

Counties

Alamance
Caswell
Davidson
Davie
Forsyth
Guilford
Montgomery
Randolph
Rockingham
Stokes
Surry
Yadkin

Municipalities

Archdale
Asheboro
Bermuda Run
Bethania
Biscoe
Boonville
Burlington
Candor
Clemmons
Cooleemee
Danbury
Denton
Dobson
East Bend
Eden
Elkin
Elon
Franklinville
Gibsonville
Graham
Green Level
Greensboro
Haw River
High Point
Jamestown
Jonesville
Kernersville
King
Lewisville
Lexington
Liberty
Madison
Mayodan
Mebane
Midway
Mocksville
Mount Airy
Mt. Gilead
Oak Ridge
Pilot Mountain
Pleasant Garden
Ramseur
Randleman
Reidsville
Rural Hall
Seagrove
Sedalia
Stokesdale
Stoneville
Summerfield
Thomasville
Tobaccoville
Trinity
Troy
Village of Alamance
Walkertown
Wallburg
Walnut Cove
Wentworth
Winston-Salem
Yadkinville
Yanceyville



Piedmont Triad Regional Council Executive Committee

Agenda

Wednesday, April 1, 2020

12:00 noon

PTRC Headquarters
1398 Carrollton Crossing Drive
Kernersville, NC 27284

Item

GoToMeeting

Please join my meeting from your computer, tablet or smartphone.

<https://global.gotomeeting.com/join/910006453>

You can also dial in using your phone.

United States: +1 (408) 650-3123

Access Code: 910-006-453

A. Call to Order, Welcome, Moment of Silence, and Pledge of Allegiance

B. Roll Call

C. Presentation: COVID-19 Update

D. Action Items

- 1) Request for adoption of the Board Continuity Resolution (remote meetings)
- 2) Request for approval of March 4, 2020 PTRC Executive Committee Minutes (attachment)
- 3) Request to amend leave protocols to match Federal and State guidelines
- 4) Request for approval to adopt HR options and procedures to address the current public health situation

Official

Katie Mitchell
Clerk to the Board

Kevin Austin
Chair

Katie Mitchell
Clerk to the Board

Matthew Dolge
Executive Director

Kevin Austin
Chair

Kevin Austin
Chair

Matt Reece
Assistant Director

Matt Reece
Assistant Director

**5) Request for approval of the addition of a second
Technology Manager position**

Matthew Dolge
Executive Director

E. Executive Director's Report

Matthew Dolge
Executive Director

F. Old Business

Kevin Austin
Chair

G. New Business

Kevin Austin
Chair

H. Around the Region

*At this time, Board members are asked to discuss any
upcoming events or informational items that pertain to
their local government or region.*

Kevin Austin
Chair

I. Chairman's Remarks and Announcements

Kevin Austin
Chair

1) PTRC Executive Committee Meeting

Wednesday, May 6, 2020 11:45 a.m.

GOTOMEETING

2) PTRC Board of Delegates Meeting

Wednesday, April 15, 2020 11:45 a.m.

GOTOMEETING

3) 2020 PTRC Meeting Dates

J. Informational Items

1) Funding Agreement Close Out-ESFRLP 1623- Stokes County

COVID -19 RESPONSE SUMMARY

M-E-M-O-R-A-N-D-U-M

TO: Executive Committee, Piedmont Triad Regional Council
FROM: Matthew Dolge, Executive Director
DATE: April 1, 2020
RE: COVID-19 response summary

Following the lead of our member governments, PTRC has taken actions to combat the spread COVID-19. These changes in operations and modifications to our protocols are needed to protect the citizens we serve, our members, our partners, and our staff.

A summary of actions taken thus far follows:

