

MINUTES
UPPER COASTAL PLAIN COUNCIL OF GOVERNMENTS
BOARD OF DIRECTORS MEETING
JUNE 16, 2020

BOARD MEMBERS PRESENT

Doug Hughes, Chairman	At-Large Board Member	Northampton County
Greg Browning, Vice-Chairman	Alternate Board Member	City of Roanoke Rapids
Bobbie D. Jones, Sec./Treasurer	Mayor	Town of Princeville
James E. Alston	Mayor	Town of Castalia
Wayne Anderson	Mayor	Town of Enfield
Charles Baisey (Alt.)	Manager	Town of Scotland Neck
Fred Belfield, Jr.	Commissioner	Nash County
Michael Bell	Councilman	City of Wilson
Roy Bell	Mayor	Town of Garysburg
Phil Boone (Alt.)	Planning Board Chair	Town of Dortches
Miranda Boykin	Mayor	Town of Sims
Tony Brown	Manager	Halifax County
Eddie Coats	At-Large Board Member	Nash County
Dwan Finch (Alt.)	Commissioner	Town of Bailey
Charles Jackson	Manager	Northampton County
Martha Lucas	Council Member	Town of Momeyer
Sherry L. Lucas	Commissioner	Wilson County
Jason S. Morris	Mayor	Town of Jackson
Joshua Pair	At-Large Board Member	Northampton County
Esterine Gary Pitt	Mayor	Town of Whitakers
Elaine Saunders	Commissioner	Town of Saratoga
Stacie Shatzer	Assistant Manager	Nash County
Barbara S. Simmons	At-Large Board Member	Halifax County
Grady Smith	Mayor	Town of Elm City
Marcelle O. Smith	Commissioner	Halifax County
Denise Stinagle	Manager	Wilson County
Charles Tyner	Board Chairman	Northampton County
Mary Wells	At-Large Board Member	Nash County
Othar Woodard	Mayor Pro-Tem	Town of Tarboro
Stewart Woodard	Commissioner	Town of Conway

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

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MEMBERS PRESENT BY PROXY

Alice P. Delbridge	Mayor	Town of Gaston
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GUESTS

Rhonda Payne	Mayor Pro-Tem	Town of Sims
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MEMBERS NOT PRESENT

Randy Beale	Mayor	Town of Woodland
Eddie Braxton (Alt. attended)	Mayor	Town of Scotland Neck
Brenda Brown (Alt. attended)	Mayor	Town of Nashville
Kirby Brown (Alt. attended)	Mayor	Town of Dortches
Stevie L. Cox	Administrator	Town of Sharpsburg
Samuel R. Davis	At-Large Board Member	Edgecombe County
Eric Evans	Manager	Edgecombe County
Carl Ferebee (Alt. attended)	Council Member	City of Roanoke Rapids
Stevie Flythe	Commissioner	Town of Lasker
Norlan Graves	At-Large Board member	Halifax County
Reginald Harris	At-Large Board Member	Wilson County
Wilbert Harrison	Mayor	Town of Speed
Jeff Johnson	Mayor	Town of Lucama
Mike Keel	Mayor	Town of Macclesfield
Andre Knight	Council Member	City of Rocky Mount
Geraldine Langford	Mayor	Town of Seaboard
Marshall Lassiter	Manager	Town of Severn
Luther H. Lewis, Jr.	Mayor	Town of Middlesex
Brenda Lucas	Commissioner	Town of Spring Hope
Julia Meacham	Mayor	Town of Weldon
Florence W. Pender	Mayor Pro-Tem	Town of Pinetops
Jesse Petteway	Commissioner	Town of Conetoe
Coley Rhodes	Mayor	Town of Stantonsburg
Thomas Richards (Alt. attended)	Mayor	Town of Bailey
Owen Scott	Mayor	Town of Littleton
Tracy Shearin	Administrator/Clerk	Town of Red Oak
Mack Smith	Mayor	Town of Black Creek
Robert Sykes	Commissioner	Town of Hobgood
Ralph Webb	Commissioner	Edgecombe County

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John L. White	Mayor	Town of Halifax
Reginald White	Mayor	Town of Rich Square
Tim Wiggs	At-Large Board Member	Wilson County

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
Kelly Skinner	Executive Assistant/Clerk to the Board
Ben Farmer	PDS Planner

CALL TO ORDER

Chairman Hughes called the virtual meeting of the Upper Coastal Plain Council of Governments Board of Directors to order at 6:16 p.m. He welcomed all in attendance and introduced special guests. Roll was called and attendance was duly noted.

