

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
- Staley
- 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

Agenda

Wednesday, May 5, 2021

12:00 noon

PTRC Headquarters

1398 Carrollton Crossing Drive

Kernersville, NC 27284

Item

Official

ZOOM

Executive Committee
Please join my meeting from your device.
<https://zoom.us/j/97334803681>
Meeting ID: 973 3480 3681
Dial by phone:
+1 646 558 8656 US (New York)
Meeting ID: 973 3480 3681

Katie Mitchell
Clerk to the Board

A. Call to Order, Welcome, Moment of Silence, and Pledge of Allegiance,

Kevin Austin
Chair

B. Roll Call

Katie Mitchell
Clerk to the Board

C. Action Items

- 1) Request for approval of April 7, 2021 PTRC Executive Committee Minutes (attachment)**
- 2) Request for authorization to submit the State Fiscal Year 2022 Aging Funding Plan and to enter into contracts with the NCDAAS, county governments, and funded partners for the grant period July 1, 2021- June 30, 2022**
- 3) Request for authorization to enter into contract With NCDAAS for Home Delivered Meals in the Amount of \$856,308 for period July 1, 2021- September 30, 2022**

Kevin Austin
Chair

Adrienne Calhoun
AAA Director

Adrienne Calhoun
AAA Director

- | | |
|---|--|
| 4) Request for authorization to enter into contract with NCDAAS for access to COVID-19 vaccines efforts in the amount of \$268,267 for period May 1, 2021-September 30, 2022 | Adrienne Calhoun
<i>AAA Director</i> |
| 5) Request for adoption and acceptance of \$72,000 in NCDOT Congestion Mitigation Air Quality funds through NC State and \$18,000 in cost share split between calendar year 2021 and 2022 | Jesse Day
<i>Planning Director</i> |
| 6) Request for adoption and acceptance of up to \$60,000 in EDA Grant Administration funds Split between calendar year 2021-2025 | David Putnam
<i>Regional Economic Strategist</i> |
| 7) Request to adjust the Assignment of Classifications to grades and adjust the target strategy | Matt Reece
<i>Assistant Director</i> |
| 8) Request for approval of Membership Resolution for NCHIP and Board Seat | Matthew Dolge
<i>Executive Director</i> |
| 9) Request for approval of revised Fringe Benefit, Indirect & Occupancy Cost Allocations Plans for Fiscal Year 2021-2022 | Jarrold Hand
<i>Finance Director</i> |

D. Roll Call Vote

Katie Mitchell
Clerk to the Board

E. Executive Director's Report

Matthew Dolge
Executive Director

F. Old Business

Kevin Austin
Chair

G. New Business

Kevin Austin
Chair

H. Around the Region

At this time, Board members are asked to discuss any upcoming events or informational items that pertain to their local government or region.

Kevin Austin
Chair

I. Chairman's Remarks and Announcements

Kevin Austin
Chair

- 1) **PTRC Executive Committee Meeting**
Wednesday, June 2, 2021 11:45 a.m.
TBD
- 2) **PTRC Board of Delegates Meeting**
Wednesday, June 16, 2021 11:45 a.m.
ZOOM

ACTION ITEM # 2

M-E-M-O-R-A-N-D-U-M

TO: PTRC Executive Committee
FROM: Adrienne Calhoun, Area Agency on Aging Director
DATE: May 5, 2021
RE: Request authorization to submit the State Fiscal Year 2022 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, 2021 – June 30, 2022.

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. Attached for your review are funding allocations for the following programs:

- Home and Community Care Block Grant (HCCBG)
- Legal Services
- Family Caregiver Support Program (FCSP)

ACTION REQUESTED:

Request authorization to submit the State Fiscal Year 2022 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, 2021 – June 30, 2022.

ACTION ITEM # 2 CONTINUED

Home and Community Care Block Grant (HCCBG)

The Home and Community Care Block Grant 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 for HCCBG 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. HCCBG is adjusted based on population changes across the state.

Weight	Variable
50%	60+ population
30%	60+ poverty
10%	60+ rural
10%	60+ minority

HOME AND COMMUNITY CARE BLOCK GRANT – STATE FISCAL YEAR 2022

County	SFY 2021 HCCBG Allocation	Change (Cut)	SFY 2022 HCCBG Allocation
Alamance	938,919	12,302	951,221
Caswell	259,835	844	260,679
Davidson	986,062	20,398	1,006,460
Davie	300,917	10,948	311,865
Forsyth	1,877,792	25,555	1,903,347
Guilford	2,631,758	108,999	2,740,756
Montgomery	255,389	9,030	264,419
Randolph	829,949	8,793	838,742
Rockingham	630,779	32,350	663,128
Stokes	336,111	13,873	349,984
Surry	551,120	5,256	556,376
Yadkin	278,120	(1,542)	276,578
Total HCCBG	\$9,876,751	\$246,806	\$10,123,557

ACTION ITEM # 2 CONTINUED

Legal Services

The attached chart indicates Legal Service funds for State Fiscal Year (SFY) 2022. Legal Services are required and mandated by the Older Americans Act and distributed as indicated in the chart below. A 10% local match, cash or in-kind, is required. Contracts for legal is between the provider and the PTRC AAA. Following the PTRC Procurement Policy legal services will be procured.

