



# CENTRAL PINES

REGIONAL COUNCIL

## Central Pines Regional Council Executive Committee

Meeting Agenda  
Wednesday, May 1, 2024  
6:00 – 8:00 pm Hybrid  
Chair Butch Lawter, Presiding  
Click [HERE](#) for Zoom Link

### 1. Call to Order 6:00 pm

- a. Call to Order and Welcome  
*Official: Butch Lawter, Chair*
- b. Roll Call  
*Beth Davis, Member Engagement Coordinator, Clerk to the Board*
- c. Declaration of Quorum  
*Official: Butch Lawter, Chair*

### 2. Review of Agenda 6:05 pm

- a. Review of Agenda  
*Official: Butch Lawter, Chair*  
Potential Action: Chair Lawter will approve

### 3. Presentations and Recognitions

### 4. Business 6:10 pm

### 5. Consent 6:20 pm

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

- a. DRAFT Minutes: March 27, 2024
- b. Adoption of Budget Amendment #8, Resolution #2024-05-01

### 6. Items Removed from Consent Agenda

### 7. Public Hearings 6:25 pm

- a. Executive Director's Recommended Fiscal Year 2024-2025 Budget and Public Hearing  
*Presenter: Lee Worsley, Executive Director*  
Potential Action: Receive as information, Ask Questions and Discuss Recommended Budget, and Open Public Hearing

8. Executive Director's Report 6:55 pm

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

9. Chair's Report 7:05 pm

- a. Chair's Report  
*Presenter: Butch Lawter, Chair*  
Potential Action: None - Receive as Information

10. Around the Region 7:10 pm

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

11. Other Business

- a. Other Business  
*Presenter: Butch Lawter, Chair*

12. Adjournment 7:30 pm

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



## Central Pines Regional Council Executive Committee

Meeting Minutes

Wednesday, March 27, 2024

6:00 – 8:00 pm | Virtual

Chair Butch Lawter, Presiding

### Delegates & Alternates Attending:

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

### CPRC Staff Attending:

Beth Davis, Member Engagement Coordinator  
Jenny Halsey, Assistant Executive Director  
Alana Keegan, Local Government Services Director  
Lee Worsley, Executive Director  
Hope Tally, Chief Finance Officer  
Matt Day, Transportation Director

## 1. Call to Order

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

Chair Butch Lawter called the meeting to order at 6:01 pm and went over housekeeping information. He reminded everyone about the virtual meeting guidelines. Beth Davis, Member Engagement Coordinator, called roll and a quorum was met.

## 2. Review of Agenda

- a. Review of Agenda  
*Official: Butch Lawter*

Chair Lawter approved the agenda.

## 3. Presentations and Recognitions

## 4. Business

### a. Pay and Classification Study Update

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

Potential Action: None – Information Only

In December, CPRC began a Pay and Classification Study. Piedmont Triad Regional Council (PRTC) is conducting the study. Staff orientation sessions were held in December/January and Position Description Questionnaires have been completed for all full-time employees. PRTC is currently conducting individual staff interviews and completing a market and classification analysis. CPRC is expected to receive findings and provide input by the end of March, with the final compilation given to CPRC in April. CPRC plans to implement the results, at least partially, in July 2024.

The last time CPRC conducted a Pay and Classification Study was in 2018. With the rapid change in our local market, CPRC implemented a 3% COLA this fiscal year and a 5% COLA FY22-23. Traditionally, staff eligible for merit increases have also received 3% increases annually, except for 2020, when staff received 2% and a \$700 one-time bonus.

An overview of the study was given to the Executive Committee at its February meeting. Jenny Halsey reported that staff interviews have been completed, analysis is being conducted, and a more detailed report will be given at the next meeting.

### b. Discussion of the Nomination Process for CPRC Officers

*Presenters: Lee Worsley, Executive Director and Beth Davis, Clerk to the Board*

Potential Action: None - Information Only

Each year, a Nominating Committee meets to develop a slate of CPRC Board Officer candidates for the Board of Delegates to consider. It is anticipated that the slate would be brought to the Board's June 26, 2024, meeting for consideration. Officers serve July-June.

