



Central Pines Regional Council Board of Delegates

Meeting Agenda

Wednesday, August 23, 2023, 6:00 – 8:00 pm Hybrid

The Honorable DeDreana Freeman, Presiding

Town of Apex Town Hall, 73 Hunter Street, Apex, NC

[Click HERE for Zoom Link](#)

- 1. Call to Order** **6:00 pm**
 - a. Call to Order and Welcome
Official: DeDreana Freeman, Chair
 - b. Roll Call
 - c. Declaration of Quorum
Official: DeDreana Freeman, Chair
- 2. Review of Agenda** **6:05 pm**
 - a. Review of Agenda
Official: DeDreana Freeman, Chair
Potential Action: Approval on Consent Agenda (Chair Freeman will approve)
- 3. Presentations and Recognitions** **6:10 pm**
 - a. New Employee Introductions
Presenter: Jenny Halsey, Assistant Executive Director
Documentation
 - b. Triangle Transportation Choices Program: Equity & Inclusion Pilot
Presenters: Shuchi Gupta, Senior Planner & Equity Partners
Documentation
Potential Action: None – Informational Only
- 4. Business** **6:45 pm**
 - a. Fiscal Year 2023-2024 Nominating Committee Slate and Election of Central Pines Regional Council Board Officers
Presenter: Ms. Kathleen Ferguson, Immediate Past Chair
Documentation
Potential Action: It is recommended that the Board receive this report, open the floor for additional nominations, and consider approval of the recommended slate.
 - b. Resolution Honoring the Life of Jane Hogeman
Presenter: Lee Worsley, Executive Director

Resolution #2023-08-01

- c. Adoption of Chatham County Urgent Repair Program Policies
Presenter: Lindsay Whitson, Community & Economic Development Director
Documentation
Potential Action: Consider adopting as part of the consent agenda
Resolution #2023-08-02 approving the Chatham County URP policies
- d. FY23-24 Budget Amendment (move to consent agenda)
Presenter: Hope Tally, Chief Finance Officer
Documentation
Potential Action: Consider adopting as part of the consent agenda
Resolution #2023-08-03 approving Budget Amendment #2

5. Consent 7:10 pm

Items on the Consent Agenda are considered routine and will be enacted by a single motion unless a member of the Board or Delegates 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 24, 2023
- b. Recognition of Life of Jane Hogeman, Village of Pinehurst
- c. Adoption of Chatham County Urgent Repair Program Policies
- d. FY23-24 Budget Amendment #2

6. Items Removed from Consent Agenda 7:15 pm

7. Public Hearings

8. Executive Director's Report 7:20 pm

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

9. Chair's Report 7:25 pm

- a. Chair's Report
Presenter: Board Chair
Potential Action: None - Receive as Information

10. Around the Region 7:30 pm

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

11. Other Business

7:45 pm

- a. Other Business
Presenter: Chair

12. Adjournment

7:50 pm

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

Meeting Date:

August 23, 2023 - Full Board

Agenda Location:

Presentations & Recognitions

Item Title:

New Employee Introductions

Presenter(s):

Jenny Halsey, Assistant Executive Director / HR Officer

Background:

During this time, CPRC program directors will introduce new members of the CPRC team and discuss their roles and respective projects. Lindsay Whiston, Community & Economic Development Manager, will introduce Hunter Fillers, working as our new Housing Program Manager. Jenny Halsey, Assistant Executive Director, will introduce Tammy Russell who is working as CPRC's Administrative Support Specialist and Doug Plachcinski, Executive Director of the Durham-Chapel Hill-Carrboro Metropolitan Planning Organization (DCHC MPO).

Recommendation:

None - Informational Only

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:

Meeting Date:

August 23, 2023 - Full Board

Agenda Location:

Business

Item Title:

Triangle Transportation Choices Program: Equity and Inclusion Pilot

Presenter(s):

Shuchi Gupta + 4 Equity Partners

Background:

The Triangle Transportation Choices Program is a transportation demand management (TDM) grant program administered by CPRC and provides funding on an annual basis for traditional (established) local and regional TDM programs, innovative projects, and equity-based initiatives to encourage Triangle residents and workers to use alternative transportation modes including but not limited to carpooling, vanpooling, transit, biking, walking, teleworking, flexible work hours, and compressed workweeks.

The Equity and Inclusion pilot initiative was first launched in FY23 as a part of the Program's commitment to promote equity and inclusion in its funding process and in alignment with CPRC's Organizational Principle of Diversity, Equity and Inclusion. It funded five grassroots level/non-profits/community-based organizations working with equity priority communities to promote safe and affordable access to alternative commute options in the grant areas. These organizations are sharing their work done under the grant.

Recommendation:

None - Informational Only

Focus Area:

Mobility & Transportation

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 Website
 Newspaper Notice Required Press Release

Social Media

Other:

Meeting Date:

August 23, 2023 - Full Board

Agenda Location:

Business

Item Title:

Fiscal Year 2023-2024 Nominating Committee Slate and Election of Central Pines Regional Council Board Officers

Presenter(s):

Ms. Kathleen Ferguson, Immediate Past Chair

Background:

In accordance with Central Pines Regional Council's Charter Resolution and Bylaws, the Central Pines Board of Delegates shall elect officers for the upcoming fiscal year "no later than the regular May meeting of the Board of Delegates". The Nominating Committee could not complete its work by the May Board meeting, so a slate for the current fiscal year is being presented to the Board.

The Nominating Committee is responsible for developing a slate of nominees for Central Pines 2023-2024 officer positions of chairman, first vice-chair, second vice-chair, and secretary/treasurer. The Nominating Committee is also responsible for recommending nominees for any vacancies during the fiscal year.

The Nominating Committee met and developed a recommended slate of officers for FY2023-2024.

The recommended slate of officers for the 2022-2023 term are:

Chair – Butch Lawter, Johnston County
1st Vice Chair – Brett Gantt, Town of Apex
2nd Vice Chair – Vacant
Secretary-Treasurer - Wilma Laney, Town of Aberdeen
Immediate Past Chair – DeDreana Freeman, City of Durham

Recommendation:

It is recommended that the Board receive this report, open the floor for additional nominations, and consider approval of the recommended slate.