LEGAL SERVICES – STATE FISCAL YEAR 2022

County	SFY 2022 Allocation
Alamance	5,382
Caswell	1,256
Davidson	5,711
Davie	1,590
Forsyth	10,785
Guilford	15,671
Montgomery	1,234
Randolph	4,771
Rockingham	3,911
Stokes	1,890
Surry	2,901
Yadkin	1,411
TOTAL LEGAL	\$56,515

ACTION ITEM # 2 CONTINUED

Family Caregiver Support Program (FCSP)

The attached chart indicates Family Caregiver Support Program (FCSP) funds for State Fiscal Year 2022 to our 12 counties by organization. Each county receives a base of \$5,000 and additional funds based on the population over age 70. No match required. Contracts for FCSP are between the provider and the PTRC AAA. FCSP services will be procured by following PTRC's Procurement Policy. All information will be posted on the PTRC website in coming weeks.

FAMILY CAREGIVER SUPPORT PROGRAM – STATE FISCAL YEAR 2022

County	SFY 2021 FCSP Allocation	Change (Cut)	SFY 2022 FCSP Allocation
Alamance	52,102	5,653	57,755
Caswell	12,708	995	13,703
Davidson	52,989	5,853	58,842
Davie	19,249	1,700	20,949
Forsyth	98,933	11,505	110,438
Guilford	133,414	15,857	149,271
Montgomery	14,242	1,100	15,342
Randolph	45,882	4,856	50,738
Rockingham	34,643	3,307	37,950
Stokes	20,450	1,865	22,315
Surry	28,755	2,454	31,209
Yadkin	17,269	1,420	18,689
TOTAL FCSP	\$530,636	\$56,565	\$587,201

These preliminary allocations are tentative based on the NC General Assembly approved budget.

ACTION ITEM #3

M-E-M-O-R-A-N-D-U-M

TO: PTRC Executive Committee
FROM: Adrienne Calhoun, Area Agency on Aging Director
DATE: May 4, 2021
RE: Request authorization to enter into contract with the North Carolina Division of Aging and Adult Services, for Title III - C2 Home Delivered Meals in the amount of \$856,308 during the grant period July 1, 2021 – September 30, 2022.

The Consolidated Appropriations Act, 2021, Public Law No: 116-260, signed into law on December 27, 2020 provides supplemental funding for Senior Nutrition Programs to assist in responding to the COVID-19 pandemic. This Act provides an added \$168M to help states deliver additional meals to older adults.

The Piedmont Triad Regional Council Area Agency on Aging (PTRC AAA) received a regional allocation based on the Intrastate Funding Formula (IFF). The formula, is shown below.

Weight	Variable
50%	60+ population
30%	60+ poverty
10%	60+ rural
10%	60+ minority

The amount awarded to the region is \$856,308 for Title III C2 Home Delivered Meals. Service match is not required. The PTRC AAA Planning and Administration will receive 10% of the funding. Using the flexibility under the major disaster declaration, the nonfederal match for Planning and Administration will be provided by the State Unit on Aging from overmatch on related services provided in the Home and Community Care Block Grant.

The PTRC AAA will follow the guidelines of the PTRC Procurement Policy in making funding awards across the region.

Request authorization to enter into contract with the North Carolina Division of Aging and Adult Services, for Title III - C2 Home Delivered Meals in the amount of \$856,308 during the grant period July 1, 2021 – September 30, 2022.

ACTION ITEM #4

M-E-M-O-R-A-N-D-U-M

TO: PTRC Executive Committee
FROM: Adrienne Calhoun, Area Agency on Aging Director
DATE: May 4, 2021
RE: Request authorization to enter into contract with the North Carolina Division of Aging and Adult Services, for the Expanding Access to COVID-19 Vaccines via the Aging Network Grant in the amount of \$268,267 for the period of May 1, 2021-September 30, 2022.

The Division of Aging and Adult Services is issuing this one-time award under Expanding Access to COVID-19 Vaccines via the Aging Network Grant. This grant award is issued under Section 301 of the Public Health Service Act and Division M, Consolidated Appropriations Act, 2021, Public Law 116-260.