Based on that timeline, the formation of a nominating committee is needed at this time. The Chair of the Board appoints the Nominating Committee, but the item is brought to the attention of the Executive Committee for discussion. The Nominating Committee traditionally has consisted of the previous Past Chairs of the Central Pines Board who are still Board members, and is chaired by the Immediate Past Chair. However, the makeup of the nominating committee is solely at the discretion of the Chair and board members other than past chairs have served in the past.

The officers consist of the Chair, First Vice-Chair, Second Vice-Chair, Secretary/Treasurer, and Immediate Past Chair. There is currently a vacancy in the Second Vice-Chair position.

Delegate Susan Evans asked about the responsibilities of the Second vice-Chair. Mr. Worsley responded that the Second Vice-Chair would chair the meeting if neither the Chair nor the First Vice-Chair could be there. They would serve as a member of the Officer team who meet, at most, once a quarter. They also participate in the discussion on the budget in May or June. Delegate Evans also asked about the specifics of the terms for the different officer positions. Mr. Worsley shared that neither the Bylaws nor the Charter dictate the terms of the office. The tradition is that the officers would progress in position, but this succession is not required. Also, the Chair traditionally serves a 2-year term when there has been a change in Executive Director for stability purposes. Only a minimum of a one-year term is required.

Chair Lawter mentioned that he would work with Mr. Worsley on the nominating committee since the Immediate Past Chair is now serving as an Alternate. Delegate Kathleen Ferguson stated she would be willing to co-chair the nominating committee.

- c. CPRC Financial Dashboard  
*Presenter: Hope Tally, Chief Finance Officer*  
Potential Action: None – Information Only

In a continued effort to provide financial accountability and transparency, staff would like to present consistent financial reports at Executive Committee meetings. A copy of the financial report will be sent to the full board upon format approval. A revised monthly financial dashboard is included with implemented suggestions from last month's discussion. Staff requests any additional feedback from the Executive Committee around information to change/delete/include for on the monthly financial dashboard.

Hope Tally, Chief Finance Officer reviewed some of the changes suggested at the February meeting. Delegate Susan Evans shared that she liked the presentation of the dashboard but had a clarifying question about the cashflow. Mr. Worsley shared that this would not continue to be on the agenda in the future but would be included in the agenda packet.

## 5. Consent

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

- a. DRAFT Minutes: February 28, 2024

- b. Public Transit Program Resolution #2024-03-01
- c. Fiscal Year 23-24 Audit Contract
- d. Adoption of Budget Amendment #7, Resolution #2024-03-02

**Action:** Adoption of Consent Agenda

Motion: Kathleen Ferguson

Second: Susan Evans

Vote: Approved unanimously by roll call

## 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

- Full Board meeting in April – in person attendance is encouraged; staff members are working on a presentation around homelessness issues in the region.
- Next Executive Committee meeting in May – will be conducting the public hearing and initial discussions on the budget; budget now needs to be out by May 15 (rather than April 15), but proposed member dues will be out April 15.
- Delegate Ferguson asked if there would be a conflict with the CityVision conference. Several other Executive Committee members shared that they would also be attending this conference. Mr. Worsley thanked Delegate Ferguson for bringing this to his attention and there will be some internal discussion and we will be in touch about this.

## 8. Chair's Report

- a. Chair's Report

*Presenter: Chair*

Potential Action: None - Receive as Information

No report.

## 9. Around the Region

- a. Around the Region Reports/Updates

- Apex – The Town was asked to lower the speed limit on one of their roads due to issues. They conducted a study to see if lowering the speed limit made a difference in driving behavior. They found that there was no difference. Apex has a vision zero process and has

hired a safety person to help address these issues. Unfortunately, there isn't really an easy solution to some of these safety concerns.

