** Piedmont Triad Regional Council**

 **Executive Committee**

 **Minutes**

 Wednesday, December 2, 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 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

Councilwoman Peggy Leight, Town of Walkertown

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

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 Fleming El-Amin, Forsyth County

Commissioner Nathaniel Hall, Caswell County

Councilman Ricky Hall, City of Graham

Councilman John Larson, City of Winston-Salem

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

Mayor Larry Ward, Town of Denton

**Chairman Kevin Austin welcomed the PTRC Executive Committee and called the meeting to order at 12:05 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 November 4, 2020 PTRC Executive Committee minutes, Kevin Austin, PTRC Chairman**
2. **Action Item: Request for approval to move forward with applying for the NCHFA ESFRLP21 grants, Mr. Michael Blair, Community Development Director**
	1. The North Carolina Housing Finance Agency has released the dates for the ESFRLP21 grant cycle. The PTRC Community Development Department Staff requests Executive Committee approval to move forward with the PTRC applying for funds for Alamance, Ashe, Montgomery, Rockingham, Surry and Wilkes Counties.
	2. The PTRC Housing Department has been successful in being awarded this grant in 14 counties currently, with all of the applicant counties being ones the PTRC has been awarded previously.
	3. The grants are set up on a loan pool system, so once the initial five units are completed, the PTRC can continue to apply for funding for homes until the funding supply is depleted. As an example, in the Guilford ESFRLP17 grant cycle ending this year, PTRC committed to completing five units for $175,000 and will close out the grant cycle with twenty-one units completed totaling $742,362.00 in home repairs for residents of the county.
	4. Mr. Michael Blair added that they have expanded this program from one to 15 counties. Each grants pools up to five units so we would be granted 10-20 units from the pool system. We were asked by the state to apply for Surry and Wilkes. We are doing that as a courtesy to HFA and to help our infrastructure.
	5. Mr. Kevin Austin asked if these grants are available for Yadkin. Mr. Blair answered yes but it seems to move a little slow there.
	6. Request for approval to move forward with applying for the NCHFA ESFRLP21 grants.
3. **Action Item: Request authorization to enter into contract with additional local funded partners for CARES Act Nutrition Services and Family Caregiver Supportive Services for contract period December 1, 2020 - 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 region.
	2. When the board gave authorization in September, not all funds were allocated at that time. This was due to not receiving proposals for funding in Yadkin and Stokes for Family Caregiver and Nutrition Services. Below are the additional organizations and funding amounts for the new contract period. No match is required. Please note, the organizations are requested as sole source.
		1. Stokes County DSS will receive $10,609 for Family Caregiver Support Services.
		2. New Horizon in Yadkin will receive $7,392 for Family Caregiver Support Services.
	3. In addition, PTRC AAA had originally award $184,000 in Guilford to the Greensboro Farmers Market. After receiving the contract, they elected to decline the funding. The PTRC AAA approached Guilford Community Care Network and Senior Resources of Guilford to take additional funding for nutrition based on original proposals. Guilford County Care Network will receive $50,000 and Senior Resources of Guilford will receive $134,730.YVEDDI in Yadkin County will also receive $55,104 in CARES funding for nutrition services.
	4. Ms. Calhoun stated that the need in Yadkin was for more congregate meals. The Family Caregiver program in Yadkin will also receive PPE for caregivers. In Guilford, three month supply food boxes will be provided. Senior Resources of Guilford will use their funding to provide more restaurant vouchers. In addition, 650 breakfast boxes will be provided to 650 clients and 650 new clients will be added to the Meals on Wheels program.
	5. Mr. Matthew Dolge added that with the previous approval, all counties are now covered. Ms. Calhoun stated that all funding has been allocated.
	6. Mr. Van Tucker stated that due to a potential conflict of interest, he would like to recuse himself from voting on this item.
	7. Request for authorization to enter into contract with local funded partners for CARES Act Nutrition Services and Family Caregiver Supportive Services, for the period of December 1, 2020 to September 30, 2021.
4. **Action Item: Municipal Caucus Procedure, Mr. Matthew Dolge, Executive Director**
	1. The Executive Committee is composed of one delegate from each county, one delegate from any municipality with 50,000 or more in population, and one municipal delegate from each county representing municipalities under 50,000. The Executive Committee is authorized to act for the Council on all matters other than the adoption of the annual budget and the adoption of the annual program of work. The Executive Committee meets 10 times per year (every month except January and July) and may conduct all the business of the Council in the months the full board does not meet.