The grant is issued in order for the Area Agencies on Aging in its jurisdiction to serve older adults for the following purposes:

- Disseminating credible information about COVID-19 vaccines and help direct those with questions to additional sources of information
- Identifying people who may need help getting a COVID-19 vaccination, including those who are unable to independently travel to a vaccination site
- Helping with scheduling a COVID-19 vaccination appointment for those who need help
- Arranging or providing accessible transportation to COVID-19 vaccination sites
- Providing technical assistance to local health departments and other entities on vaccine accessibility,
- Providing personal support if needed (e.g., peer support), and
- Reminding the person of their second vaccination appointment if needed.

There is no match required for these funds.

Request authorization to enter into contract with the North Carolina Division of Aging and Adult Services, for the Expanding Access to COVID-19 Vaccines via the Aging Network Grant in the amount of \$268,267 for the period of May 1, 2021- September 30, 2022.

ACTION ITEM #5

M-E-M-O-R-A-N-D-U-M

TO: Executive Committee, Piedmont Triad Regional Council
FROM: Jesse Day, Regional Planning Director
DATE: May 5, 2021
RE: Clean Fuels Advanced Technology Grants 2021 and 2022

The purpose of the Clean Fuel Advanced Technology (CFAT) project is to reduce transportation related emissions in North Carolina through education, outreach and emission reduction technology sub-awards to public and private entities responsible for transportation related emissions in eligible counties. The project is administered by the NC Clean Energy Technology Center (NCCETC)/NC State University (NC SU) with federal funding provided by the NC Department of Transportation (NCDOT). The CFAT eligible counties served by the Piedmont Triad Regional Council are: Davidson, Davie, Forsyth, and Guilford. There are 4 other regional partners across the State working with the PTRC and the NCCETC to promote clean energy and reduce transportation related emissions.

Education and outreach will consist of various activities and events like:

- Social media and other paid media posts about clean transportation and energy
- Work with schools and libraries to promote clean energy aimed at school-aged youth
- Conduct education that promotes behaviors to reduce fuel use
- Collaborate and coordinate with transit providers on clean energy
- Promote the Smart Fleet Initiative with fleet owners to reduce costs and emissions

These activities will be promoted throughout the 4 counties eligible for funding based upon the CMAQ designation by the Federal Highway Administration. The following budget amounts are proposed:

Calendar Year

2021: NCDOT Funds: \$36,000 | Match: \$9,000

2022: NCDOT Funds: \$36,000 | Match: \$9,000

Total: \$72,000 | Match: \$18,000

The PTRC has not received the go ahead to conduct these activities, but a request has been submitted by the NC Clean Energy Technology Center and is awaiting NCDOT approval.

ACTION REQUESTED:

For adoption and acceptance of \$72,000 in NCDOT Congestion Mitigation Air Quality funds through NC State and \$18,000 in cost share split between calendar year 2021 and calendar year 2022.

ACTION ITEM #6

M-E-M-O-R-A-N-D-U-M

TO: Executive Committee, Piedmont Triad Regional Council
FROM: David Putnam, Regional Economic Strategist
DATE: May 5, 2021
RE: EDA Grant Awards Administration Contracts 2021

The Economic Development Administration has announced two construction awards within the Piedmont Triad Economic Development District. These awards are helping to support projects identified in the regional CEDS, Triad Tomorrow. The first is an award announced on April 8, 2021 for the Yadkin Valley Telephone Membership Corporation that supports the installation of fiber-optic cable and associated splices to provide network connectivity across Davie County. The second is an award to Forsyth County announced on April 8, 2021 for the County of Forsyth that supports repairs to the Smith Reynolds Airport facilities. For both awards, the Grant Administration contracts are expected to be valued at \$30,000 each.

When applying for funding, both applicants requested that PTRDC staff administer the project. In doing so, they have certified that, (1) the administration of the project is beyond the capacity of the applicant's current staff and would require hiring additional staff or contracted for such services; (2) No local organization/business exists that could administer the project in a more efficient or cost-effective manner than PTRDC; and, (3) The PTRDC will administer the project without subcontracting the work.

EDA – Yadkin Valley Telephone Membership Corporation Award:

- Amount – \$1,942,916
- Period of Award – 52 months from April 8th, 2021
- County of Activity – Davie County
- Scope of Work – for installation of fiber-optic cable and associated splices to provide network connectivity across Davie County.

EDA – County of Forsyth Award:

- Amount – \$4,450,677
- Period of Award – 28 months from April 8th, 2021
- County of Activity – Forsyth County
- Scope of Work – for repairs to the Smith Reynolds Airport facilities.

ACTION REQUESTED:

For adoption and acceptance of up to \$60,000 in EDA Grant Administration funds split between calendar year 2021, 2022, 2023, 2024, and 2025.

