The Honorable Donald Rains, Presiding

**Agenda**

<table>
<thead>
<tr>
<th>Time</th>
<th>Item</th>
<th>Official</th>
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<tbody>
<tr>
<td>6:00 PM</td>
<td>Call to Order, Welcome, Roll Call &amp; Declaration of Quorum</td>
<td>Donald Rains</td>
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<tr>
<td>6:10 PM</td>
<td>Approval of Agenda</td>
<td>Donald Rains</td>
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<tr>
<td>6:11 PM</td>
<td>Recognitions and Presentations</td>
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<tr>
<td></td>
<td>None at this time</td>
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<tr>
<td>6:12 PM</td>
<td>Business</td>
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<td>Items in this section requiring Executive Committee action have been added to the Consent Agenda.</td>
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<td></td>
<td>Discuss and provide feedback</td>
<td>Lindsay Whitson</td>
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<td></td>
<td>Discuss EDA Supplemental Financial Assistance – Grant Administration</td>
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<tr>
<td></td>
<td>Grant Executive Director authority to dispose of surplus personal property under $30,000 in value without bidding</td>
<td>Renée Boyette</td>
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<tr>
<td>6:40 PM</td>
<td>Consent Agenda</td>
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<td></td>
<td>Items on the Consent Agenda are considered routine and will be enacted by a single motion unless a member of the Executive Committee requests an item be removed. Any item removed from the Consent Agenda will be considered individually after the Consent Agenda.</td>
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<td>Grant Executive Director authority to dispose of surplus personal property under $30,000 in value without bidding</td>
<td>Renée Boyette</td>
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<td></td>
<td>Approve Minutes of June 24, 2020 Executive Committee meeting</td>
<td>Hallie Allen</td>
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<td>Amend Personnel Policy</td>
<td>Lee Worsley</td>
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<td>Consider merit increase for TJCOG Executive Director</td>
<td>Donald Rains</td>
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<tr>
<td>6:45 PM</td>
<td>Items Removed from the Consent Agenda</td>
<td>Donald Rains</td>
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<thead>
<tr>
<th>Time</th>
<th>Item</th>
<th>Official</th>
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<tbody>
<tr>
<td>6:50 PM</td>
<td><strong>Closed Session</strong></td>
<td>Lee Worsley</td>
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<tr>
<td></td>
<td>Motion to enter closed session</td>
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<td>Motion to end closed session</td>
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<td></td>
<td>• Discuss personnel items as allowed by North Carolina General Statutes 143-318.11 (a) (6)</td>
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<tr>
<td>7:30 PM</td>
<td><strong>Executive Director’s Report</strong></td>
<td>Lee Worsley</td>
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<tr>
<td>7:35 PM</td>
<td><strong>Chairman’s Report</strong></td>
<td>Donald Rains</td>
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<tr>
<td>7:40 PM</td>
<td><strong>Other Business</strong></td>
<td>Donald Rains</td>
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<tr>
<td>7:45 PM</td>
<td><strong>Adjourn</strong></td>
<td>Donald Rains</td>
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Triangle J Executive Committee Meeting
Agenda Comments – September 23, 2020

Agenda Section: Business
Discuss EDA Supplemental Financial Assistance - Grant Administration

**Background:** As a result of the EDA CARES Act, TJCOG was awarded a Supplemental Financial Assistance award from the Economic Development Administration (EDA). The award is in the amount of $400,000 and is to be expended in full by June 30, 2022. Lindsay Whitson, Senior Planner, will provide an overview of TJCOG’s Grant Administration Plan approved by EDA, and how TJCOG proposes to utilize the awarded funds.

**Recommendation(s):** It is recommended the Executive Committee ask questions related to the proposed use of these funds and provide recommendations or project ideas to explore that relate to EDA’s approved scope of work.

**Staff Responsible for Technical Support:** Lindsay Whitson, Senior Planner.
Triangle J Executive Committee Meeting  
Agenda Comments – September 23, 2020

Agenda Section: Consent Agenda  
Grant Executive Director authority to dispose of surplus personal property under $30,000 in value without bidding

**Background**: Surplus property disposal is governed by North Carolina General Statute, specifically Article 12 of Chapter 160A, and generally requires a competitive sale process. However, small surplus items valued at under $30,000 do not require a competitive sale. Additionally, the Governing Body can delegate authority to sell these small surplus items without board approval.

