



# Triangle J Board of Delegates

Wednesday, October 28, 2020  
6:00 PM - 8:15 PM  
Triangle J Council of Governments  
Virtual Meeting

The Honorable Donald Rains, Presiding

## Agenda

<u>Time</u>	<u>Item</u>	<u>Official</u>
6:00 PM	<i>Call to Order, Welcome, Roll Call &amp; Declaration of Quorum</i>	Donald Rains
6:10PM <i>Approve by consent</i>	<i>Review of Agenda</i>	Donald Rains
6:11 PM <i>Observe Moment of Silence</i>	<b>Recognitions and Presentations</b> <ul style="list-style-type: none"> <li>Moment of Silence and Introduction of <i>A Resolution in Memory and Honor of Ronnie Williams, Former Delegate to the Triangle J Council of Governments</i></li> </ul>	Donald Rains
<i>Observe Moment of Silence</i>	<ul style="list-style-type: none"> <li>Moment of Silence and Introduction of <i>A Resolution in Memory and Honor of John Grimes, Former Alternate Delegate to the Triangle J Council of Governments</i></li> </ul>	Donald Rains
<i>Receive as information</i>	<ul style="list-style-type: none"> <li>Recognize Ellen Reckhow for her Service to the Research Triangle Area Foreign Trade Zone</li> </ul>	Tom White Renée Boyette
<i>Receive as information</i>	<ul style="list-style-type: none"> <li>Presentation from Research Triangle Park Foundation President/CEO Scott Levitan</li> </ul>	Lee Worsley
<i>Receive as information</i>	<ul style="list-style-type: none"> <li>Introduction of New TJCOG Staff Members</li> </ul>	John Hodges-Copple Erika Brown Lindsay Whitson
7:15 PM <i>Discuss and provide feedback</i>	<b>Business</b> <i>Items in this section requiring Board of Delegates action have been added to the Consent Agenda.</i> <ul style="list-style-type: none"> <li>Receive request from Liebel-Flarsheim for sponsorship of their application for a FTZ Usage Driven Site with Production Authority</li> </ul>	Renée Boyette
<i>Discuss and provide feedback</i>	<ul style="list-style-type: none"> <li>Receive FTZ #93 Rates, Tariff and Legal Review Board Nominating Committee report</li> </ul>	Renée Boyette Rebecca Salmon
<i>Appointments by the Chairman</i>	<ul style="list-style-type: none"> <li>Appoint FY 2021 TJCOG Nominating Committee</li> </ul>	Donald Rains
7:50 PM <i>Motion to approve</i>	<b>Consent Agenda</b> <i>Items on the Consent Agenda are considered routine and will be enacted by a single motion unless a member of the Board of Delegates requests an item be removed. Any item removed from the Consent Agenda will be considered individually after the Consent Agenda.</i> <ul style="list-style-type: none"> <li>Approve <i>A Resolution in Memory and Honor of Ronnie Williams, Former Delegate to the Triangle J Council of Governments</i></li> </ul>	Renée Boyette

Continued

***October 28, 2020 Board of Delegates Agenda (continued)***

**Time**

**Item**

**Official**

***Consent Agenda (continued)***

- Approve A Resolution in Memory and Honor of John Grimes, Former Alternate Delegate to the Triangle J Council of Governments Renée Boyette
- Approve Liebel-Flarsheim request for sponsorship of their application for a FTZ Usage Driven Site with Production Authority Renée Boyette
- Appoint FTZ #93 Rates, Tariff and Legal Review Board Members, Chair and Vice-Chair for Calendar Year 2021 Renée Boyette
- Approve Advisory Council on Aging Bylaws Waiver Request Mary Warren
- Approve August 26, 2020 Board of Delegates meeting minutes Renée Boyette

