

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



Piedmont Triad Regional Council Executive Committee Minutes

Wednesday, May 5, 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 (Z)
Councilman Darryl Carter, City of Eden (Z)
Commissioner Carly Cooke, Guilford County
Mayor Rick Cross, Town of Bermuda Run
Mayor Pro Tem Monta Davis-Oliver, Town of Yadkinville (Z)
Council Member Lynne DeVaney, Town of Summerfield (Z)
Commissioner Fleming El-Amin, Forsyth County
Commissioner Benita Finney, Davie County (Z)
Mayor Alvin Foster, Town of Yanceyville (Z)
Councilman Victor Jones, City of High Point (Z)
Councilman John Larson, City of Winston-Salem
Councilman Rick McCraw, City of King
Commissioner Rick Morris, Stokes County (Z)
Commissioner Scott Needham, Town of Pilot Mountain (Z)
Commissioner Mark Richardson, Rockingham County
Commissioner Dottie Robinson, Montgomery County (Z)
Commissioner Don Truell, Davidson County
Commissioner Van Tucker, Surry County (Z)
Commissioner Craig Turner, Alamance County (Z)
Commissioner Steve Yokeley, City of Mount Airy (Z)
(Z) Denotes attendance via ZOOM

Members Absent:

Council Member Jim Butler, City of Burlington
Chairman Darrell Frye, Randolph County
Commissioner Nathaniel Hall, Caswell County
Councilman Ricky Hall, City of Graham
Councilwoman Peggy Leight, Town of Walkertown
Commissioner Damon Prince, Town of Troy
Commissioner Terry Renegar, Davie County
Mayor Larry Ward, Town of Denton

Chairman Kevin Austin welcomed the PTRC Executive Committee and called the meeting to order at 12:04 p.m. The meeting was held virtually via Zoom in addition to in person attendance. 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 April 7, 2021 PTRC Executive Committee minutes, Mr. Kevin Austin, Chair**

- 2) **Action Item: 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, Ms. Adrienne Calhoun, Area Agency on Aging Director**
 - a) 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.
 - b) 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.

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

- c) The below 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.

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

- d) The below 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.

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

- e) 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
- f) Mr. Van Tucker recused himself from voting on this item due to a possible conflict of interest.

3) Action Item: 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, Ms. Adrienne Calhoun, Area Agency on Aging Director

- a) 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.
- b) 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.
 - i) Weight Variable
 - (1) 50% 60+ population
 - (2) 30% 60+ poverty
 - (3) 10% 60+ rural
 - (4) 10% 60+ minority
- c) 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.
- d) The PTRC AAA will follow the guidelines of the PTRC Procurement Policy in making funding awards across the region.
- e) Mr. Rick Cross asked the timeline on receiving guidance. Ms. Calhoun stated they have a call tomorrow and hope to find out more then.

- f) Mr. Fleming El-Amin asked if this is 100% of funding for meals on wheels. Ms. Calhoun answered that it depends on the county. Some counties choose vendors to supplement. We have qualifications for our funding streams so counties may have more flexibility with funding sources.
 - g) Mr. Rick McCraw asked about funding for meals for children at home. Mr. Dolge answered that we don't receive any of that but there has been federal money to help with food banks and schools. While we don't work directly with that age, we do try to help with food banks. Mr. Kevin Austin added that CARES Act money went to schools to help with nutrition.
 - h) Mr. Dolge added that with the extra money, providers are taking everyone off the wait list for home delivered meals but when that money runs out they will possibly have to cut people off. PTRC and our AAA is working to meet needs in ways that are more sustainable for the long term.
 - i) 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.
- 4) Action Item: 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, Ms. Adrienne Calhoun, Area Agency on Aging Director**
- a) 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.
 - b) Outreach to those that are hesitant. Marketing materials, peer support.
 - c) The grant is issued in order for the Area Agencies on Aging in its jurisdiction to serve older adults for the following purposes:
 - i) Disseminating credible information about COVID-19 vaccines and help direct those with questions to additional sources of information
 - ii) Identifying people who may need help getting a COVID-19 vaccination, including those who are unable to independently travel to a vaccination site
 - iii) Helping with scheduling a COVID-19 vaccination appointment for those who need help
 - iv) Arranging or providing accessible transportation to COVID-19 vaccination sites
 - v) Providing technical assistance to local health departments and other entities on vaccine accessibility,
 - vi) Providing personal support if needed (e.g., peer support), and
 - vii) Reminding the person of their second vaccination appointment if needed.
 - d) There is no match required for these funds.
 - e) Mr. John Larson asked how this money is distributed. Ms. Calhoun answered that it is distributed to the AAA and in turn we will work with ambassadors from each county to help identify and get people vaccinated. We will engage county health offices, qualified health centers, and Hospice, among others. Mr. Dolge added that we have already hired two community health workers, one being a Spanish speaking interpreter, that are already engaging with the intended population. This will help supplement this funding and will stretch CARES dollars out.
 - f) Mr. Rick Cross asked about the progress on providing mobile vaccinations for Meals on Wheels clients. Ms. Calhoun answered that progress had been made and a route was ready to go with the Johnson & Johnson vaccine was pulled. Our Planning team has done GIS mapping with timing for distribution. The health departments are stretched but we are finding ways where we can. For example, Caswell and Yadkin are working with paramedics to get the vaccines out. PTRC has also established a number to call to find a vaccine.

