

## 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



## PIEDMONT TRIAD REGIONAL COUNCIL

### Executive Committee

### Agenda

Wednesday, September 7, 2022

12:00 noon

1398 Carrollton Crossing Drive, Kernersville, NC 27284

#### **Item**

#### **ZOOM**

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

#### **Official**

**Katie Mitchell**  
*Clerk to the Board*

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

**Alvin Foster**  
*Chair*

#### **B. Action Items**

- |  |   |
|--|---|
| <b>1) Request for approval of August 3, 2022<br/>PTRC Executive Committee Minutes (attachment)</b>                                 | <b>Alvin Foster</b><br><i>Chair</i>                 |
| <b>2) Request for approval to contract with United<br/>Way for ISD Coordinator Program in Guilford</b>                             | <b>Michael Blair</b><br><i>CD Director</i>          |
| <b>3) Request for approval to enter into contract with<br/>Southwest Renewal Foundation of HP and<br/>Alta Planning and Design</b> | <b>Grace Messinger</b><br><i>Water Res Planner</i>  |
| <b>4) Request for authorization to submit a grant<br/>Proposal for the High Rock Lake One Water<br/>Framework</b>                  | <b>Grace Messinger</b><br><i>Water Res. Planner</i> |

## MEMBERS

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

**5) Request for approval to enter into contract with Town of Jonesville for professional planning services**

**Jesse Day**  
*Planning Director*

**6) Request for approval of the listed Local Technical Assistance Projects**

**Jesse Day**  
*Planning Director*

**7) Request to adjust the Assignment of Classification to Grades**

**Matt Reece**  
*Assistant Director*

**8) Request to adjust the schedule of benefits for part-time employees**

**Matt Reece**  
*Assistant Director*

### **C. Old Business**

**Alvin Foster**  
*Chair*

### **D. New Business**

**Alvin Foster**  
*Chair*

### **E. Roll Call Vote**

**Katie Mitchell**  
*Clerk to the Board*

### **F. Informational Items**

### **G. Executive Director's Report**

**Matthew Dolge**  
*Executive Director*

### **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.*

**Alvin Foster**  
*Chair*

### **I. Chairman's Remarks and Announcements**

**Alvin Foster**

**1) PTRC Executive Committee Meeting**

Wednesday, October 5, 2022 12noon (Lunch 11:30a.m) **Hybrid**

**2) PTRC Board of Delegates Meeting**

Wednesday, October 19, 2022 12noon (Lunch 11:30a.m) **Hybrid**

**3) 2022 PTRC Meeting Dates**

## **ACTION ITEM # 2**

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

TO: Executive Committee, Piedmont Triad Regional Council  
FROM: Mr. Michael Blair, Community Development Director  
DATE: September 7, 2022  
RE: ISD Coordinator Provider for United Way of Greater Greensboro

The PTRC has been awarded a two (2) year contract to be the host agency for up to nine (9) Integrated Service Delivery (ISD) Coordinators funded by the United Way of Greater Greensboro (UWGG).

This program will embed ISD Coordinators at United Way Guilford Success Network sites to provide income, job, and other resources to enrich and improve the economic wellbeing of low income residents of Guilford County. The goals of the Guilford Success Network:

- Work, Health & Income Supports – to stabilize people’s basic needs
- Education & Career Advancement – to help people learn skills and land jobs
- Financial Education & Coaching – to help people build upon their success.

Each ISD Coordinator will manage a case load of approximately 30 households. This is a two (2) year pilot project with the possibility of continuation depending on funding availability and the success of the project.

The total funding for the program is \$1,215,349 over 2 years.

**ACTION REQUESTED:** Request for approval to contract with United Way of Greater Greensboro for the ISD Coordinator Program in Guilford County.

## ACTION ITEM # 3

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

TO: Piedmont Triad Regional Council, Executive Committee  
FROM: Grace Messinger, Water Resources Planner  
DATE: September 7, 2022  
RE: Southwest High Point Environmental Justice Data Fund and Grant Writing

### Southwest Renewal Foundation: Environmental Justice Data Fund

This project will allow for increased water quality monitoring, source tracking of the bacterial contamination and increased knowledge sharing within the community as to how to best address or be aware of the situation. The PTRC would be a partner in a network of academic partners (High Point University, North Carolina State University), SWRF and the City of High Point and the community increase data collection and to plan appropriate, achievable practices that will help to elevate or eliminate the issues.

- Specific objectives: 1) Identifying the source of fecal waste entering Richland Creek; and 2) Increasing community awareness about the interconnectivity between environmental health, the quality of life, human health and well-being.
- \$15,000.00—Piedmont Triad Regional Council (PTRC): Water Testing Oversight + Creative Development

### **ACTION REQUESTED:**

The PTRC Planning Department requests authorization to enter into contract with Southwest Renewal Foundation of High Point for planning, oversight and creative development services for the **EJD-Richland Creek WQ Assessment & Creative Deployment/Education** for 24 months in the amount of **\$15,000**.

