

MINUTES

UPPER COASTAL PLAIN COUNCIL OF GOVERNMENTS

BOARD OF DIRECTORS MEETING

JANUARY 16, 2018

Brew Works, 217 South Street, Wilson, NC

BOARD MEMBERS PRESENT

Barbara Shaw Simmons, Chair	At-Large Board Member	Halifax County
Doug Hughes, Vice-Chair	At-Large Board Member	Northampton County
Gregory Browning, Sec/Treas.	At-Large Board Member	Halifax County
Florence Pender	Commissioner	Town of Pinetops
Ken Manuel	Mayor	Town of Woodland
A.P. Coleman	Council Member	City of Wilson
Jae Kim	Manager	Town of Spring Hope
Grady Smith	Mayor	Town of Elm City
Norlan Graves	At-Large Board Member	Halifax County
Reginald Harris	At-Large Board Member	Wilson County
Elaine Saunders	Commissioner	Town of Saratoga
Ellene Leonard	Mayor	Town of Castalia
James E. Alston	Commissioner	Town of Castalia
Beverly Davis	Commissioner	Town of Sharpsburg
Bill Edmundson	Mayor	Town of Stantonsburg
Roy Bell	Mayor	Town of Garysburg
Timothy Johnson	Administrator	Town of Bailey
Denise Stinagle	Manager	Wilson County
William Johnson	Assistant Manager	Edgecombe County
Hank Raper	Manager	Town of Nashville
Trey Lewis	Mayor	Town of Macclesfield
Eddie Braxton	Mayor	Town of Scotland Neck
Samuel Davis	At-Large Board Member	Edgecombe County

MEMBERS PRESENT BY PROXY

W. Wayne Anderson	Mayor	Town of Enfield
Esterine Gary Pitt	Mayor	Town of Whitakers
Mary Wells	Commissioner	Nash County

GUESTS

Eli Brown	Guest of Trey Lewis
Cirilo Perez	Guest of Trey Lewis
Brenda Avery	Guest of A.P. Coleman

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STAFF

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

CALL TO ORDER

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

APPROVAL OF MINUTES

Chairman Simmons called for a motion to approve the Minutes of the October 17, 2017 Upper Coastal Plain Council of Governments Board of Directors meeting. Mayor Lewis made the motion to approve the minutes and Mayor Bell seconded and the motion carried unanimously.

PROGRAM

Jeff Bell, Director, Vollis Simpson Whirligig Park gave a tour to board members present at 4:30 p.m. Mr. Bell then shared the history behind the whirligigs.

IMPACT REPORTS

Workforce Development, Michael Williams, Program Director

Mr. Williams presented the WFD Impact Report. Highlights are as follows:

- Served over 6,000 people coming through the Career Centers, helping them with resumes, job and employment opportunities and providing educational opportunities as well.
- We have been providing continual staff and professional development training for the staff.
- The State is continuing to update the WFD system. It's a robust system and we are pleased with the information generated from the system that we can use to evaluate our services moving forward.
- WFD Board will be participating in a governor initiative. Governor Cooper has set aside \$2 million for the state of North Carolina to provide a pilot project in several of our

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school systems to include community colleges and college readiness programs. Halifax and Nash Counties will participate in that initiative.

- Currently the unemployment rate is at 6.8% an increase of .5% from 6.3%. A total of 2,303 fewer individuals are in the workforce now than a year ago.
- WFD staff is excited about Mr. Williams being appointed to the Governor's board working with the Sound Basic Education. This program will ensure that everyone has basic education. We will be doing case studies and making recommendations back to the Governor.
- We continue to work with our county and city managers, NCWorks Career Centers and youth projects with the school systems.

Mr. Williams stated WFD will be working with middle and high schools, many of whom are at risk, giving them the opportunity to embark upon a pathway by providing better opportunities for a career. Our first meeting is planned in two weeks.

Area Agency on Aging, Mary Marlin, Program Director

Ms. Marlin presented the AAA Impact Report. Ms. Marlin shared the timeframe for the impact report as AAA reporting has to be pulled on a specific schedule. Highlights that are not included in the Impact Report are as follows:

- The Family Caregiver Support Program has an upcoming Caregiver Education Conference scheduled for March 6, 2018 at Barton College. Ms. Marlin asked if anyone wanted a registration packet to please let her know so that she can provide it as soon as they are available.
- Ms. Barfield and Ms. Marlin will be providing a one-day training for the Home and Community Care Block Grant committee members and our lead agencies on February 8, 2018 at the Nash County Agricultural Center. The topics include: advocacy, service priority, funding plans and more.
- The staff has been working on updating the AAA section of the website and Facebook page. A lot of information is shared on Facebook. Search for Upper Coastal Plain Area Agency on Aging Region L to find the Facebook page.

Planning and Development Services, Ron Townley, Program Director

Mr. Townley presented the PDS Impact Report. Highlights include:

- The PDS staff has been working on the EDD planning grant of about \$350,000, covering three years of economic development planning, through the Economic Development Administration, supporting implementation of the Comprehensive Economic Development Strategy (CEDS). We should be hearing from EDA regarding the approval of this strategy.

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- Two of three towns have signed contracts for the Technical Assistance Training and Planning grant award from USDA. A third slot is opening up for a small town looking for comprehensive technical assistance training and planning grant. The grant award per town is \$50,000 and requires a \$10,000 match. We were the only NC applicant and only recipient for that grant in the state.
- Andrew DeLonno is the new Economic Development Planner working with the Town of Princeville on Hurricane Matthew Recovery work.
- Halifax Community College has received the official notification of their \$2 million EDA grant award to leverage state bond funding.
- Edgecombe Community College is still working to determine how they will use their bond funding.
- UCPCOG leads the state in infrastructure grant and loan awards from the NC Community Development Block Grant and other water/sewer infrastructure categories. PDS has been number one two years in a row for public recipients.
- The PDS Department started the year with a record budget of \$905,000 internally and have added \$166,000 breaking the \$1 million mark for the first time in the COG's history.
- The second solar farm workshop for public officials is planned for February 8th. The host is the Center for Energy Education in Halifax County and Mr. Townley will be facilitating that workshop.

Business Resource Center, Greg Godard, Acting Loan Officer

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

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

Ms. Abrams stated the BDC Impact Report was included in the board Agenda package. Of note:

- Redesigning the Business Development Center website.
- Updating the redesigned COG website.
- Working hard on the DreamFest 2018. This is a business plan competition whereby the business plans are being reviewed by a panel of five judges and the six highest scoring companies will be invited to make an oral presentation at DreamFest 2018 on January 27, 2018. Ms. Abrams offered complimentary tickets for the board members to the event. We are hoping to elicit innovators and entrepreneurs who will help foster entrepreneurship throughout the region and its surrounding counties.
- We graduated a client in December.
- Six tours were given and technical assistance was provided.

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- Upcoming seminars: How to Pitch Your Business in 15 Minutes or Less given by Martin Brossman and Dan Scala, two renowned businesses coaches in NC.
- A time management workshop entitled “Getting it All Done” is scheduled for February 12th.

Finance, Mark Hill, Finance Director

Mr. Hill shared highlights for the Finance Department as follows:

- January is tax time. We have W-2’s done and printed. We are now working on 1099’s.
- Working on second quarter close-out.

There are two items for action as follows:

Item #1: Approval of Audit Contract – Two years ago the board approved a three-year audit proposal which expires this current fiscal year (FY2017-2018). My request from the board is to renew this audit contract for FY 2017-2019 at the current contract rate. With there being management changes occurring, I would prefer to stay with the same auditors for an additional two years, rather than present new auditors to the new management team. When asked Mr. Hill stated that typically three or five-year proposals are submitted.

Chair called for a motion to approve the audit contract. Mr. Browning made the motion to approve the audit contract and Ms. S. Lucas seconded and the motion carried unanimously.

Item #2: Financial Reports – Approval of Financial Reports for the period July 1, 2017 through November 30, 2017.

Chair called for a motion to approve the Financial Reports as presented for the period July 1, 2017 through November 30, 2017. Mr. Belfield made the motion to approve the Financial Reports as presented, Mr. Coleman seconded and the motion carried unanimously.

EXECUTIVE DIRECTOR’S REPORT

Mr. Godard stated he has two items for action this evening.

Item #1: Approval of Job Descriptions – Revised job descriptions for PDS and Finance making them both Assistant Executive Directors. Mr. Godard referred to the job descriptions and pointed out the additional responsibilities he has asked these program directors to assist him with.

This is something that has needed to be done. Mr. Hill, for example, has been handling these responsibilities for some time now without additional compensation. The pay grade is to be

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moved from 24 to 26 on the Pay and Classification System. I am asking for this approval effective January 1, 2018.

After much discussion, it was decided that this request would be tabled until the next full board meeting, so that justification and research can be presented to the full board of directors at the next meeting. Mr. Brown stated this is a major decision that should be given careful thought, consideration and justification before moving forward. There was some concern that the new executive director would want to build his/her management team. The board asked Mr. Godard to go back and do research of the other 15 regional councils to determine how many assistant executive directors they had and whether the pay grade is comparable for the positions in a rural service area. The pay grade range is \$60,788 to \$88,043.

- Do you need two executive directors
- Can we not change the job descriptions and include the additional responsibilities under “other duties as assigned” or split the responsibilities among all program directors
- This is a very important step for an out-going executive director. It would be a different situation if the current executive director was going to be in the position another five years
- Are the counties in support of this decision? Will COG employees make more in salaries than county employees?
- It was suggested that the decision hold until a new executive director is in place.
- Justification for an increase of \$28,000 to each assistant executive director position
- It was argued that if we don’t pay well we lose key employees

When asked for justification, Mr. Godard stated that most of the program directors across the state are higher paid and that he would like to be fair to his program directors by compensating them properly before he retires. Mr. Godard went on to say that he has asked these two program directors to assist with responsibilities that he is responsible for. We have great program directors on staff and if we don’t properly compensate them, they will leave. Mr. Godard agreed that we should not have gone 20 years without doing a pay and classification study for employees.

No action was taken on this item. Mr. Browning made the motion to table these two items until the next full board meeting, Mr. Belfield seconded and the motion carried unanimously.

Item # 2 Approval of Revised Job Description for the Executive Director. Mr. Godard stated he has revised the Executive Director job description and pay classification as well for the incoming executive director. The revised salary range is \$83,237 to \$120,546.

Chair called for a motion to approve the revised job description for the Executive Director. Mr. Hughes made the motion to approve the revised job description, Mr. Belfield seconded and the motion carried unanimously.

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Appointment to Selection Committee

Mr. Godard recommended the following board members to serve on the Selection Committee:

Barbara S. Simmons, Chair
Doug Hughes, Vice-Chair
Greg Browning, Secretary/Treasurer
Jon Felton, Edgecombe County Commissioner
Fred Belfield, Nash County Commissioner (replacing Mary Wells-retiring July 1)
A.P. Coleman, Wilson Councilmember

EXECUTIVE COMMITTEE COMMENTS

No comments.

CHAIRMAN'S COMMENTS

No comments.

ADJOURNMENT

There being no further business, Ms. Simmons called for a motion to adjourn. Ms. S. Lucas made the motion to adjourn, Mr. Browning seconded and the motion carried unanimously.

