

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

Minutes

Wednesday, April 1, 2020

12:00 noon

PTRC Headquarters

1398 Carrollton Crossing Drive

Kernersville, NC 27284

Members Present:

Councilwoman Marikay Abuzuaiter, City of Greensboro

Commissioner Kevin Austin, Yadkin County

Alderswoman Renee Bryant, City of Randleman

Council Member Jim Butler, City of Burlington

Mayor Rick Cross, Town of Bermuda Run

Commissioner Fleming El-Amin, Forsyth County

Mayor Alvin Foster, Town of Yanceyville

Chairman Darrell Frye, Randolph County

Commissioner Nathaniel Hall, Caswell County

Councilman Ricky Hall, City of Graham

Councilman John Larson, City of Winston-Salem

Councilwoman Peggy Leight, Town of Walkertown

Commissioner Damon Prince, Town of Troy

Commissioner Don Truell, Davidson County

Mayor Larry Ward, Town of Denton

Commissioner Steve Yokeley, City of Mount Airy

Members Absent

Commissioner Eddie Boswell, Alamance County

Commissioner Alan Branson, Guilford County

Councilman Darryl Carter, City of Eden

Commissioner Benita Finney, Davie County

Councilman Victor Jones, City of High Point

Councilman Rick McCraw, City of King

Commissioner Wayne Moore, Town of Jonesville

Commissioner Rick Morris, Stokes County

Commissioner Scott Needham, Town of Pilot Mountain

Commissioner Terry Renegar, Davie County

Commissioner Mark Richardson, Rockingham County

Commissioner Dottie Robinson, Montgomery County

Mayor Carla Strickland, Town of Pleasant Garden

Commissioner Van Tucker, Surry County

Chairman Kevin Austin welcomed the PTRC Executive Committee and called the meeting to order at 12:09 p.m. Mr. Austin requested a moment of silence and then led the Executive Committee in the Pledge of Allegiance.

1) Presentation: COVID-19 Update

- a) Mr. Matthew Dolge provided an update on PTRC's response to COVID-19. Administratively all face to face meetings have been canceled through May 15th. The office is closed to visitors and non-essential employees from March 30th- May 15th.
- b) HR has evaluated staff and have classified all employees as essential or nonessential.
- c) Most staff are tele-working and encouraged to stay home if possible. Technology and working remotely has worked well. Supervisors are communicating with staff daily and departments are holding web meetings weekly.
- d) As far as finance, staff has to come to the office to complete some processes. They have converted to emailed check requests. Mr. Jarrod Hand completed a preliminary cash flow and position analysis – we have over 3 months of operational liquidity available if funding streams stopped. Mr. Hand also produced an accumulated leave analysis so that we know which employees may be at risk if we move to leave status.
- e) In our Aging department, many Block Grant funded programs have changed and our staff is working with providers to request waivers and adjust services to meet the demands of the Covid-19 outbreak. All 26 senior centers have closed and are offering support through other means. All 12 congregate nutrition sites have closed and have transitioned to alternative meals (drive through, shelf stable or frozen meals). Long-term care facilities are closed to visitors, so there are no CAC visits, but our Ombudsman are still providing support by telephone. All in person health classes are canceled. Compliance monitoring is suspended. Emergency funds will be flowing into this network. County action will be needed to approve expenditures.
- f) In our Workforce program, Career Centers are closed and services are being delivered electronically and by telephone. Staff is working to disseminate information on unemployment benefits and business support to customers and partners. We are working with our partners to be prepared for the high number of dislocated workers who will flood the system after the stay at home orders are released. The Talent Summit is canceled, but we are working with partners to roll out the talent portal as the crisis abates. We hope to differentiate our region from others by providing a higher level of service. Additional Federal funding has been approved for workforce programming.
- g) As far as our Criminal Justice program, the prison system is not allowing outside visitors. We have purchased a virtual classroom application for continued support of justice involved individuals. Pretrial release is still active. While onsite treatment and drug testing are suspended, virtual reporting is taking place. The same is true for support programs and meetings.
- h) In our Community Development program, satellite office hours and inspections are suspended and recertification will take place by phone. Weatherization and rehab are continuing as cases are closed or contractors complete work. Any in home work requires full personal protective gear.

- i) Finally, in Planning while many meetings have been postponed, educational programming is using virtual platforms to deliver. All technical assistance projects are moving forward.
- j) The safety of our staff and customers are of the utmost importance. We are following CDC guidelines and will keep you all informed of changes.

2) Action Item: PTRC Board Continuity Resolution

- a) Mr. Matthew Dolge stated that in our Bylaws, we have the ability to hold electronic meetings. However, email or telephone voting cannot be used to revise the bylaws, to change membership dues, or to revise the annual budget.
- b) We have spoken to our attorney, Ginger Booker and she thinks that due to the extenuating we can override the bylaws but we'd like to authorize a resolution to back it up.
- c) The Board Continuity Resolution states 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 and 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."
- d) We would affirm any action in person once we were able to physically meet.
- e) Mr. John Larson asked if this should be limited to public health only. To which Mr. Dolge answered that moving forward we will probably adjust our bylaws to make considerations for health and natural disasters.
- f) There being no questions, a motion was made by Ms. Marikay Abuzuaiter.
- g) The motion was seconded by Mr. Rick Cross.
- h) Request for authorization of the Board Continuity Resolution was approved.

