



CENTRAL PINES

REGIONAL COUNCIL

Central Pines Regional Council Executive Committee

Meeting Agenda
Wednesday, September 25, 2024
6:00 – 8:00 pm | Virtual
Chair Brett Gantt, Presiding

- 1. Call to Order** 6:00 pm
 - a. Call to Order and Welcome
Official: Brett Gantt, Chair
 - b. Roll Call
Beth Davis, Member Engagement Coordinator, Clerk to the Board
 - c. Declaration of Quorum
Official: Brett Gantt, Chair
 - d. Get to Know CPRC
Presenter: Brett Gantt, Chair
 - e. Introduction of New Executive Committee Members and brief overview of Executive Committee
Presenters: Brett Gantt, Chair and Lee Worsley, Executive Director
- 2. Review of Agenda** 6:20 pm
 - a. Review of Agenda
Official: Brett Gantt, Chair
Potential Action: Chair Gantt will approve
- 3. Presentations and Recognitions** 6:25 pm
 - a. Foreign Trade Zone 93 Presentation - Alcami
Presenter: Lindsay Whitson, Community & Economic Development Director and Bob Nevruz, VP Engineering, Facilities, and Maintenance at Alcami
Potential Action: Place on Consent Agenda
- 4. Public Hearings** 6:40 pm
 - a. Public Hearing for Central Pines Regional Council's HUD Pathways to Removing Obstacles to Housing (HUD PRO)
Presenter: Lindsay Whitson, Community & Economic Development Director
Potential Action: Open for Public Comments
- 5. Business** 6:50 pm
 - a. Connected Region 2050 Draft Scope of Work and Funding Strategy
Presenter: Lee Worsley, Executive Director
Potential Action: None – Information Only

- b. Personnel Policy Update
Presenter: Jenny Halsey, Assistant Executive Director
Potential Action: Place on Consent Agenda

- c. Update on CPRC Subcommittees
Presenter: Lee Worsley, Executive Director
Potential Action: None – Information Only

6. Consent 7:30 pm

Items on the Consent Agenda are considered routine and will be enacted by a single motion unless a member of the Executive Committee requests an item be removed. Any item that is removed from the Consent Agenda will be considered individually after the Consent Agenda.

- a. DRAFT Minutes: June 26, 2024
- b. FTZ Approval for Alcami
- c. Personnel Policy Update, Resolution #2024-09-01
- d. Budget Amendment 1, Resolution #2024-09-02

7. Items Removed from Consent Agenda

8. Executive Director's Report 7:40 pm

- a. Executive Director's Report
Presenter: Lee Worsley, Executive Director
Potential Action: None – Receive as Information

9. Chair's Report 7:45 pm

- a. Chair's Report
Presenter: Brett Gantt, Chair
Potential Action: None - Receive as Information

10. Around the Region 7:50 pm

- a. Around the Region Reports/Updates
Potential Action: None – Receive as Information

11. Closed Session

12. Other Business

- a. Other Business
Presenter: Brett Gantt, Chair

13. Adjournment 8:00 pm

- a. Adjourn the Meeting
Potential Action: Motion to Adjourn

Meeting Date:

September 25, 2024-Executive Committee

Agenda Location:

Presentations & Recognitions

Item Title:

Welcome New Executive Committee Members and Executive Committee Orientation

Presenter(s):

Chair Brett Gantt and Executive Director Lee Worsley

Background:

Two new members of the Executive Committee will attend the September meeting. Both became Board Officers on July 1.

Randee Haven O'Donnell is a council member for the Town of Carrboro and serves as CPRC's Second Vice Chair.

Byron McAllister is Selma's Mayor and serves as CPRC's Secretary/Treasurer.

Chair Gantt will introduce each new Executive Committee member and allow them to highlight their public service and goals as an Executive Committee member.

Following introductions, Executive Director Lee Worsley will briefly overview the Executive Committee and its responsibilities vs. the Board of Delegates.

Will Documentation Be Included for Agenda Packet:

Yes No

If yes, please include documentation in the appropriate meeting folder [HERE](#).

Is Any Additional Action/Communication Required:

Public Hearing

Newspaper Notice Required

Website

Press Release

Social Media

Other:

BOARD OF DELEGATES V. EXECUTIVE COMMITTEE



Definitions

Board of Delegates:








The Board of Delegates is comprised of one delegate from each of CPRC's member governments. The Charter also allows for one alternate delegate to be appointed. All delegates and alternates must be elected members of the governing bodies of their member governments. Each member government is entitled to one vote on all matters before the Board of Delegates. Article VIII, Section 4 of the CPRC Charter allows weighted voting, if requested. Weighted voting may be requested by any delegate present. Each member will be allocated one vote per 5,000 in population, plus any remaining fraction of 5,000. A local government with a population of less than 5,000 automatically receives one vote (e.g. if a local government has a population of 3,200, they receive one vote. If a local government has 11,000, they receive three votes) Votes must be cast by the delegate, or in their absence, by an alternate of the member government.

Executive Committee:

The Executive Committee consists of each of the officers (Chair, 1st Vice Chair, 2nd Vice Chair, Secretary/Treasurer, Immediate Past Chair) and two delegates from each county in the region. Each county government will occupy one seat on the committee, and the other seat from each county will be occupied by municipal delegate from that county. The municipal delegate will be chosen by a vote of all the municipal delegates from that county. An officer automatically occupies the designated county and/or municipal seat on the Executive Committee (e.g., if an officer is from a municipality in Johnston County, the Johnston County municipal seat is automatically assigned to that officer). The Executive Committee will identify and bring matters of regional concern and interest before the Board of Delegates for consideration and suggested work plan priorities.