Chairman Hughes called for a Motion to close the meeting and open a Public Hearing. Bobbie Jones made the Motion which was seconded by Greg Browning. All in favor included: Doug Hughes, Greg Browning, Bobbie Jones, James Alston, Wayne Anderson, Charles Baisey, Fred Belfield, Jr., Michael Bell, Roy Bell, Phil Boone, Miranda Boykin, Tony Brown, Eddie Coats, Dwan Finch, Charles Jackson, Martha Lucas, Sherry Lucas, Jason Morris, Joshua Pair, Esterine Gary Pitt, Stacie Shatzer, Barbara Simmons, Grady Smith, Marcelle Smith, Denise Stinagle, Charles Tyner, Mary Wells, Othar Woodard, and Stewart Woodard. There were none opposed. The meeting was closed.

PUBLIC HEARING

Chairman Hughes opened the public hearing and called for comments from the general public regarding the Fiscal Year 2020-2021 Budget Ordinance. There being no comments, Chairman Hughes called for a motion to close the public hearing; the motion was made by Bobbie Jones and seconded by Greg Browning. Affirmative votes included: Doug Hughes, Greg Browning, Bobbie Jones, James Alston, Wayne Anderson, Charles Baisey, Fred Belfield, Jr., Michael Bell, Roy Bell, Phil Boone, Miranda Boykin, Tony Brown, Eddie Coats, Dwan Finch, Charles Jackson,

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Martha Lucas, Sherry Lucas, Jason Morris, Joshua Pair, Esterine Gary Pitt, Stacie Shatzer, Barbara Simmons, Grady Smith, Marcelle Smith, Denise Stinagle, Charles Tyner, Mary Wells, Othar Woodard, and Stewart Woodard. There were none opposed. The Motion carried and the public hearing was closed.

APPROVAL OF MINUTES

Chairman Hughes called for a Motion to approve the minutes of the January 21, 2020, meeting. A Motion was made by Bobbie Jones and seconded by Eddie Coats. All in favor included: Doug Hughes, Greg Browning, Bobbie Jones, James Alston, Wayne Anderson, Charles Baisey, Fred Belfield, Jr., Michael Bell, Roy Bell, Phil Boone, Miranda Boykin, Tony Brown, Eddie Coats, Dwan Finch, Charles Jackson, Martha Lucas, Sherry Lucas, Jason Morris, Joshua Pair, Esterine Gary Pitt, Stacie Shatzer, Barbara Simmons, Grady Smith, Marcelle Smith, Denise Stinagle, Charles Tyner, Mary Wells, Othar Woodard, and Stewart Woodard. There were none opposed. The Motion carried and the minutes were approved.

ADOPTION OF FISCAL YEAR 2020 – 2021 BUDGET

Mark Hill, Finance Director, referred the Board to the Action Item on Page 9 of the Agenda Packet and gave a brief summary of the budget. Chairman Hughes called for questions from the floor. There being none, he called for a Motion to approve the budget as written. Bobbie Jones made a Motion and Charles Tyner seconded the Motion. Affirmative votes included: Doug Hughes, Greg Browning, Bobbie Jones, James Alston, Wayne Anderson, Charles Baisey, Fred Belfield, Jr., Michael Bell, Roy Bell, Phil Boone, Miranda Boykin, Tony Brown, Eddie Coats, Dwan Finch, Charles Jackson, Martha Lucas, Sherry Lucas, Jason Morris, Joshua Pair, Esterine Gary Pitt, Stacie Shatzer, Barbara Simmons, Grady Smith, Marcelle Smith, Denise Stinagle, Charles Tyner, Mary Wells, Othar Woodard, and Stewart Woodard. There were no opposing votes and the Motion carried. The budget was adopted.

