



# Triangle J Board of Delegates Meeting Agenda

**The Honorable DeDreana Freeman,  
Presiding**

Wednesday, March 22, 2023, 6:00-8:00pm  
Hybrid Meeting-Virtual OR In-person  
Triangle J Council of Governments  
4307 Emperor Blvd Suite 110 Durham, NC 27703

<u><b>Time</b></u>	<u><b>Item</b></u>	<u><b>Official</b></u>
<b>6:00 PM</b>	<b><i>Call to Order, Welcome, &amp; Declaration of Quorum</i></b>	DeDreana Freeman
<b>6:10 PM</b> <i>Approval on Consent</i>	<b><i>Review of Agenda</i></b>	DeDreana Freeman
<b>6:12 PM</b> <i>Receive as information</i>	<b><i>Presentations and Recognitions</i></b>	
	<ul style="list-style-type: none"> <li>• Introduction of New TJCOG Staff</li> </ul>	Jenny Halsey
<b>6:15 PM</b>	<b><i>Business</i></b>	
	<i>Items in this section requiring Board of Delegates action have been added to the Consent Agenda</i>	
<i>Approval on Consent</i>	<ul style="list-style-type: none"> <li>• FY24 NCDOT Transportation Demand Management (TDM) Program Resolution</li> </ul>	Sean Flaherty
<i>Approval on Consent</i>	<ul style="list-style-type: none"> <li>• Presentation of Rebrand and Charter Amendment</li> </ul>	Alana Keegan
<b>6:40 PM</b> <i>Motion to approve</i>	<b><i>Consent Agenda</i></b>	
	<i>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 removed from the Consent Agenda will be considered individually after the Consent Agenda.</i>	
	<ul style="list-style-type: none"> <li>• Budget Amendment 8</li> </ul>	Hope Tally
	<ul style="list-style-type: none"> <li>• FY24 NCDOT Transportation Demand Management (TDM) Program Resolution</li> </ul>	Sean Flaherty
	<ul style="list-style-type: none"> <li>• Approval of Charter Amendment and Authorization to send to Member Governments</li> </ul>	Alana Keegan
	<ul style="list-style-type: none"> <li>• Personnel Policy Amendment</li> </ul>	Jenny Halsey

**March 22, 2023, Board of Delegates Agenda  
(continued)**

<b><u>Time</u></b>	<b><u>Item</u></b>	<b><u>Official</u></b>
<b>6:42 PM</b>	<b><i>Items Removed from Consent Agenda</i></b>	DeDreana Freeman
<b>6:45 PM</b>	<b><i>Executive Director's Report</i></b>	Lee Worsley
<i>Receive as information</i>		
<b>7:00 PM</b>	<b><i>Chair's Report</i></b>	DeDreana Freeman
<i>Receive as information</i>		
<b>7:15 PM</b>	<b><i>Around the Region</i></b>	
<i>Receive as information</i>		
<b>7:57 PM</b>	<b><i>Other Business</i></b>	DeDreana Freeman
<b>8:00 PM</b>	<b><i>Adjourn</i></b>	DeDreana Freeman

# Triangle J Board of Delegates Meeting Agenda Comments - March 22, 2023

Agenda Section: Presentations and Recognition

Introduction of New TJCOG Staff

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**Background:** During this time, TJCOG program leads will introduce new members of the TJCOG team and discuss their roles and respective projects. Alana Keegan, Member Engagement Manager, will introduce Andrew McGannon, working as a Management Analyst. Maya Cough-Schulze, Senior Planner, will introduce Taylor Weddington who is working as an AmeriCorps Member on the Clean Water Education Partnership (CWEP).

**Recommendation(s):** It is recommended that the Board joins Chair Freeman and the TJCOG team in welcoming the new members of the staff.

