



**MID-CAROLINA REGIONAL COUNCIL  
BOARD OF DIRECTORS  
October 27, 2022**

**-MINUTES-**

The Mid-Carolina Regional Council Board of Directors met on Thursday, October 27, 2022. The meeting was held at the Sampson County Government Complex in Clinton, North Carolina.

**Board Members Present**

Brooks Matthews, Chair (Commissioner, Harnett County)

Martin Jones, Vice Chair (Mayor, Town of Stedman) – Attended Remotely Via Zoom

Sue Lee (Commissioner, Sampson County)

**Staff to the Board**

Justin Hembree, Executive Director

Ad Winters, Council Attorney – Attended Remotely Via Zoom

**Call to Order/Certification of a Quorum**

Chair Matthews noted that a quorum was present and called the meeting to order at approximately 12:35pm.

**Consideration and Approval of the Agenda**

Upon a motion made by Ms. Lee and seconded by Mr. Jones, the agenda was approved as presented with three members in favor and none opposed.

**Public Comment**

Chair Matthews asked for comments from the public. No comments were made.

**Consent Agenda**

Chair Matthews presented the following consent agenda items:

- August 25, 2022 Board of Directors Meeting Minutes
- Eligible Use Policy for the Expenditure of American Rescue Act of 2021 Coronavirus State & Local Fiscal Recovery Funds by Mid-Carolina Regional Council

Upon a motion made by Ms. Lee and seconded by Mr. Jones, the consent agenda was approved with three members in favor and none opposed. This action approved the August 25, 2022 meeting minutes and the Eligible Use Policy for the Expenditure of American Rescue Act of 2021 Coronavirus State & Local Fiscal Recovery Funds by Mid-Carolina Regional Council.

### **Items of Business/Discussion/Updates**

The following items were discussed and considered:

#### **Human Resources Policy Statements**

As noted during the August Board of Directors meeting, it has been a number of years since the Council has reviewed and updated its human resources/personnel policies. Based on review of best practices from other organizations, staff has developed a proposed document that establishes the organization's human resources policies. These policies include:

- Authority to Establish Human Resources Policy
- Role & Responsibility of the Board of Directors
- Merit Principle & Equal Opportunity Commitment
- At-Will Employment Principle
- Role & Responsibility of Executive Director & Effect of Human Resources Procedures & Regulations on Legal Entitlements
- Limitation on Political Activities Generally
- Structure of Compensation & Benefits
- Administration & Maintenance of the Compensation Plan & Reallocation of Positions
- Discipline & Dismissal
- Commitment to Providing a Safe Workplace
- Zero Tolerance to Harassment
- Drug-Free Workplace
- Diversity, Equity, & Inclusion

Upon a motion made by Mr. Jones and seconded by Ms. Lee, the Human Resources Policy Statements were approved with three members in favor and none opposed.

#### **Employee Handbook/Human Resources Policies & Procedures**

For information, staff presented a draft Employee Handbook/Human Resources Policies & Procedures based on the Council's Human Resources Policy Statements. These guidelines will be implemented by the Executive Director once a review has been conducted.

No action was requested or taken on this item.

### **2023 Board of Directors Meeting Schedule**

Staff presented the following proposed 2023 meeting schedule for the Board of Directors:

**January 19, 2023**

12 Noon  
Cumberland County

**March 23, 2023**

TBD – Annual Meeting  
Harnett County

**May 25, 2023**

12 Noon  
Sampson County

**June 22, 2023**

12 Noon  
Cumberland County

**August 24, 2023**

12 Noon  
Harnett County

**October 28, 2023**

12 Noon  
Sampson County

Upon a motion made by Ms. Lee and seconded by Mr. Jones, the 2023 Board of Directors meeting schedule was adopted as presented with three members in favor and none opposed.

### **2023 Holiday Schedule**

Staff presented the following proposed 2023 holiday schedule:

**New Year's Day**

Monday, January 2

**Dr. Martin Luther King, Jr. Birthday**

Monday, January 16

**Good Friday**

Friday, April 7

**Memorial Day**

Monday, May 29

**Juneteenth**

Monday, June 19

**Independence Day**

Tuesday, July 4

**Labor Day**

Monday, September 4

**Veterans Day**

Friday, November 10

**Thanksgiving**

Thursday, November 23 & Friday, November 24

**Christmas**

Monday, December 25, Tuesday, December 26, & Wednesday, December 27

Upon a motion made by Ms. Lee and seconded by Mr. Jones, the 2023 holiday schedule was adopted as presented with three members in favor and none opposed.

**Reports**

The following reports were provided:

**Executive Director's Report**

The Executive Director provided the following updates:

**NADO Impact Awards**

Staff is excited to report that the Council has received two impact awards from the National Association of Development Organizations (NADO). The NADO Impact Awards program recognizes creative approaches to the advancement of regional economic development and the improvement of community quality of life. This year, only 107 projects from across the country were recognized, with Mid-Carolina receiving two of these awards. Mid-Carolina received awards for the Senior Games Program and the Fayetteville Metropolitan Housing Authority Training Project.

Mid-Carolina Senior Games – The Mid-Carolina Senior Games, held annually in the spring, is part of a network of 53 local games that provide statewide health promotion and wellness programs for older adults. After two years of virtual events, the games were held in person in 2022 and attracted more than 200

participants. Project partners included Cumberland County, Harnett County, Sampson County, and many other public and private community organizations.

Fayetteville Metropolitan Housing Authority Training Project – Recognizing that careers in the skilled trades provide a pathway to economic mobility, Mid-Carolina Regional Council partnered with the Fayetteville Metropolitan Housing Authority to design a short-term construction skills training program. The program provided training that allowed participants to acquire stackable professional credentials while linking participants to self-sufficiency support services. All 10 participants completed the first phase of the program and gained full employment. Project partners included the Housing Authority, FTCC, NCWorks, and Apprenticeship NC.

#### **Workforce Development Realignment Update**

Staff provided an update concerning possible realignment of local workforce development areas across the state. Specially, staff provided an update concerning Moore and Montgomery Counties and conversations that have been held with the County Commission Chairs of the Mid-Carolina Counties.

#### **Regional Gatherings & Regional Calendar**

As a follow-up to discussions during the August Board of Directors meeting, staff discussed planning for an open house/regional gathering at the Mid-Carolina offices on Tuesday, December 6. Staff is also working to set dates for regional gatherings in 2023 and compiling a calendar of regional events hosted by or through the Council.

#### **Staffing Update**

Staff provided an update on the Council's staffing and will introduce some new employees.

#### **January Meeting Date**

Staff discussed the possibility of moving the January Board of Directors meeting from January 26, 2023 to January 19, 2023.

#### **Other Reports**

Updates concerning the Council's operational areas were also provided by Leadership Team members Glenda Dye, Finance Officer, Tracey Honeycutt, Aging, Samantha Wullenwaber, Local Government Services, and Matthew Fowler, Workforce & Talent Development.

#### **Adjournment**

Being no other business, Chair Matthews adjourned the meeting at approximately 1:15pm.