

MINUTES
UPPER COASTAL PLAIN COUNCIL OF GOVERNMENTS
BOARD OF DIRECTORS MEETING
OCTOBER 16, 2018

BOARD MEMBERS PRESENT

Doug Hughes, Chairman	At-Large Board Member	Northampton County
Greg Browning, Vice-Chairman	Planning Board Chairman	Halifax County
Bobbie Jones, Secretary/Tres.	Mayor	Town of Princeville
Roy Bell	Mayor	Town of Garysburg
Jason S. Morris	Mayor	Town of Jackson
Donald B. Street	Mayor	Town of Nashville
Fred Belfield	Commissioner	Nash County
Barbara Shaw Simmons	At-Large Board Member	Halifax County
A.P. Coleman	Council Member	City of Wilson
Julia Meacham	Mayor	Town of Weldon
Leo Taylor	Mayor Pro-Tem	Town of Tarboro
Bill Edmundson	Mayor	Town of Stantonsburg
Tony N. Brown	Manager	Halifax County
Alice P. Delbridge	Mayor	Town of Gaston
Grady Smith	Mayor	Town of Elm City
Ron Hunt	Assistant Manager (Alternate)	Wilson County
Sherry L. Lucas	Commissioner	Wilson County
Brenda Lucas	Commissioner	Town of Spring Hope
Eddie Braxton	Mayor	Town of Scotland Neck
Blake Proctor	Manager	Town of Sharpsburg
Stacie Shatzer	Assistant Manager	Nash County
Phil Boone	Planning Board (Alternate)	Town of Dortches
Florence Pender	Mayor Pro-Tem	Town of Pinetops
Samuel Davis	At-Large Board Member	Edgecombe County

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

GUESTS

George T. Delbridge	Special Guest	
Barbara Taylor	Commissioner	Town of Pinetops
Charles Baisey	Town Administrator	Town of Scotland Neck
Tirence Horne	PDS Planner	UCPCOG Staff

MEMBERS PRESENT BY PROXY

Ken Manuel	Mayor	Town of Woodland
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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

CALL TO ORDER

Chairman Hughes called the meeting of the Upper Coastal Plain Council of Governments Board of Directors to order at 7:15 p.m. and welcomed all in attendance.

APPROVAL OF MINUTES

Chairman Hughes called for a motion to approve the Minutes of the August 21, 2018 Upper Coastal Plain Council of Governments Board of Directors meeting. Mr. Blake Proctor made a motion to approve the minutes with one change; his title should be Town Administrator not Town Manager; Mr. Coleman seconded, and the motion carried unanimously.

ITEMS FOR ACTION AS RECOMMENDED BY THE EXECUTIVE COMMITTEE

Item #1: Approval of the Program of Work

Chairman Hughes asked for a motion to approve the Program of Work as recommended by the Executive Committee to the Board of Directors. Mayor Roy Bell made the motion to recommend the Program of Work, Mayor Pro-Tem Leo Taylor seconded, and the motion carried unanimously. There were no questions from the floor.

Item #2: Recommendation to Executive Assistant Job Description

Chairman Hughes asked if there were any questions. Councilmember A. P. Coleman made a motion that the job description be approved with the Executive Committee's recommended changes to the years of experience required for the position from 5-7 with a degree to 10 years of experience if the applicant does not have a college degree; Mayor Jason Morris seconded, and the motion carried unanimously.

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Item #3: Resolution for Disposal of Assets

Chairman Hughes called for a motion to approve the resolution for authorization for the private sale of the vehicle driven by the previous Executive Director. Mr. Blake Proctor made the motion to approve the resolution, Mayor Julia Meacham seconded, and the motion carried unanimously.

PROGRAM HIGHLIGHTS

Chairman Hughes opened the floor for Mr. Townley to introduce the speakers who will be presenting: “Powering Energy Efficiency Impacts Framework – A National Model from and for our Region”.

Mr. Townley opened by expressing his appreciation to NCSU Clean Energy Technology Center, Sustainable Energy Association, and other partners for bringing the opportunity to administer this national demonstration pilot project to the Upper Coastal Plain Council of Governments.

Mr. Townley introduced the speakers:

- Laura Langham, Director of Market Innovations, NC Sustainable Energy Association
- Anne Tazewell, Special Projects Program Manager, NC Clean Energy Technology Center

Ms. Tazewell stated that there are eight primary partners in the Powering Energy Efficiency Impacts Framework (PEEIF) project. She expressed gratitude for Mr. Townley’s and Mr. Tirence Horne’s leadership and work on this pilot project.