**Staff Responsible for Technical Support:** Jenny Halsey, Assistant Executive Director

**Focus Area:** Organizational Operations/Administrative

# Triangle J Board of Delegates Meeting Agenda Comments - March 22, 2023

Agenda Section: Business

## FY24 NCDOT Transportation Demand Management (TDM) Program Resolution

**Background:** Triangle Transportation Choices is a Transportation Demand Management (TDM) Program in the 7-county Triangle region of the state of North Carolina. It aims to reduce commuter reliance on single-occupancy vehicles (SOV) by encouraging healthier, much lower cost, greener and sustainable alternative options such as carpool, vanpool, public transit, biking, walking, teleworking, and flexible work weeks. TJCOG has served as the Program administrator since its very beginning in 2008. The program links NC state policy and funding with local and regional service providers. It draws from the Metropolitan Transportation Plan (MTP) developed jointly by Capital Area Metropolitan Planning Organization (CAMPO) and Durham Chapel Hill Carrboro Metropolitan Planning Organization (DCHC) for the Triangle region, as well as the NCDOT's TDM Strategic Plan.

Staff is seeking permission to apply for Integrated Mobility Division funding for the FY2024 Triangle Transportation Demand Management Program (TDM), enter into agreements with the North Carolina Department of Transportation, provide the necessary assurance and the required local match.

The FY24 grant request for TJCOG's Administration of the program is \$138,702. There is no cost-share requirement. The FY24 grant request for Regional TDM Partners is \$601,662 with an equal local match. The funds will support program activities between July 1, 2023 - June 30, 2024.

**Recommendation(s):** It is recommended that the Board approve TJCOG staff to move forward with applications for FY22 Integrated Mobility Division funding.

**Staff Responsible for Technical Support:** Sean Flaherty, Transportation and Energy Program Manager

**Focus Area:** Mobility and Transportation

# **PUBLIC TRANSPORTATION PROGRAM RESOLUTION**

## **FY 2024 RESOLUTION**

### **Section 5311 (including ADTAP), 5310, 5339, 5307 and applicable State funding, or combination thereof.**

Applicant seeking permission to apply for Public Transportation Program funding, enter into agreement with the North Carolina Department of Transportation, provide the necessary assurances and the required local match.

A motion was made by (*Board Member's Name*) \_\_\_\_\_ and seconded by (*Board Member's Name or N/A, if not required*) \_\_\_\_\_ for the adoption of the following resolution, and upon being put to a vote was duly adopted.

WHEREAS, Article 2B of Chapter 136 of the North Carolina General Statutes and the Governor of North Carolina have designated the North Carolina Department of Transportation (NCDOT) as the agency responsible for administering federal and state public transportation funds; and

WHEREAS, the North Carolina Department of Transportation will apply for a grant from the US Department of Transportation, Federal Transit Administration and receives funds from the North Carolina General Assembly to provide assistance for rural public transportation projects; and

WHEREAS, the purpose of these transportation funds is to provide grant monies to local agencies for the provision of rural, small urban, and urban public transportation services consistent with the policy requirements of each funding source for planning, community and agency involvement, service design, service alternatives, training and conference participation, reporting and other requirements (drug and alcohol testing policy and program, disadvantaged business enterprise program, and fully allocated costs analysis); and

WHEREAS, the funds applied for may be Administrative, Operating, Planning, or Capital funds and will have different percentages of federal, state, and local funds.

WHEREAS, non-Community Transportation applicants may apply for funding for "purchase-of-service" projects under the Section 5310 program.

WHEREAS, (*Legal Name of Applicant*) Triangle J Council of Governments hereby assures and certifies that it will provide the required local matching funds; that its staff has the technical capacity to implement and manage the project(s), prepare required reports, obtain required training, attend meetings and conferences; and agrees to comply with the federal and state statutes, regulations, executive orders, Section 5333 (b) Warranty, and all administrative requirements related to the applications made to and grants received from the Federal Transit Administration, as well as the provisions of Section 1001 of Title 18, U. S. C.

