



# Triangle J Board of Delegates

Wednesday, August 26, 2020  
6:00 PM - 8:00 PM

Triangle J Council of Governments  
Virtual Meeting

**The Honorable Don Rains, Presiding**

## Agenda

<b><u>Time</u></b>	<b><u>Item</u></b>	<b><u>Official</u></b>
<b>6:00 PM</b>	<b><i>Call to Order, Welcome, Roll Call and Declaration of Quorum</i></b> <i>Chairman will review meeting guidelines at this time.</i>	Don Rains
<b>6:10 PM</b> <i>Receive as information</i>	<b><i>Review of Agenda</i></b> <i>Chairman will consider additions or revisions to the agenda at this time.</i>	Don Rains
<b>6:15 PM</b> <i>Receive as information</i> <i>Receive as information</i> <i>Receive as information</i> <i>Receive as information</i>	<b><i>Recognitions and Presentations</i></b> <ul style="list-style-type: none"><li>• Recognition of FY2020 Chair James Crawford</li><li>• Introduction of New Aging Program Associate, Blair Coppage</li><li>• Discussion of Regional Economic Development Strategy</li><li>• Presentation of Revised Triangle J Council of Governments Personnel Policy (View policy <a href="#">here</a>)</li></ul>	Renée Boyette Mary Warren Lindsay Whitson Lee Worsley Jenny Halsey
<b>7:53 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 requests an item be removed. Any item removed from the Consent Agenda will be considered individually as part of the regular agenda.</i> <ul style="list-style-type: none"><li>• Approval of May 27, 2020 Board of Delegates Minutes</li><li>• Approval of FY 2020-2021 Budget Amendment #1</li><li>• Adoption of Revised Triangle J Council of Governments Personnel Policy</li><li>• Modification of TJCOG Position Classification Plan</li><li>• Approval of Board of Delegates and Executive Committee meeting schedule for calendar year 2021</li></ul>	Hallie Allen Judy Weller Lee Worsley Jenny Halsey Lee Worsley Jenny Halsey Renée Boyette

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*August 26, 2020 Board of Delegates Agenda – continued*

<b><u>Time</u></b>	<b><u>Item</u></b>	<b><u>Official</u></b>
<b>7:55 PM</b> <i>Receive as information</i>	<b><i>Chairman's Report</i></b>	Don Rains
<b>7:57 PM</b> <i>Receive as information</i>	<b><i>Executive Director's Report</i></b>	Lee Worsley
<b>8:00 PM</b> <i>Receive as information</i>	<b><i>Around the Region</i></b>	Group
<b>8:05 PM</b>	<b><i>Other Business &amp; Adjournment</i></b>	Don Rains

## ***DRAFT MINUTES***

Board of Delegates Meeting

Wednesday, May 27, 2020

6:00 PM

Held via simultaneous communication on WebEX

### ***Delegates and Alternate Delegates Attending:***

Wilma Laney, Town of Aberdeen

Bob Smith, Town of Angier

Brett Gantt, Town of Apex

Mark Wilson, Town of Archer Lodge

Thomas Beal, Town of Broadway

David Seiberling, Town of Cameron

Randee Haven-O'Donnell, Town of Carrboro

Jennifer Robinson, Town of Cary

Jim Crawford, Chatham County

DeDreana Freeman, City of Durham

Larry Smith, Town of Fuquay-Varina

Kathleen Ferguson, Town of Hillsborough

Shaun McGrath, Town of Holly Springs

Jessica Day, Town of Knightdale (A)

Amy Dalrymple, Lee County

Satish Garimella, Town of Morrisville

Steve Rao, Town of Morrisville (A)

Sally Greene, Orange County

Kevin Drum, Village of Pinehurst

Donald Rains, Town of Princeton

Ronnie Currin, Town of Rolesville

Michelle Medley, Town of Rolesville (A)