There were a total of eight partners on this project:

- UCPCOG
- 3 Partners from NC State University (NCSU):
 - NC Clean Energy Technology Center,
 - Center for Geo Spatial Analytics
 - NC State System Design Optimization Lab
- NC Sustainable Energy Association
- ResiSpeak Inc.
- NC Justice Center
- Vermont Law School

Ms. Tazewell stated that this was one of three projects awarded in 2016 by the US Department of Energy; it was a very competitive solicitation process; the program is slated to end in December 2018. She explained that the idea was to develop a geo spatial database of energy assistance and energy efficiency programs serving the UCPCOG region and integrate that information with

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energy usage data from area utilities. Ms. Tazewell stated that the overall goal of this project is to increase low-income household energy efficiency and program effectiveness and to develop a model framework for continued development and use.

Data providing partners:

- NC Dept. of Environmental Qualities, specifically the Weatherization Assistance Program and Heating and Air Repair and Replacement Program (HARRP)
- NC Dept. of Health & Human Services

Utility partners in the region:

- Roanoke Electric Cooperative (Upgrade to Save weatherization program)
- Wilson Energy
- Town of Enfield

Ms. Tazewell and Ms. Langham went on to describe the process of the projects, the potential uses, and gave examples of how this data can be used to improve energy efficiency.

Councilman A. P. Coleman with the City of Wilson was asked to accept a Certificate of Appreciation for Wilson Energy from Ms. Tazewell.

BOARD MEMBER ORIENTATION

Chairman Doug Hughes asked if everyone was willing to stay for the board orientation that had been cancelled in September due to flooding. He stated that the Prosperity Initiative on the agenda will be held over for the January 2019 board meeting to keep the meeting from running so late and asked everyone to review that before the January meeting. Town of Sharpsburg Administrator, Blake Proctor, commented that he would not be staying for orientation because this would be his last meeting. Mr. Proctor stated that he was retiring and this meeting was his last official act on the UCPCOG Board. Mr. Proctor expressed his gratitude for the relationships built during his time on the board and wished everyone well.

General Administration, Robert Hiett, Executive Director

Mr. Hiett gave a briefing of the by-laws and explained the organizational structure, how the board seats are divided throughout the region, the percentage of the board required for a quorum, and the length of service for board seats. He explained that the function of the UCPCOG Board is to establish policy, approve the budget, set the dues rate, approve publications such as the program of work, approve grants and loans, approve staff positions, and elect board officers, and direct the work of the Executive Committee.

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Workforce Development (WFD) , Michael Williams, Program Director

Mr. Williams presented to the board a summary of how the Workforce Development Board (WDB) is structured, the process of how the funds get from Congress to the WDB and shared a success story from the program.

Area Agency on Aging (AAA), Mary Marlin, Program Director

Mrs. Marlin gave an overview of the Aging staff structure, the services that the AAA provides funding for or provide directly, the committees that assist the AAA such as the Regional Aging Advisory Committee (RAAC). The AAA serves as a pass-through agency for some programs, some the AAA only monitors, and others are provided directly. Ms. Marlin went on to give a brief overview of the AAA programs.

Ms. Marlin answered any questions from the floor.

Planning and Development Services (PDS), Ron Townley, Department Director

Mr. Townley presented an overview of the services provided by the PDS department, the organizational structure of the staff, and offered a summary of the total of projects over the past four years. He also explained how they have leveraged funds for the region. He briefly reviewed some highlights such as Hurricane Matthew Recovery efforts and online infrastructure mapping. Mr. Townley said that staff will continue with current successes and look for ways to expand services and projects as opportunities arise.

Finance, Mark Hill, Finance Director

Mr. Hill stated that the chief function of the finance office for public entities is to safeguard the receipt and expenditure of public dollars through separation of duties and internal controls. He is charged with making sure that expenditures are budgeted, appropriate, and allowable according to the funding source. He then has to report back to the funding agencies how the funds were spent.

Mr. Hill opened the floor for questions.

Chairman Hughes opened the floor for Mr. Hill to present the items for action while he was at the podium.

Mr. Hill referred the board to page 20 of the agenda packet.

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Item #1: Approval of Budget Amendment - Aging Fund

Request approval of the budget amendment to increase the Aging Fund by \$305,032. This amendment will bring the fund to \$4,315,939.