Barbara Simmons, Chairman

Greg Browning, Secretary/Treasurer

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BOARD MEMBERS PRESENT

Barbara S. Simmons, Chairman	At-Large Board Member	Halifax County
Doug Hughes, Vice Chairman	At-Large Board Member	Northampton County
Greg Browning, Sec/Treas.	At-Large Board Member	Halifax County
Sherry L. Lucas	Commissioner	Wilson County
Brenda Lucas	Commissioner	Town of Spring Hope
A. P. Coleman	Council Member	City of Wilson
Jonathan Felton	Commissioner	Edgecombe County
Bobbie D. Jones	Mayor	Town of Princeville
Mary Wells	Commissioner	Nash County
Fred Belfield, Jr.	Commissioner	Nash County
Grady Smith	Mayor	Town of Elm City
Samuel R. Davis	At-Large Board Member	Edgecombe County
Roy Bell	Mayor	Town of Garysburg
Reginald Harris	At-Large Board Member	Wilson County
Walter Lee Duke, Jr.	Commissioner	Town of Conway
Owen Scott	Mayor	Town of Littleton
Florence Pender	Commissioner	Town of Pinetops
Linda Ingram	Mayor	Town of Conetoe
Geraldine Langford	Mayor	Town of Seaboard
Ken Manuel	Mayor	Town of Woodland
Leo Taylor	Council Member	Town of Tarboro
Phil Boone	Alternate Board Member	Town of Dortches
Eddie Braxton	Mayor	Town of Scotland Neck
Ron Hunt	Assistant Manager	Wilson County
William Johnson - Alternate	Assistant Manager	Edgecombe County
Blake Proctor	Administrator	Town of Sharpsburg
Hank Raper	Manager	Town of Nashville

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

MEMBERS PRESENT BY PROXY

Marshall Lassiter	Manager	Town of Severn
Esterine G. Pitt	Mayor	Town of Whitakers
Elaine Saunders	Commissioner	Town of Saratoga
John L. White	Mayor	Town of Halifax

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GUESTS

Jae Kim	Manager	Town of Spring Hope
Barbara Taylor	Commissioner	Town of Pinetops

STAFF

Greg T. Godard	Executive Director
Michael Williams	Workforce Development Program Director
Mary Marlin	Area Agency on Aging Program Director
Tirence Horne	PDS Planner
Olga Abrams	General Administration/BDC Manager
Mark Hill	Finance Director

CALL TO ORDER

Chairman Simmons called the meeting of the Upper Coastal Plain Council of Governments Board of Directors to order at 6:52 p.m. and welcomed all in attendance.

APPROVAL OF MINUTES

Chairman Simmons called for a motion to approve the Minutes of the January 16, 2018 Upper Coastal Plain Council of Governments Board of Directors meeting. Mr. Proctor made the motion to approve the minutes, Ms. Pender seconded, and the motion carried unanimously.

PROGRAM:

Ms. Caitlin Davis, Director of the Eastern Women's Entrepreneurship Center (EWEC), a subsidiary of Carolina Small Business Development Fund. She has with her Leslie Lewis who is a Business Service Advisor for the Northeast Region.

Highlights:

- EWEC is located at Kirby White Center at Elizabeth City University. Carolina Small Business Fund out of Raleigh, NC is the parent company.
- Provides services across the State of NC; Ms. Davis currently covers 22 counties including the UCPCOG region.
- Carolina Small Business Development Fund was founded in 1990 as a non-profit organization; they are also a certified community development financial institution. They lend to people who are outside of the typical banking portfolio; people who have higher risks for a variety of different reasons. They help these people get loans for their small businesses so that they can succeed as well.
- Vision is to create economic opportunity for all people through:

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- Partnering with small businesses and building one-on-one relationships beyond the loan closing; services follow them throughout the post-loan procedure and checking in with the businesses after the loans are paid off to make sure everything is going well and the business is succeeding.
 - Providing a trusted business guide which helps you with everything a business can encounter from the initial idea of the business all the way through expansion.
 - Advocating for pressing issues of businesses in the State of North Carolina and how they can best serve those business owners.
 - Providing funding opportunities for higher-risk businesses (i.e. restaurants, owners with lower credit scores to help them raise their scores, start-ups, etc.)
- Loans are available to serve all populations, but the main focus is on minorities:
 - Women Owned businesses
 - Veteran owned businesses
 - Rural businesses
- One loan program that goes through May 2018 is for Veterans (retired, active duty, and their spouse) and offers:
 - 100% financing; no down payment
 - Flat 5% interest rate
- Disaster relief funds

Ms. Lewis stated that along with the business services and technical assistance that she offers, she also works with the disaster relief program. Ms. Lewis explained that she has a background in insurance, along with business and marketing and develops workshops that work with businesses in flood-prone, hurricane, and tornado areas, and in particular, businesses that have been affected by Hurricane Matthew.

Highlights:

- There is a loan program sponsored through the Golden Leaf Foundation, the USDA, and a couple of other programs that have provided a grant for Carolina Small Business Center to underwrite for businesses who have been affected by disasters and help them get back on their feet.
- Along with the loan program, they have developed the disaster relief resiliency kit which helps businesses prepare for an event if it were to happen.
- The first workshop will be held April 26, 2018 at Eastern Women's Entrepreneurship Center, and others will follow through Eastern NC.

Ms. Lewis opened the floor for questions.

Ms. Davis gave an overview of the Eastern Women's Entrepreneurship Center.

- Founded in August 2017 and opened in October 2017; modeled after the Western Women's Business Center in Asheville, NC, which was also started by Carolina Small

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Business Development Fund but decided to rebrand to make it more accessible and so people would not think they already had to have a business in order to receive help.

- The initiative was to boost the number of female entrepreneurs in the state of NC; 37% of businesses in the nation are owned by women and their goal is to get that number closer to 50%.
- Work closely with the community college small business centers and the Small Business Technology Development Center (SBTDC) to come up with workshops that they may not specifically offer, but that they believe could benefit people (i.e. soft skills that affect women a lot, like work-life balance, goal setting, conflict negotiation).
- Since October, Ms. Davis has provided over 250 hours of coaching to date, and started monthly workshops in January and have had over 100 participants thus far. Looking to expand out to our regional area and provide more assistance.
- Started a one-on-one counseling program called a Training Crawl which has helped about 20 businesses already. Ms. Davis stated that she and a team of 4-5 coaches go business to business with participants and give them two (2) hours up front to discuss specific items that may not be covered in workshops (i.e. helping people put together financials and track them on their own; helping people use their social media accounts in a way that is attracting new clients, etc.). These clients are already seeing results since January. Each participant also receives one (1) year of free support, even if that means they call every day and ask questions. The idea is to not just offer funds and walk away, but to offer the education to be able to support their business so that our communities can grow.
- Thus far, 594 small business loans totaling \$43.4 million have been made through the center which have helped to retain or create almost 2,000 jobs in NC.
- Business coaching is available even if a loan is not made by Carolina Small Business Development Fund; that also includes helping businesses get prepared to get a bank loan.

Ms. Davis opened the floor for questions and asked that anyone who knows of businesses that need assistance to please have them reach out to her.

ADMINISTRATIVE REPORTS

Workforce Development (WFD), Michael Williams, Program Director

Mr. Williams referred to the WFD portion of the Impact Report for the time period January and February 2018.

Highlights:

- Provided 18 scholarships within the UCPCOG region for training, paid for books, tuitions and fees, and eight (8) new work-based learning placements with on-the-job-training opportunities.

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- Completed annual monitoring in February with the fiscal and programmatic monitor from the NC Department of Commerce. At the time of the exit interview, the review was a clean opinion and we are waiting on the final report to be provided.
- WFD is excited about an opportunity with two (2) other local Workforce Development Boards to begin a pilot program for the State of NC. An NCWorks Outreach Coordinator has been hired to serve all 5 of our counties, that will be responsible for working with state agencies, such as, public school systems, Vocational Rehabilitation Offices, and Departments of Social Services, to provide orientation and training on the NCWorks online system. We realize that there are a lot of individuals who want to use the NCWorks online system for the many tools it offers (i.e. labor market information, virtual recruitment, or resume writing), but do not wish to come to the career centers. This will allow other agencies to offer assistance to clients that we would otherwise not reach. We are hopeful that the pilot program will be successful and will be replicated across the entire state of NC moving forward.
- We are preparing for FY 2018-2019 with our clients. We are providing monitoring and Statements of Works to existing providers so they can return them as we await the budget allocations for the coming year.
- Unemployment rate is down from 6.7% to 6.5%; however, 2083 fewer people are working now than a year ago, which shows us that there are a lot of individuals who are still falling off the system and not receiving services or not going back into employment.
- One of our youth providers, now called NexGen, competed in a local robotics contest in Greenville recently. It was their first competition and we are excited to say that they won. More details will be provided as it is shared with WFD. They will now move on to a regional competition in Winston Salem. That project was a combination of in-school and out-of-school youth working together.

Mr. Williams answered questions from the floor.

Area Agency on Aging, Mary Marlin, Program Director

Ms. Marlin gave highlights from the Impact Report on the activity of the Area Agency on Aging.

Highlights:

- The AAA has had several successful trainings and conferences and have more upcoming.
- There are Caregiver workshops scheduled, HCCBG trainings, Adaptive Events, and more. Please see the AAA Facebook page (<https://www.facebook.com/Upper-Coastal-Plain-Area-Agency-on-Aging-Region-L-442640192559648/>).
 - Caregiver conference scheduled at the Northampton County Cultural Wellness Center on March 28, 2018 from 8:00 am. – 12:00 p.m.
 - Caregiver Conference at the Lake Gaston Lion's Club in Henrico from 8:00 am. – 12:00 p.m. on April 13, 2018.

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- Caregiver Conference at Nash Community College in Rocky Mount May 23, 2018 from 8:00 a.m. – 5:00 p.m.
- The AAA provides some direct services in the region, but the state would prefer our agency to oversee the funds instead; so we have to ask for direct service waivers from time to time. We are excited to say that we have released one of those direct service waivers to Action Health Staffing, who will be taking over the in-home aide services that the AAA has been providing. They plan to bid for the services again next fiscal year. The program was successfully transitioned over in February 2018 and we look forward to continued service from Action Health Staffing.
- Preliminary budget allocations show decreases in most of the Area Agency on Aging programs, totaling about \$27,000 regionally. This is just a preliminary projection and could change.
- The Area Agencies on Aging across the State of North Carolina are working together with the National Area Agency on Aging Association to find ways to partner with and eventually contract with the future Managed Care Organizations (MCO) as we go through Medicaid transitions to managed care in North Carolina. The NC Department of Health and Human Services is targeting July 1, 2019 to launch managed care and we have a subcommittee of AAA directors who are working with the potential MCOs and asking some relevant questions and trying to see how we can partner.
- Ms. Marlin recently attended the NC Association on Aging Conference in Concord.
 - The National Institute on Health is funding a research program at Wake Forest Baptist Health on Alzheimer's and dementia prevention. If you would like to be a part of that study or know someone who may, they are looking for a variety of participants from those who have no symptoms to those who have full blown dementia or Alzheimer's. If you would like more information, please contact Ms. Marlin.
- As part of the Family Caregiver Support Program, AAA staff have learned more about Bookend Caregiving. In many cases where the grandparents are raising the grandchildren, many people don't realize that the children are caring for the grandparents' needs as well (i.e. helping with medications, shopping for them, paying the bills for them, etc.). There is a support program in Florida for youth caregivers, which is currently the only one in the US; but Chapel Hill is working with Triangle J Area Agency on Aging to try to address this issue in NC. A major obstacle in this type of caregiving is that it is often seen as neglect and reported to Child Protective Services, and while there may sometimes be neglect, many times it is simply a case of family working with family to make sure that everyone receives the proper care. Our Family Caregiver Support Program starts at age 18; which says that we do not have any caregivers under the age of 18 which is not true. In many cases, that is what is affecting those children when they go to school and haven't had sleep; it's not always that they are bad kids, they are just tired. We are working to try to address those needs here in NC and we are very excited about that. As you hear more about Bookend Caregiving, please consider advocating for these

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families and let Legislators know that it is not always neglect and these youth caregivers need support as much as our adult caregivers.

