

**MINUTES  
UPPER COASTAL PLAIN COUNCIL OF GOVERNMENTS  
BOARD OF DIRECTORS MEETING  
JANUARY 15, 2019**

**BOARD MEMBERS PRESENT**

Doug Hughes, Chairman	At-Large Board Member	Northampton County
Bobbie Jones, Sec/Treas.	Mayor	Town of Princeville
Wayne Anderson	Mayor	Town of Enfield
Fred Belfield Jr.	Commissioner	Nash County
Roy Bell	Mayor	Town of Garysburg
Phil Boone	Planning Board (Alternate)	Town of Dortches
Eddie Braxton	Mayor	Town of Scotland Neck
Tony N. Brown	Manager	Halifax County
A.P. Coleman	Council Member	City of Wilson
Samuel Davis	At-Large Board Member	Edgecombe County
Bill Edmundson	Mayor	Town of Stantonsburg
Geraldine Langford	Mayor	Town of Seaboard
Brenda Lucas	Commissioner	Town of Spring Hope
Sherry Lucas	Commissioner	Wilson County
Ken Manuel	Mayor	Town of Woodland
Jason S. Morris	Mayor	Town of Jackson
Denise Stinagle	Manager	Wilson County
Donald Street	Mayor	Town of Nashville
Leo Taylor	Mayor Pro-Tem	Town of Tarboro
Mary Wells	Commissioner	Nash County

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

**GUESTS**

Charles Baisey	Administrator (Alternate)	Town of Scotland Neck
Eddie Coats	Board Member	TPWDB
Dwan Finch	Commissioner	Town of Bailey
Mark Frohman	Board Member	TPWDB
Jae Kim	Manager (Alternate)	Town of Spring Hope
Gale Lashley	Board Member	TPWDB
Michelle Muir	NC Regional Operations Dir.	NCDOC/Div. Workforce Sol.
Thomas Richards	Mayor	Town of Bailey
Diane Thomas	Board Member	TPWDB

**MEMBERS PRESENT BY PROXY**

Timothy Johnson	Administrator	Town of Bailey
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Julia Meacham  
Florence Pender  
Grady Smith  
John L. White

Mayor  
Mayor Pro-Tem  
Mayor  
Mayor

Town of Weldon  
Town of Pinetops  
Town of Elm City  
Town of Halifax

**STAFF**

Robert Hiatt  
Michael Williams  
Mary Marlin  
Ron Townley  
Mark Hill  
Kelly Skinner

Executive Director  
Workforce Development Program Director  
Area Agency on Aging Program Director  
Planning & Development Services Program Director  
Finance Director  
Executive Assistant/Clerk to the Board

**CALL TO ORDER**

Chairman Hughes called the meeting of the Upper Coastal Plain Council of Governments Board of Directors to order at the Edgecombe County Industrial Incubator at 6:52. He welcomed all in attendance and wished everyone a Happy New Year.

**PROGRAM HIGHLIGHTS:**

Chairman Hughes introduced Dr. Dan Gerlach, President of the Golden LEAF Foundation. Mr. Gerlach has served on over a dozen commissions on budget tax, agriculture, and economic development at the state and national levels. He formerly served on the NC Network of Grantmakers Board of Directors, is currently on the boards of the My Future NC Commission and the NC Early Childhood Foundation, and is also actively involved in his church. Mr. Gerlach holds an MPA in State and Local Public Finance from the Maxwell School of Syracuse University and Bachelors Degrees in Economics and English from the University of Notre Dame. He has served as an adjunct Instructor of Public Administration at UNC Chapel Hill and NC State University.

Dr. Gerlach stated that Golden LEAF Foundation celebrates its 20<sup>th</sup> Anniversary of its Articles of Incorporation on October 22, 2019. He stated that he has served as the foundation's President for over 10 years; upon starting, he quickly realized that for every five grant applications they receive they can only fund one.

Dr. Gerlach answered questions from the floor.

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**APPROVAL OF MINUTES**

Chairman Hughes called for a motion to approve the minutes of the October 16, 2018 Upper Coastal Plain Council of Governments Board of Directors meeting. Mr. Roy Bell made the motion to approve the minutes, Mr. Tony Brown seconded, and the motion carried unanimously.