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:

Resolution of Sympathy

In Remembrance & Honor of Jane Hogeman

WHEREAS, the death of Jane Hogeman on July 19, 2023, leaves us with a deep feeling of sorrow for the loss of such an honored and respected woman; and

WHEREAS, Jane was born in Hartford, Connecticut; and

WHEREAS, Jane is survived by her son, daughter-in-law, grandchildren, sister, and brother-in-law; and

WHEREAS, Jane graduated from the University of Michigan in 1972 with a Bachelor of Arts in the History of Art, and from the University of Michigan Law School, cum laude, in 1976; and

WHEREAS, Jane served the community of Greenwich, Connecticut after a successful 28-year career as a land use and real estate attorney working with municipal land use ordinances; and

WHEREAS, Jane served the Village of Pinehurst beginning in 2019, worked tirelessly for the Village she loved, and served as an Alternate on the Triangle J Council of Governments Board of Delegates; and

WHEREAS, Jane served the Village on the Beautification and Neighborhood Advisory Committees, as well as with Pinehurst Business Partners, the Tri-Cities Work Group, and was passionate about Moore County issues and policies affecting Pinehurst.

NOW, THEREFORE, BE IT RESOLVED, that the Central Pines Regional Council Board of Delegates hereby extends to the members of her family and community this expression of sincere regret for her loss and hope that they will be consoled by the memories of her exemplary life and many achievements.

Duly adopted this 23rd day of August, 2023 while in regular session.

DeDreana Freeman
Chair

Meeting Date:

August 23, 2023 - Full Board

Agenda Location:

Consent

Item Title:

Adoption of Chatham County Urgent Repair Program Policies

Presenter(s):

Lindsay Whitson, Community and Economic Development Director

Background:

CPRC was awarded Urgent Repair Program (URP) funding from the North Carolina Housing Finance Authority (NCHFA), to provide home repair services for homes located in Chatham County. As part of our acceptance of funding, we are required to have an approved Assistance Policy and Procurement and Disbursement Policy.

This program provides funds to assist very-low and low-income households with special needs in addressing housing conditions, which pose imminent threats to their life and/or safety or to provide accessibility modifications and other repairs necessary to prevent displacement of very-low and low-income homeowners with special needs such as frail, elderly, and persons with disabilities.

Recommendation:

Place on Consent Agenda

Focus Area:

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

**Central Pines Regional Council
Chatham County
Urgent Repair Program
Procurement and Disbursement Policy**

PROCUREMENT POLICY

For the URP23 program, Central Pines Regional Council (CPRC) will be partnering with Rebuilding Together of the Triangle (RTT) for all procurement and management of contractors. To the maximum extent practical, CPRC and RTT promote a fair, open and competitive procurement process as required under the North Carolina Housing Finance Agency's Urgent Repair Program (URP). Work under URP will be procured through private contractors (Section A), and/or through the use of subcontractors for specialized trades (Section B), as described below. CPRC and RTT will make special outreach efforts to include M/WBE (Minority/Women Business Enterprise) businesses within its contractor and subcontractor pool.

If deemed appropriate, CPRC and RTT may use private contractors for jobs that are completed "turn-key" by the contractor, involving little or no staff or RTT-managed subcontractors. The majority of jobs, however, will be completed by a combination of staff and RTT-managed subcontractors, who are used when special skills or licenses are needed to complete a portion of a job.

A. Private contractors

- A1. Bids are invited from contractors who are part of the RTT's approved contractor registry. To be on the registry, a contractor must have their recent work inspected, reviewed and approved by RTT staff and submit proof of licensure (if needed) and insurance at the appropriate levels required by the agency. RTT will make special efforts to include M/WBE businesses in this process.
- A2. Three to six eligible contractors on the agency's approved contractor registry shall be invited to bid on each job and the lowest responsive and responsible bidder shall be selected for the contract. "Responsive and responsible" means (a) the contractor is deemed able to complete the work in a timely fashion, (b) the bid is within 15%, in either direction, of the RTT-created estimate, and (c) there is no conflict of interest (real or apparent).
- A3. Although bid packages may be bundled for multiple job sites, the bids for multiple job sites shall be considered separate and apart when awarded and shall be awarded to the lowest responsive and responsible bidders for each job site.
- A4. Bid packages shall consist of an invitation to bid, work write-ups and bid sheets for each job.

- A5. Bids must include a cost-per-item breakdown with line item totals equaling the submitted bid price. Discrepancies must be reconciled prior to a contract being awarded.
- A6. Any change to the original scope of work must be reduced to writing in the form of a change order to be agreed upon and signed by all parties to the original contract and two representatives of RTT. The change order must also detail any changes to the original contract price.
- A7. No work may begin prior to a contract being awarded and a written order to proceed provided to the contractor. In addition, a pre-construction conference and “walk through” shall be held at the worksite prior to commencement of repair work.
- A8. RTT reserves the right to reject any or all bids at any time during the procurement process.
- A9. In the event of a true emergency situation, the agency reserves the right to waive normal procurement procedures in favor of more expedient methods, which may include seeking telephone quotes, faxed bids and the like. Should such methods ever become necessary the transaction will be fully documented.
- A10. All sealed bids will be opened publicly at a time and place to be announced in the bid invitation. All bidders are welcome to attend.

B. Subcontractors

- B1. RTT is responsible for procuring all subcontracted services under the Urgent Repair Program in a fair, open and competitive process.
- B2. RTT will annually “refresh” its pool of subcontractors by inviting area subcontractors to submit a bid for a sample job. RTT will make special efforts to include M/WBE businesses in this process. There will be a sample job for each of the major trades for which RTT needs to have a pool of subcontractors: plumbing, roofing, electrical, HVAC, gutters and insulation, masonry, concrete, tree trimming, and others as needed. The lowest two to five responsive and responsible suppliers shall be added to the agency’s pool for their specified trade. “Responsive and responsible” means (a) the subcontractor is deemed able to respond to a work order in a timely fashion, (b) their bid is within 15%, in either direction, of what RTT has estimated the sample job to cost, and (c) there is no conflict of interest (real or apparent). Subcontractors must also have recent work inspected, receive favorable references from recent clients, submit proof of licensure (if needed) and insurance at the appropriate levels required by the agency, and not have a history of poor performance or responsiveness with RTT.
- B3. When it is determined that a particular job will require the use of a subcontractor, RTT will, at its discretion (based on availability of the subcontractor, demands of the job, and recent history of performance) select a subcontractor from the relevant pool to engage for the job. Identified subcontractors will be provided

- with detailed work write-ups on each job and must submit a similarly detailed cost estimate for each job. The subcontractor will bill RTT directly.
- B4. Any change to the original scope of work must be reduced to writing in the form of a change order to be agreed upon and signed by all parties to the original contract and two RTT staff members.
 - B5. RTT reserves the right to reject any or all bids at any time during the procurement process.