ACTION ITEM #7

M-E-M-O-R-A-N-D-U-M

TO: PTRC Executive Committee
FROM: Matt Reece, Assistant Director
DATE: May 5, 2020
RE: Request to adjust the Assignment of Classifications to Grades and adjust the progression to pay target strategy

PTRC last adjusted the classification and pay plan in 2019. The labor is extremely tight as the economy emerges from the pandemic. PTRC has lost 4 employees to other employment opportunities this fiscal year. This is a rate of 5.3% compared to a 4% average for three previous years. Additionally, we have had 8 candidates turn down offers of employment due to not meeting their pay expectations. Therefore, three changes are requested.

- 1) Adjust the pay ranges 2.5%. This will adjust minimum, pay target, maximum, and developmental increase values. See table 1. for further details.
- 2) Adjust the progression to pay target from 8 increments to 7. This will help with compressed salaries clustered at minimum. See Diagram 1. for further details.
- 3) Adopt a pay floor \$14.26, a minimum of grade 12.
Two classes are adjusted to grade 12, General Staff and Intern. This change will affect one regular part-time position and one periodic part-time position. This change is in *italicized text* for emphasis.
- 4) Update titles to incorporate working titles to become official classification titles. See Table 2. For further details. Working titles to classification changes are noted with an asterisk after the title. One change is requested to the assignment of classes to grades to take a position of Regional Planner I to Regional Economic Development Strategist, grade 21 to 23. This is based on changes to work that have transpired. This change is in *italicized text* for emphasis.

The cost of these changes is \$23,968 in base salary. The proposed fiscal year 2021-2022 budget can accommodate that additional cost. The Executive Director concurs and recommends the adoption of these changes.

ACTION ITEM #7 CONTINUED

Table 1. Proposed 2021-2022 Pay table

<i>Grade</i>	<i>Min 2080</i>	<i>Pay Target 2080</i>	<i>Maximum 2080</i>	<i>Develop. Increase 2080</i>	<i>Develop. Increase Hourly</i>	<i>Min Hourly</i>	<i>Pay Target Hourly</i>	<i>Max Hourly</i>
9	15,080.00		31,678.40		7.25		15.61	
10	26,915.20	34,964.80	43,035.20	1,149.94	12.94	16.81	20.69	0.55
11	28,246.40	36,691.20	45,177.60	1,206.40	13.58	17.64	21.72	0.58
12	29,660.80	38,542.40	47,444.80	1,268.80	14.26	18.53	22.81	0.61
13	31,158.40	40,456.00	49,816.00	1,328.23	14.98	19.45	23.95	0.64
14	32,697.60	42,494.40	52,291.20	1,399.54	15.72	20.43	25.14	0.67
15	34,320.00	44,616.00	54,912.00	1,470.86	16.50	21.45	26.40	0.71
16	36,025.60	46,841.60	57,678.40	1,545.14	17.32	22.52	27.73	0.74
17	37,835.20	49,192.00	60,548.80	1,622.40	18.19	23.65	29.11	0.78
18	39,748.80	51,667.20	63,585.60	1,702.63	19.11	24.84	30.57	0.82
19	41,724.80	54,246.40	66,747.20	1,788.80	20.06	26.08	32.09	0.86
20	43,784.00	56,950.40	70,096.00	1,880.91	21.05	27.38	33.70	0.90
21	46,009.60	59,779.20	73,590.40	1,967.09	22.12	28.74	35.38	0.95
22	48,297.60	62,816.00	77,292.80	2,074.06	23.22	30.20	37.16	1.00
23	50,710.40	65,936.00	81,140.80	2,175.09	24.38	31.70	39.01	1.05
24	53,248.00	69,222.40	85,196.80	2,282.06	25.60	33.28	40.96	1.10
25	55,931.20	72,675.20	89,460.80	2,392.00	26.89	34.94	43.01	1.15
26	58,718.40	76,336.00	93,932.80	2,516.80	28.23	36.70	45.16	1.21
27	61,651.20	80,142.40	98,633.60	2,641.60	29.64	38.53	47.42	1.27
28	64,729.60	84,136.00	103,563.20	2,772.34	31.12	40.45	49.79	1.33
29	67,974.40	88,358.40	108,742.40	2,912.00	32.68	42.48	52.28	1.40
30	71,364.80	92,768.00	114,171.20	3,057.60	34.31	44.60	54.89	1.47
31	74,921.60	97,406.40	119,891.20	3,212.11	36.02	46.83	57.64	1.54

ACTION ITEM #7 CONTINUED

32	78,686.40	102,273.60	125,881.60	3,369.60	37.83	49.17	60.52	1.62
33	82,596.80	107,369.60	132,184.00	3,538.97	39.71	51.62	63.55	1.70
34	86,736.00	112,756.80	138,777.60	3,717.26	41.70	54.21	66.72	1.79
35	91,062.40	118,414.40	145,724.80	3,907.43	43.78	56.93	70.06	1.88
36	95,617.60	124,342.40	153,004.80	4,103.54	45.97	59.78	73.56	1.97
37	100,401.60	130,540.80	160,659.20	4,305.60	48.27	62.76	77.24	2.07

