



# Triangle J Board of Delegates

Wednesday, November 18, 2020  
6:00 PM - 8:00 PM  
Triangle J Council of Governments  
Virtual Meeting

**The Honorable Donald 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 &amp; Declaration of Quorum</i></b>  | Donald Rains  |
| <b>6:10PM</b><br><i>Approve by consent</i>                                       | <b><i>Review of Agenda</i></b>   | Donald Rains  |
| <b>6:11 PM</b><br><i>Receive as information</i><br><i>Receive as information</i> | <b><i>Recognitions and Presentations</i></b> <ul style="list-style-type: none"><li>• Recognition of Outgoing Triangle J Delegates</li><li>• Recap of Regional Summit and Recognition of Speakers</li></ul>   | Donald Rains<br>Alana Keegan                                  |
| <b>6:55 PM</b><br><i>Discuss and provide feedback</i>                            | <b><i>Business</i></b> <p><i>Items in this section requiring Board of Delegates action have been added to the Consent Agenda.</i></p> <ul style="list-style-type: none"><li>• Presentation of TJCOG's regional economic development strategy, <i>Strength in Numbers: A Regional Plan for Economic Resilience &amp; Prosperity</i></li></ul>   | Lindsay Whitson   |
| <b>7:24 PM</b><br><i>Motion to approve</i>                                       | <b><i>Consent Agenda</i></b> <p><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></p> <ul style="list-style-type: none"><li>• Approve A Resolution in Support of <i>Strength in Numbers: A Regional Plan for Economic Resilience and Prosperity</i></li><li>• Approve FY 2020-21 Budget Amendment No. 2 &amp; Interim Budget/Expenditure Comparison Report</li><li>• Cancel December 16, 2020 Executive Committee meeting</li><li>• Adopt Revised TJCOG Assignment of Classes to Grades and Salary Ranges</li></ul> | Lindsay Whitson<br>Judy Weller<br>Donald Rains<br>Lee Worsley |
| <b>7:26 PM</b><br><i>Discuss and consider</i>                                    | <b><i>Items Removed from the Consent Agenda</i></b>  | Donald Rains  |
| <b>7:30 PM</b><br><i>Receive as information</i>                                  | <b><i>Executive Director's Report</i></b>  | Lee Worsley   |
| <b>7:35 PM</b><br><i>Receive as information</i>                                  | <b><i>Chairman's Report</i></b>  | Donald Rains  |

*Continued*

*November 18, 2020 Board of Delegates Agenda (continued)*

| <u><i>Time</i></u> | <u><i>Item</i></u>       | <u><i>Official</i></u> |
|--------------------|--------------------------|------------------------|
| 7:40 PM            | <i>Around the Region</i> | Donald Rains           |
| 7:55 PM            | <i>Other Business</i>    | Donald Rains           |
| 8:00 PM            | <i>Adjourn</i>           | Donald Rains           |

## **Triangle J Board of Delegates Meeting Agenda Comments – November 18, 2020**

Agenda Section: Recognitions and Presentations

### Recognition of Outgoing Triangle J Delegates

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**Background:** This time on the agenda is reserved for the recognition of delegates whose terms on the TJCOG Board of Delegates are expiring or have expired. At this time Chairman Rains will recognize the following delegates and alternate delegates that have left office or are leaving office in December:

Amy Dalrymple, Lee County  
Kevin Dodson, Lee County  
Greg Ford, Wake County  
James Hill, Durham County  
Penny Rich, Orange County  
David Seiberling, Town of Cameron

**Recommendation(s):** Chairman Rains will recognize the service on the Board of Delegates and to the region of these outgoing delegates and alternate delegates. Please join Chairman Rains in recognizing the loyalty and dedication of all outgoing Board members and expressing Triangle J's heartfelt appreciation for their service as members of the Board of Delegates.

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

# Triangle J Board of Delegates Meeting Agenda Comments – November 18, 2020

Agenda Section: Recognitions and Presentations  
Recap of Regional Summit and Recognition of Speakers

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**Background:** Each year during the Fall, Triangle J Council of Governments holds the Regional Summit, an annual conference that focuses on a topic(s) of importance of the collective region, and provides opportunities for collaboration, locally-focused workshops, and best practices. Amid the COVID-19 pandemic, TJCOG shifted to a virtual platform for the 2020 Regional Summit which was held across five Thursday mornings on the Zoom platform. The series of workshops focused on the topic of equity and its intertwined relationship to government work, including sessions on 1) local government and equity; 2) equitable growth; 3) health equity; 4) equitable community engagement; and 5) policing equity. Session format included presentations from local and national experts and facilitators, as well as time for presenter Q&A.

