** Piedmont Triad Regional Council**

 **Executive Committee**

 **Minutes**

 Wednesday, November 4, 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

Councilman Darryl Carter, City of Eden

Mayor Rick Cross, Town of Bermuda Run

Commissioner Fleming El-Amin, Forsyth County

Commissioner Benita Finney, Davie County

Mayor Alvin Foster, Town of Yanceyville

Chairman Darrell Frye, Randolph County

**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**

Councilman Victor Jones, City of High Point

Councilman John Larson, City of Winston-Salem

Councilwoman Peggy Leight, Town of Walkertown

Commissioner Scott Needham, Town of Pilot Mountain

Commissioner Damon Prince, Town of Troy

Commissioner Mark Richardson, Rockingham County

Commissioner Don Truell, Davidson County

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

Commissioner Nathaniel Hall, Caswell County

Councilman Ricky Hall, City of Graham

Councilman Rick McCraw, City of King

Commissioner Wayne Moore, Town of Jonesville

Commissioner Rick Morris, Stokes County

Commissioner Terry Renegar, Davie County

Commissioner Dottie Robinson, Montgomery County

Mayor Carla Strickland, Town of Pleasant Garden

Commissioner Van Tucker, Surry County

Mayor Larry Ward, Town of Denton

**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. **Presentation: PTRC Audit, Mr. Daniel Gougherty, Cherry Bekaert, LLP**
	1. Mr. Daniel Gougherty with Cherry Bekaert stated that the audit began in April and was completed at the beginning of October.
	2. Key highlights of PTRC’s audit include unmodified opinions regarding financial statements, financial reporting and Federal and State single audit. This is the highest opinion that can be given to an organization. As far as Internal Controls, no significant deficiencies or material weaknesses were found. The major programs in the single audit were Aging Cluster, HOME, and Section 8. There were no significant policy changes or journal entries.
	3. There was one non-material, non-compliance audit finding related to the Section 8 waitlist. There is a waitlist process that must be followed for Section 8. Supporting documentation that the process was followed was not available for two waitlist clients. The new software that the program was using did not allow you to go back in time to look at waitlist participants. Mr. Dolge added that certain priorities can move you to the top of the list like being homeless or disabled. We didn’t realize that the new software we used would not allow us to go back in time. We are working on finding a program that will make that possible in the future but in the meantime we are making hard copies of everything necessary.
	4. Internal controls for the audit include identifying significant cycles with no concerns on the key controls. We also test journal entries and mine for any unusual transactions. We also send out an IT questionnaire to look at high level IT controls. A single audit is conducted to look at monitoring procedures. No issues were noted and we deemed administrative controls as properly and effectively managed.
	5. Significant audit areas include receivables and revenues, accounts payable and expenditures, and payroll. These were tested substantially through confirmation, analytics and test of details.
	6. As far as financial results, revenues increased to $32,628 in 2020 versus $29,282 in 2019. That increase was a result of WFD Finish Line grant, Criminal Justice and Housing grants.
	7. PTRC also saw an increase in expenses due to increases in Health and Human Services, Housing and Workforce Development.
	8. The net position change from FY 2019 is almost $800,000 as opposed to last year where PTRC broke even. This is due to additional funding received and fee for service grants. Most Council of Governments struggle to keep unrestricted funds. PTRC is positioned positively.
	9. PTRC saw a fund balance change of almost $1.3 million related to grant projects and local projects.
