

**MINUTES  
UPPER COASTAL PLAIN COUNCIL OF GOVERNMENTS  
EXECUTIVE COMMITTEE MEETING  
MARCH 20, 2018**

**EXECUTIVE COMMITTEE MEMBERS PRESENT**

Barbara S. Simmons, Chairman	At-Large Board Member	Halifax County
Doug Hughes, Vice Chairman	At-Large Board Member	Northampton County
Greg Browning, Sec/Treas.	Alternate Board Member	City of Roanoke Rapids
Sherry L. Lucas	Commissioner	Wilson County
Brenda Lucas	Commissioner	Town of Spring Hope
Nathan Pearce – Alternate	Assistant Manager	Northampton County
A. P. Coleman	Council Member	City of Wilson
Jonathan Felton	Commissioner	Edgecombe County
Bobbie D. Jones	Mayor	Town of Princeville
Mary Wells	Commissioner	Nash County
Fred Belfield, Jr.	Commissioner	Nash County
Grady Smith	Mayor	Town of Elm City
Samuel R. Davis	At-Large Board Member	Edgecombe County
Roy Bell	Mayor	Town of Garysburg
Reginald Harris	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 addition.

**GUESTS**

Jae Kim	Manager	Town of Spring Hope
Walter Lee Duke, Jr.	Commissioner	Town of Conway
Owen Scott	Mayor	Town of Littleton

**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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5:30 p.m.**

**CALL TO ORDER**

Chairman Simmons called the meeting of the Upper Coastal Plain Council of Governments Executive Committee to order at 5:40 p.m. and welcomed all in attendance.

**APPROVAL OF MINUTES**

Chairman Simmons called for a motion to approve the Minutes of the January 16, 2018 Upper Coastal Plain Council of Governments Executive Committee meeting. Mr. Browning stated that a correction needs to be made adding his name to the list of board members present. Mr. Davis also noted a correction; he was listed as a representative for the Town of Enfield instead of Edgecombe County. Mr. Coleman made the motion to approve the minutes with those corrections, Mr. Felton seconded, and the motion carried unanimously.

**IMPACT REPORT HIGHLIGHTS**

**Workforce Development (WFD), Michael Williams, Program Director**

Mr. Williams referred to the Impact Report and stated the report reflects January and February 2018 services provided.

Highlights:

- There were several scholarships issued and work-based learning placements (on-the-job training).
- Monitored in February by the State of North Carolina. Both fiscal and programmatic reports were satisfactory. We are waiting for the official report to be received.
- We are excited about our NCWorks Outreach Pilot Project which is being co-sponsored with Region Q and the Northeastern Region Workforce Development boards. There is a coordinator from each region working with the public school systems, public libraries, departments of social service, and vocational rehabilitation offices to train them on the NCWorks online system so that they can provide assistance to those seeking help. There have been a lot of good reviews from that program because people are now able to receive services without coming to the NCWorks Centers.
- Preparations are beginning for the next fiscal year; we do not have our allocations yet, but we will be preparing our Statement of Works for PY 2018-2019.

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

Ms. Marlin referred to the AAA section of the Impact Report.

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Highlights:

- Several successful training sessions and conferences have been hosted. There are several upcoming events planned prior to the end of the current fiscal year to include: caregiver workshops; HCCBG training; and adaptive events. More information is available on our website ([www.ucpcog.org](http://www.ucpcog.org)), the AAA Facebook page (<https://www.facebook.com/Upper-Coastal-Plain-Area-Agency-on-Aging-Region-L-442640192559648/>) or by contacting any of the AAA staff members.
- Action Health Staffing has taken over the in-home-aide service in Edgecombe County that the AAA has been providing through a direct service waiver for the past several years; that transition was made February 1, 2018. They have stated that they plan to bid for the service next fiscal year as well.
- The preliminary budget for Aging Services shows an expected decrease in all of our programs. The most significant shows a \$27,000 decrease in the Home and Community Care Block Grant (HCCBG) services. There will be further information to share once more definite numbers are released.
- Area Agencies on Aging across the State of North Carolina are working together with the National Association for the Area Agencies on Aging to find ways to partner and eventually contract with the future managed care organizations as Medicaid transitions come to North Carolina. The NC Department of Health and Human Services (DHHS) is targeting a July 1, 2019 date to launch Managed Care.

**Planning and Development Services (PDS), Ron Townley, Program Director**

Mr. Godard stated that Mr. Townley is substituting for him at the NADO Washington Policy Conference in Washington, D. C. and Tirence Horne, PDS Planner, will give the PDS report.

Mr. Horne referred to the PDS section of the Impact Report.