Rebecca Whyhoff-Salmon, City of Sanford

Byron McAllister, Town of Selma

Bill Haiges, Town of Siler City

Chad Sary, Town of Wake Forest

David McGowan, Town of Wilson's Mills

### ***Delegates Absent:***

Jerry Medlin, Town of Benson (E)

Michael Parker, Chapel Hill

Ken Marshburn, Town of Garner

Butch Lawter, Johnston County (E)

Pamela Baldwin, Town of Pittsboro

Andy Moore, Town of Smithfield

Carol Haney, Town Southern Pines

Sig Hutchinson, Wake County

Jim Uzzle, Town of Wilson's Mills (E)

Larry Loucks, Town of Zebulon

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

### ***TJCOG staff attending:***

Lee Worsley, Executive Director

Hallie Allen, Office Assistant

Renée Boyette, Administration & Member Services Director

Alana Keegan, Engagement Specialist

Judy Weller Finance Director

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### ***Call to Order, Welcome, Roll Call and Declaration of Quorum***

First Vice-Chairman Donald Rains called the meeting to order at 6:02 PM and welcomed all attendees.

Lee Worsley, TJCOG Executive Director announced the new legal requirement from the General

Assembly to conduct all votes with a roll call. Renée Boyette, Administration & Member Services

Director, conducted the roll call to verify the attendance of delegates and alternates, then declared a

quorum was present.

### ***Review of Agenda***

First Vice-Chair Rains presented the agenda for the May 27, 2020 Board of Delegates meeting and asked if any delegates wanted to make changes to the agenda as presented. Hearing none, Mr. Worsley specified that for the purpose of reducing roll call votes, it was up to the discretion of the Chair to make additions or deletions. First Vice-Chair Rains elected to move forward with the agenda as presented, with the understanding that he would remove an item from the consent agenda for further discussion if needed.

### ***Recognitions and Presentations***

- **Request for Membership in TJCOG – Town of Pine Level**

Ms. Boyette shared that the Town of Pine Level has completed the requirements to petition for membership with TJCOG, which includes adopting a resolution in support of TJCOG's Charter and Bylaws. She said the Town of Pine Level appointed Mayor Jeff Holt and Commission Greg Baker as the Delegate and Alternate Delegate, respectively.

Mr. Rains shared that he advised Pine Level officials on areas where TJCOG might be able to provide support in some of their operations. Mr. Rains also shared that Pine Level is a town of 18,000 residents and he looks forward to their participation in TJCOG pending Board of Delegates approval.

*Ms. Ferguson made a motion to approve the Town of Pine Level in their request for membership in TJCOG; Ms. Dalrymple seconded the motion. Ms. Boyette conducted the vote via roll call; the motion passed unanimously.*

- **COVID-19 Impacts and Outlook for RDU Airport**

Alana Keegan, Engagement Specialist, introduced Michael Landguth, President and CEO of the Raleigh-Durham Airport Authority. Mr. Landguth stated when he was asked to give this presentation a few months ago, conversations about COVID were unimaginable. Highlights from Mr. Landguth's presentation follow:

#### Airline industry

COVID has caused a worldwide impact on the airline industry and it happened almost instantaneously. Delta Airlines owns about 900 airplanes worldwide. In Atlanta, GA, Delta Airlines has parked 600 of those airplanes. Worldwide, 61% or about 16,000 commercial airplanes are currently parked. COVID-19 caused a significant impact worldwide on all air transportation. Many international carriers are struggling and seeking financial support. To date, U.S. carriers have received some financial support. Delta is down to about 40 million dollars a day in losses. Airplane manufacturers and industry experts project a 3-5-year financial recovery. Increased business travelers are expected to make the most difference in financial recovery. International travel is expected to lag for the airline industry. American Airlines CEO stated that COVID-19 is the worst crisis he has ever seen in the airline industry.