DISBURSEMENT POLICY

- 1. All repair work must be inspected by RTT’s Home Repair Specialist, and the homeowner prior to any payments to contractors or subcontractors. If all work is deemed satisfactory and all other factors and written agreements are in order, payment shall be issued upon presentation of an original invoice from the contractor. Contractor should allow 25 business days for processing of the invoice for payment.
- 2. If any of the work is deemed unsatisfactory, it must be corrected prior to authorization of payment. If the contractor fails to correct the work to the satisfaction of RTT’s Rehabilitation Staff, payment may be withheld until such time the work is satisfactory. (Contractors may follow the Central Pines Regional Council Urgent Repair Program Assistance Policy if a dispute occurs; however, contractors shall abide by the final decision as stated in the policy).
- 3. Central Pines Regional Council assures, through this policy, that adequate funds shall be available to pay the contractor for satisfactory work.
- 4. All contractors, sub-contractors and suppliers must sign a lien waiver prior to disbursement of funds.

This Procurement and Disbursement Policy is adopted this 23rd day of August 2023.

Rebuilding Together of the Triangle

BY: _____
Executive Director, Rebuilding Together of the Triangle

Attested by: _____

Central Pines Regional Council

BY: _____
Board Chair, Central Pines Regional Council

Attested by: _____

CONTRACTORS STATEMENT:

I have read and understand the attached Procurement and Disbursement Policy.

BY: _____

COMPANY NAME: _____

WITNESS: _____

**Central Pines Regional Council
Chatham County
Assistance Policy
For the 2023 Cycle of the
Urgent Repair Program**

What is the Urgent Repair Program? Central Pines Regional Council (CPRC) has been awarded \$132,000 by the North Carolina Housing Finance Agency (“NCHFA”) under the 2023 cycle of the Urgent Repair Program (“URP23”). This program provides funds to assist very-low and low- income households with special needs in addressing housing conditions which pose imminent threats to their life and/or safety or to provide accessibility modifications and other repairs necessary to prevent displacement of very-low and low-income homeowners with special needs such as frail elderly and persons with disabilities. A total of 11 households will be assisted under URP23.

This Assistance Policy describes who is eligible to apply for assistance under URP23 how applications for assistance will be rated and ranked, what the form of assistance is and how the repair/modification process will be managed. CPRC has designed this URP23 project to be fair, open, and consistent with the County’s approved application for funding and with NCHFA’s URP Program Guidelines.

The funds provided by NCHFA come from the North Carolina Housing Trust Fund and Agency funds. Additional funds for construction costs are provided by the county and local organizations in the amount of \$12,200.

Eligibility To be eligible for assistance under URP23 applicants:

- 1) must reside within the County limits of Chatham and own and occupy the home in need of repair,
- 2) must have a household income which does not exceed 50% of the Area Median Income for the household size (see income limits below),
- 3) must have a special need (i.e. be elderly, \geq 62 years old, handicapped or disabled, a single parent with a dependent living at home, a Veteran, a large family with \geq 5 household members or a household with a child below the age of six with lead hazards in the home.),
- 4) must have urgent repair needs, which cannot be met through other state or federally-funded housing assistance programs

URP23 Income Limits* for Chatham County

Number in Household	30% of Median (very-low income)	50% of Median (low income)
1	\$21,250	\$35,500
2	\$24,300	\$40,450
3	\$27,350	\$45,500
4	\$30,350	\$50,550
5	\$35,140	\$54,600
6	\$40,280	\$58,650
7	\$45,420	\$62,700
8	\$50,560	\$66,750

*Income limits are subject to change based on annually published HUD HOME Limits and will be updated each year. This update will not require a re-approval of the governing authority.

Outreach Efforts of the Urgent Repair Program CPRC will advertise or publish an article about the Urgent Repair Program in the local newspaper serving Chatham County (The Chatham News and Record), at senior centers throughout the County, with the County’s partner referral agencies (including the Chatham Housing Coalition), and on the County’s website.

Selection of applicants TCPRC has devised the following priority system to rank eligible applicants, determine which of them will be selected for assistance and in what order. Under this system, applicants will receive points for falling into certain categories of special need and income. The applications will be ranked according to which receive the most points.

Priority Ranking System for Chatham County’s URP23

<i>Special Needs (for definitions, see below)</i>	<i>Points</i>
Disabled, Elderly or Veteran Head of Household (62 or older)	4
Disabled, Elderly, or Veteran Household Member (not Head of Household)	3
Single-Parent Household (with one or more children in the home)	3
Large Family (5 or more permanent residents)	2
Emergency (may submit without regard to application deadlines)	2
Child under six years of age with lead hazards in the home	2
<i>Income (See Income Table above)</i>	<i>Points</i>
Less than 30% of County Median Income	10
30% to 50% of County Median Income	5

Under NCHFA Program Guidelines, a minimum of 50% of households assisted must have incomes which are less than 30% of the area median income for the household size, and no household with an income exceeding 50% of the area median income will be eligible. This guideline will be adhered to strictly and will be the primary factor in the selection of those households to be assisted under URP23.

Recipients of assistance under the URP23 will be chosen by the above criteria without regard to race, color, religion, national origin, sex, familial status and disability.

The definitions of special needs populations under URP23 are:

- **Elderly:** An individual aged 62 or older.
- **Emergency:** A situation in which a household member has an immediate threat of being evicted or removed from a home due to health or safety issues within a time frame that the program can complete a repair to stop eviction or removal. These applications will be received at any time during the funding cycle and evaluated on the ability of the program to complete the work in a timely manner that meets the goal of assisting homeowners to remain in their home.
- **Disabled:** A person who has a physical, mental or developmental disability that greatly limits one or more major life activities, has a record of such impairment, or is regarded as having such an impairment.
- **Large Family:** A large family household is composed of five or more individuals; at least four are immediate family members.

- *Head of Household:* The person or persons who own(s) the house.
- *Household Member:* Any individual who is an occupant (defined below) of the unit to be rehabilitated shall be considered a “household member” (the number of household members will be used to determine household size and all household members are subject to income verification).
- *Occupant:* An occupant is defined as any immediate family member (mother, father, spouse, son/daughter of the head of the household, regardless of the time of occupancy); or non-immediate family member who has resided in the dwelling at least 3 months prior to the submission of the family’s application.
- *Single-Parent Household:* A household in which one and only one adult resides with one or more dependent children.
- *Veteran:* A person who served in the active military, naval, or air service, and who was discharged or released therefrom under conditions other than dishonorable.
- *Child with lead hazards in the home:* a child below the age of six living in the applicant house which contains lead hazards.

Client Referral and Support Services Many homeowners assisted through the Urgent Repair Program may also need other services. When the Urgent Repair Program staff meet the homeowner during the work write-up process, they will discuss the resources and programs available in the County and provide pamphlets and a list of the agencies with contact information. With the homeowner's permission, a case file will be created and a staff person will follow up with the homeowner concerning the available services in the referral network.