**PRESENTATION OF AUDIT**

Mr. Stuart Hill presented the Independent Auditor's Report for Thompson, Price, Scott, Adams & Co., P.A.; Alan Thompson was unable to attend as scheduled due to illness. Each member received a copy of the audit report. Their opinion is as follows:

*In our opinion, based on our audit, the financial statements present fairly, in all material respects, the respective financial position of the governmental activities, each major fund, and the aggregate remaining fund information of the Upper Coastal Plain Council of Governments as of June 30, 2018, and the respective changes in financial position and the respective budgetary comparison for the General Fund, Aging, Workforce Development, EDA RLF (Revolving Loan Fund), and Planning and Development Services Funds for the year then ended in accordance with accounting principles generally accepted in the United States of America.*

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

Mr. Stuart Hill and Mr. Mark Hill answered questions from the floor.

Chairman Hughes called for a motion to accept the audit as presented. Mr. Leo Taylor made a motion to accept the audit, Mr. A.P. Coleman seconded, and the motion carried unanimously.

**ITEMS FOR ACTION**

**Executive Director, Robert Hiatt**

Mr. Hiatt had one item for action; information can be found on pages 9-13 of the agenda packet.

**Item A:** Approval to Accept Grant Funds for the Upper Coastal Plain High Demand Career Initiative, if awarded

Mr. Hiatt explained that the UCPCOG has applied for a grant for a project they have named the Upper Coastal Plain High Demand Career Initiative. He commented that the region has jobs, we have growth, we have an economy in transition, and we have local and regional challenges, as

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well as local and regional opportunities. There is a concerted focus on trying to produce a certain supply of skilled workers. The UCPCOG with its economic development district partnering with the Turning Point Workforce Development Board (TPWFDB) are the regional entities to help identify and work towards common solutions on these issues.

Chairman Hughes called for a motion to accept grant funds from the Upper Coastal Plain High Demand Career Initiative. Mr. Kenneth Manuel made the motion, Dr. Donald Street seconded, and the motion carried unanimously.

Chairman Hughes also added that updates will be discussed to the by-laws for these kinds of matters by the Steering Committee.

**Finance Director, Mark Hill**

**Item B-1: APPROVAL OF BUDGET AMENDMENT – WORKFORCE DEVELOPMENT FUND**

Mr. Hill requested approval of the budget amendment to increase the Workforce Development Fund by \$249,930. This amendment will bring the fund to \$6,901,260.

Chairman Hughes called for a motion to approve the budget amendment to the Workforce Development Fund. Mr. Eddie Braxton made the motion, Ms. Sherry Lucas seconded, and the motion carried unanimously.

**Item B-2: Approval of Financial Reports**

Mr. Hill requested approval of the financial reports for September – November 2018.

Chairman Hughes called for a motion to approve the financial reports for September, October, and November 2018 as presented. Mayor Jason Morris made the motion to approve the financial reports, Mayor Roy Bell seconded, and the motion carried unanimously.

**Item B-3: Consideration of 1% COLA or Bonus**

Mr. Hill referred the board to page 15 of the agenda packet. When the budget for 2018-2019 was presented to the board it included a 2% Cost of Living Adjustment (COLA). After some discussion, the board approved a 1% (COLA) but wanted to postpone the other 1% adjustment until January for a total of 2% for the fiscal year. This item was presented to the Executive Committee with recommendation for the board to approve the 1% COLA, retroactive back to July 1, 2018 for all current staff. Mr. Hill stated that the total impact is about \$13,000 total for all employed staff to get the 1% adjustment, and the budget is in a good position to handle it.

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Chairman Hughes called for a motion to approve the additional 1% COLA for staff, Mr. Fred Belfield made the motion, Dr. Street seconded, and the motion carried unanimously.

***Item C: Approval of Resolution Authorizing the UCP Budget Review Committee***

Chairman Hughes stated that he had forgotten to add another item for action as an addendum at the beginning of the meeting, approval of a resolution authorizing the formation of the Upper Coastal Plain Budget Review Committee. He asked for a motion to approve the Amended Agenda before presenting the item. Mr. Leo Taylor made the motion to approve the amended agenda, Mr. A.P. Coleman seconded, and the motion carried unanimously.

