

**MINUTES
UPPER COASTAL PLAIN COUNCIL OF GOVERNMENTS
BOARD OF DIRECTORS MEETING
JUNE 18, 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 (Alt. attended)	Mayor	Town of Princeville
Wayne Anderson	Mayor	Town of Enfield
Fred Belfield, Jr.	Commissioner	Nash County
Roy Bell	Mayor	Town of Garysburg
Phil Boone (Alternate)	Planning Board (Alternate)	Town of Dortches
Eddie Braxton (Alt. attended)	Mayor	Town of Scotland Neck
Tony Brown	Manager	Halifax County
Samuel L. Davis	At-Large Board Member	Edgecombe County
Dwan Finch (Alternate)	Commissioner	Town of Bailey
Geraldine Langford	Mayor	Town of Seaboard
Brenda Lucas	Commissioner	Town of Spring Hope
Martha Lucas	Council Member	Town of Momeyer
Elaine Saunders	Commissioner	Town of Saratoga
Stacie Shatzer	Assistant Manager	Nash County
Grady Smith	Mayor	Town of Elm City
Denise Stinagle	Manager	Wilson County
Leo Taylor	Mayor Pro-Tem	Town of Tarboro
Ralph D. Webb	Commissioner	Edgecombe County
Mary Wells	At-Large Board Member	Nash 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
Ellene Leonard	Mayor	Town of Castalia
Julia Meacham	Mayor	Town of Weldon
Jason S. Morris	Mayor	Town of Jackson
Esterine Pitt	Mayor	Town of Whitakers
Barbara S. Simmons	At-Large Board Member	Halifax County

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GUESTS

Charles Baisey (Alternate)	Administrator	Town of Scotland Neck
Jae Kim	Manager	Town of Spring Hope
Charles Tyner	Board Chairman	Northampton County
Franklin Williams	Econ. Dev. Coordinator	Northampton County

MEMBERS NOT PRESENT

Kirby Brown (Alt. Attended)	Mayor	Town of Dortches
Leon "Dick" Collier	Mayor	Town of Lasker
Lee Duke	Commissioner	Town of Conway
Bill Edmundson	Mayor	Town of Stantonsburg
Eric Evans	Manager	Edgecombe County
Carl Ferebee (Alt. attended)	Council Member	City of Roanoke Rapids
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
Sherry L. Lucas	Commissioner	Wilson County
Kenneth W. Manuel	Mayor	Town of Woodland
Harold Meacombs	Commissioner	Town of Middlesex
Robert Murphy	Interim Manager	Northampton County
Florence W. Pender	Mayor Pro-Tem	Town of Pinetops
Thomas Richards (Alt. attended)	Mayor	Town of Bailey
Albert J. Richardson	At-Large Board Member	Nash County
Doris Risper	Mayor	Town of Rich Square
Owen Scott	Mayor	Town of Littleton
Jed Simpson	Mayor	Town of Lucama
Mack Smith	Mayor	Town of Black Creek
Marcelle O. Smith	Commissioner	Halifax County
Miranda Stamper	Mayor	Town of Sims
Donald Street	Mayor	Town of Nashville
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

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Tim Wiggs	At-Large Board Member	Wilson County
Robert E. Wilkins, Sr.	At-Large Board Member	Northampton County

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
Kelly Skinner	Executive Assistant/Clerk to the Board
Jennifer Andrews	Administrative Assistant

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 6:47 PM. He introduced special guests and welcomed all in attendance.

PUBLIC HEARING

Chairman Hughes opened the public hearing and called for comments from the general public regarding the Fiscal Year 2019-2020 Budget Ordinance. There being no comments, Chairman Hughes called for a motion to close the public hearing; the motion was made by Mr. Fred Belfield, seconded by Mr. Roy Bell, and the motion passed by unanimous vote.

APPROVAL OF MINUTES

Chairman Hughes asked if there were any changes or corrections to the May 21, 2019 minutes. There being none, Mrs. Mary Wells made a motion to approve the minutes as written, Mr. Leo Taylor seconded, and the motion carried unanimously.

ITEMS FOR ACTION

Item #1: Approval of EDA Revolving Loan Fund (RLF) Plan Update

Mr. Hill explained that EDA is requiring an update to our EDA RLF Plan because of a major change in the laws governing the RLF program in 2018, and as a result the plan needed to reflect the changes in the law.

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Chairman Hughes asked for any questions or comments; there being none, he asked for a motion to approve the RLF Plan Update as written. Mr. Eddie Braxton made a motion to approve the RLF Plan Update as provided, Mr. Sam Davis seconded, and the motion carried unanimously.

Item #2: Approval of Area Programs of Work (POW)

Staff directors were given 5 minutes each to present their respective department's FY 2018-2019 POW Summary Report and FY 2019-2020 POW Missions, Goals, & Objectives.

Chairman Hughes opened the floor for questions and comments. There being none, he called for a motion to approve the 2019-2020 Programs of Work. Mr. Ralph Webb made a motion to approve the POW as presented, Mr. Leo Taylor seconded, and the motion carried unanimously.

