** Piedmont Triad Regional Council**

 **Executive Committee**

 **Minutes**

 Wednesday, October 7, 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

Alderwoman Renee Bryant, City of Randleman

Mayor Rick Cross, Town of Bermuda Run

Commissioner Fleming El-Amin, Forsyth County

Mayor Alvin Foster, Town of Yanceyville

**MEMBERS**

**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**

Chairman Darrell Frye, Randolph County

Councilman John Larson, City of Winston-Salem

Commissioner Rick Morris, Stokes County

Commissioner Scott Needham, Town of Pilot Mountain

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

Council Member Jim Butler, City of Burlington

Councilman Darryl Carter, City of Eden

Commissioner Nathaniel Hall, Caswell County

Councilman Ricky Hall, City of Graham

Councilman Victor Jones, City of High Point

Councilwoman Peggy Leight, Town of Walkertown

Councilman Rick McCraw, City of King

Commissioner Wayne Moore, Town of Jonesville

Commissioner Damon Prince, Town of Troy

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 12:00 p.m. Mr. Austin requested a moment of silence and then led the Executive Committee in the Pledge of Allegiance.**

1. **Action Item: Request for approval of the September 2, 2020 PTRC Executive Committee minutes, Kevin Austin, PTRC Chairman**
2. **Action Item: Request approval to accept $15,000 from the Institute for Emerging Issues, Mr. David Putnam, Community and Strategic Initiatives Planner**
	1. Mr. Jesse Day explained that the Institute for Emerging Issues at NC State (IEI) in partnership with the Broadband Infrastructure Office at the NC Department of Information Technology, and with principal support from the John M. Belk Endowment, is addressing the digital divide across NC through a new program called “Building a New Digital Economy” (BAND-NC). The ultimate goal of this program is to make North Carolina the first state in the nation where every county has a digital inclusion plan in place.
	2. The Piedmont Triad Regional Council (PTRC) was awarded a BAND-NC Grant in September 2020 for $15,000. The purpose of this grant is to fund local digital inclusion projects and plans to meet unmet community needs. This includes access to the Internet, a device that meets their needs, and the knowhow to use it (digital literacy).
	3. PTRC is partnering with the City of Winston-Salem, Alamance County, City of Greensboro, and WinstonNet to gather digital literacy data, inventory existing digital assets, offer digital literacy trainings, and develop unique digital inclusion plans for the jurisdictions of City of Winston-Salem/Forsyth County, City of Greensboro/Guilford County, and Alamance County.
	4. The results of these activities will provide a framework for the NC Triad to respond to digital inclusion needs. The BAND-NC project is expected to conclude within the 1st Quarter of 2021. A second round of funding to support the implementation of these plans will be available in Spring 2021.
	5. Mr. Fleming El-Amin asked if this funding for the study or implementation. Mr. Day stated that this will cover the study part but there are several grant opportunities for broadband implementation. The study is necessary to find out what is needed for digital access.
3. **Action Item: Request for approval to enter into contract with the City of Thomasville for $5,250, Mr. David Putnam, Community and Strategic Initiatives Planner**
	1. The Planning Department requests to enter into contract with the City of Thomasville to implement and administer the Thomasville CARES Grant program to help local businesses and non-profits recover from COVID-19.
	2. The City of Thomasville has created a series of grant opportunities that will support their local businesses and non-profits recover from COVID-19:
		1. General Business Support Grant – This grant is for any small business that was shut down due to the Governor’s Executive Orders (EO) and/or had limited operational hours during reopening in phases 1 or 2.
		2. Childcare Support Grant – This grant is to support childcare facilities that were forced to make significant adjustments to their operation as a direct result of government decision making actions.
