

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, November 3, 2021

Hybrid Attendance (In Person and ZOOM)

Members Present:

Councilwoman Marikay Abuzuaiter, City of Greensboro
Commissioner Kevin Austin, Yadkin County
Alderwoman Renee Bryant, City of Randleman (Z)
Commissioner Carly Cooke, Guilford County (Z)
Mayor Rick Cross, Town of Bermuda Run
Council Member Lynne DeVaney, Town of Summerfield (Z)
Commissioner Fleming El-Amin, Forsyth County
Mayor Alvin Foster, Town of Yanceyville
Chairman Darrell Frye, Randolph County
Councilman John Larson, City of Winston-Salem (Z)
Councilman Rick McCraw, City of King
Commissioner Rick Morris, Stokes County
Commissioner Scott Needham, Town of Pilot Mountain (Z)
Commissioner Mark Richardson, Rockingham County
Commissioner Don Truell, Davidson County
Mayor Larry Ward, Town of Denton (Z)
Commissioner Marie Wood, City of Mount Airy
Commissioner Steve Yokeley, City of Mount Airy
(Z) Denotes attendance via ZOOM

Members Absent:

Council Member Jim Butler, City of Burlington
Councilman Darryl Carter, City of Eden
Mayor Pro Tem Monta Davis-Oliver, Town of Yadkinville
Commissioner Benita Finney, Davie County
Commissioner Nathaniel Hall, Caswell County
Councilman Ricky Hall, City of Graham
Councilman Victor Jones, City of High Point
Councilwoman Peggy Leight, Town of Walkertown
Commissioner Damon Prince, Town of Troy
Commissioner Terry Renegar, Davie County
Commissioner Dottie Robinson, Montgomery County
Commissioner Van Tucker, Surry County
Commissioner Craig Turner, Alamance County

Chairman Kevin Austin welcomed the PTRC Executive Committee and called the meeting to order at 12:03 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) Presentation of the PTRC Audit: Mr. Daniel Gougherty, Cherry Bekaert

- a) Mr. Jarrod Hand introduced Mr. Daniel Gougherty with Cherry Bekaert.
- b) The Audit Committee viewed this presentation earlier this morning.
- c) Mr. Gougherty defined the role of external auditor which includes planning and performing procedures, obtaining reasonable assurance and finding no Material Misstatement. They give their results and then perform the required communications including policy changes, estimates and journal entries.
- d) Mr. Gougherty then shared the key results of the audit. Unmodified opinions were found in financial statements, internal controls over Financial Reporting and Federal and State Single Audits. No significant deficiencies or material weaknesses were found in internal controls. A single audit was performed on the Coronavirus Relief Fund, Low Income Housing Energy Assistance Program, Aging Cluster and Economic Development Cluster (PTRDC). There were no policy changes or posted or waived adjustments to be communicated.
- e) Internal controls include identifying significant transaction cycles, single audit (compliance and controls), journal entry review and information technology controls (which included an IT Questionnaire).
- f) Significant audit areas included statement of activities which includes revenues, expenses, including payroll. A statement of net position includes cash, accounts receivable, accounts payable and payroll related liabilities. Other items of significant audit areas include capital assets, debt, pension, net position, related parties, legal and estimates.
- g) Revenue totals for 2021 was \$34,035 which was a little higher than \$32,628 in 2020 (in thousands of dollars).
- h) Expenses for 2021 were \$33,695, up from \$31,779 in 2020. The increase of \$1.9 million was primarily in Health and Human Services related to CARES Act money received from Aging funds. There was also a breakout of PTRDC activity of \$500k. Otherwise most categories saw small decreases throughout (in thousands of dollars).
- i) As far as LGC Performance Indicators, the General Fund had a minimum threshold of "Greater than \$0" at \$3,328,552.
- j) The audit report was submitted on time with no material or significant deficiencies to address and no issues with debt service payments.
- k) There was one Management Letter Finding which was one statutory budget violation to report. It will be corrected going forward but there are no posted or waived adjustments.
- l) In summary we found PTRC to have clean opinions with no adjusting journal entries or waived audit entries. There were no significant deficiencies or material weaknesses identified and full cooperation with management was found.
- m) Mr. Jarrod Hand thanked Mr. Gougherty and his team. The audit went smooth this year. Mr. Dolge thanked Mr. Hand and his finance team for another clean audit.
- n) Mr. Kevin Austin stated that the Audit Committee recommends the approval of this to present to the full board.

