



Triangle J Executive Committee Meeting Agenda

Wednesday, June 28, 2023- 6:00 p.m. – 8:00 p.m.

**THIS WILL BE A VIRTUAL MEETING
ANYONE WISHING TO ATTEND VIA A ZOOM LINK MAY
CONTACT JENNY HALSEY FOR LOG ON INFORMATION:**

Email: jhalsey@tjcog.org

Phone: 919-558-9343

1. CALL TO ORDER 6:00 P.M.

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

2. REVIEW OF AGENDA 6:05 P.M.

- a. Review of Agenda
Official: DeDreana Freeman

POTENTIAL ACTION: Approval on Consent Agenda

3. PRESENTATIONS AND RECOGNITIONS

4. BUSINESS

- a. Rescinding of Conflict of Interest & Gift Policy and Uniform Guidance Procurement Policy
Presenter: Lee Worsley, Executive Director
 - *Cover*
 - *Current Policy (for reference only)*
- b. Budget Amendments
Presenter: Hope Tally, Finance Director
 - *Cover – FY '22-23*
 - *Cover – FY' 23-24*

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
 - *September 22, 2022 DRAFT Minutes*
 - *December 2, 2022 DRAFT Minutes*
 - *March 1, 2023 DRAFT Minutes*
- c. Resolution Rescinding Conflict of Interest & Gift Policy and Uniform Guidance Procurement Policy
 - *Resolution*
- d. Budget Amendments
 - *FY '22-3 Budget Amendment Resolution*
 - *FY '23-24 Budget Amendment Resolution*

POTENTIAL ACTION: Adoption of Consent Agenda as Presented

6. ITEMS REMOVED FROM CONSENT AGENDA

7. EXECUTIVE DIRECTOR'S REPORT

- a. Executive Director's Report
Presenter: Lee Worsley

POTENTIAL ACTION: None – Receive as Information

8. CHAIR'S REPORT

- a. Chair's Report
Official: DeDreana Freeman

POTENTIAL ACTION: None – Receive as Information

9. AROUND THE REGION

- a. Around the Region Reports/Updates

POTENTIAL ACTION: None – Receive as Information

10. OTHER BUSINESS

- a. Other Business
Official: DeDreana Freeman

11. CLOSED SESSION

- a. Closed Session pursuant to NCGS 143-318.11(a)(6) to conduct annual performance review of the Executive Director.

12. ADJOURNMENT

- a. Adjourn the Meeting

POTENTIAL ACTION: Motion to Adjourn

MEETING DATE:

June 28, 2023 - Executive Committee

AGENDA LOCATION:

Consent

ITEM TITLE:

Rescind Uniform Guidance Procurement Policy No.TJ-1002A & Conflict of Interest & Gifts Policy #BD2001

PRESENTER(S):

Lee Worsley, Executive Director

BACKGROUND:

Currently, TJCOG has the following policies adopted or approved separately – Purchasing Policy, Travel and Training Procedure, Procurement Cards Procedure, Uniform Guidance Procurement Policy, and Conflict of Interest & Gifts Policy. To develop cohesion across policies and create a centralized mechanism for ease of training, staff has developed a unified Purchasing and Travel Policy and Procedures Manual. There are two sections previously adopted by Board direction that staff requests the Board rescind so those policies can be included within the new unified policy. Staff requests that the Executive Committee rescind the Conflict of Interest & Gifts Policy#BD2001 and the Uniform Guidance Procurement Policy#TJ1002A.

RECOMMENDATION:

Place on Consent Agenda

FOCUS AREA:

Administration & Operations

WILL DOCUMENTATION BE INCLUDED FOR AGENDA PACKET:

Yes No

IS ANY ADDITIONAL ACTION/COMMUNICATION REQUIRED:

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

CENTRAL PINES REGIONAL COUNCIL
PURCHASING AND TRAVEL POLICY AND
PROCEDURES MANUAL

Adopted as Standard Procedure Policy for all Central Pines Regional Council Employees
Effective June 28, 2023



TABLE OF CONTENTS

	Page(s)
I. Introduction.....	3-4
II. General Guidelines.....	4
III. Purchasing Policies and Procedures.....	4-6
IV. Conflict of Interest.....	7
V. Bid Requirements-State and Local Funds.....	7-9
VI. Bid Requirements- Federal Funds.....	9-17
VII. Special Procurement Procedures.....	17-18
VIII. Travel, Training, & Other Expenses.....	18-20
IX. Procurement Cards (P-Cards).....	20-21
X. Exhibits.....	22+

1) INTRODUCTION

This purchasing and travel policy and procedures manual is intended for use as a guide to Central Pines Regional Council (hereinafter referred to as CPRC) staff members in purchasing and travel methods and practices. In the event of conflicts between any part of this policy and the North Carolina General Statutes, the statutes shall prevail.

Procurement and travel policies and procedures are a dynamic process subject to changes pursuant to amendments made to North Carolina General Statutes, Federal regulations, actions by the Board of Delegates, and the Executive Director's guidance.

In public purchasing and contracting, utmost fairness is required in expending public funds. The practice of favoritism, whether to the user, department, or vendor, is not permissible.

While this Policy does not answer all questions related to purchasing, it does provide the foundation for a sound centralized purchasing system.

Board of Delegates and Executive Committee:

As the legislative body for CPRC, the CPRC Board of Delegates and Executive Committee has delegated the authority of procurement to the Executive Director and Chief Finance Officer as allowed by North Carolina General Statute.

Executive Director:

The Executive Director is the final authority in making decisions in any questionable situation relating to procurement.

User Departments/Programs:

A partnership between CPRC departments/programs and Finance keeps the procurement and travel process efficient and functional.

The basic goals of the CPRC's purchasing policy are:

- a) To comply with the legal requirements and uphold the public trust of public purchasing, procurement, and travel.
- b) To promote good and effective vendor relations, cultivated by informed, impartial and equitable buying practices and strict maintenance of ethical standards.
- c) To receive maximum value for each dollar spent by awarding purchase orders to the lowest responsible and responsive bidder, taking into consideration quality, performance, technical support, delivery schedule, past performance and other relevant factors.
- d) To provide CPRC departments/programs with the required goods, equipment, and services at the time and place needed and in the proper quantity and quality.
- e) To professionally administer the search for sources of supplies, the development of new sources, the selection of suppliers, negotiations, commitment, follow-up, and adjustments.
- f) To enable CPRC to maintain an encumbrance accounting system as required by State law

and to enable CPRC to comply with the requirements of State law concerning the incurring of obligations.

2) GENERAL GUIDELINES

- a) Planning - Planning for purchases should be done both on a short-term and long-term basis, thereby minimizing small orders and last-minute purchases.
- b) Buying Proper Quality – Quality and service are as important as price and it is the duty of the requestor to secure the best, most economical, quality that will meet the requirements for which the goods and/or services are intended. In some instances, the lowest price does not necessarily mean the lowest cost.
- c) Encumbrances – An encumbrance indicates that an order for goods or services has been placed and a portion of the current budget is set aside to cover that commitment. Recording the commitments in the accounting system helps prevent over-expenditures as required by State statute.
- d) Uniform Guidance – Contracts funded with federal grant or loan funds must be procured in a manner that conforms with all applicable federal laws, policies, and standards, including those under the Uniform Guidance (2 C.F.R. Part 200).
- e) E-Verify – Pursuant to North Carolina General Statute 143-133.3, the County will not enter into a contract unless the contractor, and the contractor's subcontractors comply with the requirements of Article 2 of Chapter 64 of the General Statutes.
- f) Iran Divestment Certification – Pursuant to North Carolina General Statute 147-86.58, the COG will not enter into a contract with a contractor or subcontractor listed on the Final Divestment List created by the State Treasurer.
- g) Debarred Vendors – The Regional Council will not enter into a contract with a contractor or a subcontractor that is debarred or suspended from doing business under federal guidelines or in North Carolina.

3) PURCHASING POLICIES AND PROCEDURES

- a) Request to Purchase – CPRC utilizes a financial software program for the purchasing process. The requisition initiates this process. The department director/designee, Executive Director/designee, and Chief Finance Officer/designee must approve all requests via the financial software approval process. A completed requisition and purchase order with appropriate approvals is required for all purchases as stated in this policy and identified in Exhibit A – CPRC Purchasing Requirements.
- b) Purchase Orders – The only way to record an encumbrance in CPRC's accounting system is through the issuance of a purchase order. A purchase order can be used as a contract between CPRC and a vendor. It is not binding unless fully executed by the Chief Finance Officer. The issuance of purchase orders by unauthorized employees or officials will not be recognized. Obtaining apparatus, supplies, materials, equipment or services without a purchase order as identified within this policy and attached exhibits is an unauthorized purchase. Unauthorized purchases are classified as a personal expense and will be paid for by the employee.

Purchase orders may be issued for any size purchase; there is no lower limit. When the final costs of a good or service is not available at the time an order is placed, the best

estimate of costs available at that time should be used to make this determination. Should it become apparent the costs will exceed the threshold after the order is placed, a purchase order must be issued at that time.

- c) Purchases Not Requiring a Purchase Order: With the above statements in mind, there are a variety of transactions that are recurring in nature and predictable that could be exceptions to the Purchase Order or encumbrance requirement as determined by the Chief Finance Officer. Examples of such transactions are any payments related to payroll, insurance, and utilities.
- d) Open Purchase Orders: Department directors/designee(s) may request an open purchase order within the financial software program to selected vendors for the procurement of items needed on a continuing basis. It is the responsibility of the individual authorized to ensure that an unspent balance remains to cover purchases to be made during the fiscal year. Open purchase orders follow the bidding procedures outlined in Exhibit A.
- e) Purchase Order Cut-Off Date: Purchase requests for the ending current fiscal year must be entered into the financial software program no later than May 15th. Purchase requests of a routine nature that could have been scheduled prior to May 15th, and are not critical, will be rejected. Items must be received by June 30th. This procedure allows Finance the opportunity to complete fiscal year end activities in a timely and proper manner.
- f) Professional Services: Normal competitive procedures cannot be utilized in certain situations when securing professional services such as attorneys, financial consultants, auditing, banking, and insurance firms. When an agreement between a professional service company and CPRC is established, a contract with a not-to-exceed amount shall be issued to satisfy accounting and statutory requirements.
- g) Emergency Purchases (applies to state and local procedures under bidding thresholds and requirements): In cases of emergencies, the Executive Director or Chief Finance Officer may purchase or approve a purchase directly from any vendor supplies or services whose immediate procurement is essential to prevent delays in work which may affect the life, health, safety, or convenience of CPRC employees or citizens. The user shall exercise good judgment and use established vendors when making emergency purchases. Emergency purchases, although sometimes necessary, are costly both in terms of time and money. Always obtain the best possible price and limit purchases to those items related to the emergency. Not anticipating needs does not constitute an emergency. The use of emergency purchases should be limited and will be monitored for abuse.

Emergency Purchase Procedure during Business Hours: Contact the Finance staff and give all pertinent information to obtain a purchase order or enter the information into a requisition. The information needed will include the vendor name, item(s) to be purchased with quantities, the expenditure account to which the item(s) will be charged, and the reason for the emergency purchase. After verifying available funds, a purchase order number will be issued for the expenditure and a confirming purchase order will be mailed to the vendor.

