

**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