



# CENTRAL PINES REGIONAL COUNCIL

## EXECUTIVE COMMITTEE MEETING MINUTES

Wednesday, November 19, 2025 | 6:00 – 8:00 pm | Virtual

Chair Byron McAllister Presiding

### **Delegates & Alternates Attending:**

- Sheveil Harmon, Town of Angier
- Brett Gantt, Town of Apex
- Randee Haven O'Donnell, Town of Carrboro
- Amanda Robertson, Chatham County
- Kirk Smith, Lee County
- Jean Hamilton, Orange County
- Byron McAllister, Town of Selma
- Susan Evans, Wake County

### **CPRC Staff Attending:**

- Jenny Halsey, Deputy Executive Director
- Beth Seidel, Member Engagement Coordinator
- Hope Tally, Chief Finance Officer
- Lindsay Whitson, Community & Economic Development Director
- Lee Worsley, Executive Director

### 1. Call to Order

- a. Call to Order  
*Byron McAllister, Board Chair*
- b. Roll Call  
*Beth Seidel, Clerk to the Board*
- c. Declaration of Quorum  
*Byron McAllister, Board Chair*

Chair Byron McAllister called the meeting to order at 6:01 pm and went over housekeeping information. He reminded everyone about the virtual meeting guidelines. Beth Seidel, Clerk to the Board, called roll and a quorum was met.

- d. Get to Know CPRC  
*Byron McAllister, Board Chair*

Chair McAllister shared about the Watershed Management Guide that was produced in 1982. In May 1982, the Triangle J Council of Governments produced a Watershed Management Guide. The guide was developed because “the Falls of the Neuse and B. Everett Jordan Reservoirs promise to be valuable regional resources that may help satisfy long-term water needs of the rapidly growing Research Triangle area and non-point source water pollution, especially from urban and suburban areas, could seriously limit the usefulness of the reservoirs for water supply and recreation unless local communities commit to further methods of watershed protection.” As a result, the Triangle J Council of Governments outlined a framework on which local governments can develop watershed protection plans and policies.

## 2. Review of Agenda

### a. Review of Agenda

*Byron McAllister, Board Chair*

Potential Action: Chair McAllister will approve

Executive Director Lee Worsley asked to remove item 6e. Budget Amendment 3, Resolution #2025-11-04. This was a request by the Triangle West TPO Executive Director because the item had not come before their policy board yet, which is a requirement before it comes before the CPRC Executive Committee. Chair McAllister approved the agenda with that change.

## 3. Presentations & Recognition

### a. Recognition of New Executive Committee Members & Orientation

*Presenters: Byron McAllister, Board Chair and Lee Worsley, Executive Director*

Potential Action: None – Information Only

The terms of several Central Pines Regional Council Board members who also serve on the Executive Committee end at the beginning of December. As a result, the Executive Committee meeting on November 19, 2025, will be the Board members’ final meeting. Following tonight’s meeting, the following members of the Executive Committee will complete their service on the Board of Delegates.

- Delegate Wilma Laney, Aberdeen
- Delegate Brett Gantt, Apex
- Delegate Randee Haven O’Donnell, Carrboro
- Delegate Pamela Baldwin, Pittsboro
- Delegate Mark Anthony Middleton, City of Durham
- Alternate Delegate DeDreana Freeman, City of Durham
- Alternate Delegate Timothy Forrest, Holly Springs

Chair McAllister thanked these board members for their service to the community and to Central Pines. Their service will be officially recognized during the December 4, 2025, End-of-Year Board Celebration at Central Pines.

Delegate Randee Haven O'Donnell shared that it has been an honor and a pleasure to serve on the Executive Committee and as a Delegate.

#### 4. Public Hearing

#### 5. Business

a. Personnel Policy Update

*Presenters: Lee Worsley, Executive Director and Jenny Halsey, Deputy Executive Director*

Potential Action: Place on Consent Agenda

The CPRC Senior Leadership Team (SLT) conducts a comprehensive review of the Personnel Policy annually to ensure that it remains current, consistent with best practices, and aligned with applicable laws and organizational priorities. Based on this review, CPRC staff recommends the following updates for consideration by the Executive Committee. The proposed revisions to the Personnel Policy include both substantive and clarifying updates across several sections:

- Conditions of Employment: Updated to prohibit the employment of immediate family members of the Deputy Executive Director, reflecting the current organizational structure.
- Employee Benefits: Revised health insurance reimbursement terms for employees not on CPRC insurance to cease June 30, 2025; Added budget availability clause to the Educational Assistance Program.
- Holidays and Leaves of Absence: Clarified that Short-Term Disability is now an employee-paid benefit, amended FMLA leave use so employees have the flexibility for paid or unpaid FMLA leave; Introduced a new 12-week/450 hours paid Maternity Leave option; Updated Volunteer Leave provisions to now specify that leave cannot be used after a resignation has been submitted.
- Unsatisfactory Job Performance and Misconduct: expanded definitions, clarified the distinction between Personal Improvement Plans and disciplinary action, and clarifies the process for communication and warning procedures for unsatisfactory job performance.
- Formatting and language refinements throughout the document improve consistency.

- b. 2025 Comprehensive Economic Development Strategy Interim Report  
*Presenter: Lindsay Whitson, Community & Economic Development Director*  
Potential Action: Place on Consent Agenda

Central Pines Regional Council’s Comprehensive Economic Development Strategy (CEDS) is a blueprint for regional community and economic development. As the designated Economic Development District (EDD), Central Pines is required by the Economic Development Administration (EDA) to update the CEDS every five years, with an interim report approved annually.

Lindsay Whitson shared some of the accomplishments achieved over the last year, in alignment with the 2021 to 2025 CEDS. Greater details can be found in the final report. The Executive Committee is asked to approve the included resolution in support of this year’s interim CEDS report.

## 6. Consent Agenda

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

- a. Draft Minutes: September 24, 2025
- b. Personnel Policy Update, Resolution #2025-11-01
- c. 2025 CEDS Interim Report, Resolution #2025-11-02
- d. Budget Amendment 2, Resolution #2025-11-03
- e. ~~Budget Amendment 3, Resolution #2025-11-04~~

**Action:** Adoption of Consent Agenda as presented  
Motion: Delegate Randee Haven O’Donnell  
Second: Delegate Susan Evans  
Vote: Approved unanimously by roll call

## 7. Items Removed from Consent Agenda

- a. Budget Amendment 3, Resolution #2025-11-04 was removed due to the budget amendment amount not yet being approved by the Triangle West TPO Policy Board.

## 8. Around the Region

- a. Around the Region  
*Presenter: Byron McAllister, Board Chair*

Chair McAllister asked the Executive Committee to share when they start putting up Christmas decorations. Angier’s started this week.

Carrboro's will go up after Thanksgiving. Sanford's are going up now.

## 9. Chair's Report

### a. Chair's Report

*Presenter: Byron McAllister, Board Chair*

Potential Action: None – Information Only

Chair McAllister addressed the tug of war between the House & Senate on the Children's Hospital and what the hang up is. He will be sending out more information on this.

## 10. Executive Director's Report

### a. Executive Director's Report

*Presenter: Lee Worsley, Executive Director*

Potential Action: None – Information Only

Executive Director Lee Worsley thanked everyone who came to the Executive Committee Retreat on Saturday. He went through the information gathered with the Senior Leadership Team on Monday to begin working on goal development based on that feedback.

Mr. Worsley invited everyone to join us for the End of Year Celebration on Thursday, December 4 where we will be recognizing board members rolling off, staff members who have achieved milestone years of service, and awarding our first group of Golden Pinecone Awards. This event also coincides with the North Carolina Association of Regional Councils of Government meeting, so there will be COG Directors from across the state in attendance, as well as Forum representatives.

Mr. Worsley thanked Delegate Gantt and Delegate Haven O'Donnell for their service as officers.

## 11. Closed Session

## 12. Other Business

### a. Other Business

*Presenter: Byron McAllister, Board Chair*

Chair McAllister thanked Delegate Gantt and Delegate Haven O'Donnell for their service and leadership on the Executive Committee and on the Board. The Chair thanked CPRC staff for their work at the retreat on Saturday. He also encouraged everyone to join the End of Year event.

There was a question about who can attend the End of Year event, so Mr. Worsley gave some guidance on that.

13. Adjournment

With there being nothing further, the meeting adjourned at 6:32 pm.

Duly adopted this 25<sup>th</sup> day of February 2026 while in regular session.



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Byron McAllister  
Board Chair

ATTEST:



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Beth Seidel  
Clerk to the Board  
Central Pines Regional Council