- All in-person meetings are canceled through Friday, April 3rd. Where applicable, meetings will be held via teleconference. Staff are available via phone, email, and web conferencing tools. Unfortunately, we will likely extend this practice to follow the practices and guidance of public health authorities. When possible, staff provides video or phone conferencing alternatives. PTRC calendar has been updated to reflect event still scheduled but will be held via video and phone conferencing.
- Other operational changes such as impacts to remote offices and field operations have been posted to our website www.ptrc.org
- Staff has cancelled out of region travel.
- Staff are avoiding external meetings of 10 people or more.
- Office visits are limited and by appointment only
 - Where in-person contact is required, staff members can schedule an in-person appointment. If the following conditions are present, an in-person meeting should be cancelled or postponed:
 - In the last 14 days, if you or a member of your household have traveled to a COVID-19 CDC identified outbreak area.
 - In the last 14 days, you have had contact with anyone with a presumed COVID-19 diagnosis
 - In the last 14 days, if you have symptoms of fever, cough, difficulty breathing, or any type of flu-like symptom.
- As available and practical, staff are working from home via telecommuting. All staff are receiving a \$25 bi-weekly taxable payment to reimburse them for communication expenses. When working remotely supervisors are able to reach staff via a designated phone line. Staff are keeping their status known via Electronic In and Out Board (EIO App)
- Staff working in the office are working on staggered schedules to avoid overlap and limit potential exposure.
- When interaction with others is necessary staff practicing following the measures
 - Maintaining social distancing through a 6 foot distance parameter (even when conducting inspections and working in facilities)
 - Using personal protective equipment such as latex glove
 - Following CDC recommendations for personal hygiene.
- Communication to staff has been increased staff via a newsletter and a sharepoint employee website.
- Seeking Board of Delegates approval on additional action items regarding leave and governing body decision making.

These procedure may be changed as circumstances warrant. We are hoping to keep everyone safe and informed.

COVID -19 UPDATE- AREA AGENCY ON AGING



PIEDMONT TRIAD REGIONAL COUNCIL
AREA AGENCY ON AGING

COVID -19 Disruption to Services or Programming- At a Glance

Kernersville, North Carolina, March 30, 2020 – In response to the state of North Carolina orders and recommendations to protect against COVID-19, the Piedmont Triad Regional Council Area Agency on Aging has worked to safe guard participants of Older American Act programs and services.

Senior Centers	All 26 senior centers have suspended programming. Most have staff working to provide online or mailing of activities and are available for telephone reassurance. <i>Senior Centers are still able to draw down funding as long as staff continues to work and provide resources to seniors and conduct well-checks.</i>
Congregate Nutrition (Meal Sites)	All 12 funded partner agencies have closed their congregate nutrition sites. Alternative methods are in place. Participants will either receive weekly frozen, shelf stable or daily hot drive thru meals. <i>NC received the Federal Disaster Declaration (Second disaster relief package) which provided almost 7.4 million dollars in funding for nutrition programs. This funding will be allocated based on the intrastate funding formula and will not go through the county approval process.</i>
Meals on Wheels	All 12 meals on wheels funded partner agencies continue providing meals with expanded precautions, including leaving the meal by the door and doing a wave at the window or providing weekly frozen meals. Many of the volunteers are in the high risk category so creative methods to deliver meals are being implemented. <i>Funding is the same as above for Congregate Nutrition.</i>
General Transportation	<ul style="list-style-type: none"> Alamance, Davidson, and Forsyth are still providing Home and Community Care Block Grant funded general trips, although some of their normal trips have been suspended. Davie, Guilford, Montgomery, Randolph, and Surry have suspended all Home and Community Care Block Grant funded general trips.
Medical Transportation	<ul style="list-style-type: none"> All five HCCBG funded medical transportation funded partner agencies continue to provide medical trips with expanded precautions in seven counties.
Adult Day Services	<ul style="list-style-type: none"> All 12 In-home Aide services funded partner agencies continue in 11 counties. Five of seven Adult Day Care/Day Health programs and centers have closed. The two Adult Day programs and centers in Forsyth County remain open. One Group Respite program in Guilford has closed three of four locations. <i>In an attempt to mitigate the financial repercussions for Adult Day Services providers due to closures related to COVID-19, the NC Division of Aging and Adult Services is authorizing providers to bill based on the daily participant count as of March 10, 2020 effective until June 30, 2020.</i>

COVID -19 UPDATE- AREA AGENCY ON AGING

Long-term Care Facilities	Guidelines (federal and state) have closed nursing and adult care homes to visitors except in end of life situations. Community Advisory Committee volunteer visits have been suspended. Ombudsmen face to face visits are suspended. All Ombudsman activities are being handled by phone.
PTRC Area Agency on Aging	<ul style="list-style-type: none">• Staff continues to support county aging planning committees, community advisory committee meetings, and funded partners meetings via GoToMeeting.• Compliance monitoring site visits have been suspended.• All evidence based programs sponsored by the PTRC/AAA have been suspended.• Work is being handled remotely. However, staff will come into the office as needed.