**7:51 PM**

***Items Removed from the Consent Agenda***

Donald Rains

**7:52 PM**

*Receive as information*

***Executive Director's Report***

Lee Worsley

**7:55 PM**

*Receive as information*

***Chairman's Report***

Donald Rains

**8:00 PM**

***Around the Region***

Donald Rains

**8:14 PM**

***Other Business***

Donald Rains

**8:15 PM**

***Adjourn***

Donald Rains

## Triangle J Board of Delegates Meeting Agenda Comments – October 28, 2020

Agenda Section: Recognitions and Presentations

Moment of Silence and Introduction of *A Resolution in Memory and Honor Ronnie Williams, Former Delegate to the Triangle J Council of Governments*

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**Background:** Ronnie Williams, former mayor of Garner and former TJCOG delegate, passed away September 12, 2020. Mr. Williams served as a delegate or alternate delegate on the TJCOG Board of Delegates for sixteen years, from 2003 until 2019.

At this time on the agenda, the Board of Delegates will observe a moment of silence in memory of Mr. Williams and ask Board members to share any comments.

The Board will also review *A Resolution in Memory and Honor Ronnie Williams, Former Delegate to the Triangle J Council of Governments* for consideration on the Consent Agenda.

**Recommendation(s):** It is recommended that the Board of Delegates receive this information, observe a moment of silence in memory of Mr. Williams, and ask Board members to share any comments.

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



# TRIANGLE J COUNCIL OF GOVERNMENTS

*World Class Region*

## **A RESOLUTION IN MEMORY AND HONOR OF RONNIE WILLIAMS, FORMER DELEGATE TO THE TRIANGLE J COUNCIL OF GOVERNMENTS**

*Whereas*, the Triangle J Council of Governments' Board of Delegates pauses in its deliberations to note with great sadness the passing of Ronnie S. Williams on September 12, 2020; and

*Whereas*, Ronnie Williams served as the Mayor of the Town of Garner, North Carolina from December 2005 until December 2019, and as a member of the Town's Board of Aldermen for 20 years prior; and

*Whereas*, Ronnie Williams served as a dedicated member of the Triangle J Council of Governments Board of Delegates from 2003 until 2019; and

*Whereas*, Ronnie Williams was honored, respected and held in the highest esteem by everyone who knew him for his many contributions and untiring efforts that have indeed left an indelible mark on Region J, which he served well; and

*Whereas*, the Triangle J Council of Governments Board of Delegates and staff mourns his loss and extends to his family and community their sincere sympathy and deepest appreciation for his leadership and foresight, and for embodying the idea of regionalism;

*Now, therefore be it resolved*, that the Triangle J Council of Governments Board of Delegates, on behalf of a grateful region, does hereby express great sorrow at the passing of Ronnie S. Williams, who personified a distinguished career in local government and whose life and memory we are proud to honor.

Adopted and approved this 28th day of October 2020.

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Donald Rains, Chairman

ATTESTED BY:

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Renée Boyette, Clerk to the Board

## Triangle J Board of Delegates Meeting Agenda Comments – October 28, 2020

Agenda Section: Recognitions and Presentations

Moment of Silence and Introduction of *A Resolution in Memory of John Grimes, Former Alternate Delegate to the Triangle J Council of Governments*

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**Background:** Siler City Mayor John Grimes, passed away October 20, 2020. Mr. Grimes, the Town's alternate delegate to the TJCOG Board since 2017, had served as mayor since 2013. He previously served three terms as a member of the town board and one term as a Chatham County commissioner.

At this time on the agenda, the Board of Delegates will observe a moment of silence in memory of Mr. Grimes and ask Board members to share any comments.

The Board will also review *A Resolution in Memory of John Grimes, Former Alternate Delegate to the Triangle J Council of Governments* for consideration on the Consent Agenda.

**Recommendation(s):** It is recommended that the Board of Delegates receive this information, observe a moment of silence in memory of Mr. Grimes, and ask Board members to share any comments.

