



Executive Committee

Minutes

Wednesday, June 7, 2023

Hybrid Attendance (In Person and ZOOM)

Members Present:

Councilwoman Marikay Abuzuaiter, City of Greensboro
Commissioner Kevin Austin, Yadkin County
Chairman Darrell Frye, Randolph County
Councilman Victor Jones, City of High Point
Council Member Dwight Lake, Town of Mayodan
Councilman John Larson, City of Winston-Salem
Mayor Howard Morgan, Town of Sedalia (Z)
Commissioner Rick Morris, Stokes County (Z)
Commissioner Damon Prince, Town of Troy (Z)
Commissioner Mark Richardson, Rockingham County
Commissioner Pamela Thompson, Alamance County
Commissioner Marie Wood, City of Mount Airy (Z)
(Z) Denotes attendance via ZOOM

Members Absent:

Mayor Kelly Allen, Town of Haw River
Mayor Pro Tem Renee Bryant, City of Randleman
Council Member Jim Butler, City of Burlington
Council Member Jane Cole, City of King
Commissioner Carly Cooke, Guilford County
Mayor Rick Cross, Town of Bermuda Run
Mayor Pro Tem Monta Davis-Oliver, Town of Yadkinville
Commissioner Benita Finney, Davie County
Mayor Alvin Foster, Town of Yanceyville
Commissioner Ethel Gwynn, Caswell County
Chairman Mark Jones, Davie County
Councilwoman Peggy Leight, Town of Walkertown
Chairman Fred McClure, Davidson County
Commissioner Tonya McDaniel, Forsyth County
Commissioner John Shaw, Montgomery County
Commissioner Van Tucker, Surry County
Mayor Larry Ward, Town of Denton

Vice Chairman Mark Richardson 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. He encouraged us to remember Chair Alvin Foster as he has experienced a loss in his family that prevents him from being here. Vice Chairman Richardson requested a moment of silence and then led the Executive Committee in the Pledge of Allegiance.

1) Action Item: Request for approval of the May 3, 2023 PTRC Executive Committee minutes, Mr. Mark Richardson, Vice Chair

2) Action Item: Request to authorization to enter into a contract providing procurement and reporting services to the City of Archdale from June 2023 to November 30, 2023, for \$9,000, Mr. Adam Shull, Regional Planning Assistant Director

- a) The Regional Planning Department requests to enter into contract with the City of Archdale to lead a design-build procurement process for an ARPA-funded wastewater infrastructure project. The City is receiving a direct appropriation of ARPA funds from the North Carolina Department of Environmental Quality (NCDEQ) Division of Water Infrastructure for \$3.6 million for wastewater systems upgrades that require adherence to N.C. General Statutes, NC DEQ guidance, and Uniform Guidance. PTRC will create and implement an RFQ process for a design-build project that ensures the project can be delivered by specific ARPA milestones.
- b) PTRC can accomplish this contract for a total cost not to exceed \$9,000 with a proposed contract period from June 2023 to November 30, 2023.
- c) Mr. Mark Richardson asked if the rate is consistent between all of these types of contracts we provide? Mr. Shull stated that yes, the rates are consistent and based on number of staff, hours, time frame, etc.

3) Action Item: Request for approval to enter into a contract providing ongoing project management and financial administration services related to ARPA funding from June 2023 to June 30, 2025, to the Town of Bermuda Run for \$9,900, Mr. Adam Shull, Regional Planning Assistant Director

- a) The Regional Planning Department requests to enter into contract with the Town of Bermuda Run to provide technical assistance for ongoing project management support, audit preparation and considerations, grant reporting, and Board/public engagement for ARPA-funded projects.
- b) The Town has received numerous federal and state funding appropriations via the American Rescue Plan Act that come with specific procurement, reporting, and auditing requirements. PTRC staff time will focus on assisting in these efforts and providing in-depth support with compliance and budgeting processes. This contract is for services and hours above and beyond those provided by PTRC's funding as sub-subrecipient of the North Carolina Association of Regional Councils of Governments (NCARCOG) for the provision of local government assistance regarding Local Fiscal Recovery Funds. Those services pertaining to LFRF remain available to the Town outside of the proposed scope of work.

c) PTRC can accomplish this contract for a total cost of \$9,900 split among three fiscal years through FY25.

