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**Executive Committee**

**Minutes**

Wednesday, March 1, 2023

Hybrid Attendance (In Person and ZOOM)

**Members Present:**

Councilwoman Marikay Abuzuaiter, City of Greensboro (Z)

Mayor Kelly Allen, Town of Haw River

Commissioner Kevin Austin, Yadkin County

Mayor Pro Tem Renee Bryant, City of Randleman (Z)

Mayor Rick Cross, Town of Bermuda Run

Mayor Pro Tem Monta Davis-Oliver, Town of Yadkinville (Z)

Commissioner Benita Finney, Davie County (Z)

Mayor Alvin Foster, Town of Yanceyville

Chairman Darrell Frye, Randolph County

Councilman Victor Jones, City of High Point (Z)

Council Member Dwight Lake, Town of Mayodan

Chairman Fred McClure, Davidson County

Commissioner Tonya McDaniel, Forsyth County (Z)

Commissioner Rick Morris, Stokes County

Commissioner Mark Richardson, Rockingham County

Commissioner Pamela Thompson, Alamance County

Commissioner Van Tucker, Surry County (Z)

Commissioner Marie Wood, City of Mount Airy

*(Z) Denotes attendance via ZOOM*

**Members Absent:**

Council Member Jim Butler, City of Burlington

Council Member Jane Cole, City of King

Commissioner Carly Cooke, Guilford County

Chairman Mark Jones, Davie County

Councilman John Larson, City of Winston-Salem

Councilwoman Peggy Leight, Town of Walkertown

Mayor Howard Morgan, Town of Sedalia

Commissioner Damon Prince, Town of Troy

Commissioner John Shaw, Montgomery County

Mayor Larry Ward, Town of Denton

**Chairman Alvin Foster welcomed the PTRC Executive Committee and called the meeting to order at 12:00 p.m. The meeting was held virtually via Zoom in addition to in person attendance. Chairman Foster encouraged Mr. Foster requested a moment of silence and then led the Executive Committee in the Pledge of Allegiance.**