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



# TRIANGLE J COUNCIL OF GOVERNMENTS

*World Class Region*

## **A RESOLUTION IN MEMORY AND HONOR OF JOHN GRIMES, FORMER ALTERNATE DELEGATE TO THE TRIANGLE J COUNCIL OF GOVERNMENTS**

*Whereas*, the Triangle J Council of Governments' Board of Delegates pauses in its deliberations to note with great sadness the passing of John Grimes on October 20, 2020; and

*Whereas*, John Grimes served as the Mayor of the Town of Siler City, North Carolina from December 2013 until his death, as well as three terms as a member of the Town's Board and one term as a Chatham County Commissioner; and

*Whereas*, John Grimes served as a dedicated member of the Triangle J Council of Governments Board of Delegates from 2017 until his death; and

*Whereas*, John Grimes was honored, respected and held in the highest esteem by everyone who knew him for his many contributions and untiring efforts that have indeed left an indelible mark on Region J, which he served well; and

*Whereas*, the Triangle J Council of Governments Board of Delegates and staff mourns his loss and extends to his family and community their sincere sympathy and deepest appreciation for his leadership and foresight, and for embodying the idea of regionalism;

*Now, therefore be it resolved*, that the Triangle J Council of Governments Board of Delegates, on behalf of a grateful region, does hereby express great sorrow at the passing of John Grimes, who personified a distinguished career in local government and whose life and memory we are proud to honor.

Adopted and approved this 28th day of October 2020.

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Donald Rains, Chairman

ATTESTED BY:

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Renée Boyette, Clerk to the Board

## **Triangle J Board of Delegates Meeting Agenda Comments – October 28, 2020**

Agenda Section: Recognitions and Presentations

Recognize Ellen Reckhow for her Service to the Research Triangle Area Foreign Trade Zone

**Background:** Durham County Commissioner Ellen Reckhow has been a member of the FTZ #93 Rates, Tariff and Legal Review Board since 2002, most recently serving as Vice-Chair.

Commissioner Reckhow holds one of the three seats on the FTZ Board that are reserved for elected officials. Since she did not run for re-election this year and will leave office in December 2020, she will be leaving the FTZ Board as well. At the October 21<sup>st</sup> meeting of the FTZ Board, Commissioner Reckhow was recognized for her service and virtually presented a Certificate of Appreciation for her service.

At this time on the agenda, FTZ Board Chair Tom White, and Renée Boyette, TJCOG's FTZ Administrator will recognize Commissioner Reckhow and publicly thank her for many years of service to our region and the FTZ program.

**Recommendation(s):** It is recommended the Board of Delegates receive this presentation and express their appreciation to Commissioner Reckhow for her service to Region J and the FTZ #93 Rates, Tariff and Legal Review Board.

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

# Triangle J Board of Delegates Meeting Agenda Comments – October 28, 2020

Agenda Section: Recognitions and Presentations

Presentation from Research Triangle Park Foundation President/CEO Scott Levitan

**Background:** Research Triangle Park Foundation (RTP) President and CEO Scott Levitan will present an update on activities at RTP. The RTP remains an important part of our region and the update from Mr. Levitan will showcase ways the RTP is continuing to provide opportunities for residents of the Triangle J Region.

**Recommendation(s):** The Board is encouraged to ask questions and actively participate during the presentation. No action is necessary on this item and it is being provided for the Board's information.

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



# Triangle J Board of Delegates Meeting Agenda Comments – October 28, 2020

Agenda Section: Recognitions and Presentations

## Introduction of new TJCOG staff members

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**Background:** In the past few months, TJCOG has added several new staff and AmeriCorps members. This time on the agenda will be used to briefly introduce each of them to the TJCOG Board of Delegates.

