

MINUTES
PTRC Board of Delegates
June 16, 2021

Present

Marikay Abuzuaiter, City of Greensboro
Kelly Allen, Town of Haw River
Leroy Ault, Village of Tobaccoville (Z)
Kevin Austin, Yadkin County
Renee Bryant, City of Randleman (Z)
Mary Cameron, Village of Clemmons (Z)
James Cardwell, Town of Mayodan
Darryl Carter, City of Eden (Z)
Perry Conner, Town of Franklinville
Carly Cooke, Guilford County (Z)
David Cox, Boonville (Z)
Rick Cross, Town of Bermuda Run
Monta Davis-Oliver, Town of Yadkinville (Z)
Lynne Devaney, Town of Summerfield (Z)
Fleming El-Amin, Forsyth County
Johnny Farmer, Town of Stoneville (Z)
David Fernandez, Town of Seagrove (Z)
Alvin Foster, Town of Yanceyville
Darrell Frye, Randolph County
Archie Hicks, Town of East Bend
Victor Jones, City of High Point (Z)
John Larson, City of Winston-Salem
Peggy Leight, Town of Walkertown (Z)
Yvonne Maizland, Town of Gibsonville (Z)
George McClellan, Town of Oak Ridge (Z)
Davis Montgomery, Town of Elon (Z)
Lynn Montgomery, Town of Jamestown
Howard Morgan, Town of Sedalia (Z)
Rick Morris, Stokes County (Z)
Scott Needham, Town of Pilot Mountain (Z)
Mark Richardson, Rockingham County
Dottie Robinson, Montgomery County (Z)
Naydine Sharpe, Village of Alamance
Don Truell, Davidson County
Larry Ward, Town of Denton (Z)
Steve Yokeley, Town of Wallburg (Z)
Filmore York, Town of Liberty
(Z) Denotes attendance via ZOOM

Absent

Daryl Dutch Anliker, Town of Biscoe
Wayne Atkins, Town of Dobson
Ian Baltutis, City of Burlington
Sam Bishop, Town of Elkin
Layton Booker, Town of Candor
Jim Butler, City of Burlington
John Byrum, Town of Midway
Vicki Caudle, Town of Ramseur
Anita Darnell, Town of Jonesville
James Festerman, City of Reidsville
Benita Finney, Davie County
John Flynt, Town of Stokesdale
Fred Franklin, Town of Lewisville
Susan Gordon, Town of Rural Hall
Carissa Graves-Henry, Town of Green Level
Danny Hairston, Town of Walnut Cove
Nathaniel Hall, Caswell County
Ricky Hall, City of Graham
Rick McCraw, City of King
John McDermon, Town of Rural Hall
Richard McNabb, City of Trinity
Chip Miller, Town of Mt. Gilead
Dennis Paschal, Town of Wentworth
Patty Phillips, City of Mebane
William Phillips, Town of Madison
Brenda Platt, Town of Madison
Damon Prince, Town of Troy
Terry Renegar, Davie County
Randy Rogers, Town of Bethania
Karen Scotton, Town of Staley
Tobin Shepherd, City of Lexington
David Smith, City of Asheboro
Bert Lance Stone, City of Archdale
Carla Strickland, Town of Pleasant Garden
Chris Thompson, Town of Kernersville
Van Tucker, Surry County
Craig Turner, Alamance County
Janet Whitt, Town of Danbury
Brian Williams, Town of Mocksville
Steve Yokeley, City of Mount Airy
Raleigh York, City of Thomasville

Chairman Kevin Austin welcomed the PTRC Board of Delegates and called the meeting to order at 12:04pm via Zoom and in person attendance. Chairman Austin requested a moment of silence and then led the Board in the Pledge of Allegiance.