Ms. Marlin answered a question from Mr. Coleman about what affects the increases/decreases she mentioned earlier in the budget allocations from the state. Ms. Marlin stated that those increases/decreases are contingent upon the Inter-state funding formula (based on factors such as how much of the population is over the age of 60 and over the age of 70, poverty, rural communities, etc.). As those factors change each year, the formula is adjusted annually. Grant funding can fluctuate annually based on these changes.

Planning and Development Services, Tirence Horne, Planner

Mr. Godard stated that Mr. Townley is substituting for him at the NADO Washington Policy Conference in Washington, D. C. and Tirence Horne, PDS Planner, will give the PDS report.

Mr. Horne referred to the PDS section of the Impact Report.

Highlights:

- Mr. Townley has been working with Northampton and Halifax Counties on the Golden Leaf Community-Based Grantsmaking Initiative, opened to the Northeast Prosperity Zone. The upcoming round has \$11 million available for the 17 counties and focuses on projects that focus on agriculture, education, workforce development, economic development, and healthcare. PDS staff have also provided input to the NC Department of Commerce on the priority census tracks for Opportunity Zones designations.
- PDS partnered with the Clean Energy Technology Center of NC State University to host a First Responder Clean Transportation Demonstration Day on February 28, 2018 at the NC Center for Automotive Research (NCCAR) in Garysburg. That event was free and open to first responders in NC and VA; participants learned of new technologies and fuels and were able to test drive cars on the track (i.e. police cars, electric motorcycles, SUVs, and others).
- Andrew DeLonno has continued working with the Town of Princeville on Hurricane Matthew recovery efforts, specifically they have been studying how to integrate the new land with the heritage of the town.
- PDS has received a new NCDEQ grant award to perform stormwater infrastructure mapping for the City of Roanoke Rapids; Mr. Horne will serve as the GIS Technician on that project representing the UCPCOG.
- Stuart Bass is leading a Zoning Board Ordinance technical assistance project for the Town of Red Oak which is expected to be completed this summer.
- PDS staff is assisting the Town of Seaboard with completing a Fair Housing Plan.
- Mr. Townley has been working with the City of Wilson on a new baseline food system assessment pilot program.

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- Two new Clean Water State Revolving Loan funds have been awarded; the Town of Enfield received a 75% grant and 25% loan; the Town of Saratoga received 100% loan. The next grant round is in April, with potential applications from the towns of: Black Creek, Enfield, Lucama, and Whitakers.
- Mr. Townley reported from his visit to the NADO Washington Policy Conference in Washington, D. C. that he and Mr. Bass were able to visit with Senator Burr, Senator Tillis, and Congressman Butterfield's offices and inform them of the work that the UCPCOG staff have been doing and they were all pleased with the economic development efforts that the COG has been undertaking.

In response to a question from the last board meeting regarding the USDA Technical Assistance Training and Planning Grant, Mr. Townley wanted to report that those three (3) spots have been filled by the towns of Garysburg, Sharpsburg, and Enfield.

Mr. Horne answered questions from the floor.

Business Resource Center, Greg Godard, Business Resource Loan Officer

Mr. Godard stated that there are no new loans for approval.

General Administration/Business Development Center, Olga Abrams, Manager

Ms. Abrams reported for the Business Development Center (BDC) and General Administration.

Highlights:

- North State Consulting is a new tenant at the BDC. They are a fast-grown, high-tech consulting company that plans to recruit and create 50 new jobs over the first year.
- The BDC assisted with a job fair for North State Consulting; the turnout was not what they had hoped for, but the company was happy with the quality of the applicants that showed up.
- BDC Seminars included:
 - Doing Business with Federal, State, and Local Government
 - How Will New Tax Laws Impact You and Your Business; April 3, 2018
 - Business Tax Essentials; April 9, 2018
- The BDC website has been completed; please feel free to look over the new site at www.ucpbdc.com.
- Two electronic newsletters were sent out in January and February; March will go out later this month.

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Finance, Mark Hill, Finance Director

Mr. Hill stated that he has one item for action on pages 7-10.

Item #1: Approval of financial reports for the periods ending December 2017 – February 2018.

Mr. Hill answered any questions from the floor.

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

EXECUTIVE DIRECTOR'S REPORT

Mr. Godard stated that he has one item for action and would like to provide background information. It is the responsibility of the board of directors to approve the UCPCOG Personnel Manual; included inside the manual is our pay and classifications system. The last time this system was updated was 1998 and a lot of things have changed. The last change in the personnel manual was made 10 years ago. Any significant changes to personnel and any changes to the pay and classification system has to be brought to the board of directors for approval. The item for action is a request to move the program directors' pay and classification from grade 24 up to grade 26; this will allow the opportunity to properly compensate the program directors, which is long overdue.

Item #1: Approval of increase from Grade 24 to Grade 26 in the COG pay and classification system for the Program Director position effective on April 1, 2018.

There was some discussion about whether to approve the item as presented or changing the date of effectiveness to July 1, 2018.

Mr. Felton made a motion to approve the item as presented, Mr. Taylor seconded, and the motion carried unanimously. Mr. Taylor followed with a recommendation that an additional compensation study be done for all executive and staff salaries in the immediate future.

Mr. Godard stated that the next Executive Committee meeting, which also serves as the Finance Committee, is scheduled for April 17, 2018; the first draft budget will be presented that night.

The next full board meeting is scheduled for May 15, 2018; we hope to know more about who the new Executive Director will be by that time.

**Minutes
Upper Coastal Plain Council of Governments
Board of Directors Meeting
March 20, 2018
6:45 p.m.**

BOARD OF DIRECTOR COMMENTS

Mr. Coleman expressed thanks to everyone who was able to attend the meeting in January that was held at 217 Brew Works across from the Whirligig Park on behalf of the City of Wilson and Wilson County. The Whirligig Park Project brought interest to other areas in the city and county and they do not take that for granted.

CHAIRMAN'S COMMENTS

Chairman Simmons thanked everyone for coming and for the information that was provided by the presenters and the UCPCOG staff.

ADJOURNMENT

Chairman Simmons called for a motion to adjourn the March 20, 2018 Upper Coastal Plain Council of Governments Board of Directors meeting at 8:17 p.m. Mr. Proctor made the motion to adjourn, Ms. Pender seconded, and the motion carried unanimously.

Barbara Simmons, Chairman

Gregory Browning, Secretary/Treasurer

MINUTES
UPPER COASTAL PLAIN COUNCIL OF GOVERNMENTS
BOARD OF DIRECTORS MEETING
MAY 15, 2018

BOARD MEMBERS PRESENT

Barbara S. Simmons, Chairman	At-Large Board Member	Halifax County
Doug Hughes, Vice Chairman	At-Large Board Member	Northampton County
Greg Browning, Sec/Treas.	Alternate Board Member	City of Roanoke Rapids
Blake Proctor	Town Administrator	Town of Sharpsburg
Tim Wiggs	At-Large Board Member	Wilson County
Florence Pender	Commissioner	Town of Pinetops
Hank Raper, Alternate	Manager	Town of Nashville
Sherry L. Lucas	Commissioner	Wilson County
Brenda Lucas	Commissioner	Town of Spring Hope
Owen Scott	Mayor	Town of Littleton
Kenneth Manuel	Mayor	Town of Woodland
Alice Delbridge	Mayor	Town of Gaston
Leo Taylor	Mayor Pro-Tem.	Town of Tarboro
A. P. Coleman	Council Member	City of Wilson
Jonathan Felton	Commissioner	Edgecombe County
Bobbie D. Jones	Mayor	Town of Princeville
Mary Wells	Commissioner	Nash County
Fred Belfield, Jr.	Commissioner	Nash County
Tony Brown	Manager	Halifax County
Roy Bell	Mayor	Town of Garysburg
Samuel R. Davis	At-Large Board Member	Edgecombe County
Linda Ingram	Mayor	Town of Conetoe
Ellene Leonard	Mayor	Town of Castalia
Ron Hunt, Alternate	Assistant Manager	Wilson County
Dana Hewett	Mayor	Town of Sims

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

GUESTS

Robert Hiatt	Special Guest	
Jae Kim	Manager	Town of Spring Hope
George Delbridge	Special Guest	
Corey Davis	Reporter	Rocky Mount Telegram

**Minutes
Upper Coastal Plain Council of Governments
Board of Directors Meeting
May 15, 2018
6:45 p.m.**

MEMBERS PRESENT BY PROXY

Esterine G. Pitt	Mayor	Town of Whitakers
Grady Smith	Mayor	Town of Elm City
John L. White	Mayor	Town of Halifax

STAFF

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

PROGRAM HIGHLIGHT

Mr. Godard introduced NC Treasurer Dale Folwell during dinner because he had another speaking engagement following his presentation to the UCPCOG Board.

Mr. Folwell expressed his thanks for the opportunity to speak to the board and his appreciation for the value the UCPCOG brings to the region it serves. He described himself as the “Keeper of the Public Purse”, from the book by former Treasurer Harlan E. Boyles. Mr. Boyles says, “the State Treasurer of North Carolina has more constitutional and statutory responsibilities and duties than any other elected official in the state except for the governor.”

Highlights:

- The single biggest threat to public education is how states are going to fund and account for and deal with the unfunded pension and health care liabilities of their communities.
- The major responsibility of the NC State Treasurer is to maintain North Carolina’s AAA bond rating.
- NC State Treasurer is responsible for creating the Debt Affordability Study; it talks about how much debt the state can have.
- Mr. Folwell is the Chair of the Local Government Commission.
- NC State Pension Plan is one of the 5 best funded pension plans in the US
 - The combination of the state pension plan and the state health plan along with the pharmacy benefit that goes along with the state health plan results in spending almost \$750 million every 30 days for active and retired state employees.
 - Nash County – 2,800 retirees on the state pension plan and NC sends \$57 million to retirees in Nash County annually

Minutes
Upper Coastal Plain Council of Governments
Board of Directors Meeting
May 15, 2018
6:45 p.m.