Emergency Purchase Procedure after Business Hours: The packing slip or invoice received should be coded with the account(s) to be charged and signed. Please attach a brief explanation of the nature of the emergency, and forward immediately to the Finance Department for payment. Finance must be notified of the purchase and the circumstances

the morning of the next business day. The information should be entered into a requisition the following business day.

h) Steps to Obtaining a Purchase Order:

- 1) An electronic purchase requisition should be submitted through Microix for approval by an employee given access. (Step-by-step requisition entry instructions are available on the Intranet).
- 2) For purchases where the employee has obtained written quotes as required by Exhibit A, please attach a copy of the quotes to the electronic purchase requisition before submitting for approval. Verbal quotes or prices, when allowed, should be noted in the Comments section.
- 3) The description should be complete and include catalog or part numbers if they are known.
- 4) The General Ledger (account) number to be charged is required and available funds should be verified before submitting for approval.

i) When the requisition approval process has been completed, a purchase order will be issued.

(1) All purchase orders will bear the pre-audit certification.

(2) A copy of all purchase orders will be sent to the Accounts Payable division of Finance and the financial software program will send a notification to the requestor.

(3) Purchase order copies will be supplied to departments upon request.

i) Receipt and Payment of Invoices/Orders

i) Receipt: Goods received from and services completed by vendors should be verified by staff against the initial purchase order and invoices to ensure it is correct and complete before requesting payment of the corresponding invoice.

(1) Once orders are checked against the purchase order, a payment request under the original purchase order should be entered in Microix with the invoice attached.

(2) When the payment approval process has been completed and Accounts Payable has verified that the purchase order, invoice, and payment request are all in agreement, a payment will be processed and issued to the vendor.

(3) Checks will be signed by two Board authorized check signers before distribution to vendors.

j) Blanket Purchase Orders

i) Blanket purchase orders may be issued when a vendor is expected to supply goods and services in excess of the purchase order threshold during the fiscal year even though individual orders will fall below the purchase order threshold. The use of blanket purchase orders under these circumstances strengthens the council's budgetary controls. Blanket purchase orders may be used by multiple programs.

ii) Requests for blanket purchase orders may be directed to the Chief Finance Officer or purchasing division of finance.

4) CONFLICT OF INTEREST

When procuring goods (apparatus, supplies, materials, and equipment), services, and construction or repair projects paid for with public funds (local, state or federal), the following guidelines are established.

- a) Conflicts of Interest: In addition to the prohibition against self-benefiting from a public contract under G.S. 14-234, no officer, employee or agent of CPRC may participate directly or indirectly in the selection, award, or administration of a contract supported by local, state, or federal funds if he or she has a real or apparent conflict of interest. A real or apparent conflict exists when any of the following parties has a financial or other interest in or receives a tangible personal benefit from a firm considered for award of a contract:
 - i) The employee, officer, or agent involved in the selection, award, or administration of the contract
 - ii) Any member of his or her immediate family;
 - iii) His or her partner; or
 - iv) An organization which employs or is about to employ any of these parties.

Any officer, employee, or agent with an actual, apparent, or potential conflict of interest as defined in this policy shall report the conflict to his or her immediate supervisor. Any such conflict shall be disclosed in writing to the federal award agency or pass-through entity in accordance with applicable Federal awarding agency policy.

- b) Gifts: In addition to the prohibition against accepting gifts and favors from vendors and contractors under G.S. 133-32, officers, employees, and agents of CPRC are prohibited from accepting or soliciting gifts, gratuities, favors, or anything of monetary value from contractors, suppliers, or parties to subcontractors. Items of nominal value which fall into one of the following categories may be accepted:
 - i) Promotional items;
 - ii) Honorariums for participation in meetings; or
 - iii) Meals furnished at banquets

Any officer, employee, or agent who knowingly accepts an item of nominal value allowed under this policy shall report the item to his or her immediate supervisor.

- c) Violation: Employees violating this policy will be subject to discipline up to and including termination.

5) BID REQUIREMENTS – INDIRECT, STATE AND LOCAL FUNDS

For purchases involving indirect, state and/or local funds, the following procurement bid guidelines shall be followed: If any federal funds are used, then **SECTION 6 BID REQUIREMENTS – FEDERAL FUNDS** shall be used. Additionally, if the specific grant or program funds have stricter procurement requirements, the strictest requirements shall be documented and followed.

- a) Informal Bids
 - i) The informal bidding range for the purchase of apparatus, supplies, materials and equipment includes a dollar threshold up to \$90,000 per G.S. 143-131 for purchases made from indirect, local and/or State funds.
 - (1) In the informal range, three price quotes shall be obtained in the form of written

quotes, via e-mail, fax, or mail, or by verbal telephone quotes documented with a quote number for purchases totaling between \$5,000 and \$89,999.

- (a) If competition is scarce, a good faith effort should be made to obtain a minimum of two quotes.
 - (2) A Purchase Order will be issued to the lowest, responsible bidder, taking into consideration the time specified for delivery.
 - ii) The informal bidding range for construction contracts is \$30,000 - \$500,000 per G.S. 143-131 for purchases made from indirect, local or State funds. Three bids shall be obtained in writing, via e-mail, fax, or mail. If competition is scarce, a good faith effort should be made to obtain a minimum of two bids.
- b) Formal Bids
- i) The formal bidding range for the purchase of Apparatus, Supplies, Materials and Equipment is \$90,000 and above per G.S. 143-129 for purchases made from indirect, local or State funds.
 - (1) A representative from the department involved in the initiation of a formal bid should meet with Finance to establish the specifications for the item(s) being sought.
 - (2) A bid package will be assembled for mailing to a minimum of three vendors.
 - (a) Bid bonds may or may not be required at the discretion of Finance.
 - (b) Take affirmative and documented steps to solicit price quotes from M/WBE vendors and suppliers.
 - (3) An advertisement for bid opportunities must be placed one full week prior to the bid opening.
 - (a) The ad may be posted either in a newspaper of general circulation or electronically on CPRC's Website.
 - (4) Sealed bids will be accepted until the date and time specified in the advertisement and bid package.
 - (5) Bids will be opened in public by Finance with at least one other witness in attendance.
 - (6) Bids will be evaluated and an award will be made to the lowest responsible and responsive bidder, taking into consideration quality, performance and the time specified for delivery.
 - (a) Awarding of bids for the purchase of apparatus, supplies, materials and equipment has been delegated to the Executive Director
 - (7) A summary of the bids received and the contract(s) awarded will be submitted to the Executive Committee at the first meeting following the award.
 - ii) The formal bidding range for Construction contracts is \$500,000 and above per G.S. 143-129 for purchases made from local or State funds. Bidding for projects of this nature will follow all related State statutes and must involve the Executive Director and Chief Finance Officer.
 - iii) Piggybacking:
 - (1) CPRC is allowed to enter into contracts with vendors who have in the past 12 months been awarded a contract by any arm of state or local government that was bid under G.S. 143-129(g).
 - (a) Formal procedures, the same or substantially similar to North Carolina requirements, must have been used by the governmental unit whose contract is

- being piggybacked.
 - (b) The vendor must be willing to extend the same or a more favorable price.
 - (c) A notice must be placed in a newspaper of general circulation at least ten days prior to the Board of Delegates or Executive Committee meeting.
 - (d) Following the advertisement period, the Board of Delegates or Executive Committee must give approval at a regularly scheduled meeting for the waiver of bid procedures to allow CPRC to piggyback on a contract with a qualified supplier.
- iv) State Contracts
- (1) State contracts for volume purchasing are established by the State Division of Purchase & Contract to obtain more favorable prices while reducing lead time and administrative effort.
 - (2) If buying from state contract:
 - (a) Contract number must be reflected on requisition.
 - (b) No Board of Delegates or Executive Committee approval is needed, per G.S. 143-129 (2) (9)
- v) Cooperative Contracts
- (1) Cooperative contracts are purchases made through a competitive bidding group purchasing program, a formally organized program that offers competitively obtained purchasing services at discount prices to two or more public agencies.
 - (a) No Board of Delegates or Executive Committee approval is needed when using these contracts, per G.S. 143- 129(e)(3).
 - (b) Examples include: CCPA, NJPA, TCPN, U.S. Communities, HGAC Buy.

6) BID REQUIREMENTS FEDERAL FUNDS

When any portion of federal funds are used for a purchase, the Federal Uniform Guidance rules must be used. If there is any question on the source of funding, CPRC employees should use the Uniform Guidance procurement rules to assure compliance. Additionally, if the specific grant or program funds have stricter procurement requirements, the strictest requirements shall be documented and followed.

- a) This policy applies to contracts for purchases, services, and construction or repair work funded with federal financial assistance (direct or reimbursed). The requirements of this Policy also apply to any sub-recipient of the funds.
- b) All federally funded projects, loans, grants, and sub-grants, whether funded in part or wholly, are subject to the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for federal awards (Uniform Guidance) codified at 2 C.F.R. Part 200 unless otherwise directed in writing by the federal agency or state pass-through agency that awarded the funds.
- c) **Compliance with Federal Law.** All procurement activities involving the expenditure of federal funds must be conducted in compliance with the Procurement Standards codified in 2 C.F.R. § 200.317 through § 200-326 unless otherwise directed in writing by the federal agency or state pass-through agency that awarded the funds. Central Pines Regional Council (CPRC) will follow all applicable local, state, and federal procurement requirements when expending federal funds. Should the CPRC or any funding agency have more stringent requirements, the most restrictive requirement shall apply so long as it is

consistent with state and federal law.

- d) **Contract Award.** All contracts shall be awarded only to the lowest responsive responsible bidder possessing the ability to perform successfully under the terms and conditions of the contract.
- e) **No Evasion.** No contract may be divided to bring the cost under bid thresholds or to evade any requirements under this Policy or state and federal law
- f) **Contract Requirements.** All contracts paid for in whole or in part with federal funds shall be in writing. The written contract must include or incorporate by reference the provisions required under 2 C.F.R § 200.326 and as provided for under 2 C.F.R. Part 200, Appendix II.
- g) **Contractors' Conflict of Interest.** Designers, suppliers, and contractors that assist in the development or drafting of specifications, requirements, statements of work, invitation for bids or requests for proposals shall be excluded from competing for such requirements.
- h) **Approval and Modification.** The administrative procedures contained in this Policy are administrative and may be changed as necessary at the staff level to comply with state and federal law.
- i) **Purchase Contracts costing less than \$10,000** shall be procured using the Uniform Guidance "micro-purchase" procedure (2 C.F.R. § 200.320(a)) as follows:
 - i) The contract may be awarded without soliciting pricing or bids if the price of the goods or services is considered to be fair and reasonable.
 - ii) To the extent practicable, purchases must be distributed among qualified suppliers.
- j) **Purchase Contracts costing \$10,000 up to \$90,000** shall be procured using the Uniform Guidance "small purchase" procedure (2 C.F.R. § 200.320(b)) as follows:
 - i) Obtain price or rate quotes from an "adequate number" of qualified sources (a federal grantor agency might issue guidance interpreting "adequate number," so the requesting department should review the terms and conditions of the grant award documents to confirm whether specific guidance has been issued).
 - ii) Take affirmative steps to solicit price quotes from M/WBE vendors and suppliers as required under 2 C.F.R. § 200.321.
 - iii) Cost or price analysis is not required prior to soliciting bids.
 - iv) Award the contract on a fixed-price basis (a not-to-exceed basis is permissible for service contracts where obtaining a fixed price is not feasible).
 - v) Award the contract to the lowest responsive, responsible bidder.
- k) **Purchase Contracts costing \$90,000 and above** shall be procured using a combination of the most restrictive requirements of the Uniform Guidance "sealed bid" procedure (2 C.F.R. § 200.320(c)) and state formal bidding procedures (G.S. 143-129) as follows:
 - i) Cost or price analysis is required prior to soliciting bids.
 - ii) Complete specifications or purchase description must be made available to all bidders.
 - iii) The bid must be formally advertised in a newspaper of general circulation for at least seven full days between the date of the advertisement and the date of the public bid opening. Electronic-only advertising must be authorized by the governing board. The advertisement must state the date, time, and location of the public bid opening, indicate where specifications may be obtained, and reserve to the governing board the right to reject any or all bids only for "sound documented reasons."
 - iv) Take affirmative steps to solicit price quotes from M/WBE vendors and suppliers as required under 2 C.F.R. § 200.321.