At this Board of Delegates meeting, Assistant to the Executive Director Alana Keegan will provide a recap of the sessions and feedback from attendees, recognize the local speakers who made the event so impactful, and facilitate a discussion with the Board on next steps. Local presenters for the summit included the following individuals:

- Sharon Williams, City of Durham, Racial Equity & Inclusion Manager
- Brianna Lyda-McDonald, NC Institute of Medicine
- Karinda Roebuck, Chatham Health Alliance Equity Committee Co-Chair
- Michelle Wright, Chatham County Health Department, Equity & Community Engagement Lead
- Kevin Strom, RTI International, Center for Policing Research and Investigation Science
- Monica Chapparo, City of Durham, Assistant Budget Director
- Robert Brown, NC Central University, Criminal Justice Department

**Recommendation(s):** It is recommended the Board of Delegates receive the information on the Regional Summit, recognize the event speakers, and provide input on future work for the region around equity.

**Staff Responsible for Technical Support:** Alana Keegan, Assistant to the Executive Director.

## Triangle J Board of Delegates Meeting Agenda Comments – November 18, 2020

Agenda Section: Business

Presentation of TJCOG's regional economic development strategy, *Strength in Numbers: A Regional Plan for Economic Resilience & Prosperity*

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**Background:** TJCOG's regional economic development strategy serves as a regional blueprint for economic growth with three primary objectives; build capacity, guide regional economic resilience and prosperity, and encourage public/private partnerships. Since designated as the region's Economic Development District (EDD), TJCOG is tasked with updating a regional strategic plan every five years with interim year reports to be submitted to the Economic Development Administration (EDA).

Senior Planner Lindsay Whitson dispersed the plan's Executive Summary and a report for each of the plan's five goals to the Board of Delegates prior to the meeting. Each report includes action plans to accomplish said goal, potential key partners, and performance measures to be evaluated in interim years to measure progress/trends. Review of documents will allow Board members to make comment prior to the Board meeting and/or at the Board meeting itself. At this time on the agenda, Lindsay Whitson will present the plan's development process, final goals and action plans, and the implementation phase.

**Recommendation(s):** It is recommended the Board of Delegates review the items distributed prior to the meeting and be prepared to provide comment and/or ask questions. Following the presentation, TJCOG is asking the Board for final approval of the regional economic development strategy by vote and with a signed Resolution of Support.

**Staff Responsible for Technical Support:** Lindsay Whitson, Senior Planner.



# TRIANGLE J COUNCIL OF GOVERNMENTS

*World Class Region*

## **A RESOLUTION IN SUPPORT OF *STRENGTH IN NUMBERS:* A REGIONAL PLAN FOR ECONOMIC RESILIENCE & PROSPERITY**

**WHEREAS**, Triangle J Council of Governments serves local governments within Chatham, Durham, Johnston, Lee, Moore, Orange, and Wake counties; and

**WHEREAS**, Triangle J Council of Governments has prioritized regional economic development; and

**WHEREAS**, Triangle J Council of Government’s Board of Delegates supports the objectives of the strategy including regional capacity building, guiding of economic resiliency and prosperity, and encouraging private/public partnerships; and

**WHEREAS**, evaluation and analysis of the strategy’s action plans are used to promote equitable economic development in alignment with other local, regional, and state planning processes;

**NOW, THEREFORE, BE IT RESOLVED THAT** the Triangle J Council of Governments hereby adopts TJCOG’s regional economic development strategy, *Strength in Numbers: A Regional Plan for Economic Resilience & Prosperity*, for December 1, 2020 to November 30, 2025 and the policies set forth therein.

Adopted this 18<sup>th</sup> day of November 2020 by the Triangle J Council of Governments Board of Delegates.

Signed:

Attest:

By: \_\_\_\_\_

\_\_\_\_\_

Don Rains, Chair  
Triangle J Council of Governments  
Board of Delegates

Renée Boyette, Clerk to the Board  
Triangle J Council of Governments

## **Triangle J Board of Delegates Meeting Agenda Comments – November 18, 2020**

Agenda Section: Consent Agenda

Approve FY 2020-21 Budget Amendment No. 2 & Interim Budget/Expenditure Comparison Report

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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. 2 is presented to the Board of Delegates for consideration. This amendment is routine in nature and ordinarily would be considered via the consent agenda.

