

**MINUTES
UPPER COASTAL PLAIN COUNCIL OF GOVERNMENTS
EXECUTIVE COMMITTEE MEETING
JANUARY 16, 2018**

Brew Works, 217 South Street, Wilson, NC

EXECUTIVE COMMITTEE MEMBERS PRESENT

Doug Hughes, Vice Chairman	At-Large Board Member	Northampton County
Greg Browning, Sec/Treas.	At-Large Board Member	Halifax County
Sherry L. Lucas	Commissioner	Wilson County
Jae Kim	Manager	Town of Spring Hope
A.P. Coleman	Council Member	City of Wilson
Samuel R. Davis	At-Large Board Member	Edgecombe County
Paul Barna	Alternate Member	Town of Enfield
Grady Smith	Mayor	Town of Elm City
Fred Belfield, Jr.	Commissioner	Nash County
Reginald Harris	At-Large Board Member	Wilson County
Norlan Graves	At-Large Board Member	Halifax County
Roy Bell	Mayor	Town of Garysburg

If your name is not listed here, you may not have signed in. Please let us know at the meeting so we can make that correction.

MEMBERS PRESENT BY PROXY

Tony Brown	Manager	Halifax County
Leo Taylor	Council Member	Town of Tarboro
Kimberly L. Turner	Manager	Northampton County
Mary Wells	Commissioner	Nash County

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

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GUESTS

Brenda Avery

Guest of A.P. Coleman

CALL TO ORDER

Vice-Chair Hughes called the meeting of the Upper Coastal Plain Council of Governments Executive Committee to order at 5:45 p.m. and welcomed all in attendance.

APPROVAL OF MINUTES

Vice-Chair Hughes called for a motion to approve the Minutes of the October 17, 2017 Upper Coastal Plain Council of Governments Executive Committee meeting. Mr. Coleman made the motion to approve the minutes, Mr. Davis seconded, and the motion carried unanimously.

IMPACT REPORTS

Workforce Development, Michael Williams, Program Director

Mr. Williams stated the WFD Impact Report was included in the agenda package. Of note:

- Working very hard with WFD service providers, training and providing professional development services.
- Michael Williams has been appointed to several Governor Cooper's committees to include: Sound Basic Education, an initiative to ensure equality in our public school systems. Staff will also be participating in a governor's initiative which includes an appropriation of \$2 million to local schools for career and technical education working along with Communities in Schools.
- Labor Market Information: The unemployment rate has increased for the region. Currently it's at 6.8 percent, up 0.5 percent. Staff will continue to work with the NC Works Career Centers to reduce that rate and help those that are unemployed.

Mr. Browning asked if the schools had to apply for this funding. Mr. Williams stated the governor's office has identified the Halifax and Nash County School Systems who will receive some of the \$2 million. One is selected for each prosperity zone. Nash County is in the north central prosperity zone and Halifax County is in the northeast prosperity zone.

Mr. Williams stated this is a pilot program.

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Area Agency on Aging, Mary Marlin, Program Director

Ms. Marlin stated the AAA Impact Report was included with the agenda package. Of note:

- The Family Caregiver Support Program has an upcoming 15th annual Caregiver Education Conference on March 6th. Let me or my staff know if you need a registration packet.
- Linda Barfield and I will be providing a one-day training on February 8th at the Nash County Agricultural Center for the Home and Community Care Block Grant committee members and our lead agencies. Topics will include: advocacy; service priority; funding plans; and more.
- Staff and I are working on revising the AAA Section of the Upper Coastal Plain COG website to make it more appealing and user friendly. We also hope you will visit the AAA Facebook page as well where you will find additional information on AAA programs and services.

Planning and Development Services, Ron Townley, Program Director

Mr. Townley stated the PDS Impact Report was included with the agenda package. Of note:

- The Comprehensive Economic Development Strategy (CEDS) is being renewed with EDA, Atlanta staff.
- We have received the Small Town Revitalization Grant award from USDA. We are under contract with two of our towns. If you are a small town looking for facility assessment, technical assistance and training. There is \$50,000 available with a match of \$10,000 over the course of two years for a total of \$60,000. This funding could be utilized for town halls, senior centers, libraries and other projects that need to be assessed and evaluated.
- We have a new Community Development Manager in PDS, namely, Andrew DeLonno which many of you met at the annual banquet.
- Halifax Community College has received a \$2 million EDA grant award. Staff is working on contracting the administrative portion of that award for the new building expansion. We're also in conversation with Edgecombe Community College.
- Thomas Drug construction is now complete.
- Mr. Townley was asked to facilitate the next Public Official and County Leaders Solar Farm Workshop on February 8th from 9 a.m. to 3 p.m. We will discuss solar energy updates, state and local permitting changes, health and safety facts into solar technology, legal consideration for land owners and officials and tax streaming revenue impacts.
- We have conducted a departmental mid-year review and the PDS staff has contracted another \$166,000 of project work since June 1, 2017.

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Mr. Browning asked if staff was encouraging the small towns to take advantage of the \$60,000 grant and whether small towns can come together collectively to utilize these grant funds or is eligibility for individual entities. Mr. Townley responded the grant funds are for individual entities and mentioned three slots: Sharpsburg and Garysburg are filling two slots. We have one open slot left.

Chairperson Simmons arrived at this time and posed a question as to whether the town was expected to raise the match this fiscal year or next? Mr. Townley stated the town would be expected to invest \$5,000 for this year's budget and \$5,000 in next year's budget.

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 event. This is a business plan competition whereby the business plans will be reviewed by a panel of five judges and the six highest scoring companies will be invited to make an oral presentation at DreamFest 2018 in January 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 small business client in December, 2017.
- Six tours were given and technical assistance was provided.
- 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.

Mr. Hughes asked for an update on developing the open co-working spaces. Ms. Abrams deferred the question to Mr. Godard who stated the project was on hold due to the possibility that the City of Wilson will use the facility as a new innovation hub. The City of Wilson has asked us to temporarily delay the upfit of the 3,000 sq. ft. co-working space pending a \$1 million grant from the Golden LEAF Foundation. We strongly believe that they will use the BDC facility for that initiative.

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Finance, Mark Hill, Finance Director

Mr. Hill highlighted the following:

- January is tax time. We have W-2's done and printed. We are now working on 1099's.

There are two items for action:

Item #1: Approval of Audit Contract – Two years ago we submitted a three-year RFP and that year ends in this current fiscal year. 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 RFPs are submitted. *(Approved by full board)*

Item #2: Financial Reports – Approval of Financial Reports for the period July 1, 2017 through November 30, 2017. *(Approved by full Board)*

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 of these program directors to assist him. *(Tabled until next full board meeting pending research of other regional councils and justification.)*

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. *(Approved by full board.)*

EXECUTIVE COMMITTEE COMMENTS

No comments.

CHAIRMAN'S COMMENTS

A tour of the Whirligig Park was given to those board members who were present at 4:30 p.m. by Mr. Bell, Director, Wilson Visitor's Center. Mr. Hughes stated the Park was impressive and hoped everyone enjoyed the tour.

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ADJOURNMENT

There being no further business, Mr. Hughes called for a motion to adjourn. Mr. Brown made the motion to adjourn and Ms. Lucas seconded and the motion carried unanimously.

Barbara Simmons, Chairman

Greg Browning, Secretary/Treasurer