



# Special Triangle J Executive Committee Meeting Agenda

The Honorable Kathleen Ferguson,  
Presiding

Monday, February 14, 2022  
4:00 pm – 4:30 pm  
Virtual Meeting

<b><u>Time</u></b>	<b><u>Item</u></b>	<b><u>Official</u></b>
<b>4:00 PM</b>	<b><i>Call to Order, Welcome, &amp; Declaration of Quorum</i></b>	Kathleen Ferguson
<b>4:05 PM</b> <i>Motion to approve</i>	<b><i>Consent Agenda</i></b> <i>Items on the Consent Agenda are considered routine and will be enacted by a single motion unless a member of the Board of Delegates requests an item be removed. Any item removed from the Consent Agenda will be considered individually after the Consent Agenda.</i> <ul style="list-style-type: none"><li>• Resolution Designating new Deputy Finance Officers and authorizing new signatories on Triangle J bank account</li><li>• Addition of Position to Pay and Classification Plan</li><li>• Budget Amendments</li></ul>	Lee Worsley Jenny Halsey Lee Worsley
<b>4:15 PM</b>	<b><i>Items Removed from Consent Agenda</i></b>	Kathleen Ferguson
<b>4:20 PM</b> <i>Receive as information</i>	<b><i>Chair's Report</i></b>	Kathleen Ferguson
<b>4:25 PM</b>	<b><i>Adjourn</i></b>	Kathleen Ferguson

## **Consent Agenda Items**

## **Special Triangle J Executive Committee Meeting Agenda Comments – February 14, 2022**

Agenda Section: Consent

Resolution Designating new Deputy Finance Officers and authorizing new signatories on Triangle J bank account

**Background:** In accordance with NC General Statutes 159-24, each local government and public authority shall, at all times have a Finance Officer appointed by the local government, public authority, or designated official to hold office at the pleasure of the appointing board or official and perform the duties of NC General Statutes 159-25 and pre-audit functions of NC General Statutes 159-28. Currently, Judy Weller, Finance Director, serves as the Finance Officer for Triangle J Council of Governments and Maurice Jackson serves as Deputy Finance Officer. Mr. Jackson's last day with Triangle J Council of Governments is February 18, 2022, and Ms. Weller is on extended leave so the appointment of additional Deputy Finance Officers is necessary.

Due to Mr. Jackson's departure, TJCOG also needs to add additional signatories to its Wells Fargo Checking Account to allow for the required dual signatures on all checks. The attached Resolution would authorize NAMES to be added as authorized signatories on behalf of Triangle J.

**Recommendation(s):** It is recommended that the Executive Committee approve the attached Resolution appointing new Deputy Finance Officers and designated new signatories on Triangle J COG bank accounts.

**Staff Responsible for Technical Support:** Lee Worsley, Executive Director

**Focus Area:** Organizational Operations/Administrative

**RESOLUTION AUTHORIZING REPRESENTATIVE(S) OF THE COG BE DESIGNATED AS  
DEPUTY FINANCE OFFICERS**

**Whereas**, NCGS 159-25 defines both the Finance Officer and Chair as being authorized to sign checks on behalf of the COG should no other designation be made; and

**Whereas**, it is the request of the Executive Committee to authorize the following representatives authority to sign and/or countersign check on behalf of Triangle J COG as well as Finance Officer and Deputy Finance Officer responsibilities.

<b>Name</b>	<b>Title</b>	<b>Role</b>
Judy Weller	Finance Director	Finance Officer/ Check Signer
Lee Worsley	Executive Director	Check Signer
Jenny Halsey	Strategy and Operations Manager	Deputy Finance Officer/Check Signer
Matt Day	Rural Mobility and Transportation Manager	Deputy Finance Officer/Check Signer

This Resolution will be effective immediately and remain until such time it is modified.  
Duly adopted the 14<sup>th</sup> day of February 2022 while in Special Session.

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Kathleen Ferguson  
Chair

ATTEST:

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Shantel Haskins  
Clerk to the Board

## Special Triangle J Executive Committee Meeting Agenda Comments – February 14, 2022

Agenda Section: Consent

Addition of Position to Pay and Classification Plan

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**Background:** The Triangle J Council of Governments contracts with the Piedmont Triad Regional Council to conduct Pay and Classification recommendations when new positions are developed. One new position, Management Analyst, is being recommended in the revised Pay and Class. The Management Analyst is recommended at Grade 21. The Executive Committee is requested to adopt a revised Triangle J Council of Governments Assignment of Classes to Grades and Salary Ranges, effective February 15, 2022.