Southwest High Point Stormwater Grant – Southwest Renewal Foundation/Alta Planning + Design: The Southwest Renewal Foundation in partnership with the City of High Point is applying for funding to the North Carolina Department of Environmental Quality under the LASII Stormwater Program to identify green stormwater control measures for a section of Green Drive in High Point that will improve water quality in the Richland Creek, headwaters of the Deep River. The project relates to prior watershed work and green infrastructure planning completed by the Piedmont Triad Regional Council over the last 5-7 years. Additional projects and funding in the area include Brownfields Assessment, Lights on Loan Funding and the USDOT RAISE grant for the Heritage Greenway. The Planning Department requests approval to sub-contract with Alta Planning + Design for \$3,500 to help assist with the LASII grant application due September 30.

### **ACTION REQUESTED:**

Request for approval to enter into contract providing professional grant writing services in September 2022 with **Alta Planning + Design for \$3,500**.

## ACTION ITEM #4

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

TO: Piedmont Triad Regional Council, Executive Committee  
FROM: Grace Messinger, Water Resources Planner  
DATE: September 7, 2022  
RE: High Rock Lake One Water 205j Grant Request

The Regional Planning Department requests authorization to submit a grant proposal for Water Quality Planning Grant Funding under Clean Water Act, section 205j (COG eligible entity); projects that benefit water quality regionally:

The proposal concept is to launch/introduce a *One Water* framework for the *High Rock Lake watershed*, working in partnership with Centralina COB Regional Planning, as an alternative program/framework to traditional nutrient management rules. Learning from Jordan Lake One Water launch, as the NCDEQ Nutrient Rules public facilitation is just starting, the time is prime to launch a corresponding, complementary yet not confrontational engagement to educate, build stakeholder support and create new/alternative partnerships that could lead to water quality gains/alternative achievements, in a holistic, long-term format. The following is a summary of the grant request, which is due in early October.

- Timeline: 18-24 months
- Budget: \$75,000 - \$85,000
- Applicant: PTRC as lead applicant, sub-contract with Centralina with other partners and stakeholders involved in the grant process
- Proposal due October 3, 2022

### **ACTION REQUESTED:**

The PTRC Planning Department requests authorization for staff to submit grant proposal in collaboration with Centralina Regional Council for the **High Rock Lake One Water Framework** for up to \$85,000 for 24 months.

## **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: September 7, 2022  
RE: Land Development Plan Update for the Town of Jonesville

The Planning Department requests to enter into contract for a land development plan and ordinance update for the Town of Jonesville. The PTRC planning department will review the current plan and update the existing condition maps, incorporate updated demographic and future growth opportunities and facilitate the public input process. The last plan was adopted in 2010 and is in need of an update due to the growth of Jonesville's river area, commercial corridor and changes residential and business needs.

Additionally, the Town ordinances relating to land development will be reviewed and updated to be combined and easier to navigate online, addressing newer uses, updated watershed regulations, landscaping, signs and providing clear guidance on streamlining process and procedures.

### **ACTION REQUESTED:**

Approval to enter into contact with the **Town of Jonesville for \$65,000** for professional planning services between October 2022 and December 2023. The Town of Jonesville has this amount budgeted and will consider the contract at the September 5 Town Board meeting.

## ACTION ITEM #6

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

TO: Executive Committee, Piedmont Triad Regional Council  
FROM: Jesse Day, Regional Planning Director  
DATE: September 7, 2022  
RE: Local Technical Assistance Projects: Center City Garden Project –  
Asheboro; Open Space Subdivision Ordinance Support – Montgomery;  
Piedmont Land Conservancy – Upper Dan River

Center City Garden Project – Asheboro: The Regional Planning Department requests to enter into contract for planning services with the City of Asheboro to support the development of the David and Pauline Jarrell Center City Garden. The City of Asheboro and friends of the Garden have raised funding for the project and additional master planning is in process by an outside firm. The requested services will include application to at least 5 different grant sources to implement improvements to bring this former governor's property to public use and serve as a gathering place near downtown Asheboro. In addition topographical survey work is needed, so some funds are reserved to procure any professional services needed to complete the project.

### **ACTION REQUESTED:**

Request for approval to enter into contract providing professional planning services from August 2022 to June 2023 to the **City of Asheboro for \$25,000**. The City of Asheboro has signed the agreement letter dated August 9, 2022.

Montgomery County Subdivision Updates: The Regional Planning Department requests to enter into contract for planning services with Montgomery County to development of open space provisions that address larger sub-divisions, but do not hamper minor sub-divisions. The scope of work is anticipated to be a few drafts of regulations shared with the staff and planning board and identifying other improvements necessary to implement open space provisions.