- Edgecombe County – 1,400 retirees on the state pension plan and NC sends \$28 million annually to retirees
- Halifax County – 1,800 retirees; \$34 million to retirees annually
- Northampton County – 745 retirees; \$13 million to retirees annually
- Wilson County – 2,595 retirees; \$53 million to retirees annually
- Last month, pensions checks were paid out to 7,120 retirees age 90+
- Found savings in Wall Street fees totaling \$75 million, a \$300 million savings over four years
- Treasurer's office lowered assumed rate of return on the pension plan
- The NC State Health Plan is one of the five (5) most insolvent in the US.
 - \$35 billion in the hole
 - BCBS has never been the insurer for the State of NC but the administrator; it's always been self-funded, so the health plan card has been redesigned
 - Explanation of Benefits OB will be redesigned soon

Mr. Folwell answered several questions from the floor.

CALL TO ORDER

Chairman Simmons called the meeting of the Upper Coastal Plain Council of Governments Board of Directors to order at 7:32 p.m. The guest speaker was allowed to speak before the opening because he had another speaking engagement to attend. Chairman Simmons welcomed all in attendance and asked for introduction of any new guests or members.

APPROVAL OF MINUTES

Chairman Simmons called for a motion to approve the minutes of the March 20, 2018 Upper Coastal Plain Council of Governments Board of Directors meeting. Mr. Proctor made a motion to approve the minutes of the March 20, 2018 minutes, Ms. Pender seconded, and the motion carried unanimously.

IMPACT REPORT HIGHLIGHTS

Workforce Development (WFD), Michael Williams, Program Director

Mr. William presented highlights for the WFD section of the Impact Report.

Highlights:

- Provided twelve scholarships for individuals in March and April and four Work-based learning placements
- Seventeen employer recruitment efforts

Minutes
Upper Coastal Plain Council of Governments
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May 15, 2018
6:45 p.m.

- Three regional career fairs were held over the past couple of months
 - In Wilson County, in partnership with Department of Social Services (DSS), NCWorks, and other agencies, approximately 40 employers and about 300 job seekers attended at NC Cooperative Extension office.
 - In Halifax – Northampton Counties at Halifax Community College, in partnership with Northampton and Halifax County Departments of Social Services and several other partners, there were about 37 employers and about 275 job seekers attended.
 - In Nash – Edgecombe at Nash Community College, over 70 employers and approximately 600 job seekers attended.
 - Information is still being totaled as to how many of those actually were hired as a result of those job fairs.
- Employers are now utilizing WFD services more than in the past. They are beginning to look at our system and allowing NCWorks staff to post more jobs, especially smaller companies with no HR departments.
- Unemployment rates:
 - Regionally, unemployment is down from 6.8% to 6.4%
 - North Carolina is down from 4.6% to 4.3%
 - Edgecombe County is down from 8.1% to 7.6%
 - 134 more people are working in May than were working in April.
 - 2,120 fewer are working than were working this time last year.
- The Bi-annual Consortium meeting is coming up; they are the authority over the funds received under the Workforce Innovation Opportunities Act. The meeting is held twice a year and the next meeting is scheduled for Thursday, May 24, 2018. Budgets, output, and a regional program of works will be presented to them.

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

Ms. Marlin presented highlights for the AAA portion of the Impact Report.

Highlights:

- AAA will be attending the Division of Aging and Adult Services Listening Session on June 19, 2018, being held in Greenville, NC. We will be providing our input to the state plan as it pertains to the Aging programs we offer.
- The next Regional Aging Advisory Committee (RAAC) meeting is scheduled for May 29, 2018 at Eastpointe in Rocky Mount and will begin at 10 a.m. The program will be on the topic of “Dementia Friends”. Home and Community Care Block Grant (HCCBG) training will follow.
 - Linda Barfield and Ms. Marlin attended the Aging Network Conference for regions 3 & 4 of the Administration for Community Living in early May in Atlanta, GA. There were two days of packed information and sharing, and they came back with some ideas to better serve our communities. We are particularly

Minutes
Upper Coastal Plain Council of Governments
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May 15, 2018
6:45 p.m.

interested in bringing Applied Suicide Intervention Skills to our region, working more with assistive technology and also gaining a better understanding of what Georgia has done regarding elder abuse, to improve the outcomes in North Carolina. We had some conversations about elder abuse and some things we can do to advocate in our region and in our state.

- The Applied Suicide Intervention Skills Training is a two-day interactive workshop in suicide-first-aid. Participants learn to recognize when someone may be at risk of suicide and respond in ways that help increase their immediate safety and link them to further help. That training is for everyone. This is something that can affect any age and is something we could all be prepared for as citizens, knowing what to say if you should ever find yourself in that situation.
- We are looking at reallocation within the region for our HCCBG funding. Our best projected plans don't always come to fruition, so we have some counties who are overspending and some who are under spending and we are keeping a close watch on that. We do believe we will have a service provider within the region that we can spend those funds should the counties that they are currently allocated to not be able to fully expend the funds.
- The next Caregiver Conference will be held May 23, 2018 at Nash Community College.

Planning and Development Services, Ron Townley, Program Director

Mr. Townley presented highlights for the PDS section of the Impact Report.

Highlights:

- Applications were submitted for the Town of Enfield and the Town of Lucama for the Drinking and Water State Revolving Fund. We have eight municipalities lined up for the fall round of funding.
- The Impact Report lists county by county activity for the region with planning and zoning projects.
- We are working in Northampton and Halifax County on the Golden Leaf Community Based Development Initiative on projects for the fall.
- We have been invited, after about 18 months of work, to present to the US Department of Energy on our Powering Energy Efficiency and Impact Framework project; and then to a national audience a couple of days later. Both meetings are being set for June 2019. Partners include the NC Clean Energy Technology Center; NC State University Center for Geospatial Analytics; NCSU System Design Optimization Lab; the NC State Sustainable Energy Association; the Justice Center of Vermont Law School; the University of South Carolina, and others.
 - The idea behind the project is to take data about low-income households and design an online access portal for the area utilities to share information in a legal

**Minutes
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6:45 p.m.**

manner so that the proper assistance with energy efficiency can be brought to the households that need it within our communities. This is the national pilot project previously mentioned to help overcome some of the obstacles that stand in the way of being able to share that information in a relevant manner without sharing confidential data.

- Hurricane Matthew efforts continue; a lot of funds have been put into the private sector consulting, making those individual county resiliency plans.

Mr. Townley opened the floor for questions.

Business Resource Center, Greg Godard, Business Resource Loan Officer

Mr. Godard stated that there are no loans for approval.

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

Ms. Abrams reported on activities for General Administration and the BDC.

Highlights:

- The Fall/Winter 2017-2018 Semi-Annual Newsletter was published and mailed out last week.
- Electronic newsletter will be published next week.
- Ms. Abrams stated that she and Mr. Godard have been busy transitioning the Business Development Center from the Upper Coastal Plain Development Corporation to the City of Wilson. Effective July 1, 2018, the Business Development Center will become the City of Wilson's Innovation Hub.

Finance, Mark Hill, Finance Director

Mr. Hill stated that his focus has been on the FY 2018-2019 budget. The Executive Committee which also serves as the Finance Committee has recommended the second draft budget be brought before the full board for approval at its June board meeting.

Fiscal Year 2018-2019 Second Draft Budget Presentation

Highlights:

- Federal/state revenues are budgeted to be at \$9.3 million. The COG currently does not have final funding numbers from the Division of Aging and Adult Services or the

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

Division of Workforce Solutions, so those numbers are based on last year's projections. Like last year, we will have to work with these projections and make amendments once the final numbers come in, but we believe these numbers to be a reasonable estimate based on previous years.

- The proposed Hurricane Matthew budget is \$117,000, which is \$557,000 less than last year because those funds are closing out. This impacts the WFD budget.
- The COLA is included at 2%, but the Finance Committee decided to recommend a COLA of 1% effective July 1, 2018 with the potential of an additional 1% COLA to be considered in January 2019.
- Budget highlights:
 - Amended budget as of February 28th is \$12.4 million; our requested budget is \$10,530,000.
 - Local government dues are decreasing by just under \$1,000 due to population decrease.
 - WFD budget has decreased as a result of Hurricane Matthew Funds. It is not uncommon to see a large deduction in WFD funds because the budget always gets amended in October due to carryover funds.
 - Aging program has a proposed reduction of \$52,000.
 - Planning and Development Services has a proposed reduction of \$168,000.
 - General Administration expenses shows a reduction of \$3,000 as the result of the depreciation of an automobile effective June 30, 2018.
 - We are not projecting to use any of the general fund balance at this time.
- Sources of revenue are projected to be at 73% federal; any rescinded funds greatly impact our organization. State funds are projected to be \$7.6 million, which are predominantly matching funds on the federal funds \$1.6 million. Local funds at \$1,181,000. General Fund Balance 0%.

Mr. Hill answered any questions from the floor.

Request for Public Hearing

Mr. Hill requested that a public hearing be set for 6:45 p.m., Tuesday, June 19, 2018 at Word Impact Center, 821 Word Plaza, Rocky Mount, NC, to adopt the FY 2018-2019 Budget.

Chairman Simmons called for a motion to set a public hearing prior to the adoption of the FY 2018-2019 Budget. Commissioner Felton made a motion to set a public hearing on the FY 2018-2019 Budget as indicated, Mr. Bell seconded, and the motion carried unanimously.

**Minutes
Upper Coastal Plain Council of Governments
Board of Directors Meeting
May 15, 2018
6:45 p.m.**

BOARD OF DIRECTOR COMMENTS

Chairman Simmons invited Mr. Robert Hiett to the podium to introduce himself to the board. Mr. Hiett is being recommended to the board to fill the position of Executive Director effective July 1, 2018.

Mr. Hiett stated that he was greatly honored to be recommended as the next Executive Director for the Upper Coastal Plain Council of Governments. He stated that he is from Georgia and has worked for regional commissions for about 18 years, working for the State of Georgia prior to that and for the Department of Juvenile Justice. Mr. Hiett stated that he was also in the Army National Guard and US Reserves for almost 13 years and was honorably discharged as a Captain in 2003. He started in transportation and ended up as a combat engineer; he explained that he had aspired to that position because his Granddaddy was a combat engineer in World War II.

He shared some thoughts on the structure of the local government commissions and why they were created and how the basic needs have not changed: Local governments coming together to resolve regional issues and needs by supporting one another over county and city lines because there are a lot of things that we do together that make us stronger as a region. He summarized that a regional commission's (regional council's) primary purpose is to help its local governments to help their communities plan, grow, deliver effective community and government services and to do additional programs like aging and workforce development.

Mr. Hiett stated that he is a true believer in regionalism, working together for the greater good, the bigger picture, to help our communities grow and thrive, but at the same time to make sure that the building blocks are being taken care of to get to the regional picture by working very hard with local governments to help them be successful, to coordinate things where we can, and help those communities grow and prosper as well. He feels the primary drivers to be successful as a region are to things related to customer service, maximizing our funding sources, making sure that we are delivering projects that have maximum community input and always looking for new opportunities to grow together and be stronger as a region.

Ms. Simmons stated that the Search Committee recommended Mr. Hiett to the Executive Committee for hire as the new Executive Director. The Executive Committee is recommending Mr. Hiett for the position of Executive Director effective July 1, 2018. Chairman Simmons asked for a motion from the floor to hire Mr. Robert Hiett on as our new Executive Director for the Upper Coastal Plain Council of Governments. Mayor Delbridge made a motion to accept the recommendation of Mr. Hiett as the new Executive Director, Mr. Felton seconded, and the motion carried unanimously.

