

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, May 1, 2024

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

Mark Richardson
Chair

B. Action Items

- | | |
|--|---|
| 1) Request for approval of April 3, 2024
PTRC Executive Committee Minutes (attachment) | Mark Richardson
<i>Chair</i> |
| 2) Request for approval to enter into a sole source
contract with DCI in the amount of \$10,800 | Wendy Walker-Fox
<i>WED Director</i> |
| 3) Request to adjust the Assignment of
Classifications to Grades and compensation plan | Matt Reece
<i>Assistant Director</i> |
| 4) Request to enter in contract with Guilford Co.
For Bicentennial Greenway Coordination | Jesse Day
<i>Reg. Planning Director</i> |
| 5) Request for authorization to apply for and
accept the USDA AMS RFSP grant | Adam Shull
<i>Asst. Planning Director</i> |
| 6) Request for authorization of State FY 2025
Aging Funding plan | Adrienne Calhoun
<i>AAA Director</i> |

MEMBERS

Kernersville
King
Lewisville
Lexington
Liberty
Madison
Mayodan
Mebane
Midway
Milton
Mocksville
Mount Airy
Mt. Gilead
Oak Ridge
Pilot Mountain
Pleasant Garden
Ramseur
Randleman
Reidsville
Rural Hall
Seagrove
Sedalia
Staley
Stoneville
Summerfield
Thomasville
Tobaccoville
Trinity
Troy
Village of
Alamance
Walkertown
Wallburg
Walnut Cove
Wentworth
Whitsett
Winston-Salem
Yadkinville
Yanceyville

7) Request for approval of the Response of the Auditor’s Finding and Recommendations and Fiscal Matters

Jarrold Hand
Finance Director

8) Request for approval of the Indirect Cost, Fringe Benefit and Occupancy Cost Allocation Plans for Fiscal Year 2024-2025

Jarrold Hand
Finance Director

C. New Business

Mark Richardson
Chair

D. Roll Call Vote

Katie Mitchell
Clerk to the Board

E. Executive Director’s Report

Matthew Dolge
Executive Director

F. 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.

Mark Richardson
Chair

G. Chairman’s Remarks and Announcements

Mark Richardson
Chair

1) PTRC Executive Committee Meeting

Wednesday, June 5, 2024 12noon (Lunch 11: 30a.m) **Hybrid**

2) PTRC Board of Delegates Meeting

Wednesday, June 19, 2024 12noon (Lunch 11: 30a.m) **Hybrid**

3) 2024 PTRC Meeting Dates

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

TO: Board of Delegates, Piedmont Triad Regional Council
FROM: Wendy Walker-Fox, Workforce & Economic Development Director
DATE: April 17, 2024
RE: NCTriad Website (FindYourCenterNC.com) upgrade to include local business resources – Sole Source Agreement

Piedmont Triad Regional Workforce Development Board (PTRWDB) received a \$1 million NCWorks Small Business Work-Based Learning Grant funding, from NC Commerce, Division of Workforce Solutions (DWS). This funding is intended to establish work-based learning opportunities targeting small- and micro-businesses (i.e., businesses with fewer than twenty-five (25) employees) to bridge the gap for business retention and expansion with funding for OJT, Work Experience, and Incumbent Worker Training, marketing and technology to develop and maintain the training platform and to market and promote the trainings.

The PTRWDB project: Entrepreneurial Advantage in the Triad, is an incumbent worker initiative that strives to address the equitable recovery and growth of small and micro-businesses by extending an opportunity for employers to enroll their existing workers in customized work-based learning programs. To bolster the initiative, the plan is to update the existing NCTriad website to house local business resources. The update will include creating a unique and flexible digital library to accommodate a variety of resources and provide upgraded navigation to make it easy to distinguish between employer resources and the rest of the site.

ACTION REQUESTED:

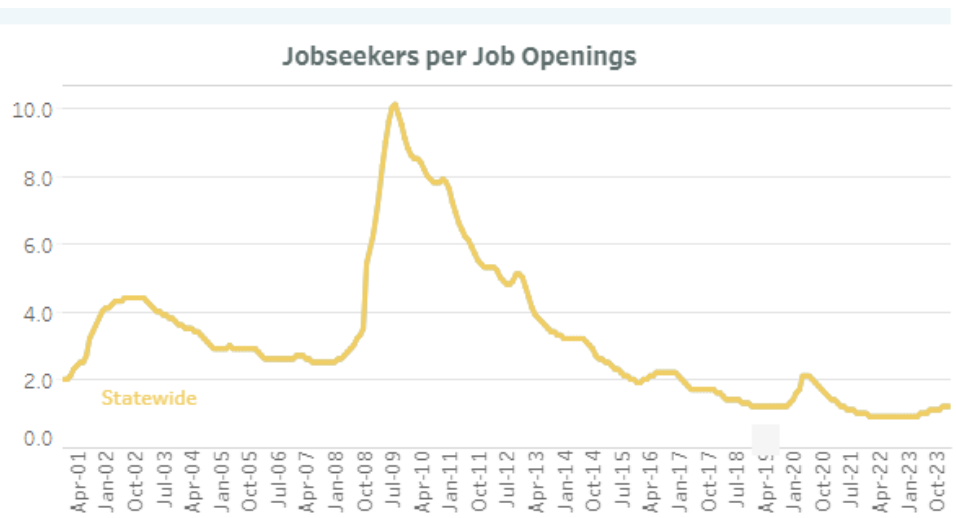
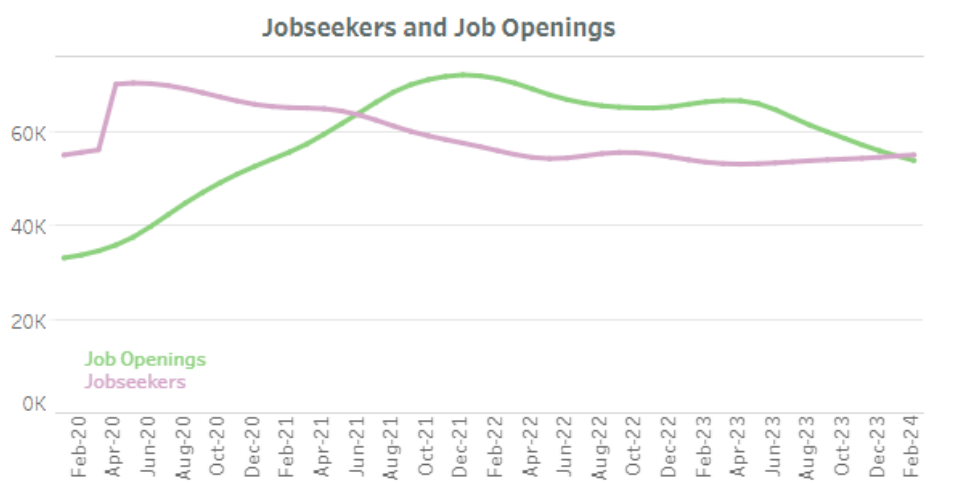
Request approval to enter into a sole source contract with Development Counsellors International (DCI) in the amount of \$10,800 to perform the specialized upgrades to the NCTriad website.

