



TRIANGLE J COUNCIL OF GOVERNMENTS

World Class Region

Executive Committee Special Meeting Held virtually via WebEx

April 8, 2020
MINUTES

Executive Committee members attending:

Jim Crawford, Chatham County
Kevin Drum, Village of Pinehurst
Sally Green, Orange County
Donald Rains, Town of Princeton
Ronnie Currin, Town of Rolesville
DeDreana Freeman, City of Durham (E)

Mark Wilson, Town of Archer Lodge
Sig Hutchinson, Wake County
Kathleen Ferguson, Town of Hillsborough
Rebecca Wyhof Salmon, City of Sanford
Butch Lawter, Johnston County
Amy Dalrymple, Lee County

Executive Committee members absent:

James Hill, Durham County

Pamela Baldwin, Town of Pittsboro

(A) - Alternate

(E) – Excused

TJCOG staff attending:

Lee Worsley, Executive Director
Renée Boyette, Admin. & Member Services Director
Erika Brown, Senior Planner

Alana Keegan, Engagement Specialist
Jenny Halsey, Local Govt Consultant & HR Officer

Chair Crawford called the meeting to order at 12:32 p.m., declared a quorum in attendance, and thanked everyone for attending.

Approval of agenda

Chair Crawford presented for approval the agenda for the April 8, 2020 Executive Committee meeting. *Mr. Rains made a motion to approve the agenda. Ms. Ferguson seconded the motion; the motion passed unanimously.*

Consent Agenda

None.

Business

Lee Worsley, TJCOG Executive Director, noted this meeting is being live streamed on our website to meet public meeting requirements.

- **Sponsor Access Agreement for the Federal Home Loan Bank of Atlanta's Affordable Housing Program**

Mr. Worsley reported the Triangle J Affordable Housing staff are interested in applying for funding up to \$500,000 through the Federal Home Loan Bank (FHLB) of Atlanta's Affordable Housing Program (AHP) for home repair in areas not currently well-served by other home repair funding sources. He asked Senior Planner Erika Brown to discuss this further.

Ms. Brown said this is an ongoing annual competition grant from the Federal Home Loan Bank in Atlanta. The FHLB offers grants to organizations to support affordable housing in local communities. Ms. Brown said she has been in conversation with local partners about this grant opportunity. She noted TJCOG will apply in partnership with the Local Government Federal Credit Union for \$500,000 to assist up to 25 homeowners could not be served otherwise. These funds will help moderate- and low-income homeowners get repairs and age in place.

Ms. Brown noted she is engaging with the Self-Help Credit Union to assist in Orange County.

Ms. Brown noted that multiple applications can be submitted, and the grant application deadline was extended to June 1, 2020. She also noted that she is asking TJCOG to approve TJCOG applying for funds from this program.

Mr. Wilson asked if this is a matching grant. Ms. Brown said it is and TJCOG will have to bring 20% to the table. She also noted that Rebuilding Together has a lot of funds they can bring to the table and will bring the leverage funds.

Ms. Green inquired about the Orange County project. Ms. Brown said it is early in the process, homeowners have been identified and Self Help is being engaged. The project will likely be 15-20 homeowners needing moderate repair. Ms. Green suggested staff talk with the Orange County Housing Department.

Ms. Ferguson asked if TJCOG has relationships with other nonprofits. Ms. Brown said we have a longstanding relationship with Rebuilding Together.

Mr. Hutchinson asked if there have been any discussions with Wake County. Ms. Brown said not yet.

Mr. Worsley said the member services team will reach out to get signatures and FHLB will allow electronic signatures.

Mr. Wilson made a motion to approve the Sponsor Access Agreement with the Federal Home Loan Bank of Atlanta as presented. Ms. Ferguson seconded the motion; the motion was unanimously approved.

- **Update on TJCOG Services as a Result of COVID-19**

Chair Crawford asked Mr. Worsley to provide this update.

Mr. Worsley shared information about some of the staff work staff in response to COVID-19. He said he is proud of how TJCOG staff and elected officials and staff across the region have responded.

Mr. Worsley reported that TJCOG offices have been closed to the public since March 17, 2020 and will remain closed until further notice. However, TJCOG staff have continued to work remotely. He gave a “shout out” to Cary as our technology provider and noted all staff are equipped with laptops and mostly work in the cloud through O365 and finance in cloud.

