community Development Block Grant going in. If you don't have the information, you will not be competitive and will not get an award.

The next round for 2015 for water/sewer infrastructure needs, please call us by November 1st.

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Business Resource Center, Greg Godard, Business Resource Loan Officer

Mr. Godard report there was one loan for board consideration, namely Dwagg's LLC. The loan request is for \$100,000 and the fact sheet was provided with an addendum prior to the meeting. The Loan Review Committee did review and recommend we take this loan request to the board of directors for approval. This loan is subject to the applicants providing evidence of \$35,000 in the business account to be used toward working capital.

A concern was shared as to why we would put a manager in the construction business to run a restaurant business and the one with the restaurant experience will keep her part-time job, assuming that's for cash flow, and work part-time in the restaurant. Mr. Hughes felt like the partner should spend more time in the restaurant.

Mr. Godard stated that the co-owner is retired and on disability, but is able to work and will be in the restaurant all day. Mr. Godard felt it is very important that they not turn over the business to employees that may or may not be committed to be there. They are hiring a chief cook, well known in the community, who used to work for a restaurant very similar to this model.

Chairman Street called for a motion to approve the loan for \$100,000 contingent upon evidence of \$35,000 in the business bank account to be used for working capital. Mr. Hughes made the motion to approve the \$100,000 loan, Mr. Davis seconded and the motion carried unanimously.

Business Development Center, Olga Abrams, Acting Incubator Manager

Ms. Abrams reported the Bdc activity report begins on page 35 and that there were no items for action. Ms. Abrams highlighted the admission of four new client companies into the Bdc. Workshops have been planned and scheduled through November. Mr. Godard interjected that things are going well at the Bdc.

Finance, Mark Hill, Finance Director

Mr. Hill stated the Finance activity report begins on page 37 and that there were no items for action. Mr. Hill stated he has been working on closing out FY 2013-2014.

EXECUTIVE DIRECTOR'S REPORT

Mr. Godard shared calendar events as follows: Executive Committee meeting is planned for September 16, 2014. The next full board meeting is scheduled for October 21st at the Four Seasons Restaurant and Conference Center in Rocky Mount. The Annual Banquet is planned for November 18 from 6 to 9 p.m. Location to be determined. There is no meeting in December.

On September 17th from 10 to 3 p.m. in Henderson, we will have our state and federal officials come in to talk about grant and loan programs since there have been many changes, particularly,

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at the state level and since the NC Rural Center has been shut down for the most part. We will have representatives from NC Department of Commerce and DENR to talk about the various grant/loan programs available to our local governments. Mr. Godard stated he will get notices out in the next few days with agenda and registration information. There is no fee for this event. Mr. Godard encouraged board members to attend to find out where the resources are.

BOARD OF DIRECTOR COMMENTS

No comments.

CHAIRMAN'S COMMENTS

No comments.

ADJOURNMENT

There being no further business Chairman Street called for a motion to adjourn the meeting of the Upper Coastal Plain Council of Governments Board of Directors. Ms. Gary-Pitt made the motion to adjourn the meeting of the Upper Coastal Plain Council of Governments Board of Directors, Mr. Davis seconded, and the motion carried unanimously.

Dr. Donald Street, Chairman

Barbara Shaw Simmons, Secretary/Treasurer

MINUTES
UPPER COASTAL PLAIN COUNCIL OF GOVERNMENTS
BOARD OF DIRECTORS MEETING
OCTOBER 21, 2014

BOARD MEMBERS PRESENT

Dr. Donald Street, Chairman	Mayor	Town of Nashville
Barbara Shaw Simmons, Vice-Chair	Mayor	Town of Enfield
Doug Hughes, Sec/Treas.	At-Large Board Member	Northampton County
Jonathan Felton	Commissioner	Edgecombe County
A. P. Coleman	Council Member	City of Wilson
Roy L. Bell	Mayor	Town of Garysburg
Fred Belfield, Jr.	Commissioner	Nash County
William Gallimore	At-Large Board Member	Northampton County
Gary Brown, Alternate	Economic Developer	Northampton County
Doris Risper	Mayor	Town of Rich Square
Tony N. Brown	Manager	Halifax County
Ronald H. Pace	Council Member	Town of Momeyer
Ellene Leonard	Mayor	Town of Castalia
Esterine Gary Pitt	Mayor	Town of Whitakers
Florence Pender	Commissioner	Town of Pinetops
Grady Smith	Mayor	Town of Elm City
Bobbie D. Jones	Mayor	Town of Princeville
Gregory Browning, Alt.	Planning Board/BOA	City of Roanoke Rapids

MEMBERS PRESENT BY PROXY

Kirby Brown	Mayor	Town of Dortches
Donald W. Conner	Council Member	Town of Gaston
John M. Holpe, Jr.	Manager	Town of Spring Hope
Jason T. Kessler	At-Large Board Member	Wilson County
Julia Meacham	Mayor	Town of Weldon