1. Action Item: Request for Approval of April 21, 2021 PTRC Board of Delegates minutes, Mr. Kevin Austin, Chair

2. Action Item: FY 2021-2022 PTRC Budget, Mr. Jarrod Hand, Finance Director

- a. The Finance Department requests approval of the original Budget Ordinance and Fringe Benefit, Indirect and Occupancy Cost Allocation Plans for fiscal year 2021-2022 budget of the Piedmont Triad Regional Council. This original Budget Ordinance shows a total budget of \$38,787,325, a decrease of \$1,314,594 from the original Budget Ordinance for fiscal year 2020-2021. The following pages include the Budget Ordinance and a summary of the budget by area and Fringe Benefit, Indirect and Occupancy Cost Allocation Plans.
- b. A copy of the FY 2021-2022 PTRC Budget can be found online at www.ptrc.org or by emailing kmitchell@ptrc.org.
- c. The decrease was due in part to our Workforce Development program. We anticipated and prepared for a 10% cut. We recently received the number and it wasn't as bad as we thought. That will be our first budget revision for this fiscal year.
- d. Planning services also experienced some decreases mostly due to the completion of projects. Some large contracts like EPA and Brownfields have been wrapped up.
- e. Mr. Matthew Dolge added that this is the largest budget we have ever seen. The last pre-COVID budget, 2019-20, was \$33,800,000. That budget was part of a constant trend since merger of increasing revenue. Our beginning budget this year, though lower than last year, is still a fifteen percent increase over our budget just two years ago. The trend, outside of the peaks and valleys caused by the current un-natural flow of contracts and cash, remains strongly positive.
- f. That being said, there are two areas of specific decrease. The Aging program had a huge influx of CARES Act funding for nutrition and supportive services over the last two years. We will continue to see funding for these services spike during this budget year. Aging programs are on a strong footing.
- g. Personnel costs are the largest expenditure item for the PTRC outside of pass through of funds for services. A suddenly hot employment environment has put pressure on our compensation system and we have been challenged to fill open positions especially in Planning and Finance. You as a Board have been aggressive in providing the tools we feel we need to be competitive. Adjustments to the pay and classification system will take effect this fiscal year. As in previous years, a combination of one time and recurring merit increases are requested to maintain our current system structure. There are no cost of living increases in our system.
- h. Facility costs are another important component of our plan. Over the last few years having virtual participation by presenters became more common. This trend was accelerated dramatically this year. Even as we move to the new normal, we realize that the expectation of remote access for need and convenience will be ongoing. We will continue in this budget year to expand our abilities to have remote access for meetings. We plan to have a Microsoft Certified presentation space completed by early fiscal 2021-22. Our technology reserve will cover these cost. PTRC is also transitioning to a

new, fully remote accessible phone system and 1 Gig service for seamless online experiences. New WiFi will also be installed this year to improve our member and guest access to information. This facility will remain a go-to space for training and meeting opportunities. We are in year eight of a fifteen year note, and have sizeable equity in our building and property that continue to provide stability for the organization.