#### Airport Industry

In late March and early April, RDU saw almost a 90% reduction in customers. Memorial Day weekend caused a very small increase in customers. RDU is recommending all customers wear a mask when they enter the facility, as social distancing will be present for a while. Since April, RDU experienced small increases in parking, flights, and food and beverage sales.

### Economic Overview

Pre-pandemic, RDU generated \$12.5 billion in economic output, \$450 million in state and local taxes, and 5,000 jobs. The RDU budget process begins April 1<sup>st</sup>; at the end of February, RDU submitted a 300-million-dollar program. By April 1, 2020, 150 million dollars were cut from program spending. Staff is currently volunteering in many different areas beyond their job functions because contractors have been cut due to budget restrictions. Airports received about \$10 billion in federal relief through the CARES Act.

### Forecast

Destination Analytics, a market research firm in San Francisco, CA, conducted a survey at the end of April 2020 to assess the likelihood of people taking vacations, the types of vacations people would like to take, and the desired destinations of those wanting to travel. Almost 80% of Americans stated they were unlikely to travel outside of the U.S until COVID-19 is resolved. Based on travel restrictions and the expected global recession, the impact of COVID-19 on airlines is expected to be nearly \$500 billion in lost revenues. This impact is predicted to be 6-8 times worse than 9/11.

### Airport Actions

RDU is providing a lot of information on health and safety as customers are traveling. They are trying to follow CDC and health guidelines as closely as possible through communication via social media, website, and newsletter. Measures for disinfecting have increased to just about anything customers have to touch while they are traveling through the airport. CDC approved the airport disinfecting protocol. All carriers are requiring customers to wear a face mask. Overall, RDU can expect a long and slow recovery; the pandemic will most likely change how and where we fly. Airports are critical for economic recovery.

### Questions and Comments

Mr. Rao – What is the expected long-term impact on economic development in North Carolina in term of investments going in and commerce going out?

Mr. Landguth answered that from a recruitment standpoint, many organizations are in the same position. The airport industry is expected to be smaller; not all functions require employees to be present so certain job structures are being reformatted. The strength of the region and talents within the region will still be strong.

Mr. Rains – Which airline has left RDU? How are rural airports affected?

Mr. Landguth answered Delta just applied to fly out of New Bern. The airline industry consolidated because there were too many brands; it went from 8 major airlines to 4 major airlines. North Carolina has 10 commercial service airports so the state could potentially see a resizing. Many regional carriers were not in a financially strong position when they went in to COVID-19.

Mr. Drum said there appears to be some optimism in the stock market for airlines and expressed gratitude for the insight from Mr. Landguth and his expertise in airline trends. He asked if there should be optimism.

Mr. Landguth answered the airline industry will recover and trends will go up. Airlines are doing a lot to recover; recovery will just happen slowly. There is optimism because the economy depends on airlines.

There will be more positive results than negative. Raleigh and Durham are in the top 10 cities expected to recover the fastest.

Ms. Medley – Is it mandatory for airlines to require passengers to wear a mask and other protective gear? Who is responsible for enforcing a policy if there is one?

Mr. Landguth – The airlines have been driving their own policies around masks. It is difficult to implement and mandate policies of this nature because once people have paid for a ticket, it is hard to force them off a plane. Airlines are trying to figure out how to handle this policy. Therefore, airports are advocating for a federal policy pertaining to this subject.

- **Presentation of Fiscal Year 2020-2021 Triangle J Council of Governments Budget**

Mr. Worsley asked the Board for authority to handle any budget changes that could arise between the May meeting and new fiscal year. When the budget was presented in April, Mr. Worsley stated the budget looked good. Since then, there are a lot of good changes, but a few changes that negatively impact the budget.

The budget resolution reflects about \$15,490 in additional revenue from a new housing project with the Community Home Trust NPO, which serves as a land trust to provide affordable housing units in Orange County. Community Home Trust is asking TJCOG to do a study on the impact Community Home Trust has had on housing in the broader community. With this new project, TJCOG will be able to bring on an AmeriCorps volunteer for a year to assist with this and other projects. The total budget is now \$16,761,590.