Highlights:

- Mr. Townley has been working with Northampton and Halifax Counties on the Golden Leaf Community-Based Grantsmaking Initiative, opened to the Northeast Prosperity Zone. Those projects can focus on agriculture, education, workforce development, economic development, and healthcare.
- Mr. Horne partnered with the Clean Energy Technology Center of NC State University to host a first responder's event at the NC Center for Automotive Research in Garysburg. That was open to first responders in NC and VA.
- Andrew DeIonno is continually working with the Town of Princeville on Hurricane Matthew recovery efforts.
- PDS has received a new NCDEQ grant award to perform stormwater infrastructure mapping for the City of Roanoke Rapids.

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- Two new Clean Water State Revolving Loan funds have been awarded; they are grant/loan combinations: the Town of Enfield received a 75% grant and 25% loan; the Town of Saratoga received 100% loan. The next grant round is in April, with potential applications from the towns of: Black Creek, Enfield, Lucama, and Whitakers.

**Business Development Center (BDC) and General Administration,  
Olga Abrams, Manager**

Ms. Abrams stated that after staying in contact for over a year with a high-tech consulting company that showed interest in leasing office space in the BDC, they have finally made a decision to move in April 1, 2018. They plan to create 20-50 new jobs over the first year. The name of the company is North Sate Consulting.

**Highlights:**

- BDC Seminars included: Doing Business with State and Local Governments; How Will New Tax Laws Impact You and Your Business; and Business Tax Essentials.
- The BDC assisted with a job fair; the turnout was not what they had hoped for, but the company was happy with the quality of the applicants that showed up.
- The BDC website has been completed; please feel free to look over the new site at [www.ucpbdc.com](http://www.ucpbdc.com).
- Two electronic newsletters have been published and fall/winter semi-annual newsletter will be published soon.

**Finance, Mark Hill, Finance Director**

Mr. Hill stated that he has no financial graphs on the Impact Report, but he does have one item for action by the full board:

**Item #1:** Approval of the Financial Reports for December 2017, January and February 2018 found on page 7-10 of the full board agenda package. **(Approved by the full board.)**

Preparations for next year's budget have begun.

**Business Resource Center, Greg Godard, Acting Loan Officer**

Mr. Godard stated there are no small business loans to bring to the board for approval at this time.

**EXECUTIVE DIRECTOR'S REPORT**

Mr. Godard stated that he has one item for action on page 11 of the full board package. There was a detailed discussion at the last board meeting regarding salary adjustments that were needed

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for the program directors. Mr. Godard is asking that the board increase the pay and classification for Program Directors from Grade 24 to Grade 26 and make it effective April 1, 2018.

Mr. Godard stated that he decided not to assign additional responsibilities to any of the Program Directors. He decided to leave that decision to the incoming Executive Director to build his/her team. The only thing that will be presented for approval tonight will be the increase in pay grade for the Program Director positions; we have 4 people who hold those positions in the regional council. Mr. Hughes asked if the increases have been calculated and how much of that increase will impact the budget. Mr. Browning questioned why the change would occur on April 1, 2018 instead of July 1, 2018 in lieu of the 2% raise that was given to all the staff for this fiscal year.

There was a discussion between Mr. Browning, Mr. Felton, and Mr. Godard about whether or not the grade increase was at Mr. Godard's discretion among administrative duties and the need for the grade level increase. Mr. Godard explained that it was at his discretion and that the grade increase was needed so that all 4 of the directors could receive a salary adjustment to be properly compensated for their work; he also assured the board that there was enough money in the budget to cover the increases.

Mr. Hill interjected that the board has approved a personnel manual that oversees the benefits of the council's employees, and the board has approved a pay and classification plan, that says which position pays at which grade level, and here Program Directors are currently set at grade 24. It is under the board's purview to decide what grade level Program Directors should be compensated and it's up to the Executive Director to say what step within that level the COG is willing to pay each employee. The last pay and classification study was done in 1998.

Mr. Godard stated the next meeting of this body is the Executive Committee in April. The Executive Committee who also serves as the Finance Committee will be presented with the preliminary FY 2018-2019 draft budget. That meeting will be held April 17, 2018 at 5:30 p.m.

**EXECUTIVE COMMITTEE COMMENTS**

Mr. Belfield pointed out that governmental salaries are public record and can be requested by anyone. Mr. Coleman stated that he felt a need for an orientation at the beginning of the fiscal year of the COG policies and procedures for any board members who feel they need that training. Mr. Godard replied that is something that should be done so that the Executive Director and board members understand their respective roles and are able to govern appropriately.

**CHAIRMAN'S COMMENTS**

Chairman Simmons thanked everyone for their comments and questions and encouraged anyone who felt like they needed a better understanding of the role of this governing body to address Mr. Godard individually.

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**ADJOURNMENT**

There being no further business, Ms. Simmons called for a motion to adjourn. Mr. Coleman made the motion to adjourn, Mr. Belfield seconded, and the motion carried unanimously.

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Barbara Simmons, Chairman

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Greg Browning, Secretary/Treasurer