

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	Town Administrator	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

**Minutes
Upper Coastal Plain Council of Governments
Board of Directors Meeting
August 21, 2018
6:45 p.m.**

GUESTS

Blair Barton-Percival, Speaker	Piedmont AAA	Piedmont Triad COG
Joe Dzugan	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 Hiett	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. Hiett has certainly done that. Since coming on board in July, Mr. Hiett 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.

Minutes
Upper Coastal Plain Council of Governments
Board of Directors Meeting
August 21, 2018
6:45 p.m.

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 cease 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.

Minutes
Upper Coastal Plain Council of Governments
Board of Directors Meeting
August 21, 2018
6:45 p.m.

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:

Minutes
Upper Coastal Plain Council of Governments
Board of Directors Meeting
August 21, 2018
6:45 p.m.

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.

Minutes
Upper Coastal Plain Council of Governments
Board of Directors Meeting
August 21, 2018
6:45 p.m.

- 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.

**Minutes
Upper Coastal Plain Council of Governments
Board of Directors Meeting
August 21, 2018
6:45 p.m.**

Business Resource Center, Business Resource Loan Officer

Mr. Hiett 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. Hiett stated he is happy to be back in front of this board and looks forward to working with everyone. Mr. Hiett 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. Hiett 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

Minutes
Upper Coastal Plain Council of Governments
Board of Directors Meeting
August 21, 2018
6:45 p.m.

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. Hiett has met with staff and has looked at what the COG has been doing from an operational standpoint. Mr. Hiett'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. Hiett highlighted the work of the programs administered by the COG. Individually, each program is doing a lot of good things. What Mr. Hiett 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. Hiett 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. Hiett 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. Hiett 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. Hiett 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.

Minutes
Upper Coastal Plain Council of Governments
Board of Directors Meeting
August 21, 2018
6:45 p.m.

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

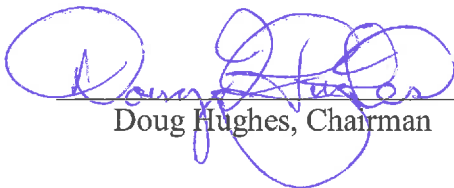
Mr. Hughes discussed board member orientation. All board members were provided a copy of the current UCPCOG Board Member Orientation Manual. Those who were not present will receive a copy in the mail.

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.

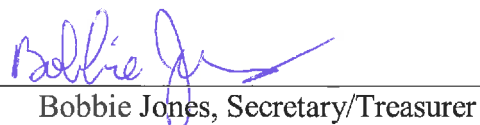
The COG will offer a formal orientation session on September 18th at the next Executive Committee meeting. This orientation is open to all board members and the chair encouraged attendance.

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