## **ACTION ITEM #6 CONTINUED**

### **ACTION REQUESTED:**

Request for approval to enter into contract providing professional planning services from September 2022 to October 2022 to **Montgomery County for \$1,600.**

Montgomery County has yet to execute the agreement.

Upper Dan River Conservation Design – Piedmont Land Conservancy: The Regional Planning Department requests to enter into contract for GIS & Mapping Services with the Piedmont Land Conservancy (PLC). PLC has received a grant from the US Fish & Wildlife Services to develop a Conservation Design for the Upper Dan River, from its Virginia headwaters to the confluence with the Mayo River near Madison. This design will prioritize short- and long-term land protection/enhancement opportunities for rare species recovery, enhanced public use on the Dan River State Trail, integrate climate resiliency and mitigation options, and highlight the heritage of the Saura Indians. PTRC will provide the technical assistance to organize data and create a series of maps for the project.

### **ACTION REQUESTED:**

Request for approval to enter into contract providing professional mapping services from August 2022 to October 2022 to the **Piedmont Land Conservancy for \$5,000.**



## **ACTION ITEM # 7**

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

TO: PTRC Executive Committee  
FROM: Matt Reece, Assistant Director  
DATE: August 31, 2022  
RE: Request to adjust the Assignment of Classifications to Grades.

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 change in the work of staff for further review and study to determine if the classification of the position should be changed. The Executive Director will then bring requests to create new classifications to the Board of Delegates for approval.

As announced in our August meetings, PTRC has received 3 grants, Green and Healthy Home Initiative, money follows the person research project, and Forsyth County research development for individuals with development disabilities (IDD). Since then an additional fourth related grant has been approved from the United Way of Guilford County to fund coordination of integrated service delivery. All of these grants are coordinating either research or delivery of human services needs to improve the quality of life of targeted populations.

Two new classifications need to be added to support the work in these areas.

1. Quality of Life Specialist, proposed at grade 19, for further details see the class spec below.
2. Quality of Life Coordinator, proposed at grade 23, for further details see the class spec below.

The Executive Director concurs and recommends the adoption of these changes. For your reference, the proposed FY 2022 assignment of classifications to grades is enclosed with the proposed changes incorporated, see Table 1.

## ACTION ITEM # 7 CONTINUED

Table 1. Assignment of Classes to Salary Grades (Annual salary based on 2,080 hours)

Title	Grade	Minimum	Pay Target	Maximum	DI
General Staff	12	\$31,440.45	\$40,854.94	\$50,291.49	\$1,344.93
Intern	12	\$31,440.45	\$40,854.94	\$50,291.49	\$1,344.93
Office Assistant	12	\$31,440.45	\$40,854.94	\$50,291.49	\$1,344.93
CD Program Intake I	13	\$33,027.90	\$42,883.36	\$52,804.96	\$1,407.92
CD Program Intake II	14	\$34,659.46	\$45,044.06	\$55,428.67	\$1,483.52
Community Health Worker	14	\$34,659.46	\$45,044.06	\$55,428.67	\$1,483.52
Database Technician	14	\$34,659.46	\$45,044.06	\$55,428.67	\$1,483.52
GIS Technician	14	\$34,659.46	\$45,044.06	\$55,428.67	\$1,483.52
Health Promotion Program Assistant	14	\$34,659.46	\$45,044.06	\$55,428.67	\$1,483.52
Program Assistant	14	\$34,659.46	\$45,044.06	\$55,428.67	\$1,483.52
Technology Solutions Specialist	14	\$34,659.46	\$45,044.06	\$55,428.67	\$1,483.52
Accounting Technician I	15	\$36,379.20	\$47,292.96	\$58,206.72	\$1,559.11
CD Program Specialist I	15	\$36,379.20	\$47,292.96	\$58,206.72	\$1,559.11
Maintenance Technician	16	\$38,187.14	\$49,652.10	\$61,139.10	\$1,637.85
Accounting Technician II	17	\$40,105.31	\$52,143.52	\$64,181.73	\$1,719.74
Aging MIS Specialist	17	\$40,105.31	\$52,143.52	\$64,181.73	\$1,719.74
Aging Systems Specialist	17	\$40,105.31	\$52,143.52	\$64,181.73	\$1,719.74
Nutrition Aging Specialist	17	\$40,105.31	\$52,143.52	\$64,181.73	\$1,719.74
Workforce Program Assistant	17	\$40,105.31	\$52,143.52	\$64,181.73	\$1,719.74
CD Administrative Coordinator	18	\$42,133.73	\$54,767.23	\$67,400.74	\$1,804.79
CD Program Specialist II	18	\$42,133.73	\$54,767.23	\$67,400.74	\$1,804.79
Mobile Unit Operator	18	\$42,133.73	\$54,767.23	\$67,400.74	\$1,804.79
CD Project Inspector I	19	\$44,228.29	\$57,501.18	\$70,752.03	\$1,896.13
Contracts Accountability Spec	19	\$44,228.29	\$57,501.18	\$70,752.03	\$1,896.13
Quality of Life Specialist	19	\$44,228.29	\$57,501.18	\$70,752.03	\$1,896.13
CD Project Inspector II	20	\$46,411.04	\$60,367.42	\$74,301.76	\$1,993.77
District Resource Center Coord	20	\$46,411.04	\$60,367.42	\$74,301.76	\$1,993.77
Workforce Program Specialist	20	\$46,411.04	\$60,367.42	\$74,301.76	\$1,993.77
Accountant	21	\$48,770.18	\$63,365.95	\$78,005.82	\$2,085.11
Aging Program Planner	21	\$48,770.18	\$63,365.95	\$78,005.82	\$2,085.11
CD Program Coordinator	21	\$48,770.18	\$63,365.95	\$78,005.82	\$2,085.11
CD Project Coordinator	21	\$48,770.18	\$63,365.95	\$78,005.82	\$2,085.11
Clerk to the Board	21	\$48,770.18	\$63,365.95	\$78,005.82	\$2,085.11
Community Engagement Spec	21	\$48,770.18	\$63,365.95	\$78,005.82	\$2,085.11
Environmental Programs Coordinator	21	\$48,770.18	\$63,365.95	\$78,005.82	\$2,085.11
Family Caregiver Support Spec	21	\$48,770.18	\$63,365.95	\$78,005.82	\$2,085.11
Food Systems Coordinator	21	\$48,770.18	\$63,365.95	\$78,005.82	\$2,085.11
Health Promotion Coordinator	21	\$48,770.18	\$63,365.95	\$78,005.82	\$2,085.11
HR Analyst	21	\$48,770.18	\$63,365.95	\$78,005.82	\$2,085.11