- **Sean Flaherty:** Sean Flaherty joined Triangle J COG in August to serve as the manager of three important projects: the Regional Transportation Demand Management (TDM) Program, the Triangle Clean Cities Program, and the Safe Routes to Schools Project. Sean is currently serving in a contract role; however, it is a return to Triangle J COG for Sean. He previously served as a planner at TJCOG for the TDM and Clean Cities projects before moving to Charlotte, where he worked on similar projects, and pursued his master's degree. His most recent experience is with a consulting firm where he worked on numerous TDM-related projects.
- **Jack Watson:** Jack joined Triangle J COG as part of the Resilience Corps NC (AmeriCorps) Program as an AmeriCorps Member working on several of the COG's home repair programs. Jack's role as the Home Repair Admin and Engagement Specialist will include administering the NC Housing Finance Agency programs for Durham, Harnett, and Orange counties and providing resources and training related to home maintenance. His term began in September 2020 and will end in July 2021. Jack is from Charlotte and obtained his bachelor's degree in Geography with a minor in Philosophy from the University of North Carolina at Chapel Hill in May 2020.
- **Alex Halloway:** Alex joined Triangle J COG as part of the Resilience Corps NC (AmeriCorps) Program as an AmeriCorps Service Member working on economic resiliency-related projects in the region. He will help craft the final action plans found under the economic resiliency goal in TJCOG's regional economic development strategy, *Strength in Numbers*. His role will then allow him to build capacity throughout the region by implementing prioritized project areas and action plans identified in the final document. Alex will be working with projects on both a local and regional level. Alex obtained a bachelor's degree in International Affairs with a minor in German from Marquette University and a master's degree in City and Regional Planning from the University of North Carolina at Chapel Hill. His term began in September 2020 and will end in July 2021.

- **Joseph Hoffheimer:** Joseph is TJCOG's newest staff member, joining the team in mid-October. His role is to provide technical assistance and capacity building for member governments, local businesses, and other local stakeholders impacted by COVID. He will work directly on COVID-related economic development response on behalf of TJCOG and member governments. Joseph obtained his bachelor's degree from Vassar College in Urban Studies and recently graduated with his master's degree in City and Regional Planning from the University of North Carolina at Chapel Hill.

**Recommendation(s):** It is recommended the TJCOG Board of Delegates welcome Sean Flaherty back to Triangle J COG and ask him any questions you have about the TDM, Clean Cities and Safe Routes to Schools projects.

It is also recommended the Board welcome AmeriCorps Members Jack Watson and Alex Halloway and the newest staff member, Joseph Hoffheimer, and ask any questions about their programs.

**Staff Responsible for Technical Support:** John Hodges-Copple, Regional Planning Director; Erika Brown, Senior Planner; Lindsay Whitson, Senior Planner.

## Triangle J Board of Delegates Meeting Agenda Comments – October 28, 2020

Agenda Section: Business

Receive request from Liebel-Flarsheim for sponsorship of their application for a FTZ Usage Driven Site with Production Authority

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**Background:** The FTZ #93 Rates, Tariff and Legal Review Board is pleased to report that Liebel-Flarsheim is seeking an ASF usage-driven site designation and production authority designation for its Raleigh facility from the US FTZ Board. To apply for FTZ status, a company must have the support of both the FTZ #93 Rates, Tariff and Legal Review Board and the TJCOG Board of Delegates. The application is then submitted to the US FTZ Board by TJCOG on behalf of the applicant.

At this time on the agenda, Renée Boyette will provide additional information and introduce representatives from Liebel-Flarsheim who will discuss the company and their planned usage of the FTZ designation, if approved by the US FTZ Board.

**Recommendation(s):** It is recommended the TJCOG Board of Delegates receive this information and endorse sponsorship of this application.

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

## Triangle J Board of Delegates Meeting Agenda Comments – October 28, 2020

Agenda Section: Business

Receive FTZ #93 Rates, Tariff and Legal Review Board Nominating Committee report

**Background:** Triangle J Council of Governments is the Grantee of Foreign Trade Zone #93. The TJCOG Board of Delegates appoints and is advised by a nine-member Rates, Tariff and Legal Review Board that provides oversight and, along with the FTZ manager, fulfills the grantee's responsibilities under the guidelines and regulations of the US FTZ Board.

