# Agenda

**Time** | **Item** | **Official**
--- | --- | ---
6:00 PM | Call to Order, Welcome & Declaration of Quorum | James G. Crawford
6:10 PM | Approval of Agenda | James G. Crawford
6:15 PM | Recognitions and Presentations | Mary Warren
6:33 PM | Consent Agenda | Alana Keegan, Judy Weller
6:45 PM | Closed Session | James G. Crawford
7:45 PM | Report from Closed Session | James G. Crawford

---

*continued*
<table>
<thead>
<tr>
<th>Time</th>
<th>Item</th>
<th>Presenter</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:50 PM</td>
<td><strong>Chairman’s Report</strong></td>
<td>James G. Crawford</td>
</tr>
<tr>
<td></td>
<td>Receive as information</td>
<td></td>
</tr>
<tr>
<td>7:55 PM</td>
<td><strong>Other Business</strong></td>
<td>James G. Crawford</td>
</tr>
<tr>
<td>8:00 PM</td>
<td><strong>Adjourn</strong></td>
<td>James G. Crawford</td>
</tr>
</tbody>
</table>
Triangle J Executive Committee Meeting
Agenda Comments – June 24, 2020

Agenda Section: Recognition and Presentations
Area Plan for Aging and Human Services, FY 2020-2024, Mary Warren

**Background:** The Area Plan is required by the Older Americans Act for the designation of Triangle J as an Area Agency on Aging and the Plan is developed and implemented under the authority of the NC Division of Aging and Adult Services. The Area Plan for Aging and Human Services 2020-2024 outlines the priorities and areas of focus for the Triangle J Area Agency on Aging (AAA) and serves as the primary guide for its work over the next four years.

The Plan addresses four primary goals, which also align with those of The North Carolina State Plan on Aging 2019 – 2023, An Age of Opportunity. Additionally, the Plan outlines the AAA’s management of federal, state, and local funding for the provision of high-quality services and supports in the region, and the continued provision of services and recovery efforts in the face of the COVID-19 pandemic.

The Triangle J Regional Advisory Council on Aging and the Triangle J Council of Governments Board of Delegates must both approve the Area Plan, and the Regional Advisory Council on Aging approved met and approved this Plan on 5/19/20.

A draft of the Plan is posted online for review at https://www.tjcog.org/aging/about-us. Mary Warren, Area Agency on Aging Director, will provide a brief overview of the Plan and how it aligns with the needs of the region’s aging adults, individuals living with disabilities and family caregivers.

**Recommendation(s):** It is recommended that members of the Executive Board of be prepared to receive the presentation and accept the Area Plan for Aging and Human Services 2020-2024, as presented.

**Staff Responsible for Technical Support:** Mary Warren, Area Agency on Aging Director. mwarren@tjcog.org
Call to Order, Welcome & Declaration of Quorum
Chair Crawford called the meeting to order at 6:15 PM and declared there was a quorum.

Approval of Agenda
Chair Crawford presented the agenda for the February 26, 2020 Executive Committee meeting and asked for a motion to approve. Mr. Currin made a motion to approve the agenda as presented. Ms. Baldwin seconded the motion; the motion was passed unanimously.

Recognitions and Presentations
- Presentation from Todd Spain, Executive Director of the Advanced Mobility Collective
  Lee Worsley, TJCOG Executive Director introduced Todd Spain. Mr. Worsley explained that the organization sees drone technology as an opportunity for innovation in our region.

Mr. Todd defined advanced mobility and its relevance to the region. Public safety entities are using drones for police scenes, fires, transportation, etc. For example, NC State is currently using autonomous vehicles to take students to class; they landed a 25 million-dollar grant for advanced mobility research. WakeMed has been flying drones across campus to transport lab samples and is the first organization in the U.S. to do so. As of 2020, there are 150,000
registered drones and by 2023 there are predicted to be 800,0000. Current gaps in mobility research include cybersecurity, air space management, and urban design.