Several opportunities are emerging through the Families First Act. TJCOG was notified by U.S. EDA of a new \$400,000 grant over 2 years to help support COVID related activities. TJCOG is also receiving funds from the Families First Act for the Area Agency on Aging, the majority will be pass-through dollars that go to service providers. In total, roughly \$1 million for nutrition services and \$3.5 million for additional services and family caregiver support will be passed through under the Families First Act. At this point, TJCOG has chosen not to receive administrative funds to ensure more goes directly to local governments. Administrative dollars would have also required at 25% match.

While GoTriangle approved a \$170,000 contract for TJCOG to support commuter rail work, there are concerns about the Transportation Demand Management program funding from the DOT. This is the largest program in TJCOG's planning department and it funds about 3.7 FTEs. It also funds about 25 FTEs in departments across the region. TJCOG is hopeful that this uncertainty is a temporary issue. Mr. Worsley shared that Judy Weller, Finance Director, and John Hodges-Copple, Planning Director, have been working on options for opportunities to alleviate the loss in TDM funds.

Mr. Worsley asked the Board of Delegates to pass the FY 2020-2021 budget, but delay merit increases for staff until the budget is clearer. Mr. Worsley asked the Board to approve him implementing a merit increase up to 3% once clarity around budget items emerges. Mr. Worsley mentioned that staff has been informed about this recommendation to the Board of Delegates. If unable to apply merit this year, Mr. Worsley stated he would come back to the Board to discuss other options for staff appreciation. Mr. Worsley asked the Board not to award him merit if merit has not been awarded to employees by his June 2020 evaluation. He also asked the Executive Committee to make his merit available at the same time it is awarded for all TJCOG employees. Technology and office furniture purchases will be delayed until further notice.

- **Report from the Nominating Committee - FY2021 Officers**

Ms. Wyhof Salmon shared that the nominating committee met and had a great discussion. The nominating committee made the following nominations:

- Don Rains, Town of Princeton - Chair
- Kathleen Ferguson, Town of Hillsborough – 1st Vice Chair
- Mark Wilson, Town of Archer Lodge – 2nd Vice Chair
- DeDreana Freeman, City of Durham – Secretary/Treasurer.

She said she spoke with each of these nominees and all are willing to served if elected.

**Consent Agenda**

- Approval of Board of Delegates minutes – April 22, 2020
- Appointment of the Triangle J Regional Corporation Class of 2023
- Approval of FY 2019-20 Contract for Financial Statements and Audit Account Management Representation Letter for FY 2019-20
- FY 2019-2020 Budget Revision for Families First Funding, CARES Act Funding and others
- Adoption of FY2021 Budget Resolution
- Election of TJCOG FY2021 Officers

Chair Crawford presented the Consent Agenda for approval and noted any items could be removed for separate consideration at the request of any Board member. *Mr. Smith made a motion to approve the Consent Agenda as presented; Mr. Drum seconded the motion. Ms. Boyette conducted the vote via roll call; the motion was passed unanimously.*

**Items Pulled from Consent Agenda**

None.

**Chairman's Report**

Chair Crawford shared that he was proud to serve the public with the Board of Delegates, although it is a very trying time. Chair Crawford reminded everyone of the Executive Committee meeting on June 24, 2020.

**Executive Director's Report**

Mr. Worsley thanked Chair Crawford for his leadership and for everyone being flexible in adjustments to virtual meetings. Mr. Worsley credited TJCOG and the Board of Delegates for organizing and being committed to work and the residents in the region. TJCOG remains closed to the public; if the Stay-at-Home order continues to strongly encourage telework, TJCOG will remain in a telework setting. The Area Agency on Aging continues to be supportive of service providers. The Member Services team conducted 8 roundtables for local governments to discuss COVID-19 related topics.