Chairman Hughes explained that the Budget Review Committee would consist of himself as Chairman, Vice-Chairman Greg Browning, and Secretary/Treasurer Bobbie D. Jones. The Budget Review Committee would sit down with Mr. Robert Hiatt, Executive Director and Mr. Mark Hill, Finance Director to review the budget and have the opportunity to ask questions before the budget is presented to the Executive Committee, which serves as the Budget and Finance Committee. Once the Executive Committee approves the budget, it then goes with recommendation to the Board of Directors.

Chairman Hughes called for a motion to approve the resolution authorizing the formation of the Upper Coastal Plain Budget Review Committee. Mr. Roy Bell made the motion to approve the resolution, Ms. Sherry Lucas seconded, and the motion carried unanimously.

**CHAIRMAN'S COMMENTS**

Chairman Hughes reported that the SERDI Assessment is moving forward. The plan is to have board members fill out surveys between the dates of February 2-22, 2019; we would appreciate your honest feedback. The survey will be provided online and you will receive notification when it is ready to complete.

Chairman Hughes stated that there will be a change to the board meeting schedule in April. We normally only have an Executive Committee meeting in April, but we would like to convene a board of directors meeting on that date. Mr. Youngquist will be there that night, April 16, 2019, to hold a focus group of the board. The calendar will be updated to reflect that change and you will receive a new copy. Details will be worked out and brought to the board.

Mr. Coleman asked Chairman Hughes to explain who Mr. Youngquist is for those who may not know. Chairman Hughes explained that Mr. Jim Youngquist is the Advisor from SERDI (South East Regional Directors Institute – [www.serdi.org](http://www.serdi.org)). Mr. Youngquist lead the Executive Search for a new Executive Director when Mr. Godard retired. Mr. Hiatt added that SERDI is our

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SouthEastern Executive Director professional development organization; they work with Executive Directors and COG Boards all over the southeast.

There was a question about the board meeting schedule and a brief discussion. Mr. Hiatt stated that the board meetings are expected return to The Impact Center at Word Tabernacle Church for the rest of the fiscal year.

Chairman Hughes stated that Vice-Chairman Browning was scheduled to update everyone on the progress of the Steering Committee, but he was delayed in his return from out of state and unable to get to the meeting.

**EXECUTIVE DIRECTOR'S REPORT**

Mr. Hiatt stated that his report is included in the agenda packet on pages 20-21. He reported that he has been going out into the communities in the region, meeting with each of our board members and member governments, talking about local priorities and ways that the COG can assist with those priorities. He stated that he will continue with those activities for the remainder of the fiscal year.

**PROGRAM REPORTS**

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

Ms. Marlin stated that the Impact Report Aging can be found on page 25 of the agenda packet. Please note that the figures provided are cumulative from July 1, 2018 – November 30, 2018.

There are a couple of items not included in the report that you may be interested in:

- There is an Aging Conference being planned with a tentative date of June 13, 2019. As soon as the location is confirmed, a save the date announcement will be mailed. We are trying to book space at Nash Community College for that event.
- We are also working with our counties to reallocate additional funding with the goal of ensuring 100% expenditures by June 30, 2019. The AAA will be reviewing expenditures by April 15, 2019 to make any additional recommendations to our lead agencies and our Home and Community Care Block Grant (HCCBG) Committees regarding those reallocations. At that time, any service that is not at least 65% expended will only be able to maintain allocated funds that they have justifiably and reasonably projected to spend by June 30, 2019. The final county funding plan will then be due to the AAA by April 30, 2019. If that's done properly, that should be the last reallocation that we will need to receive in order to ensure 100% expenditures by the close of the fiscal year.

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- It's time for the State of NC to put the funding out for bid for the Senior Community Service Employment Program (SCSEP), so we will be participating in a bidder's conference at the end of January and will be applying to continue our program for next fiscal year. Chairman Hughes asked how many people we currently have in the SCSEP program and if there is still a waiting list. Ms. Marlin stated that there are 40 participants and there is still a waiting list, and at last check there were over 100 people on the waiting list.