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

TO: PTRC Executive Committee
FROM: Matt Reece, Assistant Director
DATE: April 22, 2024
RE: Request to adjust the Assignment of Classifications to Grades and compensation plan.

The labor shortage continues to impact PTRC's ability to recruit employees. The only area of the state with a tighter labor market than the Piedmont Triad is the Western Prosperity Zone at 0.8 jobseeker per opening. We anticipate 2024 to continue to be competitive. PTRC experienced 2 turnovers of the 6 year-to-date due to other employment opportunities this fiscal year.

Graph 1. Shows the Piedmont Triad prosperity zone labor supply and demand as of February 2024. This one jobseeker per one job opening is a much narrower ratio than the average of 3.5 jobseekers per job opening since 2001. Source: NC Department Commerce



ACTION ITEM #3 CONTINUED

Therefore, four changes are requested.

- 1) Adjust the pay ranges 1.5%. This will adjust minimum, pay target, maximum, and developmental increase values. See Table 1. Proposed 2024-2025 Pay table for further details.
- 2) Progress employees hired prior to 7/1/24 with 1.5 developmental increases instead of the customary one. See Diagram 1 for illustration.

Diagram 1. Illustration of progression to pay target a strategy.

FY 2025 Grade 21, six developmental increase to pay target.

Minimum		Pay Target		Maximum
\$51,002	→ → → → → →	\$66,269		\$81,557
	\$2.545			

Percentage increases vary depending on progression through the range and are less as an employee approaches pay target. Developmental increase is 4.9% at minimum, 3.8% at pay target and average 4.4% over the six-year assumed period.

Note employees who meet expectations and are at or above pay target receive a lump sum amount equal to the developmental increase. Employees who create a work plan in advance and exceed the goals of that workplan are eligible for an increase to base pay. The amount of the increase is based upon the developmental increase amount.

(Continued Next Page)

ACTION ITEM #3 CONTINUED

3) To better capture the aggressive labor market conditions, adjust the assignment of classification to grade for the following Table 2 – Requested grade changes by classification:

Title	2024 Grade	Proposed 2025 Grade
CD Program Intake	14	15
Community Health Worker	14	15
Database Technician	14	15
GIS Technician	14	15
Program Assistant	14	15
Accounting Technician I	15	16
Accounting Technician II	17	18
Aging MIS Specialist	17	18
Aging Systems Specialist	17	18
CD Administrative Coordinator	18	19
Technology Solutions Specialist	14	21
Accountant	21	22
Aging Program Planner	21	22
CD Project Coordinator	21	22
Family Caregiver Support Spec	21	22
Health Promotion Coordinator	21	22
HR Analyst	21	22
Long Term Care Ombudsman	21	22
Long Term Care Sr Ombudsman	23	24
Regional Planner, Senior	23	24
Accountant Senior	23	25
Special Projects Manager	24	25
Regional Planning Asst Dir	27	29

4) Request the addition of a new classification CD Operations Manager at grade 25

5) Request removal of the following classifications that are no longer used. See Table 3 Requested Omissions & Table below and Table 4. Proposed Assignment of Classes to Grade FY 2025 for all class and grades requests

Title	2024 Grade
CD Program Intake I	13
Health Promotion Program Assistant	14
CD Program Specialist I	15
Nutrition Aging Specialist	17
Workforce Program Assistant	17
Contracts Accountability Spec	19
Workforce Program Specialist	20
District Resource Center Coord	20
Recovery and Resiliency Coordinator	21
Pretrial Release Coordinator	21
Community Engagement Spec	21
Regional Economic Strategist	23
Criminal Justice Prg Director	34

(Continued Next Page)

ACTION ITEM #3 CONTINUED

- 6) Request an increase from 2.5% employer contribution to up to 5.0% with employee match. Employer would continue 2.5% contribution regardless of employee contribution. However, additional 2.5% (up to 5%) is only made with an employee match. See Table 5. Comparison of 401-k employer contributions.

The net cost of these changes is \$127,688. Overall, requests 1 through 5 move PTRC from 95% of the market to 101%. To consider impact on employees’ annual salaries see Table 6. Average percent change by grade. The proposed fiscal year 2024-2025 budget can accommodate that additional cost. The Executive Director concurs and recommends the adoption of these changes.

Table 6. Average % change by grade

Grade	Avg % Δ	Avg % Grp
15	7.19%	7.12%
16	7.31%	
18	6.73%	
19	7.10%	
20	7.01%	
21	7.25%	
22	7.22%	
24	6.85%	6.97%
25	7.31%	
26	7.67%	
27	6.03%	
29	7.35%	6.12%
31	5.75%	
34	6.29%	
35	5.71%	
37	5.49%	

ACTION ITEM #3 CONTINUED

Table 1. Proposed 2024-2025 Pay table:

<i>Grade</i>	<i>Min 2080</i>	<i>Pay Target 2080</i>	<i>Maximum 2080</i>	<i>Develop. Increase 2080</i>	<i>Develop. Increase Hourly</i>	<i>Min Hourly</i>	<i>Pay Target Hourly</i>	<i>Max Hourly</i>
9	15,080.00	-	32,832.80	-	-	7.250	-	15.785
10	29,848.00	38,750.40	47,694.40	1,483.73	0.7100	14.350	18.630	22.930
11	31,324.80	40,664.00	50,065.60	1,556.53	0.7500	15.060	19.550	24.070
12	32,884.80	42,723.20	52,582.40	1,639.73	0.7900	15.810	20.540	25.280
13	34,548.80	44,844.80	55,224.00	1,716.00	0.8300	16.610	21.560	26.550
14	36,233.60	47,112.00	57,969.60	1,813.07	0.8700	17.420	22.650	27.870
15	38,043.20	49,462.40	60,860.80	1,903.20	0.9200	18.290	23.780	29.260
16	39,936.00	51,916.80	63,939.20	1,996.80	0.9600	19.200	24.960	30.740
17	41,932.80	54,516.80	67,100.80	2,097.33	1.0100	20.160	26.210	32.260
18	44,054.40	57,262.40	70,491.20	2,201.33	1.0600	21.180	27.530	33.890
19	46,238.40	60,112.00	73,985.60	2,312.27	1.1100	22.230	28.900	35.570
20	48,526.40	63,107.20	77,688.00	2,430.13	1.1700	23.330	30.340	37.350
21	51,001.60	66,268.80	81,556.80	2,544.53	1.2200	24.520	31.860	39.210
22	53,539.20	69,617.60	85,654.40	2,679.73	1.2900	25.740	33.470	41.180
23	56,201.60	73,070.40	89,918.40	2,811.47	1.3500	27.020	35.130	43.230
24	59,009.60	76,731.20	94,432.00	2,953.60	1.4200	28.370	36.890	45.400
25	62,004.80	80,558.40	99,153.60	3,092.27	1.4900	29.810	38.730	47.670
26	65,083.20	84,614.40	104,104.00	3,255.20	1.5700	31.290	40.680	50.050
27	68,328.00	88,836.80	109,304.00	3,418.13	1.6400	32.850	42.710	52.550
28	71,739.20	93,246.40	114,774.40	3,584.53	1.7200	34.490	44.830	55.180
29	75,337.60	97,926.40	120,515.20	3,764.80	1.8100	36.220	47.080	57.940
30	79,102.40	102,814.40	126,526.40	3,952.00	1.9000	38.030	49.430	60.830
31	83,033.60	107,952.00	132,870.40	4,153.07	2.0000	39.920	51.900	63.880
32	87,193.60	113,339.20	139,526.40	4,357.60	2.1000	41.920	54.490	67.080
33	91,561.60	118,996.80	146,494.40	4,572.53	2.2000	44.020	57.210	70.430
34	96,137.60	124,966.40	153,795.20	4,804.80	2.3100	46.220	60.080	73.940
35	100,921.60	131,248.00	161,491.20	5,054.40	2.4300	48.520	63.100	77.640
36	105,976.00	137,800.00	169,561.60	5,304.00	2.5500	50.950	66.250	81.520
37	111,280.00	144,664.00	178,048.00	5,564.00	2.6800	53.500	69.550	85.600

See Next Page for schedule of Bi-weekly Developmental Increases

ACTION ITEM #3 CONTINUED

Schedule of Bi-weekly Development Increases			
Grade	2080	1560	988
10	57.07	42.800	27.230
11	59.87	44.900	28.570
12	63.07	47.300	30.020
13	66.00	49.500	31.510
14	69.74	52.300	33.100
15	73.20	54.900	34.760
16	76.80	57.600	36.480
17	80.67	60.500	38.310
18	84.67	63.500	40.240
19	88.94	66.700	42.240
20	93.47	70.100	44.340
21	97.87	73.400	46.560
22	103.07	77.300	48.920
23	108.14	81.100	51.340
24	113.60	85.200	53.920
25	118.94	89.200	56.610
26	125.20	93.900	59.460
27	131.47	98.600	62.420
28	137.87	103.400	65.520
29	144.80	108.600	68.810
30	152.00	114.000	72.240
31	159.74	119.800	75.850
32	167.60	125.700	79.640
33	175.87	131.900	83.610
34	184.80	138.600	87.810
35	194.40	145.800	92.220
36	204.00	153.000	96.830
37	214.00	160.500	101.650

ACTION ITEM #3 CONTINUED

Table 4. Proposed Assignment of Classes to Grade for FY 2025:

TITLE	Grade	Min	DI	Job Target	Max
General Staff	12	\$32,884.80	\$1,639.73	\$42,723.20	\$52,582.40
Intern	12	\$32,884.80	\$1,639.73	\$42,723.20	\$52,582.40
Office Assistant	12	\$32,884.80	\$1,639.73	\$42,723.20	\$52,582.40
CD Program Intake	15	\$38,043.20	\$1,903.20	\$49,462.40	\$60,860.80
Community Health Worker	15	\$38,043.20	\$1,903.20	\$49,462.40	\$60,860.80
Database Technician	15	\$38,043.20	\$1,903.20	\$49,462.40	\$60,860.80
GIS Technician	15	\$38,043.20	\$1,903.20	\$49,462.40	\$60,860.80
Program Assistant	15	\$38,043.20	\$1,903.20	\$49,462.40	\$60,860.80
Accounting Technician I	16	\$39,936.00	\$1,996.80	\$51,916.80	\$63,939.20
Accounting Technician II	18	\$44,054.40	\$2,201.33	\$57,262.40	\$70,491.20
Aging MIS Specialist	18	\$44,054.40	\$2,201.33	\$57,262.40	\$70,491.20
Aging Systems Specialist	18	\$44,054.40	\$2,201.33	\$57,262.40	\$70,491.20
CD Program Specialist	18	\$44,054.40	\$2,201.33	\$57,262.40	\$70,491.20
Maintenance Technician	18	\$44,054.40	\$2,201.33	\$57,262.40	\$70,491.20
Mobile Unit Operator	18	\$44,054.40	\$2,201.33	\$57,262.40	\$70,491.20
CD Administrative Coordinator	19	\$46,238.40	\$2,312.27	\$60,112.00	\$73,985.60
CD Project Inspector I	19	\$46,238.40	\$2,312.27	\$60,112.00	\$73,985.60
CD Project Inspector II	20	\$48,526.40	\$2,430.13	\$63,107.20	\$77,688.00
CD Program Coordinator	21	\$51,001.60	\$2,544.53	\$66,268.80	\$81,556.80
Clerk to the Board	21	\$51,001.60	\$2,544.53	\$66,268.80	\$81,556.80
Environmental Programs Coordinator	21	\$51,001.60	\$2,544.53	\$66,268.80	\$81,556.80
Food Systems Coordinator	21	\$51,001.60	\$2,544.53	\$66,268.80	\$81,556.80
Regional Planner	21	\$51,001.60	\$2,544.53	\$66,268.80	\$81,556.80
Strategic Initiatives Coord	21	\$51,001.60	\$2,544.53	\$66,268.80	\$81,556.80
Technology Solutions Specialist	21	\$51,001.60	\$2,544.53	\$66,268.80	\$81,556.80
Workforce Business Svcs Coord	21	\$51,001.60	\$2,544.53	\$66,268.80	\$81,556.80
Workforce Program Coordinator	21	\$51,001.60	\$2,544.53	\$66,268.80	\$81,556.80
Accountant	22	\$53,539.20	\$2,679.73	\$69,617.60	\$85,654.40
Aging Program Planner	22	\$53,539.20	\$2,679.73	\$69,617.60	\$85,654.40
CD Project Coordinator	22	\$53,539.20	\$2,679.73	\$69,617.60	\$85,654.40
CD Training Center Coordinator	22	\$53,539.20	\$2,679.73	\$69,617.60	\$85,654.40
Family Caregiver Support Spec	22	\$53,539.20	\$2,679.73	\$69,617.60	\$85,654.40
HR Analyst	22	\$53,539.20	\$2,679.73	\$69,617.60	\$85,654.40
Health Promotion Coordinator	22	\$53,539.20	\$2,679.73	\$69,617.60	\$85,654.40
Long Term Care Ombudsman	22	\$53,539.20	\$2,679.73	\$69,617.60	\$85,654.40
Continued Next Page					

