

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 Board of Delegates Agenda

Wednesday, April 21, 2021

12:00 noon

PTRC Headquarters
1398 Carrollton Crossing Drive
Kernersville, NC 27284

ItemOfficial**ZOOM**

Board of Delegates

Please join my meeting from your computer, tablet or smartphone.

<https://zoom.us/j/98490276882>

You can also dial in using your phone.

+1 646 558 8656 US (New York)

Access Code: 984 9027 6882

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. Consent Items

- 1) Request for approval for new CDBG-NR contracts with the Town of Troy and the City of Reidsville**
- 2) Request for approval of revised compensation guide for position of Executive Director**

D. Action Items

- 1) Request for approval of the February 17, 2021 Board of Delegates minutes**
- 2) Request for approval of the fringe benefit, indirect and occupancy cost allocation plans for fiscal year 2021-2022**

Kevin Austin

Chair

Jarrod Hand

Finance Director

3) Request for approval of PTRDC Board Member Appointments

Jesse Day
Planning Director

E. Roll Call Vote

Katie Mitchell
Clerk to the Board

F. Executive Director's Report

Matthew Dolge
Executive Director

G. Old Business

Kevin Austin
Chair

H. New Business

Kevin Austin
Chair

I. 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

J. Chairman's Remarks and Announcements

Kevin Austin
Chair

1) PTRC Executive Committee Meeting

Wednesday, May 5, 2021 11:45 a.m.

TBD

2) PTRC Board of Delegates Meeting

Wednesday, June 16, 2021 11:45 a.m.

ZOOM

3) 2021 PTRC Meeting Dates

CONSENT ITEM # 1

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

TO: Board of Delegates, Piedmont Triad Regional Council
FROM: Michael Blair, Community Development Director
DATE: April 21, 2021
RE: New CDBG-NR Rehab Contract Town of Troy
New CDBG-NR Rehab Contract City of Reidsville

PTRC Community Development Department Staff has been asked to provide Rehabilitation services for two separate CDBG-NR grants in Troy and Reidsville. Staff requests Executive Committee approve providing this service to Troy and Reidsville.

The 2 grants are administered by a consultant firm and PTRC staff will provide rehabilitation expertise. Troy will have approximately 4 or 5 housing units either substantially repaired or demolished and rebuilt; Reidsville has 10 houses to be rehabilitated.

PTRC Community Development will assess project soft costs on each CDBG-NR unit based on the complexity of the cost estimate and write up. Minimum soft costs per unit will be set at \$8,000.

ACTION REQUESTED: The PTRC Community Development Department is requesting approval from the board to move forward with the contract with the Town of Troy.

ACTION REQUESTED: The PTRC Community Development Department is requesting approval from the board to move forward with the contract with the City of Reidsville.

CONSENT ITEM #2

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

TO: PTRC Board of Delegates
FROM: Matt Reece, Assistant Director
DATE: April 21, 2021
RE: Report of Officers meeting and request to revise the compensation guide for the position of Executive Director.

On August 15, 2018, the Board revised the compensation guide for the position of Executive Director. Also, the Board affirmed annually, the Officers of the Board, will confer using this guideline to prepare a specific recommendation for further consideration to adjust the salary of the Executive Director. Due to priorities of responding to the pandemic, the compensation guide was not adjusted in FY 2020 and the Executive Director was awarded a lump sum payment.

The following compensation guide is proposed to continue the position of Executive Director:

Minimum	Progression to Pay Target Developmental increase	Pay Target
\$134,601	\$9,994	\$184,568
35 th Percentile of member government executive market and comparison regional councils	Developmental increase value, established by five increments from minimum to pay target. Developmental increases are contingent upon individual contributions and performance. Development increases are applied as a flat dollar amount and the value of that amount ranges from 7% at minimum, to 6% at pay target, and averages 6.5% over the calculated five increments.	Compensation goal contingent upon performance. 80 th percentile of data set. Employee may be eligible for additional increases or lump sum payments may be awarded. Base salary increases beyond pay target are awarded when performance is deemed exceptional and exceeds established criteria.

The Officers and members of Executive Committee conferred on April 7th and recommend increasing the Executive Director's salary to \$180,578 (an increase of 5.9%). This salary is proposed to be effective, conditional upon the Board of Delegates approval, for payroll period starting April 17th.

Officers of the Board propose to meet tentatively in April of 2022 to review the compensation plan for the Executive Director. The Officers of the Board will consider market data and modifications to the compensation guideline and prepare a specific recommendation for further consideration to adjust the salary of the Executive Director.