WHEREAS, the applicant has or will provide all annual certifications and assurances to the State of North Carolina required for the project;

NOW, THEREFORE, be it resolved that the (Authorized Official's Title)\* Executive Director of (Name of Applicant's Governing Body) Triangle J Council of Governments is hereby authorized to submit grant application (s) for federal and state funding in response to NCDOT's calls for projects, make the necessary assurances and certifications and be empowered to enter into an agreement with the NCDOT to provide rural, small urban, and urban public transportation services.

I (Certifying Official's Name)\* Shantel Haskins (Certifying Official's Title) Administrative Support Specialist / Board Clerk do hereby certify that the above is a true and correct copy of an excerpt from the minutes of a meeting of the (Name of Applicant's Governing Board) Triangle J Council of Governments duly held on the \_\_\_\_ day of \_\_\_\_, \_\_\_\_.

\_\_\_\_\_  
*Signature of Certifying Official*

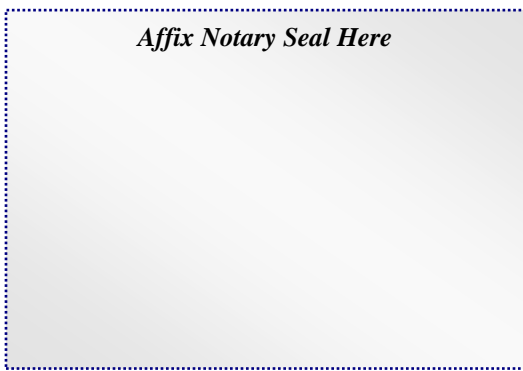
**\*Note that the authorized official, certifying official, and notary public should be three separate individuals.**

Seal Subscribed and sworn to me (date) \_\_\_\_\_

\_\_\_\_\_  
*Notary Public \**

\_\_\_\_\_  
*Printed Name and Address*

My commission expires (date) \_\_\_\_\_



# Triangle J Board of Delegates Meeting Agenda Comments - March 22, 2023

Agenda Section: Business

## Presentation of Organizational Rebrand

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**Background:** During Fiscal Year 2022, the Board of Delegates authorized the Executive Director to dedicate fund balance in the 2022-2023 budget for staff to engage with a consultant and conduct a rebranding of Triangle J Council of Governments. TJCOG conducted a complete vendor selection process and contracted with Carrboro Creative to lead the rebrand. The redesign process included a complete analysis of internal and external feedback, a content and brand audit, and interviews with internal stakeholders on organizational goals and vision. The process resulted in a recommended new name, new logo, and new brand identity for TJCOG which was presented to TJCOG Officers and TJCOG Past Board Chairs, who endorsed the new brand and urged staff to pursue implementation.

At their March 1<sup>st</sup> meeting, the Executive Committee unanimously recommended that the Board of Delegates amend the organizational Charter Resolution to reflect the new name and other needed technical changes; this is a critical legal step of the rebrand.

Once approved by the Board, the Charter Resolution must be approved by 2/3 of member governments (at least 32 Member Governments) to go into effect.

**Recommendation(s):** It is recommended that the Board of Delegates approve the amendments to the Charter Resolution to reflect the new name and technical changes and direct staff to begin working with Member Governments for their approval.

**Staff Responsible for Technical Support:** Alana Keegan, Member Engagement Manager

**Focus Area:** Organizational Operations/Administrative

## **Consent Agenda**

- Budget Amendment 8
- FY24 NCDOT Transportation Demand Management (TDM) Program Resolution
- Approval of Charter Amendments and Authorization to send to Member Governments
- Personnel Policy Amendment



# Triangle J Board of Delegates Meeting Agenda Comments - March 22, 2023

Agenda Section: Consent

Budget Amendment 8

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## **Background:**

Federal Home Loan Bank Grant - This amendment reflects funding awarded from Local Government Federal Credit Union to support the completion of additional home repair units. An increase to the project budget in the amount of \$120,000 is recommended.

Member Investment - This amendment reflects additional project income from local governments. Several additional requests for technical assistance to local government members above what was anticipated at budget adoption have been made. An increase to the project budget in the amount of \$110,000 is recommended.