*** The third disaster relief package (as a result of the Federal Disaster Declaration) includes funding for additional Older Americans Act services. This round of funding will be allocated using the intrastate funding formula and most likely follow the county approval process.

*** The NC Division of Aging and Adult Services is working on a state budget ask for several programs including nutrition, state/county special assistance, SA/In-home and essential services for substantiate Adult Protective Services clients. There will be no required match on the state ask or the federal disaster relief funds.

COVID -19 UPDATE- WORKFORCE DEVELOPMENT



PIEDMONT TRIAD REGIONAL WORKFORCE DEVELOPMENT BOARD

In light of the recent spread of the COVID-19 (Coronavirus) we would like to address the current operations of the Piedmont Triad Regional Workforce Development Board.

EXECUTIVE ORDER 118

In an effort to ensure you are aware of Governor Cooper's Executive Order 118 that impacts Unemployment Insurance for both employers and employees, we wanted to send the following pieces of information along:

1. Order removes the one-week waiting period for individuals to apply for benefits
2. Order removes the requirement that a person must look for another job during this time
3. Order also allows employees, who lost their jobs or who have had their **hours reduced** due to COVID-19 issues, to apply for unemployment benefits
4. Order instructs the Employment Security office to **not** allocate charges to employers' accounts for individuals who are paid benefits for reasons related to COVID-19

Those affected can apply for benefits **online** at <https://des.nc.gov/apply-unemployment>. You can also find FAQ at <https://des.nc.gov/need-help/covid-19-information> with answers for both employers and employees.

INFORMATION FOR EMPLOYEES AND JOBSEEKERS

While the NCWorks Career Center is temporarily closed to the public, we will continue to provide services virtually and by phone.

Please contact us using the telephone numbers below to receive staff-assisted services, whether you are a jobseeker or an employer.



NCWorks Contact Information by County

<i>County</i>	<i>Phone</i>
<i>Forsyth, Davie, Stokes</i>	(336) 464-0520
<i>Caswell, Rockingham</i>	(336) 634-5600
<i>Surry, Yadkin</i>	(336) 786-4169

You may also continue to access NCWorks Online at www.ncworks.gov. Thank you for your patience!

COVID -19 UPDATE- WORKFORCE DEVELOPMENT



IMPORTANT: NCWorks Career Centers are *not* actually “unemployment offices,” and **we do not process Unemployment Insurance** claims. We do help unemployed jobseekers to find new jobs. Currently, you do not need to visit a Career Center to file an unemployment insurance claim. To apply for unemployment benefits, visit www.des.nc.gov or call: 888-737-0259.

INFORMATION FOR EMPLOYERS

The Piedmont Triad Regional Workforce Development Board offers customized business solutions offered at no cost. We understand that COVID-19 might cause changes within your business and our staff are available to provide information and connect you with needed the resources and support. Please contact the Business Services Coordinator in your county for more information:

[INSERT BUSINESS TEAM INFO]

Economic Injury Disaster Loans

The Small Business Administration has approved the North Carolina Governor’s request for a disaster declaration, and you may begin the application process. Applicants are encouraged to apply online:

COVID -19 UPDATE- CRIMINAL JUSTICE



ACTION PLAN ESSENTIAL SERVICES AND REMOTE WORK

Recidivism Reduction Services (8 counties)

CJ is working on development of virtual classes and other participant-based services for possible implementation April 1, 2020. We are working with NCDPS for approval of a modified service plan using virtual platforms approved by SAMHSA and NCDHHS during disaster declaration.

Daily conference calls with NCDPS will continue and OMM meetings held in minimally staffed offices or remotely.

For internal work, the following can be accomplished in minimally staffed offices or remotely:

- PIMS database daily entries/case reviews
- PIMS database daily, weekly and monthly reports
- Daily and Weekly reports/review to Probation, CDS and JDM's
- Daily updates/distribution for attendance rosters
- Weekly reports/review for support services/incentives

Pretrial Release (4 counties)

Effective March 16, all NC District and Superior Court cases will be continued for the next 30 days. However, daily processes for inmate processing, violations and related matters will continue. Courthouses will be open.