- i. The rate schedule for member assessments will remain unchanged at .21 per capita with a minimum of \$550 for the 2021-22 fiscal year. Dues have not increased since PTRC was formed.
- j. Indirect cost is the accumulated costs that jointly benefit two or more programs and costs that benefit the organization as a whole and are not easily attributable to a direct cost or to a particular program or service. The 2021-22 rate will decrease due to the continued work of our finance staff to fine tune and balance direct costs and shared costs. Our indirect cost rate for the year is 28.50%.
- k. The fringe benefit rate is calculated as a proportion of total salaries for all PTRC staff. The rate includes Social Security taxes, Medicare, workers compensation, unemployment, retirement, health care, and wellness programs. Increased retirement costs are the primary factor in this year's slight increase. This is a planned increase by the State. One more planned increase will impact the following budget as well. Health insurance costs are the largest cost factor in this rate. PTRC is self-insured and will remain so moving forward. We have, with Board approval joined the NCHIP health insurance risk pool to spread our risk to a larger group. Due to this change we actually project a five percent reduction in healthcare costs for the coming fiscal year. A detailed listing of these costs are in your budget packet. The 2021-22 fringe benefit rate is 50.25%.
- l. The PTRC continues to be on a firm footing due to the astute guidance of our board. Our facility has been a stabilizing force and projects long term fiscal health. As our programs continue to grow our space needs also increase. The expansion space provided in our initial plans has all been filled with cubicles. At this time a dozen offices are equipped for double occupancy to meet our current needs. It is time to consider updating our facility plans. The Executive Committee, at its most recent meeting, approved the formation of an ad hoc committee to analyze our needs moving forward and recommend any pertinent actions. We encourage you to share any and all suggestions you have to address expansion potential.
- m. The expansion of the Piedmont Triad Regional Development Corporation will continue to have a positive impact on the coordination of efforts across a broad range of issues for the Triad. The Corporation activated two million dollars in micro loans to help small businesses impacted by COVID in the last year. Our portfolio now consists of four million dollars in projects which have saved or added hundreds of jobs to our communities.
- n. This has definitely been an interesting year but great overall for our numbers. I would like to commend the finance staff for their continued good work in producing this document and their constant attentiveness to our fiscal health. I further thank the entire PTRC staff for their daily commitment to the success of our programs and their dedication to our member governments. Finally I thank the board of directors for their continued participation, support, and stewardship of our organization.

- o. Mr. Fleming El-Amin asked if there was a consideration to lower dues. Mr. Dolge answered that the majority of dues funds are used as flexible funds to match federal dollars. We will consider it yearly but won't have a decrease this year.
- p. Mr. Fleming El-Amin asked if PTRC will see many funds from the American Rescue Plan. Mr. Dolge responded that AAA will receive a lot of that to the programs that run through block grant like meals on wheels, transportation, etc. We won't be looking to add responsibilities and instead will work to address systemic problems. We want long term solutions.
- q. Request for approval of the FY 2021-2022 PTRC Budget

3. Consent Items, Mr. Kevin Austin, PTRC Chair

- a. Request for approval to enter into contract with Montgomery County for \$16,800 to be split Between FY 20-21 and FY 21-22
- b. Request for approval to enter into contract with Rockingham County for current planning support
- c. Request for approval of Goodwill of Northwest North Carolina as the PY 2021 contracted service provider for the WIOA Adult/ Dislocated Worker/One Stop Operator Services for 7-county WFD area
- d. Request for authorization to issue a contract Addendum to Trellis Support Care in the amount of \$8,100 for period Sept 1, 2020- Sept 30, 2021
- e. Request for approval of third budget revision for FY 2020-2021

4. New Business: Well-Spring Solutions – Unallocated CARES Act Supportive Services (III-B) funds in Guilford County for additional In-home Aide services: \$25,859.00 Current funding year – ending September 30th; Adrienne Calhoun, AAA Director

- a. The Piedmont Triad Regional Council Area Agency on Aging (PTRC AAA) serves as a pass-through agent, to disseminate CARES Act funds by making one-time grants to organizations delivering vital services to vulnerable residents across the region. The project period is September 1, 2020 through September 30, 2021. All CARES Act funds must be obligated by September 30, 2021.
- b. In Guilford County we have \$25,859.00 unallocated due to a declined contract. Reaching out to Wellspring Solution Supportive Care they accepted \$25,859.00. This will allow Well Springs Solution to provide additional personal care hours until September 30, 2021.
- c. Mr. Fleming El-Amin asked why the contract was denied. Ms. Calhoun answered that the initiative was with a tech grant and the Senior Center declined because they were in the process of moving.
- d. Request for authorization to issue a contract addendum to Wellspring Solution for Supportive Services for CARES Act Supportive Services in the amount of \$25,859.00 for the period September 1, 2020 to September 30, 2021.