The Executive Director concurs and recommends the acceptance of the report and taking the associated action.

ACTION ITEM # 2

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

TO: Board of Delegates, Piedmont Triad Regional Council
FROM: Jarrod R. Hand, Finance Director
DATE: April 21, 2021
RE: Information on Fringe Benefit, Indirect & Occupancy Cost Allocations Plans for Fiscal Year 2021 - 2022

Finance Department attached two versions of Fringe Benefit, Indirect and Occupancy Cost Allocation Plans for fiscal year 2021 – 2022 for your review. The first version is based on current operations with fringe benefit rate of 52.25% and indirect cost rate of 28.25%. The second version projects the addition of the Medicaid Healthy Opportunities Lead Pilot Entity to the Council and results in a fringe benefit rate of 52.10% and indirect cost rate of 24.85%. The occupancy cost rate is remaining at \$18 per square foot.

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	<u>10,920</u>		
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			1,271,705
EAP/Wellness			47,450
Worker's Compensation Insurance			25,000
Unemployment - NC ESC			9,900
Accrued Vacation Leave			25,000
Health Reimbursement Arrangement			56,100
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			2,473,660
Fringe Benefits Rate:			
	<u>Total Fringe Benefits</u>	<u>2,473,660</u>	52.25%
	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)	52.25%	358,086
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		53,000
Occupancy Costs - Admin Offices		57,312
Occupancy Costs - Common Areas		184,176
Payroll, OnBoarding, Bene Trac		40,000

TOTAL INDIRECT COST 1,843,093

Indirect Cost Rate:	Total Indirect Costs	1,843,093	28.25%
	Total Direct Salaries & Fringe	6,523,716	

	Salaries	Fringe Benefits	Total
Total Direct Salaries & Fringe Benefits (Total Salaries less Indirect Salaries)	4,284,736	2,238,980	6,523,716
Minus Salaries not Subject to Indirect*	-	-	-
	<hr/> 4,284,736	<hr/> 2,238,980	<hr/> 6,523,716

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
	<hr/>
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
20-21 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			1,436,277
EAP/Wellness			47,450
Worker's Compensation Insurance			25,000
Unemployment - NC ESC			9,900
Accrued Vacation Leave			25,500
Health Reimbursement Arrangement			63,360
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			2,773,961
Fringe Benefits Rate:	<u>Total Fringe Benefits</u>	<u>2,773,961</u>	52.10%
	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
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Executive Assistant		37,957
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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)	52.10%	356,997
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.		24,500
Office Supplies		82,250
Equipment and Vehicles Maintenance and Repair		10,000
Travel & Parking		53,000
Occupancy Costs - Admin Offices		57,312
Occupancy Costs - Common Areas		184,176
Payroll, OnBoarding, Bene Trac		40,000

TOTAL INDIRECT COST 1,843,004

Indirect Cost Rate:	<u>Total Indirect Costs</u>	1,843,004	24.85%
	<u>Total Direct Salaries & Fringe</u>	7,415,621	

	Salaries	Fringe Benefits	Total
Total Direct Salaries & Fringe Benefits (Total Salaries less Indirect Salaries)	4,875,626	2,539,995	7,415,621
Minus Salaries not Subject to Indirect*	-	-	-
	<hr/>	<hr/>	<hr/>
	4,875,626	2,539,995	7,415,621

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
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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
20-21 Rate Charged per Square Foot	18.00

ACTION ITEM #3

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

TO: PTRC Board of Delegates
FROM: Jesse Day, Regional Planning Director
DATE: April 21, 2021
RE: PTRDC Appointments

Public Sector Seats

14 Public Sector (12 County)- There shall be fourteen board members who are public sector members and may be local elected official or local government staff members. Twelve should be appointed by their respective board of county commissioners.

County	Delegate	Title	Term Exp
Guilford	Carly Cooke	County Commissioner	April 2024
City of Winston Salem	Ken Millett	Director, Business Inclusion and Advancement	April 2024

Private Sector & Non-Profit Sector Seats

The PTRC Board of Delegates should appoint an additional 21 members, two of which represent local government and twenty one of which represent non profit or private sector businesses.

Business	Delegate	Title	Term Exp
Randolph County EDC	Kevin Franklin	President	April 2024
Surrey Bank & Trust	Peter Pequeno II	Chief Lending Officer	April 2024

ACTION REQUESTED: Request approval for the PTRDC Board Member appointment/reappointment pending necessary Board approvals.

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