1. **Action Item: Request for approval of the February 1, 2023 PTRC Executive Committee minutes, Mr. Alvin Foster, Chair**
2. **Action Item: Request to authorize receipt of $55,012.00 in county transfer support funds from the NC Commerce Division of Workforce Solutions, Ms. Wendy Walker-Fox, Workforce and Economic Development Director**
   1. In Support of Statewide workforce board realignment efforts, the North Carolina Department of Commerce Division of Workforce Solutions (DWS) is providing funding the amount of $55,012.00.
   2. The funding will be used to assist staff with the operational, administrative, and logistical activities related to the transferring Alamance, Davidson, and Randolph Counties to the Piedmont Triad Regional Workforce Development Board local area.
   3. As the transfer process continues to move forward this type of funding is needed to sustain operations and maintain continuity of service to employers and individuals. PTRC is appreciative of the Division’s support.
3. **Action Item: Request to authorize engagement in JFF’s Workforce Communities of Inquiry in the Deep South initiative and the receipt of technical assistance and $15,000 in support funds, Ms. Wendy Walker-Fox, Workforce and Economic Development Director**
   1. The Piedmont Triad Regional Workforce Development Board (PTRWDB) has been selected as one of 7 organizations for participation in an initiative that will research what’s needed to close the wealth gap and curtail occupational segregation for black learners and workers.
   2. The Workforce Communities of Inquiry (WCI) in the Deep South is supported by funding from the Walmart Foundation and Jobs for the Future (JFF). The initiative will work collaboratively with workforce organizations in communities across the Deep South to facilitate honest, intentional, and focused dialogue that explores service delivery, equity, and job-seeker outcomes within the context of race and diversity. It is the hope of JFF that, through this process, community conversations will surface potential solutions to addressing system-level challenges that promote or uphold inequitable practices, policies, and behaviors, specifically those that disproportionately impact the Black community.
   3. Project Goals:
      1. Develop and test a replicable community-driven research agenda rooted in JFF’s Workforce Transformation Strategy and aligned to JFF’s Racial Economic Equity Call to Action.
      2. Identify a set of learning outcomes that speak to the ways in which specific policies, approaches, behaviors, or circumstances have impacted access, opportunity, and outcomes for Black people utilizing the public workforce system.
      3. Present findings and recommendations on policies, people, programs, and partnerships to a subset of your organization, including the private sector board of directors.
   4. The project timeframe is March, 2023 to January, 2024. JFF will provide guidance, technical assistance, and support funding in the amount of $15,000. The overarching objective of the project is to equip local and regional workforce professionals with a research protocol and supporting tools that empower them to identify conditions, environments, and strategies that generate and promote an unbiased inclusive human-centered approach to workforce service delivery. The Piedmont Triad Regional Workforce Development Board is excited to be a part of this initiative.
   5. Mr. Mark Richardson asked for an example of technical assistance in this instance. Ms. Walker-Fox explained that this initiative will pull together community stakeholders and get their input. They will guide us in how to facilitate these conversations.
   6. We are hopeful that this will enable us to reach different communities in different ways.
4. **Action Item: Request authorization to enter into contract with regional nutrition providers for congregate nutrition services for the grant period March 1, 2023 – September 30, 2024, Ms. Adrienne Calhoun, Area Agency on Aging Director**
   1. ARPA funds provide a unique opportunity to consider needs and service delivery that have the potential to respond to unmet needs of older adults and family caregivers. The PTRC AAA is taking a regional approach in distributing these funds-based on the priorities established by the North Carolina Division of Aging and Adult Services.
   2. PTRC AAA made county specific ARPA Nutrition Services Congregate Meals and/or Congregate Grocery/Produce Bags mini grants available. These are available to currently funded regional Nutrition Services providers. Funds are for serving Congregate Meals and/or Congregate Grocery/Produce Bags to people age 60 years of age or older who have been or are currently receiving Congregate Meals and/or Congregate Grocery/Produce Bags through previously allocated COVID relief funds (Families First, CARES Act, ARPA). Congregate Meals and/or Congregate Grocery/Produce Bags may also be provided to new clients unable to be served due to insufficient Home and Community Care Block Grant funds. Nutrition Services providers awarded the grant funding must meet the NC Department of Health and Human Services (NC DHHS) Division of Aging Nutrition Service Standards (July 1, 2003) for Congregate Meals.
   3. County specific allocations were based on the North Carolina Intrastate Funding Formula (IFF).
   4. Since the PTRC AAA received proposals from six county nutrition providers, the remaining funds ($302,874.00) were left unallocated. The PTRC AAA didn’t want to leave funds unallocated so negotiations took place with the six county nutrition providers.
   5. The chart indicates funding awards.

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| **County** | **Nutrition Providers** | **Funded Nutrition Services** | **Funding Award** |
| Davidson | Davidson County Department of Senior Services | Congregate Nutrition | 114,624 |
| Forsyth | Senior Services, Inc. | Congregate Nutrition | 222,602 |
| Randolph | Randolph Senior Adults Association, Inc | Congregate Meals | 65,000 |
| Stokes | Stokes County Senior Services | Congregate Nutrition | 60,515 |
| Surry | Yadkin Valley Economic Development District, Inc. (YVEDDI) | Congregate Nutrition | 71,059 |
| Yadkin | Yadkin Valley Economic Development District, Inc. (YVEDDI) | Congregate Nutrition | 55,525 |
| **Total ARPA Funding** |  |  | **$589,325** |

1. **Action Item: Request authorization to enter into contract with two funded partners for ARPA Home Delivered Meals for contract period March 1, 2023 – September 30 2024, Ms. Adrienne Calhoun, Director, Area Agency on Aging**
   1. ARPA funds provide a unique opportunity to consider needs and service delivery that have the potential to respond to unmet needs of older adults and family caregivers. The PTRC AAA is taking a regional approach in distributing these funds-based on the priorities established by the North Carolina Division of Aging and Adult Services.
   2. PTRC AAA is making two ARPA Nutrition Services Home Delivered Meals and/or Home Delivered Meals Grocery/Produce Bags mini grants available in the amount of $58,200 each.  These grants are available to currently funded regional Nutrition Services providers for service delivery in one or more of the following counties: Alamance, Caswell, Davidson, Davie, Forsyth, Guilford, Montgomery, Randolph, Rockingham, Stokes, Surry and Yadkin.  Funds are for serving Home Delivered Meals and/or Home Delivered Meals Grocery/Produce Bags to people age 60 years of age or older who are currently waiting for Title III funded Home Delivered Meals service. Nutrition Services providers awarded the grant funding must meet the NC Department of Health and Human Services (NC DHHS) Division of Aging Nutrition Service Standards (July 1, 2003) for Home Delivered Meals.
   3. The chart indicates funding awards.