**Around the Region**

Ms. Keegan asked each delegate to discuss the changing dynamic of community engagement with social distancing and ongoing COVID-19 restrictions and related questions and concerns. Ms. Keegan also asked what Board members are hearing from residents.

**Other Business**

Having no further business, *Mr. McGrath made a motion to adjourn. Mr. McAllister seconded the motion. Chair Crawford adjourned the meeting at 8:07 PM.*

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Hallie Allen, Recording Officer

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James G. Crawford, Chair

## Triangle J Board of Delegates Virtual Meeting Agenda Comments – August 26, 2020

Agenda Section: Recognitions and Presentations

Recognition of FY 2020 Chair James Crawford

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**Background:** Chatham County Commissioner Jim Crawford served as Chair of the Triangle J Board of Delegates for Fiscal Year 2020 (July 1, 2019 - June 30, 2020). Mr. Crawford previously served as Secretary/Treasurer, Second Vice-Chair and First Vice-Chair of the TJCOG Board and will serve Triangle J as Immediate Past Chairman during FY2021. At this time on the agenda, Mr. Crawford will be recognized for his service as Chair of the Board of Delegates during FY2020.

**Recommendation(s):** Please join Chairman Rains in recognizing Mr. Crawford and expressing Triangle J's heartfelt appreciation for his loyal and dedicated service as Chair of the Board of Delegates during FY2020. Mr. Crawford will be presented a plaque and gift in appreciation of his service at a future in-person meeting.

**Staff Responsible for Technical Support:** Renée Boyette, Administration and Member Services Director.

# Triangle J Board of Delegates Virtual Meeting Agenda Comments – August 26, 2020

Agenda Section: Recognitions and Presentations

Introduction of New Aging Program Associate, Blair Coppage

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**Background:** Blair Coppage joined the staff of the Area Agency on Aging in February 2020 as the Aging Program Associate. Her primary role is to provide administrative support to the other department staff and to assist with data management and reporting.

Blair holds a MA in Bioethics and Science Policy from Duke University and a BA in Liberal Arts and Sciences from St. John's College. Prior to coming to Triangle J, she worked as a Graduate Research Assistant at Duke. Blair has a personal interest in health policy and health insurance coverage and services for underserved populations.

**Recommendation(s):** It is recommended the Board of Delegates welcome the newest member of the Area Agency on Aging staff.

**Staff Responsible for Technical Support:** Mary Warren, Area Agency on Aging Director.

# Triangle J Board of Delegates Virtual Meeting Agenda Comments – August 26, 2020

Agenda Section: Recognition and Presentations

Discussion of Regional Economic Development Strategy

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**Background:** TJCOG's *Strength in Numbers* plan has three main goals: build regional capacity, ensure equitable and resilient economic prosperity, and leverage partnerships and investments. It is a strategy-driven plan for regional economic development and is critical to maintain a robust economic ecosystem.

The process includes developing a plan based on public and stakeholder feedback that incorporates the region's strengths and identifies opportunities for economic growth. Goals, objectives, and action plans are based on responses to compliment other state and regional planning initiatives.

Leveraging the plan in local grant applications and economic development documents increases competitiveness for funding in the region. The plan is regularly amended to meet the needs of the changing economic climate.

**Recommendation(s):** It is recommended that the TJCOG Board of Delegates receive the information, provide input, and ask any applicable questions.

**Staff Responsible for Technical Support:** Lindsay Whitson, Senior Community and Economic Development Planner.

# Triangle J Board of Delegates Virtual Meeting Agenda Comments – August 26, 2020

Agenda Section: Recognition and Presentations

Presentation of Revised Triangle J Council of Governments Personnel Policy

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**Background:** Triangle J Council of Governments last revised its Personnel Policy over ten years ago, except for minor revisions. Over the past year and half, a complete review of the policy has been done by Lee Worsley, Renée Boyette, and Jenny Halsey in consultation with the TJCOG legal counsel. In November 2019, the TJCOG Officers met and reviewed the entire policy. Throughout December and January, Lee Worsley and Jenny Halsey conducted staff focus group sessions to review the proposed changes and solicit feedback. At the February 26, 2020 Executive Committee meeting, staff gave an overview of the draft Personnel Policy, and highlighted significant changes from the current version. Additional revisions have been made based on suggestions from the Officers, Executive Committee, and staff.