Ms. Simmons commented to Mr. Hiett that he was now officially hired. She also commented to the board that this was not an easy task; there were originally about 17 applicants that were narrowed down to 4 that were interviewed and scored to get the final result. She stated that we

**Minutes
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6:45 p.m.**

are happy to have Mr. Hiett come on board and look forward to the great things that he will bring to the UCPCOG Region. Mr. Godard stated that there is one other item that needs to be approved by the COG Board of Directors, the travel and moving expense allowance to move Mr. Hiett's family from Georgia to North Carolina.

Chairman Simmons called for a motion to approve the travel and moving expense allowance for Mr. Hiett to move from Georgia to North Carolina. Mr. Felton made the motion to approve the travel and moving expense allowance, Mr. Davis seconded, and the motion carried unanimously.

EXECUTIVE DIRECTOR'S REPORT

Mr. Godard asked everyone to look at the document titled an Intra-Regional Marketing Agreement. He stated that in NC, we try to utilize the talent and skills and expertise of our regional council partners; there are 16 regional councils in the state. This cooperative agreement indicates that we make a concerted effort to utilize each other's talents and to respect each other's boundaries, but to be willing to go across the boundaries to provide a service if another regional council is unable to provide that service.

Mr. Coleman made a motion to approve the Intra-Regional Marketing Agreement, Mayor Bell seconded, and the motion carried unanimously.

Mr. Godard had nothing further but stated that Chairman Simmons will be asking for an appointment of the Nominations Committee to nominate new officers at the June 19, 2018 meeting, the last meeting of the fiscal year. That meeting will be held at the Word Impact Center and there will likely be a Development Corporation meeting before the Executive Committee meeting to sign paperwork for the transition of the BDC.

CHAIRMAN'S COMMENTS

Chairman Simmons stated that 3 names were given as recommendations for the Nominations Committee: A. P. Coleman, Mary Wells, and Roy Bell. Mr. Godard interjected that it's an easy task, we will only be replacing 1 officer, someone to step up to the Secretary/Treasurer's position and explained what we have done historically is to have the Vice-Chair to move up as Chairman, the Secretary/Treasurer moves up to Vice-Chair, and then we fill the seat of Secretary/Treasurer. Mr. Coleman, Ms. Wells, and Mr. Bell all agreed to serve as the Nominations Committee to fill the new Secretary/Treasurer position.

Ms. Simmons opened the floor to Mr. Coleman to make an announcement. Mr. Coleman stated that he has been representing the UCPCOG for about 40 or more years, and has been representing the UCPCOG on the Joint Regional Forum for about the last 12 years. He stated that he is now ready to step down and let someone else from the board serve as the Joint

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6:45 p.m.

Regional Forum representative for the UCPCOG. Mr. Coleman commented that he feels that it is critical to do it now because there is a new UCPCOG Executive Director and new leadership at the Joint Regional Forum. Mr. Coleman explained that there is a state-wide meeting scheduled for May 30, 2018, and he feels this would be a good time for the new representative to go with Mr. Godard to get acclimated. He feels this will be critical because this representative for the UCPCOG Board on the Joint Regional Forum will be going to the State Legislature to push for more funding for the COGS, especially in the micro areas, and to impress the importance of regionalism in the State of North Carolina. Mr. Coleman stated that he has appreciated the opportunity to serve in the Joint Regional Forum. Mr. Godard asked for a round of applause for Mr. Coleman's service.

Ms. Simmons thanked Mr. Coleman for his service and asked for a volunteer to replace Mr. Coleman on the Joint Regional Forum. Mr. Browning stated that he is willing to volunteer if no one else wishes to do so. Ms. Simmons called for a motion to approve Mr. Browning as the new UCPCOG Representative on the Joint Regional Forum. Ms. Delbridge made a motion to approve Mr. Browning, Ms. Pender seconded, and the motion carried unanimously.

ADJOURNMENT

Chairman Simmons called for a motion to adjourn the meeting of the Upper Coastal Plain Council of Governments Board of Directors Meeting at 8:12 p.m. Mr. Davis made the motion, Ms. Wells seconded, and the motion carried unanimously. Meeting adjourned.

Barbara Simmons, Chairman

Greg Browning, Secretary/Treasurer

MINUTES
UPPER COASTAL PLAIN COUNCIL OF GOVERNMENTS
BOARD OF DIRECTORS MEETING
JUNE 19, 2018

BOARD MEMBERS PRESENT

Barbara S. Simmons, Chairman	At-Large Board Member	Halifax County
Doug Hughes, Vice-Chairman	At-Large Board Member	Northampton County
Greg Browning, Sec/Treas.	Alternate Board Member	City of Roanoke Rapids
Julia Meacham	Mayor	Town of Weldon
Eddie Braxton	Mayor	Town of Scotland Neck
Phil Boone	Alternate Board Member	Town of Dortches
Sherry L. Lucas	Commissioner	Wilson County
Brenda Lucas	Commissioner	Town of Spring Hope
Norlan Graves	At-Large Board Member	Halifax County
Denise Stinagle	Manager	Wilson County
Leo Taylor	Mayor Pro-Tem	Town of Tarboro
Jonathan Felton	Commissioner	Edgecombe County
A. P. Coleman	Council Member	City of Wilson
Mary Wells	Commissioner	Nash County
Roy Bell	Mayor	Town of Garysburg
Fred Belfield, Jr.	Commissioner	Nash County
Grady Smith	Mayor	Town of Elm City
Samuel R. Davis	At-Large Board Member	Edgecombe County
Bobbie D. Jones	Mayor	Town of Princeville
Tony Brown	Manager	Halifax County

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

GUESTS

Jae Kim	Manager	Town of Spring Hope
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MEMBERS PRESENT BY PROXY

Florence Pender	Commissioner	Town of Pinetops
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**Minutes
Upper Coastal Plain Council of Governments
Board of Directors Meeting
June 19, 2018
6:45 p.m.**

STAFF

Greg T. Godard	Executive Director
Michael Williams	Workforce Development Program Director
Mary Marlin	Area Agency on Aging Program Director
Ron Townley	Planning & Development Services Program Director
Mark Hill	Finance Director
Jennifer Andrews	Acting Clerk to the Board in Ms. Abrams' absence

CALL TO ORDER

Chairman Barbara Simmons called the June 19, 2018 meeting of the Upper Coastal Plain Council of Governments board of directors to order at 6:45 p.m. at Word Impact Center, Rocky Mount, NC.

SPECIAL RECONVENING OF EXECUTIVE COMMITTEE FOR PUBLIC HEARING

With the recognition that there was no quorum present for the full board to open the Public Hearing, the Executive Committee was asked to reconvene briefly to vote to conduct the Public Hearing for the FY 2018-2019 Budget.

Chairman Simmons called for a motion of the Executive Committee members of the Upper Coastal Plain Council of Governments to open the public hearing on the Fiscal Year 2018-2019 Budget. Mr. Coleman made a motion to open the public hearing, Mr. Felton seconded, and the motion carried unanimously. The public hearing was open for remarks. Chairman Simmons called for comments from the general public regarding the Fiscal Year 2018-2019 Budget Ordinance. There being no comments, Chairman Simmons called for a motion from the Executive Committee members to close the public hearing. Mr. Belfield made a motion to close the public hearing, Mr. Leo Taylor seconded, and the motion carried unanimously.

PROGRAM HIGHLIGHTS

Presenters: **Francine Durso & Jennifer Haene (check on names)**
Representing: NC Department of Environmental Quality, Division of Water Infrastructure
Topic: Statewide Infrastructure Master Plan

Ms. Durso explained how the Division of Water Infrastructure was created in 2013 by the General Assembly, along with the State Infrastructure Authority which is made up of nine members appointed by the Governor, the House, and the Senate. The Legislature wanted to setup this separate authority for different reasons, the two primary reasons being: 1.) to make all of the

**Minutes
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6:45 p.m.**

funding decisions, and 2.) to look at what kind of water and sewer problems there are across the whole state so they will know best how to deal with all of the issues the towns across the state are facing with their water systems. With this information, the authority was asked to put together a statewide water and wastewater infrastructure master plan. The authority is the agency who developed the key ideas that should be included in the infrastructure master plan. They came up with a list of key characteristics that make an infrastructure system viable:

- Infrastructure (pipes, pumps, elevated storage tanks)
- Organization setup (staff members and management)
- Understanding (do the elected officials understand enough about running a water and sewer utility to understand the costs involved)
- Financial management (is the utility bringing in enough money to do what needs to be done to maintain the infrastructure)

“The Road to Viability” is the title of the Master Plan. The vision is that all utilities across the state are viable or moving towards becoming viable by taking proactive approaches towards infrastructure and finances. The authority encourages partnerships within the state utilities, i.e. sharing staff or equipment between municipal utilities. The authority takes into consideration the long-term effect of the projects they fund; will the funding make the system operable long-term or will it just provide a temporary solution to an underlying issue that will cause the system to break again down the road? Ms. Durso asked the elected officials present if they felt they had an understanding of how the water/sewer utilities in their municipalities operate and if they had ever visited their wastewater treatment plant or water treatment plant. There was a brief discussion from the floor.

Jennifer Haene discussed grant money available for infrastructure projects. She gave some examples of why it is important to have an asset management plan and be prepared financially when things do go wrong.

APPROVAL OF MINUTES

Minutes for the full board were not approved due to a lack of quorum. They are to be approved at the August 21, 2018 board meeting.

ADMINISTRATIVE REPORTS

Workforce Development, Michael Williams, Program Director

Report given at Special Session of the UCPCOG Executive Committee Meeting.

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June 19, 2018
6:45 p.m.

Impact Report highlights for May:

- Assisted providers with training
- Worked on year end closeouts; it was a successful year
 - Have gotten great feedback from providers
- Youth provider presented at the last Workforce Development Board meeting and showed the robot that they had created and won several competitions with; they were very excited and we are excited for their opportunities moving forward.
- Unemployment rates:
 - Regionally – down to 5.9% from 6.4%
 - Regionally by county as follows:
 - Edgecombe – 7.1%
 - Halifax 6.0%
 - Nash 5.2%
 - Northampton, 5.0%
 - Wilson 6.2%
 - State – 3.7%;
- There are 303 more people working than last month; however, 916 less people are working than this time last year, so it is up and down

Area Agency on Aging, Mary Marlin, Program Director

Report given at Special Session of the UCPCOG Executive Committee Meeting.

Impact Report Highlights:

- 1 correction on the Impact report: Meals served from July - April should be 124,927 total (the 927 got left off)
- We do expect to be able to fully expend the HCCBG funding within the counties that the funds were originally designated and we will not need to make any transfers from one county to another
- We received notification that the state budget included an additional \$1 million in HCCBG funding, which works out to be about an additional \$10,000-12,000 per county in our region
- A resolution of support has been drafted, as requested by the board at the last meeting, for background checks to be required of residents in adult care homes.
- The AAA staff were able to attend the listening session in Greenville and voice some of their concerns on topics related to aging services.