- g) 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.

5) Action Item: 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, Mr. Jesse Day, Regional Planning Director

- a) 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 (NCSU) 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.
- b) Gap in funding source. Like to continue this effort. Contract language from NCS
- c) Education and outreach will consist of various activities and events like:
 - i) Social media and other paid media posts about clean transportation and energy
 - ii) Work with schools and libraries to promote clean energy aimed at school-aged youth
 - iii) Conduct education that promotes behaviors to reduce fuel use
 - iv) Collaborate and coordinate with transit providers on clean energy
 - v) Promote the Smart Fleet Initiative with fleet owners to reduce costs and emissions
- d) 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:
 - i) Calendar Year
 - ii) 2021: NCDOT Funds: \$36,000 | Match: \$9,000
 - iii) 2022: NCDOT Funds: \$36,000 | Match: \$9,000
 - iv) Total: \$72,000 | Match: \$18,000
- e) 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 NC State approval.
- f) Water quality program coordinate with them. Combine resources.
- g) Mr. John Larson how the funds are distributed. Mr. Day answered that the funding is on our budget and we are looking for partners to distribute that. The plan is to conduct activities in house with current staff and new staff members.
- h) 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.

6) Action Item: For adoption and acceptance of up to \$60,000 in EDA Grant Administration funds split between calendar year 2021, 2022, 2023, 2024, and 2025; Mr. David Putnam, Regional Economic Strategist

- a) 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.

- b) April 8th.
- c) 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.
- d) EDA – Yadkin Valley Telephone Membership Corporation Award:
 - i) Amount – \$1,942,916
 - ii) Period of Award – 52 months from April 8th, 2021
 - iii) County of Activity – Davie County
 - iv) Scope of Work – for installation of fiber-optic cable and associated splices to provide network connectivity across Davie County.
- e) EDA – County of Forsyth Award:
 - i) Amount – \$4,450,677
 - ii) Period of Award – 28 months from April 8th, 2021
 - iii) County of Activity – Forsyth County
 - iv) Scope of Work – for repairs to the Smith Reynolds Airport facilities.
- f) Request for adoption and acceptance of up to \$60,000 in EDA Grant Administration funds split between calendar year 2021, 2022, 2023, 2024, and 2025.

7) Action Item: Request to adjust the Assignment of Classifications to Grades and adjust the progression to pay target strategy; Mr. Matt Reece, Assistant Director

- a) 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.
 - i) Adjust the pay ranges 2.5%. This will adjust minimum, pay target, maximum, and developmental increase values. See table 1. for further details.
 - ii) 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.
 - iii) 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.
 - iv) 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.
- b) 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.

- c) *Supporting documents can be found on pages 10-13 of the agenda packet or by emailing kmitchell@ptrc.org.*
- d) Economic development strategist is only new position.
- e) Mr. Kevin Austin asked if the new pay scale is taken into account with the fringe and indirect plans. Mr. Jarrod Hand answered yes.
- f) Mr. Rick Cross asked if an adjustment in pay was done it last year. Mr. Reece answered that it was not adjusted last year. Typically it is done biannually but it depends on the market.
- g) Ms. Marikay Abuzuaiter noted that adjusting salaries caused compression issues in Greensboro. Has PTRC made any adjustments to combat that? Mr. Reece answered that we are hoping the change in the progression to pay target from 8 to 7 will help that but we do plan to run a supplemental report.
- h) Mr. Kevin Austin added that businesses are competing with unemployment checks. Mr. Dolge added that with COVID coming to an end people are starting to look for other jobs. Workforce participation is at an all-time low.
- i) Mr. John Larson asked how many employees are making less than \$15 an hour. Mr. Reece answered non in full time, two as needed and one part time employee. Most classes are single staffed and most fall at 20 and 21 range.
- j) Our organization as a whole is mostly grant funding. Dues are used for match requirements. Our operations are not out of dues. We receive no state allocations.
- k) Mr. Rick McCraw asked if PTRC sees turnover with people leaving for higher pay scale. Mr. Dolge added that we have a great staff here that values innovation and that makes them attractive to other governments. We never begrudge people for leaving for better pay and opportunities. There's not a lot of opportunity for advancement here and that's a challenge for us.
- l) Request to adjust the Assignment of Classifications to Grades and adjust the progression to pay target strategy.