CONSENT AGENDA ITEMS

Chairman Hughes asked if anyone had any items that they would like to have removed from the Consent Agenda items that have previously been approved by the Executive Committee. There being none, Chairman Hughes called for a Motion to approve all items on the Consent Agenda. A Motion was made by Mr. Greg Browning and was seconded by Mr. Marcelle Smith. Those in favor included: Doug Hughes, Greg Browning, Bobbie Jones, James Alston, Wayne Anderson, Charles Baisey, Fred Belfield, Jr., Michael Bell, Roy Bell, Phil Boone, Miranda Boykin, Tony

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Brown, Eddie Coats, Dwan Finch, Charles Jackson, Martha Lucas, Sherry Lucas, Jason Morris, Joshua Pair, Esterine Gary Pitt, Stacie Shatzer, Barbara Simmons, Grady Smith, Marcelle Smith, Denise Stinagle, Charles Tyner, Mary Wells, Othar Woodard, and Stewart Woodard. There were none opposed. The Motion carried and the Consent Agenda items were approved.

ITEMS FOR ACTION

Opioid Grant Acceptance – Mr. Robert Hiett, Executive Director:

Mr. Hiett referred the Board to the Action Item on Page 49 of the Agenda Packet. He briefly explained that in the HRSA Implementation grant, UCPCOG will serve as a liaison between the region's employers, workforce board and county commissioners to address the needs of individuals with SUD/ODU seeking employment opportunities. He further explained that, if awarded, the UCPCOG will hire and supervise a case manager/opioid navigator and also participate in the development and coordination of recovery related services. UCPCOG will commit to this role from September of 2020 through September of 2023. The grant amount would be \$140,000.

Chairman Hughes called for questions from the floor. After several questions and a brief discussion, Chairman Hughes called for a Motion to accept the grant if awarded. A Motion was made by Tony Brown and seconded by Jason Morris. Affirmative votes included: Doug Hughes, Greg Browning, Bobbie Jones, James Alston, Wayne Anderson, Charles Baisey, Fred Belfield, Jr., Michael Bell, Roy Bell, Phil Boone, Miranda Boykin, Tony Brown, Eddie Coats, Dwan Finch, Charles Jackson, Martha Lucas, Sherry Lucas, Jason Morris, Joshua Pair, Esterine Gary Pitt, Stacie Shatzer, Barbara Simmons, Grady Smith, Marcelle Smith, Denise Stinagle, Charles Tyner, Mary Wells, Othar Woodard, and Stewart Woodard. There were none opposed. The Motion carried.

EDA Grant Acceptance – Ron Townley, PDS Director:

Mr. Townley referred to the Action Item located on Page 57 of the Agenda Packet. He further explained that since releasing CARES Act Recovery Assistance Notice of Funding Opportunity, EDA has invited high-performing Economic Development Districts to apply for 24 months of non-competitive supplemental funding to conduct assessments to fortify programs to assist communities in responding to the pandemic. The COG application letter was submitted before the deadline and is expected to be approved. The UCPCOG requested \$400,000 in funds with no match requirement. Board approval is needed to accept the award, if offered.

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Chairman Hughes asked for questions from the floor. There being none, he called for a Motion to accept the grant, if awarded. Mr. Greg Browning made a Motion and Mr. Bobbie Jones seconded. All in favor were as follows: Doug Hughes, Greg Browning, Bobbie Jones, James Alston, Wayne Anderson, Charles Baisey, Fred Belfield, Jr., Michael Bell, Roy Bell, Phil Boone, Miranda Boykin, Tony Brown, Eddie Coats, Dwan Finch, Charles Jackson, Martha Lucas, Sherry Lucas, Jason Morris, Joshua Pair, Esterine Gary Pitt, Stacie Shatzer, Barbara Simmons, Grady Smith, Marcelle Smith, Denise Stinagle, Charles Tyner, Mary Wells, Othar Woodard, and Stewart Woodard. There were none opposed. The Motion carried.

Annual Program of Work – Mr. Robert Hiett – Executive Director:

Mr. Hiett referred the Board to the Action Item located on Page 58 of the Agenda Packet. He covered the FY2020 Accomplishment Highlights and commended his Department Directors and staff for a good year. He stated that last year every \$1 in membership dues generated an additional \$115 in state or federal funds for the region. Chairman Hughes asked the Board if any members would like for any Department in particular to give more details on their Program of Work other than what was included in the Board Packet. There were no questions or discussion.

