

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, May 6, 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
- Council Member Jim Butler, City of Burlington
- Mayor Rick Cross, Town of Bermuda Run
- Commissioner Benita Finney, Davie County
- Mayor Alvin Foster, Town of Yanceyville
- Chairman Darrell Frye, Randolph County
- Commissioner Nathaniel Hall, Caswell County
- Councilman John Larson, City of Winston-Salem
- Councilwoman Peggy Light, Town of Walkertown
- Commissioner Wayne Moore, Town of Jonesville
- Commissioner Rick Morris, Stokes County
- Commissioner Scott Needham, Town of Pilot Mountain
- Commissioner Damon Prince, Town of Troy
- Commissioner Mark Richardson, Rockingham County
- Commissioner Don Truell, Davidson County
- Commissioner Van Tucker, Surry 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
- Aldерwoman Renee Bryant, City of Randleman
- Councilman Darryl Carter, City of Eden
- Commissioner Fleming El-Amin, Forsyth County
- Councilman Ricky Hall, City of Graham
- Councilman Victor Jones, City of High Point
- Councilman Rick McCraw, City of King
- Commissioner Terry Renegar, Davie County
- Commissioner Dottie Robinson, Montgomery County
- Mayor Carla Strickland, Town of Pleasant Garden

Chairman Kevin Austin welcomed the PTRC Executive Committee and called the meeting to order at 12:01 p.m. Mr. Austin requested a moment of silence and then led the Executive Committee in the Pledge of Allegiance.

1) Presentation: Fringe and Indirect Cost Plan and Revenue Projections for FY 2020-2021, Mr. Jarrod Hand, Finance Director

- a) Mr. Hand shared very preliminary numbers. There looks to be a slight increase in federal and state funding and a slight decrease in local funding. The increase is mostly in AAA and related to the Family First Act and the CARES Act. Also, WAP got \$300,000 extra.
- b) Mr. Hand presented Fringe and Indirect numbers with and without the LPE which will be announced May 15th.
- c) Without LPE, Fringe will go up to 49.5% which is an increase of 4%. This increase is due to health insurance and an increase in the retirement system. Indirect costs go down to 33.5%. Retirements affect this rate.
- d) With the LPE, Fringe will stay at 49% while Indirect will go down to 29.5%.
- e) Our Occupancy cost stay flat at \$18 per square foot. This will be the third year at this rate.
- f) Ms. Marikay Abuzuaiter asked about the CARES Act requirements. Mr. Hand said that there is not a lot of federal guidance right now. We are still working through it.
- g) Mr. Kevin Austin asked about the bills that were passed directing administration to COGS. Mr. Matthew Dolge stated that the NC Association of COG Executive Directors is working towards being an administrator of FEMA funds. This would allow us to administer funds without having to go through the bidding process. We also continue to work with the state for regional allocations.
- h) Mr. John Larson asked about the impact of COVID on the overall budget. Mr. Dolge stated that we are looking for innovative ways to allocate funds that were initially reserved for large meetings and travel. For example, with funds originally reserved for the Family Caregiver Conference, masks were purchased for our providers.

2) Action Item: Request for approval of the April 1, 2020 PTRC Executive Committee minutes, Kevin Austin, PTRC Chairman

- a) There being no questions, a motion was made by Ms. Marikay Abuzuaiter.
- b) The motion was seconded by Mr. Mark Richardson.
- c) Request for approval of the April 1, 2020 PTRC Executive Committee minutes was approved.

3) Action Item: Request for approval to adopt the waiver practices for the Section 9 Housing Choice Vouchers, Mr. Michael Blair, Community Development Director

- a) In response to COVID-19, HUD issued PIH2020-5, dated April 10, 2020. This guidance allowed for substantial protocol changes or mega waivers for the Section 8 Housing Choice Voucher program. These waivers will continue our ability to operate effectively. The program staff has done a great job implementing procedures that are in compliance with HUD requirements while being able to continue running the program at 100% effectiveness remotely.
- b) These are the waivers that the PTRC are currently utilizing:

- i) We can forego 3 party verification of income and self-certification will be the highest level of income verification. However, if they show up with an income discrepancy on future reports in this time frame they will have to pay money back.
- ii) If household sizes are too large i.e. more than 2 per room, HUD is waiving that reg. to move them. HUD will allow tenants to reside in homes that may be too small so long as they are housed.
- iii) Waiving any changes to the admin plan have to be approved by the board
- iv) Verbal program briefings will be conducted with tenants over the phone. We have a modified form that we are mailing to tenants up for signatures and returns. This new form includes all consents we need for processing.
- v) If someone is absent from the home for longer than 180 days we can still keep their voucher active and pay the rent
- vi) We can continue zero assistance past the 180 days but not past 12/31/20. With the uncertainty of jobs, this will be important moving forward.
- vii) HQS inspections. We have implemented biannual inspections for any unit that passed the first inspection last year. If there are health or safety concerns we will do a physical or virtual inspection. We are still doing initial inspections on vacant units, and occupied units must pass screening questions. Additionally, PPE will be worn by staff conducting inspections.
 - (a) If there are non-life-threatening deficiencies we can still let them move in and pay, allowing the landlord an additional 30 days to make the repairs. We will do this case by case.
 - (b) Emergency inspections do not require a site visit. Contact the landlord and they can self-certify if it is not an issue, if it is, they need to provide paperwork that it has been repaired
 - (c) Quality Control inspections are waived until 10/31/20.
- c) A link to the full document can be found here:
https://www.hud.gov/sites/dfiles/PIH/documents/PIH2020-05.pdf?utm_medium=email&utm_source=govdelivery
- d) Mr. Rick Cross asked when these practices will end. Mr. Blair expects extensions but stated that some will end when the State of Emergency Declaration ends. We expect the satellite offices to be reopened in June by appointment only. Plexiglas will be installed for extra safety.
- e) There being no more questions, a motion was made by Mr. Mark Richardson.
- f) The motion was seconded by Mr. Rick Cross.
- g) Request for approval to adopt the waiver practices for the Section 9 Housing Choice Vouchers was approved.

4) Action Item: Request for authorization to apply for Environmental Enhancement Grant program funding totaling up to \$100,000, Mr. Jesse Day, Planning Director

- a) Mr. Day stated that the PTRC's Planning Department is seeking approval to submit two applications to the NC Attorney General's Environmental Enhancement Grant (EEG) Program to support watershed planning and education in Greensboro (Guilford County) and Reidsville (Rockingham County). The proposed projects will target two watersheds within the Cape Fear River Basin; 1) Horsepen Creek, which flows from Piedmont Triad International Airport to

Lake Brandt, and 2) Little Troublesome Creek, which flows from Reidsville to the Haw River. Both streams are considered impaired by the NC Division of Water Resources (DWR) because of their inability to support aquatic organisms and failure to meet water quality standards for turbidity. Few efforts have been made to address these impairments from nonpoint source runoff.

- b) To address this need, PTRC is proposing to work with community members to develop two Watershed Action Plans that identify the most likely sources of pollution and outline a detailed strategy to restore water quality. The watershed planning process will be supplemented by a robust educational program, led by PTRC's Stormwater SMART, to increase public awareness about water quality issues and provide hands-on training for water quality monitoring and safe litter cleanup procedures. Both projects are anticipated to cost up to \$50,000 each, totaling \$100,000, and take 2 years to complete.
- c) Since 2002, the EEG Program has been made available on an annual basis for projects that restore and protect impaired, degraded, or endangered surface waters, or conserve and protect targeted natural areas. Priority is given to projects that directly improve water quality in the Cape Fear, Lumber, Neuse, Tar-Pamlico, and White Oak River Basin. Applications for this cycle are due by Wednesday, May 27th.
- d) The EEG Program awards from \$5,000.00 to \$500,000.00 for projects and projects are expected to be completed within three (3) years from the date of the grant award. Grant funds are provided on a reimbursement basis for project costs incurred after the execution of a memorandum of understanding (MOU) and indirect costs may not exceed 15%. PTRC plans to use existing StormwaterSMART program funding to help cover remaining indirect expenses (\$7,490 each, or \$14,980 total). Other in-kind match will be provided by project partners, including the City of Greensboro, City of Reidsville, Soil & Water, Cooperative Extension, Haw River Assembly, Guilford College, Rockingham Community College, and other volunteers to increase grant competitiveness.
- e) Mr. John Larson expressed his support that PTRC is involved in this project. He is excited about the possibilities.
- 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 to apply for Environmental Enhancement Grant program funding totaling up to \$100,000 was approved.

5) Action Item: Request for approval to enter into contract with Davidson County for \$10,500 to provide ordinance update services, Mr. Jesse Day, Planning Director

- a) The Planning Department requests to enter into contract for planning services with Davidson County to update certain articles and sections of the zoning ordinance that are out of date and in need of modernization.
- b) Beginning in October of 2020 and completing work by June 2021, the planning department staff will research definitions or best practices for event centers, signage, electronic gaming, tiny houses, wireless communications and other uses that are evolving with changing times. These updates will follow that basic updates required for towns, cities and counties to be compliant with NC General Statute changes related to Chapter 160D in effect January 1, 2021.
- c) The County has signed off and is budgeting for this.
- d) There being no more questions, a motion was made by Mr. Mark Richardson.
- e) The motion was seconded by Mr. Steve Yokeley.
- f) Request for approval to enter into contract with Davidson County for \$10,500 to provide ordinance update services was approved.