- v) Open bids at the public bid opening on the date, time, and at the location noticed in the public advertisement. All bids must be submitted sealed. A minimum of 2 bids must be received to open all bids.
- vi) Award the contract to the lowest responsive, responsible bidder on a fixed-price basis. Governing board approval is required for purchase contracts unless the governing board has delegated award authority to an individual official or employee.
- vii) Any and all bids may be rejected only for “sound documented reasons.”
- l) **Service Contracts** (except for A/E professional services) **costing less than \$10,000** shall be procured using the Uniform Guidance “micro-purchase” procedure (2 C.F.R. § 200.320(a)) as follows:
 - i) The contract may be awarded without soliciting pricing or bids if the price of the goods or services is considered to be fair and reasonable.
 - ii) To the extent practicable, purchases must be distributed among qualified suppliers.
- m) **Service Contracts** (except for A/E professional services) **costing \$10,000 up to \$250,000** shall be procured using the Uniform Guidance “small purchase” procedure (2 C.F.R. § 200.320(b)) as follows:
 - i) Obtain price or rate quotes from an “adequate number” of qualified sources (a federal grantor agency might issue guidance interpreting “adequate number,” so the requesting department should review the terms and conditions of the grant award documents to confirm whether specific guidance has been issued).
 - ii) Take affirmative steps to solicit price quotes from M/WBE vendors and suppliers as required under 2 C.F.R. § 200.321.
 - iii) Cost or price analysis is not required prior to soliciting bids.
 - iv) Award the contract on a fixed-price basis (a not-to-exceed basis is permissible for service contracts where obtaining a fixed price is not feasible).
 - v) Award the contract to the lowest responsive, responsible bidder.
- n) **Service Contracts** (except for A/E professional services) **costing \$250,000 and above** shall be procured using a combination of the most restrictive requirements of the Uniform Guidance “sealed bid” procedure (2 C.F.R. § 200.320(c)) and state formal bidding procedures (G.S. 143-129) as follows:
 - i) Cost or price analysis is required prior to soliciting bids.
 - ii) Complete specifications or purchase description must be made available to all bidders.
 - iii) The bid must be formally advertised in a newspaper of general circulation for at least seven full days between the date of the advertisement and the date of the public bid opening. Electronic-only advertising must be authorized by the governing board. The advertisement must state the date, time, and location of the public bid opening, indicate where specifications may be obtained, and reserve to the governing board the right to reject any or all bids only for “sound documented reasons.”
 - iv) Take affirmative steps to solicit price quotes from M/WBE vendors and suppliers as required under 2 C.F.R. § 200.321.
 - v) Open bids at the public bid opening on the date, time, and at the location noticed in the public advertisement. All bids must be submitted sealed. A minimum of 2 bids must be received to open all bids.
 - vi) Award the contract to the lowest responsive, responsible bidder on a fixed-price basis. Governing board approval is required for purchase contracts unless the governing board has delegated award authority to an individual official or employee. Any and all bids

- may be rejected only for “sound documented reasons.”
- o) **Service Contracts** (except for A/E professional services) **costing \$250,000 and above** may be procured using the Uniform Guidance “competitive proposal” procedure (2 C.F.R. § 200.320(d)) when the “sealed bid” procedure is not appropriate for the particular type of service being sought. The procedures are as follows:
 - i) A Request for Proposals (RFP) must be publicly advertised. Formal advertisement in a newspaper is not required so long as the method of advertisement will solicit proposals from an “adequate number” of qualified firms.
 - ii) Take affirmative steps to solicit price quotes from M/WBE vendors and suppliers as provided under 2 C.F.R. § 200.321.
 - iii) Identify evaluation criteria and relative importance of each criterion (criteria weight) in the RFP.
 - iv) Consider all responses to the publicized RFP to the maximum extent practical.
 - v) Must have a written method for conducting technical evaluations of proposals and selecting the winning firm.
 - vi) Award the contract to the responsible firm with the most advantageous proposal considering price and other factors identified in the RFP. Governing board approval is not required.
 - vii) Award the contract on a fixed-price or cost-reimbursement basis.
 - p) **Construction and repair contracts costing less than \$10,000** shall be procured using the Uniform Guidance “micro-purchase” procedure (2 C.F.R. § 200.320(a)) as follows:
 - i) The contract may be awarded without soliciting pricing or bids if the price of the goods or services is considered to be fair and reasonable.
 - ii) To the extent practicable, contracts must be distributed among qualified suppliers.
 - q) **Construction and repair contracts costing \$10,000 up to \$150,000** shall be procured using the Uniform Guidance “small purchase” procedure (2 C.F.R. § 200.320(b)) as follows:
 - i) Obtain price or rate quotes from an “adequate number” of qualified sources (a federal grantor agency might issue guidance interpreting “adequate number,” so the requesting department should review the terms and conditions of the grant award documents to confirm whether specific guidance has been issued).
 - ii) Take affirmative steps to solicit price quotes from M/WBE vendors and suppliers as required under 2 C.F.R. § 200.321.
 - iii) Cost or price analysis is not required prior to soliciting bids, although price estimates may be provided by the project designer.
 - iv) Award the contract on a fixed-price or not-to-exceed basis.
 - v) Award the contract to the lowest responsive, responsible bidder. Board of Delegates or Executive Committee approval is not required.
 - r) **Construction and repair contracts costing \$150,000 up to \$500,000** shall be procured using the Uniform Guidance “sealed bid” procedure (2 C.F.R. § 200.320(c)) as follows:
 - i) Cost or price analysis is required prior to soliciting bids (this cost estimate may be provided by the project designer).
 - ii) Complete specifications must be made available to all bidders.
 - iii) Publicly advertise the bid solicitation for a period of time sufficient to give bidders notice of opportunity to submit bids.
 - (1) Formal advertisement in a newspaper is not required so long as other means of

advertising will provide sufficient notice of the opportunity to bid.

- (2) The advertisement must state the date, time, and location of the public bid opening, and indicate where specifications may be obtained.
- iv) Take affirmative steps to solicit price quotes from M/WBE vendors and suppliers as provided under 2 C.F.R. § 200.321.
- v) Open the bids at the public bid opening on the date, time, and at the location noticed in the public advertisement. All bids must be submitted sealed. A minimum of 2 bids must be received to open all bids.
- vi) A 5% bid bond is required of all bidders. Performance and payment bonds of 100% of the contract price is required of the winning bidder.
- vii) Award the contract on a firm fixed-price basis.
- viii) Award the contract to the lowest responsive, responsible bidder.
 - (1) Board of Delegates or Executive Committee approval is not required.
 - (2) Any and all bids may be rejected only for “sound documented reasons.”
- s) **Construction and repair contracts costing \$500,000 and above** shall be procured using a combination of the most restrictive requirements of the Uniform Guidance “sealed bid” procedure (2 C.F.R. § 200.320(c)) and state formal bidding procedures (G.S. 143-129) as follows:
 - i) Cost or price analysis is required prior to soliciting bids (this cost estimate should be provided by the project designer).
 - ii) Complete specifications must be made available to all bidders.
 - iii) Formally advertise the bid in a newspaper of general circulation for at least seven full days between the date of the advertisement and the date of the public bid opening.
 - (1) Electronic-only advertising must be authorized by the governing board.
 - (2) The advertisement must state the date, time, and location of the public bid opening, indicate where specifications may be obtained, and reserve to the governing board the right to reject any or all bids only for “sound documented reasons.”
 - iv) Take affirmative steps to solicit price quotes from M/WBE vendors and suppliers as provided under 2 C.F.R. § 200.321.
 - v) Open the bids at the public bid opening on the date, time, and at the location noticed in the public advertisement.
 - (1) All bids must be submitted sealed and in paper form.
 - (2) A minimum of 3 bids must be received to open all bids.
 - vi) A 5% bid bond is required of all bidders (a bid that does not include a bid bond cannot be counted toward the 3-bid minimum requirement).
 - (1) Performance and payment bonds of 100% of the contract price is required of the winning bidder.
 - vii) Award the contract on a firm fixed-price basis.
 - viii) Award the contract to the lowest responsive, responsible bidder.
 - (1) Board of Delegates or Executive Committee approval is required and cannot be delegated.
 - (2) The Board of Delegates or Executive Committee may reject any and all bids only for “sound documented reasons.”
- t) **Construction or repair contracts involving a building costing \$300,000 and above** must comply with the following additional requirements under state law:
 - i) Formal HUB (historically underutilized business) participation required under G.S.

143-128.2, including local government outreach efforts and bidder good faith efforts, shall apply.

- ii) Separate specifications shall be drawn for the HVAC, electrical, plumbing, and general construction work as required under G.S. 143-128(a).
- iii) The project shall be bid using a statutorily authorized bidding method (separate-prime, single-prime, or dual bidding) as required under G.S. 143- 129(a1).
- u) **Contracts for Architectural and Engineering Services costing under \$150,000** shall be procured using the state “Mini-Brooks Act” requirements (G.S. 143-64.31) as follows:
 - i) Issue a Request for Qualifications (RFQ) to solicit qualifications from qualified firms
 - (1) Formal advertisement in a newspaper is not required.
 - (2) Price (other than unit cost) shall not be solicited in the RFQ.
 - ii) Take affirmative steps to solicit price quotes from M/WBE vendors and suppliers as provided for under 2 C.F.R. § 200.321.
 - iii) Evaluate the qualifications of respondents based on the evaluation criteria developed by Finance and the requesting department.
 - iv) Rank respondents based on qualifications and select the best qualified firm. Price cannot be a factor in the evaluation. Preference may be given to in-state (but not local) firms.
 - v) Negotiate fair and reasonable compensation with the best qualified firm. If negotiations are not successfully, repeat negotiations with the second-best qualified firm.
 - vi) Award the contract to best qualified firm with whom fair and reasonable compensation has been successfully negotiated. Board of Delegates or Executive Committee approval is not required.
- v) **Contracts for Architectural and Engineering Services costing \$150,000 or more** shall be procured using the Uniform Guidance “competitive proposal” procedure (2 C.F.R. § 200.320(d)(5)) as follows:
 - i) Publicly advertise a Request for Qualifications (RFQ) to solicit qualifications from qualified firms.
 - (1) Formal advertisement in a newspaper is not required.
 - (2) Price (other than unit cost) shall not be solicited in the RFQ.
 - ii) Take affirmative steps to solicit price quotes from M/WBE vendors and suppliers as provided under 2 C.F.R. § 200.321.
 - iii) Identify the evaluation criteria and relative importance of each criterion (the criteria weight) in the RFQ.
 - iv) Proposals must be solicited from an “adequate number of qualified sources”
 - (1) An individual federal grantor agency may issue guidance interpreting “adequate number”.
 - v) Must have a written method for conducting technical evaluations of proposals and selecting the best qualified firm.
 - vi) Consider all responses to the publicized RFQ to the maximum extent practical.
 - vii) Evaluate qualifications of respondents to rank respondents and select the most qualified firm.
 - (1) Preference may be given to in-state (but not local) firms provided that granting the preference leaves an appropriate number of qualified firms to compete for the contract given the nature and size of the project.
 - viii) Price cannot be a factor in the initial selection of the most qualified firm.