FTZ #93 Board members serve three-year terms that expire on a staggered schedule. At their July 30 meeting, FTZ #93 Board Chairman Tom White appointed a nominating committee to seek and make recommendations for the seats expiring at the end of this calendar year.

The terms of FTZ #93 Board members Tom White, Steve Brantley and Bo Carson expire at the end of December 2020. Additionally, Ellen Reckhow will rotate off the FTZ #93 Board as the seat she holds is reserved for an elected official from the region. Ellen did not run for re-election and leaves her position as a Durham County Commissioner in December 2020.

The offices of Chairman and Vice-Chairman are one-year terms and also expire on December 31, 2020. Tom White and Ellen Reckhow currently serve as Chairman and Vice-Chairman, respectively.

At its October 21st meeting, the FTZ #93 Board considered the nominating committee's recommendations, and endorsed the slate of nominees, as well as the positions of Chairman and Vice-Chairman. The FTZ #93 Board now forwards those recommendations to the TJCOG Board for consideration.

At this time on the agenda, Rebecca Wyhof Salmon, chairperson of the FTZ #93 Nominating Committee will present the slate of nominees and ask the Board of Delegates to appoint these individuals.

**Recommendation(s):** It is recommended that the TJCOG Board of Delegates receive and approve the recommended appointments to the Foreign Trade Zone #93 Rates, Tariff & Legal Review Board, and the Chairman and Vice-Chairman for 2021.

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

## **Triangle J Board of Delegates Meeting Agenda Comments – October 28, 2020**

Agenda Section: Business

Appoint FY 2021 TJCOG Nominating Committee

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**Background:** In accordance with applicable provisions of Triangle J's Charter Resolution and Bylaws, the Triangle J Board of Delegates shall elect officers for the upcoming fiscal year "no later than the regular May meeting of the Board of Delegates". The Nominating Committee is responsible for developing a slate of nominees for Triangle J's 2021-2022 officer positions of chairman, first vice-chair, second vice-chair, and secretary/treasurer. The Nominating Committee is also responsible for recommending nominees for any vacancies that occur during the fiscal year.

At this time on the agenda, Chairman Rains will appoint the Nominating Committee to carry out these duties. The Nominating Committee is generally comprised of 3-4 individuals, commonly past chairs of the TJCOG Board of Delegates.

**Recommendation(s):** It is recommended the Board of Delegates be prepared to receive Chairman Rains' appointments to the Nominating Committee.

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

## Triangle J Board of Delegates Meeting Agenda Comments – October 28, 2020

Agenda Section: Consent Agenda

Approve Advisory Council on Aging Bylaws Waiver Request

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**Background:** The Advisory Council on Aging is deemed an official committee of TJCOG and individuals serving as county representatives on the Advisory Council are subject to term limits as defined in the Advisory Council bylaws, which are under the authority of the Board of Delegates. This is described in the bylaws as follows:

There shall be four persons from each county appointed for a term of three years. There may be a reappointment for a second three-year term. Members may have two subsequent reappointments, providing there is a one-year hiatus between each.

At this time, a number of members are completing or will soon be completing terms and beginning the required one-year hiatus between these, and this will leave the Advisory Council with a significant number of vacancies. Recruitment of new members to fill vacancies has been challenging due to the COVID-19 disruption of normal operations in senior centers and volunteer programs, which typically serve as recruitment pipelines for the Council's vacancies.

Therefore, the Area Agency on Aging is requesting the one-year hiatus between terms be temporarily waived until the end of 2021 to allow more time for recruitment of new members. Those ending their second or third terms would have the option to start a new term immediately, if willing to continue. This would not prevent any new member appointments to the Council as there can be up to four representatives per county and each county has available openings. The bylaws further specify that Advisory Council on Aging members receive 30 days written notice of any proposed operational change in the bylaws and notice of this was provided to members on September 18, 2020.

