

Minutes
Upper Coastal Plain Council of Governments
March 19, 2019
6:45 p.m.

MINUTES
UPPER COASTAL PLAIN COUNCIL OF GOVERNMENTS
BOARD OF DIRECTORS MEETING
MARCH 19, 2019

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
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
A. P. Coleman	Council Member	City of Wilson
Samuel R. Davis	At-Large Board Member	Edgecombe County
Bill Edmundson	Mayor	Town of Stantonsburg
Dwan Finch	Commissioner	Town of Bailey
Geraldine Langford	Mayor	Town of Seaboard
Brenda Lucas	Commissioner	Town of Spring Hope
Martha Lucas	Council Member	Town of Momeyer
Sherry L. Lucas	Commissioner	Wilson County
Julia Meacham	Mayor	Town of Weldon
Esterine Pitt	Mayor	Town of Whitakers
Grady Smith	Mayor	Town of Elm City
Miranda Stamper	Mayor	Town of Sims
Donald Street	Mayor	Town of Nashville
Denise Stinagle	Manager	Wilson County
Leo Taylor	Mayor Pro-Tem	Town of Tarboro
Mary Wells	At-Large Board Member	Nash County
Tim Wiggs	At-Large Board Member	Wilson County

*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

Alice P. Delbridge	Mayor	Town of Gaston
Kenneth W. Manuel	Mayor	Town of Woodland
Florence W. Pender	Mayor Pro-Tem	Town of Pinetops
Barbara Shaw Simmons	At-Large Board Member	Halifax County

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GUESTS

Charles Baisey	Administrator	Town of Scotland Neck
Jae Kim	Manager	Town of Spring Hope
Rhonda Payne	Mayor Pro-Tem	Town of Sims
Kenneth Sanders	Commissioner	Town of Princeville
Stuart Bass	Planner	UCPCOG Staff

MEMBERS NOT PRESENT

Tony Brown	Manager	Halifax County
Leon "Dick" Collier	Mayor	Town of Lasker
Lee Duke	Commissioner	Town of Conway
Eric Evans	Manager	Edgecombe County
Norlan Graves	At-Large Board Member	Halifax County
Reginald Harris	At-Large Board Member	Wilson County
Wilbert Harrison	Mayor	Town of Speed
Linda Ingram	Mayor	Town of Conetoe
Andre Knight	Council Member	City of Rocky Mount
Marshall Lassiter	Manager	Town of Severn
Ellene Leonard	Mayor	Town of Castalia
Harold Meacombs	Commissioner	Town of Middlesex
Jason S. Morris	Mayor	Town of Jackson
Robert Murphy	Interim Manager	Northampton County
Albert J. Richardson	At-Large Board Member	Nash County
Doris Risper	Mayor	Town of Rich Square
Elaine Saunders	Commissioner	Town of Saratoga
Owen Scott	Mayor	Town of Littleton
Stacie Shatzer	Assistant Manager	Nash County
Jed Simpson	Mayor	Town of Lucama
Mack Smith	Mayor	Town of Black Creek
Marcelle O. Smith	Commissioner	Halifax County
Tracy Sullivan	Interim Administrator	Town of Sharpsburg
Robert Sykes	Commissioner	Town of Hobgood
Barbara H. Tyre	Council Member	Town of Red Oak
John L. White	Mayor	Town of Halifax
Robert E. Wilkins, Sr.	At-Large Board Member	Northampton County

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STAFF

Robert Hiett	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
Jennifer Andrews	Administrative Assistant
Stuart Bass	

CALL TO ORDER

Chairman Hughes called the meeting of the Upper Coastal Plain Council of Governments Board of Directors to order at the Word Tabernacle Impact Center at 6:46 and welcomed all in attendance. Guests were recognized as follows: Charles Baisey, Town Administrator of Scotland Neck, Rhonda Payne, Sims Mayor Pro-Tem, guest of Miranda Stamper. Mr. Sanders, Commissioner of Town of Princeville, guest of Mayor Jones.

APPROVAL OF MINUTES

Chairman Hughes asked for changes or corrections to the minutes from the Board Meeting on January 15, 2019. There being none, there was a Motion made by A. P. Coleman to approve the minutes as written. Leo Taylor seconded the motion and it passed unanimously.

Chairman Hughes stated that during the Executive Committee meeting there was a recommendation for approval of the December and January financial reports. There being no questions or concerns, a Motion was made by Leo Taylor and seconded by Mayor Meacham to approve the two reports. The Motion carried unanimously.