In “Dispensing of Small Surplus Items: One Man’s Junk is Another Man’s Treasure”, a Coates’ Canon written by Norma Houston, she offers the following guidelines:

1. The procedures must be designed to secure fair market value for the surplus items.
2. The procedures must enable disposals to be done efficiently and economically.
3. Published notice does not have to be required (although it may be).
4. Sales may be accomplished either by private negotiation or public sale.
5. Private and public exchanges of property may be authorized.
6. The individual authorized to conduct the sales may set the fair market price of the item(s).
7. The individual authorized to conduct the sales may transfer title once the sale is completed.
8. Governing board approval need not be required (although it may be).

Also included in this agenda packet is *Local Government Property Disposal Procedures*, provided by the UNC School of Government, for personal property valued at less than $30,000. The requested method is highlighted.

On occasion, Triangle J Council of Governments may wish to dispose of surplus property, much of it valued below $30,000 and is requesting the Board of Delegates to adopt the attached resolution authorizing the Executive Director to sell personal property valued below $30,000 without requiring a competitive sale process or board approval. This resolution will allow the Executive Director to sell these items without coming to the Board of Delegates for approval each time. Currently TJCOG owns a 2010 Honda Civic which could be sold in this manner.

**Recommendation(s)**: It is recommended the Executive Committee adopt A Resolution Prescribing Procedures for Disposing of Personal Property Valued at less than $30,000.

**Staff Responsible for Technical Support**: Renée Boyette, Administration and Member Services Director.
BE IT RESOLVED by the Board of Delegates of the Triangle J Council of Governments:

Section 1. The Executive Director is hereby authorized to dispose of any surplus personal property owned by the Triangle J Council of Governments, whenever he or she determines, in his or her discretion, that:

(a) the item or group of items has a fair market value of less than thirty thousand dollars ($30,000.00);

(b) the property is no longer necessary for the conduct of public business; and,

(c) sound property management principles and financial considerations indicate that the interests of the Triangle J Council of Governments would best be served by disposing of the property.

Section 2. The Executive Director may dispose of any such surplus personal property by any means he or she judges reasonably calculated to yield the highest attainable sale price in money or other consideration, including but not limited to the methods of sale provided in Article 12 of N.C. Gen. Stat. Chapter 160A. Such sale may be public or private, and with or without notice and minimum waiting period.

Section 3. The surplus property shall be sold to the party who tenders the highest offer, or exchanged for any property or services useful to the Triangle J Council of Governments if greater value may be obtained in that manner, and the Executive Director is hereby authorized to execute and deliver any applicable title documents. If no offers are received within a reasonable time, the Executive Director may retain the property, obtain any reasonably available salvage value, or cause it to be discarded. No surplus property may be donated to any individual or organization except by resolution of the Board of Delegates.

Section 4. The Executive Director shall keep a record of all property sold under authority of this Resolution and that record shall generally describe the property sold or exchanged, to whom it was sold or with whom exchanged, and the amount of money or other consideration received for each sale or exchange.

Section 5. This Resolution is adopted pursuant to the provisions of N.C. Gen. Stat. § 160A-266(c).

Section 6. This Resolution shall become effective upon adoption.

Adopted this 23rd day of September, 2020.

ATTEST:

Donald Rains, Chairperson

Renée Boyette, Clerk to the Board of Delegates
Local Government Property Disposal Procedures

Disposal of Personal Property Worth Less Than $30,000 (“Small Item” Disposal)

Listed below are the basic procedures required under state law for disposing of personal property (either one item or a group of items) valued at less than $30,000.

Sale with governing board approval
(G.S. 160A-266(b), -267)

Step 1 Board adopts a resolution at a regular meeting authorizing an official or employee to dispose of the property by private sale at a negotiated price. The resolution must identify the property to be sold and may (but is not required to) specify a minimum sales price.

Step 2 Publish notice of sale once in a newspaper of general circulation within the jurisdiction (electronic advertising is not authorized). The notice must summarize the contents of the resolution adopted by the board.