- ix) Once the most qualified firm is selected, negotiate fair and reasonable compensation.
 - (1) If negotiations are not successful, repeat negotiations with the second-best qualified firm.
- x) Award the contract to best qualified firm with whom fair and reasonable compensation has been successfully negotiated. Board of Delegates or Executive Committee approval is not required.
- w) **Non-competitive contracts are allowed only under the following conditions and with the written approval of the federal agency or state pass-through agency that awarded the federal funds:**
 - i) **Public Exigency.** A contract may be awarded without competitive bidding when there is a public exigency. A public exigency exists when there is an imminent or actual threat to public health, safety, and welfare, and the need for the item will not permit the delay resulting from competitive bidding.
 - ii) **Inadequate Competition.** A contract may be awarded without competitive bidding when competition is determined to be inadequate after attempts to solicit bids from a number of sources as required under this Policy does not result in a qualified winning bidder.
 - iii) **Federal Contract.** A contract may be awarded without competitive bidding when the purchase is made from a federal contract available on the U.S. General Services Administration schedules of contracts.
 - iv) **Awarding Agency Approval.** A contract may be awarded without competitive bidding with the express written authorization of the federal agency or state pass-through agency that awarded the federal funds so long as awarding the contract without competition is consistent with state law.
 - v) **General Procurement Procedures for Bids Using Federal Funds**
 - (1) **Necessity.** Purchases must be necessary to perform the scope of work and must avoid acquisition of unnecessary or duplicative items. The Requesting Department should check with the federal surplus property agency prior to buying new items when feasible and less expensive. Strategic sourcing should be considered with other departments and/or agencies who have similar needs to consolidate procurements and services to obtain better pricing.
 - (2) **Clear Specifications.** All solicitations must incorporate a clear and accurate description of the technical requirements for the materials, products, or services to be procured, and shall include all other requirements which bidders must fulfill and all other factors to be used in evaluating bids or proposals. Technical requirements must not contain features that restrict competition.
 - (3) **Notice of Federal Funding.** All bid solicitations must acknowledge the use of federal funding for the contract. In addition, all prospective bidders or offerors must acknowledge that funding is contingent upon compliance with all terms and conditions of the funding award.
 - (4) **Compliance by Contractors.** All solicitations shall inform prospective contractors that they must comply with all applicable federal laws, regulations, executive orders, and terms and conditions of the funding award.
 - (5) **Fixed Price.** Solicitations must state that bidders shall submit bids on a fixed price basis and that the contract shall be awarded on this basis unless otherwise provided for in this Policy. Cost plus percentage of cost contracts are prohibited. Time and

materials contracts are prohibited in most circumstances. Time and materials contracts will not be used unless no other form of contract is suitable and the contract includes a "Not to Exceed" amount. A time and materials contract shall not be awarded without express written permission of the federal agency or state pass-through agency that awarded the funds.

- (6) **Use of Brand Names.** When possible, performance or functional specifications are preferred to allow for more competition leaving the determination of how to reach the required result to the contractor. Brand names may be used only when it is impractical or uneconomical to write a clear and accurate description of the requirement(s). When a brand name is listed, it is used as reference only and "or equal" must be included in the description.
- (7) **Lease versus Purchase.** Under certain circumstances, it may be necessary to perform an analysis of lease versus purchase alternatives to determine the most economical approach.
- (8) **Dividing Contract for M/WBE Participation.** If economically feasible, procurements may be divided into smaller components to allow maximum participation of small and minority businesses and women business enterprises. The procurement cannot be divided to bring the cost under bid thresholds or to evade any requirements under this Policy.
- (9) **Documentation.** Documentation must be maintained by the requesting department detailing the history of all procurements. The documentation should include the procurement method used, contract type, basis for contractor selection, price, sources solicited, public notices, cost analysis, bid documents, addenda, amendments, contractor's responsiveness, notice of award, copies of notices to unsuccessful bidders or offerors, record of protests or disputes, bond documents, notice to proceed, purchase order, and contract. All documentation relating to the award of any contract must be made available to the granting agency upon request.
- (10) **Cost Estimate.** For all procurements costing \$150,000 or more, the requesting department shall develop an estimate of the cost of the procurement prior to soliciting bids and share with the Finance Department. Cost estimates may be developed by reviewing prior contract costs, online review of similar products or services, or other means by which a good faith cost estimate may be obtained. Cost estimates for construction and repair contracts may be developed by the project designer.
- (11) **Debarment.** No contract shall be awarded to a contractor included on the federally debarred bidder's list.
- (12) **Contractor Oversight.** The requesting department receiving the federal funding must maintain oversight of the contract to ensure that contractor is performing in accordance with the contract terms, conditions, and specifications.
- (13) **Open Competition.** Solicitations shall be prepared in a way to be fair and provide open competition. The procurement process shall not restrict competition by imposing unreasonable requirements on bidders, including but not limited to unnecessary supplier experience, excessive or unnecessary bonding, specifying a brand name without allowing for "or equal" products, or other unnecessary requirements that have the effect of restricting competition.
- (14) **Geographic Preference.** No contract shall be awarded based on a

geographic preference.

7) SPECIAL PROCUREMENT PROCEDURES

a) Service Contracts:

- i) All service contracts, for which the contractor will perform work for CPRC, must follow all signature procedures and contain all necessary insurance and payment options.
- ii) The completed and signed original contract must be forwarded to the Administration/Finance for safe keeping. Electronic copies will be stored within the Contract SharePoint file. A Purchase Order for service contracts above the PO threshold should be requested in Microix as well.

b) Sole Source of Supply:

- i) Whenever a CPRC employee determines to purchase goods or services from a "sole source", he/she shall document why only one company or individual is capable of providing the goods or services required.
- ii) The provisions and specific criteria of G.S. 143-129 will be followed by requesting that the Board of Delegates or Executive Committee approve a sole source exception in excess of \$30,000. The Executive Director and Chief Finance Officer may approve sole source contracts (purchases and services) ranging from \$5,000 up to \$30,000. (Exhibit D)

c) Capital Technology/Assets:

- i) CPRC physical capital purchases are recorded as fixed assets at a total cost of \$5,000 or greater. To coordinate and schedule capital purchases during the fiscal year, the Chief Finance Officer will request information from departments concerning approved capital budgets and procurement schedules each year during the budget process.
- ii) CPRC technology capital purchases are recorded as fixed assets at a total cost of \$30,000 or greater. All technology-related purchases should be reviewed by CPRC's technology provider (currently the Town of Cary)
- iii) When evaluating the purchase of technology and/or equipment, CPRC's purchasing guidelines, fiscal budget, and effect on the overall CPRC equipment usage and/or needs will be taken into account.
- iv) Any assets/items that will be purchased with grant funds must also adhere to the policies and guidelines of CPRC technology/equipment and or purchasing policy.
- v) In securing financing and maintaining the capital asset records for the fiscal year, all capital purchases MUST be completed no later than May 15 with delivery scheduled no later than June 1, if at all possible.

d) Discourage Purchasing and Reimbursement with Personal Funds

- i) CPRC employees are discouraged to purchase services and goods with personal cards and funds.
- ii) CPRC will not be able to claim the sale tax refund under these circumstances.
- iii) Secondly, CPRC does not want individual employees to use personal funds for purchases that are the responsibility of CPRC.

- iv) If policies or procedures make appropriate purchases difficult with CPRC funds, an employee should discuss this with his or her supervisor.
- v) Exceptions can be made for emergencies but prior approval must be obtained from the supervisor.
- vi) Any purchases and or items expensed on an expense report are subject to the same terms and conditions as required for all CPRC purchases.
- vii) Requests for reimbursement on expense reports are due within 30 days after the expense incurred to be eligible for reimbursement.
- viii) Any request for reimbursement submitted after 30 days will not be reimbursed.
- e) Purchasing Not Requiring a Purchase Order
 - i) Advertising
 - ii) Annual membership dues
 - iii) Payroll and benefit related expenses
 - iv) Telephone, internet service providers
 - v) Tuition fees for educational purposes
 - vi) Utilities

8) TRAVEL, TRAINING & OTHER EXPENSES

a) Introduction

- i) To establish a uniform procedure for payment of certain travel, training, and other related expenses.

b) Overview:

- i) When it is necessary or desirable for a CPRC employee to travel to participate in a meeting, conference, workshop, seminar or to otherwise conduct CPRC's business, CPRC will bear necessary and reasonable expenses relating to these activities.

c) Scope

- i) CPRC will pay all registration costs, including charges for any meals that are included as part of a registration fee for a meeting, conference, workshop or seminar. Meals will be reimbursed per IRS regulations.
- ii) CPRC will pay round trip train, bus, or airfare to destination and transportation between airports, hotels, and activity sites including gratuities not to exceed fifteen percent. When selecting airfares, the lowest cost should take precedence. If the closest airport is not selected the cost for mileage to the farther airport should be taken into the cost calculation factor. The use of CPRC vehicles should be utilized when available and in accordance with the vehicle policy. The use of economy-priced rental cars may be allowed by the supervisor when cost-effective. All other required transportation-related fees will be reimbursed by CPRC.
- iii) CPRC will pay employees on the basis of mileage for the use of their private auto, providing this cost does not exceed the cost of air travel. Mileage shall be computed using a starting point from the CPRC main offices unless the hybrid office original starting point is closer to the destination and less mileage. CPRC allowance is based on current IRS regulations. Parking fees will be reimbursed. However, any parking or speeding tickets received while on CPRC business are the responsibility of the employee.
- iv) CPRC will pay the actual cost of moderately priced out-of-town lodging, including gratuities not to exceed fifteen percent, for the employee only. If an activity is being

- held at a hotel, the employee may select that hotel for lodging.
- v) CPRC will pay per diem for meal expenses as follows without receipts. These values will be reviewed each year by the CFO and modified:
 - (1) Breakfast - \$8.00
 - (2) Lunch - \$12.00
 - (3) Dinner - \$22.00
 - (4) It is expected that even if expenses greater than the per diem amount are incurred by the employee, generally these expenses will be offset by other days where expenses are less than the per diem rate. However, if extenuating circumstances warrant higher amounts, the Chief Finance Officer must approve prior to travel. Reasons for exceeding the limits must be submitted with the conference leave form.
 - (5) Meals or banquets, included in an activity's program where the employee has no practical control over the site or food selection, that exceed per diem amounts may be considered for reimbursement on a case-by-case basis. Upon prior approval by the Chief Finance Officer, CPRC will pay reasonable extra costs for these meals and gratuities only when a receipt is furnished and the expense justified on an approved conference leave form, showing prior approval.
 - (6) Meals that are included in an event's registration costs must not be claimed as a per diem expense. If employees opt to skip an event meal (that is included) and purchase meals elsewhere, this is considered a personal choice and will not be covered by CPRC.
 - (7) Due to IRS regulations, meal expenses related to day training or travel activities, where there is no overnight stay, will NOT be covered by CPRC. Travel departures before 7am will be allowed breakfast as per diem and arrival home after 6pm will be allowed dinner per diem.
 - vi) CPRC will pay expenses for extended overnight stay when significant savings may be realized. Such extended stay must be specifically approved in advance by the supervisor and documented on the conference leave form.
 - vii) CPRC will reimburse for incidentals (Wi-Fi access for work purposes as an example). The employee will document the type of expense and reason for need (if applicable). CPRC will not pay for personal expenses that are unrelated to the purpose of the travel. Expenses such as, but not limited to, alcoholic beverages, magazines, movies, premium TV channels, personal internet use, and other entertainment will not be reimbursed.
- d) Procedure:**
- i) A request for funds in advance will be allowed and must be submitted as an AP request in Microix with the Travel Leave documentation attached. The request must be approved by the department head/supervisor and Chief Finance Officer/designee.
 - ii) Approved conference payment requests must be received by Administration/Finance on Thursday no less than ten days prior to any deadlines. It is important that any directions related to the issuance of the payment be included in the comments section.
 - iii) After the completion of the activity, all related expenses must be reported in Microix as soon as possible no later than monthly. An AP expense report request in Microix should be submitted with all receipts and documentation attached for approval by the department head/supervisor and Chief Finance Officer/designee before any payment or reimbursements can occur. Receipts or other documentation are required of all expenses as noted in this procedure. Employees are cautioned that CPRC may deny

- payment of any unreasonable expense or any unsupported expense.
- iv) If a receipt is lost for a non-pcard expense greater than \$10, a duplicate receipt must be obtained. If the amount is less than \$10, additional details must be provided on the expense report or other attached documents. Screen shots are allowable for any on-line transactions. Duplicate receipts are generally available from vendors and hotels upon request.
 - v) Procurement cards may be used to pay for travel and training expenses.
 - vi) When reimbursement is due to CPRC, the employee must submit cash or check in the amount of the reimbursement with a copy the approved Travel Leave form within five working days after the completion of the activity to the Administration/Finance.
- e) **Authorities:**
- i) The supervisor shall approve, in advance, all requests to travel on CPRC business. The Chief Finance Officer/designee must pre-audit and sign the approved conference leave request prior to the employee making any related travel arrangements or purchases.
 - ii) Finance will review all travel-related transactions, including the conference leave form, and advise the employee and possibly the supervisor and or Department Director of any apparent deviations from these procedures.
 - iii) The Assistant Executive Director shall rule on any differences of opinion in the interpretation of the terms of this procedure that cannot be resolved to the mutual satisfaction of the supervisor and Finance.