ARP Assistance - This amendment reflects the additional assistance to local governments with ARP grant funding through State ARPA funds and the COG Association. An increase to the project budget in the amount of \$20,617 is recommended.

Grant Assistance - This amendment reflects additional requests for grant assistance from local governments. An increase to the project budget in the amount of \$80,694 is recommended.

Lee County ESFR 2018 - This project funds the administration of Essential Single Family Rehabilitation funds for homes in Lee County. The project was not completed in the prior year as anticipated. An increase to the project budget to begin completion of the project in the amount of \$29,974 is recommended.

Chatham County ESFR 2021 - This project funds the administration of Essential Single Family Rehabilitation funds for homes in Chatham County. The amendment reflects an increase to cover the payments needed for subcontractors for home repair. An increase to the project budget in the amount of \$120,000 is recommended.

Harnett County ESFR 2019– This project funds the administration of Essential Single Family Rehabilitation funds for homes in Harnett County. The amendment reflects an increase to cover the payments needed for subcontractors for home repair. An increase to the project budget in the amount of \$18,125 is recommended.

Wake County ESFR 2021– This project funds the administration of Essential Single Family Rehabilitation funds for homes in Wake County. The amendment reflects an increase to cover the payments needed for subcontractors for home repair. An increase to the project budget in the amount of \$120,000 is recommended.

**Recommendation(s):** It is recommended that the Board of Delegates approve the budget resolution amendment for signature.

**Staff Responsible for Technical Support:** Hope Tally, Chief Finance Officer

**Focus Area:** Organizational Operations/Administrative

**Triangle J Council of Governments**  
**A Resolution for Budget Amendment No. 8**  
**of the Fiscal Year 2022-2023**

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 to make a revision by way of the following budget amendment;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DELEGATES OF THE TRIANGLE J COUNCIL OF GOVERNMENTS that Triangle J's FY 2022-2023 Budget Resolution is hereby amended by Budget Amendment No. 8 as follows:

**Project 4952 FHLB Grant**

The following accounts should be adjusted by:

Revenue Account

4060 Project Income	\$	120,000
Total	\$	120,000

Expense Account

7000 Contractual	\$	120,000
Total	\$	120,000

**Purpose:** Project Increase to Support the Completion of Additional Home Repair Units

**Funding:** Federal Home Loan Bank-Local Government Federal Credit Union

**Project 4003 Member Investment**

The following accounts should be adjusted by:

Revenue Account

4060 Project Income	\$	110,000
Total	\$	110,000

Expense Account

5100 Salaries	\$	13,000
5200 Fringe Benefits	\$	2,500
6800 Conferences/Professional Development	\$	3,000
7000 Contractual	\$	86,500
7700 Indirect Cost	\$	5,000
Total	\$	110,000

**Purpose:** Budget Increase to Include New Technical Assistance Projects Provided by TJCOG

**Funding:** Project Income-Local Governments

**Project 4015 ARP Assistance**

The following accounts should be adjusted by:

Revenue Account

4010 Federal	\$	20,617
Total	\$	20,617

Expense Account

7000 Contractual	\$	20,617
Total	\$	20,617

**Purpose:** Assistance to Local Governments with ARP Grant/Financial Assistance

**Funding:** State ARPA Funding through COG Association

**Project 4011 Grant Assistance**

The following accounts should be adjusted by:

Revenue Account

4060 Project Income	\$	80,694
Total	\$	80,694

Expense Account

5100 Salaries	\$	36,500
5200 Fringe Benefits	\$	18,263
7000 Contractual	\$	17,500
7700 Indirect Cost	\$	8,431
Total	\$	80,694

**Purpose:** Increase Reflects Additional Requests for Grant Assistance from Local Governments  
**Funding:** Project Income-Local Governments

**Project 4931 ESFR 2018 Lee County**

The following accounts should be adjusted by:

Revenue Account

4010 Federal	\$	29,974
Total	\$	29,974

Expense Account

5100 Salaries	\$	4,594
5200 Fringe Benefits	\$	2,150
7700 Indirect Cost	\$	2,230
7000 Contractual	\$	21,000
Total	\$	29,974