Roles/Responsibilities	Board of Delegates	Executive Committee
<p>Quorum (Vacancies on both Delegates & Alternates from a local government member on the Board of Delegates or Executive Committee will not count toward the number needed for quorum)</p>	<p>40% of total # of delegates officially appointed to their seats by a local government member</p>	<p>40% of the total # of Executive Committee members</p>
<p>Adoption of Annual CPRC Budget Resolution</p>	<p></p>	<p></p>
<p>Set Membership Assessment</p>	<p></p>	<p></p>
<p>Amend the CPRC Bylaws & Charter</p>	<p></p>	<p></p>
<p>Approve Meeting Schedule</p>	<p></p>	<p></p>
<p>Employ or terminate the Executive Director</p>	<p></p>	<p></p>
<p>Conduct the performance evaluation of the Executive Director</p>	<p></p>	<p></p>
<p>All other matters</p>	<p></p>	<p></p>

Meeting Date:

September 25, 2024-Executive Committee

Agenda Location:

Presentations & Recognitions

Item Title:

Foreign Trade Zone Items

Presenter(s):

Lindsay Whitson, Community & Economic Development Director, and Bob Nevruz, VP, Engineering, Facilities and Maintenance at Alcami

Background:

Central Pines is the grantee for Foreign Trade Zone (FTZ) #93. Lindsay Whitson will provide a brief overview of what an FTZ is and the role CPRC plays as its administrator. Staff is also requesting approval from the Board of Delegates that allows for the amendment of all operator agreements. Currently, the agreement requires all operating zones to carry comprehensive commercial liability and property insurance in the minimum amounts of \$2,000,000 for injury to one person; \$2,000,000 for all injuries in one incident; and a \$5,000,000 property damage umbrella policy. A new operator seeking designation has asked if the property damage umbrella policy could be lessened to \$3,000,000, since that is the largest policy amount they are eligible for at this time. This change in insurance coverage would be in effect for all current and future operators.

Central Pines staff has been in contact with the US FTZ Agency and they are comfortable with a change in the insurance requirement.

Additionally, Alcami is a biotech manufacturing company that has requested sponsorship of their application to the U.S. Foreign Trade Zone Board. Their request has been approved by the FTZ #93 Board for sponsorship of their application. The Central Pines Regional Council Board of Delegates or Executive Committee is required to provide the final recommendation prior to the applicant completing their application.

To learn more about FTZ #93, please visit: [Foreign Trade Zone #93](#)

Recommendation:

Place on Consent Agenda

Focus Area:

Choose an item.

Community and Economic Development

Will Documentation Be Included for Agenda Packet:

Yes

No

Meeting Date:

September 25, 2024-Executive Committee

Agenda Location:

Public Hearings

Item Title:

Public Hearing for Central Pines Regional Council’s HUD Pathways to Removing Obstacles to Housing (HUD PRO)

Presenter(s):

Lindsay Whitson, Community and Economic Development Director

Background:

Central Pines Regional Council (CPRC) is submitting a Pathways to Removing Obstacles to Housing (PRO) grant application from the U.S. Housing and Urban Development. Conducting a public hearing is a requirement of the grant proposal, encouraging public and stakeholder input regarding Central Pine’s application.

The HUD PRO program is focused on removing barriers to affordable housing and seeking to increase housing production and lower housing costs over the long term. Central Pine’s PRO application is taking a multi-prong approach to address affordable housing challenges in the region – including planning, implementation, and expansion of current projects in place. More information on Central Pines intended application will be given during the presentation ahead of the Public Hearing.

Recommendation:

Other

Focus Area:

Choose an item.

Housing

Will Documentation Be Included for Agenda Packet:

Yes No

If yes, please include documentation in the appropriate meeting folder [HERE](#).

Is Any Additional Action/Communication Required:

- | | |
|--|--|
| <input checked="" type="checkbox"/> Public Hearing | <input type="checkbox"/> Press Release |
| <input type="checkbox"/> Newspaper Notice Required | <input checked="" type="checkbox"/> Social Media |
| <input checked="" type="checkbox"/> Website | <input type="checkbox"/> Other: |

Meeting Date:

September 25, 2024-Executive Committee

Agenda Location:

Business

Item Title:

Connected Region 2050 Draft Scope of Work and Funding Strategy

Presenter(s):

Executive Director Lee Worsley

Background:

During the August 2024 Board of Delegates meeting, the Board heard presentations from the Wasatch Front Regional Council and the Mid-Ohio Regional Planning Commission on their regional visioning efforts.

As discussed, a comprehensive regional vision for our region has not been completed and implemented since 1969. Central Pines staff has been working for close to two years, laying the groundwork for beginning a regional visioning process.

As we approach the next steps in the process, it is time to begin finalizing the project's scope of work and focusing on a funding plan.

The attached scope of work has been developed over the last six months and has already received considerable input from several of our partner organizations.

Funding for this project is not available within the current Central Pines budget. Central Pines staff will aggressively look for funding sources, including grant opportunities. However, many partners have asked about the local government's contributions to the project.

A draft funding strategy is also attached, including funding already committed and some small funding asks from local government members with populations over 20,000.

It is requested that the Executive Committee spend no more than 30 minutes discussing the Scope of Work and the proposed funding plan. Additional opportunities for discussion and input will be provided at future Executive Committee and Board of Delegates meetings. The goal for tonight's meeting is to get higher level guidance on whether the scope of work needs major change and if the Funding Plan makes sense.

Will Documentation Be Included for Agenda Packet:

Yes No

If yes, please include documentation in the appropriate meeting folder [HERE](#).

Thrive Central NC: Connected Region 2050

Scope of Work

The purpose of Connected Region 2050 is to create a shared vision, goals, success mechanisms and metrics for the ten counties in Central North Carolina: Johnston, Wake, Durham, Granville, Franklin, Orange, Chatham, Harnett, Lee, and Moore. Connected Region 2050 will inspire regional connections around transportation and mobility, housing support, infrastructure, and land use patterns to continue regional success in the Central NC area. Further, its purpose is to facilitate the coordination of existing local and regional plans. In a rapidly growing major metropolitan region of over 2 million people, Connected Region 2050 is needed to address the weaving of formerly separated urban communities and the rapid expansion of development and investment in rural and suburban communities.