What is the form of assistance under URP23? The County will provide assistance to homeowners, whose homes are selected for repair/modification in the form of a loan. Homeowners will receive an unsecured deferred, interest-free loan, forgiven at a rate of \$3,000 per year, until the principal balance is reduced to zero.

What is the amount of the loan? The amount of the loan will depend on the scope of work necessary to address the identified imminent threats to life and/or safety, and that will be determined by the County’s rehabilitation specialist. There is no minimum to the amount of the loan; however, the maximum life-time limit according to the guidelines of URP23 is \$12,000.

What kinds of work will be done? Only repairs that address imminent threats to the life and/or safety of occupants of the dwelling unit or accessibility modifications will be performed under the County’s URP. Please understand that all deficiencies in a home will likely not be able to be repaired with the available funds.

All work that is completed under URP23 must meet or exceed NC Residential Building Code.

Who will do the work on the homes? The County is obligated under URP23 to ensure that quality work is done at reasonable prices and that all work is contracted through a fair, open and competitive process. To meet those very difficult requirements, the County will invite bids only from contractors who are part of an “approved contractors’ registry”.

Please request a copy of the County's Procurement and Disbursement Policy for further information.

(Homeowners who know of quality rehabilitation contractors that are not on the County's Approved Contractors Registry are welcome to invite them to apply.)

A minimum of three approved contractors will be invited to bid on each job, and the lowest responsive and responsible bidder will be selected for the contract. "Responsive and responsible" is described in the Procurement and Disbursement Policy.

What are the steps in the process, from application to completion? Now that you have the information about how to qualify for the CPRC's URP23 program in Chatham County, what work can be done, and who will do it, let's go through all the major steps in the process:

- 1. Completing an Application form:** Homeowners who wish to apply for assistance must do so by October 31, 2023. Apply by contacting Jack Watson, Housing Planner II, at (919) 558-9394. Proof of ownership and income will be required. Those who have applied for housing assistance from the County in the past will not automatically be reconsidered. A new application will need to be submitted.
- 2. Preliminary inspection:** The County's Rehabilitation Specialist will visit the homes of potential loan recipients to determine the need and feasibility of repairs/modifications.
- 3. Screening of applicants:** Applications will be rated and ranked by the County based on the priority system outlined on page 2. The households to be assisted will be selected by December 31, 2023. Household income will be verified for program purposes only (information will be kept confidential). Ownership of property will be verified along with other rating factors. From this review, the eleven (11) most qualified applicants will be chosen according to the priority system described above. There will also be a list of alternates in the order of qualification. Applicants not receiving notification by November 31, 2023 that they were chosen may contact Jack Watson, Housing Planner II, at (919) 558-9394 to confirm the disposition of the application.
- 4. Applicant interviews:** Approved applicants will be provided detailed information on assistance, program repair/modification standards and the contracting procedures associated with their project at this informational interview.
- 5. Work write-up:** The County's Rehabilitation Specialist will visit the home again for a more thorough inspection. All parts of the home must be made accessible for inspection, including the attic and crawlspace, if any. The owner should report any known problems such as electrical short circuits, blinking lights, roof leaks and the like. The Rehabilitation Specialist will prepare complete and detailed work specifications (known as the "work write-up". A final cost estimate will also be prepared by the Rehabilitation Specialist and held in confidence until bidding is completed.
- 6. Formal agreement (optional):** After approval of the work write-up, the homeowner will sign a formal agreement that will explain and govern the repair/modification process and an explanation of the Promissory Note, which is considered a forgivable loan. This agreement will define the roles of the parties involved throughout the process.

- 7. Bidding:** The work write-up and bid documents will be sent to a minimum of three contractors on the Approved Contractors' Registry who will be given one week in which to inspect the property and prepare bid proposals. The names of the invited contractors will be supplied to the homeowner. Each will need access to those areas of the house, in which work is to be performed, in order to prepare a bid. A bid opening will be conducted at the County's Contracted Rehab Specialist's Office at a specified date and time, with all bidders and the homeowner invited to attend.
- 8. Contractor selection:** Within 24 hours of the bid opening and after review of bid breakdowns and timing factors, the winning bidder will be selected. All bidders and the homeowner will be notified of (1) the selection, (2) the amount, (3) the amount of the County's cost estimate, (4) any support or contingency costs that will be included in the loan amount, and (5) if other than the lowest bidder is selected, the specific reasons for the selection.
- 9. Execution of loan and contract:** The loan will be executed as well as the repair/modification contract prior to work beginning on the project. This contract will be between the contractor and homeowner, with the County signing as an interested third party. The cost of the actual work and project related support costs up to the maximum amount of \$12,000 will be included in the loan document.
- 10. Pre-construction conference:** A pre-construction meeting will be held at the home. At this time, the homeowner, contractor and program representatives will be present and discuss the details of the work to be done. Starting and ending dates will be agreed upon, along with any special arrangements such as weekend or evening work hours and disposition of items to be removed from the home (such as old plumbing, etc.). If the contract has been executed, the County will issue a "proceed order" formally instructing the contractor to commence by the agreed-upon date within 24 hours of the pre-construction meeting.
- 11. Construction:** The contractor will be responsible for obtaining any required building permits for the project before beginning work. The permit must be posted at the house during the entire period of construction. Program staff will closely monitor the contractor during the construction period to make sure that the work is being done according to the work write-up (which is made a part of the rehabilitation contract by reference) and in a timely fashion. Code Enforcement Officers will inspect new work for compliance with the State Building Code as required by the guidelines of URP23. The homeowner will be responsible for working with the contractor toward protecting personal property by clearing work areas as much as practicable.
- 12. Change Orders:** All changes to the scope of work must be reduced to writing as a contract amendment ("change order") and approved by all parties to the contract: the owner, the contractor and two representatives of the County of Chatham. If the changes require an increase in the loan amount, a loan modification stating these changes in the contract amount must be completed by the County, and executed by the owner. If the changes result in a decrease in the loan amount, an estoppel informing the homeowner of these changes in the contract amount will be completed by the County and conveyed to the owner.

13. Payments to contractor: The contractor will be paid following inspection of and satisfactory completion of all items on the work write-up and change orders, if any, as outlined in the County's Procurement and Disbursement Policy.

14. Post-construction meeting: Following construction, the contractor and the Rehabilitation Specialist will sit down with the homeowner one last time. At this meeting the contractor will hand over all owner's manuals and warranties on equipment. The contractor and Rehabilitation Specialist will go over operating and maintenance requirements for any new equipment installed and discuss general maintenance of the home with the homeowner. The homeowner will have the opportunity to ask any final questions about the work and the loan.