ACTION ITEM #3 CONTINUED

TITLE	Grade	Min	DI	Job Target	Max
Project Reentry Coordinator	22	\$53,539.20	\$2,679.73	\$69,617.60	\$85,654.40
Workforce Program and Ops Lead	22	\$53,539.20	\$2,679.73	\$69,617.60	\$85,654.40
Management Analyst	23	\$56,201.60	\$2,811.47	\$73,070.40	\$89,918.40
CD Supervisor	24	\$59,009.60	\$2,953.60	\$76,731.20	\$94,432.00
Long Term Care Sr Ombudsman	24	\$59,009.60	\$2,953.60	\$76,731.20	\$94,432.00
Regional Planner, Senior	24	\$59,009.60	\$2,953.60	\$76,731.20	\$94,432.00
Accountant Senior	25	\$62,004.80	\$3,092.27	\$80,558.40	\$99,153.60
CD Operations Manager	25	\$62,004.80	\$3,092.27	\$80,558.40	\$99,153.60
Information Data Svcs Manager	25	\$62,004.80	\$3,092.27	\$80,558.40	\$99,153.60
Special Projects Manager	25	\$62,004.80	\$3,092.27	\$80,558.40	\$99,153.60
Workforce & ED Supervisor	25	\$62,004.80	\$3,092.27	\$80,558.40	\$99,153.60
Regional Planner Supervisor	26	\$65,083.20	\$3,255.20	\$84,614.40	\$104,104.00
AAA Assistant Director	29	\$75,337.60	\$3,764.80	\$97,926.40	\$120,515.20
Finance Assistant Director	29	\$75,337.60	\$3,764.80	\$97,926.40	\$120,515.20
Regional Planning Asst Dir	29	\$75,337.60	\$3,764.80	\$97,926.40	\$120,515.20
Workforce & ED Assist Director	29	\$75,337.60	\$3,764.80	\$97,926.40	\$120,515.20
Technology Solutions Admin	31	\$83,033.60	\$4,153.07	\$107,952.00	\$132,870.40
Area Agency on Aging Director	34	\$96,137.60	\$4,804.80	\$124,966.40	\$153,795.20
Community Development Director	34	\$96,137.60	\$4,804.80	\$124,966.40	\$153,795.20
Regional Planning Director	34	\$96,137.60	\$4,804.80	\$124,966.40	\$153,795.20
Workforce Program Director	34	\$96,137.60	\$4,804.80	\$124,966.40	\$153,795.20
Finance Director	35	\$100,921.60	\$5,054.40	\$131,248.00	\$161,491.20
Assistant Director	37	\$111,280.00	\$5,564.00	\$144,664.00	\$178,048.00

ACTION ITEM #3 CONTINUED

Table 5. Comparison of 401-k employer contributions.

Agency	Estimated Rate	Max Rate	Notes
Alamance County	1.00%	2.00%	Up to 2%
Davidson County	1.50%	1.50%	
Davie County	1.50%	3.00%	Up to 3%
Forsyth County	2.50%	2.50%	
Guilford County	5.00%	5.00%	
Montgomery County	2.50%	5.00%	Up to 5%
Randolph County	1.00%	2.00%	Up to 2%
Yadkin County	1.00%	2.00%	Up to 2%
Archdale	2.50%	5.00%	Up to 5%
Bermuda Run	2.50%	5.00%	Up to 5%
Biscoe	3.00%	6.00%	Up to 6%
Burlington	5.00%	5.00%	
Clemmons	2.50%	5.00%	Up to 5%
Cooleemee	5.00%	5.00%	
Denton	2.50%	2.50%	
Eden	5.00%	5.00%	
Elkin	5.00%	5.00%	
Elon	5.00%	5.00%	
Gibsonville	5.00%	5.00%	
Graham	2.50%	5.00%	Up to 5%
Haw River	5.00%	5.00%	
High Point	1.50%	3.00%	Up to 3%
Jamestown	5.00%	5.00%	
Jonesville	5.00%	5.00%	
Kernersville	4.00%	4.00%	
King	5.00%	5.00%	
Lewisville	2.50%	5.00%	Up to 5%
Liberty	1.50%	3.00%	Up to 3%
Madison	3.00%	3.00%	
Mebane	5.00%	5.00%	
Mocksville	2.50%	5.00%	Up to 5%
Mount Gilead	2.50%	5.00%	Up to 5%
Pilot Mountain	5.00%	5.00%	
Pleasant Garden	1.50%	3.00%	Up to 3%
Ramseur	5.00%	5.00%	
Randleman	5.00%	5.00%	
Rural Hall	5.00%	5.00%	
Seagrove	5.00%	5.00%	
Sedalia	2.50%	5.00%	Up to 5%
Stoneville	1.50%	3.00%	Up to 3%
Troy	2.00%	2.00%	
Yadkinville	2.00%	5.00%	
Centralina COG	3.00%	3.00%	
Triangle COG	5.00%	5.00%	
Average	3.33%	4.22%	
PTRC proposed 2025 (70%)	3.50%	5.00%	Up to 5%
PTRC current rate	2.50%	2.50%	