Growth in the region will continue at a rapid pace. Current projections show that the region will add close to 50,000 people each year until 2050. Our region’s current successes result from regional cooperation, but continued collaboration is imperative to our region’s future achievements and sustainability. Connected Region 2050 is meant to serve as a guide to institutionalize and measure the region’s collaborative work to keep the region one of the best in the nation.

1. Project Scope & Foundation

Action	Details	Cost	Anticipated Completion Date
A. Develop a draft Scope of Work		\$3,100	May 31, 2024
B. Collect CIP plans from throughout the region to develop a regional CIP. Plans collected would include local government CIP and transit plans.	<ul style="list-style-type: none"> i. Illustrate collective infrastructure needs, gaps, and opportunities. ii. Create a clearinghouse of plans and analysis of alignment and gaps. iii. Use for demonstration of a Connected Region 2050 deliverable to the 10 counties, potential Ambassadors, and 	\$5,000	Start: June 2024 End: December 19, 2024

	investors to gain support for the project.		
C. Develop a graphic of the flow of work and decision-making for Connected Region 2050 (different committees/groups)		\$800	June 5, 2024
D. Receive input on Scope of Work	<ul style="list-style-type: none"> i. Have feedback session for stakeholders (MPO, RTA, RTP, Chambers) ii. Feedback session at the August CPRC Board of Delegates meeting iii. Detailed feedback on the Scope of Work at the September CPRC Executive Committee meeting. iv. Send the Scope of Work to Congressional and General Assembly Offices v. Review Scope of Work at the October 23, 2024 Regional Managers meeting. vi. Hold pop-up meetings in the 10 counties to receive input on the Scope of Work vii. The Board reviews and approves of the Scope of Work. viii. Work with individual local governments to gain commitment to participate and funding commitment 	\$25,000	<p>Send out to stakeholders June 7, 2024. Feedback session scheduled for August 2, 2024</p> <p>Send to Congress and General Assembly Offices following stakeholder feedback session, CPRC Board of Delegates meeting, and CPRC Executive Committee meeting. On or around October 1, 2024</p> <p>Send to local governments with funding request by October 1, 2024. Pop up events in</p>

			January and February 2025
E. Refine Scope of Work, get final approval from the Board of Delegates and publish it in final form		\$1,600	January 22, 2025

Deliverables for Task 1: Project Scope & Foundation

- Draft Scope of Work
- Regional CIP Document
- Deliver Scope of Work to local government members with funding request
- Pop Up Events in 10 counties to review draft scope
- Event with Stakeholders to review draft scope
- Graphic showing project process
- Final Scope of Work

TOTAL COST - \$35,500

Projected Completion Date: February 2025

2. Foundational Elements

Action	Details	Cost	Anticipated Completion Date
A. Establish the groundwork of the Connected Region 2050 by developing more awareness of the Connected Region's launch, getting people excited about the opportunity.	i. Articles written by Capitol B to highlight Central Pines' focus areas and regional issues and . ii. Videos - Development of a 30-second "hype" video to use for awareness and recruitment of ambassadors and funders	\$601,000	November 1, 2024 for articles November 15, 2024

	<ul style="list-style-type: none"> - a 2-minute, in-depth video to highlight Central Pines’ role as a neutral convener and agency equipped to manage Connected Region 2050. <p>iii. Microsite</p> <ul style="list-style-type: none"> - Creation of Central Pines’ Thrive NC Microsite to be the movement's central point, with emphasis on Connected Region 2050. <p>iv. Fundraising Strategy</p>		
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Deliverables for Task 2: Foundational Elements

- Six Articles from Capitol B
- 30-second “hype” video
- 2-minute in-depth video
- Thrive Central NC Microsite
- Fundraising Strategy

TOTAL COST - \$601,000

Projected Completion Date: November 15, 2024

3. Develop Feedback Loops

Action	Details	Cost	Anticipated Completion Date
A. Form the Ambassador Group	i. Launch a recruitment campaign for ambassadors who can serve as visionaries for this project.	\$19,000	Start reaching out on

	- Graphics developed during Task 1 will define the Ambassadors' roles and time commitment.		November 15, 2024. Established by January 15, 2025.
B. Form the Technical Advisory Committee	i. A group of individuals who will help guide the process and connect input from the Board, Ambassadors, and Subcommittees	\$2,000	Start: November 15, 2024 End: December 31, 2024
C. Engage CPRC Subcommittees in this work			February 15, 2025

Deliverables for Task 3: Develop Feedback Loops

- The formation of the Ambassador Group
- The formation of the Technical Advisory Committee
- Engagement of the CPRC Subcommittees

TOTAL COST - \$21,000

Projected Completion Date: February 15, 2025

4. Develop an Engagement Strategy

Action	Details	Cost	Anticipated Completion Date
A. Identify Community-Based Organizations (CBOs) with which Central Pines has connections in order to develop	i. Start reaching out to CBOs about citizen engagement.	\$2,300	January 2, 2025

connections for engagement.			
B. Develop an engagement strategy (on the vision, confirmation of goals, and strategies)	<p>i. Possible methods include: Surveys, public meetings (both in person and virtual), and tools like All Our Ideas</p> <p>ii. Develop an intentional engagement strategy to ensure historically underrepresented voices in this process and group and citizen engagement. Fund strategy to ensure engagement is effective.</p>	\$60,000	March 15, 2025
C. Receive comments on the engagement strategy and finalize the document		\$2,000	April 1, 2025

Deliverables for Task 4: Develop an Engagement Strategy

- Connect with CBOs regarding citizen engagement for Connected Region 2050
- The Connected Region 2050 Engagement Strategy