9) PROCUREMENT CARDS (P-CARDS)

- a) Introduction
- i) The procurement card provides an extremely efficient and effective method for purchasing and paying for small dollar non-capital items. The card is to be used ONLY for official CPRC business. It will significantly reduce the need for issuing small dollar requests for payments. Use of CPRC's procurement cards result in CPRC incurring obligations electronically and is therefore subject to the pre-audit and encumbrance requirements established by State law.
 - ii) The procurement card will be issued in the employee's name clearly indicated on the card. The procurement card is a privilege and is not mandatory.
- b) Procedures
- i) Requirements for Receiving a Procurement Card: Before receiving a procurement card, the employee is required to sign a cardholder enrollment form. By signing the enrollment form, the employee indicates understanding of the intent of the program and will comply with all guidelines of these policies and procedures.
 - ii) Procurement Card Use: The procurement card is to be primarily used for the purchase of small dollar, non-capital items used for official CPRC business. The use of a CPRC procurement card to obtain goods and services for anything other than official CPRC business is fraudulent.
 - iii) Cardholder Eligibility: The cardholder must use the procurement card for official CPRC business purposes only and must:
 - (1) Ensure the procurement card is used for legitimate small dollar, non-capital business purposes only and purchases are approved prior to making purchases.
 - (2) Maintain the procurement card in a secure location at all times.
 - (3) Adhere to the purchase limits and restriction of the procurement card.

- (4) Ensure the total transaction amount of any single transaction does not exceed the approved individual transaction limit.
 - (5) Obtain and reconcile all sales slips, register receipts, and invoices to the cardholder statement each month.
 - (6) Input the monthly statement and transaction receipt details into the Microix software module each month. All transactions must be keyed, approved, and backup documentation attached into the software module no later than the date set by Finance on a monthly basis. Backup detail consists of invoices, charge slips, travel approval forms, email receipts, register receipts, and/or any other type of backup that shows proof of purchase and approval.
 - (7) Attempt to resolve disputes or billing errors directly with the supplier and notify Finance if the dispute or billing error is not satisfactorily resolved.
 - (8) Ensure that an appropriate credit for the reported disputed item or billing error appears on a subsequent cardholder statement.
 - (9) Not accept cash in lieu of a credit to the procurement card account.
 - (10) Immediately report a lost or stolen card at 1-888-323-4732.
 - (11) Return the procurement card to Finance if requested to do so for any reason or upon terminating employment with CPRC.
- c) Failure to properly use procurement cards will result in disciplinary action against the employee, including possible termination of employment.

EXHIBITS:

- A CPRC Purchasing Requirements
- B Procurement Cardholder Enrollment Form
- C Lost Receipt Form
- D Sole Source Justification Form

EXHIBIT A

TJCOG Purchasing Requirements			
Non-Federal (State and/or Local)		Federal Funds	
Amount of Purchase	Appropriate Procedure	Amount of Purchase	Appropriate Procedure
Purchases & Equipment less than \$250	Quotes Not Required Purchase Order Not Required AP Request Submitted through Microix with Invoice for Payment	Purchases, Equipment & Services (excluding A/E) less than \$250	Quotes Not Required Purchase Order Not Required AP Request Submitted through Microix with Invoice for Payment
Purchases & Equipment \$250 to \$4,999	Quotes Not Required Submit Requisition Request through Microix Purchase Order Approval Required Before Purchase AP Request Submitted through Microix with Invoice for Payment	Purchases, Equipment & Services (excluding A/E) \$250 to \$4,999	Quotes Not Required-Micro Purchase Submit Requisition Request through Microix Purchase Order Approval Required Before Purchase AP Request Submitted through Microix with Invoice for Payment
Purchases & Equipment \$5,000 to \$29,999	Informal Bids or Quotes (Verbal, Fax, Email, Written) 3 Quotes or State Contract Finance Approval of Bid Award Before Purchasing Physical Asset Submit Requisition Request through Microix Purchase Order Approval Required Before Purchase AP Request Submitted through Microix with Invoice for Payment	Purchases, Equipment & Services (excluding A/E) \$5,000 to \$9,999	Quotes Not Required-Micro Purchase Finance Approval Before Purchasing Physical Asset Submit Requisition Request through Microix Purchase Order Approval Required Before Purchase AP Request Submitted through Microix with Invoice for Payment
Purchases & Equipment \$30,000 to \$89,999	Informal Bids or Quotes (Verbal, Fax, Email, Written) 3 Quotes or State Contract Finance Approval of Bid Award Before Purchasing Physical Asset Submit Requisition Request through Microix Executed Written Contract Required with Requisition Purchase Order Approval Required Before Purchase AP Request Submitted through Microix with Invoice for Payment	Purchases, Equipment & Services (excluding A/E) \$10,000 to \$89,999	3 Informal Bids or Quotes-Small Purchase (Written-NO Verbal) M/WBE (Minority/Women-Owned Business Enterprise) Solicitation Finance Approval Before Purchasing Physical Asset Submit Requisition Request through Microix Executed Written Contract Required with Requisition Purchase Order Approval Required Before Purchase AP Request Submitted through Microix with Invoice for Payment
Purchases & Equipment \$90,000 and above (includes lease to purchase items)	Contact Finance Formal Bid Procedures with M/WBE (Minority/Women-Owned Business Enterprise) Solicitation Executive Director awards with Executive Committee input or decision Submit Requisition Request through Microix Executed Written Contract Required with Requisition Purchase Order Approval Required Before Purchase AP Request Submitted through Microix with Invoice for Payment	Purchases, Equipment & Services (excluding A/E) \$90,000 and above	Contact Finance Formal Bid Procedures with M/WBE (Minority/Women-Owned Business Enterprise) Solicitation Executive Director awards with Executive Committee input or decision Finance Approval Before Purchasing Physical Asset Submit Requisition Request through Microix Executed Written Contract Required with Requisition Purchase Order Approval Required Before Purchase AP Request Submitted through Microix with Invoice for Payment
Architectural & Engineering (A/E) Services Less than \$50,000	Board Approved Exemption (under Mini-Brooks Act) Qualifications Based Selection Submit Requisition Request through Microix Executed Written Contract Required with Requisition Purchase Order Approval Required Before Work AP Request Submitted through Microix with Invoice for Payment	Architectural & Engineering (A/E) Services Less than \$50,000	Board Approved Exemption (under Mini-Brooks Act) Qualifications Based Selection Submit Requisition Request through Microix Executed Written Contract Required with Requisition Purchase Order Approval Required Before Work AP Request Submitted through Microix with Invoice for Payment
Architectural & Engineering (A/E) Services \$50,000 and above	Contact Finance Formal RFQ Process Executive Director awards with Executive Committee input or decision Submit Requisition Request through Microix Executed Written Contract Required with Requisition Purchase Order Approval Required Before Work AP Request Submitted through Microix with Invoice for Payment	Architectural & Engineering (A/E) Services \$50,000 and above	Contact Finance UG Competitive Proposal Procedure Executive Director awards with Executive Committee input or decision Submit Requisition Request through Microix Executed Written Contract Required with Requisition Purchase Order Approval Required Before Work AP Request Submitted through Microix with Invoice for Payment
Building Construction and/or Renovation	Contact Finance	Building Construction and/or Renovation	Contact Finance

**EXHIBIT B
TRIANGLE J COUNCIL OF GOVERNMENTS PROCUREMENT CARD
PROCUREMENT CARDHOLDER ENROLLMENT FORM**

(Complete Sections I through IV prior to submission to Finance)

I. Employee/Cardholder Information

Name: _____

II. Card Limits: Please choose one level:

	<u>Current Monthly</u>	<u>Requested Monthly</u>
None _____	\$ 0	\$ 0
Level 1 _____	\$ 500	\$ 500
Level 2 _____	\$1,500	\$1,500
Level 3 _____	\$2,500	\$2,500
Level 4 _____	\$3,500	\$3,500
Level 5 _____	\$5,000	\$5,000

III. Supervisor Approval: _____ **Date:** _____

IV. Finance Approval: _____ **Date:** _____

IV. Cardholder's Agreement

I understand that the procedures for use of Central Pines Regional Council procurement card for purchases is explained in the Unified Purchasing and Travel Policy and Procedures manual.

I will be expected to use the Central Pines Regional Council procurement card issued to me as directed by my supervisor under the provisions of the standard procedure.

I will not permit another person to use the Central Pines Regional Council procurement card issued to me. Any such purchases made with my card will be considered to be made by me and my responsibility.

I will be responsible for the safe keeping of Central Pines Regional Council procurement card issued to me and, if lost, I will report its loss immediately to my supervisor and Finance.

I understand that my personal credit will not be affected by any use of Central Pines Regional Council procurement card.

The use of a Central Pines Regional Council procurement card to acquire or purchase goods and services for other than the official use of Triangle J is fraudulent use. An employee who uses a p-card fraudulently will be subject to disciplinary action, up to and including dismissal. In addition, I agree that any reimbursement owed Central Pines Regional Council, as a result of this use, may be deducted from my wages or other moneys owed to me by Central Pines Regional Council.

I have read, understand and agree to the conditions above:

Sign: _____

Date: _____

**EXHIBIT C
CENTRAL PINES REGIONAL COUNCIL
P-CARD
LOST RECEIPT FORM**

Date of Purchase:	
Merchant Name:	
Amount of Purchase:	

Description & purpose of purchase:

--

Why is the original receipt or appropriate documentation missing?

--

I certify that I have contacted the merchant and was unable to obtain a copy of the purchase documentation.
I also certify that this purchase was made for an official Town business purpose.

Cardholder signature:	
Cardholder printed name:	

Form must also be approved by supervisor that has authority to approve p-card purchases or has requisition approval authority for other purchases.

Supervisor approval signature:	
Supervisor printed name:	

This form is to be used as documentation only if the actual receipt, invoice, internet order screen, or appropriate substitute is unavailable for a purchase made on a p-card. It must be filled out completely and signed by both the cardholder and a qualified supervisor.

**EXHIBIT C
CENTRAL PINES REGIONAL COUNCIL
SOLE SOURCE JUSTIFICATION FORM**

Vendor: _____

Item: _____

Estimated expenditure for the above item: \$ _____

Initial all entries below that apply to the proposed purchase. Attach a memo containing justification and any supporting documentation.

