** Piedmont Triad Regional Council**

 **Executive Committee**

 **Minutes**

 Wednesday, March 3, 2021

 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

Mayor Pro Tem Monta Davis-Oliver, Town of Yadkinville

Council Member Lynne DeVaney, Town of Summerfield

Commissioner Fleming El-Amin, Forsyth County

Commissioner Benita Finney, Davie 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**

Mayor Alvin Foster, Town of Yanceyville

Chairman Darrell Frye, Randolph County

Councilman Ricky Hall, City of Graham

Councilman Victor Jones, City of High Point

Councilman John Larson, City of Winston-Salem

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:**

Council Member Jim Butler, City of Burlington

Commissioner Nathaniel Hall, Caswell County

Councilman Rick McCraw, City of King

Commissioner Damon Prince, Town of Troy

Commissioner Terry Renegar, Davie County

Commissioner Dottie Robinson, Montgomery County

Commissioner Craig Turner, Alamance County

Mayor Larry Ward, Town of Denton

**Chairman Kevin Austin welcomed the PTRC Executive Committee and called the meeting to order at 12:02 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 February 3, 2020 PTRC Executive Committee minutes, Mr. Kevin Austin, Chair**
2. **Action Item: Request for Approval of Second 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 first budget revision, of $971,626.
	2. Page six of your agenda packet shows a break down by department and funds. Our largest increase was in our Area Agency on Aging followed by Community Development which is consolidated into three parts now. Workforce Development also experienced an increase.
	3. Page seven of your packet shows a comparison between the first and second revision. Administrative Services has had an increase in LTA projects. Health and Human Services has seen a slight increase due to CARES match dollars. PTRC also ended up receiving MIPPA money for the aging department. Planning services added several small projects including land development plans and providing assistance to local governments.
	4. The Development Corporation had an increase related to their loan fund. WFD received the largest increase from the state for their Finish Line grants. They also received funding for business services and for our overheard costs for our centers. Our Weatherization program received $80,000 in CARES money from the state. They also just received a contract for conducting their trainings at our facility.
	5. Please refer to pages 4-25 in the agenda packet for the revised Budget Ordinance and a summary of the changes by area. Or you can email kmitchell@ptrc.org.
	6. Mr. Kevin Austin asked if this increase included adding any staff. Mr. Dolge answered that most of these dollars are pass through. We are maximizing what we are passing through to our members through services. We have added a few part time and temporary employees but for the most part our staff is working harder and smarter.
	7. Request for Approval of Second Budget Revision for FY 2020-2021
3. **Action Item: Request for approval to enter into contract providing professional planning services from April – December to the Town of Liberty with a contract not to exceed $10,000, Mr. Kelly Larkins**
	1. The Planning Department requests to enter into contract for planning services with the Town of Liberty for an ADA Transition Plan. The Town Council has approved the contract at the February 22, 2021 meeting.
	2. Public rights-of-way and facilities are required to be accessible to persons with disabilities pursuant to the following statutes: Section 504 of the Rehabilitation Act of 1973 (Section 504) (29 U.S.C. §794) and Title II of the Americans with Disabilities Act of 1990 (ADA) (42 U.S.C. §§ 12131-12164). The laws work together to achieve this goal. These statutes prohibit public agencies from discriminating against persons with disabilities by excluding them from services, programs, or activities.
	3. The ADA Act comprises five titles prohibiting discrimination against disabled persons within the United States. Title II of the ADA required state and local governments to make their programs, services and activities accessible to persons with disabilities. It also established physical access requirements for public facilities (buildings and sidewalks, etc.). Under Title II of the ADA, the Town of Liberty required to have an ADA Transition Plan which will identify existing obstacles limiting accessibility and describe steps that are to be taken to ensure that facilities within the public right of way are made accessible to all individuals.
	4. Mr. Matthew Dolge added that the General Assembly passed 160-D legislation and Local Governments must respond to it. PTRC has received 22 contracts to do that work for our members. The NCLM reported that COGs are doing 120 of these contracts across the state so we are dong 20%. We applaud our Planning staff for meeting the needs of our members.
	5. Mr. John Larson asked if we are providing any contracted services outside of our area. Mr. Day answered that no, not in the land use planning area. We definitely coordinate with watershed planning and Jordan Lake outside of the region. Mr. Dolge stated that Matt Reece and his Management Analysts work across the state. Our Criminal Justice program also works across the state because of the uniqueness of our programs. Our Housing department also has a few contracts outside of the region but those are all fee for service. These contracts help support our infrastructure. Mr. Dolge added that it’s not a huge portion of our budget but we can get a report together to show all our work outside of our region.