- Counties are having regular local CJ system-related meetings at a minimum weekly. Some jails have already suspended outside entrance into the jail except for law enforcement bringing in prisoners and onsite jail staff. We have established procedures for interviewing/assessing pretrial release candidates through glass dividers and/or by phone after conducting case research of inmate roster (set via email by jail to staff), online CJ Leads criminal history and other regular verification policies. Jail staff will assist with participants signing all legal forms prior to release.
- For magistrate referrals, we have set up procedures for initial connect with defendants, remote issuing of violations, etc. One county has already approved using text imaging for submitting violation orders. Magistrate orders will increase as local officials attempt to avoid initial incarceration for non-violent crimes if at all possible.
- Pretrial staff has suspended onsite treatment classes, drug testing and office visits and are conducting Facetime, Skype and telephone report ins to the fullest extent possible.

COVID -19 UPDATE- CRIMINAL JUSTICE

- Pretrial staff are assisting with review of cases that may be expedited in counties that are that are holding special sessions of court exclusively for inmates currently incarcerated.
- Pretrial staff will follow any updated recommendations for court sessions. We are able to submit reports to judges, DA's office and attorneys through written form and temporarily avoid verbal testimony.
- Online Track Records and CJ Leads databases may be accessed in minimally staffed offices and remotely. Daily, weekly and monthly reports may be generated and emailed as required.
- Upcoming webinar trainings will be held as planned.

Project Reentry/Project Family (10 prisons, 16 counties)

- NCDPS has suspended all in-prison classes
- Onsite post-release classes, workshops and individual meetings are suspended and virtual/telephone meetings will be used temporary for existing participants.
- Project Family classes in Forsyth Jail will be postponed.
- Project Reentry classes in Buncombe County Jails will be postponed.
- Statewide staff conference calls will continue.
- Community meetings and workshops for partner agencies are postponed.
- Online Track Records, Neighborly, Goodwill NWNC, NCDOT and CJ Leads databases may be accessed remotely and daily, weekly and monthly reports generated and emailed as required.
- Staff will continue to work in minimally staffed offices or remotely for current curriculum restructuring and new database development projects, planning/rescheduling major events and workshops, and for communications with NCDPS officers, local partners and participants
- Upcoming webinar trainings will be held as planned.

Local Reentry Councils (3 counties)

- Onsite classes, workshops and individual meetings are suspended and virtual/telephone meetings will be used temporary for existing participants.
- Community meetings and workshops for partner agencies will be postponed.
- Online Track Records, Neighborly, Goodwill NWNC, NCDOT and CJ Leads databases may be accessed in minimally staffed offices and remotely. Daily, weekly and monthly reports will be generated and emailed as required.
- Planning for large upcoming community events, particularly for Reentry Week that was to be in April, will continue but will be postponed and reorganized for a target of June 2020. Currently we have five major events planned in April that will be impacted.
- Local Executive Committee and General Membership meetings will continue via "Go to Meeting," Skype or Facetime
- NCDPS site visits are postponed
- Upcoming webinar trainings will be held as planned

COVID -19 UPDATES

Community Development

Until further notice, the Section 8 satellite offices in Surry Stokes Yadkin and Davie, will be closed. For annual recertification we will be mailing information to tenants instructing them to gather all of their income/medical/and other documents needed to recertify. They will need to contact their housing specialist by phone to complete income certifications. There may be some recertifications scheduled by appointment only over the next several week for any work that cannot be completed by phone, but those will be determined on a case by case basis. For HQS inspections we are implementing biannual inspections, so if an inspection passed the first time last year, it will not receive an inspection this year. If there are any concerns regarding repairs or repairs that are life threatening, tenants may contact our inspector, Kimberly Bennett at 336-904-0300. They are instructed to leave one message and she will get back to them ASAP. If a unit is to be inspected it must be reported to the inspector if anyone is sick or has been around anyone who is sick. If the inspector comes to the home and a tenant appears to be visibly ill, the inspector will not enter the home and will reschedule. If social distancing is not maintained during the in-house inspection the inspector may reschedule the inspection for a later date. No one will be penalized for delays in recertification due to COVID-19.

Approved applicants for Weatherization and Rehabilitation assistance are called prior to the home visit and asked if anyone in the house is sick or has been around anyone who is sick. If the inspector comes to the home and an occupant appears to be visibly ill, the inspector will not enter the home and will reschedule. If appropriate social distancing is not maintained during the in-house inspection the inspector may reschedule the inspection for a later date.