		3. Phase 2 Closed Facilities Grant – A few businesses have been closed by EO since March 2020. These include bars, health clubs, and private event facilities, among others. This special grant is focused on the retention of these closed facilities within Thomasville.
	3. PTRC in coordination with the City of Thomasville’s Assistant City Manager will build the application in Neighborly starting in September and continue assisting the program’s implementation and administration until all Thomasville CARES Grant funds are disbursed.
4. **Action Item: Request for approval to enter into contract with Alamance County for $2,250, Mr.** **Jesse Day, Planning Director**
	1. The Planning Department requests to enter into contract with Alamance County to find an Internet Service Provider (ISP) and help prepare a GREAT grant application for improving broadband service and infrastructure in Alamance County.
	2. Projects in Tier 1 and Tier 2 counties as well as rural census tracts located in Tier 3 areas currently being served by less than 25 megabytes per second download and 3 megabytes per second upload speeds are eligible for this 2020 Special Supplementary GREAT Grant round.
	3. Since the GREAT grant program launched in 2018, the state has invested nearly $26 million in 26 Tier 1 counties, connecting more than 21,000 households, businesses and agricultural operations to high-speed internet. The state funding has been matched by more than $20 million in private investment. The current announcement includes $32 million and more information can be found here: <https://www.ncbroadband.gov/news/press-releases/2020/09/14/applications-open-32m-special-great-grant-funding-expand-internet>
	4. The GREAT grant is due October 14, 2020 and the ISP is the applicant. The PTRC services will help identify underserved households, assist with attracting an ISP provider and assisting with the grant submission.
5. **Action Item: approval to enter into contract providing professional planning services from September – December 2020 to Montgomery County for $2,800 monthly or a total of $11,200, Mr. Jesse Day, Planning Director**
	1. The Planning Department requests to enter into contract for planning services with Montgomery County for current planning support.
	2. The planning department was requested to provide sub-division administration, zoning administration, and responses to general planning questions from the public. Duties will also include putting together public notices and board meeting facilitation and documentation with the planning board. The County Planner has recently vacated his position and this effort is to provide continued planning and zoning administration with no interruption.
	3. Request for approval to enter into contract providing professional planning services from September – December 2020 to Montgomery County for $2,800 monthly or a total of $11,200
	4. Mr. Kevin Austin asked if anyone will be on the ground in Montgomery County. Mr. Day answered that this will primarily be remote services.
6. **Action item: Request for authorization for the receipt of $262,650 in CARES Act funds from the NC Legislature, to respond to Coronavirus workforce and economic impacts within Rockingham County, Ms. Wendy Walker-Fox, Workforce Development Director**
	1. Background: NC Legislature approved $4.5 million in CARES Act funding for The Eastern Triad Workforce Initiative (ETWI), for four Piedmont Triad Counties; Alamance, Guilford, Randolph and Rockingham. The funding is designated for workforce development expenditures related to reversing or mitigating the impact of COVID 19 and must be expended by December 30, 2020.
	2. Rockingham County was allocated $625,000. $262,650 will be used to enhance the overall provision of virtual workforce services. Upgrades to digital infrastructure and supportive services, increased outreach to promote resources, along with the purchase of economic impact data tracking software will result from the funding.
	3. The CARES Act dollars will allow us an opportunity to leverage Federal Workforce funding to meet the needs of both employers and individuals.
	4. Request for authorization of receipt of $262,650 in CARES Act funds from the NC Legislature, to respond to Coronavirus workforce and economic impacts within Rockingham County.