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| **County** | **Nutrition Providers** | **Funded Nutrition Services** | **Funding Award** |
| Alamance | Alamance County Meals on Wheels, Inc. | Home Delivered Meals Nutrition Services | 58,200 |
| Stokes | Stokes County Senior Services | Home Delivered Meals Nutrition Services | 58,200 |

1. **Action Item: Request authorization to enter into contract with the North Carolina Department of Insurance for Medicare Improvements for Patients and Providers Act 2008 (MIPPA) funding in the amount of $110,811 for the period of September 1, 2022- August 31, 2023, Ms. Adrienne Calhoun, Aging Director, Area Agency on Aging**
   1. Area Agencies on Aging (AAA) across North Carolina are working with Senior Health Insurance Information Programs (SHIIP) to outreach to older adults and individuals who have mental or physical disabilities who are eligible for Low Income Subsidized Medicare benefits. The PTRC Area Agency on Aging has been awarded $110,811 to provide outreach and education across the region.
   2. This allocation will allow the AAA to identify potential beneficiaries throughout the region using varies methods and targeted outreach. We will use all connections we have to leverage an increased number of people. In anticipation of this funding, we have already discussed targeting methods with SHIIP coordinators to effectively service our counties.
2. **Action Item: Request authorization to enter into a Master Agreement with Cornerstone Health Enablement Strategic Solutions, LLC (CHESS) for Provision of Services. The term of this Agreement shall commence as of the Effective Date and shall continue for so long as any addendum is active, Ms. Adrienne Calhoun, Aging Director, Area Agency on Aging**
   1. CHESS is a value-based services organization that operates Accountable Care Organization(s) (“**ACO**”s) as part of the Centers for Medicare and Medicaid Services (“CMS”) Medicare Shared Savings Program, known as the Accountable Care Organization Realizing Equity, Access and Community Health (“**ACO REACH**”) Model and administers a variety of value-based arrangements under the CHESS clinically integrated network with certain commercial insurance carriers and governmental programs. CHESS and PTRC AAA desire to promote high quality and coordinated care for CHESS Beneficiaries who are served and/or treated by both a Value Partner and PTRC AAA by: (a) agreeing to certain care coordination arrangements for the treatment of CHESS Beneficiaries as described in the agreement and/or (b) sharing certain data relating to the treatment of CHESS Beneficiaries for purposes of enrolling in community programs to enhance health, health equity, address social determinants of health and health disparities, and avoid unnecessary care.
   2. The PTRC AAA and CHESS will agree to certain programs to be set forth in addenda attached to the Agreement regarding programs to make available to Value Partners and/or CHESS Beneficiaries treated and assigned to CHESS. Each addendum will be governed by the Business Associate Subcontractor Agreement by and between PTRC AAA and CHESS executed contemporaneously with this Master Agreement (the “**BAA**”). Each addendum shall include: (i) a description of the program, (ii) any necessary data exchange specified by PTRC AAA and/or CHESS, which shall be the minimum necessary to accomplish the purposes of the applicable addendum, (iii) any necessary cost and/or payor/third party billing requirements/processes, and (iv) any other terms and conditions of the applicable program.
   3. The first addendum is to partner on is the 2020 federal Administration for Community Living grant “Innovations in Nutrition Programs and Services-Demonstration.” The grant is made available through a contract between PTRC AAA and the North Carolina Center for Health and Wellness at UNC-Asheville. The grant funds a two-part service, Diabetes education and medically-tailored meals, to older adults (60+) or disabled adults who have a diagnosis of Diabetes and are a Medicare Beneficiary.
   4. The Diabetes education program is a Medicare reimbursable service. It is an evidence-based program that the Area Agency has been accredited to provide (one of two accredited Area Agencies on Aging in NC). It is called Diabetes Self-Management Education and Support (DSMES). DSMES includes topics such as monitoring blood sugar, delaying or preventing complications, talking with your healthcare provider, taking medications, discussing depression and other difficult emotions, problem-solving, decision-making, and action planning. DSMES also connects participants with a Registered Dietitian who provides Medical Nutrition Therapy during two sessions of the six-week workshop and two to three individual sessions with the participant throughout the course of the workshop. DSMES is a six-week workshop that meets once a week for 2.5 hours. It can be held virtually (Area Agency can supply 4G capable tablets on loan, if needed) or in-person. Area Agency is able to hold classes at locations that are central to the participants.