TJCOG provided the Board of Delegates the opportunity to participate in a focus group session in early August 2020 to review all the significant changes. Based on a focus group, some minor additional revisions were made. When the policy is approved, TJCOG staff will finalize administrative policies to support the Personnel Policy.

Most of the changes to the Personnel Policy will not have significant impact on staff and are changes to modernize the policy and to ensure that processes and policies align with the most current federal and state requirements. Following are the most significant changes that would be implemented with the adoption of the draft personnel policy:

- Clarifies that employees exempt from the Fair Labor Standards Act (FLSA) are expected to work a total of 37.5 hours per week (combination of hours worked, leave, holidays, etc.)
- Employees who are hired after adoption of the personnel policy would no longer be offered retiree health insurance as a benefit (all current TJCOG employees would remain eligible and would be grandfathered in)
- The Educational Assistance Program language is tweaked to clarify that assistance is for completion of an associates, bachelors or master's degree and the amount is recommended to be increased to \$1500 per year (from \$500)
- Adds two floating holidays to the TJCOG Holiday Schedule (added by the TJCOG Officers during their meeting)
- Increases vacation earned by TJCOG employees by 2 days for each earning level (based on comparisons with other COGS, TJCOG was at the lower level of leave accrual)
- Allows exempt employees to earn compensatory time off for hours worked over 37.5 hours. This will be capped at 40 hours through an administrative policy.

The policy document can be found online here: (link url is

[https://www.tjco.org/sites/default/files/uploads/General/Board/final\\_personnel\\_policy\\_draft.pdf](https://www.tjco.org/sites/default/files/uploads/General/Board/final_personnel_policy_draft.pdf)).

**Recommendation(s):** It is recommended the Board of Delegates adopt the revised Personnel Policy.

**Staff Responsible for Technical Support:** Lee Worsley, Executive Director; Jenny Halsey, Human Resources Officer.

# Triangle J Board of Delegates Virtual Meeting Agenda Comments – August 26, 2020

Agenda Section: Consent Agenda

Approval of FY 2020-2021 Budget Amendment #1

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**Background:** Since the adoption of the Fiscal Year 2020-21 budget, TJCOG has received some changes in revenues and expenditures. Inasmuch, Fiscal Year 2020-21 Budget Amendment No. 1 is presented to the Board of Delegates for consideration. This amendment is routine in nature and ordinarily would be on consent agenda.

This amendment addresses the following: change in revenues due to new contract agreement and continuation of contract agreements. 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 the Board of Delegates approve Fiscal Year 2020-21 Budget Amendment No. 1, as attached.

**Staff Responsible for Technical Support:** Judy Weller, Finance Director, Mary Warren, AAA Director.

**Triangle J Council of Governments  
A Resolution for Budget Amendment No. 1  
of the Fiscal Year 2020-2021**

WHEREAS, the Triangle J Council of Governments adopted its 2020-2021 Budget Resolution on May 27, 2020; 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 2020-2021 Budget Resolution is hereby amended by Budget Amendment No. 1 as follows:

**Music In My Mind**

5005 The following accounts should be adjusted by:

<b>Revenue Account</b>		
	Project Income	\$9,091
	Total	\$9,091
<b>Expense Account</b>		
	Technology	\$9,091
	Total	\$9,091

Purpose: Support to individuals with Dementia  
Funding: Assigned Fund Balance-Music in my Mind

**Local Contact Agency Award**

The following accounts should be adjusted by:

5018 <b>Revenue Account</b>		
	Federal	\$10,000
	Total	\$10,000
<b>Expense Account</b>		
	Salary	\$4,000
	Fringe	\$1,762
	Telecommunications	\$645
	Travel	\$730
	Conferences/Training	\$480
	Indirect	\$2,383
	Total	\$10,000

Purpose: Continuation of contract agreement  
Funding: Dept. Health and Human Services

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

The following accounts should be adjusted by:

5025 <b>Revenue Account</b>		
	Federal Pass-thru	\$634,544
	Total	\$634,544
<b>Expense Account</b>		
	Subcontractor Pass-thru	\$634,544
	Total	\$634,544

Purpose: Continuation of contract agreement  
Funding: Dept. Health and Human Services

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

The following accounts should be adjusted by:

5026 Revenue Account		
	Federal Pass-thru	\$2,933,748
	Total	\$2,933,748
Expense Account		
	Subcontractor Pass-thru	\$2,933,748
	Total	\$2,933,748

Purpose: Continuation of contract agreement  
Funding: Dept. Health and Human Services

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

The following accounts should be adjusted by:

5027 Revenue Account		
	Federal Pass-thru	\$467,434
	Total	\$467,434
Expense Account		
	Subcontractor Pass-thru	\$467,434
	Total	\$467,434

Purpose: Continuation of contract agreement  
Funding: Dept. Health and Human Services

**CARES Act Ombudsman Program Grant Award**

The following accounts should be adjusted by:

5028 Revenue Account		
	Federal	\$78,165
	Total	\$78,165
Expense Account		
	Technology	\$44,165
	Travel	\$5,000
	Conferences/Training	\$12,000
	Printing/Publications	\$5,000
	General Supplies	\$12,000
	Total	\$78,165

Purpose: New contract agreement  
Funding: Dept. Health and Human Services

**CARES Act Consumer Directed Services-Chatham Grant Award**

The following accounts should be adjusted by:

5029 Revenue Account		
	Federal	\$50,512
	Total	\$50,512
Expense Account		
	Salary	\$4,271
	Fringe	\$1,881
	Contractural	\$41,816
	Indirect	\$2,544
	Total	\$50,512

Purpose: New contract agreement for direct service

Funding: Dept. Health and Human Services

**CARES Act Consumer Directed Services-Johnston Grant Award**

The following accounts should be adjusted by:

5030 Revenue Account		
	Federal	\$32,199
	Total	\$32,199
Expense Account		
	Salary	\$2,109
	Fringe	\$929
	Contractural	\$27,905
	Indirect	\$1,256
	Total	\$32,199

Purpose: New contract agreement for direct service

Funding: Dept. Health and Human Services

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Donald Rains, Chair

Attest:

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Lee Worsley, Executive Director

# Triangle J Board of Delegates Virtual Meeting Agenda Comments – August 26, 2020

Agenda Section: Consent Agenda  
Modification of TJCOG Classification Plan

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**Background:** The TJCOG Classification Plan is adopted by the Board of Delegates and lists all staff positions available within the organization. The classification plan also organizes each position into classes, which dictate individual salary ranges for each position. The Board is requested to amend the position classification plan to add the position of Assistant to the Executive Director at Grade 27. Addition of this position will allow for growth opportunities for staff within the organization.

