

**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.

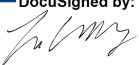
Ms. Keegan stated the 4th annual Regional Summit will discuss equity and the importance of local government policies and practices in relation to equity. The summit will take place starting September 17th and will extend every Thursday for 5 weeks for an hour and a half each morning.

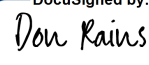
***Around the Region***

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