2) Action Item: Request for approval of the October 6, 2021 PTRC Executive Committee minutes, Mr. Kevin Austin, Chair

3) Action Item: Authorization for \$1.5M in Brownfield Clean-Up RLF and Assessment Grant Funds, Mr. Jesse Day, Regional Planning Director

- a) The Piedmont Triad planning department requests to apply for and if successful receive up to \$1,000,000 from the Environmental Protection Agency to underwrite loans for brownfield site clean-ups and \$500,000 for an assessment grant. The revolving loan fund may utilize sites in our existing program, but also support cleanup of additional sites. The assessment funding will go towards sites in our region that need Phase 1 or 2 activities to identify, map, test and create a redevelopment plan for remediation.
- b) Revolving Loan Fund (RLF) Grants provide funding to a grant recipient to capitalize an RLF program. RLF programs provide loans and subgrants to eligible entities to carry out cleanup activities at brownfield sites contaminated with hazardous substances and/or petroleum.
- c) Revolving loan funds generally are used to provide no-interest or low-interest loans for eligible brownfields cleanups and other eligible programmatic costs necessary to manage the RLF. An RLF grant recipient must use 50% or more of the awarded funds for loans. To create long-term viability of the program, the PTRC intends to loan more than 50% so that the fund revolve back into the program. An RLF grant recipient cannot make a loan or a subgrant to a party potentially liable for the contamination at the brownfield site under CERCLA §107, nor may the RLF grant recipient make a loan or subgrant to clean up a site that it is potentially liable for under CERCLA §107.
- d) Mr. Day stated that the PTRC Planning Department requests that the Executive Committee authorize staff to submit a coalition grant application to apply for and receive \$1,000,000 in funds from the EPA for the RLF. PTRC will administer the funds through the Piedmont Triad Regional Development Corporation on behalf of a coalition composed of PTRC, the Western Piedmont Planning District of Virginia and the Triangle J Council of Governments. The request includes \$200,000 in matching funds required to receive the funds. The source of the matching funds will be from PTRC existing programs, partners, including local governments and foundations and property owners. The geographic area of the loan fund is intended to be the PTRC, Western Piedmont Planning District of Virginia and the Triangle J Council of Governments.
- e) The second request is to authorize an EPA grant application of \$500,000 to fund assessment activities in our region.
- f) Mr. Darrell Frye asked if the \$200,000 match can be from property owners. Mr. Day responded that yes land owners who are putting in work can be used as match.
- g) Mr. Fleming El-Amin asked for clarification of PTRDC. Mr. Day stated that PTRDC is a component of PTRC. They have the status of a nonprofit and we establish an economic development plan for the Region through it. Using it as a different platform makes it easier to work with for profit and private organizations. The Food System Assessment is an example of something that came out of PTRDC.
- h) If you know of any sites that can benefit from this, please let us know.

4) Action Item: Request to adjust the Assignment of Classifications to Grades, Mr. Matt Reece, Assistant Director

- a) The Executive Director is responsible for the administration and maintenance of the position classification and pay plan. Department directors are responsible for bringing to the attention of the Executive Director any material changes in the work of staff for further review and study to determine if the classification of positions should be changed. The Executive Director will then bring requests to create new classifications and modify existing classifications to the Board of Delegates for approval.

