



Triangle J Executive Committee

Wednesday, September 25, 2019
6:00 PM - 8:00 PM

Triangle J Council of Governments
4307 Emperor Blvd., Suite 110, Durham, NC

The Honorable James G. Crawford, Presiding

Agenda

<u>Time</u>	<u>Item</u>	<u>Official</u>
6:00 PM	<i>Dinner and Discussion</i>	Alana Keegan
6:15 PM	<i>Call to Order, Welcome & Declaration of Quorum</i>	James G. Crawford
6:16 PM <i>Motion to approve</i>	<i>Approval of Agenda</i>	James G. Crawford
6:17 PM	<i>Recognitions and Presentations</i> <ul style="list-style-type: none">• None	
6:17 PM <i>Motion to approve</i>	<i>Consent Agenda</i> <p><i>Items on the Consent Agenda are considered routine and will be enacted by a single motion unless a member of the Board requests an item be removed. Any item removed from the Consent Agenda will be considered individually as part of the regular agenda.</i></p> <ul style="list-style-type: none">• Approval of Executive Committee minutes – June 26, 2019	Alana Keegan
6:18 PM <i>Provide feedback</i> <i>Provide feedback</i> <i>Receive as information</i>	<i>Business</i> <p>Regional Housing Initiative Process Discuss offering Finance as a Service for small member governments Regional Summit Update</p>	Erika Brown Judy Weller Renee Boyette Alana Keegan
7:10 PM <i>Receive as information</i>	<i>Chair's Report</i>	James G. Crawford
7:20 PM <i>Receive as information</i>	<i>Executive Director's Report</i> <i>Executive Committee Meeting Schedule</i>	Lee Worsley
7:30 PM	<i>Other Business</i>	James G. Crawford
8:00 PM	<i>Adjourn</i>	James G. Crawford



TRIANGLE J COUNCIL OF GOVERNMENTS

World Class Region

DRAFT MINUTES

Executive Committee Meeting

Wednesday, June 26, 2019

Delegates and Alternate Delegates Attending:

Bethany Chaney, Town of Carrboro
Ronnie Currin, Town of Rolesville
Amy Dalrymple, Lee County
Sally Greene, Orange County

Pamela Baldwin, Town of Pittsboro
Donald Rains, Town of Princeton
Rebecca Wyhof Salmon, City of Sanford
Butch Lawter, Johnston County

Delegates Absent:

Jim Crawford, Chatham County
James Hill, Durham County
Sig Hutchinson, Wake County

DeDreana Freeman, City of Durham (E)
Marc Phillips, Town of Carthage (E)

(A) – Alternate Delegate (E) – Excused Absence

TJCOG staff attending:

Lee Worsley, Executive Director
Renée Boyette, Administration & Member Services
Director

Alana Keegan, Engagement Specialist
John Hodges-Copple, Regional Planning
Director

Call to Order, Welcome & Declaration of Quorum

Chair Salmon called the meeting to order at 6:17 pm and declared that there was a quorum.

Approval of Agenda

Chair Salmon presented the agenda for the June 26, 2019 Executive Committee meeting. *Ms. Chaney made a motion to approve the agenda as presented. Ms. Baldwin seconded the motion; the motion was unanimously approved.*

Recognitions and Presentations

None

Consent Agenda

- Approval of Executive Committee meeting minutes – February 27, 2019
- Approval of Special Executive Committee minutes – June 10, 2019
- Budget Amendment
- Amend FY20 Holiday Schedule

Chair Salmon asked the Executive Committee if anyone wanted an item removed from the agenda; there were none. *Ms. Greene made a motion to approve the consent agenda. Ms. Dalrymple seconded; the motion was unanimously approved.*

Business

- **Regional Summit Update**

Chair Salmon asked Engagement Specialist Alana Keegan to provide an update on the 2019 Regional Summit. Ms. Keegan provided background on the event, now in its third year, and explained that the upcoming event would be a different format than usual with a morning-long workshop led by international speaker and facilitator Michael Goodman. She explained that TJCOG staff identified four big questions to use for the workshop and asked for the Executive Committee to approve or suggest other questions that would be more relevant. The four questions proposed by Ms. Keegan were the following:

- Why, despite the region's best efforts, do we struggle to move from planning to implementation of widescale transportation efforts?
- Why, despite it being a significant priority for the region, has preserving and improving affordable housing options been so difficult?
- Why, despite knowledge of increasing natural disasters and related damage, do communities struggle to build and rebuild with a resilience framework in mind?
- Why, despite significant economic growth, is economic mobility limited in the region?

Several Executive Committee members remarked that the questions were great and representative of huge challenges and opportunities for their communities. Ms. Keegan encouraged the Executive Committee to register for the Summit and ask their fellow board members to do the same.

- **Authorize Staff to Release an RFP on Behalf of NCNGN for Digital Orthophotography & Base Mapping**

Chair Salmon asked Regional Planning Director John Hodges-Copple to present the item. Mr. Hodges-Copple explained that TJCOG staff were asking for the Executive Committee to authorize Executive Director Lee Worsley to sign an agreement on behalf of NCNGN, a group that has been working largely around broadband issues in the Triangle. Additionally, Mr. Hodges-Copple requested that the Executive Committee authorize Mr. Worsley to change text within the RFP slightly, if needed. The RFP is intended to gather digital and aerial layers for multiple communities and educational institutions in the region. Ultimately, the group would need to fly in the winter during Leaf-off season. The data that exists in I-maps would be like the layers produced, however this would be a regional layer that could be done all at once under a joint purchasing agreement. Vendors who submit proposals would be asked to offer tiers for different municipalities within their proposal.