Schedule of Bi-weekly Development Increases			
Grade	2080	1560	1000
10	44.23	33.18	21.29
11	46.40	34.80	22.33
12	48.80	36.60	23.49
13	51.09	38.32	24.59
14	53.83	40.38	25.91
15	56.58	42.43	27.23
16	59.43	44.58	28.60
17	62.40	46.80	30.03
18	65.49	49.12	31.52
19	68.80	51.60	33.11
20	72.35	54.26	34.82
21	75.66	56.75	36.41
22	79.78	59.83	38.39
23	83.66	62.75	40.26
24	87.78	65.83	42.24
25	92.00	69.00	44.28
26	96.80	72.60	46.59
27	101.60	76.20	48.90
28	106.63	79.98	51.32
29	112.00	84.00	53.90
30	117.60	88.20	56.60
31	123.55	92.66	59.46
32	129.60	97.20	62.37
33	136.12	102.09	65.51
34	142.98	107.23	68.81
35	150.29	112.72	72.33
36	157.83	118.38	75.96
37	165.60	124.20	79.70

ACTION ITEM #7 CONTINUED

Diagram 1. Illustration of progression to pay target a strategy.

FY 2021 Grade 21, eight developmental increases to pay target.

Minimum		Pay Target		Maximum
\$44,884	→ → → → → → → →	\$58,332		\$71,802
	\$1,608			

Percentage increases vary depending on progression through the range and are less as an employee approaches pay target. Developmental increase is 3.6% at minimum, 2.9% at pay target and average 3.2% over the *eight-year* period.

FY 2022 Grade 21, seven developmental increase to pay target.

Minimum		Pay Target		Maximum
\$46,009	→ → → → → → →	\$59,394		\$73,590
	\$1,967			

Percentage increases vary depending on progression through the range and are less as an employee approaches pay target. Developmental increase is 4.3% at minimum, 3.4% at pay target and average 3.8% over the *seven-year* period.

Note employees who meet expectations and are at or above pay target receive a lump sum amount equal to the developmental increase. Employees who create a work plan in advance and exceed the goals of that workplan are eligible for an increase to base pay. The amount of the increase is based upon the developmental increase amount.

ACTION ITEM #7 CONTINUED

Table 2. Changes to titles and assignment of classes to grades

Proposed Title	CG	PG
<i>General Staff</i>	9	12
<i>Intern</i>	9	12
Office Assistant	12	12
CD Program Intake I	13	13
Mobile Unit Operator	13	13
CD Program Intake II	14	14
Community Health Worker*	14	14
Database Technician	14	14
GIS Technician*	14	14
Health Promotion Program Assistant*	14	14
Program Assistant	14	14
Technology Solutions Specialist*	14	14
Accounting Technician I	15	15
CD Program Specialist I	15	15
Maintenance Technician	16	16
Accounting Technician II	17	17
Aging MIS Specialist	17	17
Aging Systems Specialist*	17	17
Nutrition Aging Specialist*	17	17
Workforce Program Assistant	17	17
CD Administrative Coordinator	18	18
CD Program Specialist II	18	18
CD Project Inspector I	19	19
Contracts Accountability Spec	19	19
CD Project Inspector II	20	20
District Resource Center Coord	20	20
Workforce Program Specialist	20	20
Accountant	21	21
Aging Program Planner	21	21
CD Program Coordinator*	21	21
CD Project Coordinator	21	21
Clerk to the Board	21	21
Community Engagement Spec	21	21
Environmental Programs Coordinator*	21	21

Proposed Title	CG	PG
Family Caregiver Support Spec	21	21
Food Systems Coordinator*	21	21
Health Promotion Coordinator*	21	21
HR Analyst	21	21
Long Term Care Ombudsman	21	21
Pretrial Release Coordinator	21	21
Recovery and Resiliency Coordinator*	21	21
Regional Planner I	21	21
Strategic Initiatives Coord	21	21
Workforce Business Svcs Coord	21	21
Workforce Program Coord	21	21
Project Reentry Coordinator	22	22
Workforce Program & Ops Lead	22	22
Accountant Senior	23	23
CD Supervisor	23	23
Long Term Care Sr Ombudsman	23	23
Management Analyst	23	23
<i>Regional Economic Strategist*</i>	21	23
Regional Planner II	23	23
Community Resource Spec Supv	24	24
Special Projects Manager	24	24
Information Data Svcs Manager	25	25
Regional Planner Senior	26	26
Regional Planning Asst Dir	27	27
Workforce Program Manager	27	27
Technology Solutions Administrator*	28	28
Finance Assistant Director	29	29
Area Agency on Aging Director	34	34
Community Development Director	34	34
Criminal Justice Prg Director	34	34
Finance Director	34	34
Regional Planning Director	34	34
Workforce Program Director	34	34
Assistant Director	37	37

* Indicates a former working title proposed to be classification title.