**Recommendation(s):** It is recommended the Board adopt the included revised position classification plan.

**Staff Responsible for Technical Support:** Jenny Halsey, Human Resources Officer.

## Triangle J Council of Governments

Assignment of Classes to Grades & Salary Ranges

Proposed Effective Date: August 29, 2019

<u>Grade</u>	<u>Class Title</u>	<u>FLSA Status</u>	<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>
6			\$23,162	\$30,110	\$37,058
7			\$24,319	\$31,612	\$38,911
8			\$25,536	\$33,196	\$40,857
9			\$26,812	\$34,856	\$42,900
10			\$28,153	\$36,599	\$45,045
11			\$29,560	\$38,428	\$47,297
12	Aging Program Associate	N	\$31,038	\$40,350	\$49,661
	Office Assistant	N			
13			\$32,590	\$42,368	\$52,145
14	Planning Assistant	N	\$34,220	\$44,486	\$54,752
15			\$35,931	\$46,711	\$57,489
16			\$37,728	\$49,046	\$60,364
17	Fiscal Budget Assistant	N	\$39,614	\$51,498	\$63,382
18	Aging Program Specialist	N	\$41,594	\$54,073	\$66,551
19	Planner I	N	\$43,674	\$56,777	\$69,879
	Regional Ombudsman	N			
20			\$45,858	\$59,615	\$73,373
21	Aging Program Coordinator	E	\$48,150	\$62,596	\$77,042
	Planner II	E			
22	Engagement Specialist	N	\$50,559	\$65,726	\$80,893
23	Senior Planner	E	\$53,086	\$69,012	\$84,938
24			\$55,741	\$72,463	\$89,185
	Area Agency on Aging Assistant Director	E			
25	Local Government Consultant/HR Officer	E	\$58,528	\$76,086	\$93,645
	Principal Planner	E			
26			\$61,454	\$79,890	\$98,327
27	Assistant to The Executive Director		\$64,528	\$83,885	\$103,243
28	Planning Program Manager	E	\$67,753	\$88,079	\$108,405
29			\$71,141	\$92,483	\$113,825
	Administration and Member Services Director	E			
30	Area Agency on Aging Director	E	\$74,698	\$97,107	\$119,516
	Finance Director	E			
31	Regional Planning Director	E	\$78,433	\$101,962	\$125,492
32			\$82,355	\$107,060	\$131,767
33			\$86,473	\$112,413	\$138,355
34			\$90,796	\$118,034	\$145,273
35			\$95,336	\$123,936	\$152,537

# Triangle J Board of Delegates Virtual Meeting Agenda Comments – August 26, 2020

Agenda Section: Consent Agenda

Approval of Board of Delegates and Executive Committee meeting schedule for calendar year 2021

**Background:** Each year the Board of Delegates approves a schedule for all meetings of the Board of Delegates and Executive Committee in order to plan for the upcoming year. Section III of the TJCOG Bylaws sets out the months in which the meetings are held as follows:

*The Board of Delegates and/or Executive Committee will meet in regular session on the fourth Wednesday of each month at the time and place set by the Chair. The Board of Delegates will meet in January, March, April, May, August, October and November. The Executive Committee will meet in February, June, September, and December.*

Included in the agenda packet is the recommended meeting schedule for calendar year 2021. Meeting dates are generally the fourth Wednesday of each month with adjustments where the date conflicts with holidays.

**Recommendation(s):** It is recommended the Board of Delegates review the proposed meeting calendar and adopt the schedule for 2021.

**Staff Responsible:** Renée Boyette, Administration and Member Services Director.



# TRIANGLE J COUNCIL OF GOVERNMENTS

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## 2021 Calendar of Meetings

### TJCOG Board of Delegates and Executive Committee

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Date	Meeting
January 27, 2021	Board of Delegates
February 24, 2021	Executive Committee
March 24, 2021	Board of Delegates
April 28, 2021	Board of Delegates
May 26, 2021	Board of Delegates
June 23, 2021	Executive Committee
July 2021	No Meeting
August 25, 2021	Board of Delegates
September 22, 2021	Executive Committee
October 27, 2021	Board of Delegates
November 17, 2021	Board of Delegates
December 15, 2021	Executive Committee

Board of Delegates: Informal discussion and dinner available at 5:30 p.m.;  
business meeting begins at 6:00 p.m.

Executive Committee: Dinner available at 6:00 p.m.; business meeting begins at 6:15 p.m.

Meetings are generally held on the fourth Wednesday of each month in either the TJCOG Large Conference Room (BOD), or Executive Conference Room (EC). The November and December meeting dates have been adjusted due to the holidays.

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