GUESTS

Brenda Avery	Guest of A. P. Coleman
Byron Ellis	Guest of Bobbie D. Jones
Jeremiah Simmons	Guest of Barbara Shaw Simmons
Julia Brown	Guest of Florence Pender
Patricia Easterly	Guest of Doris Risper

STAFF

Greg T. Godard	Executive Director
Michael Williams	Workforce Development Program Director

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Greg T. Godard
Ron Townley
Olga Abrams
Mark Hill

Area Agency on Aging Acting Director
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 Board of Directors to order at 6:45 p.m. and welcomed all in attendance.

APPROVAL OF MINUTES

Chairman Streets called for a motion to approve the Minutes of the August 19, 2014 Upper Coastal Plain Council of Governments Board of Directors meeting. Ms. Pender made the motion to approve the Minutes of the August 19, 2014 Upper Coastal Plain Council of Governments Board of Directors meeting, Mr. Bell seconded and the motion carried unanimously.

PROGRAM: Michael Thompson, Manager, State and Local Affairs for NC, Dominion North Carolina Power shared details of the proposed natural gas pipeline to be constructed in the I-95 corridor that will impact nine counties, including Halifax, Nash, Northampton and Wilson in the Upper Coastal Plain COG service area. The floor was then open for Q&A.

ADMINISTRATIVE REPORTS

Workforce Development, Michael Williams, Program Director

Mr. Williams stated the WFD activity report begins on page 17 and there is one item for action. This action item will be presented by the Finance Director.

Turning Point is continuing to move forward with our integrated services. We are happy to announce that we do have a new manager for the Halifax/Northampton Career Center, namely, Mr. Taylor Hawkins. We are moving forward with the Governor's initiative of the NC Works 1000 in 100. This initiative entails visiting 1000 employers in 100 days in all 100 counties. The Workforce Development Board is co-chair with the community colleges. This initiative started about two weeks ago, and we are about 65% complete. We have completed our first phase of the Personal Care Home Assistance Training program (PCHAST) simulation lab with funds provided by PNC. This first phase will be conducted at the Edgecombe County Incubator.

We were pleased with our 9th Annual Workforce Development Economic Development Summit held about two weeks ago. We were pleasantly happy to have Will Collins, Executive Director, attend from NC Commerce speaking on behalf of NCWorks.

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Area Agency on Aging, Greg Godard, Acting Program Director

Mr. Godard reported that Jody Riddle retired due to some health-related problem. I am Acting Director at this point and I have asked Mary Marlin who is our AAA Contracts Manager to assist me with that directorship until we have filled the position. I have asked Mary to come forward to give highlights of the work of the AAA staff over the last two months.

Ms. Marlin stated the AAA activity report begins on page 19 and there are no items for action. Because of all the changes that are taking place in the Aging Network, we continue to get calls for technical assistance from various Home and Community Block Grant service providers. The most significant changes right now are taking place in in-home aide. There is a Provider Performance Planning Committee meeting at the Division of Aging and Adult Services monthly to address the issues that are going on within in-home aide right now.

The AAA received a 2014 National Association of Development Organizations (NADO) award for the Community Care Transition Project. The Family Caregiver Resource Specialist continues to provide respite vouchers and supplemental services and facilitate as many as seven monthly support groups for the counties. Nash County still has their coordinator who is responsible for their support groups.

With regard to Evidence-Based Health Promotions and Disease Prevention, we currently have a class at the Jo Story Senior Center that will wrap up on October 30th. If anyone is interested in participating as a lay leader volunteer to teach the classes or is interested in having one presented to your organization, contact Kendra Dixon at kdixon@ucpcog.org. She will be happy to arrange that class for you.

Upcoming Events: The Regional Aging Advisory Committee meeting, followed by a Home & Community Care Block Grant training on October 28th at East Point Rocky Mount; November is National Family Caregiver Appreciation Month and National Alzheimer's Awareness Month. We will be conducting Candle Light Reflection Ceremonies in each of the five counties.

The Medicare Part D enrollment began on October 15th and will end on December 7th. Armeta Coley is working with us to help people with their Part D plans.

Planning and Development Services, Ron Townley, Program Director

Mr. Townley stated the PDS activity report begins on page 30 and there is one item for action.

Item #1: Approval of FY 2013-2014 Comprehensive Economic Development Strategy (CEDS) Annual Performance Report.

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Chairman Streets called for a motion for the approval of FY 2013-2014 Comprehensive Economic Development Strategy (CEDS) Annual Performance Report and Resolution. Mr. Coleman made the motion for the approval of FY 2013-2014 Comprehensive Economic Development Strategy (CEDS) Annual Performance Report, Mr. Hughes seconded and the motion carried unanimously.