Chair Salmon asked how it will be communicated to external communities that are not currently members of NCNGN since it would ultimately need to be included in communities'

budgets. Mr. Hodges-Copple explained that the initial RFP would be an initial pilot to see if there was even interest in the concept from vendors. Don Rains asked how administrative costs for releasing the RFP would be factored into the partnership with NCNGN. Mr. Hodges-Copple explained the work was being conducted under TJCOG's Development and Infrastructure Partnership. In the case that TJCOG became the joint purchasing entity for the effort, TJCOG would factor in administrative time to partner costs. Ronnie Currin asked which municipalities were interested in the partnership. Mr. Hodges-Copple explained that there was no official buy-in from any municipalities since the request to vendors was one-of-a-kind and that proposals showing cost savings were critical to move forward.

Chair Salmon asked for a motion to authorize staff to release an RFP on behalf of NCNGN. Ms. Dalrymple made the motion. Ms. Baldwin seconded; the motion passed unanimously.

- **Conduct the Annual Performance Review of the Executive Director as Allowed by North Carolina General Statutes Section 143-318.11 (a)(6) (Page 27)**

Chair Salmon asked for Executive Committee enter into closed session as permitted by North Carolina Statutes Section 143-318.11 (a) (6) to consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of an individual public officer or employee or prospective public officer or employee and to approve closed session minutes. Mr. Rains made the motion. Ms. Chaney seconded; the motion passed unanimously.

The Executive Committee entered closed session at 6:33 pm.

Amy Dalrymple made a motion to move to open session. Ms. Baldwin seconded the motion; the motion passed unanimously. The board reconvened in open session at 7:59 pm.

- **Report from Closed Session**

Mr. Rains made a motion to provide a 3% salary increase to the Executive Director. Ms. Chaney seconded the motion; the motion carried unanimously.

Closing Business

With no other business to which to attend, Ms. Baldwin made a motion to adjourn. Mr. Currin seconded the motion; the motion carried unanimously.

Chair Salmon adjourned the meeting at 8:01 pm.

Alana Keegan, Recording Officer

Rebecca Salmon, Chair

Triangle J Executive Committee Meeting Agenda Comments – September 25, 2019

Agenda Section: Business

Regional Housing Initiative Process

Background: TJCOG began working in the affordable housing space about three years ago after multiple member governments identified the issue as a regional priority. The focus of our work has been exclusively to assist local government members with individual technical assistance opportunities. However, if you look across the national landscape, many major-metro regional councils manage region-wide housing efforts, often because regional councils have touchpoints across multiple issues (e.g. transportation, housing and workforce) and because they are typically the only agency with local government authority, oversight from a board of local elected officials and multi-disciplinary expertise.

The Board adopted housing priorities at their August meeting including the following:

- Assist member governments with contracted projects, funding administration, and data requests.
- Support the work of other TJCOG programs by providing data, research, and best practices around housing as it relates to their project needs.
- Support nonprofit partners and community groups in their advocacy and service provision as it relates to housing needs within their communities.
- Regularly communicate information about the housing programs' services and resources to internal and external stakeholders.
- Support a regional approach or initiative to housing affordability.

Most notable is the final and fifth priority that requires TJCOG to support a regional housing initiative, a new effort for our housing program. As the staff at TJCOG begin to assess gaps and opportunities in the region that could be filled, it is critical that stakeholders are engaged in the process. Erika Brown will provide the Executive Committee with an overview of the research and scoping process that kicked off at the September Regional Managers Meeting and will continue through early 2020.

Recommendation(s): It is recommended that the Executive Committee receive this information and provide feedback on the initial plan to identify a valuable regional housing initiative.

Staff Responsible: Erika Brown, Planner II

Triangle J Executive Committee Meeting Agenda Comments – September 25, 2019

Agenda Section: Business

Discuss offering Finance as a Service for small member governments

Background: The TJCOG Finance and Member Services teams have been collaborating on potential new services to offer our member governments. One possibility under consideration is offering finance as a service to smaller member governments. The service will need to be developed as a full-cost recovery (fee-for-service) project and part of the feedback staff needs from the Executive Committee is if this type of arrangement is acceptable.

At this time on the agenda, Finance Director Judy Weller and Administration and Member Services Director Renée Boyette will provide more details about the options being considered and potential benefits for our member governments.

Recommendation(s): It is recommended that the Executive Committee receive this information, provide feedback on the viability of providing this service, and endorse this proposal.

Staff Responsible: Judy Weller, Finance Director; Renee Boyette, Administration and Member Services Director

Triangle J Executive Committee Meeting Agenda Comments – September 25, 2019

Agenda Section: Business

Regional Summit Update

Background: The third annual Regional Summit, Rethinking Our Thinking, will be on October 10th at the Chatham Agriculture and Conference Center in Pittsboro. The event will feature speakers from across the state sharing their best practices, lessons learned, and innovative strategies to improve transportation, housing, community resilience and economic mobility in the region. Attendees will partake in a systems thinking workshop with internationally recognized systems thinking practitioner Michael Goodman. The morning will also feature an elected official only breakfast for local and state elected officials to network with their regional peers.

The event is a critical opportunity for board members and local government staff to support TJCOG, learn more about the organization, and improve their own efforts through idea sharing. Alana Keegan will provide an update on the event and additional details for Executive Committee members to share with their fellow council members.

Recommendation(s): It is recommended that the Executive Committee receive this information and register for the 2019 Regional Summit.

Staff Responsible: Alana Keegan, Engagement Specialist