	2. According to Article III Section 2, regarding the composition of the Executive Committee, it is necessary for caucuses (for municipalities under fifty-thousand in population) to be held for the purpose of selecting a delegate to represent each county. In order to be on the Executive Committee, members need to be available to meet up to sixteen times per year, which will be six board meetings and ten executive committee luncheon meetings.
	3. Caucuses will be held for the municipalities of Alamance, Davidson, Davie, Forsyth, Guilford, Montgomery, Randolph, Rockingham, Stokes, Surry and Yadkin.
	4. This year and going forward we propose to hold the caucuses electronically via email primarily. You will receive an email on a certain date (January 12th in 2021). You will be asked to respond by a certain date (January 15th in 2021). If you would still like to discuss it further we will set up the teleconference line for a teleconference. This year the teleconference, if requested, will be held on January 15th. These dates have been chosen with the intention of allowing your governing board seat and orient new members. If these dates are not conducive to that intention please let us know.
	5. Request for approval for the municipal caucus to be held electronically via email and phone as necessary and according to the schedule provided.
5. **Action Item: Resolution of Membership- Town of Staley, Mr. Matthew Dolge**
	1. Mr. Matthew Dolge stated that the Town of Staley is in Randolph County south of Liberty. The Town has taken action to join the membership to the PTRC. This will be our 63rd municipal member and 75th member government. They were very active in a strategic planning process for Randolph and they wish to remain engaged.
	2. Mr. Darrell Frye added that Karen Scotton is the Mayor there and is really working towards reactivating the area. Their membership has the full support of Mr. Frye and his county.
	3. Mr. Matthew Dolge added that this requires the Board of Delegates approval so the Executive Committee is taking action to recommend that Staley be admitted to the membership of the PTRC.
	4. Mr. Mark Richardson asked if potential members go through a vetting process. Mr. Dolge stated that as long as they accept our bylaws and operating requirements there is no other vetting process.
	5. Request to recommend the Town of Staley’s Resolution of Membership.
6. **Roll Call vote for the Above-mentioned Action Items 1-5**
	1. A motion was made by Mr. Darrell Frye.
	2. The motion was seconded by Mr. Don Truell.
	3. Roll call vote- Ayes: Councilwoman Marikay Abuzuaiter, Commissioner Kevin Austin, Alderwoman Renee Bryant, Councilman Darryl Carter, Mayor Rick Cross, Commissioner Benita Finney, Mayor Alvin Foster, Chairman Darrell Frye, Councilman Victor Jones, Councilwoman Peggy Leight, Commissioner Rick Morris, Commissioner Scott Needham, Commissioner Mark Richardson, Commissioner Don Truell, Commissioner Van Tucker (with exception of Action Item 3), Commissioner Steve Yokeley
	4. Nays: none
	5. Action Items 1-5 are approved.
7. **Executive Director’s Report, Matthew Dolge, Executive Director**
	1. Mr. Dolge stated he appreciates the Board’s patience with switching to ZOOM. He feels like it’s gone well.
	2. As was recommended by DHHS, PTRC did go back to remote work after Thanksgiving. The first day back to a staggered schedule will be December 14th. Staff work with their supervisors and programmatic numbers remain very strong.
	3. We expect our Annual Report to be completed soon.
	4. PTRC has had three positive cases and 11 close contacts. There has been no internal cases of transmission. Overall we feel good about our safety processes.
	5. Our Board of Delegates meeting will be held via ZOOM on the 16th. Please try to join us for our Officer Elections and Award Presentations. A reminder that January is a month off from our meetings.
	6. We wish you all Happy Holidays!
8. **New business, Mr. Kevin Austin, Nominating Committee Report**
	1. Mr. Austin stated that after November’s Executive Committee met, the Nominating Committee comprised of the current officers and Renee Bryant, Mark Richardson and Darrell Frye met.
	2. Their recommendation is for the current officers to remain in place for a second year as is allowed in the Bylaws.
		1. Chairman: Kevin Austin (Yadkin County)
		2. Vice Chairman: Alvin Foster (Yanceyville)
		3. Treasurer: Don Truell (Davidson County)
		4. Secretary: Marikay Abuzuaiter (Greensboro)
		5. Past Chairman: Steve Yokeley (Mount Airy)
9. **Around the Region, Mr. Kevin Austin, Chair**
	1. Mr. Scott Needham shared that Pilot Mountain is going to have an outdoors Christmas market. He encouraged everyone to shop local as much as possible to help the small town businesses that are struggling.
	2. Mr. Alvin Foster invited everyone to visit downtown Yanceyville to see it lit up for Christmas. He also shared that he has recovered from COVID.
10. **Mr. Austin thanked everyone for their attendance. Reminded of full board.**

**There being no other business, the meeting was adjourned by general consensus at 12:45 p.m.**

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