Chairman Hughes called for a Motion to approve the Program of Work as presented. A Motion was made by Esterine Pitt and seconded by Stacy Shatzer. Affirmative votes included: Doug Hughes, Greg Browning, Bobbie Jones, James Alston, Wayne Anderson, Charles Baisey, Fred Belfield, Jr., Michael Bell, Roy Bell, Phil Boone, Miranda Boykin, Tony Brown, Eddie Coats, Dwan Finch, Charles Jackson, Martha Lucas, Sherry Lucas, Jason Morris, Joshua Pair, Esterine Gary Pitt, Stacie Shatzer, Barbara Simmons, Grady Smith, Marcelle Smith, Denise Stinagle, Charles Tyner, Mary Wells, Othar Woodard, and Stewart Woodard. There were none opposed. The Motion carried and the Program of Work was approved.

CHAIRMAN'S REPORT

Chairman Hughes highlighted some of the accomplishments in the two years that he served as Chairman which included a Mission and Vision Statement. He thanked the steering committee for their work on this project and thanked the Board for their approval. He also stated that the Bylaws had been updated for the first time since 2007 and commented on the improvements with the Board member participation and the general direction of the COG. He thanked the Board for their support during his tenure as Chairman.

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NOMINATING COMMITTEE REPORT

Denise Stinagle, Chair of the Nominating Committee, reported that the Committee makes the following recommendations for Board officers for the upcoming year:

Mr. Greg Browning, Board Chairman
Mr. Bobbie Jones, Board Vice-Chairman
Ms. Miranda Boykin, Secretary/Treasurer

Chairman Hughes asked if there were any other nominations. There being none, he then asked for a Motion to close nominations. Esterine Pitt made a motion which was seconded by Sherry Lucas. All those in favor included: Doug Hughes, Greg Browning, Bobbie Jones, James Alston, Wayne Anderson, Charles Baisey, Fred Belfield, Jr., Michael Bell, Roy Bell, Phil Boone, Miranda Boykin, Tony Brown, Eddie Coats, Dwan Finch, Charles Jackson, Martha Lucas, Sherry Lucas, Jason Morris, Joshua Pair, Esterine Gary Pitt, Stacie Shatzer, Barbara Simmons, Grady Smith, Marcelle Smith, Denise Stinagle, Charles Tyner, Mary Wells, Othar Woodard, and Stewart Woodard. There were none opposed. The Motion carried.

Chairman Hughes then called for a Motion to elect the officers as nominated. Esterine Pitt made a motion and Othar Woodard seconded. Affirmative votes included: Doug Hughes, Greg Browning, Bobbie Jones, James Alston, Wayne Anderson, Charles Baisey, Fred Belfield, Jr., Michael Bell, Roy Bell, Phil Boone, Miranda Boykin, Tony Brown, Eddie Coats, Dwan Finch, Charles Jackson, Martha Lucas, Sherry Lucas, Jason Morris, Joshua Pair, Esterine Gary Pitt, Stacie Shatzer, Barbara Simmons, Grady Smith, Marcelle Smith, Denise Stinagle, Charles Tyner, Mary Wells, Othar Woodard, and Stewart Woodard. There being no opposing votes, the Motion carried and the new officers were elected.

EXECUTIVE DIRECTOR'S REPORT

Mr. Hiatt referred the Board to the Executive Director's report which was located on Page 94 in the Board Packet. He called special attention to the Unemployment Information on pages 95 and 96 in the Packet which highlights the specific industries affected by the COVID crises. He stated that we need to be certain that we are getting the help to the right places. He asked if there were any questions and there were none.

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BOARD MEETING SCHEDULE

Chairman Hughes presented the Board meeting schedule which was included in the Board packet and stated that the next meeting is scheduled for August 18, 2020. Location is TBD at this time.

ADJOURNMENT

There being no further business, Chairman Hughes called for a Motion to adjourn. A Motion was made by Jason Morris and seconded by Eddie Coats. Those in favor included: Doug Hughes, Greg Browning, Bobbie Jones, James Alston, Wayne Anderson, Charles Baisey, Fred Belfield, Jr., Michael Bell, Roy Bell, Phil Boone, Miranda Boykin, Tony Brown, Eddie Coats, Dwan Finch, Charles Jackson, Martha Lucas, Sherry Lucas, Jason Morris, Joshua Pair, Esterine Gary Pitt, Stacie Shatzer, Barbara Simmons, Grady Smith, Marcelle Smith, Denise Stinagle, Charles Tyner, Mary Wells, Othar Woodard, and Stewart Woodard. There were no opposing votes. The Motion carried and the meeting was adjourned.

Doug Hughes, Chairman

Bobbie D. Jones, Secretary/Treasurer