## ACTION ITEM # 7 CONTINUED

Title	Grade	Minimum	Pay Target	Maximum	DI
Long Term Care Ombudsman	21	\$48,770.18	\$63,365.95	\$78,005.82	\$2,085.11
Pretrial Release Coordinator	21	\$48,770.18	\$63,365.95	\$78,005.82	\$2,085.11
Recovery and Resiliency Coordinator	21	\$48,770.18	\$63,365.95	\$78,005.82	\$2,085.11
Regional Planner I	21	\$48,770.18	\$63,365.95	\$78,005.82	\$2,085.11
Strategic Initiatives Coord	21	\$48,770.18	\$63,365.95	\$78,005.82	\$2,085.11
Workforce Business Svcs Coord	21	\$48,770.18	\$63,365.95	\$78,005.82	\$2,085.11
Workforce Program Coord	21	\$48,770.18	\$63,365.95	\$78,005.82	\$2,085.11
CD Training Center Coordinator	22	\$51,195.46	\$66,584.96	\$81,930.37	\$2,198.50
Project Reentry Coordinator	22	\$51,195.46	\$66,584.96	\$81,930.37	\$2,198.50
Accountant Senior	23	\$53,753.02	\$69,892.16	\$86,009.25	\$2,305.59
CD Supervisor	23	\$53,753.02	\$69,892.16	\$86,009.25	\$2,305.59
Long Term Care Sr. Ombudsman	23	\$53,753.02	\$69,892.16	\$86,009.25	\$2,305.59
Management Analyst	23	\$53,753.02	\$69,892.16	\$86,009.25	\$2,305.59
Quality of Life Coordinator	23	\$53,753.02	\$69,892.16	\$86,009.25	\$2,305.59
Regional Economic Strategist	23	\$53,753.02	\$69,892.16	\$86,009.25	\$2,305.59
Regional Planner II	23	\$53,753.02	\$69,892.16	\$86,009.25	\$2,305.59
Special Projects Manager	24	\$56,442.88	\$73,375.74	\$90,308.61	\$2,418.98
Information Data Services Manager	25	\$59,287.07	\$77,035.71	\$94,828.45	\$2,535.52
Workforce & Economic Development Supervisor	25	\$59,287.07	\$77,035.71	\$94,828.45	\$2,535.52
Regional Planner Senior	26	\$62,241.50	\$80,916.16	\$99,568.77	\$2,667.81
Regional Planning Assistant Director	27	\$65,350.27	\$84,950.94	\$104,551.62	\$2,800.10
AAA Assistant Director	29	\$72,052.86	\$93,659.90	\$115,266.94	\$3,086.72
Finance Assistant Director	29	\$72,052.86	\$93,659.90	\$115,266.94	\$3,086.72
Workforce & Economic Development Assistant Director	29	\$72,052.86	\$93,659.90	\$115,266.94	\$3,086.72
Technology Solutions Administrator	31	\$79,416.90	\$103,250.78	\$127,084.67	\$3,404.84
Area Agency on Aging Director	34	\$91,940.16	\$119,522.21	\$147,104.26	\$3,940.29
Community Development Director	34	\$91,940.16	\$119,522.21	\$147,104.26	\$3,940.29
Criminal Justice Program Director	34	\$91,940.16	\$119,522.21	\$147,104.26	\$3,940.29
Regional Planning Director	34	\$91,940.16	\$119,522.21	\$147,104.26	\$3,940.29
Workforce & Economic Development Director	34	\$91,940.16	\$119,522.21	\$147,104.26	\$3,940.29
Finance Director	35	\$96,526.14	\$125,519.26	\$154,468.29	\$4,141.87
Assistant Director	37	\$106,425.70	\$138,373.25	\$170,298.75	\$4,563.94