**Purpose:** Project not Completed in Prior Fiscal Year as Anticipated and Final payments need to be issued  
**Funding:** NCHFA through City of Sanford

**Project 4944 Chatham ESFR21**

The following accounts should be adjusted by:

Revenue Account

4010 Federal	\$	120,000
Total	\$	120,000

Expense Account

7000 Contractual	\$	120,000
Total	\$	120,000

**Purpose:** Payments to Subcontractors for Home Repair  
**Funding:** North Carolina Housing Finance Authority

**Project 4933 ESFR 2019 Harnett County**

The following accounts should be adjusted by:

Revenue Account

4010 Federal	\$	18,125
Total	\$	18,125

Expense Account

7000 Contractual	\$	18,125
Total	\$	18,125

**Purpose:** Payments to Subcontractors for Home Repair  
**Funding:** North Carolina Housing Finance Authority

**Project 4946 Wake ESFR21**

The following accounts should be adjusted by:

Revenue Account

4010 Federal	\$	120,000
Total	\$	120,000

Expense Account

7000 Contractual	\$	120,000
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**Purpose:** Payments to Subcontractors for Home Repair  
**Funding:** North Carolina Housing Finance Authority

Total \$ 120,000

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Adopted and approved on this 22nd Day of March 2023.

\_\_\_\_\_  
DeDreana Freeman, Chair

Attest:

\_\_\_\_\_  
Lee Worsley, Executive Director

# Triangle J Board of Delegates Meeting Agenda Comments - March 22, 2023

Agenda Section: Consent

## FY24 NCDOT Transportation Demand Management (TDM) Program Resolution

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**Recommendation(s):** It is recommended that the Board approve TJCOG staff to move forward with applications for FY22 Integrated Mobility Division funding.

**Staff Responsible for Technical Support:** Sean Flaherty, Transportation and Energy Program Manager

**Focus Area:** Mobility and Transportation

# **PUBLIC TRANSPORTATION PROGRAM RESOLUTION**

## **FY 2024 RESOLUTION**

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WHEREAS, the purpose of these transportation funds is to provide grant monies to local agencies for the provision of rural, small urban, and urban public transportation services consistent with the policy requirements of each funding source for planning, community and agency involvement, service design, service alternatives, training and conference participation, reporting and other requirements (drug and alcohol testing policy and program, disadvantaged business enterprise program, and fully allocated costs analysis); and

WHEREAS, the funds applied for may be Administrative, Operating, Planning, or Capital funds and will have different percentages of federal, state, and local funds.

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WHEREAS, (*Legal Name of Applicant*) Triangle J Council of Governments hereby assures and certifies that it will provide the required local matching funds; that its staff has the technical capacity to implement and manage the project(s), prepare required reports, obtain required training, attend meetings and conferences; and agrees to comply with the federal and state statutes, regulations, executive orders, Section 5333 (b) Warranty, and all administrative requirements related to the applications made to and grants received from the Federal Transit Administration, as well as the provisions of Section 1001 of Title 18, U. S. C.

WHEREAS, the applicant has or will provide all annual certifications and assurances to the State of North Carolina required for the project;

NOW, THEREFORE, be it resolved that the (Authorized Official's Title)\* Executive Director of (Name of Applicant's Governing Body) Triangle J Council of Governments is hereby authorized to submit grant application (s) for federal and state funding in response to NCDOT's calls for projects, make the necessary assurances and certifications and be empowered to enter into an agreement with the NCDOT to provide rural, small urban, and urban public transportation services.

I (Certifying Official's Name)\* Shantel Haskins (Certifying Official's Title) Administrative Support Specialist / Board Clerk do hereby certify that the above is a true and correct copy of an excerpt from the minutes of a meeting of the (Name of Applicant's Governing Board) Triangle J Council of Governments duly held on the \_\_\_\_ day of \_\_\_\_, \_\_\_\_.