**Recommendation(s):** It is recommended that the Executive Committee approve the attached revised Triangle J Council of Governments Assignment of Classes to Grades and Salary Ranges, effective February 15, 2022.

**Staff Responsible for Technical Support:** Jenny Halsey, Strategy Operations Manager

**Focus Area:** Organizational Operations/Administrative



# Special Triangle J Executive Committee Meeting

## Agenda Comments – February 14, 2022

Agenda Section: Consent

Budget Amendments

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### **Background:**

Since the adoption of the Fiscal Year 2021-22 budget, TJCOG has received some changes in revenues and expenditures. Fiscal Year 2021-22 Budget Amendment No. 2 is presented to the Executive Committee for consideration.

This amendment addresses the following: changes in revenues due to new contract agreements and those not awarded to TJCOG but were included in the original budget. Attached, you will find a copy of the proposed budget modifications. These changes are designed to keep Triangle J compliant with the NC Budget and Fiscal Control Act.

**Recommendation(s):** It is recommended that the Executive Committee approve Fiscal Year 2021-22 Budget Amendment No. 2, as attached.

**Staff Responsible for Technical Support:** Lee Worsley, Executive Director

**Focus Area:** Organizational Operations/Administrative

**Triangle J Council of Governments  
A Resolution for Budget Amendment No. 2  
of the Fiscal Year 2021-2022**

WHEREAS, the Triangle J Council of Governments adopted its 2021-2022 Budget Resolution on May 26, 2021; and, WHEREAS, it is necessary for Triangle J to make a revision by way of the following budget amendment;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DELEGATES OF THE TRIANGLE J COUNCIL OF GOVERNMENTS that Triangle J's FY 2021-2022 Budget Resolution is hereby amended by Budget Amendment No. 2 as follows:

**4949 Cary CDBG**

The following accounts should be adjusted by:

Revenue Account

	Project Income	\$20,746
	Total	\$20,746

**4949 Expense Account**

	Salaries	\$9,922
	Fringe Benefits	\$4,665
	Travel - Mileage	\$529
	Indirect Cost	\$5,631
	Total	\$20,746

Purpose: Budget for additional revenues

Funding: Additional Program Income

**4950 USDA Rural Development - Housing Preservation Grant**

The following accounts should be adjusted by:

Revenue Account

	Project Income	\$100,000
	Total	\$100,000

**4950 Expense Account**

	Salary	\$3,705
	Fringe	\$1,742
	Travel - Mileage	\$450
	Contractual	\$12,000
	Indirect	\$2,103
	Subcontractor/Pass Thru	\$80,000
	Total	\$100,000

Purpose: New grant



Funding: Grant Funding

**4951 Lee County URP21**

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The following accounts should be adjusted by:

Revenue Account

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Project Income	\$10,000
Total	\$10,000

**4951 Expense Account**

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Salaries	\$1,942
Fringe Benefits	\$913
Travel - Mileage	\$43
Indirect Cost	\$1,102
Subcontractor/Pass Thru	\$6,000
Total	\$10,000

Purpose: New grant

Funding: Grant Funding

**4952 FHLB Grant**

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The following accounts should be adjusted by:

Revenue Account

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Project Income	\$260,564
Total	\$260,564

**4952 Expense Account**

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Salary	\$3,841
Fringe	\$1,805
Travel - Mileage	\$374
Contractual	\$28,000
Indirect	\$2,180
Subcontractor/Pass Thru	\$224,364
Total	\$260,564

Purpose: New grant

Funding: Grant Funding

**4613 WRDG Saralyn**

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The following accounts should be adjusted by:

Revenue Account

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Project Income	\$529,515
Total	\$529,515

**4613 Expense Account**

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Salary	\$18,204
Fringe	\$8,558
Indirect Cost	\$10,332
Subcontractor/Pass Thru	\$492,421
Total	<u>\$529,515</u>

Purpose: New grant and contract

Funding: State Funds

Adopted and approved on this 14th day of February 2022.

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Kathleen Ferguson, Chair

Attest:

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Shantel Haskins, Clerk to the Board