



TRIANGLE J COUNCIL OF GOVERNMENTS

World Class Region

Executive Committee Meeting

Wednesday, September 23, 2020, 6:00 PM

Held via simultaneous communication on WebEX

Minutes

Delegates and Alternate Delegates Attending:

Mark B. Wilson, Town of Archer Lodge

DeDreana Freeman, City of Durham

Kathleen Ferguson, Town of Hillsborough

Amy Dalrymple, Lee County

Sally Greene, Orange County

Kevin Drum, Village of Pinehurst

Pamela Baldwin, Town of Pittsboro

Donald Rains, Town of Princeton

Ronnie Currin, Town of Rolesville

Rebecca Wyhof Salmon, City of Sanford

Delegates Absent:

Jim Crawford, Chatham County

James A. Hill, Durham County

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

Butch Lawter, Johnston County

Sig Hutchinson, Wake County

TJCOG staff attending:

Lee Worsley, Executive Director

Renée Boyette, Administration & Member Services Director

Alana Keegan, Assistant to Executive Director

Lindsay Whitson, Senior Planner

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

Chairperson Rains called the meeting to order at 6:00 PM and welcomed all attendees. He reviewed procedures for the virtual meeting and asked Renée Boyette, Administration & Member Services Director, to conduct the roll call. Ms. Boyette called the roll to verify the attendance of delegates and alternates and declared a quorum was present.

Approval of Agenda

Chairperson Rains presented the agenda and asked if anyone would like to request changes to the agenda. Hearing none, he declared the agenda approved by consent.

Recognitions and Presentations

None presented.

Business

- **Discuss EDA Supplemental Finance Assistance – Grant Administration**

Chairperson Rains asked staff to present this topic.

Lee Worsley, Executive Director, introduced Lindsay Whitson, a senior planner on the TJCOG staff. He said TJCOG has a new funding opportunity from the US EDA and wanted to get Board feedback. He commented this is a great opportunity to up our game, especially related to technical assistance for small and rural governments.

Ms. Whitson said she has worked at TJCOG for about 9 months. The funding source for this opportunity is the EDA Cares Act Partnership Planning Supplemental funding. We have received \$400,000 from the US EDA. The agreement began on July 1, 2020 and we started seeing funds in August. Funds must expend by June 30, 2022.

Ms. Whitson highlighted the scope of work which includes:

- Support authorized activities to prevent, prepare for, and respond to the coronavirus pandemic
- Respond to economic injury as a result of coronavirus,
- Technical Assistance and capacity building for member organizations, local businesses, and other local stakeholders impacted by coronavirus, and
- Organizational capacity support for coronavirus response

Ms. Whitson said the scope of work may change at some point, but the plan was submitted to allow for flexibility. The administration plan includes providing technical assistance, regional planning projects, and creating partnerships to further leverage funding and capacity building.

Ms. Whitson also highlighted potential administrative services such as seeking out potential partnerships/project ideas. She mentioned that grant writing, 160D compliance and working with partners are already underway. Additionally, technical assistance may be provided for small member governments and if interested non-members would have to first join TJCOG.

Ms. Whitson asked the Executive Committee if there are other communities we should be looking at, other project ideas we should explore, or other partnership opportunities.

Mr. Worsley noted this grant does not have a required match and is a great opportunity.

Mr. Rains asked if staff would be able to assist with applications for grants related to flood control. Ms. Whitson said they would and flood control fits with the EDA's focus on resiliency.

Mr. Wilson said Archer Lodge is exploring building a public sewer system and the engineering study has been completed. He asked if these funds might be of assistance to them. Ms. Whitson said she was not sure. Mr. Worsley said we would be happy to talk to the town administrator and see where there is alignment.

Mr. Drum said he would be happy to help reach out to communities in Moore County and said it would be valuable to create a template for all of us to work together. Mr. Worsley said if Moore County joins TJCOG he would leverage some of that member assessment to provide services to these communities.

Mr. Drum commented that regional is better and Ms. Whitson should look at the whole area. He said he wants to gain knowledge on how to proceed.

Chairperson Rains thanked s. Whitson for her presentation and noted no action was needed on this item.

Ms. Whitson asked the Executive Committee members to email her if they have other ideas

- **Grant Executive Director authority to dispose of surplus personal property under \$30,000 in value without bidding**

Chairperson Rains asked Ms. Boyette to present this item.

Ms. Boyette noted the purpose of this item is to allow the Executive Director to dispose of surplus personal property valued at under \$30,000 without having to go through the formal bid process. She said specifically that TJCOG owns a 2010 Honda Civic and we would like to sell it. After communicating with the UNC School of Government, the recommendation was made to authorize the Executive Director to perform this function without needing Board approval for each item. Ms. Boyette asked the Executive Committee to consider adoption of the proposed resolution.

Chairperson Rains asked if there were any questions. Hearing none, he thanked Ms. Boyette for this information.

Consent Agenda

- **Grant Executive Director authority to dispose of surplus personal property under \$30,000 in value without bidding**
- **Approve Minutes of June 24, 2020 Executive Committee meeting**
- **Amend Personnel Policy**
- **Consider merit increase for TJCOG Executive Director**

Chairperson Rains presented the Consent Agenda for approval and asked if anyone would like to remove an item. Hearing no requests to remove items from the consent agenda, he then asked Mr. Worsley to explain the personnel policy and merit increase items.

Ms. Salmon made a motion to approve the Consent Agenda as presented; Ms. Baldwin seconded the motion. Ms. Boyette conducted the vote via roll call; the motion was passed unanimously.

Items Removed from the Consent Agenda

None.

Closed Session

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

Chairperson Rains noted that Executive Director Lee Worsley asked for this Closed Session to discuss personnel items.

Ms. Dalrymple made a motion to enter a closed session for the stated purpose; Mr. Drum seconded the motion. Ms. Boyette conducted the vote via roll call; the motion was passed unanimously. The Executive Committee entered closed session at 6:37 PM.

Report from Closed Session

The Executive Committee returned to open session at 7:33 PM and did not provide a report.

Executive Director's Report

Mr. Worsley stated he was proud of TJCOG staff for working in a virtual environment and doing an outstanding job. He said he expects the office to be in telework mode until end of calendar year. He stated staff can come into office if needed and can bring kids to work if needed for a little while.

Mr. Worsley asked Alana Keegan, Engagement Specialist, to give an update on the Regional Summit. Ms. Keegan reported the Regional Summit will be held virtually across 5 Thursdays. She said the workshop scheduled for the next day is on growth and if we growing in an equitable way.

Mr. Worsley noted that TJCOG gathered an ICMA conference regional cohort which allowed members to save money if registering with the cohort.

Chairman's Report

Chairperson Rains said he feels great about how local governments have met challenges around COVID-19. Public schools putting in hotspots so children can do homework.

Chairperson Rains asked Executive Committee members if they wanted to speak about occurrences in their home community.

Other Business

Chairperson Rains asked if members of the Executive Committee had any other business.

Hearing none, *Mr. Wilson made a motion to adjourn; Mr. Drum seconded the motion. Chairperson Rains adjourned the meeting at 7:53 PM.*

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Renée Boyette, Recording Officer

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Donald Rains, Chairperson