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Planning and Development Services, Ron Townley, Program Director

Impact Report Highlights:

- Powering Energy Efficiency and Impact Framework project was presented in Raleigh June 19, 2018 with our 8 partners and will be presenting it nationwide June 21, 2018. This is the big-data overlay project that has been mentioned at past meetings that will allow different departments to share data and evaluate programs together and make services more efficient (i.e. energy efficiency).

Business Resource Center, Greg Godard, Business Resource Loan Officer

Report given at Special Session of the UCPCOG Executive Committee Meeting.

There are no loans for approval. Mr. Townley will be taking over the program.

General Administration/Business Development Center, Olga Abrams, Manager

Report given at Special Session of the UCPCOG Executive Committee Meeting.

Mr. Godard stated that Ms. Abrams had to leave early because she is caregiver for her brother and he had to have emergency surgery.

Finance, Mark Hill, Finance Director

Report given at Special Session of the UCPCOG Executive Committee Meeting.

EXECUTIVE DIRECTOR'S REPORT

Mr. Godard thanked the board for their support for the past 25 years; he also thanked the program directors for their hard work.

CHAIRMAN'S COMMENTS

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6:45 p.m.**

The board gave Mr. Godard a round of applause for his 25 years of service and a job well done.

Ms. Simmons expressed her thanks to Mr. Godard. She stated that it has been a pleasure to work with Mr. Godard during the past 8 years she has served on the board. She presented Mr. Godard with a plaque for Outstanding Leadership on behalf of the UCPCOG Board of Directors that read: "Outstanding Leadership Award, presented to Greg T. Godard. Thank you for your unwavering service to member governments and citizens of the Upper Coastal Plain COG region, for your leadership, for always seeing the good in others, and for giving the very best of yourself for 25 years." Dated June 2018

On behalf of the UCPCOG Board of Directors, Ms. Simmons also presented Mr. Godard with a bonus check as a token of appreciation for the work he has done. Mr. Godard thanked the board and said that he will be using the bonus to construct a workshop at his home.

Chairman Simmons opened the floor to board members for comments.

BOARD OF DIRECTOR COMMENTS

Mr. Coleman commended Mr. Godard for appreciating the authority of his governing board and told a story of how there were 2 directors before Mr. Godard who did not do so before Mr. Godard was hired. Mr. Coleman stated that he had been chairman of the board a couple of times and thanked Mr. Godard for his service, and for his ability to take direction from the board and show respect for their authority as the board. Mr. Coleman stated that he and Mr. Godard have a friendship outside of the board and that he appreciates everything Mr. Godard has done under the leadership of the board for the past 25 years.

Mr. Belfield stated that this is his 20th year as a Nash County Commissioner and that he has enjoyed working with Mr. Godard during that time. He expressed thanks for all the work that has gone into making the region a better place for our citizens to live, even though we were classified as tier 1 counties we kept moving forward. Mr. Belfield stated that his only disappointment during his time as chairman of the board was when the UCPCOG office had to be moved from Rocky Mount to Wilson but stated that it was by no fault of Mr. Godard because he tried everything he could and just did not get the support the board had hoped for in Rocky Mount. Mr. Belfield said he had never expressed that disappointment until now because he had no criticism of the way Mr. Godard had handled the situation and the way it was carried out. Mr. Belfield expressed congratulations to Mr. Godard on his retirement and encouraged him to do some volunteer work, but also to make sure he makes time for fun to help keep him healthy and strong.

Ms. Wells stated that she and Mr. Godard came on the board about the same time, that she started as a private citizen and was elected as a County Commissioner since then. She commended Mr. Godard for his leadership and stated that she has learned a lot and has seen the

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support he has given to his staff by letting them do their jobs and it shows in the work that has been accomplished during his time as Executive Director. Ms. Wells reflected back to some trips to Washington, D.C. that she took under Mr. Godard's leadership with some of the other board members and thanked Mr. Godard for being a friend, for looking out for the counties, and for putting God first, then his family, and then the COG, as it should be.

Mayor Grady Smith expressed his thanks to Mr. Godard and that he was looking forward to staying involved with Mr. Godard in projects, as Mr. Godard resides just outside of his town. Mayor Smith stated that he had been on several of those trips to Washington, D.C. as well and appreciated all that Mr. Godard had done over the years for the region and congratulated him on his retirement.

ADJOURNMENT

There being no quorum for the UCPCOG Board of Directors, Chairman Simmons asked for the Executive Committee members only to remain seated for a special called session of the UCPCOG Executive Committee to vote on the budget ordinance and any items for action.

Dough Hughes, Chairman

Bobbie Jones, Secretary/Treasurer

MINUTES
UPPER COASTAL PLAIN COUNCIL OF GOVERNMENTS
BOARD OF DIRECTORS MEETING
AUGUST 21, 2018

The Impact Center, 821 Word Plaza, Rocky Mount, NC

BOARD MEMBERS PRESENT

Doug Hughes, Chairman	At-Large Board Member	Northampton County
Greg Browning, Vice-Chairman	At-Large Board Member	Halifax County
Bobbie Jones, Secretary/Treasurer	Mayor	Town of Princeville
Stacey Shatzer	Assistant Manager	Nash County
Blake Proctor	Manager	Town of Sharpsburg
Brenda Lucas	Commissioner	Town of Spring Hope
Ken Manuel	Mayor	Town of Woodland
Rhonda R. Payne	Mayor Pro Tem	Town of Sims
Donald B. Street	Mayor	Town of Nashville
Tim C. Wiggs	At-Large Board Member	Wilson County
Timothy C. Johnson	Town Administrator	Town of Bailey
Julia Meacham	Mayor	Town of Weldon
Sherry L. Lucas	Commissioner	Wilson County
Tony N. Brown	Manager	Halifax County
Reginald Harris	At-Large Board Member	Wilson County
A.P. Coleman	Council Member	City of Wilson
Mary Wells	Commissioner	Nash County
Fred Belfield, Jr.	Commissioner	Nash County
Denise Stinagle	Manager	Wilson County
Roy Bell	Mayor	Town of Garysburg
Samuel R. Davis	At-Large Board Member	Edgecombe County
Geraldine Langford	Mayor	Town of Seaboard
Florence Pender	Commissioner	Town of Pinetops
Ron Pace	Council Member	Town of Momeyer

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

MEMBERS PRESENT BY PROXY

Barbara Shaw Simmons	At-Large Board Member	Halifax County
Leo Taylor	Mayor Pro Tem	Town of Tarboro
Eddie Braxton	Mayor	Town of Scotland Neck
Alice P. Delbridge	Mayor	Town of Gaston
Esterine Gary Pitt	Mayor	Town of Whitakers
John L. White	Mayor	Town of Halifax

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GUESTS

Blair Barton-Percival, Speaker	Piedmont AAA	Piedmont Triad COG
Joe Dzigan	Piedmont AAA	Piedmont Triad COG
Jae Kim	Manager	Town of Spring Hope
Miranda Stamper	Mayor	Town of Sims
Montre' Freeman	Town Administrator	Town of Enfield
Phil Boone	Planning Board	Town of Dortches
Charles Baisey	Town Administrator	Town of Scotland Neck

STAFF

Robert Hiatt	Executive Director
Michael Williams	Workforce Development Program Director
Mary Marlin	Area Agency on Aging Program Director
Stuart Bass	Planning & Development Services Planner
Olga Abrams	General Administration
Mark Hill	Finance Director

CALL TO ORDER

Chairman Hughes called the meeting of the Upper Coastal Plain Council of Governments Board of Directors to order at 7:50 p.m. and welcomed all in attendance with special recognition of new board members and guests.

Chairman Hughes congratulated and commended Barbara Shaw Simmons, who had a conflict and was not present, on a job well done over her two years as Chairman of the board. He shared her expectation, as one of the executive search committee, that the new executive director would hit the ground running and Mr. Hiatt has certainly done that. Since coming on board in July, Mr. Hiatt has met with 21 board members and has traveled the five-county region.

APPROVAL OF MINUTES

Chairman Hughes called for a motion to approve the Minutes of the May 15, 2018 board meeting as a quorum was not met at the June meeting. Mr. Proctor made the motion, Mr. Coleman seconded and the motion carried unanimously.

Chairman Hughes called for a motion to approve the Minutes of the June 19, 2018 full board meeting. Mr. Proctor made the motion, Ms. Wells seconded and the motion carried unanimously.

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PROGRAM:

Mr. Percival spoke about the Medicaid program and the need to change the environment of human services if we are to continue to serve senior adults, their caregivers and individuals with disabilities well. We know this population is growing and he shared the latest statistic about how many folks are turning age 65. He went on to say that 10,000 individuals turn 65 years old *every day*. The numbers are astronomical.

Some Highlights:

- \$14.6 billion in Medicaid expense per year in NC.
- 16 regional councils across NC and everyone has an Area Agency on Aging Program.
- Working with the executive directors of the regional councils and AAA's to talk about how we work together to seize opportunity.
- NC is looking at better ways of doing this to try to be the most effective and cost efficient with their funds.
- Shifting from fee-for-service to managed care.
- With managed care, there is a certain dollar amount allocated per person per year with which to manage their care.
- Managed care will maintain many senior adults at home rather than a long-term care facility where the cost is exuberant.
- The AAAs have been approached by numerous private insurers across the state who are bidding on managed care contracts for North Carolina.
- This opens up opportunities and enables service providers and healthcare systems to offer the best quality care at the best rate.
- The primary source of funds is the Home and Community Care Block Grant. This program was designed to help as many senior adults as possible, but it was never set up to help everyone.
- We will maintain the same mission to help as many as we can, meet some of the growing needs, and we don't have to expand over what we are already doing at the core.

We have leading agencies supporting this initiative (COG Directors, AAA's, etc.) to help make it successful, keeping tax dollars down and reaching people we would not normally reach and serve.

SERDI Board Assessment Proposal - Chairman Hughes presented a proposal on behalf of the Southeast Regional Directors Institute (SERDI) which is a professional development association for regional council executive directors. The proposal outlined the deliverables of the SERDI Voluntary Council Assessment Program.

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Action items in the proposal included:

- Board member participation and feedback in an electronic survey with regard to the value of regional councils. Timeframe for that survey is sometime in April or May 2019.
- Participation of community leaders in focus group and board work sessions.
- SERDI will present draft strategy recommendations from data gathered from the survey and focus groups.
- SERDI will complete a report of the assessment and final recommendations.
- The UCPCOG Board approved \$4,500 for an outside consultant and \$4,000 for travel reimbursement of participants in the focus groups and board work sessions.

There was open discussion about this proposal as presented prior to the vote.

Chairman Hughes asked for a motion to approve moving forward with the assessment as described at a cost of \$8,500. Mr. Proctor made the motion, Mayor Meacham seconded and the motion carried unanimously.

Special Committee Appointments

Mr. Hughes stated after discussion in the Executive Committee session that a Steering Committee be formed comprising a volunteer from each of the five counties in the region. The task at hand for this committee would be as follows:

- Develop a Mission and Vision to present to the COG Board
- Review Bylaws and recommend any amendments
- Steering Committee meetings will be chaired by Mr. Browning who will bring back information to the Executive Committee any actions to be recommended to this board

IMPACT AND ADMINISTRATIVE REPORTS

Workforce Development, Michael Williams, Program Director

Mr. Williams referred to the WFD Impact Report included in the agenda packet. He reported there was new leadership on the Workforce Development Board as well, namely, Mr. Clinton Williams from Northampton County as Chairman and Mr. George Freeman from Edgecombe County QVC as Vice-Chair.