## **ACTION ITEM # 7 CONTINUED**

# Quality of Life Specialist

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FLSA Status: NE

Approval Date: 8/31/2022

### **General Statement of Duties**

Employees in this classification (class) work with clients, families, habilitation/treatment teams in the development and implementation of treatment plans. Frequent contact is required in the delivery of appropriate services. Employees also provide program orientation and consultation to community.

### **Distinguishing Features of the Class**

Work in this class involves the coordination of a specialized program in a human services agency providing services to a specific client population through volunteers and/or lower-level staff as well as providing direct social work services. Programs provide a variety of services in a variety of settings. Direct client services may be a significant part of employee's responsibility and involve completing a social history, psychosocial assessment, service/treatment plan, follow-up, and counseling to clients on financial, socialization, adjustment and/or behavioral issues. Coordination responsibilities involve planning program services/activities; monitoring, evaluating, and modifying program activities; and development of resources. Employees may recruit, train, and monitor activities of volunteers and/or may supervise a small number of lower-level staff. Programs may involve other family members and address such issues as adolescent parenting; vocational/employment programs; or management of a small therapeutic residential facility for clients, including budget management. Work is differentiated from Human Services Coordinator I class by more complex program services and greater management responsibilities. Employees provide program information and education to community groups and agencies and may coordinate services with other agencies/programs.

### **Duties and Responsibilities**

Variety and complexity of work includes employees independently perform agency standardized assessments to identify needs, establish appropriate service/treatment plans, and to plan program activities. Employees also may provide general support and supportive/directive counseling to clients in addressing needs. Employees may serve as inter/multidisciplinary team member and may refer clients to a variety of services to meet financial psychological, emotional, or other needs. Employees recruit, train, and monitor activities of volunteers and may lead the work of lower-level staff.

Intricacy includes that clients present the employee with a broad range of service needs. The employee must be able to use analysis and judgment in performing the client assessment and developing the service/treatment plan and program activities. Employees utilize knowledge of a range of services and supportive counseling techniques in providing services.

Regarding subject matter complexity, work requires a professional level of understanding of social work practices and theories which can be utilized in a variety of settings. Work requires an understanding of the availability and interactions of a variety of community services and agencies, and of a range of professional service providers. Work may require a knowledge of medical terminology related to disease processes and/or intellectual development disabilities.

## **ACTION ITEM # 7 CONTINUED**

Employees use agency guidelines, program specific Federal or State standards, and principles of a variety of supportive level counseling techniques to provide services to clients.

Regarding the nature of instructions, employees are aware of their programs aims and objectives and address these with clients independently. Employees receive new program requirements/regulations from supervisors and incorporate these into the service design. On-the-job training comes from supervisors or other workers with particular areas of concentration or expertise.

Regarding the scope of decisions, decisions are made regarding assessments and services impact on clients and their families; employees provide direction and/or instruction to lower-level staff, volunteers, or care providers.

The scope of contacts includes the client, professional service providers, community agencies, and civic groups. Contacts may also include volunteers, foster parents, natural parents, court officials, schools, nursing homes, interns, and residents.

Regarding the nature of review of work includes, direct client interactions, services development, and needs referrals are documented in accordance with PTRC requirements. Work is reviewed through quality control, technical and administrative review which is provided by the supervisor and/or by a specific reviewing regulatory authority such as a grantor agency.

Regular tasks include;

- Receiving client intake information from other sources both internal and external

- Determining and/or referring clients for eligibility for services, as well as the availability of programs and services.

- Working with supervisors and other staff to support and provide resources that may be bundled, sequenced, and tailored to meet the unique needs of individual members.

- Explaining to client how to access programs and services, including applying an Integrated Services Delivery (ISD) Guide and implementing a progressive care plan, ensure the client understands the plan, and the steps outlined to achieve the desired outcome(s)

- Oversee the clients' progress, documenting achievements, identify barriers to attaining goals, develop plans and resources to maintain an adequate level of progress and resources to support the clients' outcomes identified in the clients' individual ISD plan.