**Recommendation(s):** It is recommended the Board of Delegates approve a temporary waiver of the one year hiatus between terms as described in the Advisory Council on Aging bylaws through the end of 2021 and allow willing members to immediately begin a new term.

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

## **DRAFT MINUTES**

Board of Delegates Meeting

Wednesday, August 26, 2020

6:00 PM

Held via simultaneous communication on Webex

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

Wilma Laney, Town of Aberdeen	Butch Lawter, Johnston County
Bob Smith, Town of Angier	Jessica Day, Town of Knightdale (A)
Brett Gantt, Town of Apex	Steve Rao, Town of Morrisville (A)
Mark Wilson, Town of Archer Lodge	Sally Greene, Orange County
Cassandra Stack, Town of Benson (A)	Kevin Drum, Village of Pinehurst
Thomas Beal, Town of Broadway	Jane Hogeman, Village of Pinehurst (A)
David Seiberling, Town of Cameron	Pamela Baldwin, Town of Pittsboro
Randee Haven-O'Donnell, Town of Carrboro	Donald Rains, Town of Princeton
Jennifer Robinson, Town of Cary	Ronnie Currin, Town of Rolesville
Jim Crawford, Chatham County	Rebecca Wyhof Salmon, City of Sanford
DeDreana Freeman, City of Durham	Byron McAllister, Town of Selma
Larry Smith, Town of Fuquay-Varina	Bill Haiges, Town of Siler City
Ken Marshburn, Town of Garner	Sig Hutchinson, Wake County
Kathleen Ferguson, Town of Hillsborough	Chad Sary, Town of Wake Forest
Shaun McGrath, Town of Holly Springs	

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

Jerry Medlin, Town of Benson	Satish Garimella, Town of Morrisville
Jimmy Chalfinch, Town of Carthage	Jeff Holt, Town of Pine Level
Michael Parker, Chapel Hill	Corey Branch, City of Raleigh
Jason Thompson, Town of Clayton	Lonnie English, Town of Robbins
James Hill, Durham County	Andy Moore, Town of Smithfield
Tim Cunnup, Town of Goldston	Carol Haney, Town Southern Pines
Trinity Henderson, Town of Kenly	John Lutz, Town of Wendell
James Roberson, Town of Knightdale	David McGowan, Town of Wilson's Mills
Amy Dalrymple, Lee County	Larry Loucks, Town of Zebulon
Jay Langston, Town of Micro	

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

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

Hallie Allen, Office Assistant	Alana Keegan, Engagement Specialist
Renée Boyette, Administration & Member Services Director	Mary Warren, Aging Director
Blair Coppage, Aging Program Associate	Judy Weller Finance Director
Jenny Halsey, Local Government Consultant & Human Resources Officer	Lindsay Whitson, Senior Planner
	Lee Worsley, Executive Director

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

Chairman Donald Rains called the meeting to order at 6:00 PM and welcomed all attendees as the new chairman of the Board of Delegates. Chairman Rains requested a moment of silence for Louisiana and Texas due to a category 4 hurricane predicted to hit and cause devastation. 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***

Chairman Rains presented the agenda for the August 26, 2020 Board of Delegates meeting and asked if any delegates wanted to make changes to the agenda. Hearing no changes, Chairman 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***

- **Recognition of FY2020 Chairman James Crawford**

Chairman Rains asked Ms. Boyette to introduce this item. Ms. Boyette stated Mr. Crawford was Chairman of the Board of Delegates for FY 2020, thanked Mr. Crawford for his service to TJCOG and presented him with a virtual certificate of recognition. Ms. Boyette noted a more formal presentation will be made when we are able to meet in person.

Mr. Crawford stated it was a year of challenges however, it was a pleasure to serve and he looks forward to helping Chairman Rains during the upcoming year. Chairman Rains thanked Mr. Crawford for his leadership.