15. Closeout: Once each item outlined in section 13 has been satisfied and the homeowner has signed a Certificate of Satisfaction, the job will be closed out (fully completed).

What are the key dates? If, after reading this document, you feel that you qualify for this program and wish to apply, please keep the following dates in mind:

- Applications available to the public starting September 15, 2023.
- Applications must be turned in at the County of Chatham's Department of Community Development or Central Pines Regional Council by 5:00 PM on October 31, 2023.
- Households selected from applications on October 24, 2023.
- All rehabilitation work must be under contract by June 30, 2024.
- All rehabilitation work must be completed by December 31, 2024.

How do I request an application? Just contact:

Jack Watson
Housing Planner II
Central Pines Regional Council
4307 Emperor Boulevard, Suite 110
Durham, NC, 27703
(919) 558-9394

Or pick up an application at the County of Chatham's Planning Department or Rebuilding Together of the Triangle's Office.

Is there a procedure for dealing with complaints, disputes and appeals? Although the application process and repair/modification guidelines are meant to be as fair as possible, the County of Chatham realizes that there is still a chance that some applicants or participants may feel that they were not treated fairly. The following procedures are designed to provide an avenue for resolution of complaints and appeals.

During the application process:

1. If an applicant feels that his/her application was not fairly reviewed or rated and would like to appeal the decision made about it, he/she should contact Housing Planner II Jack Watson within five days of the initial decision and voice their concern. If the

applicant remains dissatisfied with the decision, the detailed complaint should be put into writing.

2. A written appeal must be made within 10 business days of the initial decision on an application.
3. The County of Chatham will respond in writing to any complaints or appeals within 10 business days of receiving written comments.

During the repair/modification process:

1. If the homeowner feels that repairs or modifications are not being completed per the contract, he/she must inform the contractor and the Rehabilitation Specialist.
2. The Rehabilitation Specialist will inspect the work in question. If it is found that the work is not being completed according to contract, the Rehabilitation Specialist will review the contract with the contractor and ask the contractor to remedy the problem.
3. If problems persist, a mediation conference between the homeowner and the contractor may be convened by the Rehabilitation Specialist and facilitated by the County's Community Development Director.
4. Should the mediation conference fail to resolve the dispute, the Community Development Director will render a written final decision.
5. If the Rehabilitation Specialist finds that the work is being completed according to contract, the complaint will be noted and the Rehabilitation Specialist and the homeowner will discuss the concern and the reason for the Rehabilitation Specialist's decision.

Will the personal information provided remain confidential? Yes. All information in applicant files will remain confidential. Access to the information will be provided only to County employees who are directly involved in the program, the North Carolina Housing Finance Agency and auditors.

What about conflicts of interest? No officer, employee or other public official of the County, or member of the County Commissioners, or entity contracting with the County that exercises any functions or responsibilities with respect to URP23 shall have any interest, direct or indirect, in any contract or subcontract for work to be performed with program funding, either for themselves or those with whom they have family or business ties, during their tenure or for one year thereafter. Relatives of County employees, Board of Commissioners and others closely identified with the County, may be approved for rehabilitation assistance only upon public disclosure before the County Commissioners and written permission from NCHFA.

What about favoritism? All activities under URP23, including rating and ranking applications, inviting bids, selecting contractors and resolving complaints, will be conducted in a fair, open and non-discriminatory manner, entirely without regard to **race, color, religion, national origin, sex, familial status and disability.**

Who can I contact about URP23? Any questions regarding any part of this application or program should be addressed to:

Jack Watson
Housing Planner II
Central Pines Regional Council

Kelly Zargo
Program Engagement Manager
Rebuilding Together of the Triangle

4307 Emperor Boulevard
Durham, NC 27703
(919) 558-9394

2201 Brentwood Rd # 109
Raleigh, NC 27604
(919) 296-8429

These contacts will do their utmost to answer questions and inquiries in the most efficient and correct manner possible.

This Assistance Policy is adopted this 23rd day of August 2023.

Board Chair – Central Pines Regional Council

Notary Public

Meeting Date:

August 23, 2023 - Full Board

Agenda Location:

Consent

Item Title:

FY23-24 Budget Amendment 2

Presenter(s):

Hope Tally, CFO

Background:

According to the Budget Resolution for Fiscal Year 2023-2024 adopted on May 24, 2023, 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 FY24 budget resolution. The attached proposed resolution increases the total CPRC budget by \$4,467,773.

New Project Funding

The Community and Economic Development division is being increased by \$199,354 with a new Trinity Zion Rehabilitation project being funded by an African American Civil Rights grant award through the National Park Service (NPS) to rehabilitate and restore the Trinity AME Zion Church, located in Southern Pines. CPRC will serve as the recipient and administer the funds related to the project.

The Member Support and Strategy division is being increased by \$32,500 with a new Vass Rural Transformation Grant project being funded by federal funding through NC Department of Commerce. CPRC will be administering the grant for the Town of Vass to improve sidewalk connectivity in the town. Member Support and Strategy is also being increased by \$100,000 with a new Human Resources Assistance project to account for technical assistance projects as needed by various members. CPRC partners with Piedmont Triad Regional Council to provide work including pay and class studies and organizational assessments.

The Environment and Resilience division is being increased by \$65,000 with a new Duke Resilience Grant project being funded through the NC Community Foundation and Duke Energy Foundation funds. CPRC will use this funding mainly for work surrounding a Haw River Early Warning System and an Emergency Power Assessment for the region.

Changes to Project Funding

The Community and Economic Development division is being increased by a total of \$14,000 with increased federal funding to the Morrisville Small Business project in the amount of \$4,000 and an appropriation to fund balance in the amount of \$10,000 for the Haw River Specialist project with project funds collected in the prior fiscal year.

The Durham-Chapel Hill-Carrboro (DCHC) MPO division budget was originally adopted with the information CPRC had at the time to cover employee compensation and indirect costs. The DCHC MPO prepares an annual Unified Planning Work Program that includes urban area transportation planning activities for the western NC Triangle. Federal, State, and Local grant programs pay for the MPO’s work identified in the UPWP including highway and transit programs, data collection, planning projects like corridor studies or modal specific investigations, and elements of long-term initiatives like the Metropolitan Transportation Plan.