Mr. Townley reported that Dennis Patton is finalizing his retirement effective October 22nd after more than 14 years of service. His experience, dedication, and expertise will be missed. I do plan to use his wisdom and keep him as involved as possible. We will be advertising the position for an experienced candidate.

Mr. Townley provided the following highlights:

- A grant application was submitted to NC DENR Division of Water Resources under the Clean Water Section 205J grant requesting almost \$20,000 to perform education and outreach services in the Roanoke River Basin. This is a four-COG and Roanoke River Basin Association joint grant application. It is targeted at educating elected officials in the river basin, as well as, stakeholders and allies to ensure that they understand the different planning attributes of the water quality and the importance of it.
- We turned in seven Community Development Block Grants for infrastructure. They were prepared and submitted by the October 2nd deadline. The requests totaled about \$7.596 million dollars. We work very hard with the applicants and constituents to ensure that we score as highly as possible on this application and we are fairly optimistic about that round of funding. There was \$26 million in funding available.
- Facilitated a workshop in Princeville. Facilitation services are available upon request.
- Completed Scotland Neck's Land Development Plan. The plan is expected to be adopted in the public hearings moving forward.

Business Resource Center, Greg Godard, Business Resource Loan Officer

Mr. Godard stated there were no loans to present to the board for approval and that he had one item for action.

One of our loan programs is the Economic Development Administration (EDA) Revolving Loan Program where we make loans from \$25,000 to \$100,000. There are certain federal guidelines we have to follow. Every five years we are required to update our loan fund plan. That updated plan was included in the agenda package. It sets out the fund strategies for how we go about doing that work and also set the policies and procedures on how we operate the program. This is a complete rewrite based on new federal regulations. The plan has been submitted to EDA, they have approved it, but it does require approval of the Board.

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Item #1: Approval of the Revised EDA Revolving Loan Fund Plan.

Chairman Street called for a motion for the approval of the revised EDA Revolving Loan Fund Plan. Mr. Hughes made the motion for the approval of the revised EDA Revolving Loan Fund Plan, Mr. Bell seconded and the motion carried unanimously.

Business Development Center, Olga Abrams, Acting Incubator Manager

Ms. Abrams stated her activity report begins on page 46 and there are no items for action. Ms. Abrams stated she has been busy working on various publications to include the electronic newsletter, semi-annual newsletter and annual report. She announced that she has been elected President of the NC Business Incubation Association. She also highlighted that she attended her annual Equal Opportunity Employment training required to maintain her certifications as EEOC officer, counselor, investigator and mediator.

Finance, Mark Hill, Finance Director

Mr. Hill reported the Finance activity report begins on page 48 and that he had one item for action. Mr. Hill stated the Finance Department has been busy with the year-end close-out, audit and revised Title V timesheet at the request of the state. Had some technology issues.

Item #1: Request approval of budget amendment to add \$1,043,450 to the WIA fund.

Chairman Street called for a motion to approve a budget amendment to add \$1,043,450 to the WIA fund. The majority of the funding is related to Adult and Dislocated Worker funding streams. We do get these dollars on a two year cycle, so these are carry over funds. The reason for the high number is due to the change in the delivery system statewide that occurred. All are federal dollars which the exception of the PNC Lab Simulation project whereby \$82,000 is the balance that will be used this year.

Chairman Street called for a motion to approve a budget amendment to add \$1,043,450 to the WIA fund. Mr. Hughes made the motion to approve a budget amendment to add \$1,043,450 to the WIA fund, Mr. Smith seconded and the motion carried unanimously.

EXECUTIVE DIRECTOR'S REPORT

Mr. Godard stated the Annual Banquet is scheduled for Tuesday, November 18th at the Gateway Convention Center in Rocky Mount. The reception will begin at 6 p.m. and dinner will be served at 7 p.m. followed by entertainment and keynote. It was suggested Norris Tolson be invited as keynote speaker.

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BOARD OF DIRECTOR COMMENTS

Nash County Manager Lamb asked about the impact during this past Legislative session with regard to the regional councils. Mr. Godard responded we lost about \$1 million dollars of the Home and Community Care Block Grant or about a 3% reduction in dollars for services to our counties. There was no workforce development impact, however, the NC Works staff has been under stress as they transition into the integrated delivery system. More and more responsibility is being transitioned to the workforce boards to make decisions about delivery. We had already lost the planning technical assistance grant about two years ago. We haven't gotten that back and we are making an appeal to DENR to allocate dollars in the next legislative session to be able to fund the water resources person for each one of the 16 regional councils that will look at non-regulatory things as it relates to watersheds.

CHAIRMAN'S COMMENTS

No comments.

ADJOURNMENT

There being no further business, 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