	5. Mr. Darrell Frye asked if each county received different amounts. Ms. Walker-Fox answered that each county received an allocated amount including Randolph. However, PTRC doesn’t provide Workforce services there so she isn’t sure of specifics.
7. **Action Item: Request authorization to enter into contract with the North Carolina Division of Aging and Adult Services and local funded partners for CARES Act Nutrition Services, Supportive Services, Family Caregiver Supportive Services, and Supportive Service Technology Project for the period September 1, 2020 to September 30, 2021, Ms. Adrienne Calhoun, Director, Area Agency on Aging**
	1. Per federal disaster declarations related to the Coronavirus pandemic, the Administration on Community Living (ACL) has awarded funding from the Coronavirus Aid, Relief and Economic Security Act, or CARES Act for Nutrition Services, Supportive Services and Family Caregiver Support Services for older adults and caregivers. The Piedmont Triad Regional Council Area Agency on Aging (PTRC AAA) serves as a pass through agent, to disseminate CARES Act funds by making one-time grants to organizations delivering vital services to vulnerable residents in the following counties: Alamance, Caswell, Davidson, Davie, Forsyth, Guilford, Montgomery, Randolph, Rockingham, Stokes, Surry and Yadkin. The project period for is September 1, 2020 through September 30, 2021. All CARES Act funds must be obligated by September 30, 2021, with final liquidation accomplished by December 30, 2021. Funds were distributed through a competitive grant application process. All expenditures must be reasonable, allowable and justifiable; all funds must be spent related to COVID-19.
	2. Title III C Nutrition Services dollars may be combined with Title III B Supportive Services dollars within the county. Funding will be used to provide multiple types of meals, such as combinations of frozen, shelf-stable, and fresh foods, local restaurant, or catered meals and/or sending more than one meal for a day. Hot and cold meals will be provided at designated pick up sites or delivered to homebound individuals. Funding will also be used for groceries, produce boxes of fresh fruits and vegetables provided through farmers markets or grocery stores.
	3. Title III B Supportive Services dollars may be combined with Title III C Nutrition Services within the county. Funding is provided to organizations delivering vital supportive services to vulnerable people age 60 years of age or older. Funding will provide adult day care/health services, community respite, senior center programming, and in-home aid services.
	4. Family Caregiver Support Services - Allocations were based on a regional total and adjusted to meet request. Funding will be provided to organizations that will support caregivers in the following ways: information, access to services, support groups and training, respite care, supplemental services such as incontinence supplies, liquid nutrition supplements, assistive technology, handy man work, personal emergency response systems, emergency food boxes, cleaning supplies, internet connections for grandparents raising grandchildren, summer camp options for kids raised by grandparents.
	5. Supportive Services – Senior Center Technology Project- Title III B Supportive Services dollars were taken off the top to support the project. Funding will be provided to senior centers to purchase smart phones that will be used by older adults with limited or no understanding of how to use. Training will be provided that will teach basic use so that the individual can connect to family and friends using facetime, or other chat features. Phones will be on loan during the training period.
	6. The charts which list organizations and funding amounts for the contract period can be found on pages 9-12 in the agenda or by emailing kmitchell@ptrc.org.
	7. No match is required. Please note the organizations with an asterisk are being requested as sole source. Applications for those areas were not received and the PTRC/AAA sought out potential providers based on history and other applications. Counties that are not listed for a particular service(s) are not finalized at this time.
	8. We are working on implementing assistance in Yadkin County.
	9. Request for authorization to enter into contract with the North Carolina Division of Aging and