The proposed amendments increase the DCHC MPO total budget by \$4,056,919 and distinguish project budgets for different programs or funding sources. The following program budgets will be adopted within the DCHC MPO division:

Project Name	Total Budget
Durham Transit Staff Working Group Participation (DSWG-P)	\$39,806
Durham Transit Staff Working Group Bus Speed & Reliability Study (DSWG-BSRS)	\$1,081,600
Safe Streets for All	\$500,000
Federal Highway Administration 2023-2024 Planning Grant (PL 23-24)	\$702,250
Federal Highway Administration 2023-2024 Planning Grant Safety Set Aside (PL 23-24)	\$24,900
Orange Transit Staff Working Group Participation (OSWG-P)	\$39,806
Transportation Planning	\$504,167
FTA 5307 23-24 Transit Capital and Operating Assistance	\$151,000
FHWA Surface Transportation Block Grant Direct Appropriation (STBG-DA)	\$3,639,032
Total	\$6,682,561

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 2023-2024 Budget
Amendment 2**

WHEREAS, the Central Pines Regional Council adopted its 2023-2024 Budget Resolution on May 24, 2023; and, WHEREAS, it is necessary for the 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 2023-2024 Budget Resolution is hereby amended as follows:

SECTION 1. REVENUES

Revenues by Source:	Current Revised	Amendment	New Revised
Federal	\$ 6,687,581	\$ 4,665,218	\$ 11,352,799
Federal Pass Thru	\$ 16,286,259	\$ 32,500	\$ 16,318,759
State	\$ 1,603,334	\$ 100,417	\$ 1,703,751
Member Investment	\$ 781,646	\$ -	\$ 781,646
Special Local Dues	\$ 997,560	\$ 998,874	\$ 1,996,434
Local Aging Share	\$ 270,031	\$ -	\$ 270,031
Project Income	\$ 13,992,416	\$ (1,339,236)	\$ 12,653,180
Appropriated Fund Balance	\$ 441,893	\$ 10,000	\$ 451,893
Other Revenue	\$ 14,267	\$ -	\$ 14,267
General Fund Total Revenues:	\$ 41,074,987	\$ 4,467,773	\$ 45,542,760

SECTION 2. EXPENDITURES

Expenditures by Division:	Current Revised	Amendment	New Revised
General Government	\$ 189,239	\$ -	\$ 189,239
Member Support Strategy	\$ 13,301,212	\$ 132,500	\$ 13,433,712
Transportation	\$ 3,125,441	\$ -	\$ 3,125,441
Durham Chapel Hill Carrboro MPO	\$ 2,625,642	\$ 4,056,919	\$ 6,682,561
Community & Economic Development	\$ 907,537	\$ 213,354	\$ 1,120,891
Housing	\$ 1,981,523	\$ -	\$ 1,981,523
Environment & Resilience	\$ 2,400,428	\$ 65,000	\$ 2,465,428
Aging & Human Services	\$ 16,543,965	\$ -	\$ 16,543,965
General Fund Total Expenditures:	\$ 41,074,987	\$ 4,467,773	\$ 45,542,760

Adopted and approved on this 23rd day of August 2023.

DeDreana Freeman, Chair

Attest:

Lee Worsley, Executive Director

Triangle J Board of Delegates Meeting Minutes

Wednesday – May 24, 2023.
Hybrid Meeting

Delegates and Alternate Delegates

Attending:

Wilma Laney, Town of Aberdeen
Bob Smith, Town of Angier
Brett Gantt, Town of Apex
Jerry Medlin, Town of Benson
Thomas Beal, Town of Broadway
Jennifer Robinson, Town of Cary
Jason Thompson, Town of Clayton
DeDreana Freeman, City of Durham
Heidi Carter, Durham County
Ken Marshburn, Town of Garner
Kathleen Ferguson, Town of Hillsborough
Timothy Forrest, Town of Holly Springs
Bill Carver, Lee County
Katy Garcia, Town of Micro

Steve Rao, Town of Morrisville (A)
Jeff Morgan, Village of Pinehurst
John Bonitz, Town of Pittsboro (A)
Pamela Baldwin, Town of
Pittsboro Donald Rains, Town of
Princeton Ronnie Currin, Town of
Rolesville Rebecca Salmon, City of
Sanford Byron McAllister, Town
of Selma Bill Haiges, Town of Siler
City Andy Moore, Town of
Smithfield Susan Evans, Wake
County
Chad Sary, Town of Wake Forest
David McGowan, Town of Wilson's Mills
Larry Loucks, Town of Zebulon

Delegates and Alternate Delegates Absent:

Teresa Beaver, Town of Aberdeen (A)
Mark Wilson, Town of Archer Lodge
Mark Jackson, Town of Archer Lodge
Cassandra Stack, Town of Benson (A)
Donald Andrews, Town of Broadway (A)
Ranee Haven O'Donnell, Town of Carrboro
Don Bonillo, Town of Carthage
Lori Bush, Town of Cary (A)
Michael Parker, Town of Chapel Hill (A)
Mike Dasher, Chatham County
Nida Allam, Durham County (A)
Javiera Caballero, City of Durham (A)
Larry Smith, Town of Fuquay Varina
Matt Hughes, Town of Hillsborough (A)
Aaron Wolff, Town of Holly Springs
Jessica Day, Town of Knightdale
Latatious Morris, Town of Knightdale (A)
Butch Lawter, Johnston County
Frank Quis, Moore County
Satish Garimella, Town of Morrisville
Sally Greene, Orange County
Jeff Holt, Town of Pine Level
Jane Hogeman, Village of Pinehurst Amy
West Whitley, Town of Selma (A) Lewis
Fadely, Town of Siler City (A) John
Dunn, Town of Smithfield (A) Carol
Haney, Village of Southern Pines Bill
Pate, Village of Southern Pines (A) Jane
Harrison, City of Raleigh
Nikki Bradshaw, Town of Robbins
Michelle Medley, Town of Rolesville (A) Al
Mosley, Town of Vass

Shinica Thomas, Wake County (A)
Vivian Jones, Town of Wake Forest (A)
Deans Eatman, Town of Wendell
Joe DeLoach, Town of Wendell
Linda Vandercook, Village of Whispering Pines
Philip Wright, Town of Wilson's Mills

TJCOG Staff Attending:

Lee Worsley, Executive Director
Jenny Halsey, Assistant Exec.
Director
Alana Keegan, Member Engagement Mgr.
Lindsay Whitson, Community & Econ. Dev.
Director
Mary Warren, Area Agency on Aging Director
Jenisha Henneghan, Area Agency on Aging
Assistant Director
Jacqlyn Holeman, Aging Program Associate
Beth Davis, Communications Coordinator

Others Attending:

Kimberly Moffett, Interim Board Clerk
Monique Holsey-Hyman, City of Durham

1. CALL TO ORDER

- a. Call to Order and Welcome
Official: DeDreana Freeman
- b. Roll Call
- c. Declaration of Quorum
Official: DeDreana Freeman

Chair Freeman called the meeting to order at 6:08 p.m. Ms. Keegan completed Roll Call and it was determined there was a quorum present at the meeting.