This amendment addresses the following: changes in revenues due to new contract agreements 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.

Also included with this amendment for the board's review is a snapshot of TJCOG's current unaudited financial reports and cash balance as of 9/30/20.

**Recommendation(s):** It is recommended the Board of Delegates approve Fiscal Year 2020-21 Budget Amendment No. 2, as attached.

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

**Triangle J Council of Governments**  
**A Resolution for Budget Amendment No. 2**  
**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. 2 as follows:

**4605 Cares Act Supplemental EDA**

The following accounts should be adjusted by:

Revenue Account

|  |         |           |
|--|---------|-----------|
|  | Federal | \$128,614 |
|  | Total   | \$128,614 |

Expense Account

|                                      |               |           |
|--------------------------------------|---------------|-----------|
|                                      | Salary        | \$48,337  |
|                                      | Fringe        | \$21,291  |
|                                      | Travel        | \$5,000   |
|                                      | Contractual   | \$30,000  |
| Conferences/Professional Development |               | \$4,000   |
|                                      | Indirect Cost | \$19,986  |
|                                      | Total         | \$128,614 |

Purpose: New contract agreement

Funding: US Dept of Commerce

**4776 Raleigh Watershed Protection**

The following accounts should be adjusted by:

Revenue Account

|  |                |             |
|--|----------------|-------------|
|  | Project Income | \$2,665,000 |
|  | Total          | \$2,665,000 |

Expense Account

|  |               |             |
|--|---------------|-------------|
|  | Salary        | \$19,652    |
|  | Fringe        | \$8,657     |
|  | Indirect Cost | \$11,691    |
|  | Contractual   | \$2,625,000 |
|  | Total         | \$2,665,000 |

Purpose: New contract agreement

Funding: City of Raleigh

**4003 Member Services**

The following accounts should be adjusted by:

Revenue Account

|  |                |          |
|--|----------------|----------|
|  | Project Income | \$42,750 |
|  | Total          | \$42,750 |



Expense Account

|               |                 |
|---------------|-----------------|
| Salary        | \$840           |
| Fringe        | \$370           |
| Indirect Cost | \$500           |
| Contractual   | \$41,040        |
| Total         | <u>\$42,750</u> |

Purpose: New contract agreement  
Funding: Piedmont Triad Regional Council of Govt

**4008 Regional Summit**

The following accounts should be adjusted by:

Revenue Account

|                  |                |
|------------------|----------------|
| Deferred Revenue | <u>\$2,349</u> |
| Total            | \$2,349        |

Expense Account

|             |                |
|-------------|----------------|
| Contractual | <u>\$2,349</u> |
| Total       | \$2,349        |

Purpose: Budget for deferred revenue rolled over to FY21  
Funding: FY20 End of year deferred revenue balance

**4501 Triangle Area Rural Planning Organization**

The following accounts should be adjusted by:

Revenue Account

|                  |                 |
|------------------|-----------------|
| Deferred Revenue | <u>\$18,990</u> |
| Total            | \$18,990        |

Expense Account

|             |                 |
|-------------|-----------------|
| Contractual | <u>\$18,990</u> |
| Total       | \$18,990        |

Purpose: Budget for deferred revenue rolled over to FY21  
Funding: FY20 End of year deferred revenue balance

**4801 Triangle Clean Cities**

The following accounts should be adjusted by:

Revenue Account

|                  |                 |
|------------------|-----------------|
| Deferred Revenue | <u>\$36,825</u> |
| Total            | \$36,825        |

Expense Account

|             |                 |
|-------------|-----------------|
| Contractual | <u>\$36,825</u> |
| Total       | \$36,825        |

Purpose: Budget for deferred revenue rolled over to FY21  
Funding: FY20 End of year deferred revenue balance

**5000 Aging Plan/Admin**

The following accounts should be adjusted by:

|                        |                  |                  |
|------------------------|------------------|------------------|
| <u>Revenue Account</u> |                  |                  |
|                        | Deferred Revenue | <u>\$132,926</u> |
|                        | Total            | \$132,926        |
| <u>Expense Account</u> |                  |                  |
|                        | Contractual      | <u>\$132,926</u> |
|                        | Total            | \$132,926        |