Step 3 Complete the sale no sooner than 10 days after notice is published.

Sale under delegated authority without governing board approval
(G.S. 160A-266(c))

Step 1 Board adopts policy authorizing an official or employee to conduct sales. The policy must be designed to secure fair market value for property sold, and may specify that public advertising and board approval is not required. The policy only needs to be adopted once.

Step 2 The official or employee authorized under the policy negotiates and conducts private sales on an as-needed basis. The official or employee must keep a record of all property sold describing the property, the buyer, and the sale price. Board approval and published notice is not required.

Template resolutions and notices of sale are available on the School of Government’s Local Government Procurement and Property Disposal microsite under “Sample Property Disposal Forms”

www.ncpurchasing.unc.edu
DRAFT MINUTES

Executive Committee Meeting
Wednesday, June 24, 2020
6:00 PM
Held via simultaneous communication on WebEX

Delegates and Alternate Delegates Attending:
Mark B. Wilson, Town of Archer Lodge
Jim Crawford, Chatham County
DeDreana Freeman, City of Durham
Kathleen Ferguson, Town of Hillsborough
Butch Lawter, Johnston County
Amy Dalrymple, Lee County
Sally Greene, Orange County
Kevin Drum, Village of Pinehurst
Pamela Baldwin, Town of Pittsboro
Donald Rains, Town of Princeton
Rebecca Wyhof Salmon, City of Sanford
Sig Hutchinson, Wake County

Delegates Absent:
James A. Hill, Durham County
Ronnie Currin, Town of Rolesville

(TA) – 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
Mary Warren, Area Agency on Aging Director
Judy Weller, Finance Director

Call to Order, Welcome, Roll Call and Declaration of Quorum
Chair Crawford called the meeting to order at 6:00PM and welcomed all attendees. Renée Boyette, Administration & Member Services Director, conducted a roll call to verify the attendance of delegates and alternates then declared there was a quorum present.

Approval of Agenda
Chair Crawford presented the agenda for approval. Mr. Rains made a motion to approve the agenda as presented. Ms. Salmon seconded the motion.

Recognitions and Presentations
• Presentation of the Area Plan for Aging and Human Services, FY 2020-2024
Mary Warren, Area Agency on Aging Director, provided an overview and stated the Area Plan for Aging and Human Services is mandated for TJCOG to address in accordance with the Older Americans Act (OAA). The Area Agency on Aging (AAA) developed the plan to address the needs of the aging population in TJCOG’s planning a service area. The 4-year plan reflects local needs, priorities at the federal level with the Administration on Community Living (ACL), and NC Division of Aging and Adult Services (NC DAAS).
TJCOG’s AAA had a 2-day retreat to review previous plan accomplishments and determine the direction of the new plan. The top 3 issue areas for the plan were determined by county-based survey responses from 367 respondents. Regionally, the top 3 issues, in order, were (1) Affordable Housing, (2) Safety and Security (which has increased drastically in 4 years), and (3) Transportation.

The impact of COVID-19 on the AAA is still evolving and is expected to impact the plan over time. Nutrition services are the highest service priorities and additional funding will provide needed supplies to support service provision. After approval from the TJCOG Board, the Plan will go to the NC DAAS for approval.

Ms. Greene asked what role ombudsmen play in reporting failures or deficiencies in nursing homes (due to COVID-19) so that necessary changes may happen. Ms. Warren replied the AAA does report issues and follows the same process that a citizen would. The most challenging thing in this event is identifying the chain of authority and understanding who is responsible for what. As COVID-19 cases decrease, it will be easier to identify which changes are most appropriate.

Chair Crawford presented the plan for approval. Mr. Hutchinson made a motion to approve the plan as presented. Ms. Greene seconded the motion. Ms. Boyette conducted the vote via roll call; the motion was passed unanimously.

**Consent Agenda**
- Approve Executive Committee minutes – February 26, 2020
- Budget Amendment No. 4

Chair Crawford presented the Consent Agenda for approval. Ms. Ferguson made a motion to approve the Consent Agenda as presented. Mr. Currin seconded the motion. Ms. Boyette conducted the vote via roll call; the motion was passed unanimously.