   5. The medically-tailored meals component is entirely grant funded. It allows the PTRC AAA to address food as a social determinant and driver of health. It provides participants with up to 60 medically-tailored meals, at no cost to the participant. Eligible participants shall be 60+, covered by Medicare, residents of Guilford and Forsyth counties, aligned with/treated by a CHESS provider, and have an A1C greater than 8.
   6. The term of this Addendum is the effective date of the Addendum through August 30, 2023, the end date of the 2020 Innovations in Nutrition Programs and Services Demonstration grant. The Parties may extend this Addendum for a period to be agreed-upon up to twelve months, subject to the availability of unspent grant funds.
3. **Action Item: Request for approval to enter into a contract providing an annexation study and economic analysis from February 2023 to March 31, 2023, to the Town of Mount Gilead for $9,450), Mr. Adam Shull, Regional Planning Assistant Director**
   1. The Regional Planning Department requests to enter into contract with the Town of Mount Gilead to provide an annexation study and economic analysis related to potential residential, commercial and retail development. The town requests assistance in analyzing potential costs (increased police service, garbage collection, street maintenance, etc.) and revenues (property tax, sales tax, state shared revenues, etc.) of providing services to a sizeable development.
   2. The contract includes a fiscal analysis, in-person meetings with town staff and stakeholders, time allotted to report writing and board presentation. A final report and presentation will be no later than March 31, 2023, to inform decisions by the town’s council and planning board in April.
4. **Action Item: Request for authorization to begin an immigration sponsorship program, Mr. Matt Reece, Assistant Director**
   1. PTRC is seeking approval to begin an immigration sponsorship program. The current challenges of the labor market have meant that previously untapped sources of talent need to be explored. The background to this request is that a UNCG MPA student interned with us last year. Reem Al Raiisi worked for a few months as an Administrative Intern and exceeded our performance expectations. Reem was able to assume the duties of our HR Analyst when a vacancy suddenly occurred. The former HR Analyst was able to start orienting Reem immediately during her resignation notice period. Reem’s immigration status is F-1, a student visa, with a work certification. The expectation at the time was extension of the work certification available through US Citizenship and Immigration Services’ (USCIS) STEM employment pathway. Since that time PTRC has learned that advanced degrees in Public Administration do not meet the USCIS STEM employment definition.
   2. Therefore, PTRC’s is seeking to sponsor Reem’s visa application to an H-1B work visa. There is a cost to this process for legal fees and USCIS fees of $9,960. PTRC proposes the attached H-1B visa petitioner / sponsor to beneficiary support agreement. The agreement provides PTRC to pay these fees in exchange for a repayment through commitment of service over four years. See the attached agreement for details. The sponsorship agreement is similar and based upon what counties and municipalities have used for decades when sponsoring cadets in public safety programs.
   3. PTRC would make this program available in the future when the following circumstances occur:
      1. A foreign national has already established visa status and is seeking to extend that status,
      2. the worker has a specialized set of knowledge, skills, and abilities not easily sourced in the labor market,
      3. the worker has a proven track record of job performance either through PTRC or a member government, and
      4. the worker is willing to accept the terms of the visa petitioner / sponsor to beneficiary support agreement.
   4. The Executive Director concurs and recommends this program for approval. PTRC has available funds to pay for the legal fees and USCIS fees through the administration budget
5. **New Business: Audit Committee Report, Mr. Jarrod Hand, Finance Director**
   1. Cherry Bakaert declined to do our Audit for this year. We put out an RFP and had one firm put in a bid. Three firms declined. Many larger firms are getting rid of their smaller accounts while small firms are getting out of the government field. That doesn’t leave many options.
   2. We are making the recommendation to move forward with a contract with Thompson Price for our Audit. If approved, this will be a three-year contract that will renew every year.
   3. The Audit Committee met prior to this meeting and approves of this recommendation.