4) Action Item: Request for approval to apply for and accept ARC funding in the amount of \$500,000 to support Vital Links Recovery Oriented System of Care (VL-ROSC) in Surry County, Ms. Wendy Walker-Fox, Workforce and Economic Development Director

- a) The Appalachian Regional Commission (ARC) awarded \$5.5 million to 17 projects through Investments Supporting Partnerships in Recovery Ecosystems (INSPIRE), an initiative addressing Appalachia's substance use disorder (SUD) crisis through projects that create or expand a recovery ecosystem leading to workforce entry or re-entry. The Piedmont Triad Regional Council was awarded a \$50,000 planning grant and in partnership with the Surry County Opioid Response Team and contracted with Community Advocacy Research & Evaluation Consulting Group (CARECG), Inc. to provide guidance and support in the development of policy and practice recommendations. These efforts will address the substance abuse disorder crisis in Surry County, as it relates to individuals re-entering or remaining in the workforce.
- b) The current grant application follows the ARC Planning Grant needs assessment that targets the ARC recovery-to-work ecosystem model, is informed, and based on data highlighted through efforts of the ARC INSPIRE Planning Grant. The VL-ROSC proposal seeks to support holistic wrap around services models that integrate recovery housing, workforce deployment, job placement and improvement of community recovery supports. Implementation of training and technical assistance models that support local business, nonprofits and government agencies in their attempts to learn how to better support the recovery population will also occur.
- c) PTRC's VL-ROSC proposal leverages results of the "Vital Links" INSPIRE Planning Grant focusing on the delivery of evidenced based programming supporting the recovery to work ecosystem.
- d) Ms. Pamela Thompson viewed a presentation of this work and it should be a model for all to replicate.

5) Action Item: Request for approval to enter into a sole source contract with Brooks Network Services, LLC in the amount of \$7,112.75 to perform the specialized WIFI upgrade work, with oversight provided by PTRC's Technology Solutions Administrator, Ms. Wendy Walker-Fox, Workforce and Economic Development Director

- a) With the recent merger of PTRC's Workforce and Economic Development Departments, there has been an uptick in requests for our Mobile Unit. With the July 1 expansion of the Piedmont Triad Regional Workforce Development Board Local Area, the expectation is that requests for the Mobile Unit will only continue to increase. The existing WIFI on the Mobile Unit is running very slowly and is simply not able to keep up with the demand of multiple computers running at once.
- b) To increase capacity, a WIFI upgrade is needed. In order to facilitate this upgrade, the current system has to be removed and replaced. The job is extensive and complex,

requiring the repair of the entire wiring system currently running throughout the Mobile Unit. Once this upgrade is complete the Mobile Unit will be capable of fully supporting business, job seeker, and community needs.

- c) Mr. John Larson asked if this cost includes everything. Mr. Burl Sprouse (IT Director) stated yes.

6) Action Item: Request for authorization to submit the State Fiscal Year 2024 Aging Funding Plan and to enter into contracts with the North Carolina Division of Aging and Adult Services, county governments, and funded partners for the grant period July 1, 2023 – June 30, 2024, Mr. Joe Dzugan, AAA Systems Coordinator

- a) Each year the Piedmont Triad Regional Council Area Agency on Aging (PTRC AAA) receives federal and state funds to support county programming for adults 60+ and their caregivers. Attached for your review are funding allocations for the following program:
 - i) Home and Community Care Block Grant (HCCBG)
 - ii) Legal
 - iii) Family Caregivers Support Program (FCSP)
- b) The Home and Community Care Block Grant funds are administered by the PTRC AAA and are allocated to our 12 counties based on the North Carolina Intrastate Funding Formula (IFF). The formula is weighted based on population with each county receiving a base of \$60,000. Funded Partners for HCCBG are recommended by County Planning Committees and contracts are with PTRC AAA and each county. A 10% local match, cash or in-kind, is required. HCCBG is adjusted based on population changes across the state. Funded Partners are required to submit to the PTRC AAA a complete and accurate cost computation packet two-weeks after county planning committee makes funding recommendations.
- c) Mr. Dzugan added that HCBG funds covers the following services: congregate nutrition, home delivered meals, in home help, options counseling, senior center operations, and more.
- d) These funding charts can be found at www.ptrc.org or by emailing kmitchell@ptrc.org.

7) Action Item: Request for approval of Third Budget Revision for FY 2022-2023, Mr. Jarrod R. Hand, Finance Director

- a) The Finance Department requests approval of a revision to the fiscal year 2022-2023 budget of the Piedmont Triad Regional Council. This revision shows a net increase, from the second revised budget, of \$681,564. The revised Budget Ordinance and a summary of the changes by area can be found at www.ptrc.org or by emailing kmitchell@ptrc.org.
- b) Administration increased due to the addition of North Carolina Association of Regional Council of Governments (NCARGOG) for NC recovery funding. Admin Services added eight new pay class studies. We are also the fiscal entity of NCARCOG so there are additional projects that have been added. Planning added one new Clean Water and six Local Technical Assistance grants. The Development Corporation added IT projects and the New Hope New Beginnings project. We saw a slight decline in Workforce

Development due to the discontinuation of Finish Line grants. Those dollars are going directly to Community Colleges now.

- c) It is recommended that the board adopt this budget revision to recognize a net increase of \$681,564 bring the total budget to \$51,992,786 for 2022-2023.