CHAIRMAN'S REPORT

Chairman Hughes stated that for the benefit of all members who were not present for the Executive Committee meeting, there was a copy of the SERDI assessment survey in the packet. He instructed that if you had already completed the assessment online, please disregard. If you have not completed the assessment, please use the envelope in your packet to return your completed assessment as soon as you can. Chairman Hughes gave an update on the SERDI assessment. The non-board member one on one interviews have all been completed and the group sessions have also been completed. The first report will be at the April 16th meeting. Generally, there is only an Executive committee in April, but we will have both an Executive

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Committee Report and a Full Board meeting to get feedback from the SERDI assessment. We will not get any recommended actions until our June meeting when we receive the full report.

SUB-COMMITTEE UPDATES:

Budget Review Committee – The committee met back in February to review the budget. There is a new budget format which is a line item format. The reviewed budget will be presented in April. The budget review committee will meet again on 4/2/2019. They also recommended a complete pay and classification study for the staff. The bids have gone out to three consultants for the study. One has come back and we are waiting for the other two. We would like to have this completed before the 2020 budget.

Steering Committee – The Steering which consists of Kenneth Manuel, Roy Bell, Fred Belfield, Julia Meacham, Leo Taylor, Bobby Jones and Greg Browning have put together a proposed Mission statement which says “The Upper Coastal Plains Council of Governments which consists of Edgecombe, Halifax, Nash, Northampton and Wilson counties, is committed to successful regionalization. Therefore, we plan, administer and deliver quality State and Federal programs and services for the benefit of our citizens.” Chairman Hughes stated that the Mission statement will be e-mailed to each Board member for changes and/or additions. They are still working on a Vision statement. There was some discussion about the Mission statement. It was suggested that “and it’s Municipalities” needed to be added.

Broadband Task Force - Chairman Hughes gave an update on a Broadband workshop from February. He stated that there were some very good presentations and he learned a lot about what we have accomplished. However, they both agreed after the workshop that we need a committee, which has been dubbed the Broadband task force and several people have expressed an interest in being a part of the task force. Mr. Hughes stated that he assumed that the Board would lead the task force, but Mr. Townley assumed that the Planning Department would lead the task force. Mr. Townley has set up an organizational meeting on April 2. Mr. Hughes questioned the Board as to whether this is the initiative that we want to drive and lead. If so, there will need to be a leader. Mr. Hughes questioned the Board as to whether it should be Board led or staff led. There was much discussion on the topic. Mr. Roy Bell made a Motion for the Broadband task force to be staff led with Board support. Mr. Leo Taylor seconded. After much more discussion, The Motion was amended to read “The Broad band task force would be led by staff, with Board members who want to join may join as well.” Mr. Taylor added “with that being with the support of the Board” and he seconded the Motion. The Motion carried unanimously.

Simulation Project – Executive Director Hiatt explained the simulation project to the Board. He explained how this project ties in to the CEDS and the Workforce and explained that our specific goal is to look at this project to determine whether or not virtual game simulations increase youth interest in technical trade or middle skill occupations that are available in our

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region. Mr. Hiatt announced that we have a memorandum of understanding with Northampton County and with Wilson County Schools. He explained Foundry 10 and also gave a timeline for the project.

PROGRAM:

Mary Marlin presented a program on the Aging program. She specifically addressed the Home Community Care Block Grant. NC House Bill 335 was introduced and it proposes a \$7 million dollar increase in the HCCBG funding on a recurring basis. This will eliminate our waiting list for HCCBG services. It has passed its first reading. Mary discussed monitoring and the differences between monitoring and auditing. Mary answered questions from the floor.

ADMINISTRATIVE REPORTS

Area Agency on Aging, Mary Marlin, Program Director –

Mary did not give a separate report. She stated that the information for her report was located at the beginning of her Program.

Planning and Development Services, Ron Townley, Program Director –

Ron Townley referred the Board to Pages 42 and 43 in the Board packet. Updates were given on water and sewer grants. 13 applications have been completed and 3 have been approved so far. The Town of Whitakers is going to receive \$1.7 million, the Town of Enfield will be receiving an award for \$890,000 for drinking water improvements and the Town of Saratoga is receiving an award for a little over \$750,000.00. Chairman Hughes asked if Ron could share the Broadband information with the Board members. Ron stated that all the information is already on the website.

Workforce Development, Michael Williams, Program Director –

Michael referred the Board to the Impact report located on page 40 in the Board packet which covers the months of January and February only. Highlights – RFPs will be released for all programs for PY19 for adults, dislocated workers and youth programs. Michael reported that RAMP east is moving forward. Michael reported that the annual State monitoring visit went well with no findings. LMI – Unemployment rate has increased from 5.2 to 6.2 mainly due to seasonal workers being laid off. Michael answered questions from the floor regarding the local unemployment rate.

ADJOURNMENT

There being no further business, there was a Motion made by Fred Belfield to adjourn and a Second made by Bobby Jones. It carried unanimously.

Doug Hughes, Chairman

Bobbie D. Jones, Secretary/Treasurer