	6. Mr. Mark Richardson asked how PTRC compares with other COGs as far as dues amount. Mr. Dolge answered that a .21cents per capita, we are one of the lowest. We haven’t increased dues in over 27 years. Our Annual Report shows how these dollars pass through to our members.
	7. Request for approval to enter into contract providing professional planning services from April – December to the Town of Liberty with a contract not to exceed $10,000.
4. **Action Item: Request for approval from the board to accept the awarded NCHFA ESFRLP21 grants, Mr. Michael Blair, Community Development Director**
	1. The North Carolina Housing Finance Agency has awarded the PTRC, as a direct grant recipient, the ESFRLP21 (Essential Single Family Rehab Loan Program) grants for Ashe, Alamance, Montgomery, Rockingham, Surry and Wilkes Counties for the 2021 cycle. The PTRC Community Development Department Staff requests Executive Committee approve the acceptance of all the grants.
	2. The PTRC Housing Department has been successful in being awarded ESFRLP grants in 14 counties currently, with 6 of the current awards being counties previously served by the PTRC in other grant cycles.
	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 previous grant cycle for Randolph County, PTRC committed to completing five units for $175,000 and will close out the grant cycle with seventeen units completed totaling $584,025.00 in home repairs for residents of the county.
	4. The PTRC Community Development Department is requesting approval from the board to accept the awarded NCHFA ESFRLP21 grants.
5. **Action Item: Request for approval to extend the contract with the City of Burlington, Mr. Michael Blair, Community Development Director**
	1. The PTRC has previously contracted with the City of Burlington to assist with the administration of their CDBG and CDBG-CV CARES Act funds and have requested to extend the contract to June 30, 2021 for an additional $30,000
	2. Mr. Blair added that we have been assisting Burlington in this capacity since they lost their Community Development Administrator. This has been successful in getting programs up and running.
	3. Request for approval to extend the contract with the City of Burlington
6. **Action Item: Request for approval to enter into contract with the City of Winston Salem to assist with the Single Family Rehab Program, Mr. Michael Blair, Community Development Director**
	1. The PTRC has been asked to contract with the City of Winston-Salem to assist with their Single Family Rehab Program. The city will pay PTRC $84,600 to complete 12 rehab projects over the next six months.
	2. Request for approval to enter into contract with the City of Winston Salem to assist with the Single Family Rehab Program.
	3. The City of Winston put this program on hold but Mr. John Larson would like to see this approved on PTRC’s side. Mr. Dolge stated that Mr. Jarrod Hand has evaluated this and we know we are able to complete this contract. We will leave this on the agenda in anticipation of approval from the City of Winston.
7. **Roll Call vote for the Above-mentioned Action Items 1-6**
	1. A motion was made by Mr. John Larson.
	2. The motion was seconded by Mr. Mark Richardson.
	3. Roll call vote- Ayes: Councilwoman Marikay Abuzuaiter, Commissioner Kevin Austin, Alderwoman Renee Bryant, Councilman Darryl Carter, Mayor Rick Cross, Mayor Pro Tem Monta Davis-Oliver, Council Member Lynne DeVaney, Commissioner Benita Finney, Mayor Alvin Foster, Chairman Darrell Frye, Councilman Ricky Hall, Councilman Victor Jones, Councilman John Larson, Councilwoman Peggy Leight, Commissioner Rick Morris, Commissioner Scott Needham, Commissioner Mark Richardson, Commissioner Don Truell, Commissioner Van Tucker, Commissioner Steve Yokeley
	4. Nays: none
	5. Action Items 1-6 are approved.
8. **Informational Item: Outdoor Recreation Website Update, Mr. Jesse Day, Planning Director**
	1. Funding from the CARES act for planning and economic development during the pandemic has been programmed to develop an outdoor recreation website for the region. The URL www.nctriadoutdoors.com (not active yet) has been secured and a request for qualifications was released in the fall. The website is envisioned to be a central place for outdoor recreation events, suggested travel itineraries and other information about key outdoor recreational opportunities in the region. The following are three goals of the website:
		1. Provide easy access to local outdoor recreation activity descriptions and link to centrally managed recreation sites with more information.
		2. Lift up and tie together local town, city and county sites and information on outdoor recreation.
		3. Support visitation by providing sites and information that lengthens and encourages visitors says by providing exciting information and content on outdoor recreation
	2. Six firms submitted proposals in two different calls for proposals. A review team has chosen the top firm. Contract negations are underway and the cost to build the website is not to exceed $42,000, with a 2 year subscription services not to exceed $47,400.