TOTAL COST – \$64,300

Projected Completion Date: April 1, 2025

5. Confirm Regional Challenges & Themes

Action	Details	Cost	Anticipated Completion Date
A. Gather data and develop profiles for proposed challenges		\$4,000	December 31, 2024
B. Utilize engagement strategy to conduct an initial	Assessment will include:	\$8,500	Start: April 1, 2025

assessment and confirmation of the challenges that will be the focus of Connected Region 2050	<ul style="list-style-type: none"> i. Impacts of Past and Future Growth ii. Land Use iii. Economic Mobility iv. Housing v. Transportation vi. Infrastructure vii. Consistency and Transparency for Changing Leadership viii. Climate & Pollution/Resiliency ix. Accessibility/Livable x. Connected Community – do people feel like communities are capable of doing things that can't be done individually? 		End: May 1, 2025
C. Run raw data through the Technical Advisory Committee for input and refinement		\$1,600	Start: May 1, 2025 End: June 1, 2025
D. Confirm Regional Challenges & Themes	<ul style="list-style-type: none"> i. Bring results to the Ambassador Group for confirmation of regional challenges and themes ii. Bring to the Board of Delegates 	\$4,600	<ul style="list-style-type: none"> i. July 2025 meeting ii. August 2025 meeting

Deliverables for Task 5: Confirm Regional Challenges & Themes

- Data profiles for proposed challenges
- Draft report on input on challenges to be given to the Working Group
- Refined report after meeting with the Working Group
- Final Report after meeting with the Ambassador Group and Board of Delegates

TOTAL COST - \$18,700

Projected Completion Date: August 30, 2025

6. Develop Base Information to Create Connected Region 2050

Action	Details	Time & Cost	Anticipated Completion Date
A. Connected Region Summit	<ul style="list-style-type: none"> i. Event to “Kick Off” the scenario planning and regional visioning work. ii. Examples of other regions that have done this to highlight benefits iii. A goal is to emphasize how land use impacts all other public services (transportation, housing, infrastructure) iv. Speakers to highlight the progress of the region, challenges facing the region, celebrating past successes, and helping get the group energized for work ahead. 	\$50,000	4 th quarter 2025
B. Form a Clearinghouse of all transportation, climate, and other plans throughout the region	<ul style="list-style-type: none"> v. Have an intern form the Clearinghouse vi. Develop a structure and have it approved by appropriate individuals/groups vii. Develop comparisons viii. Post on the Microsite and begin marketing 	\$8,100	Start: June 2024 End: June 30, 2025
C. Using Community Viz and other existing modeling platforms as needed, develop a scenario document similar to MORPC Insight 2050. The document would include several land use scenario possibilities and investigate the projected impacts	<ul style="list-style-type: none"> i. Present draft to Subcommittees ii. Present draft to Working Group iii. Present draft to Ambassador Group iv. Market document to get buy in and excitement around ULI Reality Check 	\$40,000	Work starts June 2025 Board by March 2026 Meeting so it can be used for 2 nd Connected Region Summit

<p>on transportation, housing, infrastructure, open space. The document would also develop cost estimates of each scenario (for development and to the local government). Other community impact such as open space used, water, sewer needs, housing impact, etc. would also be projected.</p>			
<p>D. Second Annual Connected Region Summit - ULI Reality Check Exercise</p>	<p>i. Second large gathering to keep momentum going ii. Partner with ULI to deploy a “Reality Check” session for the region. Potential invitees include: - Ambassador Group - Board - Managers - Planning Directors - Partner Organizations - Technical Advisory Group iii. Market and message the Connected Region 2050 Process as a way to keep the discussion going. iv. Summarize findings in a draft report/presentation/podcast</p>	<p>\$200,000 (estimate)</p>	<p>4th quarter 2026</p>

Deliverables for Task 6: Develop Base Information to Create Connected Region 2050

- Development of Regional Plans Clearinghouse
- Publication of the Scenario Document
- Execution of the ULI Reality Check exercises

- Draft and publication of a final report on the results of the ULI Reality Check

TOTAL COST - \$298,100

Projected Completion Date: December 31, 2026

7. Vision, Goals, Strategies, & Targets

Action	Details	Cost	Anticipated Completion Date
A. Develop a “primer” document that synthesizes all the information from the previous tasks into a State of a Connected Region document to inform the visioning process		\$10,000	1 st quarter 2027
B. Develop a Regional Vision	<ul style="list-style-type: none"> i. Staff develops a half-day retreat for the Ambassador Group to develop a regional vision draft. ii. Technical Advisory Committee refines the draft into a vision statement for consideration by the Board of Delegates. iii. The Board of Delegates considers and adopts the regional vision statement. 	\$9,700	1 st quarter 2027
C. Using the regional vision as a backdrop, develop regional goals with strategies and targets. Each goal	<ul style="list-style-type: none"> i. Goal & Strategy Development <ul style="list-style-type: none"> - Subcommittees draft potential goals and strategies - Take to the Technical Advisory 	\$17,300	Subcommittees draft goals April 2027

<p>will highlight the process and deliverable and how each one ties to the next. Goal, Strategies, and Targets:</p>	<p>Committee for refinement and ensure all goals and strategies work well together</p> <ul style="list-style-type: none"> - Take to the Ambassador Group for final recommendation - Take to the Board of Delegates for approval <p>ii. Target Development</p> <ul style="list-style-type: none"> - Targets developed by the Technical Advisory Committee. 		<p>Technical Advisory Committee May 2027</p> <p>Ambassador Group July 2027</p> <p>Targets Developed August/September 2027</p> <p>Board of Delegates December 2027</p>
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Deliverables for Task 7: Vision, Goals, Strategies, & Targets

- State of the Region document summarizing all the data from previous tasks
- Half-day retreat for the Ambassador Group to develop the Regional Vision
- The Regional Vision is approved by the Board of Delegates
- The Goals are adopted by the Board of Delegates
- The Strategies are approved by the Board of Delegates
- The Targets are developed by the Technical Advisory Committee

TOTAL COST - \$37,000

Projected Completion Date: December 31, 2027

8. Connected Region 2050 Development/Adoption

Action	Details	Cost	Anticipated Completion Date
A. Develop Draft	i. Staff develops draft Connected Region 2050 document	\$12,000	February 28, 2028