2. REVIEW OF AGENDA

- a. Review of Agenda
Official: DeDreana Freeman

It was requested that a correction be made to the April 2023 minutes to indicate that Pamela Baldwin was in attendance. She was incorrectly added to the list of those members who were not in attendance.

It was stated that the nomination slate item would be removed from the agenda this evening and would be presented at a later date.

ACTION: Approval on Consent Agenda

3. PRESENTATIONS AND RECOGNITIONS

- a. New Employee Introductions
Presenter: Jenny Halsey, Assistant Executive Director

Ms. Halsey turned the floor over to Ms. Mary Warren who introduced Jacquelyn Holeman. Ms. Holeman is an Aging Program Associate who has been with the COG since November 2022. Ms. Holeman stated how happy she was to be part of the COG. She shared that she previously worked at a DaVita Dialysis, as Community Liaison with WellCare Health Care and worked as a Forms Designer with Fairfax Imaging. She stated in her off time she loves to spend time with her puppy. Ms. Halsey said it was great to have her on the team.

- b. RTI Update on Workforce Survey
Presenter: Alana Keegan, Member Engagement Manager & Michael Hogan, RTI

Ms. Keegan stated that in 2022, the COG had partnered with RTI to for a workforce survey regarding challenges. Ms. Keegan introduced both Michael Hogan and Pearl Sullivan from RTI. Mr. Hogan shared the results of the RTI Survey. Additionally, he provided background information about RTI. He shared details about the survey and stated that a 2018 survey indicated burnout, stress, low wages and more with reference to governmental employees. He further stated that currently 23% of NC jobs are vacant as compared to pre-pandemic rates which were at 12%. He further stated that the turnover rate for governmental employment is 17%.

It was stated that the survey was sent to a total of 364 individual contacts across the region. The total number of responses received was 118, a 32% response rate, which is a high return rate. Further, it was added that participation was completely voluntary, and the represented data was strictly a point in time.

A detailed report was provided that shared details about how the workforce has changed in the last two years. In the response/data were reasons for leaving with wage as the highest reason. Also shared were benefits that employees would like to see versus what is currently being offered. The biggest takeaway is that wages are a big driving factor for recruitment and retention of employees. A current concern was the expectation to work beyond normal hours and additional responsibilities being seen as a final straw for making the decision to leave. Other concerns included staff not feeling valued.

Public Safety faces struggles with its' own unique challenges. It was stated that competition is fierce, and it is exceedingly difficult to compare and or compete with the private sector. Currently some public safety areas are operating at a staffing level of only 70%, adding further pressure to those already working in an incredibly stressful and dangerous environment.

Mr. Hogan thanked everyone and stated there is additional information available on the COG website.

Board Member Marshburn asked if the survey had been completed pre-covid. Mr. Hogan stated a survey was not done pre-covid. He stated lengthy discussion took place about the timing of the survey and what the results may have been if survey was completed pre-covid. He further added that while much had changed, it was more difficult for everyone over the last two years.

Board Member Carver questioned a possible disconnect regarding professional development and training, to which Ms. Keegan stated that HR Directors are having conversations about career ladders. Board Member Carver asked about any feedback on higher management and professional development. Mr. Hogan stated it was offered but there was no percentage available on how many were taking advantage of it.

Board Member Gantt questioned the issue regarding respect concerns. Mr. Hogan stated additional information was available on the website and added the concern regarding respect was different within various departments. He stated that the public had the worst perception of Planning Departments.

Board Member Rains asked about those working from home and if there were any numbers related to depression and feeling isolated. Mr. Hogan stated it was difficult to ask those questions due to HIPAA.

Board Member Robinson stated the information gathered was very appreciated. She stated some of the concerns raised were difficult to tackle, including pay. She stated

other concerns were easily addressed to include lack of respect from elected officials. She suggested it might be helpful to share best practices with newly elected officials. She also shared how important it was to ensure that elected officials defend staff.

Board Member Ferguson stated the League had recently shared a similar presentation and she would love to compare all information provided in both. Overtime was also discussed, and what it means in the public vs. private sector.

Ms. Keegan stated she believed the survey prepared by the League was done in conjunction with the SOG and believed it was more of a broad survey.

Board Member Carter stated she was surprised that childcare concern had such a low percentage attached to it. Mr. Hogan stated he was also surprised by the low number and further stated a large private sector survey was completed last year and the number in that survey was 60%.

Ms. Keegan added that currently wages are the highest priority focused on with most HR professionals.

Board Member Marshburn asked if there are negotiations taking place with current employees when they indicate they may be leaving. Ms. Keegan stated that does occur and is common.

Ms. Keegan identified the four focus areas; employee well-being and reduced burnout, improved equity and pay resources, better data on trends & workforce needs, and coordinated & improved pipeline. She shared information about the market moving faster than pay & classification studies.

c. Celebrating Older American's Act

Presenter: Mary Warren, Area Agency on Aging Director

Ms. Warren spoke about Older American's Act Month, which is in May of each year and stated the 2023 theme is "Aging Unbound" . . . Celebrating Diversity and Combating Stereotypes.

Ms. Warren shared suggestions for thinking about activity unbound. Suggestions include Senior Games that are coordinated by the State as well as Local Parks & Recreation Departments. She also spoke about the importance of engaging local artists, musicians/entertainers, and large personalities.

Also discussed were services offered to include supplemental food, home delivered meals, and the building of ramps for homes. She also shared the vital importance of creating joy in many ways to include celebrations, dressing up and simply having fun.

Ms. Freeman read the 2023 Proclamation for Older American's Act. This item will be placed on the Consent Agenda

d. Staffing Announcement – Area Agency on Aging

Presenter: Lee Worsley, Executive Director

Mr. Worsley shared information about staffing changes. He stated that with mixed emotions Mary Warren has announced her retirement will take place at the end of July. Mr. Worsley stated it has been a pleasure working with Mary and she was his first director appointment. He stated she was a natural choice and exceeded every expectation. She is extremely knowledgeable and does a fabulous job with a great staff.

Board Members acknowledged and offered their thanks and appreciation to Ms. Warren, and she received a round of applause.

Board Member Rains noted how phenomenal the services that were offered during COVID. Ms. Warren stated she appreciated the kind words and stated everything was able to happen because of the great staff surrounding her.