The goal is to have a new outdoor recreation website available for the public in the fall of 2021. The funding is managed through the Piedmont Triad Regional Development Corporation.

* 1. This is a website is related, but separate from the Strategic Outdoor Recreation plan, which will also be completed this year. The plan exists in draft form and has a robust inventory of existing outdoor recreation assets that will assist local governments, State and Federal partners and private and non-profit organizations who are planning the outdoor recreational assets of the future. An online interactive map of recreational assets: <https://ptrc.maps.arcgis.com/apps/webappviewer/index.html?id=259dc73282794c3ba951f9f45255763e> and the plan report will be combined into an ArcGIS StoryMap to further assist in planning efforts around outdoor recreation. The StoryMap combines maps, photos and text into an easy to read, yet interactive website.
	2. Mr. Matthew Dolge stated that this is twofold. We hope to increase tourism for outdoor recreation and also a way to attract and retain talent.
1. **Executive Director’s Report, Matthew Dolge, Executive Director**
	1. Mr. Dolge stated that our Lights on Loan program has provided over $2 million in COVID-19 Economic Relief to small businesses and saved more than 240 jobs. We are proud to say that we have made loans in all 12 of our counties. This week we will be sending out a letter to those that have requested loans that we are unable to provide at this time. We have reached out to EDA to find other ways to make loans. We are the first region to complete these loans and we feel good about the possibility of EDA recapitalizing with us. We can provide you all with a list of these loans.
	2. This month our staff will continue to work largely remotely but will also have weekly office hours. We continue to follow the Governor’s guidelines. The public is only allowed in the building by appointment. We appreciate you hanging with us for these virtual meetings!
2. **Around the Region, Mr. Kevin Austin, Chair**
	1. Mr. Mark Richardson asked if working from home success will affect plans for expansion. Mr. Dolge answered that Healthy Opportunities will be announced on March 22nd. If we were awarded this pilot that would add 10-15 staff people. We are making plans to be proactive but nothing has been finalized at this time.
	2. Mr. Darrell Frye stated that this month will be 12 months of virtual county commissioner meetings. It’s hard to believe. He also added that they are still fighting to save their hospital. Losing it would be a huge blow to the county.
	3. Ms. Marikay Abuzuaiter announced that Greensboro has been chosen by FEMA to distribute 3,000 shots per day. This will be a drive thru or walk in event.
3. **Mr. Austin thanked everyone for their attendance. He encouraged everyone to remain patient and diligent while we are awaiting more vaccines.**

**There being no other business, the meeting was adjourned by general consensus at 1:05p.m.**

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