**Closed Session**
- Approval of the Executive Committee closed Session Minutes from June 26, 2019
- Conduct the Annual Performance Review of the Executive Director as Allowed by North Carolina General Statutes Section 143-318.11 (a)(b)

Ms. Freeman made a motion to enter a closed session for the stated purpose. Ms. Ferguson seconded the motion. Ms. Boyette conducted the vote via roll call; the motion was passed unanimously. The Executive Committee entered closed session at 6:41 PM.

**Report from Closed Session**
The Executive Committee returned to open session at 7:17 PM.
Chair Crawford reported out on the Executive Director’s review and said there were a lot of superlatives from every member. He said people had specific incidents where they saw the director and the staff. They have helped our own towns and as a COG in general. With the challenges of the current year, he has been put to the test and are giving him a favorable review.

**Chairman’s Report**
None.

**New Business**
None.

Mr. Rains thanked Lee Worsley and the TJCOG staff for their leadership and work, especially over the past few months. He also thanked Chair Crawford for his leadership over the past year.

*Ms. Ferguson made a motion to approve the report from the Closed Session and the Executive Director’s Review as presented. Ms. Freeman seconded the motion. Chair Crawford conducted the vote via roll call; the motion was passed unanimously.*

**Other Business**
Having no further business, *Ms. Ferguson made a motion to adjourn. Ms. Baldwin seconded the motion. Chair Crawford adjourned the meeting at 7:23 PM.*

___________________________   ___________________________
Hallie Allen, Recording Officer   Donald Rains, Chairperson
Background: At the August 26, 2020 meeting, the Board of Delegates adopted a completely revised Personnel Policy. This included granting employees two floating holidays per fiscal year. Since the adoption, it has come to our attention that it would align better with TJCOG’s other leave policies to offer them based off the calendar year rather than fiscal year.

The original excerpt:

Employees will be granted two floating holidays per fiscal year. A floating holiday is a day off from work with full pay and can be taken on a day chosen by the employee. The floating holiday must be scheduled and approved in advance by the employee’s supervisor. The floating holiday must be taken during the fiscal year and will not roll over into another fiscal year.

Proposed:

Employees will be granted two floating holidays per fiscal calendar year. A floating holiday is a day off from work with full pay and can be taken on a day chosen by the employee. The floating holiday must be scheduled and approved in advance by the employee’s supervisor. The floating holiday must be taken during the fiscal calendar year and will not roll over into another fiscal calendar year.

Recommendation(s): It is recommended the Executive Committee adopt the amended section of the Personnel Policy. Additionally, it is recommended the Executive Committee grant employees one floating holiday from September 24, 2020-December 31, 2020.

Staff Responsible for Technical Support: Jenny Halsey, HR Officer.
Consider merit increase for TJCOG Executive Director

**Background:** During the June Executive Committee meeting, the Executive Committee conducted the evaluation of the Executive Director. At the conclusion of the meeting, the Executive Committee did not make a motion specifically related to the merit increase for the Executive Director and will need to do that during the September Executive Committee meeting.

During the Performance Evaluation, the Executive Committee expressed support for authorizing a merit increase that is the same as is awarded to all TJCOG employees during Fiscal Year 2020-21. As a reminder, in May 2020, the Board of Delegates authorized the Executive Director to delay merit increases for TJCOG employees until some outstanding budgetary issues were resolved.

**Recommendation(s):** It is recommended the Executive Committee authorize a merit increase for the Executive Director that is the same as awarded to all TJCOG employees for Fiscal Year 2020-21.

**Staff Responsible for Technical Support:** Donald Rains, Chairperson, TJCOG Board of Delegates.
Triangle J Executive Committee Meeting
Agenda Comments – September 23, 2020

Agenda Section: Closed Session
Discuss personnel items as allowed by North Carolina General Statutes 143-318.11 (a) (6)

Background: The Executive Committee is requested to enter closed session to discuss personnel matters as allowed by North Carolina General Statutes 143-318.11 (a) (6).

Recommendation(s): It is recommended the Executive Committee enter closed session. No action is anticipated following the closed session.

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