- Assure all achievements are documented, maintaining supportive contact and reinforcement through, use of technology and contact with the community partners and other agencies and ISD Guides.

- Train and provide support as needed, to the community partners and other agencies and ISD Guides who have primary contact with the clients, to help them understand the ISD plan and implement activities to support the plan.

- Work closely with team members, as well as the community partners and other agencies, to ensure consistent service quality for the clients.

Performs related duties as required.

## **ACTION ITEM # 7 CONTINUED**

### **Recruitment and Selection Guidelines**

#### **Knowledge, Skills and Abilities**

Considerable knowledge of social work principles, techniques, and practices and their application to individual casework, group work, and community problems. Knowledge of the psychosocial, socioeconomic, and behavioral problems and their treatment. Knowledge of governmental and private organizations and community resources. Knowledge of laws, regulations, and policies which govern the program.

General knowledge of medical terminology, disease processes and their treatment is required in certain programs or settings.

Skill in establishing rapport with a client and applying techniques of assessing psychosocial, behavioral, and psychological aspects of client's problem.

Ability to establish and maintain effective working relationships with administrative superiors, members of case load and their families, and with civic, medical, social, and religious organizations.

Ability to train or instruct lower-level social workers, students, or interns.

Ability to express ideas clearly and concisely and to plan and execute work.

Ability to use various online case management and program monitoring databases.

Ability to use varied computer software and hardware.

Ability to use considerable discretion in handling confidential information.

#### **Physical Requirements**

The majority of work in this classification is performed in an office setting and, therefore, is protected from weather extremes as well as most workplace hazards. However, some work is performed in secure locations and group homes and private homes. Although work in this classification is generally sedentary, there are times in which the employee must be able to move about in order to perform field work. Visual acuity is necessary to be able to see and read handwritten and typewritten materials, as well as computer generated and digital imagery.

Reviewing maps, diagrams, and performing other visually-oriented tasks are typical demands of work. The ability to talk and hear is necessary in order to communicate with clients and other employees on the phone and in person. There is also occasional lifting and carrying of equipment up to 35 pounds.

#### **Minimum Education and Experience**

Bachelor's degree in a human services field such as social work, counseling, psychology, special education, deaf education, rehabilitation counseling or marriage and family therapy from an appropriately accredited institution and one year of experience in social work, counseling, preferably with the client population; or bachelor's degree from an appropriately accredited institution and three years of experience in counseling or a related human services field providing experience in the techniques of casework, group work, or community organization; or an equivalent combination of education and experience.

#### **Special Requirement(s)**

Special requirements include a valid North Carolina Driver's License, passing the pre-employment drug screen and background screening process. Travel throughout 12-county region is required.

Other travel may be required on occasion.

## **ACTION ITEM # 7 CONTINUED**

# Quality of Life Coordinator

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FLSA Status: Exempt

Approval Date: 8/31/2022

### **General Statement of Duties**

The Quality of Life Coordinator will lead the PTRC's initiatives in the development, coordination, and implementation of a regional plan for addressing the needs and environmental conditions of individuals and families that affect a wide range of quality of life outcomes and risks.

### **Distinguishing Features of the Class**

An employee in this class is responsible for identifying, analyzing, and formulating possible resolutions to different local and regional situations regarding quality of life. PTRC has received several different funding sources from across departments and these efforts need to be coordinated and integrated within the framework of engaged projects and the organization. The employee is responsible for quality assurance of the programs and services administered and coordinating service delivery. This position reports to the PTRC Assistant Director and also receives direction from the Executive Director regarding priorities and new initiatives.

### **Duties and Responsibilities**

Leads and coordinates PTRC's interdepartmental services that seek to address a wide range of socio-economic, individual development, and environmental challenges to achieving the highest level of quality of life possible for an individual.

Work includes the coordination and implementation of the Green and Healthy Homes Initiative (GHHI) seeking to prevent falls in the home through home-based healthy housing education, in-home environmental assessment, and home remediation of healthy housing issues as needed to address falls. GHHI will coordinate the delivery of evidence-based healthy housing services for Blue NC's eligible members to improve health outcomes and equity while reducing healthcare utilization and cost.

Work includes the coordination and implementation of the Money Follows the Person (MFP) program. This program seeks outreach to a targeted population served and to help establish a baseline that the development of a network of natural supports

Work includes the coordination and implementation of the Forsyth County Intellectual Developmental Disabilities (IDD) research project. This project includes coordinating an assessment of community needs. Development of best practice contractor criteria and developing a sustainable model for residential community with supportive work and wrap-around services is also a desired outcome.

Coordinates with PTRC Finance Department to ensure system information, invoices and supporting documentation are available to define, estimate, and track the costs and the physical progress of individual time on projects to meet key milestones and deliver agreed scope of work within time constraints and within agreed cost and safety parameters.