6. **New Business: Request to authorize staff, if awarded RAISE Grant funding to receive $10,471,104 in funds from the US Dept. of Transportation and administer the allocation of said funds towards the engineering, design, construction and capital costs of the Elkin-Jonesville Bicycle and Pedestrian Bridge, Mr. Jesse Day, Regional Planning Director**
   1. The PTRC planning department has applied for a $10,471,104 grant through the United States Department of Transportation for the construction of a pedestrian and bicycle bridge across the Yadkin River, connecting the towns of Elkin and Jonesville. Total project costs are estimated at $13,088,880.
   2. The Rebuilding American Infrastructure with Sustainability and Equity, or RAISE Discretionary Grant program, provides a unique opportunity for the DOT to invest in road, rail, transit and port projects that promise to achieve national objectives. Previously known as the Better Utilizing Investments to Leverage Development (BUILD) and Transportation Investment Generating Economic Recovery (TIGER) Discretionary Grants, Congress has dedicated nearly $12.1 billion for fourteen rounds of National Infrastructure Investments to fund projects that have a significant local or regional impact.
   3. USDOT has at least $2.275 billion in funding available for the FY 2023 RAISE Grant Program. Grants are for investments in surface transportation that will have significant local or regional impact. The Department seeks to award projects that improve equity and environmental justice by addressing transportation related disparities and climate change related consequences. The Department also seeks to fund projects that, to the extent possible, target at least 40 percent of resources and benefits towards low-income communities, disadvantaged communities, communities underserved by affordable transportation, or overburdened communities. Not more than 50% of the respective funding for RAISE grants shall be awarded to either Rural or Urban projects. Additionally, USDOT must award at least $35 million for projects located in historically disadvantaged communities or areas of persistent poverty. Projects located in rural areas, historically disadvantaged communities, or areas of persistent poverty are eligible to have more than 80% of funding from Federal Government sources.
   4. PTRC’s planning department has applied for $10,471,104 of RAISE funding for the construction of a new bicycle and pedestrian bridge crossing the Yadkin River between Elkin and Jonesville. There currently exists one non-interstate connection between the two towns, the Gwyn McNeill Bridge on US-21 Business, which is not suitable for bicycle or pedestrian traffic. The proposed bridge will sit at the site of the former Hugh Chatham Memorial Bridge which previously connected the two towns. Innovative bridge design will minimize environmental impact to the River and surrounding area and promote a more resilient and equitable transportation network. Additionally, the bridge and the new transportation connections it creates will be strong drivers for economic development in both communities.
   5. Mr. Darrell Frye asks who funds the other half of this project. Mr. Day responded that Elkin and Jonesville have committed to seeing this project through.
7. **Roll Call vote for the above-mentioned Action Items 1-11**
   1. A motion was made by Mr. Rick Cross.
   2. The motion was seconded by Mr. Mark Richardson.
   3. Roll call vote- Ayes: Councilwoman Marikay Abuzuaiter, Mayor Kelly Allen, Commissioner Kevin Austin, Alderwoman Renee Bryant, Mayor Rick Cross, Mayor Pro Tem Monta Davis-Oliver, Commissioner Benita Finney, Mayor Alvin Foster, Chairman Darrell Frye, Council Member Dwight Lake, Chairman Fred McClure, Commissioner Tonya McDaniel, Commissioner Rick Morris, Commissioner Mark Richardson, Commissioner Pamela Thompson, Commissioner Marie Wood.
   4. Nays: none
   5. Action Items 1-9 are approved.
8. **Executive Director’s Report, Matthew Dolge, Executive Director**
   1. Mr. Dolge shared the 2021-2022 PTRC Annual Report which highlights what we are doing in the region. Our staff does a great job putting this together and we encourage you to share it with your full boards.
   2. Mr. Jesse Day and I were at a taping for Triad Today earlier this morning. We talked about the NC Triad Outdoors website. We will have a formal rollout this month.
   3. We continue to move forward with the Home Consortium. I have spoken to Burlington and Rockingham’s board and they are both moving forward with us. I will visit Caswell and Alamance on Monday. This is a great opportunity and we appreciate the support.
   4. Mr. Dolge is traveling to each county in our region to meet with Managers and hear from you all. These meetings will take place over lunch at a local restaurant.
   5. Governor Cooper did sign off on Workforce Consolidation. We continue to move through that process.
9. **There being no other business, the meeting was adjourned with general consensus at 12:50 p.m.**

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**Alvin Foster, PTRC Chair Katie Mitchell, Clerk to the Board**