Mr. Williams stated he omitted an item for action during the Executive Committee meeting. A little background on this item is as follows:

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Addendum Item #1

The NC Career Centers are the hub in which WFD provides Adult Dislocated Worker services. We had been located in the Becker Village Mall and that location developed some unhealthy issues, so we were able to move to a temporary location. We are waiting to hear for approval from the Governor's office for a new location. The new location was approved, however, the owner came back and wanted some changes done. We are now in the process of extending the time we have been located temporarily. The NC Commerce, Division of Workforce Solutions (DWS) is providing us the opportunity, if the COG board in conjunction with the WFD board would provide the lease for an additional temporary location while this is being approved and the new permanent location is being upfitted. With that being said, it would be a pass-through situation because if we have to go back through DWS, it could take longer to get approval for a new temporary location. The funding will be provided by DWS.

Chairman Hughes called for a motion to approve a lease to be funded by DWS for a new temporary space. Mr. Coleman made the motion, Mr. Brown seconded and the motion carried unanimously.

Item #1: Approval of Workforce Development new position for a **Business Engagement Coordinator**. NC Commerce Division of Workforce Solution is providing funding to Workforce Development Boards to create this position. This position will work with employers and NC Works Career Centers, facilitating and providing policy services to employers across county lines. The position is a Grade 12 with a salary range of \$39,250 - \$56,696.

Chairman Hughes called for a motion to approve the Business Engagement Coordinator job description and new position. Mr. Browning made the motion, Ms. Wells seconded, and the motion carried unanimously.

Area Agency on Aging, Mary Marlin, Program Director

Ms. Marlin highlighting the work of the AAA as follows:

- Family Caregiver Resource Specialist has been busy with respite requests, grandparents-raising-grandchildren back-to-school supplies, pursuing grant funding for the Annual Caregiver Appreciation event and has begun planning for at least two regional caregiver conferences.
- Several Evidence-Based Health Promotion classes are being planned for the near future.

All AAA events are posted on the AAA Facebook Event page as they come up and you can find details there and on our website, or you can contact our staff.

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- We are preparing risk assessments and monitoring schedules for the Home and Community Care Block Grant. Our providers will be receiving those soon. There is a training planned on September 25 at East Pointe which coincides with our Regional Aging Advisory Committee meeting.
- We are working with the Division of Aging and Adult Services on a nutrition grant to help us address food insecurities in senior adults and information about that has gone out today.
- Medicare open enrollment begins October 15th through December 7th. We have staff to assist with that.
- Our Senior Community Service Employment Program has been funded for this fiscal year. All of our slots are full and we have about 40 participants in the program.
- We need volunteers on the Community Advisory Committee in Edgecombe County. We have vacancies on that committee.

There are serious issues in long term care facilities as reported by the State and in the media, so if you have a loved one in a facility, visit as often as possible. The more visitors that walk through the halls any time of day or night and when least expected with eyes and ears open, the safer the residents will be.

Planning and Development Services, Ron Townley, Program Director

Mr. Stuart Bass reported in Mr. Townley's absence. Mr. Townley is out of state and could not attend the meeting. Mr. Bass shared the following highlights:

- The Energy Efficiency & Renewable Energy (EERE) project is one of three projects in the nation that was funded by the U.S. Department of Energy. The other two projects funded are located in the west coast. The technical expertise came from NC State Energy Technology Center who contacted us. This is a collaborative project and partners entered into data sharing agreements to deal with individual properties and homes' energy utilization. The data has been analyzed and a database created within the ARC GIS mapping tool to determine efficiencies. You can access this mapping tool at go.ncsu.edu/peeifaccess.
- We are preparing a workshop on agriculture with regard to the Healthy Foods Initiative. This workshop will be held at Wilson Community College on November 30th.
- Hurricane Matthew recovery is winding up. We are focusing our efforts on the Town of Princeville and/or assisting them with some of their work. They have a new 53-acre site that has become part of the Town.
- The Town of Lucama and the Town of Enfield received recent grant awards both for over \$2 million.

Mr. Stuart encourage the board of directors to contact him with regard to any land use, zoning, and sub-division needs.

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Business Resource Center, Business Resource Loan Officer

Mr. Hiatt stated he's been working with Mark Hill and Ron Townley and looking over the Revolving Loan Program with EDA. We recently submitted, and were approved, an action plan and are reassessing the program to determine what the options are and how we can put this program to good use.

General Administration/Business Development Center, Olga Abrams, Manager

Ms. Abrams shared highlights of the recently published Regional News You Can Use electronic newsletter to include upcoming events and the grant opportunities.

Finance, Mark Hill, Finance Director

Mr. Hill stated he has two items for action as follows:

Item #1: Approval of budget amendment to increase the Workforce Development Fund by \$1,520,708 for a total program fund of \$6,651,330.

Chairman Hughes called for a motion to approve the budget amendment increase, Mr. Browning seconded and the motion carried unanimously.

Item #2: Approval to sell 2013 Chevy Impala for fair market value. This item was tabled at the Executive Committee meeting pending additional information requested by that board.

Mr. Hill stated the board members should have received a Related Party Questionnaire and Internal Control Questionnaire that was erroneously addressed by the auditor's office.

EXECUTIVE DIRECTOR'S REPORT

Mr. Hiatt stated he is happy to be back in front of this board and looks forward to working with everyone. Mr. Hiatt shared that he has worked with COGs in the past. He has been getting out into the region and has met with about 21 board members in their respective counties so that he can familiarize himself with and get a first-hand view of the communities and member governments within the Upper Coastal Plain region. Mr. Hiatt has also been participating in events and activities throughout the region in order to network and share the work of the UCPCOG. Everyone has been welcoming and those board members he has not met with yet will

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be hearing from his office soon as he works toward visiting all of the board members and member governments within the Upper Coastal Plain region.

Mr. Hiatt has met with staff and has looked at what the COG has been doing from an operational standpoint. Mr. Hiatt's philosophy from a regional standpoint is making new and strengthening current partnerships that will result in collaboration and the thread that links us all together as a regional organization. This and addressing common challenges we have as we go. Mr. Hiatt highlighted the work of the programs administered by the COG. Individually, each program is doing a lot of good things. What Mr. Hiatt would like to do is make sure the COG is maximizing the opportunities to work together to be more efficient and build stronger partnerships. A lot of the needs and services provided by our programs align together. In the near future, Mr. Hiatt hopes to share with everyone, the initiatives that we are planning together as a management team. At the end of the day, we hope to look at what we are doing and think about ways we can improve and/or enhance upon our deliverables.

Mr. Hiatt referred to slides in his presentation reflecting regional themes and how they all come together. A common component, for example, that he hears from representatives throughout the region, is transportation services. A lot of time is spent on how to overcome transportation challenges, not just for seniors through our AAA, but others, such as, transportation for our workforce. Another example speaks to Workforce Development where we are doing things with school-age youth and this pipeline seems to be working well or are in the planning stages of working well, but we also have unemployed and underemployed adults and we continue to work with our partnerships to get people to and through the training and so the question becomes "how do we help someone easily navigate this environment. Where do I go to get help? If one works in the field, it may be an easy answer, but if one doesn't where does one go for help? Which of the many tools do I use? We want to work with the partners in the region to have this discussion and lower the barriers so people can take advantage of great services. Mr. Hiatt stated the Planning & Development Services department is here to help with technical assistance and things that need to get done in your community.

We are looking to streamline COG operations. We will work with the Board to hopefully have a renewed regional vision where we are identifying the common issues that we need to address and solve on a regional level. Mr. Hiatt stated he appreciated being selected as the new Executive Director for the COG and giving him the opportunity to help with the challenges.

BOARD OF DIRECTOR COMMENTS

Mr. Browning commented that when attending a recent State Regional Forum in Councilman Coleman's place (Councilman Coleman represented the COG and the region for many years before retiring June 30th) everyone commented on what a great job Mr. Coleman had done while serving on this committee and he wanted to share that with this board and recognize Councilman Coleman.

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Mr. Belfield asked that we analyze board member attendance so that if a member does not attend regularly or send a proxy to represent a specific county or municipality that we consider requesting a replacement so that we can improve on attendance. Every member government pays a fee and should have a representative present at these meetings that will take valuable information back to their county or municipality.

Mr. Hughes interjected and stated we need to identify who's not attending, find out why and encourage them to attend. We hope that as we continue to engage the board members that they will be enthusiastic about being active on the board.

Mr. Coleman commented that small jurisdictions would benefit greatly from COG services as they have limited resources and staff.

CHAIRMAN'S COMMENTS

Mr. Hughes discussed board member orientation. All board members were provided a copy of the current UCPCOG Board Member Orientation Manual. Those who were not present will receive a copy in the mail.

This orientation manual will be helpful in understanding the role of each board member and the role of the COG. There is an array of information from laws enacting the regional councils to a board member and staff directory.

The COG will offer a formal orientation session on September 18th at the next Executive Committee meeting. This orientation is open to all board members and the chair encouraged attendance.

ADJOURNMENT

Chairman Hughes called for a motion to adjourn the meeting. Mr. Coleman made the motion, Mr. Belfield seconded and the motion carried unanimously.

Doug Hughes, Chairman

Bobbie Jones, Secretary/Treasurer

MINUTES
UPPER COASTAL PLAIN COUNCIL OF GOVERNMENTS
BOARD OF DIRECTORS MEETING
OCTOBER 16, 2018

BOARD MEMBERS PRESENT

Doug Hughes, Chairman	At-Large Board Member	Northampton County
Greg Browning, Vice-Chairman	Planning Board Chairman	Halifax County
Bobbie Jones, Secretary/Tres.	Mayor	Town of Princeville
Roy Bell	Mayor	Town of Garysburg
Jason S. Morris	Mayor	Town of Jackson
Donald B. Street	Mayor	Town of Nashville
Fred Belfield	Commissioner	Nash County
Barbara Shaw Simmons	At-Large Board Member	Halifax County
A.P. Coleman	Council Member	City of Wilson
Julia Meacham	Mayor	Town of Weldon
Leo Taylor	Mayor Pro-Tem	Town of Tarboro
Bill Edmundson	Mayor	Town of Stantonsburg
Tony N. Brown	Manager	Halifax County
Alice P. Delbridge	Mayor	Town of Gaston
Grady Smith	Mayor	Town of Elm City
Ron Hunt	Assistant Manager (Alternate)	Wilson County
Sherry L. Lucas	Commissioner	Wilson County
Brenda Lucas	Commissioner	Town of Spring Hope
Eddie Braxton	Mayor	Town of Scotland Neck
Blake Proctor	Manager	Town of Sharpsburg
Stacie Shatzer	Assistant Manager	Nash County
Phil Boone	Planning Board (Alternate)	Town of Dortches
Florence Pender	Mayor Pro-Tem	Town of Pinetops
Samuel Davis	At-Large Board Member	Edgecombe County

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

GUESTS

George T. Delbridge	Special Guest	
Barbara Taylor	Commissioner	Town of Pinetops
Charles Baisey	Town Administrator	Town of Scotland Neck
Tirence Horne	PDS Planner	UCPCOG Staff

MEMBERS PRESENT BY PROXY

Ken Manuel	Mayor	Town of Woodland
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STAFF

Robert Hiatt	Executive Director
Michael Williams	Workforce Development Program Director
Mary Marlin	Area Agency on Aging Program Director
Ron Townley	Planning & Development Services Program Director
Mark Hill	Finance Director

CALL TO ORDER

Chairman Hughes called the meeting of the Upper Coastal Plain Council of Governments Board of Directors to order at 7:15 p.m. and welcomed all in attendance.