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

TO: Executive Committee, Piedmont Triad Regional Council
FROM: Jesse Day, Regional Planning Assistant Director
DATE: May 1, 2024
RE: Request to Enter into Contract with Guilford County for Bicentennial Greenway Coordination

PTRC's Regional Planning Department is seeking approval to enter into contract with Guilford County and work with the Parks and Recreation Department, the City of High Point and Greensboro delegates to coordinate a strategy to improve existing trail and implement construction of gaps in the Bicentennial Greenway that connects Greensboro and High Point.

The multi-jurisdictional nature of the Bicentennial Greenway makes it a particularly challenging project to fully implement and maintain. The focus of this effort is to convene all public and private stakeholders and develop a consensus-based and sustainable plan to complete and maintain the greenway into the future. Touching four different county districts, the Bicentennial Greenway will fully connect nearly all areas of Guilford County, creating a valuable transportation and recreation asset for a better quality of life for residents and visitors, making Guilford County a more attractive place to live and work.

Guilford County staff have been working to identify and improve problem sections on the greenway using available maintenance funding, but problems extend beyond existing funding. This process will build on the current Guilford County Parks, Trails, and Open Space Comprehensive Master Planning process, providing a detailed plan for this particular project.

The work product will include 1) An operation and maintenance strategy between the County, Greensboro and High Point and 2) Complete a 2-day audit and assessment of the greenway condition to confirm and catalogue areas that may have maintenance or safety concerns.

ACTION REQUESTED:

The PTRC Regional Planning Department requests authorization to enter into contract with Guilford County for \$14,800 to complete this coordinating effort between April 1, 2024 and February 28, 2025.

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

TO: Executive Committee, Piedmont Triad Regional Council
FROM: Adam Shull, Regional Planning Assistant Director
DATE: May 1, 2024
RE: Authorization to apply for, and if awarded receive, up to \$600,000 to support a robust update to the NC Local Food Infrastructure Map, hosted on PTRC’s website, including technical assistance trainings and workshops. The application would be submitted to the **U.S. Department of Agriculture- Agricultural Marketing Service (AMS) for a Regional Food System Partnerships (RFSP) grant program.**

The PTRC’s Regional Planning Department is seeking approval to submit a grant application to the AMS for up to \$600,000 over three years to support local food value chains through a robust statewide local food infrastructure map update along with technical assistance, trainings and workshops. The overall goals of the grant program are to support partnerships that connect public and private resources to plan and develop local and regional food systems. The RFSP focuses on building and strengthening the viability and resilience of the local or regional food economy.

The program offers funding for implementation and expansion projects that meet the above goals and objectives. Activities include analyzing capital needs and gaps identifying resources to support the regional food system. Activities also include identifying resources for food system enterprises, providing technical assistance for partners and stakeholders, and applying for programs and resources that align with regional food system efforts, including other LAMP programs or capital investments.

The PTRC would apply as lead applicant with formal partners being the Conservation Fund and NC State University. Specific initiatives and/or programs under NC State University would contribute to the work: the Center for Environmental Farming Systems (CEFS), the North Carolina Local Food Council (NCLFC), and Cooperative Extension. The Conservation Fund, which operates Resourceful Communities, will bring their network of community groups, faith-based organizations, and experience leading the NC Food Hub Collaborative. All partners would contribute to raise awareness about food system infrastructure through a statewide map update that utilizes a community-based approach to data collection. Technical assistance trainings, workshops, and peer learning visits will further enhance the usability of the map and help organizations identify resources and leverage assets to increase economic viability and local food value chains across the state. PTRC will administrator the grant, lead

ACTION ITEM #5 CONTINUED

data collection and web design, and host the map. Additional funding will support a project advisory team, technical assistance trainings, workshops, and peer learning visits supported through all partners.

A 25% local cash match is required (up to \$150,000 for a \$600,000 grant funds request) and is divided between the formal partners. Final applications are due **Tuesday, May 14, 2024**.

The grant's period of performance for projects is 36 months.

ACTION REQUESTED:

The PTRC Regional Planning Department requests authorization to apply for, and if awarded receive, the U.S. Department of Agriculture- Agricultural Marketing Service (AMS) for a Regional Food System Partnerships (RFSP) grant. If awarded, additional approval is requested for PTRC to provide up to 25% cash match over 3 years.

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

TO: PTRC Executive Committee
 FROM: Adrienne Calhoun, Area Agency on Aging Director
 DATE: April 24, 2024
 RE: Request authorization to submit the State Fiscal Year 2025 Aging Funding Plan and to enter into contracts with the North Carolina Division of Aging and county governments, and funded partners for the grant period July 1, 2024 – June 30, 2025.

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:

- **Home and Community Care Block Grant (HCCBG)**
- **Legal**
- **Family Caregivers Support Program**

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, which is shown below, 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. It is important to note that during the COVID-19 Pandemic new services and providers were provided across the region as well as individuals served. Its important to consider greatest need when making funding decisions.