ACTION ITEM #8

M-E-M-O-R-A-N-D-U-M

TO: Executive Committee, Piedmont Triad Regional Council
FROM: Matthew Dolge, Executive Director
DATE: May 5, 2021
RE: Insurance Pool Membership

The PTRC has been self-insured for three years. This step was taken to allow flexibility in plan design as well as provide the organization with usage data to help control long-term costs. The plan has performed well with minor cost increases last year, and a slight increase proposed this year.

At the same time PTRC moved to self-insurance, a group of local governments in the state decided to pull together in a risk pool to help control their exposure. The NCHIP (North Carolina Health Insurance Pool) group has seen substantial growth and rate success since its inception. PTRC member governments Kernersville, Caswell County, and Thomasville are current members. PTRC was not eligible because of the minimum required lives covered of 75 members.

This year PTRC surpassed the 75 life threshold and began discussion with NCHIP for possible membership. Based on our risk experience the board of directors for NCHIP has extended an offer of membership to PTRC.

PTRC staff has reviewed the structure and financial projections provided by NCHIP. Membership in this insurance pool provides the benefits of self-insurance by allowing complete control over program design and full access to usage information and trend data. It further provides the benefit of shared risk for all costs above \$40,000 per employee, lessening the exposure of the organization for large claims. Our sound management of our self-insurance plan will allow us to join NCHIP and recognize a significant reduction in projected costs in year one. The three year average of rate increases to NCHIP members has been 1.5% well below the industry average.

I recommend approval of the attached resolution to join NCHIP and further ask that I be appointed to their board to represent PTRC with Matt Reece as the alternate.

ACTIONS REQUESTED:

Request for approval of Membership Resolution for NCHIP (*resolution to follow*)

Request for approval to appoint Matthew Dolge to our seat on the NCHIP Board with Matt Reece as the alternate



PIEDMONT TRIAD REGIONAL COUNCIL

1398 CARROLLTON CROSSING DRIVE
KERNERSVILLE, NC 27284

(336) 904-0300

MATTHEW L. DOLGE • EXECUTIVE DIRECTOR

RESOLUTIONS AUTHORIZING THE PARTICIPATION IN THE NORTH CAROLINA HEALTH INSURANCE POOL

WHEREAS, North Carolina local governments, including any North Carolina county, city, or housing authority, may enter into contracts or agreements under Article 23 of Chapter 58 of the North Carolina General Statutes (the “Local Government Risk Pool Act”) to establish pools providing for life or accident and health insurance for their employees on a cooperative or contract basis with one another;

WHEREAS, the North Carolina Health Insurance Pool (NCHIP) is a pool providing for accident and health insurance for employees of North Carolina local governments in accordance with the Local Government Risk Pool Act; and

WHEREAS, this local government wishes to become a member of the NCHIP;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DELEGATES OF THE
Piedmont Triad Regional Council as follows:

SECTION 1 As of July 1, 2021, this local government will become a Member of the North Carolina Health Insurance Pool (NCHIP), an intergovernmental cooperative to pool health insurance risks with other North Carolina local governments. The terms and conditions of membership in NCHIP will be such terms and conditions as are imposed by the board of trustees of NCHIP and pursuant the terms of applicable contracts and by-laws of NCHIP, as such may be amended from time to time.

SECTION 2 In accordance with N.C.G.S. § 58-23-5(e), the EXECUTIVE DIRECTOR of this local government, or such other officer, as shall be authorized, is directed to give notice (or cause notice to be given) to the North Carolina

Commissioner of Insurance no later than June 1, 2021, in a form prescribed by the
Commissioner that this local government intends to participate in NCHIP as of July 1, 2021.

SECTION 3 The Executive Director of this local government, or such other officer, as
shall be authorized, is directed to execute any documents necessary to complete the
membership of the local government in NCHIP.

SECTION 4 This Resolution shall be in full force and effect upon its passage, approval
and publication in pamphlet form, if required by law.

PASSED this _____ day of _____, 20____

AYES:

NAYS:

ABSENT:

BOARD CHAIR

ATTEST:

Clerk

ACTION ITEM #9

M-E-M-O-R-A-N-D-U-M

TO: PTRC Executive Committee
FROM: Jarrod R. Hand, Finance Director
DATE: May 5, 2021
RE: Request for approval of revised Fringe Benefit, Indirect & Occupancy Cost Allocations Plans for Fiscal Year 2021 - 2022

Attached are two revised versions of Fringe Benefit, Indirect and Occupancy Cost Allocation Plans for fiscal year 2021 – 2022 for your consideration. Revisions were required to recognize the reduction in health care costs for fiscal year 2021-2022. The first version is for current operations and the second version projects the addition of the Medicaid Healthy Opportunities Lead Pilot Entity to the Council.