Purpose: Budget for deferred revenue rolled over to FY21  
 Funding: FY20 End of year deferred revenue balance

**5001 Aging Ombudsman**

The following accounts should be adjusted by:

|                        |                  |                 |
|------------------------|------------------|-----------------|
| <u>Revenue Account</u> |                  |                 |
|                        | Deferred Revenue | <u>\$50,314</u> |
|                        | Total            | \$50,314        |
| <u>Expense Account</u> |                  |                 |
|                        | Contractual      | <u>\$50,314</u> |
|                        | Total            | \$50,314        |

Purpose: Budget for deferred revenue rolled over to FY21  
 Funding: FY20 End of year deferred revenue balance

**5019 Durham Community Resource Connections**

The following accounts should be adjusted by:

|                        |                  |                |
|------------------------|------------------|----------------|
| <u>Revenue Account</u> |                  |                |
|                        | Deferred Revenue | <u>\$9,213</u> |
|                        | Total            | \$9,213        |
| <u>Expense Account</u> |                  |                |
|                        | Contractual      | <u>\$9,213</u> |
|                        | Total            | \$9,213        |

Purpose: Budget for deferred revenue rolled over to FY21  
 Funding: FY20 End of year deferred revenue balance

**5021 Veteran Directed Home & Community Based Services**

The following accounts should be adjusted by:

|                        |                  |                 |
|------------------------|------------------|-----------------|
| <u>Revenue Account</u> |                  |                 |
|                        | Deferred Revenue | <u>\$23,308</u> |
|                        | Total            | \$23,308        |
| <u>Expense Account</u> |                  |                 |
|                        | Contractual      | <u>\$23,308</u> |
|                        | Total            | \$23,308        |

Purpose: Budget for deferred revenue rolled over to FY21  
 Funding: FY20 End of year deferred revenue balance

**5023 Mippa**

The following accounts should be adjusted by:

|                        |                  |                |
|------------------------|------------------|----------------|
| <u>Revenue Account</u> |                  |                |
|                        | Deferred Revenue | <u>\$7,360</u> |
|                        | Total            | \$7,360        |
| <u>Expense Account</u> |                  |                |
|                        | Contractual      | <u>\$7,360</u> |
|                        | Total            | \$7,360        |

Purpose: Budget for deferred revenue rolled over to FY21

Funding: FY20 End of year deferred revenue balance

Adopted and Approved on this the 18th day of November 2020.

Donald Rains, Chair

Attest:

Lee Worsley, Executive Director

# TRIANGLE J COUNCIL OF GOVERNMENTS

FINANCIALS AS OF SEPTEMBER 30, 2020

## CASH BALANCE

|  |                        |
|--|------------------------|
| CHECKING ACCOUNT                           | \$ 1,151,883.02        |
| TRUST ACCOUNT                              | \$ 201,296.51          |
| NORTH CAROLINA CASH MANAGEMENT INVESTMENTS | \$ 1,853,077.53        |
| TOTAL CASH ON HAND                         | <u>\$ 3,206,257.06</u> |

| <u>DIVISION</u>      | <u>BUDGETED REVENUES</u> | <u>JUL-SEP REVENUES</u> | <u>ENCUMBRANCE</u> | <u>REMAINING BALANCE</u> |
|----------------------|--------------------------|-------------------------|--------------------|--------------------------|
| GENERAL FUND         | 636,579.00               | 788,564.55              | 0.00               | -151,985.55              |
| ECONOMIC DEVELOPMENT | 241,000.00               | 121,556.68              | 0.00               | 119,443.32               |
| REGIONAL PLANNING    | 4,667,331.00             | 1,073,597.91            | 0.00               | 3,593,733.09             |
| AGING SERVICES       | <u>15,432,382.00</u>     | <u>1,939,621.42</u>     | <u>0.00</u>        | <u>13,492,760.58</u>     |
| TOTAL REVENUES       | <u>20,977,292.00</u>     | <u>3,923,340.56</u>     | <u>0.00</u>        | <u>17,053,951.44</u>     |