Weight	Variable
50%	60+ population
30%	60+ poverty
10%	60+ rural
10%	60+ minority

ACTION ITEM #6 CONTINUED

HOME AND COMMUNITY CARE BLOCK GRANT – STATE FISCAL YEAR 2025

County	SFY 2024 HCCBG Allocation	Change (cut)	SFY 2025 HCCBG Allocation
Alamance	1,127,537	5,301	1,132,838
Caswell	280,224	(13,855)	266,369
Davidson	1,150,776	(22,302)	1,128,474
Davie	352,335	(1,525)	350,810
Forsyth	2,201,349	(9,369)	2,191,980
Guilford	3,202,127	40,566	3,242,693
Montgomery	261,574	5,814	267,388
Randolph	956,540	18,705	975,245
Rockingham	745,675	(3,715)	741,960
Stokes	384,826	1,656	386,481
Surry	614,600	(4,097)	610,503
Yadkin	308,193	4,253	312,446
TOTAL HCCBG	11,585,756	21,432	11,607,188

LEGAL SERVICES – STATE FISCAL YEAR 2025

The chart below indicates Legal Service funds for State Fiscal Year (SFY) 2025. Legal Services are required and mandated by the Older Americans Act and distributed as indicated in the chart below. A 10% local match, cash or in-kind, is required. Contracts for legal is between the provider and the PTRC/AAA. Following the PTRC Procurement Policy legal services will be procured.

Legal Services

County	SFY 2025 Allocation
Alamance	6,658
Caswell	1,288
Davidson	6,596
Davie	1,869
Forsyth	12,841
Guilford	19,218
Montgomery	1,272
Randolph	5,741
Rockingham	4,486
Stokes	2,159
Surry	3,299
Yadkin	1,669
TOTAL LEGAL	67,095

ACTION ITEM #6 CONTINUED

FAMILY CAREGIVER SUPPORT PROGRAM – STATE FISCAL YEAR 2025

The chart below indicates Family Caregiver Support funds for State Fiscal Year (SFY) 2025. Family Caregiver Support Services has five service categories. Following the PTRC Procurement Policy services will be procured in each county. Contracts are between the provider and the PTRC/AAA.

County	SFY 2024 FCSP Allocation	Change (Cut)	SFY 2025 FCSP Allocation
Alamance	59,871	(896)	58,975
Caswell	13,759	(418)	13,341
Davidson	60,183	(1,611)	58,572
Davie	21,396	(424)	20,972
Forsyth	115,073	(2,428)	112,645
Guilford	156,459	(3,782)	152,677
Montgomery	15,123	(420)	14,703
Randolph	51,881	(1,932)	49,949
Rockingham	38,588	(1,201)	37,387
Stokes	21,426	(397)	21,029
Surry	30,208	(1,325)	28,883
Yadkin	18,435	(491)	17,944
TOTAL FCSP	602,402	(15,325)	587,077

ACTION REQUESTED: Request authorization to submit the State Fiscal Year 2025 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, 2024 – June 30, 2025

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

TO: Executive Committee of the Board of Delegates
FROM: Jarrod Hand, Finance Director
DATE: April 23, 2024
RE: Request for approval of the Response of the Auditor’s Findings, Recommendations and Fiscal Matters.

Finance requests approval of the attached “Response of the Auditor’s Findings, Recommendations and Fiscal Matters (Response) for Financial Indicators of Concern related to the late submission of the ACFR as required in 20 NCAC 03-0508. The Response outlines the issues of a first-year audit engagement with a new auditing firm and solutions for future audits. In addition, Finance requests the Board of Delegates authorize the Board Chair to sign on behalf of the 76 members of the Board of Delegates.

It is recommended that the board approve the Response and authorize the Board Chair to sign on behalf the members of the Board of Delegates.



PIEDMONT TRIAD REGIONAL COUNCIL

1398 CARROLLTON CROSSING DRIVE
 KERNERSVILLE, NC 27284
 (336) 904-0300

MATTHEW L. DOLGE • EXECUTIVE DIRECTOR



May 1, 2024

Ms. Kendra Boyle
 Director, Fiscal Management Section
 State and Local Government Finance Division
 North Carolina Department of State Treasurer
 3200 Atlantic Avenue
 Raleigh, NC 27604

Ms. Kendra Boyle:

This is the required letter of “Response to the Auditor’s Findings, Recommendations and Fiscal Matters” (Response) for Financial Performance Indicators of Concern (FPICs) related to the late submission of Piedmont Triad Regional Council’s (Council) Annual Comprehensive Financial Report (ACFR) for fiscal year-ended June 30, 2023 dated January 10, 2024 in accordance with 20 NCAC 03.0508.

Date Audit Submitted/Audit Submitted Timely		
FPIC in DIW	Explanation of Performance Indicator	Target
Date Audit Submitted/Audit Submitted Timely (2022-2023)	As stewards of the public's resources, the governing body is responsible for ensuring that the audited financial statements are available to the public in a timely manner. External groups such as North Carolina General Assembly, Federal and State agencies that provide funding, and other public associations need current financial information about your government as well.	Submitted within four (4) months for fiscal year end.

The Council understands the importance of timely financial information and has a long history of submitting audited financial statements on-time. The Council required additional time to gather information needed for the audit, as this was a first year with a new auditing firm. The lack of initial planning meetings resulted in a disjointed audit process for both parties. The logistics of the audit, information requested and the formats required were different than previous auditors. The

ACTION ITEM# 7 CONTINUED

Audit firm's staff used multiple platforms to collect data for the audit engagement resulting in delays and some confusion.

These issues are resolved as the Council's management is familiar with the logistics, information and formatting requirements of the new firm. A proactive and collaborative audit planning process for the fiscal year-ended June 30, 2024 will resolve any issues going forward. The Council does not anticipate any delays in the submission of future audited financial statements.

The Council's management submitted the Response to the Board of Delegates as an action item for approval on May 1, 2024. The Board of Delegates voted to approve the response for the Financial Performance Indicators of Concern and authorized the Chairman of the Board to sign on behalf of the 76 members of the Council's Board of Delegates.

Mark Richardson
Board Chair
Piedmont Triad Regional Council

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

TO: Executive Committee, Piedmont Triad Regional Council
FROM: Jarrod R. Hand, Finance Director
DATE: May 1, 2024
RE: Information on Indirect Cost, Fringe Benefit and Occupancy Cost
Allocations Plans for Fiscal Year 2024 - 2025

Finance Department provides the attached Indirect Cost, Fringe Benefit and Occupancy Cost Allocation Plans for fiscal year 2024 – 2025 for your review and approval. The plans are based on current operations and future projects with fringe benefit rate of 46.00% and indirect cost rate of 27.00%. The fringe benefit and indirect cost rates increased by 0.50% each. The occupancy cost rate is remaining at \$18 per square foot.