5. New Business: Legal Aid of North Carolina – Greensboro Office - Additional HCCBG funds for Legal Services in Guilford County: \$56,192.00 Current fiscal year- ending June 30th ; Adrienne Calhoun, AAA Director

- a. Guilford County Health and Human Services is releasing \$56,192.00 of Home and Community Care Block Grant to Legal Aid of NC for legal services provided in the county.

Due to the pandemic, adult day health facilities were closed and home care agencies were operating at reduced capacity. This resulted in decreased utilization of allocated funds for SFY '21. Mr. Matthew Dolge added that funds can't be carried over. If someone isn't able to spend allocated funds we try to move them so we can keep them in our region. We do this every year but this year was a bit more due to COVID.

- b. Request for authorization to contract addendum to Legal Aid of NC – Greensboro office for additional HCCBG funds for Legal Services in the amount of \$56,192.00 for the grant period ending June 30, 2021.

6. Roll Call vote for the Abovementioned Consent Items 1 and Action Items 2-4

- a. A motion was made by Mr. Mark Richardson.
- b. The motion was seconded by Ms. Marikay Abuzuaiter.
- c. Roll call vote- Ayes: *Marikay Abuzuaiter, Kelly Allen, Leroy Ault, Kevin Austin, Renee Bryant, Mary Camron, James Cardwell, Darryl Carter, Carly Cooke, Perry Conner, Rick Cross, Monta Davis- Oliver, Fleming El-Amin, Johnny Farmer, David Fernandez, Alvin Foster, Darrell Frye, Archie Hicks, Victor Jones, John Larson, Peggy Leight, Yvonne Maizland, George McClellan, Davis Montgomery, Lynn Montgomery, Howard Morgan, Rick Morris, Scott Needham, Mark Richardson, Dottie Robinson Naydine Sharpe, Don Truell, Larry Ward, Steve Yokeley and Filmore York.*
- d. Nays: *none*
- e. Action Items 1-2, Consent Items 3a-e and New Business Items 4-5 were approved.

7. Executive Director's Report, Matthew Dolge, Executive Director

- c. Mr. Dolge shared the bipartisan "Get Your Shot" video. We have Victoria set up in the 1st floor small conference room if you'd like to shoot a short PSA for our "Bring Back Summer" initiative.
- d. We are continuing to work with the state to get more people vaccinated. We are in the process of finalizing an 800 number where people can call to find a vaccination location or discuss hesitancy. Our staff is able to set this up and do something that no one else across the state is able to do. We are excited about this.
- e. We couldn't do all we're doing without the support of our Board. We appreciate your strong support and patience.
- f. Mr. Dolge also welcomed our federal partners in attendance: Ms. Stephanie Blair with Senator Thom Tillis' office and Mr. Mike Fenley with Senator Richard Burr's office.
- g. We will not meet in July. Enjoy the time off!

8. Around the region

- h. Mr. Fleming El-Amin invited everyone to the Juneteenth Celebration in Forsyth County this Saturday. There will be good food and education!
- i. Mr. Filmore York announced the fire work show on July 10th in Liberty.
- j. Ms. Kelly Allen announced the ribbon cutting of the restoration of Cone Mill. The Lofts are located on East Main Street in Haw River. Another similar project in starting in a month.
- k. Mr. Kevin Baughn shared that the Town of Madison just opened their River Park. Come check it out!
- l. Mr. Alvin Foster announced that July 3rd in downtown Yanceyville there will be vendors, food, a retro band and fireworks!

- m. Mr. Scott Needham invited everyone to the Food Truck Festival in Pilot Mountain on June 25th.
- n. Mr. Matthew Dolge announced that Mr. Lance Metzler, Rockingham County Manager, was elected for President of the NC City and County Manager Association.

Mr. Kevin Austin thanked everyone for their attendance and encouraged leaders to make it as easy as possible for their citizens to get vaccinated. It is great seeing each other face to face again. There being no other business, the meeting was adjourned by general consensus at 1:01 pm.

Kevin Austin, PTRC Chair

Katie Mitchell, Clerk to the Board