Adult Services and local funded partners for CARES Act Nutrition Services, Supportive Services,

Family Caregiver Supportive Services, and Supportive Service Technology Project for the period

September 1, 2020 to September 30, 2021.

* 1. Mr. Van Tucker stated that in an abundance of caution due to his personal involvement in health services, he requested to be recused from voting on this item.
1. **Action Item: Request to authorize a new classification, Mr. Matt Reece, Assistant Director**
	1. It is the responsibility of department directors to make the Executive Director aware of situations when a new classification of work is needed to meet operational demands. The Workforce Development Department requests the consideration of a classification to serve in a senior role connecting the operations of workforce development from jobseeker through business connection. This role will act as a liaison between programmatic and business engagement positions in order to create streamlined processes and consistency in implementation. Table 1 provides the classification title and proposed assignment to grade.
	2. *Table 1. Requested new class:*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Grade | Title | Minimum | Pay Target | Maximum |
| 22 | Workforce Program and Operations Lead | 47,122 | 61,267 | 75,390 |

* 1. PTRC will post this position internally to the Workforce Development staff and will re-allocate the successful incumbent’s position to this purpose. No additional positions are requested. This action makes it possible to promote an existing staff member into the role of Workforce Program and Operations Lead.
	2. The description of work and requirements of the classification can be found on pages 13-14 and 17-18 in the agenda or by emailing kmitchell@ptrc.org.
	3. The Executive Director concurs and recommends the adoption of this change to the PTRC pay plan.
	4. Mr. Mark Richardson asked if this position will report to the Workforce Development Director. Mr. Reece stated yes, and to a program supervisor.
1. **Action Item: Requesting for approval from the board to move forward with applying for the HUD FY2020 Healthy Homes and Weatherization Cooperation Demonstration grant, Mr. Michael Blair, Community Development Director**
	1. The Department of Housing and Urban Development has released the date for a new demonstration grant limited to active Weatherization Programs (Wx) and active Lead Safe Housing Program. The program will award $1,000,000 to programs (six nationally) that will show how cooperation can better serve low income households when it comes to energy assistance, lead based hazard reduction, and healthy homes improvements. Typically program rules of various housing grants (Wx, Lead, Rehab) make joint work problematic. This can include how a property is approved for service; who is being served by priority and income; and what disqualifying repairs may make work impossible.
	2. The PTRC has the Weatherization grant in Guilford County including inside Greensboro; the City of Greensboro has just been awarded a new 3 year Lead grant making this an eligible application. The PTRC Community Development Department Staff requests Executive Committee approval to move forward with the PTRC applying for funds for HUD FY2020 Healthy Homes and Weatherization Cooperation Demonstration grant due November 9, 2020.
	3. The grant includes a maximum amount of grant funds that can be used for all hazard control and energy conservation activities in a single housing unit which is limited to $30,000. The funding is slip up three ways.
		1. Costs related to the assessment and control of lead-based paint and other housing-related hazards are limited to $15,000 for lead hazard reduction;
		2. $5,000 for healthy home hazard reduction and;
		3. conducting energy audits and the implementation of energy conservation measures and the remediation of weatherization-related health and safety hazards are limited to a maximum of $10,000 per home.
	4. The grant also includes evaluation of the Weatherization programs, Lead, Healthy Homes, work related to health impacts on various issues like asthma and other conditions exacerbated by environmental triggers like mold, dust and lead. Partners will be selected based on their past and current work within the “housing and health” field. The City of Greensboro Lead Program would be the primary partner however the PTRC would act as the applicant and grantee should the grant be successful.
	5. The PTRC Community Development Department is requesting approval from the board to move forward with applying for the HUD FY2020 Healthy Homes and Weatherization Cooperation Demonstration grant.
2. **Roll Call vote for the Abovementioned Action Items 1-9**
	1. A motion was made by Ms. Marikay Abuzuaiter.
	2. The motion was seconded by Mr. Mark Richardson.
	3. Roll call vote- Ayes: Councilwoman Marikay Abuzuaiter, Commissioner Kevin Austin, Alderwoman Renee Bryant, Mayor Rick Cross, Commissioner Fleming El-Amin, Mayor Alvin Foster, Chairman Darrell Frye, Councilman John Larson, Commissioner Rick Morris, Commissioner Scott Needham, Commissioner Mark Richardson, Commissioner Don Truell, Commissioner Van Tucker (with exception of item #7), Mayor Larry Ward, Commissioner Steve Yokeley
	4. Nays: none
	5. Action Items 1-9 are approved.
3. **Executive Director’s Report, Matthew Dolge, Executive Director**
	1. Mr. Matthew Dolge stated that he is very proud of his staff for continuing to work hard and be creative during these difficult times. We have not stopped working.
	2. Our audit is going very smoothly and on track to meet the traditional deadline of October 30th. Once the audit is complete, it will be presented to the Audit Committee.
	3. He wanted to recognize the Weatherization staff for being a training provider. Usually our staff have to travel to Virginia for this training so this is a big win for the entire area. The training will begin here next week.
	4. The Managers continue to meet every other week, remotely. A member of the Governor’s office is on that call so we are monitoring the situation. We will continue with remotely for now.
	5. We will move our Awards Presentation to December. By then we may be able to meet in person but if not it will be a video presentation.
	6. It is also almost time for Officer Elections. The Nominating Committee will meet to discuss.
4. **Mr. Austin thanked everyone for their attendance.**

**There being no other business, the meeting was adjourned by general consensus at 12:50p.m.**

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**Kevin Austin, PTRC Chair Katie Mitchell, Clerk to the Board**