\_\_\_\_\_  
*Signature of Certifying Official*

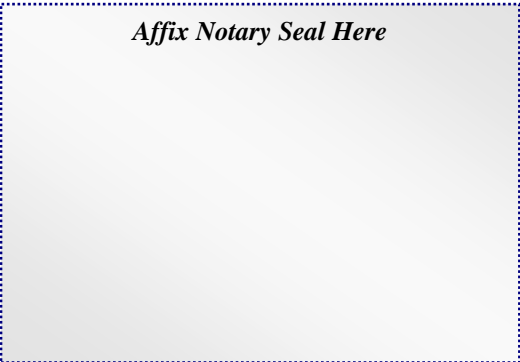
**\*Note that the authorized official, certifying official, and notary public should be three separate individuals.**

Seal Subscribed and sworn to me (date) \_\_\_\_\_

\_\_\_\_\_  
*Notary Public \**

\_\_\_\_\_  
*Printed Name and Address*

My commission expires (date) \_\_\_\_\_





# Triangle J Board of Delegates Meeting Agenda Comments - March 22, 2023

Agenda Section: Consent

## Presentation of Organizational Rebrand

---

**Background:** During Fiscal Year 2022, the Board of Delegates authorized the Executive Director to dedicate fund balance in the 2022-2023 budget for staff to engage with a consultant and conduct a rebranding of Triangle J Council of Governments. TJCOG conducted a complete vendor selection process and contracted with Carrboro Creative to lead the rebrand. The redesign process included a complete analysis of internal and external feedback, a content and brand audit, and interviews with internal stakeholders on organizational goals and vision. The process resulted in a recommended new name, new logo, and new brand identity for TJCOG which was presented to TJCOG Officers and TJCOG Past Board Chairs, who endorsed the new brand and urged staff to pursue implementation.

At their March 1<sup>st</sup> meeting, the Executive Committee unanimously recommended that the Board of Delegates amend the organizational Charter Resolution to reflect the new name and other needed technical changes; this is a critical legal step of the rebrand.

Once approved by the Board, the Charter Resolution must be approved by 2/3 of member governments (at least 32 Member Governments) to go into effect.

**Recommendation(s):** It is recommended that the Board of Delegates approve the amendments to the Charter Resolution to reflect the new name and technical changes and direct staff to begin working with Member Governments for their approval.

**Staff Responsible for Technical Support:** Alana Keegan, Member Engagement Manager

**Focus Area:** Organizational Operations/Administrative

# Triangle J Board of Delegates Meeting Agenda Comments - March 22, 2023

Agenda Section: Consent

Personnel Policy Amendment

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**Background:** To enhance recruitment efforts, the Vacation Leave: Accrual Rate section of the Personnel Policy has been revised. The revision reflects the flexibility to credit new employees with additional accrued days of vacation per year to align with their years of service in other organizations. Each scenario would be evaluated by the HR Officer and Executive Director to determine if the additional time is authorized for the potential new hire. The highlighted section below is the additional language being requested.

**Recommendation(s):** It is recommended that the Board of Delegates adopt the amended section of the Personnel Policy, effective March 23, 2023.

**Staff Responsible for Technical Support:** Jenny Halsey, Assistant Executive Director

**Focus Area:** Organizational Operations/Administrative

## Section 4. Vacation Leave: Accrual Rate

Regular full and part-time employees shall earn vacation leave on a bi-weekly basis based upon the following accrual schedule, prorated by the average number of hours in the workweek:

Years of Service	Days Accrued Per Year
0 – 1	12
2 – 4	14
5 – 9	17
10 – 14	20
15 – 19	23
20 plus	26

New regular employees will be credited with 12 days of vacation leave upon their initial date of employment prorated by the average number of hours they are scheduled to work per week. The Executive Director has the authority to credit additional accrued days per year for new employees to align with their years of service in other organizations.

If an employee voluntarily resigns or is terminated from employment within the first year the TJCOG will deduct from the employee's final salary payment the dollar value of any vacation hours used in excess of the normal first year bi-weekly accrual rate.