Mr. Worsley announced that Ellison Jones has also announced his retirement after 22 years. His retirement will also be at the end of July. Mr. Worsley stated that Ellison is a joy to work with, he is always positive, always shares such cool adventures and stories, always encouraging others, always willing to challenge the status quo, and cares deeply about the folks who are caring for others. He is a great supporter to those who support others.

Mr. Jones offered his thanks and stated he has collaborated with a great team.

Mr. Worsley spoke about the upcoming vacancy that will be created with Mary's retirement/departure. He stated he was excited that Jenisha Heneghan will become the new Director. She currently serves as the assistant director, and this was an extremely easy decision. He stated that Jenisha is very capable, and added that an official announcement would be sent out tomorrow morning.

Ms. Henneghan stated she was honored to be working with such a talented team and outstanding mentors. She stated she was very thankful for the opportunity.

4. BUSINESS

a. Interlocal Agreement between City of Durham & TJCOG – Transition Lead Planning Responsibilities from City of Durham to TJCOG

Presenter: Lee Worsley, Executive Director

Mr. Worsley shared information about the agreement and was excited to welcome eleven staff members who are currently with the City of Durham. He stated employee benefits have already been worked on and the new employees have been included in staff meetings. This agreement will formalize the transition between Triangle J COG and City of Durham.

b. Branding & Charter Update

Presenter: Alana Keegan, Member Engagement Manager

Ms. Keegan shared updates on the progress. She stated to date a total of eighteen out of thirty-two charter adoptions have been received. She further stated that thirty-two members have indicated the charter adoption was on an upcoming agenda. She stated she would continue to keep everyone updated.

- c. ~~Nominating Committee Report~~
~~Presenter: DeDreana Freeman~~

This item was removed from the agenda.

- d. Recognition Honoring the Life of David Seiberling, Town of Cameron
Presenter: Lee Worsley, Executive Director

Ms. Worsley provided background on the passing of Mr. Seiberling. Ms. Freeman read the Proclamation.

- e. Resolution Adopting 2023-2024 Budget
Presenter: Lee Worsley, Executive Director

Mr. Worsley shared details about the Resolution that would adopt the 2023-2024 budget. He provided background of timeline regarding the budget preparation. He stated member dues would be increased and further added they have not been increased in over 20 years. He stated there was an increase in the population size cap category from 150,000 to 200,000. There is an addition of some new positions that are primarily positions from the City of Durham as well as some administrative and finance positions to assist with increased staff size. He also added that area agency numbers are never settled by this time so budget amendments would be brought forward shortly. He stated a balanced budget was presented and he offered thanks to Hope Tally, Chief Finance Officer. He stated Ms. Tally has been with the COG for approximately one year and is doing an excellent job.

There were no questions regarding the proposed budget and the budget resolution will be placed on the Consent Agenda for adoption.

5. CONSENT

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 that is removed from the Consent Agenda will be considered individually after the Consent Agenda.

- a. Approval of Agenda as Presented
- b. DRAFT Minutes with addition of
 - April 20, 2023
- c. Resolution Adopting 2023-2024 Budget

- d. Interlocal Agreement –City of Durham & TJCOG
- e. Resolution -Transition Lead Planning Agency Responsibilities to TJCOG
- f. ~~Nominating Committee Assignments~~
- g. Proclamation Honoring Older Americans Month
- h. Recognition of Life of David Seiberling, Town of Cameron

ACTION: Adoption of Consent Agenda with Amendments as Noted

Motion: Board Member Marshburn

Second: Board Member Ferguson

Vote: Unanimous

Ms. Keegan completed Roll Call for vote.

6. ITEMS REMOVED FROM CONSENT AGENDA

7. PUBLIC HEARINGS

8. EXECUTIVE DIRECTOR'S REPORT

- a. Executive Director's Report

Presenter: Lee Worsley

Mr. Worsley stated he wanted to ensure that Ms. Katy Garcia from Micro is with us this evening. He introduced her to the board and welcomed her aboard. She stated she was excited to be a part of the board.

Mr. Worsley offered an update on building renovations. He thanked Apex for hosting tonight's board meeting as well as hosting it for the next several months. It was stated that staff have now moved into temporary space and the old suite is completely gutted. All required permits have been obtained and construction will begin at the end of this week/beginning of next week. We are currently looking at August 1 for construction completion and being fully settled into new office space by September 1. A celebration will be held when the new space is completed.

Mr. Worsley offered his thanks to Kimberly Moffett for her assistance with Triangle J, the towns of Micro, and Kenly. He stated that Beth Davis will be appointed as the new Board Clerk, and she will assume those responsibilities in the next few months.

Board Member Smith of Angier offered thanks to Mr. Worsley and his team for assisting with the hiring of the new town manager.

9. CHAIR'S REPORT

- a. Chair's Report
Official: DeDreana Freeman

Ms. Freeman offered her welcome to Micro Board Member Katy Garcia. Ms. Garcia thanked everyone for the welcome. Ms. Freeman thanked staff for the amazing work they do and reminded everyone it is so important not to get burnt out.

10. AROUND THE REGION

- a. Around the Region Reports/Updates

Ms. Freeman invited everyone to Durham for the June 3 festival.

Board Member Rains of Princeton offered thanks to Mr. Worsley on behalf of Johnston County and the ongoing discussion of the Water Sewer Authority. He stated that to date they have held two great meetings, and everyone has been excited.

Board Member McAllister of Selma also offered his thanks and stated the next meeting is in June. He also offered his thanks for everything being done in both Micro and Princeton.

Board Member Carver of Lee County appreciated all the work being done regarding advocacy and reducing the number of LME COM's and making it more centralized.

Board Member Rao stated Morrisville is in the process of building a new high school, a pickle ball court recently opened in one of their parks. He also stated their IT team recently won a national award.

Board Member Ferguson of Hillsborough shared information about an art festival that will be happening in July. Also stated she attended Legislative Day for COG Forum and had the opportunity to meet with leadership and local delegations on COG priorities. She stated the day was well attended.

Board Member Laney of Aberdeen stated she attended a Tri-Cities meeting yesterday and that COG staff attended and did an outstanding job.

11. OTHER BUSINESS

- a. Other Business
Official: DeDreana Freeman

12. ADJOURNMENT

a. Adjourn the Meeting

With there being nothing further, the meeting was adjourned at 7:49 p.m.

ACTION: Motion to Adjourn

Motion: Board Member Robinson
Second: Board Member Thompson
Vote: Unanimous

Duly adopted this the 23rd day of August, 2023 while in regular session.

DeDreana Freeman
Board Chair

ATTEST:

Lee Worsley
Executive Director
Triangle J COG