6) Action Item: Request for approval of the Grant Application and acceptance of POWER 2020 ARC funds in the amount of \$1,500,000 to be used to support the Dream. Career. Academy, Ms. Wendy Walker-Fox, Workforce Development Director

- a) The Piedmont Triad Region Council (PTRC) Workforce Development Department is requesting Appalachian Regional Commission (ARC) 2020 Partnerships for Opportunity and Workforce and Economic Revitalization (POWER) funding to support the Dream. Career. Academy. (DCA) Initiative in five counties located in the Appalachian Regional Commission region, Davie, Forsyth, Stokes, Surry and Yadkin. The DCA takes a holistic view of the community, assessing the current and future needs of businesses, and the available workforce and training programs. After identifying gaps and barriers, specific programs are then developed to align talent and jobs to support the overall economy. The DCA initiative includes a number of programs, all of which focus on economic and workforce development alignment and integration.
- b) The City of Mount Airy has stepped up to be a significant partner in support of the Dream. Career. Academy initiative. The City has voted to offer PTRC the use of a building in the former Spencer's Mill located in downtown Mount Airy. Under the Dream. Career. Academy. (DCA) concept, the NCWorks Career Center will serve as the anchor tenant of the Spencer Mills facility. The Career Center will offer a fully outfitted computer lab, resource room and office space for career development staff. Staff of partners such as Surry Community College and Vocational Rehabilitation will also be housed in the space. The Spencer Mills location for the Career Center is optimal and helps to lessen transportation challenges facing many in the Mount Airy community. Along with the Career Center, training space will be available to facilitate short-term training and education programs to meet the needs of local business and industry.
- c) This grant application is for Implementation funding in the amount of \$1,500,000, to build out a commercial kitchen, classrooms and other support space as well as funding to launch programs. In addition to providing support for the proposed project including administration, outreach, planning and facilitation services, the PTRC is offering to provide \$60,000 of Workforce Innovation and Opportunity Act (WIOA) funding for trainee participant support.
- d) The Dream. Career. Academy. would address current as well as future workforce needs, serving both adults and youth. The goal of the initiative is to align talent with careers in innovative ways and to identify and engage currently disengaged populations to the workforce by removing barriers for these individuals. The core components of the Dream. Career. Academy. include: Career Exploration, Career Connection, Career Development and Business Support.
- e) Mr. John Larson asked how much of Spencer Mills will be used for this. Mr. Dolge answered that the top floor, about 20,000 square feet will be for the Academy.
- f) There being no more questions, a motion was made by Mr. Mark Richardson.
- g) The motion was seconded by Mr. Scott Needham.
- h) Request for approval of the Grant Application and acceptance of POWER 2020 ARC funds in the amount of \$1,500,000 to be used to support the Dream. Career. Academy was approved.

7) Action Item: Request for approval to enter into a \$10,000 sole source contract with 180 Skills to develop COVID-19 online training modules, Ms. Wendy Walker-Fox, Workforce Development Director

- a) The Piedmont Triad Regional Workforce Development Department is requesting to enter into a sole source contract with our vendor 180 Skills to develop content and training modules on COVID-19 safety procedures, in partnership with Wake Forest Baptist Health.
- b) The modules will be deployed virtually to employers and individuals via the 180 Skills Learning Management System (LMS) platform, as preparations are being made to move into Coronavirus recovery. Upon completion of the training modules, businesses and employees will receive “safe workplace” and “safe worker” designations and certificates of completion.
- c) 180 Skills is researching best practices and COVID-19 safety measures based on CDC and OSHA guidelines and building on their existing modules that focus on workplace safety. Current content will be expanded to focus on elements to ensure prevention and protection related to the Coronavirus. Career Center staff will use the tool to engage with both individual and employer customers as the workforce prepares to re-engage post Pandemic; providing a level of comfort along with valuable training needed to return to work.
- d) At the completion of the program, employees will be given 2 masks.
- e) We hope this will provide a level of comfort to employees and the public for reopening.
- f) Mr. Rick Cross asked if this is currently being rolled out. Ms. Walker-Fox stated it will be rolled out within the next two weeks. 60 businesses have already reached out.
- g) There being no more questions, a motion was made by Mr. Rick Cross.
- h) The motion was seconded by Mr. John Larson
- i) Request for approval to enter into a \$10,000 sole source contract with 180 Skills to develop COVID-19 online training modules Academy was approved.