Planning

The Regional Planning department continues to work on most of the local technical assistance and grant supported projects in land use, transportation, watershed and economic development. All department staff have the ability to work from home for the time being. Obviously, the cancellation of conferences and gatherings such as the Piedmont Legacy Trail Summit is affecting the ability to collaborate with partners. Continuing to be engaged via online tools and conferences calls, while providing useful and up to date information to members with such a quickly evolving situation remains difficult but important.

- Stormwater SMART: Schools being closed for most of the rest of the school year is impacting direct education opportunities for Stormwater SMART, thus more activity is moving towards online and mass media platforms including a YouTube channel for at home lessons.
- CDBG and EDA Construction Grant administration has been affected causing construction and field oversight delays during the crisis.
- The Business Investment Fund is working to allow forbearance during these uncertain times for restaurant and brewery owners. Other resources such as Small Business Administration and Golden LEAF emergency funding opportunities have been pushed out to local managers, economic developers and partners.

Finance

Finance has no changes from normal operations. Payment and receivable processes are proceeding as normal. Payroll processing is continuing as normal.

ACTION ITEM #1

PIEDMONT TRIAD REGIONAL COUNCIL (PTRC)

BOARD CONTINUITY RESOLUTION

WHEREAS, certain business must be conducted by the PTRC Board of Delegates in order to maintain the regular business operations of PTRC, such as the acceptance of reports, adoption of grants, initiatives, operational changes, and contracts; and

WHEREAS, the bylaws of the PTRC currently establish that email or telephone voting may be used by the Board of Delegates when an important issue must be discussed and decided upon prior to the next scheduled meeting of the Board. This form of voting may only be called by the Chair. A clear description of the item at hand and sufficient reason that it cannot be handled at a regular Board of Delegates meeting shall be provided by the Executive Director. Email or telephone voting will not be used to revise the bylaws, to change membership dues, or to revise the annual budget. Email or telephone voting is only suitable for straightforward motions. The vote shall be decided by a simple majority of those responding to the email or telephone vote within the time period set; and

WHEREAS, certain business such as the revision and/or adoption of the annual budget would need to be considered before it may be advised by public health officials to meet in-person; and

WHEREAS, the North Carolina Attorney General's Office has outlined circumstances that allow local government boards to meet and act electronically in emergency situations; and

WHEREAS, certain conditions may arise when it is prudent and advisable for the Board not to hold its regular public meetings, such as the current crisis associated with the COVID-19 contagious viral illness; and

WHEREAS, it is advisable in such an instance for the Board of Delegates to be able to hold its regular meetings via telephone or other electronic means, with the provision that all rules for notice and public participation are followed.

NOW, THEREFORE, it is resolved that, in the case of a public health emergency, the Board of Delegates is authorized to conduct business, including adjusting and approving a budget, via telephone, GoToMeeting, or other electronic means beginning on April 1, 2020 and continuing until the State Emergency Declaration expires. The Clerk to the Board will provide proper public notice of said meeting will provide an agenda published on its website and staff will provide a mechanism for the public to listen to the meeting via electronic means.

RESOLVED, this, the _____ day of _____, 2020.

Kevin Austin, Chair

Attest:

Katie Mitchell, Clerk to the Board

ACTION ITEM #3

M-E-M-O-R-A-N-D-U-M

TO: Executive Committee, Piedmont Triad Regional Council
FROM: Matt Reece, Assistant Director
DATE: April 1, 2020
RE: Request to amend leave protocols to match Federal and state guidelines.

In response to the COVID-19 pandemic, there are new Federal leave guidelines for PTRC to administer and specific language that program and grant auditors will be seeking.

The Families First Coronavirus Response Act is effective until December 31, 2020. PTRC complies with all mandated regulations regarding leave and as an employer with less than 500 employees is obligated to comply with the Families First Coronavirus Response Act. This act provides for Emergency Paid Sick Leave. PTRC management recommends administration of the Act as written with the suggested rate caps applied. The act also provides for Emergency FMLA. This unpaid, job protection coverage is effective from April 2, 2020 to March 19, 2021.

A change is also needed to PTRC's administrative leave protocols. Administrative leave with pay may be authorized by the Executive Director for purposes considered to be in the public interest, in severe weather conditions, in cases of civil disturbances, or in such other circumstances as good judgment and common practice would dictate. PTRC management seeks to clarify that administrative leave would specifically include *emergency closure paid leave for up to thirty calendar days*, or longer as authorized by public health authorities in the case of a pandemic. Our understanding is that program and grant auditors will be specifically looking for this language to approve leave costs in certain program areas. PTRC's leave program meets the Uniform Guidance making it eligible to be charged to federal grants. Paid leave is an allocable cost that can be distributed in proportions that may be approximated using reasonable methods under the Uniform Guidance (2 CFR 200.405(a)(2)).