There were no questions from the floor.

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

Mr. Townley stated that PDS updates are reported on pages 23-24 of the agenda packet.

**Highlights:**

- PDS staff continue to assist with the Halifax and Northampton County Initiative. Mr. Townley stated that Mr. Gerlach and Chairman Hughes have both been involved with that project, which is a Golden LEAF Community Based Grantmaking Initiative. The review committee went over the county LOIs through the County Managers and noted that the two counties, as well as three others, had similar proposals geared towards a lot of what Mr. Gerlach spoke about at the meeting tonight, the people in our region who need assistance getting back into the workforce. Those committees have been diverse and well-represented.

In turning in those proposals, Golden LEAF noted that Northampton, Halifax, as well as Bertie, Hertford, and some other counties, were proposing similar initiatives and encouraged them to work together on the initiative. Leadership from all counties met and compared the proposals, asked and answered some questions, and moved forward. The COG has made a substantial investment in time in these proposals, and the proposal is expected to be for a request of \$1.5 million in funds for the initiative, to try to create community educational centers within 10 miles of every citizen of those counties. They would offer not only remote learning via the internet and classes at the community colleges, but there would also be life skills classes, GED classes, and other kinds of certification classes offered, if funded.

- From the broadband survey that the board and many others took around the region, a workshop has been scheduled for February 6, 2019. A save-the-date card was mailed and an announcement was distributed about the location, the Gateway Technology Center on the Rocky Mount campus of NC Wesleyan College. Mr. Townley urged everyone to encourage all regional managers, administrators, and other leaders interested in broadband within the region to attend this workshop.

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- Mr. Townley expressed thanks to Nash, Edgecombe, and Wilson Community Colleges for following up with PDS staff on the Business of Agriculture Summit that was held November 30, 2018 at Wilson Community College. Our goal was to have 100 people attend; we had 240 people show up. It went so well that plans are already underway for other events to be held at Nash and Edgecombe Community Colleges.

Mr. Tony Brown thanked Mr. Townley for his hard work and a job well done in guiding the Halifax and Northampton County Initiative.

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

Mr. Williams welcomed everyone to the Turning Point Workforce Development Administrative office location, as well as the NCWorks Career Center and that he hoped everyone had enjoyed the facility for this meeting. He also thanked the Turning Point Workforce Development Board members who were able to attend the meeting, and Ms. Mary Wells on the UCPCOG Board who also serves on the TPWDB. Mr. Williams expressed the importance that the collaboration and partnership of the two boards, the TPWDB and the UCPCOG, working together with the same mission.

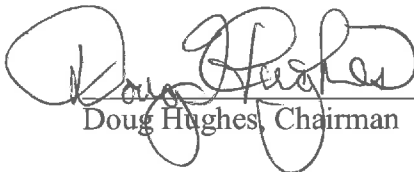
Mr. Williams stated that the WFD impact report is located in page 25 for everyone to read at their leisure. He then presented some of the details from the RAMP East partnership pages, detailed on 26-29 of the agenda packet. Two recruiters will be hired to focus on recruitment of manufacturing businesses within the 10-county areas of Region Q and Region L, to get people back into the workforce. Mr. Williams stated that partners include, among others, nine community colleges, local economic developers in the ten counties, and Mr. Norris Tolson with Carolinas Gateway Partnership. NC Governor Roy Cooper knows about this project and is very invested in this initiative; as a native of Nash County, he wants to see this region move forward and is beginning to show more interest in making this effort successful.

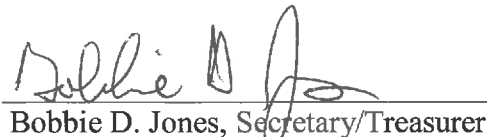
**BOARD OF DIRECTOR COMMENTS**

There were no further comments from the floor.

**ADJOURNMENT**

Chairman Hughes called for a motion to adjourn the January 15, 2019 meeting of the Upper Coastal Plain Board of Directors meeting. Dr. Street made the motion to adjourn, Mr. Roy Bell seconded, and the motion carried unanimously.

  
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Doug Hughes, Chairman

  
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Bobbie D. Jones, Secretary/Treasurer