Chairman Hughes called for a motion to approve the budget amendment. Mr. Coleman made the motion, Mr. Belfield seconded, and the motion carried unanimously.

Item #2: Approval of Financial Reports

Request approval of the financial reports for June – August 2018 found on pages 22-24 of the agenda packet.

Chairman Hughes called for a motion to approve the financial reports for June- August 2018. Mayor Jason Morris made a motion to approve the reports, Mayor Alice Delbridge seconded, and the motion carried unanimously.

CHAIRMAN'S REPORT & COMMENTS

Chairman Hughes explained that the change in format of this meeting was the result of past discussions of the Executive Committee about seeing the same presentations twice. It is the recommendation of the Executive Committee that moving forward, the items for action primarily be presented during the first meeting of the Executive Committee, voted on, and recommended to the full board for final approval; this would also allow a vote to go on from the Executive Committee if there is no quorum at the full board meeting.

Chairman Hughes asked if board members felt they had ample time to review all items in the agenda packets prior to the meeting and would be agreeable to keeping the format sampled during this meeting in which the Executive Committee would be presented items for action and vote on them, recommend them to the full board for approval and not have to see the presentations during the meeting. Full board members would be able to ask questions about any of the items before voting and then render a final vote of approval. This should help to shorten the length of the meetings.

Mr. A. P. Coleman recommended that this format be implemented on a trial basis and if anyone on the full board feels that they are not receiving enough information about the items they are voting on because of this change it can be brought back for another vote.

Mr. Fred Belfield commented that another consideration should be to not have a speaker at every full board meeting unless there is a pressing issue. This would also save time and allow time for presentation by the program directors as needed.

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Mr. Coleman commented that the board may want to consider encouraging newly elected at-large board members to come to the meetings.

Mr. Hiett reiterated that the purpose of this change is try to make the meetings more efficient and take care of the more routine business during the Executive Committee, which will allow more time during the full board meeting to discuss what we're doing and getting more engagement from the board. Mr. Hiett explained that he doesn't want the board to feel like this is a means to try to push things through, it's just a way to get more of the routine approvals out of the way and move forward with other items on the agenda.

BOARD OF DIRECTOR COMMENTS

Chairman Hughes asked Vice-Chairman Greg Browning if he would like to introduce the members of the steering committee. Mr. Browning commented that they tried to get representatives from each county and if there is anyone that would like to serve to please contact him. Current members are:

Edgecombe County: Leo Taylor, Bobbie Jones
Halifax County: Greg Browning
Nash County: Fred Belfield
Northampton County: Kenneth Manuel, Roy Bell
Wilson County: Grady Smith

Vice-Chairman Browning commented they welcome anyone else that would like to serve. The idea is to lay a new format for the future of the UCPCOG board. Mr. Browning stated that he and Secretary/Treasurer Bobbie Jones plan to serve more as Ex-Officio members of the committee and that anyone could call or email Mr. Browning that would like to serve. He further commented that he believes this new format will allow the board to be more involved as directors and that he welcomes Mr. Hiett and thanked him for the direction he is trying to move the board in. Chairman Hughes summarized that the idea is for the steering committee to report to the Executive Committee during their meetings, and then pass to the full board any items that are approved at the Executive Committee level.

EXECUTIVE DIRECTOR'S REPORT

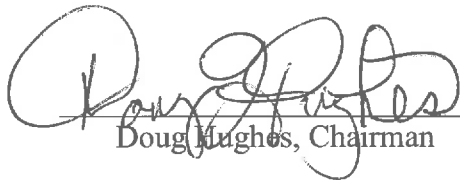
Mr. Hiett commented that the current focus of General Administration is preparation for the Annual Banquet. The theme will be centered around regional economic development activities. Mr. Hiett shared with the board that the UCPCOG did receive a National Innovation Award this year for work in Economic Development and Support and will be discussed more at the Annual Banquet. The banquet is scheduled for Tuesday, October 20, 2018 with the social beginning at

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6:00 and dinner beginning at 7:00 at the new Rocky Mount Event Center. Please look for invitations in the mail.

ADJOURNMENT

Chairman Hughes called for a motion to to adjourn the meeting of the Upper Coastal Plain Council of Governments Board of Directors. Mayor Roy Bell made a motion to adjourn, Mr. Browning seconded, and the motion carried unanimously.


Doug Hughes, Chairman


Bobbie Jones, Secretary/Treasurer