3) Action Item: Request for approval of the March 4, 2020 PTRC Executive Committee minutes, Kevin Austin, PTRC Chairman

- a) There being no questions, a motion was made by Mr. Ricky Hall.
- b) The motion was seconded by Mr. Nate Hall.
- c) Request for approval of the March 4, 2020 PTRC Executive Committee minutes was approved.

4) Action Item: Request to amend leave protocols to match Federal and state guidelines, Matt Reece, Assistant Director

- a) 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. Close the skills gap by targeting working-age adults who are pursuing work but who face significant barriers to employment, are underemployed, or are experiencing long-term unemployment.
- b) 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 coverage is effective from April 2, 2020 to March 19, 2021.

- c) 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)).
- d) The Executive Director concurs and recommends the adoptions of these changes to PTRC's leave protocols.
- e) There being no more questions, a motion was made by Mr. John Larson
- f) The motion was seconded by Mr. Rick Cross.
- g) Request for approval to amend leave protocols to match Federal and state guidelines was approved.

5) Action Item: 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., Mr. Matt Reece, Executive Director

- a) Mr. Matt Reece presented the following information and request to authorize furlough and reduction in force procedures.
- b) PTRC will use following steps to address the current public health situation and economic consequences of the pandemic:
 - i) 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.
 - ii) Essential employees may continue their in-person work with personal protective equipment and social distancing, therefore their work 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.
 - iii) Emergency closing leave is allowed from certain Federal and state programs. As applicable, emergency closing can be used when options (i) and (ii) above are not available. Employee reports time and posts to grants /projects as normal in this allowed circumstance.
 - iv) 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.

- v) 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.
 - vi) 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 reasonably 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.
 - vii) 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.
- c) 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.
- d) 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.
- i) PTRC determines priority for furlough and/or RIF within the following guidelines:
 - (1) 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.
 - (2) Reduction in force of part-time and full-time regular employees is based on the following factors in the following order:
 - (a) Which positions are most critical to the department in the delivery of services
 - (b) Relative skills, knowledge and performance of employees
 - (c) Length of service of employees.
- e) The normal, customary payroll practices regarding separation of an employee regarding payroll deductions and direct deposit will apply in these circumstances.
- f) 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.

- g) The Executive Director recommends the adoption of these procedures by the Board of Delegates.
- h) Mr. John Larson asked if medical would be covered in the case of a furlough. Mr. Reece answered yes, PTRC would still cover employee portion.
- i) Mr. John Larson asked the timeline on this. Mr. Matthew Dolge stated that we're secure. If money was cut off we could still operate for three months. Individual programs may see stress but overall we are in good shape from a liquidity standpoint.
- j) There being no questions, a motion was made by Mr. Darrell Frye.
- k) The motion was seconded by Mr. Ricky Hall.
- l) Request for to authorize furlough and reduction in force procedures was approved.

6) Action Item: R Request for approval of the temporary addition of technology position, Mr. Matthew L. Dolge, Executive Director

- a) Mr. Matthew Dolge stated that 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.
- b) 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.
- c) 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.
- d) There being no more questions, a motion was made by Mr. Ricky Hall.
- e) The motion was seconded by Ms. Marikay Abuzuaiter.
- f) Request for approval of the addition of a second Technology Manager position for a period not to exceed 45 days was approved.

8) Executive Director's Report, Matthew Dolge, Executive Director

- a) Mr. Dolge announced that PTRC is holding weekly calls with the Managers in the Region to give them a chance to share ideas and problems. We have guests from the Governor's office and the Treasurer's office to provide updates.
- b) We have a COVID-19 Resources page on our website where we keep operational updates listed.
- c) The PTRC staff has done incredible job of transitioning. We have continued service seamlessly thanks to their innovation and commitment.

9) New business

- a) PTRC has just received an email from BCBS offering two open grants to provide immediate support. The total funding of \$16,000 will provide immediate support with no strings attached to extend services to communities dealing with this crisis.
 - i) There being no further discussion or questions, a motion was made by Mr. John Larson.
 - ii) The motion was seconded by Mr. Steve Yokeley.
 - iii) Request for approval to accept BCBS funding totaling \$16,000 was approved.
- b) In light of the circumstances, Mr. Kevin Austin suggested canceling the full Board of Delegates meeting on April 15th. All business has been handled. Hearing no objections, the April 15th Board of Delegates meeting is cancelled.

10) Around the Region, Kevin Austin, PTRC Chair

- a) Mr. Damon Prince asked everyone to keep the family and friends of the Deputy Sheriff that passed away due to the Corona virus. It's a tough loss for the community.
- b) Ms. Marikay Abuzuaiter expressed her appreciation to everyone working hard during this pandemic. You are all working hard to keep your communities safe.
- c) Mr. Steve Yokeley expressed the sentiment of many to stay in, stay safe and stay well!

11) Mr. Austin thanked everyone for their dedication.

There being no other business, the meeting was adjourned by general consensus at 1:01 p.m.

Kevin Austin, PTRC Chair

Katie Mitchell, Clerk to the Board