TJCOG has an official partnership arrangement with this organization. Spain expressed he really wants TJCOG to be involved. Advanced mobility will benefit TJCOG by strengthening the organization’s ability to be a source of information for guidance in the future and innovative programs. The Advanced Mobility Collective is asking TJCOG to participate in innovation and communication strategies, participate in the promotion of collective partners, strategically plan for actions to take over time. Stakeholders do not want drones to be like eScooters because citizens had complaints about them not being properly managed. Stakeholder buy-in is needed to teach and prepare future professionals who will occupy duties related to collective impact for large issues (i.e. healthcare) in the community. Drones could potentially ensure equitable healthcare in rural communities.

Mr. Wilson expressed that based on FFA regulations, having too many drones concerns him. Mr. Drum expressed that duplicating the NC State project might lower future innovation problems.

**Consent Agenda**
- Approval of Executive Committee minutes – September 25, 2019
- Approval of Transportation Demand Management Program expenditures and resolution

Chair Crawford presented the consent agenda minutes for the February Executive Committee. Chair Crawford asked for a motion to approve. Mr. Rains made a motion to approve the agenda as presented. Mr. Wilson seconded the motion; the motion was passed unanimously.

**Business**
- Personnel Policy Revision

Mr. Worsley stated the current Personnel Policy has not been updated in over 10 years and that it has taken over 2 years to update the policy in house in order to save money. Mr. Worsley further expressed the policy is ready for consideration and adoption by the board as staff hopes to get approval from the full Board of Delegates in March 2020. He noted that TJCOG’s legal counsel rewrote several sections that were related to federal policies. The goal of the revision is to help TJCOG become more competitive with other COGs and employee benefits.

The policy was presented, and key revisions explained via PowerPoint presentation and the following feedback was provided:
- Article 1
  - Ms. Baldwin asked for clarification about the definition of “at-will” employment because employees would need to know if they could be terminated at any time. Mr. Worsley explained that the definition was consciously struck but there is no legal reasoning for why. Both Mr. Worsley and Ms. Baldwin agreed that there needs to be more clarification.
- Article 3
Ms. Greene asked about contradicting expectations for “Non-exempt” and “Exempt” compensation. Mr. Worsley explained that the Administrative Policy will explain compensation time procedures. Mr. Rains asked Ms. Halsey how long overtime can be banked. Mr. Crawford asked where policies will be available. Mr. Worsley said policies will be in the handbook and on the Intranet site. Mr. Currin said performance evaluations were previously used for pay increases, not uniform increases or one time bonuses. Mr. Worsley explained a one-time bonus is not a salary increase and has always been separate from the merit related salary increase associated with performance evaluations. Mr. Rains suggested merit is difficult to define because most people work hard.

- Article 6
  - Mr. Worsley stated retiree healthcare was removed because it represents a significant liability but stressed that current staff members will be grandfathered in and not impacted. Mr. Crawford added that the State is also stepping away from these benefits. Mr. Wilson explained employees would need to understand the healthcare change and that the federal government requires healthcare insurance. Mr. Wilson stated more homework needs to be done on this subject. Mr. Crawford inquired about the decision and asked to learn more about this subject as TJCOG will not assume premium payments for retiree healthcare for employees beginning work after the policy revision’s adoption. Mr. Crawford further stated the Executive Committee would like more information on options for a retiree to pay for insurance themselves.

- Article 5
  - Mr. Crawford suggested the word “group” be added to the sexual harassment paragraph. Mr. Worsley and Jenny Halsey, TJCOG Human Resources Officer stated they will talk to legal counsel about the wording.

- Article 7
  - Ms. Baldwin asked how long extended medical leave will be applicable to everyone. Ms. Halsey stated 12 weeks will be specifically stated.

Ms. Greene made a motion to endorse and forward the draft personnel policy to the Board of Delegates for consideration. Ms. Dalrymple seconded the motion; the motion was unanimously passed.