| <u>DIVISION</u>      | <u>BUDGETED EXPENDITURES</u> | <u>JUL-SEP EXPENDITURES</u> | <u>ENCUMBRANCE</u> | <u>REMAINING BALANCE</u> |
|----------------------|------------------------------|-----------------------------|--------------------|--------------------------|
| GENERAL FUND         | 636,579.00                   | 126,115.86                  | 40,721.80          | 469,741.34               |
| ECONOMIC DEVELOPMENT | 241,000.00                   | 60,317.76                   | 3,000.00           | 177,682.24               |
| REGIONAL PLANNING    | 4,667,331.00                 | 615,769.92                  | 38,880.20          | 4,012,680.88             |
| AGING SERVICES       | <u>15,432,382.00</u>         | <u>2,522,079.77</u>         | <u>8,424.42</u>    | <u>12,901,877.81</u>     |
| TOTAL EXPENDITURES   | <u>20,977,292.00</u>         | <u>3,324,283.31</u>         | <u>91,026.42</u>   | <u>17,561,982.27</u>     |

## **Triangle J Board of Delegates Meeting Agenda Comments – November 18, 2020**

Agenda Section: Consent Agenda

Cancel December 16, 2020 Executive Committee meeting

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**Background:** It has been tradition to cancel the December Executive Committee meeting unless there are business items necessitating a meeting. Currently, TJCOG staff does not anticipate any items requiring Executive Committee action in December.

**Recommendation(s):** It is recommended the Board of Delegates approve cancellation of the December 16, 2020 Executive Committee meeting.

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

## **Triangle J Board of Delegates Meeting Agenda Comments – November 18, 2020**

Agenda Section: Consent Agenda

Adopt Revised TJCOG Assignment of Classes to Grades and Salary Ranges

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**Background:** The Board is requested to adopt a revised Triangle J Council of Governments Assignment of Classes to Grades and Salary Ranges, effective November 19, 2020. Approval of the revised ranges will allow the Executive Director to implement a reorganization to better align TJCOG staff to the organization's strategic focus areas. Board members have been given several opportunities to learn about the reorganization. The Executive Committee was fully briefed on the Reorganization at their September 2020 meeting.

**Recommendation(s):** Approve the attached revised Triangle J Council of Governments Assignment of Classes to Grades and Salary Ranges, effective November 19, 2020.

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

# Triangle J Council of Governments

Assignment of Classes to Grades & Salary Ranges

Proposed Effective Date: November 19, 2020

| <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<br>Office Assistant   | N<br>N                     | \$31,038       | \$40,350        | \$49,661       |
| 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<br>Regional Ombudsman   | N<br>N                     | \$43,674       | \$56,777        | \$69,879       |
| 20           |   |                            | \$45,858       | \$59,615        | \$73,373       |
| 21           | Aging Program Coordinator<br>Planner II   | E<br>E                     | \$48,150       | \$62,596        | \$77,042       |
| 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       |
| 25           | Area Agency on Aging Assistant Director<br>Local Government Consultant/HR Officer<br>Principal Planner  | E<br>E<br>E                | \$58,528       | \$76,086        | \$93,645       |
| 26           | Administrative Officer  | E                          | \$61,454       | \$79,890        | \$98,327       |
| 27           | Assistant to The Executive Director<br>Member Engagement Manager  | E<br>E                     | \$64,528       | \$83,885        | \$103,243      |
| 28           | Planning Program Manager<br>Community and Economic Development Program<br>Manager<br>Rural Transportation and Mobility Program<br>Manager<br>Natural Resources and Resiliency Program<br>Manager<br>Housing Program Manager<br>Strategy and Operation Manager | E<br>E<br>E<br>E<br>E<br>E | \$67,753       | \$88,079        | \$108,405      |

|           |  |             |          |           |           |
|-----------|--|-------------|----------|-----------|-----------|
| <b>29</b> | Urban Transportation and Mobility Program<br>Manager   | E           | \$71,141 | \$92,483  | \$113,825 |
| <b>30</b> | Administration and Member Services Director<br>Area Agency on Aging Director<br>Finance Director | E<br>E<br>E | \$74,698 | \$97,107  | \$119,516 |
| <b>31</b> | Regional Planning Director   | E           | \$78,433 | \$101,962 | \$125,492 |
| <b>32</b> |  |             | \$82,355 | \$107,060 | \$131,767 |
| <b>33</b> |  |             | \$86,473 | \$112,413 | \$138,355 |
| <b>34</b> |  |             | \$90,796 | \$118,034 | \$145,273 |
| <b>35</b> |  |             | \$95,336 | \$123,936 | \$152,537 |