Item #3: Adoption of FY 2019-2020 Budget

Chairman Hughes stated that there have been no changes to the budget since it was presented last month and opened the floor for any questions or comments. There being none, he called for a motion to approve the FY 2019-2020 Budget as presented. Mr. Eddie Braxton made a motion to approve the budget, Mr. Sam Davis seconded, and the motion passed by unanimous vote.

Item #4: Approval of Board Meeting Schedule for FY 2019-2020

Chairman Hughes stated that the Executive Committee has recommended approval of the board meeting schedule for FY 2019-2020. He explained that single Executive Committee meetings have been taken off the schedule because they were usually canceled. There being no questions or concerns, Chairman Hughes called for a motion to approve the schedule. Mr. Roy Bell made the motion to approve the schedule, Mr. Grady Smith seconded, and the motion carried unanimously.

Upon approval of the meeting dates, Chairman Hughes asked the board to also consider a change of location for the meetings. He explained that staff had presented some options at the last Board Officers Meeting and that Nash Community College was the recommended venue due to lower cost and its central location. He further explained that meetings were held there in the past few years and the rooms were more spacious; with the efforts to try to increase attendance, Nash Community College will be a more comfortable location and more easily accessible for members.

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Chairman Hughes called for a motion to approve the change of venue of the board meetings for the FY 2019-2020 schedule to Nash Community College. Mr. Leo Taylor made the motion to change the venue to Nash Community College, Mr. Greg Browning seconded, and the motion carried unanimously. A brief conversation continued regarding centrally located venue options and more may be presented at a later date.

Item #5: Adoption of Revised Record Retention & Disposition Schedule: General Records

Mr. Hill gave a brief explanation on the need for the changes to the records retention schedule, which are coming from the NC Department of Natural and Cultural Resources He then opened the floor for questions and comments.

Chairman Hughes called for a vote on the adoption of the revised record retention and disposition schedule. Mrs. Mary Wells made a motion to approve the schedule, Mr. Grady Smith seconded, and the motion passed unanimously.

CHAIRMAN'S REPORT

Chairman Hughes explained that the bylaws require officer elections to be held each year, but the officers have been serving for 2 years. Chairman Hughes asked the Nominating Committee to present nominations and elections for officers for FY 2019-2020.

Mr. Roy Bell, representing the Nominating Committee, recommended that the officers each serve another one year term. Chairman Hughes asked if there were any other nominations from the floor; there being none, he called for a motion to close nominations and accept the recommendation of the Nominating Committee. Mrs. Mary Wells made the motion to close nominations, Mr. Sam Davis seconded, and the motion carried unanimously to continue with current officers for another year.

Chairman Hughes presented a second item for consideration, approval of the COG Mission & Vision Statements, which have been presented to the Executive Committee by the Steering Committee and recommended to the full board for approval.

Chairman Hughes asked if there were any questions or comments regarding the Mission and Vision Statements; there being none, he called for a motion from the floor to approve the statements as presented. Mr. Grady Smith made the motion, Mr. Fred Belfield seconded, and the motion carried.

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EXECUTIVE DIRECTOR'S REPORT

Mr. Hiatt presented a brief summary of the final report from the SERDI Assessment. Mr. Hiatt further explained that he had prepared a report (beginning on page 17 of the assessment) for SERDI of actions in progress since he has taken leadership at the UCPCOG. The actions underway are a result of feedback that he gathered through regional visits with board members and regional partners that he has been conducting since he began work in July 2018. Overall, the report is a reflection that we know that we can do things better and in a more coordinated fashion. He stated that we want to be efficient with resources, but also we want to produce results that meet the needs of the region we serve.

Regarding the Simulation Project, Mr. Hiatt added that a MOU has been signed with a company called Giant Software out of Switzerland, making our partnership international. We are excited for the opportunities that this partnership is going to create.

STEERING COMMITTEE REPORT

Vice-Chairman Browning thanked the Steering Committee for the work they have done and giving of their time considering the busy schedules everyone keeps.

OTHER BUSINESS

Chairman Hughes asked Mr. Hill to present the budget amendment found on pages 8-9 of the full board package. Mr. Hill presented the details of the amendment and opened the floor for questions. There being no questions, Chairman Hughes called for a motion to approve the budget amendment as presented. Mr. Grady Smith made the motion to approve the amendment, Mr. Leo Taylor seconded the motion, and it passed unanimously.

Chairman Hughes called for Ms. Mary Marlin to provide information on a handout provided at the meeting, a Resolution in support of the NC Association of Regional Councils of Governments Response for Medicaid Ombudsman Services. Ms. Marlin gave a brief summary. There being no questions, Chairman Hughes called for a motion to approve the adoption of the resolution. Mr. Fred Belfield made the motion to approve the adoption of the resolution, Mr. Ralph Webb seconded, and the motion was approved unanimously.

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ADJOURNMENT

There being no further business, there was a motion made by Mr. Fred Belfield to adjourn, second made by Mr. Grady Smith, and the motion carried unanimously.



Doug Hughes, Chairman



Bobbie D. Jones, Secretary/Treasurer