- Hillsborough – Delegate Ferguson wanted to plug the Women in Local Government event. Hillsborough Council Members recently saw Hwy 70 intermodal plans from DOT that's been in the works for a very long time. Last Fridays will begin this Friday (live music, arts, etc.).
- Johnston County – Chair Lawter shared that one of the long-time Johnston County Commissioners passed away (Tony Bradshaw), who was a mentor. There will be two new members of the board beginning in December. Chair Lawter asked if anyone had any experience with a group called Best Friends who want to provide grant money regarding pets. Johnston County is finally getting responses from consultants for a land use plan. There are also bonds to consider for the community college and schools, as well as a charter school who has made a request.
- Lee County – Delegate Bill Carver shared that he hasn't been present due to some health issues but is glad to be back. Lee County Commissioners are currently working on their budget and are facing challenges trying to meet the needs of their schools and their taxpayers.
- Micro – They are chugging along with their community building, and the parking lot is being paved.
- Orange County – They are having a dispute around the management of their Orange County Sportsplex and a nonprofit youth hockey league.
- Pittsboro – Their budget retreat is coming up next week. Wolfspeed is not quite finished in Chatham County, but everything is looking good, and everyone is excited.
- Sanford – They are celebrating 150 years with a big birthday bash on April 6 at the Lee County Fairgrounds.
- Wake County – The Council has recently approved the schematic design for Western Regional Health and Human Services department, on the same campus as Dorkis in Cary. Returned ABC funds are placed in a restricted fund balance to be used for certain purposes (like addiction, etc.) and are now being used for a capital improvement project (\$7 million awarded to 9 different organizations).

## 10. Other Business

### a. Other Business

*Presenter: Butch Lawter*

Chair Lawter shared that an officer's meeting was recently held. He thanked the CPRC staff for the value that they provide to the member governments and making it an even better organization.

## 11. Adjournment

### a. Adjourn the Meeting

With there being nothing further, the meeting was adjourned at 6:39 pm.

**Action:** Motion to adjourn.  
Motion: Pamela Baldwin  
Second: Kathleen Ferguson  
Vote: Unanimously approved

Duly adopted this 1<sup>st</sup> day of May 2024 while in regular session.

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R. S. Lawter, Jr.  
Board Chair

ATTEST:

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Beth Davis  
Clerk to the Board  
Central Pines Regional Council

**Meeting Date:**

May 1, 2024-Full Board

**Agenda Location:**

Consent

**Item Title:**

FY23-24 Budget Amendment #8

**Presenter(s):**

Hope Tally, CFO

**Background:**

According to the Budget Resolution for Fiscal Year 2023-2024 adopted on May 24, 2023, the Chief Finance Officer is authorized to transfer funds within and among divisions as needed during the fiscal year. Any additions or reductions to the total budget warrant adoption of an amendment to the FY24 budget resolution. The attached proposed resolution increases the total CPRC budget by \$1,266,451.

New Project Funding:

The Housing division is being increased by \$750,000 to reflect federal grant funding received through Durham County. The grant will help address the negative economic impacts of the COVID-19 pandemic on low-income senior citizens in the Durham community, correct substandard conditions that pose an imminent threat to life, safety, or accessibility for the target population, and assist seniors living in Durham County to age in place safely.

Changes to Project Funding:

The Community & Economic Development division is being amended by a total of \$4,217 through additional federal funding through the Economic Development District for continuing efforts within the TRI-COG FEEDS project.

The Housing division is being amended by a total of \$32,712 with additional federal and project income revenue under the Lee County URP and ESFR Harnett projects. The projects receiving funding from the NC Housing Finance Authority directly and indirectly for Urgent Repair and Single Family Rehabilitation Programs within the respective communities.

The Transportation division is being amended by a total of \$57,971 to reflect additional MPO funding received under the Urban Transportation Support and Regional Planning project.