8) Action Item: Request for approval of Membership Resolution for NCHIP and request for approval to appoint Matthew Dolge to our seat on the NCHIP Board with Matt Reece as the alternate, Mr. Matthew Dolge, Executive Director

- a) 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.
- b) 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.
- c) 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.
- d) 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.

- e) Mr. Dolge added that within their program we can still design our own program while sharing higher risks.
- f) Ms. Carly Cooke asked what happens if employment drops below 75. Mr. Dolge answered that once we're in, we're in for good. We are just above 78 in staff and have a few unfilled positions.
- g) Mr. Fleming El-Amin asked if PTRC is satisfied with prescription coverage. Mr. Dolge answered no, drugs are a huge expense. We are working on a way to show employees their real prescription drug costs as a way to help these costs.
- h) Request for approval of the resolution to join NCHIP and request for approval to appoint Matthew Dolge to their board to represent PTRC with Matt Reece as the alternate.

9) Action Item: Request for approval of revised Fringe Benefit, Indirect & Occupancy Cost Allocations Plans for Fiscal Year 2021 – 2022; Mr. Jarrod Hand, Finance Director

- a) 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.
- b) Mr. Jarrod Hand stated that due to the changes in insurance, we've experienced a change in the Fringe, Indirect and Occupancy allocations.
- c) The fringe rate is down to 50.5% due to a reduction in health costs. Inversely, the indirect rate decreased but it is still a drop from last year. Our occupancy did not change.
- d) Mr. Hand also included a second option in the event that we are awarded the LPE. In this case, the fringe remains flat but it would drastically lower the indirect cost.
- e) Much of our changes are due to changes in healthcare. The local retirement plan has gone up. Mr. Dolge added that with our change in healthcare we won't be charged anything up front to join. The new plan starts in July so we will have bills that come in but we have a reserve to cover those costs. We should not see any adverse impacts.
- f) Mr. Fleming El-Amin asked about occupancy expenses. Mr. Hand explained that the building is capitalized and the only way to charge occupancy is to use depreciation from the building. With an aging building major systems will eventually need to be replaced so we have covered that in our debt cost.
- g) It is recommended that the Executive Committee approve the revised Fringe Benefit, Indirect and Occupancy Cost Allocation Plans for fiscal year 2021 – 2022.

10) Roll Call vote for the Above-mentioned Action Items 1-6

- a) A motion was made by Mr. Mark Richardson.
- b) The motion was seconded by Ms. Marikay Abuzuaiter.
- c) Roll call vote- Ayes: Councilwoman Marikay Abuzuaiter, Commissioner Kevin Austin, Alderwoman Renee Bryant, Councilman Darryl Carter, Commissioner Carly Cooke, Mayor Rick Cross, Mayor Pro Tem Monta Davis-Oliver, Council Member Lynne DeVaney, Commissioner Fleming El-Amin, Commissioner Benita Finney, Mayor Alvin Foster, Councilman Victor Jones, Councilman John Larson, Councilman Rick McCraw, Commissioner Rick Morris, Commissioner Scott Needham, Commissioner Mark Richardson, Commissioner Dottie Robinson, Commissioner Don Truell, Commissioner Van Tucker (with exception of action item 2), Commissioner Craig Turner, Commissioner Steve Yokeley.
- d) Nays: none

e) Action Items 1-9 are approved.

11) Executive Director's Report, Matthew Dolge, Executive Director

- a) Our Annual Reports are finished and have been distributed to your boards. If you would like us to come and talk to your board or would like more copies, just let us know.
- b) We thank you for your time. June is our budget meeting and we will need your final approval.

12) Around the Region, Mr. Kevin Austin, Chair

- a) Mr. Dolge added that we also wanted to officially welcome Ms. Carly Cooke to the Board to fill Guilford County's seat.
- b) Ms. Carly Cooke added that the FEMA site will remain in place until May 27th. You can now walk in, schedule an appointment and even choose your vaccine type.
- c) Ms. Lynne DeVaney asked about numbers on broadband. Mr. Jesse Day and Ms. Carly Cooke offered to discuss this with her at a later date. Mr. Kevin Austin also encouraged her to work with NCACC and your County Commissioners for help. This is a priority for this group.

13) Mr. Austin thanked everyone for their attendance. He encouraged everyone do everything to make it as easy as possible to receive a vaccine. Convenience is the resistance right now.

There being no other business, the meeting was adjourned by general consensus at 1:32p.m.

Kevin Austin, PTRC Chair

Katie Mitchell, Clerk to the Board