It is recommended that the Executive Committee approve the revised Fringe Benefit, Indirect and Occupancy Cost Allocation Plans for fiscal year 2021 – 2022.

PIEDMONT TRIAD REGIONAL COUNCIL
Calculation of Fringe Benefits Rate
Fiscal Year 2021 - 2022

Total Salaries	5,035,495		
Salaries over SS Max	(61,998)		
Cafeteria Plan Deductions	(143,364)		
Plus Employee Compensation	10,920		
	<hr/>		
Social Security 6.2%	4,841,053	6.20%	300,145
Medicare 1.45%	4,903,051	1.45%	71,094
Group Health, Life and Dental Insurance			1,155,017
EAP/Wellness			50,950
Worker's Compensation Insurance			25,000
Unemployment - NC ESC			11,900
Accrued Vacation Leave			25,900
Health Reimbursement Arrangement			71,400
Staff Tuition Reimbursement Plan			5,000
Employer Contribution to Retirement System	4,733,844	11.49%	543,919
Employer Contribution to 401K	4,733,844	2.50%	118,346
Total Fringe Benefits			2,378,672
Fringe Benefits Rate:	<u>Total Fringe Benefits</u>	<u>2,378,672</u>	50.25%
	Salaries Subject to 401k & Retirement	4,733,844	

PIEDMONT TRIAD REGIONAL COUNCIL
Calculation of Indirect Cost Rate
Fiscal Year 2021 - 2022

Executive Director	50%	100,458
Assistant Executive Director	50%	65,349
Finance Director		107,454
Senior Accountant	33%	23,235
Technology Solutions Administrator		81,911
Information Technology Manager		63,771
Accountant	10%	4,785
Accounting Technician	50%	17,847
Accounting Technician		49,961
HR Engagement Specialist		51,837
Executive Assistant		37,957
HR Program Assistant		37,957
Data Base Technician		20,438
Receptionist - 20 Hours		16,276
Receptionist - 20 Hours		16,276
Admin Assistant - as needed		5,575
Admin Assistant - as needed		5,575
Maintenance	20%	11,160
Maintenance - 20 Hours		19,134
Maintenance - 20 Hours		13,803

TOTAL INDIRECT SALARIES 750,759

Fringe Benefits (see Indirect TB)	50.25%	344,336
Fringe Benefits Indirect Part-Time	7.65%	5,010
Bonding, Fire Insurance & Public Officials Liability Insurance		27,500
Professional Services		16,750
Accounting Services - Audit		44,000
Advertising		5,000
Computer Services, Licensing & Fees		80,000
Equipment Rental		62,500
Telephone & Internet		25,250
Postage		18,000
Dues, Subscriptions, Memberships, Misc.		23,500
Office Supplies		82,250
Equipment and Vehicles Maintenance and Repair		10,000
Travel & Parking		58,725
Occupancy Costs - Admin Offices		57,312
Occupancy Costs - Common Areas		184,176
Payroll, OnBoarding, Bene Trac		40,000

TOTAL INDIRECT COST 1,835,068

Indirect Cost Rate:	Total Indirect Costs	1,835,068	28.50%
	Total Direct Salaries & Fringe	6,437,739	

	Salaries	Fringe Benefits	Total
Total Direct Salaries & Fringe Benefits (Total Salaries less Indirect Salaries)	4,284,736	2,153,003	6,437,739
Minus Salaries not Subject to Indirect*	-	-	-
	<hr/> 4,284,736	<hr/> 2,153,003	<hr/> 6,437,739

Total Salaries	5,035,495
Salaries not Subject to Indirect	-
	<hr/> 5,035,495

Total Salaries	5,035,495
Salaries in Indirect Cost Pool	750,759
	<hr/> 4,284,736

PIEDMONT TRIAD REGIONAL COUNCIL
BUILDING OCCUPANCY COST PLAN
Fiscal Year 2021 - 2022

Interest Expense	46,321.80
Depreciation Expense (Building & Improvements)	240,223.11
Professional Services	14,750.00
Utilities Expense	43,500.00
Supplies and Materials	14,000.00
Lawn and Grounds Care Expenses	22,500.00
Misc Building Maintenance Expenses	34,900.00
Association Dues	7,500.00
Janitorial	28,950.00
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TOTAL ANNUAL OCCUPANCY COSTS	452,644.91
Monthly Occupancy Costs	37,720.41
Total Square Footage of the Facility	25,000
Calculated Cost per Square Foot	18.13
21-22 Rate Charged per Square Foot	18.00