Mr. Worsley reported that a very limited number of employees are allowed to access the office and only on specified days. TJCOG is fully compliant with the Durham Mayor’s stay at home order. He also reported he held a virtual staff meeting on Monday and it went well.

Mr. Worsley reported that Renée Boyette, Administration and Member Services Director, is hosting a Human Resources Directors’ Roundtable twice a week and averaging 30-50 individuals on call.

Mr. Worsley said he is hosting managers and assistant managers on a twice a week call with 20-40 individuals on the call. The NC Leagues of Municipalities and UNC School of Governments has also joined these calls.

Mr. Worsley also noted that Alana Keegan, Engagement Specialist, is developing an in-depth resource library and created a policy tracker that regional staff can access.

Mr. Worsley commented that the Area Agency on Aging was hit by COVID-related issues first and most severely. The AAA staff been working hard with counties and Councils of Aging on a multitude of items.

Mr. Drum asked if there is good representation on these calls. Mr. Worsley and Ms. Boyette responded there is.

• **Amendments to Triangle J COG Personnel Policy Related to COVID-19**

Mr. Worsley reported that this is not blanket approval of the personnel policy previously reviewed and that will be done the next time we meet in person. He commented there are some tweaks to the personnel policy needed related to COVID issues.

Mr. Worsley noted that FLSA exempt employees now must take leave in full day increments. He asked to change the full-day requirement to allow leave taken in ¼ hours increments for exempt employees, same as currently allowed for non-exempt employees.

Mr. Worsley also asked to clarify how employees can take sick leave and to formalize the sick leave donation policy, and the calculation method for determining FMLA use.

Mr. Worsley asked to add an Administrative leave section giving him the authority to implement administrative leave. He also asked to add the section on Short Term Disability since that benefit was added a couple of years ago.

Mr. Worsley noted that no employees to this point have needed to take leave due to COVID or related issues.

Hearing no questions, *Mr. Currin made a motion to adopt the proposed amendments to the TJCOG Personnel Policy as presented. Mr. Drum seconded the motion; the motion was approved unanimously.*

- **Approval of Policies Related to Federal Families First Act**

Mr. Worsley noted TJCOG is subject to the Families First Act (FFA) recently enacted by Congress. He thanked Jenny Halsey, TJCOG HR Officer, and the legal staff for quickly developing these corresponding policies provided in the agenda packet. Mr. Worsley noted the FFA became effective on April 1 and the School of Government recommended each governing body ratify its corresponding policies.

Mr. Worsley explained that Emergency Sick Leave policies require TJCOG to provide 75 hours of emergency sick leave for full time employees and a proportionate share for part-time employees. He also noted there is a list of circumstances in which the employee may be eligible for leave under this policy.

Mr. Worsley noted the Emergency Family Medical Leave Act (EFMLA) is also a result of COVID. He said that even though we have fewer than 50 employees we are required to implement EFMLA under FMLA rules. Ms. Halsey noted EFMLA is only for child care reasons.

Mr. Worsley said he is asking the Executive Committee to ratify these two policies which follow the federal mandate.

Mr. Hutchinson made a motion to ratify the Families First Act Emergency Sick Leave and Emergency FMLA policies as presented. Ms. Dalrymple seconded the motion; the motion was unanimously approved.

- **Discussion about April Board of Delegates Meeting**

Mr. Worsley noted the April meeting scheduled to be a full Board of Delegates meeting and will probably need to be held virtually. He said this is when the FY21 budget will be presented and the public hearing held. He reported the April 15 deadline established in governing documents that requires the budget be distributed by this date.

Mr. Worsley said he is almost done with the budget and it will be a best-case scenario budget. He said if the presentation is delayed until May, we will have to present the budget, hold the

public hearing, and adopt the budget at the same meeting. He noted the Executive Committee cannot adopt budget.

Mr. Wilson asked when the budget goes into effect. Mr. Worsley responded on July 1.

Mr. Currin asked if there are any legalities around holding virtual meetings and securing a quorum online. Mr. Worsley said he has checked with the attorney and there are no issues.

Mr. Rains suggested having a virtual meeting and noted this one has gone very well. Mr. Currin agreed and said to make as good as we can and remember that we do not know what is going to change in next few months.

Mr. Hutchison made a motion to hold the April Board of Delegates meeting virtually. Ms. Ferguson seconded the motion; the motion was unanimously approved.

Other Business

Having no other business, Chair Crawford adjourned the meeting at 1:30 PM.

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Renée Boyette, Recording Officer

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Don Rains, Chairman