APPROVAL OF MINUTES

Chairman Hughes called for a motion to approve the Minutes of the August 21, 2018 Upper Coastal Plain Council of Governments Board of Directors meeting. Mr. Blake Proctor made a motion to approve the minutes with one change; his title should be Town Administrator not Town Manager; Mr. Coleman seconded, and the motion carried unanimously.

ITEMS FOR ACTION AS RECOMMENDED BY THE EXECUTIVE COMMITTEE

Item #1: Approval of the Program of Work

Chairman Hughes asked for a motion to approve the Program of Work as recommended by the Executive Committee to the Board of Directors. Mayor Roy Bell made the motion to recommend the Program of Work, Mayor Pro-Tem Leo Taylor seconded, and the motion carried unanimously. There were no questions from the floor.

Item #2: Recommendation to Executive Assistant Job Description

Chairman Hughes asked if there were any questions. Councilmember A. P. Coleman made a motion that the job description be approved with the Executive Committee's recommended changes to the years of experience required for the position from 5-7 with a degree to 10 years of experience if the applicant does not have a college degree; Mayor Jason Morris seconded, and the motion carried unanimously.

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Item #3: Resolution for Disposal of Assets

Chairman Hughes called for a motion to approve the resolution for authorization for the private sale of the vehicle driven by the previous Executive Director. Mr. Blake Proctor made the motion to approve the resolution, Mayor Julia Meacham seconded, and the motion carried unanimously.

PROGRAM HIGHLIGHTS

Chairman Hughes opened the floor for Mr. Townley to introduce the speakers who will be presenting: “Powering Energy Efficiency Impacts Framework – A National Model from and for our Region”.

Mr. Townley opened by expressing his appreciation to NCSU Clean Energy Technology Center, Sustainable Energy Association, and other partners for bringing the opportunity to administer this national demonstration pilot project to the Upper Coastal Plain Council of Governments.

Mr. Townley introduced the speakers:

- Laura Langham, Director of Market Innovations, NC Sustainable Energy Association
- Anne Tazewell, Special Projects Program Manager, NC Clean Energy Technology Center

Ms. Tazewell stated that there are eight primary partners in the Powering Energy Efficiency Impacts Framework (PEEIF) project. She expressed gratitude for Mr. Townley’s and Mr. Tirence Horne’s leadership and work on this pilot project.

There were a total of eight partners on this project:

- UCPCOG
- 3 Partners from NC State University (NCSU):
 - NC Clean Energy Technology Center,
 - Center for Geo Spatial Analytics
 - NC State System Design Optimization Lab
- NC Sustainable Energy Association
- ResiSpeak Inc.
- NC Justice Center
- Vermont Law School

Ms. Tazewell stated that this was one of three projects awarded in 2016 by the US Department of Energy; it was a very competitive solicitation process; the program is slated to end in December 2018. She explained that the idea was to develop a geo spatial database of energy assistance and

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energy efficiency programs serving the UCPCOG region and integrate that information with energy usage data from area utilities. Ms. Tazewell stated that the overall goal of this project is to increase low-income household energy efficiency and program effectiveness and to develop a model framework for continued development and use.

Data providing partners:

- NC Dept. of Environmental Qualities, specifically the Weatherization Assistance Program and Heating and Air Repair and Replacement Program (HARRP)
- NC Dept. of Health & Human Services

Utility partners in the region:

- Roanoke Electric Cooperative (Upgrade to Save weatherization program)
- Wilson Energy
- Town of Enfield

Ms. Tazewell and Ms. Langham went on to describe the process of the projects, the potential uses, and gave examples of how this data can be used to improve energy efficiency.

Councilman A. P. Coleman with the City of Wilson was asked to accept a Certificate of Appreciation for Wilson Energy from Ms. Tazewell.

BOARD MEMBER ORIENTATION

Chairman Doug Hughes asked if everyone was willing to stay for the board orientation that had been cancelled in September due to flooding. He stated that the Prosperity Initiative on the agenda will be held over for the January 2019 board meeting to keep the meeting from running so late and asked everyone to review that before the January meeting. Town of Sharpsburg Administrator, Blake Proctor, commented that he would not be staying for orientation because this would be his last meeting. Mr. Proctor stated that he was retiring and this meeting was his last official act on the UCPCOG Board. Mr. Proctor expressed his gratitude for the relationships built during his time on the board and wished everyone well.

General Administration, Robert Hiatt, Executive Director

Mr. Hiatt gave a briefing of the by-laws and explained the organizational structure, how the board seats are divided throughout the region, the percentage of the board required for a quorum, and the length of service for board seats. He explained that the function of the UCPCOG Board is to establish policy, approve the budget, set the dues rate, approve publications such as the program of work, approve grants and loans, approve staff positions, and elect board officers, and direct the work of the Executive Committee.

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Workforce Development (WFD) , Michael Williams, Program Director

Mr. Williams presented to the board a summary of how the Workforce Development Board (WDB) is structured, the process of how the funds get from Congress to the WDB and shared a success story from the program.

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

Mrs. Marlin gave an overview of the Aging staff structure, the services that the AAA provides funding for or provide directly, the committees that assist the AAA such as the Regional Aging Advisory Committee (RAAC). The AAA serves as a pass-through agency for some programs, some the AAA only monitors, and others are provided directly. Ms. Marlin went on to give a brief overview of the AAA programs.

Ms. Marlin answered any questions from the floor.

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

Mr. Townley presented an overview of the services provided by the PDS department, the organizational structure of the staff, and offered a summary of the total of projects over the past four years. He also explained how they have leveraged funds for the region. He briefly reviewed some highlights such as Hurricane Matthew Recovery efforts and online infrastructure mapping. Mr. Townley said that staff will continue with current successes and look for ways to expand services and projects as opportunities arise.

Finance, Mark Hill, Finance Director

Mr. Hill stated that the chief function of the finance office for public entities is to safeguard the receipt and expenditure of public dollars through separation of duties and internal controls. He is charged with making sure that expenditures are budgeted, appropriate, and allowable according to the funding source. He then has to report back to the funding agencies how the funds were spent.

Mr. Hill opened the floor for questions.

Chairman Hughes opened the floor for Mr. Hill to present the items for action while he was at the podium.

Mr. Hill referred the board to page 20 of the agenda packet.

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Item #1: Approval of Budget Amendment - Aging Fund

Request approval of the budget amendment to increase the Aging Fund by \$305,032. This amendment will bring the fund to \$4,315,939.

Chairman Hughes called for a motion to approve the budget amendment. Mr. Coleman made the motion, Mr. Belfield seconded, and the motion carried unanimously.

Item #2: Approval of Financial Reports

Request approval of the financial reports for June – August 2018 found on pages 22-24 of the agenda packet.

Chairman Hughes called for a motion to approve the financial reports for June- August 2018. Mayor Jason Morris made a motion to approve the reports, Mayor Alice Delbridge seconded, and the motion carried unanimously.

CHAIRMAN'S REPORT & COMMENTS

Chairman Hughes explained that the change in format of this meeting was the result of past discussions of the Executive Committee about seeing the same presentations twice. It is the recommendation of the Executive Committee that moving forward, the items for action primarily be presented during the first meeting of the Executive Committee, voted on, and recommended to the full board for final approval; this would also allow a vote to go on from the Executive Committee if there is no quorum at the full board meeting.

Chairman Hughes asked if board members felt they had ample time to review all items in the agenda packets prior to the meeting and would be agreeable to keeping the format sampled during this meeting in which the Executive Committee would be presented items for action and vote on them, recommend them to the full board for approval and not have to see the presentations during the meeting. Full board members would be able to ask questions about any of the items before voting and then render a final vote of approval. This should help to shorten the length of the meetings.

Mr. A. P. Coleman recommended that this format be implemented on a trial basis and if anyone on the full board feels that they are not receiving enough information about the items they are voting on because of this change it can be brought back for another vote.

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6:45 p.m.**

Mr. Fred Belfield commented that another consideration should be to not have a speaker at every full board meeting unless there is a pressing issue. This would also save time and allow time for presentation by the program directors as needed.

Mr. Coleman commented that the board may want to consider encouraging newly elected at-large board members to come to the meetings.

Mr. Hiatt reiterated that the purpose of this change is try to make the meetings more efficient and take care of the more routine business during the Executive Committee, which will allow more time during the full board meeting to discuss what we're doing and getting more engagement from the board. Mr. Hiatt explained that he doesn't want the board to feel like this is a means to try to push things through, it's just a way to get more of the routine approvals out of the way and move forward with other items on the agenda.

BOARD OF DIRECTOR COMMENTS

Chairman Hughes asked Vice-Chairman Greg Browning if he would like to introduce the members of the steering committee. Mr. Browning commented that they tried to get representatives from each county and if there is anyone that would like to serve to please contact him. Current members are:

Edgecombe County: Leo Taylor, Bobbie Jones
Halifax County: Greg Browning
Nash County: Fred Belfield
Northampton County: Kenneth Manuel, Roy Bell
Wilson County: Grady Smith

Vice-Chairman Browning commented they welcome anyone else that would like to serve. The idea is to lay a new format for the future of the UCPCOG board. Mr. Browning stated that he and Secretary/Treasurer Bobbie Jones plan to serve more as Ex-Officio members of the committee and that anyone could call or email Mr. Browning that would like to serve. He further commented that he believes this new format will allow the board to be more involved as directors and that he welcomes Mr. Hiatt and thanked him for the direction he is trying to move the board in. Chairman Hughes summarized that the idea is for the steering committee to report to the Executive Committee during their meetings, and then pass to the full board any items that are approved at the Executive Committee level.

EXECUTIVE DIRECTOR'S REPORT

Mr. Hiatt commented that the current focus of General Administration is preparation for the Annual Banquet. The theme will be centered around regional economic development activities.

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Mr. Hiatt shared with the board that the UCPCOG did receive a National Innovation Award this year for work in Economic Development and Support and will be discussed more at the Annual Banquet. The banquet is scheduled for Tuesday, October 20, 2018 with the social beginning at 6:00 and dinner beginning at 7:00 at the new Rocky Mount Event Center. Please look for invitations in the mail.

ADJOURNMENT

Chairman Hughes called for a motion to to adjourn the meeting of the Upper Coastal Plain Council of Governments Board of Directors. Mayor Roy Bell made a motion to adjourn, Mr. Browning seconded, and the motion carried unanimously.

Doug Hughes, Chairman

Bobbie Jones, Secretary/Treasurer