



TRIANGLE J COUNCIL OF GOVERNMENTS

World Class Region

MEMORANDUM

To: Triangle J Council of Governments Executive Committee

From: Lee Worsley, Executive Director 

Date: April 8, 2020

Re: Amendments to Agenda Packet for April 8 Executive Committee Meeting

There are a couple amendments to the agenda packet for today's Executive Committee meeting. Rather than changing the entire packet, the amendments are included in this memo.

New Agenda Memo for Sponsor Access Agreement for the Federal Home Loan Bank of Atlanta's Affordable Housing Program.

This item is being amended because there is an additional partnership opportunity for Triangle J with the Self Help Credit Union in Orange County. As a result, the Agenda Memo is being changed to be more general to allow staff to develop agreements as necessary. The memo included in the agenda packet was directed specifically to the opportunity that had developed with Local Government Federal Credit Union within Chatham County.

Changes to the Families First Act Emergency Sick Leave Policy

This weekend, the Federal Department of Labor put out over 150 pages of guidance on the recently passed Families First Act. The School of Government hosted a call late yesterday and as a result, our policy needs to be tweaked slightly from the version that was sent to the Executive Committee as part of the Agenda Packet. The amended policy is included with this memo and has changes highlighted. The changes include:

- Change amount of leave available to full time employees to 75 hours. The Act provides 80 hours of leave to full time employees, but Triangle J full time employees work a 37.5-hour week. Originally, our attorney and the School of Government advised us that the Act was requiring TJCOG to provide 80 hours of leave under the Act, even though our full-time employees work an equivalent of 75 hours. The additional guidance from the weekend clarified that 75 hours should be offered to full time employees under the Act so the policy has been amended to reflect the change.
- The Department of Labor rules clarified times when the emergency leave could be used on an intermittent basis. The federal guidance only allows intermittent leave in limited circumstances, so changes have been made in the policy to follow federal guidance.

Triangle J Executive Committee Special Meeting

April 8, 2020

Agenda Section: Business

Sponsor Access Agreement for the Federal Home Loan Bank of Atlanta's Affordable Housing Program

Background: The Triangle J Affordable Housing staff are interested in applying for funding up to \$500,000 through the Federal Home Loan Bank (FHLB) of Atlanta's Affordable Housing Program (AHP) for home repair in areas not currently well-served by other home repair funding sources. Proposed projects would focus on significant repairs and rehabilitation for homes within Region J counties. Triangle J COG would partner with Rebuilding Together of the Triangle as rehabilitation specialist, who will oversee the repair work on the homes. Triangle J COG and Rebuilding Together of the Triangle would partner with a bank or credit union that is a member of FHLB in order to submit an application. Triangle J COG is interested in submitting an application during the 2020 application cycle, but may also pursue applications in future funding cycles. This is an exciting opportunity to bring additional funding into the region to improve housing quality for low-income homeowners.

The FHLB AHP online application period for 2020 opened on February 2nd, and the original application deadline was April 2nd. However, due to the COVID-19 emergency, FHLB has extended the application deadline to June 1st. In order to receive access to the portal to begin an application, the attached Sponsor Access Agreement must be approved by the Board of Delegates' Executive Committee. At this time, due to concerns regarding meeting in person, FHLB has waived the requirement for the Sponsor Access Agreement to have wet signatures. They are currently accepting Sponsor Access Agreements with e-signatures. However, once the COVID-19 situation abates, FHLB requires that Triangle J COG submit the Sponsor Access Agreement with wet signatures. Once access is granted, we will be able to apply for funding in future years as well as the current funding cycle.

Recommendation(s): It is recommended that the Executive Committee review and approve the attached Sponsor Access Agreement with the Federal Home Loan Bank of Atlanta.

Staff Responsible: Erika Brown, Senior Planner

FAMILIES FIRST COVID-19 CORONAVIRUS RESPONSE ACT: EMERGENCY PAID SICK LEAVE POLICY

**Effective
April 1, 2020**

Eligibility

All TJCOG employees, full-time and part-time, are eligible for emergency paid sick leave. Employees are eligible for emergency paid sick leave as soon as they need it.

Reason for Leave

You may take emergency paid sick leave if you are unable to work (or telework) because:

1. The employee is subject to a federal, state or local quarantine or isolation order related to COVID-19;
2. The employee has been advised by their healthcare provider to self-quarantine because they are infected with or have been exposed to COVID-19 or because they are at high risk of complications from COVID-19;
3. The employee is showing symptoms of COVID-19 and is seeking but has not yet received a medical diagnosis;
4. The employee is caring for someone subject to a federal, state or local quarantine or isolation order related to COVID-19 or who has been advised by their healthcare provider to self-quarantine for COVID-19 related reasons; or
5. The employee is caring for his or her son or daughter because the child's school or childcare facility has been closed or the childcare provider is no longer available because of a COVID-19 related reason.

Duration/Compensation

Full-time employees are entitled to a maximum of ~~80~~ 75 hours of paid sick leave.

Part-time employees are entitled to paid sick leave in an amount equal to the average number of hours that they work over a two-week period. The Human Resources Officer will notify each part time employee of the amount of hours they are entitled to.

Emergency paid sick leave time can be used intermittently for reasons 1-4 if the employee is teleworking. If the employee is reporting to the office, the employee must take leave in consecutive days for reasons 1-4. If an employee is using emergency paid sick leave for reason 5, leave can be used intermittently.

Employees needing sick leave for reasons 1, 2 and 3 are entitled to the full amount of an employee's regular hourly rate, up to the maximum, as calculated below. Employees needing sick leave for reasons 4 and 5 are only entitled to two-thirds of the employee's regular hourly rate, up to the maximum, as calculated below.

TJCOG is only responsible to pay \$511 per day (\$5,110 in total) where leave is taken for reasons 1, 2, and 3 described above (generally, an employee's own illness or quarantine); and \$200 per day (\$2,000 in total) where leave is taken for reasons 4 or 5 (care for others or school closures).

Leave Rules

You may elect to use emergency paid sick leave before using any accrued paid leave.

If an employee has a serious health condition or is caring for an immediate family member with a serious health condition, the emergency paid sick leave will count against the employee's Family and Medical Leave time in accordance to TJCOG's Personnel Policy, Article VII, Section 6.

Paid emergency sick leave under this policy will not be provided beyond December 31, 2020. Any unused paid sick leave will not carry over to the next year or be paid out to employees. Additionally, this time will not be able to count towards time for the Local Governmental Employees' Retirement System (LGERs).

Requesting Leave

If you need to take emergency paid sick leave, provide notice to your supervisor and the Human Resources Officer as soon as possible. Normal call-in procedures apply to all absences from work.

Retaliation

TJCOG will not retaliate against employees who request or take leave in accordance with this policy.

Expiration

This policy expires on December 31, 2020.