	10. In summary, clean opinions were found on all four opinions. PTRC staff completed all journal entries and the auditors observed good internal controls and full cooperation. The non-material finding was not significant. An all virtual audit was challenging but Jarrod and his team responded well.
	11. Mr. Kevin Austin stated that the Audit Committee reviewed this information at an earlier meeting. He commended Mr. Jarrod Hand on his first audit as Finance Director.
	12. Mr. Dolge added that Cherry Berkaert did a great job as promised. Due to COVID-19 it had to be done remotely. He gives credit to the auditor and PTRC Team for meeting the original reporting date.
	13. Mr. John Larson stated he was impressed by the staff and professional job from auditors. He’s glad to hear that PTRC is in such good standing.
	14. Mr. Fleming El-Amin asked if the waitlist problem has been corrected. Mr. Hand stated that going forward we will pull the list manually and keep an electronic version to show exactly who is on the list and when. That should cover us going forward. If we switch to a new software we’ll make sure we have the correct feature for documenting this.
2. **Action Item: Request for approval of the October 7, 2020 PTRC Executive Committee minutes, Kevin Austin, PTRC Chairman**
3. **Action Item: Request for authorization to apply for $49,636 in continuation funding from the City of Winston-Salem’s Community Agency Funding, Mr. Matthew Dolge, Executive Director**
	1. Mr. Matthew Dolge stated that the Criminal Justice Department requests authorization to apply for $49,636 in continuation funding from the City of Winston-Salem to support staff/services of the “Project Reentry” program. Since 2003, “Project Reentry” has provided pre-release programming for inmates in Forsyth Correctional Center and post-release services for individuals returning to the City of Winston-Salem after incarceration.
	2. The Request for Funding Proposal (RFP) for FY 2021/22 is due November 20, 2020.
	3. Request for authorization to apply for $49,636 in continuation funding from the City of Winston-Salem’s Community Agency Funding.
4. **Action Item: Request for authorization to apply for and accept $150,000 in renewal funding from the NC Department of Public Safety-Rehabilitative Programs and Services,** **Mr. Matthew Dolge, Executive Director**
	1. The Criminal Justice Department requests authorization to apply for $150,000 in renewal funding from the NC Department of Public Safety-Rehabilitative Programs and Services to support ongoing staff/programming of the Forsyth County Local Reentry Council. Since 2017, the Council has provided services to and advocacy for justice-involved individuals in Forsyth County.
	2. The current contract is renewable effective November 15, 2020.
	3. Request for authorization to apply for and accept $150,000 in renewal funding from the NC Department of Public Safety-Rehabilitative Programs and Services.
5. **Action Item: Request for approval to enter into a $34,000 sole source contract with Brazen Virtual Hiring Event Platform and a $31,000 sole source contract with Burning Glass Technologies and a $10,000 sole source contract with 180 Skills, to respond to Coronavirus workforce and economic impacts within Rockingham County, Ms. Wendy Walker-Fox, Workforce Development Director**
	1. 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. Capital purchases, such as a virtual career fair platform, research software licenses and virtual learning tools will allow us to better serve communities within Rockingham County with mobile options to access services and programs for both job seekers and business.
	4. Request for approval to enter into a $34,000 sole source contract with Brazen Virtual Hiring Event Platform and a $31,000 sole source contract with Burning Glass Technologies and a $10,000 sole source contract with 180 Skills, to respond to Coronavirus workforce and economic impacts within Rockingham County.