The Executive Director concurs and recommends the adoptions of these changes to PTRC's leave protocols.

ACTION ITEM #4

M-E-M-O-R-A-N-D-U-M

TO: Executive Committee, Piedmont Triad Regional Council
FROM: Matt Reece, Assistant Director
DATE: April 1, 2020
RE: Human Resources options and procedures to address the current public health situation and the economic consequences of the pandemic and request to authorize furlough and reduction in force procedures.

To understand management's decisions and potential outcomes to address the current public health situation and the economic consequences of the pandemic, the following information and request to authorize furlough and reduction in force procedures is presented.

PTRC will use following steps to address the current public health situation and economic consequences of the pandemic:

1. If telework is available to an employee then the employee continues in their position as normal. Please note, as of the date of this memorandum, the 77 of PTRC's 100 positions fall into this category.
2. Essential employees may continue their in-person work with personal protective equipment and social distancing, therefore their works continues as normal. Please note, as of the date of this memorandum, 20 positions have limited telework available however these positions are essential and the state has authorized their continued work.
3. Emergency closing leave is allowed from certain Federal and state programs. As applicable, emergency closing can be used when options 1 and 2 above are not available. Employee reports time and posts to grants /projects as normal in this allowed circumstance.
4. Families First Coronavirus Response Act provides 2 weeks of paid leave at full pay or 2/3 pay rate contingent on a qualifying COVID-19 related reason. The specific reasons of leave for the care of a child, less than 18 years old, may be extended for 10 weeks if for school/childcare provider is closed due to COVID-19.
5. PTRC leave specifically comp time, vacation and sick leave (used in that order), is available to employees to maintain their paid status during the pandemic unless reduction in force is necessary due to budget constraints.
6. Furlough status is used if budget is reduced or limited for a position. Furlough status may be given to an employee that has exhausted all the options noted above and where the PTRC can reasonable estimate when funds will again be available. Employees on furlough status remain covered under the employer costs portion of the benefit plan. If funds are not available to cover the employer costs of the benefit plan then the position will be reduced in force.
7. Reduction in force (RIF) is used if budget is not available for a position and no reasonable timeframe is known for when those funds will be available. RIF is implemented according to PTRC procedures.
Please note, three part-time, sporadic use positions are non-essential and likely to have reduced use for the foreseeable future.

ACTION ITEM #4 CONTINUED

Furlough and reduction in force (RIF) procedures

A furlough and/or reduction in force (RIF) occurs when changing priorities, budgetary constraints or other conditions require PTRC to reduce and/or eliminate positions. Furlough and/or RIF typically occurs when positions have a lack of available work and/or budget funds are insufficient to support the position.

In circumstances where PTRC can reasonably estimate resumed services and availability of budget funds then employees will be furloughed. Furloughed employees do not receive direct compensation. Their employment status is unpaid with employer portion of benefits covered. Employees remain responsible for their portion of benefits and deductions in this circumstance. PTRC will issue employees a notice of furlough stating the terms and conditions of this employment status and when the estimated return to work and/or review of their employment status will occur.

In circumstances where PTRC cannot reasonably estimate resumed services and availability of budget funds then employees will be separated through reduction in force action. Employees in this circumstance are limited to a maximum use of two weeks of sick leave, or as available in their accrued leave balance, and will be given a two week notice of RIF activation.

Selection for Furlough and/or RIF

A furlough and /or RIF decision requires an evaluation of the need for particular positions and the relative value of work performed by specific employees so that PTRC can continue to provide the highest level of service possible with a reduced work force. Determining the retention or separation of an employee includes an evaluation of the relative skills, knowledge and performance of the employee in relation to necessary services. Length of service and other factors are also considered but receive less weight in the determination.

PTRC determines priority for furlough and/or RIF within the following guidelines:

- Temporary employees performing the same work will be furloughed and/or separated before any employee with a probationary or regular full-time appointment, provided that a probationary or regular employee can perform the temporary employee's tasks.
- Reduction in force of part-time and full-time regular employees is based on the following factors in the following order:
 1. Which positions are most critical to the department in the delivery of services
 2. Relative skills, knowledge and performance of employees
 3. Length of service of employees.