8) Action Item: Request for approval of Original Budget Ordinance for FY 2023-2024, Mr. Jarrod R. Hand, Finance Director

- a) The Finance Department requests approval of the original Budget Ordinance for fiscal year 2023-2024 budget of the Piedmont Triad Regional Council. This original Budget Ordinance shows a total budget of \$49,590,938; an increase of \$1,044,475 from the original Budget Ordinance for fiscal year 2022-2023. The full budget packet includes the Budget Ordinance and a summary of the budget by area and can be found at www.ptrc.org or by emailing kmitchell@ptrc.org.
- b) This year's budget is seeing an increase of a million dollars. We have had the administrative addition of NCARCOG for ARPA funding and recovery. A slight decrease in Admin Services is due to pay class study close outs. Crime Control increased in recidivism but did lose Catawba County. The General fund increased to purchase the church property next door. Health and Human Services is decreasing as we're rolling through ARPA funding. Housing Rehab decreased primarily due to capacity issues. We've lost staff so we are unable to produce as many units as before. This number should go up as we're able to complete more projects. We see an increase in Miscellaneous Projects due to IT improvements and administration for NCARCOG. Planning Services increases with one new Clean Water and 11 Local Technical Assistance projects. Development Corporation also saw an increase due to the EPA Revolving Loan Fund, IT projects and the New Hope New Beginnings opioid project. There is a slight reduction in BCBS for the Food Council because that grant cycle is coming to an end. Workforce Development increased primarily due to the new 10 county region allocations and ARPA funding. We do not know that exact funding for our Weatherization Assistance Program yet. Last year we projected an increase but the state ending up cutting our funds.
- c) Not including any one-time money like ARPA and COVID relief funds, our budget has grown 32% since our pre COVID 2019 budget. Take out any one-time money like ARPA, COVID. 32% since pre COVID 2019 budget. If you add in one-time funds like ARPA, our budget has grown 55% since 2019. We have kept our dues rate flat although we do calculate population changes. With those changes we see a 3% increase in dues. Dues are used primarily for match.
- d) Mr. Dolge added that expansion of services is based on the needs of our members. Also, this is our 8th straight year in our facilities and that has allowed us to keep costs down. We've also made good decision around healthcare and saw a decrease this year. In all major areas that impact our overhead we've continued to see controls over our costs.

Every time we can cut out a dollar there, we are able to spend more on our members. Mr. Jarrod Hand and his team do exceptional work!

- e) Mr. Dolge stated that we will bring revisions before you as we see increases. As you can see, we handled a lot of dollars during COVID and we were able to do that largely with existing staff. I want to thank our Directors and our Staff for their work at such a high level. We will continue to discuss expansion as we move through the coming year.
- f) It is recommended that the board adopt this original budget ordinance of \$49,590,938 for fiscal year 2023-2024.

9) Roll Call vote for the above-mentioned Action Items 1-8

- a) A motion was made by Mr. Darrell Frye.
- b) The motion was seconded by Ms. Marikay Abuzuaiter.
- c) Roll call vote- Ayes: Councilwoman Marikay Abuzuaiter, Commissioner Kevin Austin, Chairman Darrel Frye, Chairman Mark Jones, Council Member Dwight Lake, Councilman John Larson, Mayor Howard Morgan, Commissioner Rick Morris, Commissioner Damon Prince, Commissioner Mark Richardson, Commissioner Pamela Thompson, Commissioner Marie Wood.
- d) Nays: none
- e) Action Items 1-8 are approved.

10) Informational Item: AAA Montgomery County Update, AAA Montgomery County Update

- a) Montgomery County is moving \$9,000 from the Home and Community Care Block Grant to Legal Aid of North Carolina. Legal Aid of NC is overspent in all the counties they serve. This movement of funds has been approved by the North Carolina Division of Aging and Adult Services as well as the Montgomery County Finance Director and the County Chair of the Board of Commissioners. Due to unspent funds. Troy Montgomery senior center

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

- a) Mr. Dolge requested everyone's attendance at our June 21st Board of Delegates meeting. We will need a quorum to pass our budget. A public hearing will be held prior to the meeting for the purpose of discussing the budget.
- b) We had hoped that might be able to finish our purchase on the church property this year but we are getting closer to an agreement. We are in Due Diligence and also working with Forsyth County on rezoning. We would like for it to be rezoned into City Limits like this office on Carrollton Drive.
- c) Workforce Development continues to move through Consolidation. July 1st is the official start date for the additional counties. Goodwill Industries has agreed to be the service provider in the new counties. We are working with current staff and also onboarding new staff. Davidson County will move to a new facility in Lexington. Alamance will remain in the same place. We are looking for a new location for Randolph and think we've found a good option.

- d) Mr. Mark Richardson represented us at NCARCOG Legislative Day. He had conversations about the Governor's Economic District. They are also looking at reducing the number of Councils of Governments (COG) but that won't affect us.
- e) On a personal note, my wife Janene and I had a great trip in Europe. The wedding was beautiful and we enjoyed our time. Many thanks to the Directors and Staff that made an extended vacation possible.

12) There being no other business, the meeting was adjourned with general consensus at 12:46 p.m.

Mark Richardson, PTRC Vice Chair

Katie Mitchell, Clerk to the Board