8) Action Item: Request for authorization to enter into contracts with funded nutrition partners for the grant period May 1, 2020 – September 30, 2021, Adrienne Calhoun, PTRC Area Agency on Aging Director

- a) Due to North Carolina’s federal Major Disaster Declaration, the Older Americans Act Senior Nutrition Program is providing funding to meet the needs of eligible individuals impacted by the coronavirus. The Families First Coronavirus Response Act Grant funds are administered by PTRC AAA and are allocated to funded nutrition providers in our 12 counties based on the North Carolina Intrastate Funding Formula (IFF).
- b) FAMILIES FIRST CORONAVIRUS RESPONSE ACT GRANT –May 2020 – September 2021
FFCRA Allocation
 - i) Alamance- \$122,682
 - ii) Caswell- \$28,946
 - iii) Davidson- \$129,317
 - iv) Davie- \$35,414
 - v) Forsyth- \$245,704
 - vi) Guilford- \$346,210
 - vii) Montgomery- \$27,088
 - viii) Randolph - \$109,080

- ix) Rockingham- \$85,622
- x) Stokes -\$40,633
- xi) Surry- \$66,339
- xii) Yadkin- \$32,892
- xiii) TOTAL FFCRA administered to funded nutrition partners is \$1,269,927.

- c) There being no questions, a motion was made by Mr. Mark Richardson.
- d) The motion was seconded by Ms. Marikay Abuzuaiter.
- e) Request for authorization to enter into contracts with funded nutrition partners for the grant period May 1, 2020 – September 30, 2021 was approved.

9) Action Item: Request authorization to submit the State Fiscal Year 2021 Aging Funding Plan and to enter into contracts with the North Carolina Division of Aging and Adult Services, county governments, and funded partners for the grant period July 1, 2020 – June 30, 2021, Ms. Adrienne Calhoun, PTRC Area Agency on Aging Director

- a) Each year the Piedmont Triad Regional Council Area Agency on Aging (PTRC AAA) receives federal and state funds to support county programming for adults 60+ and their caregivers. The funding allocations for the following programs include:
- b) Home and Community Care Block Grant (HCCBG)- HCCBG funds are administered by the PTRC AAA and are allocated to our 12 counties based on the North Carolina Intrastate Funding Formula (IFF). The formula, which is shown below, is weighted based on population with each county receiving a base of \$60,000. Funded Partners receiving HCCBG funds are recommended by County Planning Committees and contracts are with PTRC AAA and each county. A 10% local match, cash or in-kind, is required.

Home and Community Care Block Grant- State Fiscal Year 2021			
(Nutrition Services Incentive Program (NSIP) entitlement funds provide 75 cents per meal)			
County	SFY 2020 HCCBG Allocation	Change (Cut)	SFY 2021 HCCBG Allocation
Alamance	942,186	(3,267)	938,919
Caswell	272,421	(12,586)	259,835
Davidson	987,064	(1,002)	986,062
Davie	300,926	(9)	300,917
Forsyth	1,915,465	(37,673)	1,877,792
Guilford	2,637,585	(5,827)	2,631,758
Montgomery	268,829	(13,440)	255,389
Randolph	853,913	(23,964)	829,949
Rockingham	647,321	(16,542)	630,779
Stokes	353,797	(17,686)	336,111

Surry	577,139	(26,019)	551,120
Yadkin	287,112	(8,992)	278,120
TOTAL HCCBG	\$10,043,758	(\$167,007)	\$9,876,751

- c) SFY 2021 HCCBG allocations are less than this year's funding due to a loss of \$969,549 in the state budget and also population adjustments.
- d) Family Caregiver Support Program (FCSP)- The chart indicates Family Caregiver Support Program (FCSP) funds for State Fiscal Year 2021 to our region by county. Each county receives a base of \$5,000 and additional funds based on the population over age 70. No match required.

County	SFY 2020 FCSP Allocation	Change (Cut)	SFY 2021 FCSP Allocation
Alamance	43,788	8,314	52,102
Caswell	11,357	1,351	12,708
Davidson	79,880	(26,891)	52,989
Davie	16,844	2,405	19,249
Forsyth	83,295	15,638	98,933
Guilford	121,440	11,974	133,414
Montgomery	12,752	1,490	14,242
Randolph	39,129	6,753	45,882
Rockingham	29,906	4,737	34,643
Stokes	17,950	2,500	20,450
Surry	59,889	(31,134)	28,755
Yadkin	15,348	1,921	17,269
TOTAL FCSP	\$531,578	\$(942)	\$530,636

- e) Legal Services-The chart indicates Legal Service funds for State Fiscal Year (SFY) 2021. Legal Services are required and mandated by the Older Americans Act and distributed as indicated in the chart below. A 10% local match of cash or in-kind, is required.

