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 800,000. 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.

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Hallie Allen, Recording Officer

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James G. Crawford, Chair