	<ul style="list-style-type: none"> ii. Draft Connected Region 2050 is reviewed by the Subcommittees iii. Draft Connected Region 2050 is given final review by the Technical Advisory Committee iv. Staff finalizes the draft Connected Region 2050 document 		
B. Local Government Comment Period	<ul style="list-style-type: none"> i. Draft Connected Region 2050 document is sent to regional managers for a 30-day comment period <ul style="list-style-type: none"> - The comment period should be structured in a way where alternative ideas are given rather than the ability just to reject something. ii. Staff gathers comments and prepares recommendations for the Technical Advisory Committee. iii. The Technical Advisory Committee meets to consider comments and make any revisions 	\$3,700	<ul style="list-style-type: none"> Send out draft March 1, 2028; Due back March 30, 2028 ii. April 15, 2028 iii. April 30, 2028
C. Ambassador Group Meeting is held to present the final Connected Region 2050 document and receive final endorsement		\$4,500	May 2028
D. The Connected Region 20250 document is presented to the Board of Delegates for adoption		\$3,500	June 2028

Deliverables for Task 8: Connected Region 2050 Development/Adoption

- Draft Connected Region 2050
- Comment Document
- Revised Connected Region 2050
- Final Connected Region 2050 approved by the Board of Delegates

TOTAL COST - \$23,700

Projected Completion Date: June 30, 2028

9. CPRC Working Group Develops Strategy on Alignment/Implementation of Connected Region 2050

Action	Details	Cost	Anticipated Completion Date
A. How CPRC will align our services with the Connected Region 2050's implementation	<ul style="list-style-type: none"> i. Aligning CPRC technical assistance with projects that advance Connected Region 20250's goals ii. Developing template policies that advance Connected Region 2050's goals iii. Highlighting alignments and gaps in existing policies and recommendations to better align to advance Connected Region 2050's goals iv. Development of updated strategies to keep members and the public informed on progress <ul style="list-style-type: none"> - Dashboard on the Microsite - A recognition program and best practices highlights 	\$2,500	<p>Template policies by July 2028</p> <p>Highlighting alignments and gaps start in June 2028</p> <p>Recognition Program start in FY 28-29</p>

Deliverables for Task 9: CPRC Working Group Develops Strategy on Alignment/Implementation of Connected Region 2050

- CPRC Technical Assistance Alignment Strategy
- Policy Templates
- Gap Alignment Strategy
- Connected Region Dashboard
- Recognition Program

TOTAL COST - \$2,500

Projected Completion Date: June 2027 & Onward

10. Publicize Final Connected Region 20250 Document via Third Connected Region Summit

Action	Details	Cost	Anticipated Completion Date
A. Document is published and publicly unveiled at third Connected Region Summit		\$50,000	Fourth Quarter 2028

Deliverables for Task 10: Publicize Final Connected Region 20250 Document via Third Connected Region Summit

- Develop the draft Connected Region Compact
- Finalize the draft Connected Region Compact
- Conduct a signing ceremony where the Compact is formally agreed to
- Final Signed Connected Region Compact is implemented

TOTAL COST - \$52,500

Projected Completion Date: December 31, 2028

Draft Budget

Task	Costs
Task 1: Project Scope & Foundation	\$35,500
Task 2: Foundational Elements	\$601,000
Task 3: Develop Feedback Loops	\$21,000
Task 4: Develop an Engagement Strategy	\$64,300
Task 5: Confirm Regional Challenges & Themes	\$18,700
Task 6: Develop Base Information to Create Connected Region 2050	\$298,100
Task 7: Vision, Goals, Strategies, & Targets	\$37,000
Task 8: Connected Region 2050 Development/Adoption	\$23,700
Task 9: CPRC Working Group Develops Strategy on Alignment/Implementation of Connected Region 2050	\$2,500
Task 10: Publicize Final Connected Region 20250 Document via Third Connected Region Summit	\$52,500
TOTAL	\$1,154,300

Contributors	Contribution
Capitol Broadcasting	\$300,000 (Committed)
Central Pines Regional Council	\$200,000 (Maximum Commitment)
Regional Transportation Alliance (RTA)	\$20,000 (Tentative)
RTP Foundation	\$15,000 (Committed \$15,000 year one, potential for an additional year(s))
Contribution Total to Date:	\$535,000

Tentative Fundraise Goal - \$619,300

	Fiscal Year 2024-2025	Fiscal Year 2025-2026	Fiscal Year 2026-2027	Fiscal Year 2027- 2028
Projected Expenditures				
Task 1: Project Scope & Foundation	\$35,500	\$0	\$0	\$0
Task 2: Foundational Elements	\$601,000	\$0	\$0	\$0
Task 3: Develop Feedback Loops	\$21,000	\$0	\$0	\$0
Task 4: Develop an Engagement Strategy	\$4,300	\$20,000	\$20,000	\$20,000
Task 5: Confirm Regional Challenges & Themes	\$10,000	\$8,700	\$0	\$0
Task 6: Develop Base Information to Create Connected Region 2050	\$8,100	\$290,000	\$0	\$0
Task 7: Vision, Goals, Strategies, & Targets	\$0	\$0	\$29,700	\$7,300
Task 8: Connected Region 2050 Development/Adoption	\$0	\$0	\$0	\$23,700
Task 9: CPRC Working Group Develops Strategy on Alignment/Implementation of Connected Region 2050	\$0	\$0	\$0	\$2,500
Task 10: Publicize Final Connected Region 2025 Document via Third Connected Region Summit	\$0	\$0	\$0	\$52,500
Total Expenditure By Year	\$679,000	\$318,700	\$49,700	\$106,000
Commitments By Year				
Central Pines Contribution from Member Dues	\$50,000	\$50,000	\$50,000	\$50,000
Capitol Broadcasting	\$300,000	\$0	\$0	\$0
RTP Foundation	\$15,000	\$0	\$0	\$0
Total Commitments By Year	\$365,000	\$50,000	\$50,000	\$50,000