Finance Department recommends approval of the attached Fringe Benefit, Indirect and Occupancy Cost Allocation Plans for fiscal year 2024 – 2025.

PIEDMONT TRIAD REGIONAL COUNCIL
INDIRECT COST AND FRINGE BENEFIT PLAN
PROVISIONAL RATE METHOD
BASE METHOD: SALARIES PLUS FRINGE
JULY 1, 2024 - JUNE 30, 2025

**CERTIFICATION BY THE PIEDMONT TRIAD
REGIONAL COUNCIL**

INDIRECT COST PROPOSAL

I hereby certify as the responsible official of the Piedmont Triad Regional Council that the information contained in this indirect cost proposal for the fiscal year ending June 30, 2025, is correct and was prepared in accordance with the policies and procedures contained in the 2 CFR, Part 200, Uniform Administrative Requirements, Costs Principles, and Audit Requirements for Federal Awards. I further certify these procedures were utilized:

- (a) To prevent cost from being allocated to Federal Programs as indirect costs that have already been treated as direct program costs; and
- (b) To ensure that consistent treatment was accorded similar costs, for all programs in the Agency, regardless of source of funds; and
- (c) To ensure that costs have not been treated as indirect costs of Federal Programs inconsistent with statutory restrictions governing those programs.

Matthew L. Dolge
Executive Director

Jarrod R. Hand
Finance Director

PIEDMONT TRIAD REGIONAL COUNCIL

Indirect Costs to be Allocated

Cost Allocation Plan for Fiscal Year 2024 – 2025

SALARIES

PERSONNEL AS LISTED WILL BE CHARGED TO THE INDIRECT COST POOL.

FRINGE BENEFITS

FRINGE BENEFITS WILL BE CHARGED TO ALL PROJECTS AND THE INDIRECT COST POOL ON A PRE-DETERMINED FRINGE BENEFIT RATE.

RETIREMENT

RETIREMENT EXPENSES WILL BE CHARGED TO ALL PROJECTS AND THE INDIRECT COST POOL ON A PRE-DETERMINED RATE SET BY N. C. LOCAL GOVERNMENT EMPLOYEES' RETIREMENT SYSTEM BASED ON ACTUAL COST AS PART OF THE PRE-DETERMINED FRINGE BENEFIT RATE.

TEMPORARY PERSONNEL

TEMPORARY PERSONNEL EXPENSE WILL BE CHARGED TO THE INDIRECT COST POOL. TEMPORARY PERSONNEL EXPENSE FOR SPECIFIC PROGRAMS WILL BE CHARGED DIRECTLY TO THE PROGRAM.

PROFESSIONAL, LEGAL, PAYROLL AND ACCOUNTING SERVICES

ANNUAL AUDIT FEES WILL BE CHARGED TO THE INDIRECT COST POOL. OTHER PROFESSIONAL SERVICES EXPENSE WILL BE CHARGED TO THE INDIRECT COST POOL (ATTORNEY, LRO LIASON, PAYROLL, ETC.). ANNUAL AUDIT FEES FOR SPECIFIC PROGRAMS WILL BE CHARGED DIRECTLY TO THE PROGRAM. OTHER PROFESSIONAL SERVICES EXPENSE FOR SPECIFIC PROGRAMS WILL BE CHARGED DIRECTLY TO THE PROGRAM.

TELEPHONE & POSTAGE

ALL TELEPHONE, POSTAGE AND MISCELLANEOUS COMMUNICATION CHARGES ARE TO BE CHARGED TO THE INDIRECT COST POOL. TELEPHONE AND POSTAGE FOR SPECIFIC PROGRAMS WILL BE CHARGED TO THE PROGRAM.

TRAVEL & PARKING

TRAVEL WILL BE CHARGED DIRECTLY TO ALL PROJECTS AND THE INDIRECT COST POOL BASED ON ACTUAL COST. (THE TRAVEL LINE ITEM IN THE INDIRECT COST PLAN APPLIES ONLY TO THOSE EMPLOYEES LISTED IN THE INDIRECT COST PLAN).

EQUIPMENT AND VEHICLE MAINTENANCE AND REPAIR

ALL EQUIPMENT MAINTENANCE AND REPAIR COST WILL BE CHARGED TO THE INDIRECT COST POOL. EQUIPMENT AND VEHICLES MAINTENANCE AND REPAIR COSTS FOR SPECIFIC PROGRAMS WILL BE CHARGED DIRECTLY TO THE PROGRAM.

OCCUPANCY EXPENSE

OCCUPANCY FOR COMMON AREAS WILL BE CHARGED TO THE INDIRECT COST POOL. OCCUPANCY FOR SPECIFIC PROGRAMS WILL BE CHARGED DIRECTLY TO THE PROGRAM BASED ON THE SQUARE FOOTAGE RATE MULTIPLIED BY THE SQUARE FOOTAGE OCCUPIED.

PIEDMONT TRIAD REGIONAL COUNCIL

Indirect Costs to be Allocated

Cost Allocation Plan for Fiscal Year 2024 – 2025

PAGE 2

EQUIPMENT RENTAL

ALL RENTED EQUIPMENT USED WILL BE CHARGED TO THE INDIRECT COST POOL. RENTAL EQUIPMENT USED FOR SPECIFIC PROGRAMS WILL BE CHARGED DIRECTLY TO THE PROGRAM.

ADVERTISING

ALL ADVERTISING EXPENSES ARE TO BE CHARGED TO THE INDIRECT COST POOL. ADVERTISING EXPENSES FOR SPECIFIC PROGRAMS WILL BE CHARGED DIRECTLY TO THE PROGRAM.

SUPPLIES AND SPECIAL MATERIALS

ALL OFFICE AND GENERAL USE SUPPLIES ARE TO BE CHARGED TO THE INDIRECT COST POOL. SPECIAL SUPPLIES AND MATERIALS FOR SPECIFIC PROGRAMS WILL BE CHARGED DIRECTLY TO THE PROGRAM.