6. **Action Item: Request authorization to enter into contract with Sylvia W. Coleman, RN, BSN, MPH, CLNC, FAHA to provide contractual consulting services to work collaboratively with the Piedmont Triad Regional Council Area Agency on Aging (PTRC AAA) in developing the business plan and strategies to implement a new community-based initiative designed to improve population health in the agency’s service region, Ms. Adrienne Calhoun, Director, Area Agency on Aging**
	1. Sylvia Coleman is a good match for this contractual position as she has been very active in leading community health improvement initiatives with a history of working successfully across multiple stakeholders to accomplish population-level impact. She has strong planning and management skills necessary to develop and implement large scale community improvement efforts with careful attention to detail, while at the same time possessing effective leadership skills that inspire confidence through clear communication of vision, thoughtful and measured action, and a results-driven philosophy. Sylvia has experience leveraging analytics and technology that inform care management and care coordination. In addition, she has:
		1. Experience working with health and human service provider organizations.
		2. Experience with initiatives that extend clinical services beyond traditional post-discharge care coordination.
		3. Experience implementing programs that help to address social determinants of health.
		4. History of significant budget and staff oversight responsibilities.
		5. Track record of designing, implementing, and evaluating population-level health improvement programs.
		6. Strong record of building and managing a team while also operating at a high strategic level.
		7. Graduate degree in public health (MPH), nursing (BSN), significant health administration experience and expertise, Gerontology Certificate, and certified as a Legal Nurse Consultant.
	2. Mr. Darrell Frye asked the funding source. Ms. Calhoun stated that the source is unrestricted funds received from our partnership with Baptist. They have allowed us to use those dollars to contract with her.
	3. Mr. John Larson asked if this contract is open ended. Ms. Calhoun stated that in February we will review and determine if we need more time. Mr. Larson followed up by asking if there were any other partners. Ms. Calhoun stated that they are in conversations with Humana and will communicate to our community based organizations. Referrals will also be received from the health systems.
	4. Mr. Fleming El-Amin asked the number served. Ms. Calhoun answered that it will start with 400 but the numbers can potentially be huge.
	5. Request authorization to enter into contract with Sylvia W. Coleman, RN, BSN, MPH, CLNC, FAHA to provide contractual consulting services to work collaboratively with the Piedmont Triad Regional Council Area Agency on Aging (PTRC AAA) in developing the business plan and strategies to implement a new community-based initiative designed to improve population health in the agency’s service region.
7. **Action item: Approval to request and receive a new 3 year planning grant, Mr. Jesse Day, Regional Planning Director**
	1. The Atlanta Regional Office of the Economic Development Administration (EDA) has invited the Piedmont Triad Regional Development Corporation to submit an Application for FY 2021 Federal Assistance for a three-year Partnership Planning Investment in the amount of $210,000. The estimated match for the Economic Development District is 50% and based on the PCI in Montgomery County. A non-federal match of $210,000 is required and will be included in a match commitment letter to be submitted with our renewal application on or before November 13, 2020.
	2. Applications will be submitted through grants.gov by using the following link:

<https://www.grants.gov/web/grants/view-opportunity.html?oppId=328424> . The CFDA Number is 11.302 and the FFO Number is EDA-ATL-PL-ATRO-2021-2006608.

* 1. We look forward to renewing this base level funding for the Economic Development District activities. During the 3 year period, a new CEDS will need to be updated. The CARES RLF will continue to be operated and offered to businesses in our region and we look forward to supporting economic recovery and resiliency efforts in the near term with CARES Act support, with an eye toward long range economic development planning.
	2. Approval to request and receive a new 3 year planning grant. The amount will be $210,000 for the 3 year period with 50% matching funds required totaling $210,000. The source of matching funds will likely be a combination of PTRC membership dues, local technical assistance projects and other grant or contract sources.
1. **Action Item: Requests for authorization to accept the 2020 205(j) grant award of $19,457 to map stormwater infrastructure in the Town of Denton, Mr. Jesse Day, Regional Planning Director**
	1. In September of this year, the PTRC Executive Committee voted to permit the PTRC Planning Department to apply for two water quality planning grants from the NC Division of Water Resources’ 205(j) grant program. The PTRC’s Denton stormwater inventory project was selected for funding and will receive a $19,457 award to support this effort. The project will inventory existing stormwater and drainage systems in order to assist with capital management and improvements, as well as identify maintenance needs and opportunities for water quality improvements. The proposed project will partly support two full-time staff and a part-time planning intern for 18 months.
	2. As a reminder, the 205(j) grant program will only reimburse up to 10% of indirect expenses. The remaining difference will be used as matching funds. Below is additional information about the award, project partners, and match requirements.
		1. Total Award: $19,457
		2. PTRC Cost Share (portion of indirect): $3,887
		3. Town of Denton In-Kind Match: $938
	3. Request for authorization to accept the 2020 205(j) grant award of $19,457 to map stormwater infrastructure in the Town of Denton.
2. **Action Item: Request for Approval of First Budget Revision for FY 2020-2021, Mr. Jarrod R. Hand, Finance Director**
	1. The Finance Department requests approval of a revision to the 2020-2021 budget of the Piedmont Triad Regional Council. This revision shows a net increase, from the original budget, of $783,678.
	2. The biggest change is due to the addition of PTRDC as a separate department in our budget for reporting and presenting purposes.
	3. The Housing Department also received CARES funding. WAP received a grant from CBBS that totaled $118,000. Due to state allocations, WFD experienced a slight decrease from what was projected. However they did receive additional ETWI CARES Act money and a $400,000 dislocated worker grant to be received in increments.
	4. *A revised Budget Ordinance and a summary of the changes by area can be found on pages 10-29 of the November 4, 2020 agenda or by emailing* *kmitchell@ptrc.org* *.*
	5. It is recommended that the board adopt this budget revision to recognize a net increase of $783,678 in the 2020-2021 budget.
	6. Request for Approval of First Budget Revision for FY 2020-2021
3. **Action Item: Request for Approval for Revision of FY 2019-2020 Audit Contract, Mr. Jarrod R. Hand, Finance Director**
	1. The Finance Department requests approval of a revision to the 2019-2020 audit contract for the Piedmont Triad Regional Council. Cherry Bekaert LLP exceed projected costs for the first year audit by $18,423. As a result, Cherry Bekaert LLP requests an increase in the contract amount of $5,000 bringing the total to $43,000 for the audit, single audit and financial statement preparation for 2019-2020.
	2. First year audits are always hard and result in additional costs for both the auditor and the client. As an example, back in 2012, McGladrey LLP’s audit contract increased by $10,000 for 2011-2012 audit. In 2020, COVID-19 protocols and remote work conditions added additional challenges for the audit and single audit process. These circumstances resulted inefficiencies for both parties. Finance Department staffing issues and some ineffective communication with auditors resulted in approximately a quarter of the cost overruns.
	3. Mr. Hand added that this should not happen next year. Now that everything is in place things should go smoother. Mr. Dolge reiterated that the initial amount remains the same.
	4. Mr. Mark Richardson asked which fund the money will come from. Mr. Hand answered it will come from the indirect under grant projects. It won’t affect the fund balance.
	5. Mr. Fleming El-Amin asked the amount of staff hours required to assist the audit. Mr. Hand estimated that over 350 hours are spent on the audit in a combined total of staff time. We want everything to be correct so we look everything over very closely. We expect less hours next year since we know the expectations better now.
	6. It is recommended that the board approve the 2019-2020 audit contract revision of $5,000 for a total of $43,000.
4. **Roll Call vote for the Above-mentioned Action Items 2-10**
	1. A motion was made by Mr. Darrell Frye.
	2. The motion was seconded by Ms. Marikay Abuzuaiter.
	3. Roll call vote- Ayes: Councilwoman Marikay Abuzuaiter, Commissioner Kevin Austin, Alderwoman Renee Bryant, Councilman Darryl Carter, Mayor Rick Cross, Commissioner Fleming El-Amin, Commissioner Benita Finney, Mayor Alvin Foster, Chairman Darrell Frye, Councilman Victor Jones, Councilman John Larson, Commissioner Scott Needham, Commissioner Damon Prince, Commissioner Mark Richardson, Commissioner Don Truell, Commissioner Steve Yokeley
	4. Nays: none
	5. Action Items 2-10 are approved.
5. **Executive Director’s Report, Matthew Dolge, Executive Director**
	1. Mr. Dolge stated that PTRC is still operating on a modified schedule. We have had two staff members test positive. But we’ve had several cases that have impacted staff. We are in contact with the Department of Public Health and they are pleased with our procedures. Our staff is being responsible and we’ve had no internal transmission. We will keep you informed of any changes going forward.
6. **Mr. Austin thanked everyone for their attendance.**

**There being no other business, the meeting was adjourned by general consensus at 1:06 p.m.**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_

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