1. _____ Sole source is for the original manufacturer or provider, there are no area distributors.
2. _____ The parts/equipment are not interchangeable with similar parts of another manufacturer.
3. _____ This is the only known item or service that will meet the specialized needs or perform the intended function.
4. _____ The parts/equipment are required from this source to permit standardization.
5. _____ None of the above apply. A detailed explanation and justification for this sole source is contained in the attached memo.

The undersigned requests that competitive procurement be waived and that the vendor identified as the supplier of the material or service described in this sole source justification be authorized as a sole source for the material or service.

Supervisor

Date

Chief Finance Officer

Date

Executive Director (\$5,000 to \$30,000)

Date

Board Chair (\$30,000 and up)

MEETING DATE:

June 28, 2023 - Executive Committee

AGENDA LOCATION:

Consent

ITEM TITLE:

FY22-23 Budget Amendment

PRESENTER(S):

Hope Tally, CFO

BACKGROUND:

According to the Budget Resolution for Fiscal Year 2022-2023 adopted on May 25, 2022, 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 FY23 budget resolution.

Appropriated Fund Balance:

The following Aging and Human Services projects are being increased by a total of \$177,688 through the appropriation of prior year reserve funds to cover additional expenses. Planning and Administration is being increased by \$106,302. Aging Ombudsman is being increased by \$68,211. Vaccine Outreach is being increased by \$3,175.

Additional Funding to Current Projects:

The following Aging and Human Services projects received additional federal and state funding and are being increased to cover anticipated expenses. The Supplemental 5 Congregate Meals project is being increased by \$23,838. The ARP Congregate Meals project is being increased by \$30,687.

The following Environment & Resilience projects received additional federal and project funding and are being increased to cover anticipated expenses. The Raleigh Watershed Protection project is being increased by \$461,080. The Jordan Lake One Water project is being increased by \$8,083. The 319 Septic Phase II project is being increased by \$25,000.

The following Transportation project received additional federal funding and is being increased to cover anticipated expenses. The Triangle Clean Cities project is being increased by \$40,000.

The following General Government project received interest income not previously budgeted and is being increased to cover renovation and contract staffing expenses. The Non-Department budget is being increased by \$75,000.

New Project Funding:

The Community and Economic Development division is being increased by \$31,000 with a new Digital Inclusion project being funded by the Institute for Emerging Issues to develop digital inclusion plans for Johnston, Lee, Moore, Orange, and Wake Counties.

RECOMMENDATION:

Place on Consent Agenda

FOCUS AREA:

Administration & Operations

WILL DOCUMENTATION BE INCLUDED FOR AGENDA PACKET:

Yes No

IS ANY ADDITIONAL ACTION/COMMUNICATION REQUIRED:

Public Hearing

Newspaper Notice Required

Website

Press Release

Social Media

MEETING DATE:

June 28, 2023 - Executive Committee

AGENDA LOCATION:

Consent

ITEM TITLE:

FY23-24 Budget Amendment

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.

Since the adoption of the budget, new information regarding funding and operational costs has become available. To reflect these indirect operational cost adjustments, all divisions will be amended with slight reductions. Updated funding authorizations have also been provided by federal and state funding agencies. These amendments increase the Aging & Human Services and Environment & Resilience divisions to reflect the updated funding authorizations for several projects already included in the original budget resolution.

New Project: The Community and Economic Development division is being increased by \$87,905 with a new Digital Inclusion project being funded by the Institute for Emerging Issues to develop digital inclusion plans for Johnston, Lee, Moore, Orange, and Wake Counties.

RECOMMENDATION:

Place on Consent Agenda

FOCUS AREA:

Administration & Operations

WILL DOCUMENTATION BE INCLUDED FOR AGENDA PACKET:

Yes No

IS ANY ADDITIONAL ACTION/COMMUNICATION REQUIRED:

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

Delegates and Alternate Delegates Attending:

Mike Dasher, Chatham County
DeDreana Freeman, City of Durham
Ken Marshburn, Town of Garner
Kathleen Ferguson, Town of Hillsborough
Matt Hughes, Town of Hillsborough (A)
Bill Carver, Lee County
Butch Lawter, Johnston County
Sally Greene, Orange County

Pamela Baldwin, Town of Pittsboro
Donald Rains, Town of Princeton
Rebecca Salmon, City of Sanford

Delegates and Alternate Delegates Absent:

Wilma Laney, Town of Aberdeen
Teresa Beavers, Town of Aberdeen
Mark Wilson, Town of Archer Lodge
Mark Jackson, Town of Archer Lodge (A)
Heidi Carter, Durham County
Nida Allam, Durham County (A)
Javiera Caballero, City of Durham (A)

Arianna Lavalley, Lee County (A)
Frank Quis, Moore County
Jamezetta Bedford, Orange County (A)
John Bonitz, Town of Pittsboro (A)
Susan Evans, Wake County (A)
Shinicia Thomas, Wake County (A)

A - Alternate Delegate

TJCOG Staff Attending:

Lindsay Whitson, Community & Economic
Development Manager
Matt Day, Director of Transportation
Jenny Halsey, Assistant Executive Director
Adam Spillman, Data Strategy Coordinator

Alana Keegan, Member Engagement Manager
Lee Worsley, Executive Director
Shantel Haskins, Administrative Support
Specialist

Also Attending:

Katie Hartzog, Attorney

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

Chair Freeman called the meeting to order at 6:00 PM and welcomed all attendees. She then reviewed the requirements for virtual public meetings. Shantel Haskins, Clerk to the Board, conducted the roll call to verify the attendance of delegates and alternates, then declared a quorum was present.

Review of Agenda

Chair Freeman presented the agenda and asked for any edits to the agenda. Hearing no changes, Chair Freeman elected to move forward with the agenda as presented.

Business

- **2022 Durham County & Harnett County Essential Single-Family Rehabilitation (ESFR) Assistance Policy Review**

Chair Freeman asked Lindsay Whitson, Community and Economic Development Director, to present this item.

Ms. Whitson provided some background and stated that since 2018 the Essential Single-Family Rehabilitation Loan Pool (ESFR-LP) program has been administered by TJCOG's Housing program area. The Essential Single-Family Rehabilitation Loan Pool (ESFR-LP) program has been funded through the North Carolina Housing Finance Agency (NCHFA) for Durham County and Harnett County. Ms. Whitson stated these two programs were administered for a three-year cycle and required signature for assistance and procurement policies. NCHFA require signed documentation for attached policies prior to funds being allocated for rehabilitation use. The funds are federal funds pass through the state in terms of North Carolina Housing Finance Authority. Lee Worsley, Executive Director, added the program is similar to services TJCOG offers to other counties such as Orange, Lee, and Chatham. Delegate Carver asked if the counties were designated to receive ESFR assistance. Mr. Worsley responded, the program is a great example of the services TJCOG can offer that allows each individual County to receive assistance with administering the same grant and/or funds. The Board of Delegates will consider the documents for approval under Consent Agenda.

- **New Data Website Demonstration**

Chair Freeman asked Adam Spillman, Data Strategy Coordinator, to present this item. Mr. Spillman provided an initial view of the data hub website. Mr. Spillman stated the physical appearance with reference to logos and colors of names/titles currently on the site were subject to change based on rebranding efforts that are slated to be updated over the next few months. His goal of the presentation was to focus on the data types the site will potentially highlight. Mr. Spillman emphasized the site as a hub that would display data that TJCOG had gathered but also provides helpful external sites also. Mr. Spillman was able to include numerous photos from the area as headers for each section including Housing, Aging & Human Services, Community & Economic Development, Member Support & Strategy, Mobility & Transportation, and Census. Each section will have highlighted data imperative to each individual group and will be built out with helpful links and resources. He also stated a map gallery would be provided that would allow users to have the ability to focus on a region as well as being able to download a map as a separate "pdf".

Ms. Ferguson asked, in reference to the website dashboard, if it would be possible to use a system such as Tableau as a data visualization package. Mr. Spillman responded that the TJCOG had been in discussion with reference to Tableau as well as others that may be the best to use in relation to the capabilities and needs of TJCOG.

It was stated the overall goal of the website is that it be a user-friendly database for local government members. Mr. Spillman provided an overview of some of the website functions as well as where analytics would potentially be located. Also highlighted was the Census data. It was reminded of the importance of having accurate and up to date resources for members to utilize. Mr. stated he was looking for to hearing from the Board about what types of data they felt would be helpful to be included on the site. Once that information is received, Adam and his staff would be able to further outline various figures on the site.

Mr. Carver asked if members would be able to request that items of interest be included on the site. Mr. Worsley responded that the site would host information for member governments as well as a way to reach out directly to TJCOG and see if/how certain types of data could be added. It was further stated that part of the TJCOG's role as the data center would be to find opportunities to gather/obtain data and share that data with our local governments. Chair Freeman asked about who the target audience would be and if the site would be strictly for government member use or if public use would be allowed as well. Mr. Worsley stated the audience would be both membership and public.

Mr. Spillman concluded by stating he looked forward to adding additional data requests to the site as they become available.

- **Comprehensive Economic Development (CEDs) Interim Report Update and Approval**

Chair Freeman asked Lindsay Whitson, Community and Economic Development Director, to present this item.

Ms. Whitson stated that TJCOG, through a partnership with the US Economic Development Administration, oversees a Comprehensive Economic Development Strategy (CEDs). Ms. Whitson provided an overview of the required approval of a resolution for the CEDs' Interim Report. Ms. Whitson stated the Comprehensive Economic Development Strategy document for Board approval is a regional economic blueprint on behalf of the region and a part of the partnership requirement with the Economic Development Administration (EDA) under a five-year strategy. It was stated that an annual interim report was due at the end of the federal fiscal year, which is September 30. Ms. Whitson defined CEDs as the following: CEDs aspire to build regional capacity, guide economic prosperity and resiliency, and encourage regional collaboration through partnerships and investments. She also added it can be used by strengthening applications for funding, investments, and planning processes in the region. An example of additional resources and funding used to better the region is the Cares Act, which allows for expenses of a data position. Ms. Whitson added the interim report requirements include; key changes to the economy, priorities, and adjustments to strategies, report on economic development activities, evaluation of progress on action plan and goals, and what is occurring next. She mentioned a few 2022 programs implemented including TJCOG Grant assistance program, Workforce Development Partnership, and Triangle Sustainability Partnership-Solarize the Triangle. Mr. Marshburn asked if TJCOG would be a

“clearinghouse” with knowledge of grants that were available. Ms. Whitson replied it would and further that it would be helpful to have a community needs assessment that would allow for individuals to identify the greatest needs of communities. Chair Freeman asked if there was a way to showcase various community programs. Ms. Ferguson added RTI or an organization that assists with data collection or observation may be helpful.

Ms. Whitson thanked everyone for feedback and looks forward to looking into the helpful options mentioned.

- **TJCOG Office Space**

Chair Freeman asked Lee Worsley, Executive Director, to present this item.

Mr. Worsley stated that TJCOG had been reviewing several options for the next space the organization will acquire for the next several years. Mr. Worsley outlined possible office space options and stated he would like initial feedback from the Executive Committee.

Mr. Worsley expressed that TJCOG’s current 10-year lease is set to expire July 31, 2023. TJCOG has occupied the location since 2003 that included a lease extension in 2013. Mr. Worsley mentioned, TJCOG currently leases the space of 9,500 sq. ft. at an annual cost of \$24.57 per square foot.. He shared the layout of the current office as well as areas to include additional conference rooms that would be helpful to have additional space to host meetings. Mr. Worsley also provided responses to a staff survey of potential move and/or office renovations. He stated that the staff survey yielded a few of the following responses for improvement; additional collaboration areas for small teams, larger conference rooms, more natural light and more private meeting rooms. TJCOG has been in conversation with a real estate broker to conduct a market study of comparable and available spaces in the RTP area. Mr. Worsley mentioned having additional meeting space was a priority after considering market analysis. A test fit of the current space with additional square footage was provided as a view of the potential space post renovations.