The normal, customary payroll practices regarding separation of an employee regarding payroll deductions and direct deposit will apply in these circumstances.

Unemployment insurance

Employees furloughed and/or separated due to RIF may be eligible to collect unemployment insurance provided they meet the eligibility requirements. Employees effected would contact the local unemployment office to file a claim for unemployment compensation.

The Executive Director recommends the adoption of these procedures by the Board of Delegates.

ACTION ITEM #5

M-E-M-O-R-A-N-D-U-M

TO: Executive Committee, Piedmont Triad Regional Council
FROM: Matthew L. Dolge, Executive Director
DATE: April 1, 2020
RE: Request for approval of the temporary addition of technology position

Gary Steely, our Technology Manager, announced his retirement earlier this year. He will remain with PTRC through May 29, 2020. After evaluation of this position, a new job description was created and we have recruited for Gary's replacement. At this time, we have two candidates who have shown great promise, and I plan to make an offer to the chosen individual in early April. Both of our preferred candidates are currently employed, and I expect them to serve out separation periods with their employers.

Due to the high level of interaction with all of our programs, and the importance of a seamless transition, I feel it is in the best interest of PTRC to provide an overlap of employment between Gary and our new hire. That will provide the opportunity for Gary to fully instruct the new hire on all of our technology hardware systems and applications so that we can minimize the learning curve and support all of our programs efficiently from the time of transition. I am requesting the authority to keep Gary Steely on staff and add our new technology manager simultaneously for not more than 45 days for training purposes.

The estimated cost of this overlap employment to ensure a seamless transition is \$20,817. Funds are available from generated operations to cover this expense.

ACTION REQUESTED:

I am requesting that the Executive Committee approve the addition of a second Technology Manager position for a period not to exceed 45 days.

Meeting Dates 2020

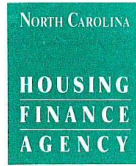
1398 Carrollton Crossing Drive

Kernersville, NC 27284

12:00 noon

PTRC Executive Committee 1st Wednesday	PTRC Board of Delegates 3rd Wednesday
January - none	January - none
February 5, 2020	February 19, 2020 - cancelled
March 4, 2020	March - none
April 1, 2020	April 15, 2020
May 6, 2020	May - none
June 3, 2020	June 17, 2020
July - none	July - none
August 5, 2020	August 19, 2020
September 2, 2020	September - none
October 7, 2020	October 21, 2020
November 4, 2020	November - none
December 2, 2020	December 16, 2020

INFORMATIONAL ITEM



February 26, 2020

A self-supporting
public agency

Mr. Matthew Dolge, Executive Director
Piedmont Triad Regional Council of Governments
1398 Carrollton Crossing Drive
Kernersville, NC 27284-3896

Scott Farmer
Executive Director

Dear Mr. Dolge:

PO Box 28066
Raleigh, NC
27611-8066

Per to our records, Piedmont Triad Regional Council of Governments (PTRC) has met all requirements to close out its 2016 Essential Single-Family Rehabilitation Loan Pool project (Funding Agreement ESFRLP1623-Stokes County).

3508 Bush Street
Raleigh, NC
27609-7509

The eight dwelling units rehabilitated with Program funds will enhance the lives of the occupants and the appearance of their communities. We congratulate you on this accomplishment.

Tel. 919-877-5700
Fax. 919-877-5701
www.nchfa.com

No additional ESFR reporting is required for this project. However, ESFR awards are funded with Federal funds from the HOME Investment Partnerships Program; therefore, you will be required to remit and/or report specific financial information as referenced in the Financial Audit Requirements section of the Program Guidelines (PG 3.8). Accompanying this letter please find the informational sheet regarding financial audit reporting requirements. To help assure audit reporting compliance, please forward this information to the person who coordinates your annual audit.

Additionally, please note that Program records must be retained for at least five years from the date of this project closeout letter. Therefore, please retain the Program records until at least February 26, 2025 (PG 3.6).

Thank you for your part in the success of the Essential Single-Family Rehabilitation Program.

Sincerely,

A handwritten signature in blue ink, appearing to read "Michael Handley".

Michael Handley
Manager of Home Ownership Rehabilitation and Compliance

cc: Mr. Michael Blair, Housing Director
Ms. Rebecca Ashby, Housing Grants Coordinator
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