Monitors data systems for timely and efficient use.

Ensures accountability across PTRC departments and deliverables.

Develops and implements the quality of life project(s), to include building out the agency's capacity to respond to the socio-economic, individual development, and environmental needs of individuals and families and increasing the agency's utilization of the client contact management platform.

Resolves problems and addresses barriers to client screening and intake implementation and for all agency programs, to including data entry and data tracking.

## **ACTION ITEM # 7 CONTINUED**

Oversight of the agency's utilization of the client contact management platform, to include providing technical support and training to staff, onboarding new staff on the platform, and managing the agency's users on the platform; serves as the agency's point of contact for all referrals received through the client contact management platform.

Implements data-informed interventions for individuals and families presenting with Social Determinants of Health-related needs; connects individuals and families to related community resources using client contact management platform.

Works with program staff to ensure prompt response to referrals received through the platform

Identifies platform service gaps; conducts community-based outreach to fill service gap needs.

Collaborates with program staff to identify and coordinate access to resources that will meet the quality of life needs of individuals and families.

### **Recruitment and Selection Guidelines**

#### **Knowledge, Skills and Abilities**

Work requires a system and process thinker with eye for improving human services delivery and integrated diverse functions into a coordinated program

Substantial knowledge and experience in project management

Knowledge of community resources and continuums of care

Excellent organizational and time management skills

Ability to accomplish/complete tasks while ensuring that information is complete and accurate

Proficiency with Microsoft Office Suite and Adobe Acrobat

Strong written and verbal communication skills

Strong collaboration and leadership skills

#### **Physical Requirements**

The majority of work in this classification is performed in an office setting and, therefore, is protected from weather extremes as well as most workplace hazards. Although work in this classification is generally sedentary, there are times in which the employee must be able to move about in order to perform field work. Visual acuity is necessary to be able to see and read handwritten and typewritten materials, as well as computer generated and digital imagery. Reviewing maps, diagrams, and performing other visually-oriented tasks are typical demands of work. The ability to talk and hear is necessary in order to communicate with clients and other employees on the phone and in person. There is also occasional lifting and carrying of equipment up to 35 pounds.

#### **Minimum Education and Experience**

Master's Degree in public administration, business administration or a related field and considerable experience with a social services, public health, or other human services delivery program (5 years or more). A combination of education and experience will be considered. Preference would be given for an individual with Project Management Professional certification.

#### **Special Requirement(s)**

Special requirements include a valid North Carolina Driver's License, passing the pre-employment drug screen and background screening process. Travel throughout 12-county region is required. Other travel may be required on occasion.



## **ACTION ITEM # 8**

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

TO: PTRC Executive Committee  
FROM: Matt Reece, Assistant Director  
DATE: August 31, 2022  
RE: Request to adjust the schedule of benefits for part-time employees.

PTRC encourages suggestions from our staff regarding gaps in benefit offerings. A recent suggestion was made that we offer our part-time employees limited paid time off. This is to address times when PTRC operations results with part-time employees losing pay due to circumstances beyond their control.

For consideration of approval -

PTRC will offer 10 annual hours of paid time off to employees scheduled to work less than 20 hours weekly. To be eligible for this benefit employees would need to have worked 988 hours in the previous fiscal year. Employees can use this leave when work is unavailable due to circumstances beyond their control, such as a COVID exposure, adverse weather conditions, or other circumstances when PTRC offices are unexpectedly closed. Unused hours will be paid out at the end of the fiscal year as an offset to holiday scheduled closures.

6 employees would be eligible for this benefit in fiscal year 2022-2023 and it would cost \$1,375.

The Executive Director concurs and recommends the adoption of these changes.

# INFORMATIONAL ITEM



**Winston-Salem**

**Community Development  
Department**

City of Winston-Salem

P.O. Box 2511

Winston-Salem, NC 27102

CityLink 311 (336.727.8000)

Fax 336 734-1555

[www.cityofws.org](http://www.cityofws.org)

August 1, 2022

Matthew Dolge, Executive Director  
Piedmont Triad Regional Council  
1398 Carrollton Crossing Drive  
Kernersville, NC 27284

Subject: Project Re-Entry (CDBG) (\$31,500)

Dear Mr. Dolge:

This letter is to notify you of the status of your FY 2022-2023 funding request submitted to the City of Winston-Salem for the year beginning July 1, 2022, as referenced above. Terms and conditions for these funds will be provided. We will be sending an agreement to your agency for execution within the next 60 days. Reimbursements for program expenditures may be made once agreements are fully executed. Please take any necessary steps to support your project using other resources until funding is available from the City.

Once the agreement is fully executed, the agency must adhere closely to the terms to ensure that goals and objectives are met. Please note that the City will monitor and evaluate agency performance and progress, and funds may be recaptured due to lack of performance.