Ms. Greene asked if individuals who did not have a designated workspace would be considered as a ‘hot desk’, meaning assigning a desk daily or no set workstation and not having the ability to even leave a personal picture at a workstation, if that was something employees really liked. Mr. Worsley stated if an employee was required to come into the office and work a certain number of days in the office, then having a designated workspace would be important. He also added the staff enjoys the flexibility of working home three or four days a week and only coming to the office one or two days a week and in this case a designated work space may not be needed. Mr. Marshburn added that Garner as a Town has been taking into consideration various different work environments with virtual and in-person options. Chair Freeman added that she appreciated the forward thinking of work environments for the next 10 years, with projected work styles and office space with flexibility being the best option. Mr. Worsley mentioned *Go Triangle* as a possible relocation option. He stated there was 18,200 square feet of office space available on the second floor. Additional details regarding cost analysis of current office space at Tri Properties in comparison to office space at *Go Triangle* were provided. Tri Properties is presenting a 5-year lease at \$27.00 sq. ft. or a 10-year lease at \$26.50 a sq. ft. *Go Triangle* is offering a 5-year lease with

an option to renew. Additionally, this would involve TJCOG in discussions on a potential move to HUB RTP.

Mr. Worsley also stated Suite 140, at the current office location, might possibly be available to be acquired during the renovation process. Mr. Worsley outlined the next steps and recommendations as follows; staying at current location is the least complex move but also want to consider adding things such as better signage, and outdoor space for staff and visitors.

Ms. Greene added she appreciated all the work that is being applied to this decision and encouraged checking into the RTP HUB option. Ms. Freeman concluded that whichever decision is made, she felt it important to remain in an overall central location.

Items Removed from Consent Agenda

There were no items removed from the Consent Agenda.

Consent Agenda

- 2022 Durham County & Harnett County Essential Single-Family Rehabilitation (ESFR) Assistance Policy Review
- Comprehensive Economic Development (CEDs) Interim Report Update and Approval
- Approval of Single Source Procurement for Clearpoint ARPA Reporting Module
- Addition of Position to TJCOG Pay and Classification Plan
- Authorization of Bank Access
- Budget Amendments to consolidate Aging Services Projects
- Minutes of June 22, 2022 Executive Committee meeting
- Minutes of September 22, 2021 Executive Committee meeting

ACTION: Motion to Approve Consent Agenda as Presented

Motion: Board Member Ferguson

Second: Board member Lawter

Vote: Unanimous

Executive Director's Report

Mr. Worsley provided updates with TJCOG's involvement in the region. He was happy to report assisting Pittsboro in finding an interim Town Manager. TJCOG received an award by the U.S. Water Alliance for efforts with Jordan One Lake. (JLOW). TJAAA was awarded an impact award concerning COVID-19 vaccination efforts by the National Association Development Organization (NATO)

Chair's Report

Chair Freeman stated she was looking forward to assisting and hearing more about Equitable Economic Development, a topic she is passionate about.

Closed Session

Closed Session pursuant to NCGS 143-318.11(a)(3) - to consult with attorney to preserve the attorney client privilege.

ACTION: Motion to Enter into Closed Session

Motion: Board Member Greene
Second: Board Member Ferguson
Vote: Unanimous

The Executive Committee entered Closed Session at 7:50 p.m.

Other Business

Returned to Open Session. Chair Freeman asked if there was any other business to come before the board. Hearing no further business, the meeting was adjourned.

Duly adopted this the 28th day of June, 2023 while in regular session.

DeDreana Freeman
Chair

ATTEST:

Lee Worsley
Executive Director



Triangle J Council of Governments
SPECIAL Executive Committee Meeting
Minutes
Friday – December 2, 2022

Delegates and Alternate Delegates Attending:

Wilma Laney, Town of Aberdeen
Mark Wilson, Town of Archer Lodge
DeDreana Freeman, City of Durham
Ken Marshburn, Town of Garner
Kathleen Ferguson, Town of Hillsborough
Bill Carver, Lee County
Butch Lawter, Johnston County
Sally Greene, Orange County
Susan Evans, Wake County

Pamela Baldwin, Town of Pittsboro
Donald Rains, Town of Princeton
Rebecca Salmon, City of Sanford

Delegates and Alternate Delegates Absent:

Mike Dasher, Chatham County
Teresa Beavers, Town of Aberdeen
Matt Hughes, Town of Hillsborough (A)
Mark Jackson, Town of Archer Lodge
Heidi Carter, Durham County
Nida Allam, Durham County (A)
Javiera Caballero, City of Durham (A)

Arianna Lavalley, Lee County (A)
Frank Quis, Moore County
Jamezetta Bedford, Orange County (A)
John Bonitz, Town of Pittsboro (A)
Shinicia Thomas, Wake County (A)

(A) – Alternate Delegate

TJCOG Staff Attending:

Lindsay Whitson, Community & Economic
Development Manager
Jenny Halsey, Assistant Executive Director

Alana Keegan, Member Engagement
Manager
Lee Worsley, Executive Director
Shantel Haskins, Administrative Support
Specialist

Also Attending:

Doug Plachcinski, DCHC

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

Chair Freeman called the meeting to order at 4:00 PM and welcomed all attendees. She then reviewed the requirements for virtual public meetings. Shantel Haskins conducted the roll call to verify the attendance of delegates and alternates, then declared a quorum was present.

Review of Agenda

Chair Freeman presented the agenda and asked for any edits to the agenda. Hearing no changes, Chair Freeman elected to move forward with the agenda as presented.

Business

- **TJCOG Office Space Discussion**

Chair Freeman asked Lee Worsley, Executive Director to present this item. Mr. Worsley provided visuals and a virtual walk through of the potential office space at RTP as TJCOG's current lease is set to expire July 2023. Mr. Worsley stressed the need for additional space for meeting rooms and communal space for staff. He also mentioned the importance of a space that would accommodate TJCOG staff as well as the addition of DCHC staff members that would be joining the organization as well. The initial offer from RTP included a 10-year option to lease at \$26.50 per square foot per year including furnishing and current technology.

Mr. Worsley stated although the agenda item stated that he would ask the Executive Committee in the Consent Agenda to authorize the Board Officers to make a final decision; he would like to amend to reflect the Executive Committee give him the authority to enter final negotiations for the RTP space at the 600 building with the final sign off or agreement from Board Officers and if negotiations with RTP were to fall through that the Executive Director be allowed to negotiate with Tri Properties for the space at 4307 Emperor Blvd. with final approval by the Board Officers.. The amendment was acknowledged by the Executive Committee and was added and reflected on the Consent Agenda. Mr. Carver asked had the IT team seen the space and were they able to accommodate their needs at the RTP location. Mr. Worsley stated the Town of Cary provided our technical assistance and were able to come on site for a visit and would be able to service at the location with a few adjustments based on what the current tenant would take from the location as it is related to server and access points. Ms. Evans added that she was thrilled about the RTP space. Mr. Worsley introduced Doug Plachcinski, Director of Durham-Chapel Hill Carrboro Metropolitan Planning Organization for his thoughts with joining TJCOG and the potential new space. Mr. Plachcinski stated he was looking forward to the new move and the transition of new technology, the option of white-noise and for staff to have the ability for low sound and conversations, meeting rooms, and plenty of options for parking. Ms. Greene stated the current tenant at the RTP location had moved into the office space in 2021 and wondered what the reason might be for the move. Mr. Worsley replied that the current tenant moved in during Covid-19 and only 5 employees regularly go into the office, and they are considering moving because that space has become large in relation to virtual and in-person work needs.

Consent Agenda

- Piedmont Triangle Brownfields Revolving Loan Fund Memorandum of Understanding
- Budget Amendment Number 5
- Authorize Executive Director to enter final negotiations in TJCOG's new lease agreement with final approval from Board Officers

Chair Freeman presented the Consent Agenda for approval and asked if anyone wished to pull an item for individual consideration. Hearing no requests, Chair Freeman asked for a motion to approve the consent as presented.

ACTION: Approval of Consent Agenda as Presented

Motion: Board Member Ferguson

Second: Board Member Carver

Vote: Unanimous

Ms. Haskins conducted the vote via roll call; the motion was approved.

Executive Director Report

Chair Report

Chair Freeman thanked Mr. Worsley for connecting her with Mid-America COG David Worm as he was a great host in Kansas, City Missouri which allowed her the ability to observe another organization doing great work for their region. She also thanked Ms. Halsey, Ms. Ferguson, Ms. Robinson, and Ms. Salmon for serving on the committee that helped to create an evaluation process for the Executive Director's evaluation. Ms. Halsey presented the final draft of the Executive Director's evaluation. Ms. Halsey stated that the process began in June with past Chair Ferguson formulating a committee to oversee the evaluation efforts. Ms. Halsey stated the end goal was to formulate an evaluation process as currently there was not one in place. Ms. Halsey stated she researched and surveyed COG's nationwide to see what other COG's had in place. From that point she formulated a plan that aligned with TJCOG's needs and areas that are of grave importance. The overall evaluation would encompass partnerships, external communication and messaging, leadership effectiveness, fiscal management, internal communications and reporting, narrative evaluation, and Board Narrative self-reflection. The series of evaluation would also use a 1-5 rating scale, with 5 exceeding expectations and 1 not performing well. Ms. Halsey emphasized that incorporating the embodiment of TJCOG's core values in the evaluation was extremely important. Mr. Carver asked if tasks would be outlined annually as well. She responded, the Executive Director's work plan is annually approved in the June Executive Committee Meeting and the committee had mentioned ways to incorporate that with the formulation of the evaluation. Ms. Ferguson added also having periodic check-ins

on progress with the Executive Director would also be helpful prior to the annual evaluation. Ms. Halsey provided a draft document of the recommended process for the Executive Director's annual performance review. The document provided tasks, timeline, and responsible party for each area observed for performance. Mr. Carver questioned if TJCOG had a contract with the Executive Director for service. Chair Freeman said there currently was no contract. Ms. Halsey asked the Executive Committee to review the draft Executive Director's performance evaluation document over the next month and then allow for revision and potential adoption of approval by Board Members. Mr. Rains added that he hoped the process did not become complex, as evaluations could be revised over time. Ms. Ferguson agreed and added the process is to help support and not deter. Ms. Evans offered kudos to everyone that worked on the evaluation process.

Items Removed from Consent Agenda

None Removed.

Other Business

Chair Freeman asked if there was any other business. Hearing no further business, the meeting was adjourned at 5:01 p.m.

ACTION: Motion to Adjourn

Motion: Board Member Marshburn

Second: Board Member Rains

Vote: Unanimous

Duly adopted this the 28th day of June 2023 while in regular session.