- **Introduction of New Aging Program Associate, Blair Coppage**

Chairman Rains asked Ms. Warren to introduce this item. Mary Warren, TJCOG Area Agency on Aging Director, stated it was a pleasure to officially introduce, Blair Coppage, Area Agency on Aging Program Associate. Ms. Coppage started working at TJCOG in late February. Ms. Warren shared Ms. Coppage's position has been the most impacted by COVID-19 policies, as she has had to onboard and train for new work virtually. Ms. Warren stated that Ms. Coppage has been very flexible and accommodating and has officially completed her 6-month probationary period.

Ms. Coppage introduced herself and shared her educational and professional background.

Chairman Rains welcomed Ms. Coppage to TJCOG and stated that if any delegates were interested in the Advisory Council on Aging, to express interest at the next Board of Delegates meeting.

- **Discussion of Regional Economic Development Strategy**

Chairman Rains asked Ms. Whitson to present this item. Lindsay Whitson, TJCOG Senior Planner, introduced herself to the Board of Delegates. Ms. Whitson explained that the title of



the regional economic development strategy, “Strength in Numbers: A Regional Plan for Economic Resilience and Prosperity,” is reflective of the direction TJCOG plans to go with economic development opportunities as the region continues to grow.

Ms. Whitson explained that the plan is a regionally driven economic development planning process with the following goals: (1) build regional capacity, (2) guide economic prosperity and resiliency, and (3) regional collaboration. As an Economic Development District, TJCOG’s role in the plan is to update the regional planning strategy every 5 years. Ms. Whitson stated that the development and implementation of the plan enables TJCOG to be more competitive for grant applications throughout the region. TJCOG’s partnership with the US Economic Development Agency (EDA) enables TJCOG to provide technical assistance on economic development related projects. Ms. Whitson shared that the main themes of the content in the plan are: (1) summary background, (2) SOAR approach (Strengths, Opportunities, Aspirations, and Results), (3) action plans, (4) evaluation framework, (5) opportunity zones, and (6) economic resilience.

Ms. Whitson explained that approval for the plan will be conducted by a CEDS Steering Committee (including representation from all 7 counties), the TJCOG Board of Delegates, and EDA officials. Ms. Whitson plans to create an interactive document for the plan with Arc Story Map for easy accessibility, flexibility, and visual aesthetics. Ms. Whitson distributed a survey for public engagement on March 17, 2020 and redistributed it in early July due to impacts of COVID-19. The response rate is currently about 250 individuals.

Mr. Rao asked if broadband will be a continued discussion in economic development planning during COVID-19 and post-COVID-19? Ms. Whitson stated broadband has been a continued topic mentioned in the plan’s “opportunity zones” so that TJCOG can help provide access and digital literacy.

Mr. Drum asked who the representatives are in Moore County. Ms. Whitson stated the representative is someone from Moore County Extension. Mr. Drum offered to send resources to align with the goals for Moore County. Mr. Drum stated there is a gap in downtown economic development in previous county-wide economic development plans.

Ms. Greene stated concerns about the need for the region to work more cooperatively and converse about affordable housing.

Mr. McGrath stated that since COVID-19 emerged, skills-based training has been an apparent need in the region’s access to education.

Mr. Wilson asked if any responses have taken into consideration the new “normal” for education, including higher education, due to COVID-19. Mr. Hutchinson added that North Carolina is unique for its strong education system as well as investment in infrastructure.

Chairman Rains thanked Ms. Whitson for her presentation and stated that this will be a big opportunity for success in TJCOG’s economic development efforts.

- **Presentation of Revised Triangle J Council of Governments Personnel Policy**

Chairman Rains asked Mr. Worsley to present this item. Lee Worsley, TJCOG Executive Director, requested adoption of revisions to the Personnel Policy, as it has been discussed a few times.