Chair’s Report
Chair Crawford had nothing to report.
Adjournment

Having no other business, Chair Crawford asked for a motion to adjourn the meeting. Mr. Wilson made the motion. Mr. Drum seconded the motion; the motion was passed unanimously.

Chairman Crawford adjourned the meeting at 8:02 PM.

________________________________________________________

Hallie Allen, Recording Officer                                      James G. Crawford, Chair
Triangle J Executive Committee Meeting
Agenda Comments – June 24, 2020

Agenda Section: Consent Agenda
FY19-20 Budget Amendment No. 4

**Background:** Since the adoption of the Fiscal Year 2019-20 budget, TJCOG has received some changes in revenues and expenditures. Inasmuch, Fiscal Year 2019-20 Budget Amendment No. 4 is presented to the Executive Committee for consideration. This amendment is routine in nature and ordinarily would be on consent agenda.

This amendment addresses the following: changes in revenues due to additional funding we received. 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 2019-20 Budget Amendment No. 4, as attached.

**Staff Responsible for Technical Support:** Judy Weller, Finance Director
WHEREAS, the Triangle J Council of Governments adopted its 2019-20 Budget Resolution on May 22nd, 2019; and,

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DELEGATES OF THE TRIANGLE J COUNCIL OF GOVERNMENTS that Triangle J's FY 2019-20 Budget Resolution is hereby amended by Budget Amendment No. 4 as follows:

**5025 Families First Coronavirus Response Act Grant Award (FFCRA)**

The following accounts should be adjusted by:

<table>
<thead>
<tr>
<th>Revenue Account</th>
<th>Federal Pass-thru</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$177,439</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Expense Account - New</th>
<th>Subcontractor/Pass-through</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$177,439</td>
<td></td>
</tr>
</tbody>
</table>

Purpose: New Contract agreement  
Funding: Dept of Health and Human Services

**5026 Coronavirus Aid, Relief and Economic Security Act Grant Award**

The following accounts should be adjusted by:

<table>
<thead>
<tr>
<th>Revenue Account</th>
<th>Federal Pass-thru</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$251,371</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Expense Account - New</th>
<th>Subcontractor/Pass-through</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$251,371</td>
<td></td>
</tr>
</tbody>
</table>

Purpose: New Contract agreement  
Funding: Dept of Health and Human Services

**5027 CARES Act Family Caregiver Support Program Grant Award**

The following accounts should be adjusted by:

<table>
<thead>
<tr>
<th>Revenue Account</th>
<th>Federal Pass-thru</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$77,905</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Expense Account - New</th>
<th>Subcontractor/Pass-through</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$77,905</td>
<td></td>
</tr>
</tbody>
</table>

Purpose: New Contract agreement  
Funding: Dept of Health and Human Services
## Community Home Trust Impact Study

The following accounts should be adjusted by:

<table>
<thead>
<tr>
<th>Revenue Account</th>
<th>Project Income</th>
<th>$10,000</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Total</td>
<td>$10,000</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Expense Account</th>
<th>Salaries</th>
<th>$5,100</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Fringe</td>
<td>$1,900</td>
</tr>
<tr>
<td></td>
<td>Indirect</td>
<td>$3,000</td>
</tr>
<tr>
<td></td>
<td>Total</td>
<td>$10,000</td>
</tr>
</tbody>
</table>

Purpose: Received new project  
Funding: Nonprofit organization

---

Jim Crawford, Chair

Attest:

---

Lee Worsley, Executive Director
Triangle J Executive Committee Meeting
Agenda Comments – June 24, 2020

Agenda Section: Closed Session
Conduct the Annual Performance Review of the Executive Director

**Background:** The employment agreement of Executive Director Lee Worsley states that the Executive Committee will evaluate the Executive Director’s job performance on an annual basis.

**Recommendation(s):** It is recommended that the Executive Committee enter closed session as permitted by North Carolina General 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; or to hear or investigate a complaint, charge, or grievance by or against an individual public officer or employee.

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