



Central Pines Regional Council Executive Committee

Meeting Minutes

Wednesday, September 27, 2023

6:00 – 8:00 pm

Secretary-Treasurer Wilma Laney
and Vice Chair Brett Gantt, Presiding
Central Pines Regional Council Office
4307 Emperor Boulevard, Suite 110, Durham, NC

Delegates & Alternates Attending:

Wilma Laney, Aberdeen

Brett Gantt, Apex

Mike Dasher, Chatham County

DeDreana Freeman, Durham

Kathleen Ferguson, Hillsborough

Bill Carver, Lee County

Donald Rains, Princeton

Rebecca Salmon, Sanford

CPRC Staff Attending:

Beth Davis, Member Engagement Coordinator

Jenny Halsey, Assistant Executive Director

Alana Keegan, Local Government Services Director

Lee Worsley, Executive Director

1. Call to Order 6:00 pm

- a. Call to Order and Welcome
Official: Wilma Laney, Secretary-Treasurer

- b. Roll Call

- c. Declaration of Quorum
Official: Wilma Laney

Delegate Wilma Laney called the meeting to order at 6:00 pm and went over housekeeping information. She reminded everyone about the virtual meeting guidelines. Alana Keegan called roll and a quorum was met.

2. Review of Agenda 6:05 pm

- a. Review of Agenda
Official: Wilma Laney

Delegate Laney approved the agenda as is.

3. Presentations and Recognitions

4. Business

6:10 pm

- a. Discussion of Board of Delegates & Executive Committee Meeting Changes & Bylaws Revisions

Presenter: Lee Worsley, Executive Director

Lee Worsley shared that with a change in name, a revision of the Bylaws is necessary. Mr. Worsley thanked the members of the Executive Committee for their service and noted that we want to make sure that the Executive Committee's time is spent wisely and the Committee's talents are used most efficiently, which is the reason behind the proposed meeting changes.

Several CPRC strategic plan strategies align with reviewing the current Board and Executive Committee meeting structure. Mr. Worsley stated that the attorney has reviewed all the changes.

It was recommended that the Executive Committee discuss the proposed changes to the Board of Delegates & Executive Committee meetings and bylaws and suggest any changes desired. It was also recommended that the Executive Committee consider advancing the proposal to the Board of Delegates for its October meeting, unless they preferred to wait.

Highlights of Board of Delegates Changes

- Move meetings from 9 scheduled to 6 scheduled meetings and emphasize in-person, interactive, and "worth the trip" content.
- The Board would retain all current authority – only changing meeting dates and structure of the meeting.
- The proposed schedule would be January, April, June, August, October, and December, with each meeting serving a specific purpose.
- Additionally, a subcommittee would provide a report to the Board during each meeting.

Delegate Kathleen Ferguson commented that the December meeting would likely be canceled due to holiday events and would not recommend a December meeting. Mr. Worsley shared that there had been conversation around the December meeting and the desire to do an end of year celebration and would likely be in the first two weeks of the month.

Delegate Ferguson had a question regarding the consideration of having non-elected representatives on the Subcommittees. Mr. Worsley shared that sub-committees would be open to all elected officials (not necessarily those on the BOD). Delegate Ferguson shared that she thought having

member staff and subject matter experts provided a good mix for the subcommittees, and increased visibility of CPRC in the community and among those subject matter experts.

Highlights of the Executive Committee Changes

- Meetings would increase from 3 to 5 meetings, in February, March, May, September, November.
- Executive Committee could be virtual to ease travel demands.
- The Executive Committee would be the primary body to handle routine CPRC business items (budget amendments, contracts, grants, and Executive Director evaluation). A comprehensive written Executive Committee report would be given to the Board of Delegates in their agenda packet at each full Board meeting.
- The purpose is to shift routine business to the Executive Committee so that the Board of Delegates' time can be preserved for strategic, in-person opportunities while at the same time respecting limited time available to elected officials for meetings.

Delegate Bill Carver asked about the reason for having February and March together. Mr. Worsley noted that the reason for that was for Budget purposes. Delegate Ferguson noted that she thought we could at least experiment with this. Delegate Don Rains asked Mr. Worsley what other COGs did for their meetings, to which Mr. Worsley responded that it was a mixture. Delegate Laney asked for clarification on the number of meetings. Delegate Carver asked what the procedure is to cancel a meeting. Mr. Worsley said that the Board Chair has authority to cancel. Delegate Rains suggested that the December meeting be an abbreviated meeting during the first two weeks of December and be more of a holiday celebration with refreshments and a reception. He also mentioned that this could be a time of review and awards.

Delegate Laney asked if the December meeting would be a good time to bring in newly elected officials to introduce them to CPRC. Mr. Worsley noted that these were all good ideas and offered additional thoughts regarding awards and new member orientation.

Creation of Subcommittees

- Subcommittee for each Focus Area (need additional thoughts around Aging and Transportation). Area Agency on Aging (AAA) already has an Advisory Committee. There are also a lot of transportation committees out there, so we want to be strategic in that area.
- Subcommittee on regional policy issues.

- Subcommittee chairs would be appointed by the Board Chair each year.
- Each Board member would be asked to indicate which Subcommittee they prefer to serve on and would be expected to serve on one. The Board Chair would make appointments.
- Subcommittees could be rounded out by other local government member elected officials with interest, staff, stakeholders and others with subject matter interest/expertise.
- The purpose is to get more people engaged in CPRC work, allow Focus Area leads to have a better line of sight to elected officials to have a sounding board and advisory group on CPRC's current work and potential work.