PIEDMONT TRIAD REGIONAL COUNCIL
Calculation of Fringe Benefits Rate
Fiscal Year 2021 - 2022

Total Salaries	5,626,385		
Salaries over SS Max	(61,998)		
Cafeteria Plan Deductions	(143,364)		
Plus Employee Compensation	12,240		
	<hr/>		
Social Security 6.2%	5,433,263	6.20%	336,862
Medicare 1.45%	5,495,261	1.45%	79,681
Group Health, Life and Dental Insurance			1,304,493
EAP/Wellness			61,450
Worker's Compensation Insurance			25,000
Unemployment - NC ESC			11,900
Accrued Vacation Leave			25,900
Health Reimbursement Arrangement			80,640
Staff Tuition Reimbursment Plan			5,000
Employer Contribution to Retirement System	5,324,734	11.49%	611,812
Employer Contribution to 401K	5,324,734	2.50%	133,118
Total Fringe Benefits			2,675,857
Fringe Benefits Rate:	<u>Total Fringe Benefits</u>	<u>2,675,857</u>	50.25%
	Salaries Subject to 401k & Retirement	5,324,734	

PIEDMONT TRIAD REGIONAL COUNCIL
Calculation of Indirect Cost Rate
Fiscal Year 2021 - 2022

Executive Director	50%	100,458
Assistant Executive Director	50%	65,349
Finance Director		107,454
Senior Accountant	33%	23,235
Technology Solutions Administrator		81,911
Information Technology Manager		63,771
Accountant	10%	4,785
Accounting Technician	50%	17,847
Accounting Technician		49,961
HR Engagement Specialist		51,837
Executive Assistant		37,957
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Maintenance	20%	11,160
Maintenance - 20 Hours		19,134
Maintenance - 20 Hours		13,803

TOTAL INDIRECT SALARIES 750,759

Fringe Benefits (see Indirect TB)	50.25%	344,371
Fringe Benefits Indirect Part-Time	7.65%	5,010
Bonding, Fire Insurance & Public Officials Liability Insurance		27,500
Professional Services		16,750
Accounting Services - Audit		44,000
Advertising		5,000
Computer Services, Licensing & Fees		80,000
Equipment Rental		62,500
Telephone & Internet		25,250
Postage		18,000
Dues, Subscriptions, Memberships, Misc.		23,500
Office Supplies		82,250
Equipment and Vehicles Maintenance and Repair		10,000
Travel & Parking		73,750
Occupancy Costs - Admin Offices		57,312
Occupancy Costs - Common Areas		184,176
Payroll, OnBoarding, Bene Trac		40,000

TOTAL INDIRECT COST 1,850,128

Indirect Cost Rate:	Total Indirect Costs	1,850,128	25.25%
	Total Direct Salaries & Fringe	7,325,791	

	Salaries	Fringe Benefits	Total
Total Direct Salaries & Fringe Benefits (Total Salaries less Indirect Salaries)	4,875,626	2,450,165	7,325,791
Minus Salaries not Subject to Indirect*	-	-	-
	<hr/> 4,875,626	<hr/> 2,450,165	<hr/> 7,325,791

Total Salaries	5,626,385
Salaries not Subject to Indirect	-
	<hr/> 5,626,385

Total Salaries	5,626,385
Salaries in Indirect Cost Pool	750,759
	<hr/> 4,875,626

**PIEDMONT TRIAD REGIONAL COUNCIL
BUILDING OCCUPANCY COST PLAN
Fiscal Year 2021 - 2022**

Interest Expense	46,321.80
Depreciation Expense (Building & Improvements)	240,223.11
Professional Services	14,750.00
Utilities Expense	43,500.00
Supplies and Materials	14,000.00
Lawn and Grounds Care Expenses	22,500.00
Misc Building Maintenance Expenses	34,900.00
Association Dues	7,500.00
Janitorial	28,950.00
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TOTAL ANNUAL OCCUPANCY COSTS	452,644.91
Monthly Occupancy Costs	37,720.41
Total Square Footage of the Facility	25,000
Calculated Cost per Square Foot	18.13
21-22 Rate Charged per Square Foot	18.00

Meeting Dates 2021

1398 Carrollton Crossing Drive
 Kernersville, NC 27284
 12:00 noon

PTRC Executive Committee 1st Wednesday	PTRC Board of Delegates 3rd Wednesday
January - none	January - none
February 3, 2021	February 17, 2021
March 3, 2021	March - none
April 7, 2021	April 21, 2021
May 5, 2021	May - none
June 2, 2021	June 16, 2021
July - none	July - none
August 4, 2021	August 18, 2021
September 1, 2021	September - none
October 6, 2021	October 20, 2021
November 3, 2021	November - none
December 1, 2021	December 15, 2021