Total Fundraising Need	\$314,000	\$268,700	(\$300)	\$56,000
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Potential Fundraising Need from Local Governments (Maximum Ask)

	Population	FY 24-25	FY 25-26	FY 26-27	FY 27-28	Total
Central Pines Regional Council		\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 200,000
Wake County	1,213,377	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 80,000
Raleigh	476,401	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 80,000
Cary	180,367	\$ 7,500	\$ 7,500	\$ 7,500	\$ 7,500	\$ 30,000
Durham	292,939	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 40,000
Durham County	340,727	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 40,000
Johnston County	249,714	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 40,000
Chatham County	82,500	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 20,000
Orange County	151,635	\$ 7,500	\$ 7,500	\$ 7,500	\$ 7,500	\$ 30,000
Chapel Hill	62,195	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 20,000
Lee County	67,613	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 20,000
Granville County	62,881	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 20,000
Harnett County	145,438	\$ 7,500	\$ 7,500	\$ 7,500	\$ 7,500	\$ 30,000
Franklin County	80,236	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 20,000
Moore County	111,001	\$ 7,500	\$ 7,500	\$ 7,500	\$ 7,500	\$ 30,000
Clayton	29,204	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 10,000

Sanford	31,596	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 10,000
Carrboro	21,136	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 10,000
Apex	69,567	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 20,000
Fuquay	38,516	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 10,000
Garner	33,537	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 10,000
Holly Springs	45,072	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 10,000
Knightdale	20,386	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 10,000
Morrisville	32,224	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 10,000
Wake Forest	50,278	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 20,000
Total		\$ 205,000	\$ 205,000	\$ 205,000	\$ 205,000	\$ 820,000

Meeting Date:

September 25, 2024-Executive Committee

Agenda Location:

Consent

Item Title:

Personnel Policy Update

Presenter(s):

Jenny Halsey, Assistant Executive Director

Background:

The Strategic Leadership Team reviews the Personnel Policy annually. The proposed changes are:

- Removing the 240-hour limit of sick leave transfer from other members of the North Carolina Local Governmental Employee's Retirement System (Article VII, Section 11, page 34)
- Adding Volunteer Policy (Article VII, Section 24, page 46)

Recommendation:

Place on Consent Agenda

Focus Area:

Administration & Operations

Will Documentation Be Included for Agenda Packet:

Yes No

If yes, please include documentation in the appropriate meeting folder [HERE](#).

Is Any Additional Action/Communication Required:

- Public Hearing
- Newspaper Notice Required
- Website
- Press Release
- Social Media
- Other:

**Central Pines Regional Council
A Resolution Amending the Central
Pines Regional Council Personnel Policy**

WHEREAS, Central Pines Regional Council has a personnel policy that governs the way in which staff members interact with the organization and one another; and,

WHEREAS, the Board of Delegates adopted the last amendment of the Personnel Policy on November 15, 2023; and,

WHEREAS, it is necessary for the Central Pines Regional Council to make the following revisions; and,

WHEREAS, Section 24: Volunteer Policy has been added to Article VII; and,

Section 24. Volunteer Policy

CPRC grants up to 7.5 hours annually for the purpose of participating in volunteer activities throughout the CPRC region for full-time employees. As a key part of our mission to serve our local government members, CPRC is committed to giving back to surrounding community agencies. The leave is subject to the following conditions:

- Employees must request approval from their supervisor in advance and must be taken at a time mutually agreed upon by the employee and the employee's supervisor
- Leave that is not taken will be forfeited at the conclusion of each fiscal year and will not be carried over into the next fiscal year. Volunteer service leave is not subject to pay out when an employee terminates employment with Central Pines Regional Council.
- Misuse of Volunteer Service Leave will be subject to adverse personnel action up to and including termination of employment with Central Pines.

WHEREAS, Article VII, Section 11 was amended with the omission of "Up to 240 hours of sick leave may be transferred, unless otherwise approved by the Executive Director";

Section 11. Sick Leave: Transfer

Employees joining the CPRC from positions in other jurisdictions which are members of the North Carolina Local Governmental Employee's Retirement System or the North Carolina State Employee's Retirement System may request that their accumulated sick leave be transferred to CPRC.

WHEREAS, the table of contents was amended to include Section 24. Volunteer Policy.

NOW, THEREFORE, BE IT RESOLVED that the Central Pines Regional Council Board of Delegates that the following amendments is hereby incorporated through the adoption of this Resolution.

Adopted and approved on this 25th day of September 2024.

Brett Gantt, Chair

Attest:

Lee Worsley, Executive Director

Meeting Date:

September 25, 2024-Executive Committee

Agenda Location:

Business

Item Title:

Update on Subcommittees

Presenter(s):

Executive Director Lee Worsley

Background:

Subcommittees are being established to allow Board members the opportunity to get more engaged in a specific strategic focus area of the Regional Council. Additionally, the subcommittees will allow CPRC to better engage with regional stakeholders and enable a subcommittee to have enhanced input on the current and potential work of the Council.

Executive Director Lee Worsley will give an update on the formation of the subcommittees. The attached document lists the Chair of each subcommittee and the CPRC staff lead. Additionally, the attachment lists CPRC delegates and alternates who have already volunteered to serve on a subcommittee.

Will Documentation Be Included for Agenda Packet:

Yes No

If yes, please include documentation in the appropriate meeting folder [HERE](#).