Delegate Laney shared that she thinks we do need to get some of the municipalities that never come to be more involved. Delegate Rains commented that there may need to be sub-categories within the focus areas (such as Environment & Resilience). Delegate Ferguson also noted community & economic development and broadband would be a good sub-category. Delegate Carver asked what CPRC's involvement is in the mental health entities. Mr. Worsley shared that other entities tend to take the lead on that topic; however, we could potentially add value by helping with data. Delegate Ferguson underscored the importance of this topic in a way that doesn't duplicate services or groups.

Delegate Carver asked if we have a registered lobbyist. Mr. Worsley noted that we have a state lobbyist for the State COG Association and a federal lobbyist for CPRC.

Mr. Worsley asked if the Executive Committee felt comfortable moving this forward to the Board in October; or if more tweaks are needed. Delegate Ferguson supported moving it forward to the full Board.

Proposed Changes to Bylaws

- Changing all references to Triangle J Council of Governments/TJCOG to Central Pines Regional Council/CPRC.
- Change meeting dates (Section III) to allow the Board to adopt a schedule each year so dates aren't dictated by the bylaws.
- Clarifies quorums to address instances where delegate and alternate may not be appointed by a local government member.
- Removes the ability for the Executive Director to be called "President."
- Clarifies that the Executive Director prepares a recommended budget.

- Removes Executive Director as Secretary to Board and clarifies that the Executive Director designates a Clerk.
- Removes Section 5 since it is contained in the Charter.
- Changes Member Assessment amount to the current amount.

Mr. Worsley discussed a provision in the bylaws, which was added in 1996, regarding member assessments. Mr. Worsley stated that he does not see any evidence of where the provision was actually implemented and stated that it really is not useful and suggested that the Executive Committee consider recommending the removal of the provision. Delegate Ferguson asked if we could include some language that allowed for some leeway. Delegate Carver recommended that this section be deleted. Delegate Rains concurred with Delegate Carver and added that we can always add a resolution at a later date. Mr. Worsley shared a brief history of why this was included.

Delegate Rains suggested that these proposed changes be added to the consent agenda once it's time for that to be approved, which includes endorsing movement to the full board with further adjustments as discussed.

b. FY23-24 Budget Amendment 3

Presenter: Hope Tally, Chief Finance Officer

Potential Action: Consider adopting as part of the consent agenda Resolution 2023-09-01, Budget Amendment #3

Mr. Worsley presented this item in Ms. Tally's absence. This amendment adds about \$300,000 to the budget.

5. Consent

6:55 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: June 28, 2023
- b. FY23-24 Resolution 2023-09-01, Budget Amendment #3
- c. RPO Memorandum of Understanding-with corrections
- d. Endorse changes to Bylaws and Proposed Meeting Changes for Board of Delegates and Executive Committee and direct placement on October 2023 Board of Delegates Agenda.

Action: Adoption of Consent Agenda with addition of item 5d.

Motion: Delegate Kathleen Ferguson

Second: Delegate Bill Carver

Vote: Approved unanimously by roll call

6. Items Removed from Consent Agenda 7:00 pm

7. Executive Director's Report 7:05 pm

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

We are excited to have a new space, and Mr. Worsley thanked the Board for their support. Mr. Worsley also thanked the staff for being flexible with all the changes.

8. Chair's Report 7:10 pm

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

Delegate Laney shared that she wanted to talk with the Aging Department about access to life alert for the aging population.

Delegate Rains wanted to comment on behalf of Chair Lawter, who wasn't here due to chairing a Johnston County water/sewer authority meeting that was helped to be set up by CPRC.

Ms. Laney noted that she's looking forward to working with the new officers.

Action: Move to go into closed session pursuant to NCGS 143-318.11 (a)(6) to conduct the annual performance review of the Executive Director.

Motion: Delegate Kathleen Ferguson

Second: Rebecca Salmon

Vote: Approved unanimously by roll call

9. Closed Session 7:15 pm

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

Action: Move to go out of closed session and back into open session.

Motion: Delegate Kathleen Ferguson

Second: Delegate Don Rains

Vote: Approved unanimously by roll call

10. Other Business 7:55 pm

- a. Other Business

Presenter: Vice Chair Brett Gantt

Delegate Kathleen Ferguson moved to authorize a 6% salary increase retroactive to July 1, 2023 for Executive Director Lee Worsley. Second made by Delegate Bill Carver. A vote was taken by roll call and the motion passed unanimously.

Delegate Laney congratulated Mr. Worsley on his salary increase and for the work he does. Delegate Ferguson encouraged Mr. Worsley to be sure to take a sabbatical which was discussed during the previous year's evaluation.

Delegates Rains, Ferguson, and Gantt thanked Delegate Laney for taking the reins and chairing the meeting last minute.

11. Adjournment

8:00 pm

a. Adjourn the Meeting

With there being nothing further, the meeting was adjourned.

Action: Motion to adjourn.

Motion: Delegate Kathleen Ferguson

Second: Delegate Bill Carver

Vote: Unanimously approved

Duly adopted this 15 day of November, 2023 while in regular session.

R. S. Lawter, Jr.

R. S. Lawter, Jr.
Board Chair

ATTEST:

Beth Davis

Beth Davis
Clerk to the Board
Central Pines Regional Council