Mr. Worsley stated the policy has not had a major review or revision in at least 10 years. Moving forward, TJCOG is committed to a review each year to ensure revisions do not become cumbersome over time. TJCOG staff members and Chris Gardner, TJCOG's attorney, have had the opportunity to review the policy. Officers reviewed the Personnel Policy draft in November 2019 and requested changes. Staff focus groups were conducted in December 2019 and January 2020. Personnel Policy reviews were conducted at the February 2020 Executive Committee meeting and the Executive Committee voted to bring recommendations to the Board of Delegates. Additional focus group sessions were held for board members interested in a detailed review in August 2020. Administrative policies will be revised after approval of the Personnel Policy.

Major changes to TJCOG's Personnel Policy include:

- Expanded definition of "at-will", at the request of Executive Committee
- Streamlined administration of the Fair Labor Standards Act (FLSA) policy, with the intent to remove differences in exempt and non-exempt employees
- Clarified "full" work week language (all full-time employees work 37.5 hours a week inclusive of vacation, sick leave, hours worked, and holidays)
- Completely revised sexual harassment and disability related accommodations, provided by legal counsel
- Medical insurance for retired employees (TJCOG will no longer offer retiree health insurance)
- Educational assistance program (reimbursement increases and eligibility)
- Holidays (employees will receive 2 "use or lose" floating holidays)
- Vacation Accrual Rate (each tier increased by 2 days)
- Worker's Compensation
- Military Leave

Mr. Worsley asked the Board of Delegates to adopt the new Personnel Policy with an effective date of September 6, 2020.

Ms. Freeman asked if the hostile work environment section permits complaints on race and sexual orientation. Mr. Worsley stated yes, it does.

Mr. Wilson asked if military leave changes considered active duty for the National Guard and the Reserves. Mr. Worsley stated the changes to military leave are primarily in the policy to address needs for active duty, which may include National Guard or Reserve if the employee is going into an active duty status.

### ***Consent Agenda***

- **Approval of May 27, 2020 Board of Delegates Minutes**
- **Approval of FY 2020-2021 Budget Amendment #1**
- **Adoption of Revised Triangle J Council of Governments Personnel Policy**
- **Modification of TJCOG Position Classification Plan**
- **Approval of Board of Delegates and Executive Committee meeting schedule for calendar year 2021**

Chairman Rains presented the Consent Agenda for approval and asked Mr. Worsley and Ms. Weller to review budget changes.

Mr. Worsley explained 90 percent of budget changes since May 2020 are in response to funding through the CARES Act. Ms. Warren stated all CARES Act contracts were received since the adoption of the original budget.

Mr. Wilson asked if a date in September was needed for the adoption for the Personnel Policy per the request of Mr. Worsley.

Chairman Crawford asked for a motion to approve the Consent Agenda with the Personnel Policy being implemented, effective September 6, 2020. *Ms. Freeman made a motion to approve the Consent Agenda with the Personnel Policy being implemented, effective September 6, 2020; Mr. Haiges 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***

Chairman Rains stated he also represents TJCOG on the North Carolina Association of Council of Governments' Forum, and at the last Forum meeting, CARES Act funding was discussed in relation to broadband. Chairman Rains learned Johnston County is using CARES Act funding to provide hotspots at public buildings to enhance the ability for students to have broadband services with public Wi-Fi.

### ***Executive Director's Report***

Mr. Worsley highlighted the work TJCOG staff is doing to be of service to our 44 member governments. Mr. Worsley stated Moore County is likely to request TJCOG membership soon.

Ms. Keegan stated the 4th annual Regional Summit will discuss equity and the importance of local government policies and practices in relation to equity. The summit will take place starting September 17th and will extend every Thursday for 5 weeks for an hour and a half each morning.

***Around the Region***

None.

***Other Business***

Having no further business, *Mr. Wilson made a motion to adjourn. Ms. Ferguson seconded the motion. Chairman Rains adjourned the meeting at 8:07 PM.*

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Lee Worsley in absence of  
Hallie Allen, Recording Officer

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Don Rains, Chairman