- b) Two requests are being brought to you for consideration – First, the changes in the work of the Area Agency on Aging (AAA) including a vastly expanded scope of work due to the pandemic response and the increasing projection of services into health care support and delivery has necessitated the classification of the AAA Assistant Director be re-instated. AAA Assistant Director, grade 29, was omitted from the pay plan in November of 2019 due to inactivity and lack of need. Second, PTRC employed two part-time commercial drivers to operate the mobile unit. Unfortunately, due to the death of a valued part-time team member and followed by a resignation for personal health reasons we have lost both of our Mobile Unit Operators in the month of October. This is a challenging position to recruit qualified talent. We request reassignment of the classification of Mobile Unit Operator to a more market competitive assignment.
- c) Both requests are detailed in the Table 1. Summary of Changes below:

Classification	Former Grade	Proposed Grade	Minimum	Pay Target	Maximum
AAA Assistant Director	29	29	\$67,974.40	\$88,358.40	\$108,742.40
Mobile Unit Operator	13	18	\$39,748.80	\$51,667.20	\$63,585.60

- d) The Executive Director concurs and recommends the adoption of these changes to the PTRC pay plan. The 2021-2022 pay table can be found on page 5 and 6 in the agenda packet or by emailing kmitchell@ptrc.org.
- e) Requested Action: PTRC staff recommends the adoption of the changes to the PTRC pay plan.

5) New business

- a) Mr. Kevin Austin stated that we do need board action to accept the audit. We will add the acceptance of the audit to our roll call vote.
- b) Mr. Darrell Frye gave a report from the nominating committee. They recommend moving the current officers up. To fill the vacant position, they nominate Mr. Mark Richardson to fill the seat of secretary. The recommended slate of officers are as follows:
 - i) Chairman: Alvin Foster (Yanceyville)
 - ii) Vice Chairman: Don Truell (Davidson County)
 - iii) Treasurer: Marikay Abuzuaiter (Greensboro)
 - iv) Secretary: Mark Rickardson (Rockingham County)
- c) This will be presented to the full board at Officer Elections on December 15, 2021.
- d) Mr. Steve Yokeley stated that he has served as the State-Wide COG Joint Forum Member for the past few years. He nominated Mr. Mark Richardson to take this position effective immediately.

6) Roll Call vote for the Above-mentioned Action Items 1-3 and New Business Items a-d

- a) A motion was made by Ms. Marikay Abuzuaiter
- b) The motion was seconded by Mr. Fleming El-Amin
- c) Roll call vote- Ayes: Councilwoman Marikay Abuzuaiter, Commissioner Kevin Austin, Alderwoman Renee Bryant, Commissioner Carly Cooke, Mayor Rick Cross, Council Member Lynne DeVaney, Commissioner Fleming El-Amin, Mayor Alvin Foster, Chairman Darrell Frye, Councilman John Larson, Councilman Rick McCraw, Commissioner Rick Morris, Commissioner Scott Needham, Commissioner Mark Richardson, Commissioner Don Truell, Mayor Larry Ward, Commissioner Steve Yokeley.
- d) Nays: none
- e) Action Items 1-3 are approved.

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

- a) Mr. Dolge encouraged any questions about the audit. Feel free to reach out to us anytime.
- b) We did get our application for Build Back Better Challenge submitted in mid-October. 529 total applications were received. BBB Challenge.
- c) We appreciate you all being with us.
- d) Mr. Darrell Frye asked if there was an update on the building expansion. Mr. Dolge answered that PTRC has been in discussion with the church next door about purchasing the property. That might be a better option for us right now. We will let you know as we move forward.

8) Around the Region

- a) Ms. Fleming El-Amin announced that the Creative Corridors Coalition designed some bridges in Forsyth County. Check them out!
- b) Mr. Matt Reece stated that we may be looking at eight transitions after elections. We will honor any outgoing delegates in December.
- c) Ms. Marikay Abuzuaiter wanted to thank everyone again for her award that she received last month.

9) Mr. Austin thanked everyone for their work together.

There being no other business, the meeting was adjourned with general consensus at 12:56p.m.

Kevin Austin, PTRC Chair

Katie Mitchell, Clerk to the Board