Is Any Additional Action/Communication Required:

- Public Hearing
- Newspaper Notice Required
- Website
- Press Release
- Social Media
- Other:

Aging Advisory	Environment and Resilience	Housing	Member Support	Community and Economic Development	Mobility and Transportation	Regional Policy
Chair – Jean Hamilton	Chair – Randee Haven O’Donnell	Chair – Kathleen Ferguson	Chair – Steve Rao	Chair – Brett Gantt	Chair – Michael Parker	Co-Chairs – Jennifer Robinson & Butch Lawter
Staff Lead – Jenisha Henneghan, Area Agency on Aging Director	Staff Lead – Emily Barrett, Environment and Resilience Director	Staff Lead – Hunter Fillers, Housing Program Manager	Staff Lead – Alana Keegan, Local Government Services Director	Staff Lead – Lindsay Whitson, Community and Economic Development Director	Staff Lead – Matt Day, Transportation Director	Staff Leads – Alana Keegan, Local Government Services Director and Lee Worsley, Executive Director
Volunteers						
Katy Garcia, Town of Micro	Heidi Carter, Durham County	Wilma Laney, Town of Aberdeen (Said to place her where greatest need was)	Wilma Laney, Town of Aberdeen (Said to place her where greatest need was)	Sarika Bansal – Town of Cary		Matt Hughes, Town of Hillsborough
Wilma Laney, Town of Aberdeen (Said to place her where greatest need was)	Mark Swan, Town of Knightdale	Susan Evans, Wake County		Matt Hughes – Town of Hillsborough		

Michael Paul, Town of Rolesville	Shannon Baxter, Town of Zebulon			Ronnie Currin, Town of Rolesville		
Chris Deshazor, Town of Holly Springs				Rebecca Salmon, City of Sanford		



Central Pines Regional Council Executive Committee

Meeting Minutes

Wednesday, June 26, 2024

6:00 – 8:00 pm | Virtual

Chair Butch Lawter, Presiding

Delegates & Alternates Attending:

Wilma Laney, Town of Aberdeen
Brett Gantt, Town of Apex
Kathleen Ferguson, Town of Hillsborough
Butch Lawter, Johnston County
Katy Garcia, Town of Micro
Jean Hamilton, Orange County
Pamela Baldwin, Town of Pittsboro
Rebecca Salmon, City of Sanford
Susan Evans, Wake County

CPRC Staff Attending:

Beth Davis, Member Engagement Coordinator
Alana Keegan, Local Government Services Director
Lee Worsley, Executive Director
Hope Tally, Chief Finance Officer

1. Call to Order

- a. Call to Order and Welcome
Official: Butch Lawter, Chair
- b. Roll Call
- c. Declaration of Quorum
Official: Butch Lawter

Chair Butch Lawter called the meeting to order at 6:04 pm and went over housekeeping information. He reminded everyone about the virtual meeting guidelines. Beth Davis, Clerk to the Board, called roll and a quorum was met.

2. Review of Agenda

- a. Review of Agenda
Official: Butch Lawter

Chair Lawter approved the agenda.

3. Presentations and Recognitions

- a. Recognition of Outgoing Executive Committee Members
Presenter: Butch Lawter
Potential Action: None – Information Only

Chair Lawter recognized two outgoing Executive Committee Members, Kathleen Ferguson, Town of Hillsborough and Katy Garcia, Town of Micro. Delegate Ferguson shared that being a part of the Executive Committee has been a highlight for her, especially serving as an officer. Delegate Garcia shared that this has been a great experience and very educational.

4. Business

Chief Finance Officer Hope Tally gave background on the Bank Authorization Resolution.

5. Consent

Items on the Consent Agenda are considered routine and will be enacted by a single motion unless a member of the Executive Committee requests an item be removed. Any item that is removed from the Consent Agenda will be considered individually after the Consent Agenda.

- a. DRAFT Minutes: May 1, 2024
- b. Bank Signature Authorization to the Executive Director and Finance Officer

Action: Adoption of Consent Agenda as presented

Motion: Delegate Kathleen Ferguson

Second: Delegate Katy Garcia

Vote: Approved unanimously by roll call

6. Items Removed from Consent Agenda

7. Public Hearings

8. Executive Director's Report

- a. Executive Director's Report

Presenter: Lee Worsley

Potential Action: None – Receive as Information

- NARC Award for Grant Assistance Program – This award was received last night at the NARC Conference. Alana Keegan, Local Government Services Director gave an overview of the Grant Assistance Program.
 - Delegate Kathleen Ferguson recommended a media alert be sent out to announce the award, including WRAL.
- Youth in Homelessness Grant Award – Central Pines received an award that will address youth affected by homelessness and housing insecurity. HUD Representatives came to the Central Pines Regional Council Office to make the announcement.

- Jennifer Robinson (Cary) is passing the gavel as President of NARC and we will recognize her at the next full Board meeting.
- Mr. Worsley also thanked Delegate Ferguson and Delegate Garcia for their service on the Executive Committee. He also thanked Delegate Laney for serving as the Secretary/Treasurer the past few years.

9. Chair's Report

a. Chair's Report

Presenter: Chair

Potential Action: None - Receive as Information

Chair Lawter gave incoming Chair Brett Gantt some encouragement as he steps into this position.

10. Around the Region

a. Around the Region Reports/Updates

Aberdeen – Delegate Laney congratulated CPRC for the NARC Award.

Apex – Delegate Gantt shared that he was happy to have the budget behind him.

Hillsborough – Delegate Ferguson shared about first Fridays and last Fridays.

Johnston County – Chair Lawter shared that they passed their budget and recently announced a \$4.1 billion economic development opportunity in Johnston County. He also congratulated CPRC on the NARC Award.

Micro – Delegate Garcia shared that they were happy to be on the other side of budget season and Congratulated CPRC on the NARC award.

Orange County – Delegate Hamilton added congratulations to CPRC; They also have a new County Manager, former Deputy County Manager, Travis Myren.

Pittsboro – Delegate Baldwin reported that Pittsboro passed their budget and is reworking affordable housing ordinances.

Sanford – Delegate Salmon thanked outgoing Executive Committee members for their service. Sanford is opening a new fire station, and hired 16 new fire fighters, 6 of whom graduated from their very first fire academy.