DeDreana Freeman
Chair

ATTEST:

Lee Worsley
Executive Director



Triangle J Council of Governments
Executive Committee Meeting
Minutes
March 1, 2023

Delegates and Alternate Delegates Attending:

Wilma Laney, Town of Aberdeen
Mike Dasher, Chatham County
DeDreana Freeman, City of Durham
Ken Marshburn, Town of Garner
Kathleen Ferguson, Town of Hillsborough
Bill Carver, Lee County
Earl McKee, Orange County
Jean Hamilton, Orange County (A)

Pamela Baldwin, Town of Pittsboro
Donald Rains, Town of Princeton
Rebecca Salmon, City of Sanford

Delegates and Alternate Delegates Absent:

Teressa Beavers, Town of Aberdeen
Matt Hughes, Town of Hillsborough (A)
Butch Lawter, Johnston County
Mark Wilson, Town of Archer Lodge
Mark Jackson, Town of Archer Lodge (A)
Heidi Carter, Durham County
Nida Allam, Durham County (A)
Javiera Caballero, City of Durham (A)

Frank Quis, Moore County
John Bonitz, Town of Pittsboro (A)
Susan Evans, Wake County (A)
Shinicia Thomas, Wake County (A)

A – Alternate Delegate

TJCOG Staff Attending:

Lindsay Whitson, Community & Economic
Development Manager
Matt Day, Director of Transportation
Jenny Halsey, Assistant Executive Director
Adam Spillman, Data Strategy Coordinator

Alana Keegan, Member Engagement Manager
Lee Worsley, Executive Director
Shantel Haskins, Administrative Support
Specialist

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

Chair Freeman called the meeting to order at 6:06 PM and welcomed all attendees. She then reviewed the requirements for virtual public meetings. Shantel Haskins, Clerk to the Board, conducted the roll call to verify the attendance of delegates and alternates. A quorum was noted as being present.

Review of Agenda

Chair Freeman presented the agenda and asked for any edits to the agenda. Hearing no changes, Chair Freeman elected to move forward with the agenda as presented.

Business

- **Presentation of Organizational Rebrand and Charter Amendment**

Chair Freeman asked Alana Keegan and Lee Worsley to introduce this item. Mr. Worsley welcomed everyone and recognized the new Orange County Delegate Earl McKee and Alternate Delegate Jean Hamilton. Mr. Worsley stated he was excited to be in discussion with updating or changing the brand identity to reflect the overall vision and mission of the organization.

Ms. Keegan outlined the branding process timeline as follows; May of 2022 the Board of Delegates approved funding for organizational rebrand within 2022-2023 budget; June/ July 2022 request for proposals from brand consultants; September 2022 Carrboro Creative selected as rebrand consultants; November and December 2022 rebrand formally presented to TJCOG Board Officers.

Ms. Keegan played a video that unveiled the name, color, logo, and the process of the rebrand focus outlined by the Carrboro Creative team.

The presented name was Central Pines Regional Council. The name embodies the history of North Carolina. The logo showcases a pinecone which bridged the past and future of TJCOG. The pinecone uses geometric triangles as a reference to the previous name. The Carrboro Creative team highlighted the new colors, font, and an additional shortened logo with the letters CPRC.

The new brand's purpose would serve as a resource and a support hub for local governments, community members, and partners in Central North Carolina. Ms. Keegan mentioned the rebranding would be a way for staff and Board Members to have a seamless approach to brand recognition and brand purpose.

Ms. Keegan outlined a timeframe of the implementation of the proposed name and rebrand. The rebrand efforts align with the fiscal year calendar. The launch of the rebrand is scheduled for August of 2023. Ms. Ferguson asked had the organization investigated color options that would affect individuals that are visually impaired. Ms. Keegan responded that issue was being actively investigated. Ms. Ferguson also asked had we investigated the spiral direction of the logo, so it is not a trigger for epilepsy. Ms. Keegan responded, the

Carrboro Creative team had provided a guide book to ensure the organization was in compliance with visual accommodations. The CPRC logo with the spirals would only be used on a large scale and would not be used to replace the official Central Pines Regional Council logo.

Mr. Worsley offered the next steps in the rebranding process with the recommendation that the Board of Delegates approve the amended version of the organizational Charter that reflected the name change. Additional changes to the charter included the Emergency Management and Community Economic Development which had never been amended to include Moore County.

- **Update on Triangle J Space and Tour**

Chair Freeman asked Lee Worsley to introduce this item. Mr. Worsley provided an update with the office move and/or relocation. The negotiations with RTP did not occur. The organization would move forward with Tri- Properties and renovations efforts at the current location.

The current TJCOG offices are 9500 square feet, the tour would include a layout of 20,000 square feet. The renovation would include the addition of suite 130 and 140. The next steps include the following:

- Office transition to Suite 130 on April 1
- Completion of the current space in July 2023
- A move back to the current office space during the summer of 2023
- Renovations of the front office (Suite 130), concluding around the end of the year
- Completion of the entire renovation by the beginning of 2024

Mr. Worsley concluded that a walking tour would occur for those members attending the meeting in person.

Mr. Rains asked what the negotiated rate for the lease was. Mr. Worsley stated the rate would be \$26.50 per square foot and would include an outdoor pavilion.

- **Remove Unemployment Insurance from Committed Fund Balance**

Chair Freeman asked Hope Tally to introduce this item. Ms. Tally suggested that the unemployment insurance funds be uncommitted. After extensive research no explanation could be provided as to why the funds existed. Additionally, no evidence was found to support a reason for to keeping the funds committed.

Items Removed from Consent Agenda

None Removed.

Consent Agenda

- *Budget Amendment 7*
- *Endorse Amendments to the Triangle J Council of Governments' Charter Resolution*
- *Remove Unemployment Insurance from Committed Fund Balance*

Chair Freeman presented the Consent Agenda for approval and asked if anyone wished to pull an item for individual consideration. Hearing no requests, Chair Freeman asked for a motion to approve the consent agenda as presented.

ACTION: Motion to Approve Consent Agenda as Presented

Motion: Board Member Ferguson

Second: Board Member Marshburn

Vote: Unanimous

Ms. Haskins conducted the vote via roll call.

Executive Director's Report

Mr. Worsley was excited about the rebranding efforts and thanked staff for their hard work. He also mentioned TJCOG would be assisting the Town of Angier in their Town Manager search. Mr. Worsley also added the finance team continued to assist the Town of Micro with financial guidance.

Chair's Report

Chair Freeman added the Book Harvest has amazing resources and reading material available. The Book Harvest began as an event in Durham, NC and is now a nationally recognized effort.

Other Business

Chair Freeman asked if there was any other business. With there being nothing further, the meeting was adjourned at 7:08 p.m.

ACTION: Motion to Adjourn the Meeting

Motion: Board Member Ferguson

Second: Board Member Marshburn

Vote: Unanimous

Duly adopted this the 28th day of June 2023 while in regular session.

DeDreana Freeman
Chair

ATTEST:

Lee Worsley
Executive Director

**RESOLUTION AUTHORIZING
TRIANGLE J COUNCIL OF GOVERNMENTS EXECUTIVE COMMITTEE
RESCINDING PREVIOUSLY ADOPTED POLICIEES**

BE IT RESOLVED by the Executive Committee of Triangle J Council of Governments the following two standalone policies are hereby rescinded; and

Whereas, there are currently several policies for TJCOG which have been adopted or approved separately; and

Whereas, it is the desire of Executive Committee, to rescind the current Conflict of Interest & Gifts Policy (#BD2001) and Uniform Guidance Procurement Policy (#TJ1002A); and

Whereas, in order to develop greater cohesion across policies and creation of a centralized mechanism to allow for ease of training, staff has developed a Unified Purchasing and Travel Policy and Procedures Manual, the rescinding of the above two policies (#BD2001 & TJ1002A), will allow for inclusion in the new unified policy.

Duly adopted on this 28th day of June 2023 while in regular session.

DeDreana Freeman
Chair

ATTEST:

Lee Worsley
Executive Director

**Triangle J Council of Governments
A Resolution for Budget Amendment
of the Fiscal Year 2022-2023 Budget**

WHEREAS, the Triangle J Council of Governments adopted its 2022-2023 Budget Resolution on May 25, 2022; and, **WHEREAS**, it is necessary for Triangle J Council of Governments to make a revision by way of the following amendment;

NOW, THEREFORE, BE IT RESOLVED that the Triangle J Council of Governments FY 2022-2023 Budget Resolution is hereby amended as follows:

SECTION 1. REVENUES

Revenues by Source:	Current Revised	Amendment	New Revised
Federal	\$ 20,425,524	\$ 48,083	\$ 20,473,607
Federal Pass Thru	\$ 11,093,332	\$ 110,525	\$ 11,203,857
State	\$ 1,426,775	\$ -	\$ 1,426,775
Member Investment	\$ 703,096	\$ -	\$ 703,096
Special Local Dues	\$ 993,684	\$ -	\$ 993,684
Local Aging Share	\$ 253,159	\$ -	\$ 253,159
Project Income	\$ 4,980,313	\$ 461,080	\$ 5,441,393
Appropriated Fund Balance	\$ 290,344	\$ 177,688	\$ 468,032
Other Revenue	\$ 215,723	\$ 75,000	\$ 290,723
General Fund Total Revenues:	\$ 40,381,950	\$ 872,376	\$ 41,254,326

SECTION 2. EXPENDITURES

Expenditures by Division:	Current Revised	Amendment	New Revised
General Government	\$ 131,392	\$ 75,000	\$ 206,392
Member Support Strategy	\$ 15,574,083	\$ -	\$ 15,574,083
Transportation	\$ 2,503,100	\$ 40,000	\$ 2,543,100
Community & Economic Development	\$ 763,526	\$ 31,000	\$ 794,526
Housing	\$ 3,349,648	\$ -	\$ 3,349,648
Environment & Resilience	\$ 1,555,782	\$ 494,163	\$ 2,049,945
Aging & Human Services	\$ 16,504,419	\$ 232,213	\$ 16,736,632
General Fund Total Expenditures:	\$ 40,381,950	\$ 872,376	\$ 41,254,326

Adopted and approved on this 28th day of June 2023.

DeDreana Freeman, Chair

Attest:

Lee Worsley, Executive Director

**Triangle J Council of Governments
A Resolution for Budget Amendment
of the Fiscal Year 2023-2024 Budget**

WHEREAS, the Triangle J Council of Governments adopted its 2023-2024 Budget Resolution on May 24, 2023; and, **WHEREAS**, it is necessary for Triangle J Council of Governments to make a revision by way of the following amendment;

NOW, THEREFORE, BE IT RESOLVED that the Triangle J Council of Governments FY 2023-2024 Budget Resolution is hereby amended as follows:

SECTION 1. REVENUES

Revenues by Source:	Original	Amendment	New Revised
Federal	\$ 6,572,219	\$ 115,362	\$ 6,687,581
Federal Pass Thru	\$15,773,982	\$ 512,277	\$ 16,286,259
State	\$ 1,600,010	\$ 3,324	\$ 1,603,334
Member Investment	\$ 781,646	\$ -	\$ 781,646
Special Local Dues	\$ 997,560	\$ -	\$ 997,560
Local Aging Share	\$ 253,953	\$ 16,078	\$ 270,031
Project Income	\$13,999,242	\$ (6,826)	\$ 13,992,416
Appropriated Fund Balance	\$ 452,488	\$ (10,595)	\$ 441,893
Other Revenue	\$ 12,000	\$ 2,267	\$ 14,267
General Fund Total Revenues:	\$40,443,100	\$ 631,887	\$ 41,074,987

SECTION 2. EXPENDITURES

Expenditures by Division:	Original	Amendment	New Revised
General Government	\$ 193,773	\$ (4,534)	\$ 189,239
Member Support Strategy	\$13,307,878	\$ (6,666)	\$ 13,301,212
Transportation	\$ 3,126,870	\$ (1,429)	\$ 3,125,441
Durham MPO	\$ 2,632,310	\$ (6,668)	\$ 2,625,642
Community & Economic Development	\$ 820,530	\$ 87,007	\$ 907,537
Housing	\$ 1,982,967	\$ (1,444)	\$ 1,981,523
Environment & Resilience	\$ 2,345,004	\$ 55,424	\$ 2,400,428
Aging & Human Services	\$16,033,768	\$ 510,197	\$ 16,543,965
General Fund Total Expenditures:	\$40,443,100	\$ 631,887	\$ 41,074,987

Adopted and approved on this 28th day of June 2023.

DeDreana Freeman, Chair

Attest:

Lee Worsley, Executive Director