LEGAL SERVICES – STATE FISCAL YEAR 2021			
Agency	SFY 2020 Allocation	Change (Cut)	SFY 2021 Allocation

Legal Aid of NC – Greensboro Office	46,447	(8,972)	37,475
Legal Aid of NC – Winston-Salem Office	0	10,846	10,846
Davie County - Aging & Adult Services	1,898	(335)	1,563
YVEDDI, Inc.	8,034	(1,860)	6,174
TOTAL LEGAL	\$56,379	(\$321)	\$56,058

- f) These preliminary allocations are tentative based on the NC General Assembly approved budget.
- g) Van tucker abstains his vote.
- h) There being no questions, a motion was made by Mr. Mark Richardson.
- i) The motion was seconded by Mr. Nate Hall.
- j) Request for authorization to submit the State Fiscal Year 2021 Aging Funding Plan and to enter into contracts with the North Carolina Division of Aging and Adult Services, county Governments, and funded partners for the grant period July 1, 2020 – June 30, 2021 was approved.

8) Action Item: Request authorization to amend existing Family Caregiver Support Program contracts with 5 currently funded partners, totaling \$25,000 for the amended contract period of April 1, 2020 – June 30, 2020, Ms. Adrienne Calhoun, Area Agency on Aging Director

- a) The PTRC Area Agency on Aging has additional Family Caregiver Support Program funding available. Inquiries of additional funding needs were made to all funded partners across the region. Funding in the amount of \$25,000 was requested by five counties in the region. This funding has no required local match.
- b) The chart below lists the five organizations representing Alamance, Davidson, Guilford, Stokes, and Surry counties and their plans for this additional Family Caregiver Support Program funding.

Organization	Proposal Request	Amount of Funding Requested
Alamance ElderCare	Virtual Family Caregiver Resource Fair rescheduled for May 28, using media company for assistance	\$ 3,000
The Life Center of Davidson County, Inc.	Additional caregiver in-home and community respite services for working caregivers	\$ 5,000
Well-Springs Solution	In-Home respite services for community adult day caregiver clients, since ADC closed	\$ 5,000
Stokes County DSS	Additional in-home respite services for needy caregivers.	\$ 2,000
Surry County Health and Nutrition Center	Continuation of Intervention Program, providing 2-4 weeks of in-home respite services after hospital discharge, plus care packages for caregivers.	\$10,000

- c) There being no more questions, a motion was made by Mr. Rick Cross.

- d) The motion was seconded by Ms. Marikay Abuzuaiter.
- e) Request authorization to amend the existing Family Caregiver Support Program contract with five funded partners in the amount of \$25,000 for the amended contract period of April 1, 2020 – June 30, 2020 was approved.

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

- a) Mr. Dolge thanked everyone for attending this meeting. PTRC continues to hold weekly Managers' Check In calls. Speakers include the Governor's Office, Emergency Management, Treasurer's Office and congressional offices. According to the Treasurer's office, utility collections are down 40%. Some places are seeing as much as a 90% drop in sales tax collection. We will be working through preparing for a difficult budget year.
- b) Using unused MIPPA dollars, our AAA has provided 4,400 masks to providers and low income elderly. Our AAA Staff has done a great job being innovative and creative during this difficult time.
- c) We have filled our IT Position. Gary Steeley will be training him until the end of June.
- d) The Governor's Office will be moving NC into phase 1 this coming Friday. Our staff will be staggering back into the office beginning May 15th. We have new procedures for cleaning and new rules to help keep staff and members safe.

10) Around the Region, Kevin Austin, PTRC Chair

- a) Ms. Marikay Abuzuaiter thanked Matthew and the PTRC staff. All cities and counties are experiencing the same thing. Employees, City and County Managers, Elected Officials are coming together to make it work. Thank you to everyone working so hard.
- b) Mr. Kevin Austin announced that Indera Mills in Yadkin County is now making masks.
- c) Mr. John Larson asked for an update on the census. Mr. Dolge stated that NC was doing poorly in responses but it is improving. We update census results weekly on our PTRC website.

11) Mr. Austin thanked everyone for their dedication. Mr. Austin announced that a Public Hearing will be held in June for the purpose of hearing the budget.

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