11. Closed Session

- a. Closed Session pursuant to NCGS 143.318.11 (a)(6) to conduct annual performance review of the Executive Director

Presenter: Butch Lawter

Action: Move to Closed Session

Motion: Delegate Kathleen Ferguson

Second: Delegate Katy Garcia

Vote: Approved unanimously by roll call

After the Executive Committee returned from Closed Session, the following motion was made:

Action: Move to approve annual salary of \$245,000 and annual car allowance of \$8,000 for Executive Director Lee Worsley in recognition of his outstanding performance and vision for the coming year.

Motion: Delegate Kathleen Ferguson

Second: Delegate Susan Evans

Vote: Approved unanimously by roll call

12. Other Business

- a. Other Business

Presenter: Butch Lawter

13. Adjournment

- a. Adjourn the Meeting

With there being nothing further, the meeting was adjourned at 7:57 pm.

Duly adopted this 25th day of September 2024 while in regular session.

R. S. Lawter, Jr.
Board Chair

ATTEST:

Beth Davis
Clerk to the Board
Central Pines Regional Council

Meeting Date:

September 25, 2024-Executive Committee

Agenda Location:

Consent

Item Title:

FY24-25 Budget Amendment #1

Presenter(s):

Hope Tally, CFO

Background:

According to the Budget Resolution for Fiscal Year 2024-2025 adopted on May 22, 2024, the Chief Finance Officer is authorized to transfer funds within and among divisions as needed during the fiscal year. Any additions or reductions to the total budget warrant adoption of an amendment to the FY25 budget resolution. The attached proposed resolution increases the total CPRC budget by \$2,174,286.

New Project Funding:

The Member Support division is being increased by a total of \$34,100 with additional project income to cover the administration of three grants for the Town of Carthage. The grants will be used to complete downtown streetscape and revitalization projects, renovations of Town Hall, and the construction of sidewalks.

The Community and Economic Development division is being increased by \$713,200 with the addition of grant funding from the NC Department of Information Technology. The funds will be used to support the implementation of Chatham and Durham county's digital inclusion plans.

The Housing division is being increased by \$822,000 with the addition of two new funding awards. The Youth Homelessness System Improvement Grant awarded through HUD totals \$800,000 and will be used to develop and improve a regional infrastructure that supports youth homelessness in Chatham, Durham, Orange, and Wake counties. With the addition of \$22,000 in project income, CPRC will provide project management, HUD compliance, and general project support for Orange County's FY25-29 Consolidated Plan for HOME funds.

Changes to Project Funding:

The Member Support division is being amended by a total of \$68,400 in project income to reflect additional pay and class contracts, career fair expenses, and regional training.

The Transportation division is being amended by a total of \$565,411 to reflect final state allocation amounts totaling \$459,858 for the Transportation Demand Management project, additional project income for the Urban Transportation Support & Regional Planning project in the amount of \$5,553, and additional federal and state funding in the amount of \$100,000 to

assist the Town of Siler City in developing a plan for Phases 2 & 3 for the Loves Creek Greenway.

The Housing division is being amended by a total of \$175,000 with additional project income revenue for the ESG Chatham and Duke Affordable Housing Study projects.

The Aging division is being amended by a total reduction of \$203,825. The reduction reflects the final state allocation amounts provided after the FY25 budget was finalized as well as the remaining federal and state grant funding available to roll forward from the prior year.

Recommendation:

Place on Consent Agenda

Focus Area:

Administration & Operations

Will Documentation Be Included for Agenda Packet:

Yes No

If yes, please include documentation in the appropriate meeting folder [HERE](#).

Is Any Additional Action/Communication Required:

- Public Hearing
- Newspaper Notice Required
- Website
- Press Release
- Social Media
- Other:

**Central Pines Regional Council
A Resolution for Budget Amendment
of the Fiscal Year 2024-2025 Budget
Amendment 1**

WHEREAS, the Triangle J Council of Governments adopted its 2024-2025 Budget Resolution on May 22, 2024; and, **WHEREAS**, it is necessary for Central Pines Regional Council to make a revision by way of the following amendment;

NOW, THEREFORE, BE IT RESOLVED that the Central Pines Regional Council FY 2024-2025 Budget Resolution is hereby amended as follows:

SECTION 1. REVENUES

Revenues by Source:	Original	Amendment	New Revised
Federal	\$12,241,710	\$1,427,039	\$ 13,668,749
Federal Pass Thru	\$17,453,637	\$ (177,453)	\$ 17,276,184
State	\$ 1,072,190	\$629,593	\$ 1,701,783
Member Investment	\$ 898,436		\$ 898,436
Special Local Dues	\$ 4,454,838	\$ 10,000	\$ 4,464,838
Local Aging Share	\$ 270,363	\$2,162	\$ 272,525
Project Income	\$ 6,375,461	\$ 305,053	\$ 6,680,514
Appropriated Fund Balance	\$ 354,645	\$ (22,108)	\$ 332,537
Other Revenue	\$ 7,069		\$ 7,069
General Fund Total Revenues:	\$43,128,349	\$ 2,174,286	\$ 45,302,635

SECTION 2. EXPENDITURES

Expenditures by Division:	Original	Amendment	New Revised
General Government	\$ 402,858		\$ 402,858
Member Support Strategy	\$ 6,133,994	\$ 102,500	\$ 6,236,494
Transportation	\$ 2,577,318	\$ 565,411	\$ 3,142,729
Durham MPO	\$ 6,618,831		\$ 6,618,831
Community & Economic Development	\$ 1,319,082	\$ 713,200	\$ 2,032,282
Housing	\$ 3,414,282	\$ 997,000	\$ 4,411,282
Environment & Resilience	\$ 7,560,433		\$ 7,560,433
Aging & Human Services	\$15,101,551	\$ (203,825)	\$ 14,897,726
General Fund Total Expenditures:	\$43,128,349	\$ 2,174,286	\$ 45,302,635

Adopted and approved on this 25th day of September 2024.

Brett Gantt, Chair

Attest:

Lee Worsley, Executive Director