If you have any questions, please feel free to contact me at (336) 734-1259 or [marlan@cityofws.org](mailto:marlan@cityofws.org), or Mellin L. Parker at (336) 734-1310 or [mellinp@cityofws.org](mailto:mellinp@cityofws.org).

Sincerely,

A handwritten signature in blue ink that reads "Marla Y. Newman".

Marla Y. Newman, Director

cc: Sharon B. Richmond, Deputy Director  
Douglas Moore, Housing Program Manager  
Mellin L. Parker, Planning Senior Project Supervisor



Call 311 or 336-727-8000

[citylink@cityofws.org](mailto:citylink@cityofws.org)

City Council: Mayor Allen Joines; Denise D. Adams, Mayor Pro Tempore, North Ward; Barbara Hanes Burke, Northeast Ward; Robert C. Clark, West Ward; John C. Larson, South Ward; Jeff MacIntosh, Northwest Ward; Kevin Mundy, Southwest Ward; Annette Scippio, East Ward; James Taylor, Jr., Southeast Ward; City Manager: Lee D. Garrity

# INFORMATIONAL ITEM



*Donate. Volunteer. Advocate.*

Second Harvest Food Bank of Northwest NC

Headquarters  
3655 Reed Street  
Winston-Salem, NC 27107

Greensboro Distribution &  
Nutrition Education Center  
2517 Phillips Avenue  
Greensboro, NC 27405

SecondHarvestNWNC.org  
336.784.5770

July 27, 2022

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Board Chair

Ann Garner Riddle  
Board Vice Chair

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## *Emeritus*

Edwin R. Brenegar, Jr.  
James E. Holmes, Jr.

## *Ex Officio*

Eric A. Aft  
Chief Executive Officer

Piedmont Triad Regional Council  
1398 Carrollton Crossing Drive  
Kernersville, NC 27284

Dear Friends,

As we enter what many are referencing as a "new normal" or a post-pandemic world, the reality is that we still face significant economic uncertainty, food insecurity levels higher than prior to the pandemic, and a long road to achieve food security for all.

Recently, our Board approved a new strategic framework that gives greater focus to our mission. It states: ***With our community and partners, we will increase food security and create pathways that build a stronger region.*** This calls us to meet the immediate challenge of food insecurity and its root causes.

Each day, we will build on existing best practices, seek new ways to get nutritious food to everyone we serve, use "food as medicine" to improve the health of residents, increase partnerships with schools to ensure no child goes without access to food, enhance our mission-aligned job training that gives people a path to a living wage, and so much more.

Behind this work, there are two drivers. The first is our guiding principle which says, ***we believe access to food is a right; it serves as the foundation for all of us to live our best life and for our communities to thrive.*** The second is ***you.*** We thank you for your gift of \$4,787.73, received on 7/5/2022. Together, with others committed to our mission, you bring our work to life; you make it possible to build a stronger Northwest North Carolina – for today and the future.

Through your gift, you share in the ideal that, together, we are stronger and can improve the future for others and our communities. We look forward to sharing our progress that you are making possible. On behalf of our entire team at Second Harvest, thank you!

Sincerely,

Eric A. Aft  
Chief Executive Officer

*Thank you for your investment  
in our work and partnering  
with us to strengthen our  
region!*

*Second Harvest Food Bank of Northwest North Carolina, a charity recognized as tax-exempt by the IRS under Section 501(c)(3), did not give or receive goods or services in consideration of this gift. Please notify us if you wish to remain anonymous.*



Serving in partnership with nonprofit agencies in the following counties:  
Alamance, Alexander, Alleghany, Ashe, Caldwell, Caswell, Davidson, Davie,  
Forsyth, Guilford, Iredell, Randolph, Rockingham, Stokes, Surry, Watauga,  
Wilkes, and Yadkin.

**EVERYONE DESERVES TO EAT** ★

September 7, 2022

# Meeting Dates 2022

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

<b>PTRC Executive Committee 1<sup>st</sup> Wednesday</b>	<b>PTRC Board of Delegates 3<sup>rd</sup> Wednesday</b>
<del>January - none</del>	<del>January - none</del>
<del>February 2, 2022</del>	<del>February 16, 2022</del>
<del>March 2, 2022</del>	<del>March - none</del>
<del>April 6, 2022</del>	<del>April 20, 2022</del>
<del>May 4, 2022</del>	<del>May - none</del>
<del>June 1, 2022</del>	<del>June 15, 2022</del>
<del>July - none</del>	<del>July - none</del>
<del>August 3, 2022</del>	<del>August 17, 2022</del>
September 7, 2022	September - none
October 5, 2022	October 19, 2022
November 2, 2022	November - none
December 7, 2022	December 21, 2022