The Aging division is being amended by a total of \$421,551 to reflect ARP funding through the State. The funding will be used for a variety of initiatives throughout member governments, including administration, congregate nutrition, family caregiver services, home delivered meals, and access to services.

**Recommendation:**

Place on Consent Agenda

**Focus Area:**

Administration & Operations

**Will Documentation Be Included for Agenda Packet:**

Yes  No

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

**Is Any Additional Action/Communication Required:**

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

**Central Pines Regional Council**  
**A Resolution for Budget Amendment**  
**of the Fiscal Year 2023-2024 Budget**  
**Amendment 8**

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

**NOW, THEREFORE, BE IT RESOLVED** that the Central Pines Regional Council FY 2023-2024 Budget Resolution is hereby amended as follows:

**SECTION 1. REVENUES**

<b>Revenues by Source:</b>	<b>Current Revised</b>	<b>Amendment</b>	<b>New Revised</b>
Federal	\$ 12,107,540	\$ (685)	\$ 12,106,855
Federal Pass Through	\$ 16,506,409	\$ 1,198,255	\$ 17,704,664
State	\$ 1,719,641		\$ 1,719,641
Member Investment	\$ 794,646		\$ 794,646
Special Local Dues	\$ 1,996,434		\$ 1,996,434
Local Aging Share	\$ 270,031		\$ 270,031
Project Income	\$ 13,434,222	\$ 68,881	\$ 13,503,103
Appropriated Fund Balance	\$ 571,865		\$ 571,865
Other Revenue	\$ 39,267	\$ -	\$ 39,267
<b>General Fund Total Revenues:</b>	<b>\$ 47,440,055</b>	<b>\$ 1,266,451</b>	<b>\$ 48,706,506</b>

**SECTION 2. EXPENDITURES**

<b>Expenditures by Division:</b>	<b>Current Revised</b>	<b>Amendment</b>	<b>New Revised</b>
General Government	\$ 189,239	\$ -	\$ 189,239
Member Support Strategy	\$ 13,947,549	\$ -	\$ 13,947,549
Transportation	\$ 3,412,965	\$ 57,971	\$ 3,470,936
Durham Chapel Hill Carrboro MPO	\$ 6,682,561	\$ -	\$ 6,682,561
Community & Economic Development	\$ 1,232,391	\$ 4,217	\$ 1,236,608
Housing	\$ 2,407,017	\$ 782,712	\$ 3,189,729
Environment & Resilience	\$ 2,901,361	\$ -	\$ 2,901,361
Aging & Human Services	\$ 16,666,972	\$ 421,551	\$ 17,088,523
<b>General Fund Total Expenditures:</b>	<b>\$ 47,440,055</b>	<b>\$ 1,266,451</b>	<b>\$ 48,706,506</b>

Adopted and approved on this 1st day of May 2024.

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R.S Lawter, Jr.

Attest:

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Lee Worsley, Executive Director

**Meeting Date:**

May 1, 2024-Executive Committee

**Agenda Location:**

Public Hearings

**Item Title:**

Executive Director's Recommended Fiscal Year 2024-25 Budget and Public Hearing

**Presenter(s):**

Lee Worsley, Executive Director

**Background:**

On April 26, 2024, the Executive Director sent his recommended budget to members and alternates of the Board of Delegates and the managers of CPRC's member governments. At this evening's meeting, the Executive Director will give highlights of the recommended budget and the Executive Committee will hold the required public hearing on the recommended budget.

Later in May, the CPRC Officers will meet to further discuss the budget and any input received during tonight's meeting. Finally, the Board of Delegates will consider adoption of the Budget Resolution during their May 22, 2024 meeting. A full version of the budget may be viewed on CPRC's website.

**Recommendation:**

Other

**Focus Area:**

Administration & Operations

**Will Documentation Be Included for Agenda Packet:**

Yes  No

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

**Is Any Additional Action/Communication Required:**

Public Hearing  Other:

Newspaper Notice Required

Website

Press Release

Social Media