PRINTING COSTS

ALL PRINTING COSTS ARE TO BE CHARGED TO THE INDIRECT COST POOL. SPECIAL PRINTING COSTS FOR SPECIFIC PROGRAMS WILL BE CHARGED DIRECTLY TO THE PROGRAM.

COMPUTER SERVICES, LICENSING & FEES

ALL COMPUTER SERVICES SUCH AS PAYROLL PROCESSING EXPENSES WILL BE CHARGED TO THE INDIRECT COST POOL.

DUES, SUBSCRIPTIONS, PUBLICATIONS, NEWSPAPERS & MISCELLANEOUS

ALL DUES, SUBSCRIPTIONS, PUBLICATIONS, NEWSPAPERS AND MISCELLANEOUS COSTS WILL BE CHARGED TO THE INDIRECT COST POOL.

BONDING, FIRE INSURANCE & PUBLIC EMPLOYEE LIABILITY

ALL BONDING, FIRE INSURANCE AND PUBLIC EMPLOYEE LIABILITY INSURANCE WILL BE CHARGED TO THE INDIRECT COST POOL.

PIEDMONT TRIAD REGIONAL COUNCIL

Occupancy Costs to be Allocated

Cost Allocation Plan for Fiscal Year 2024 - 2025

PAGE 3

INTEREST EXPENSE

INTEREST EXPENSES DIRECTLY RELATED TO THE FINANCING OF THE PIEDMONT TRIAD REGIONAL COUNCIL'S MAIN OFFICE FACILITY AS PER THE FINANCING AGREEMENT ENTERED INTO IN APRIL OF 2013.

DEPRECIATION EXPENSES

DEPRECIATION EXPENSES RELATED TO THE BUILDING AND LAND IMPROVEMENTS FOR THE OFFICE FACILITY, STRAIGHT-LINE METHOD OVER 5 TO 15 YEARS.

UTILITIES EXPENSES

ALL ELECTRICAL, WATER AND SEWER EXPENSES FOR THE OFFICE FACILITY.

LAWN AND GROUNDS CARE EXPENSES

ALL COSTS RELATED TO MAINTAINING THE GROUNDS FOR THE OFFICE FACILITY, INCLUDING, BUT NOT LIMITED TO, MOWING, LANDSCAPING AND SNOW REMOVAL.

GENERAL BUILDING MAINTENANCE EXPENSES

ALL COSTS RELATED TO MAINTAINING THE OFFICE FACILITY, INCLUDING, BUT NOT LIMITED TO, PROPERTY ASSOCIATION DUES, MISCELLANEOUS BUILDING MAINTENANCE AND JANITORIAL SERVICES.

TRASH DISPOSAL/RECYCLING

ALL TRASH DISPOSAL AND RECYCLING EXPENSES WILL BE CHARGED TO THE OCCUPANCY COST POOL. SPECIAL TRASH DISPOSAL EXPENSES FOR SPECIFIC PROGRAMS WILL BE CHARGED TO THE PROGRAM.

PIEDMONT TRIAD REGIONAL COUNCIL
Calculation of Fringe Benefits Rate
Fiscal Year 2024-2025

Total Salaries	5,383,253		
Salaries over SS Max	(88,577)		
Cafeteria Plan Deductions	(151,086)		
Plus Employee Compensation	<u>13,759</u>		
Social Security 6.2%	5,157,349	6.20%	319,756
Medicare 1.45%	5,245,926	1.45%	76,066
Group Health, Life and Dental Insurance			1,135,020
EAP/Wellness			73,332
Worker's Compensation Insurance			45,000
Unemployment - NC ESC			5,000
Accrued Vacation Leave			34,150
Staff Tuition Reimbursement Plan			5,000
Employer Contribution to Retirement System	6,035,919	13.70%	826,921
Employer Fixed Contribution to 401K	6,035,919	2.50%	150,898
Employer Match Contribution to 401K*	4,225,143	2.50%	105,629
<i>*Projects 70% Participation Rate</i>			
Total Fringe Benefits			2,776,772
Fringe Benefits Rate:	<u>Total Fringe Benefits</u>	<u>2,776,772</u>	46.00%
	Salaries Subject to 401k & Retirement	6,035,919	

PIEDMONT TRIAD REGIONAL COUNCIL
Calculation of Indirect Cost Rate
Fiscal Year 2024-2025

Executive Director	50%	127,233
Assistant Executive Director	50%	90,252
Finance Director		152,544
Senior Accountant	10%	8,873
Technology Solutions Administrator	90%	106,263
Information Technology Manager		68,356
Accountant	50%	28,008
Accounting Technician	50%	11,617
Accounting Technician		26,427
Accounting Technician		60,764
Senior Accountant	10%	7,066
Executive Assistant		46,434
HR Analyst		55,632
Data Base Technician		58,197
Receptionist - 20 Hours		16,695
Receptionist - 20 Hours		20,927
Maintenance Supervisor	80%	19,161
Maintenance - 20 Hours		19,168

TOTAL INDIRECT SALARIES 923,617

Fringe Benefits	(see Indirect TB)	46.00%	381,240
Fringe Benefits Indirect Part-Time		7.65%	7,255
Bonding, Cyber, Fire Insurance & Public Officials Liability Insurance			57,500
Professional Services			26,500
Accounting Services - Audit			37,500
Advertising			1,000
Computer Services, Licensing & Fees			75,000
Equipment Rental			88,150
Telephone & Internet			15,550
Postage			22,325
Dues, Subscriptions, Memberships, Misc.			13,800
Office Supplies			117,825
Equipment and Vehicles Maintenance and Repair			1,675
Travel & Parking			52,200
Occupancy Costs - Admin Offices			57,312
Occupancy Costs - Common Areas			189,176
Payroll, OnBoarding, Bene Trac			50,850

TOTAL INDIRECT COST 2,118,475

Indirect Cost Rate:	Total Indirect Costs	2,118,475	27.00%
	Total Direct Salaries & Fringe	7,845,099	

	Salaries	Fringe Benefits	Total
Total Direct FT Salaries & Fringe Benefits	5,207,136	2,395,283	7,602,419
Total Direct PT Salaries & Fringe Benefits	225,434	17,246	242,680
(Total Salaries less Indirect Salaries)			
	<hr/> 5,432,570	2,412,529	7,845,099

	Full-time	Part-time	Totals
Total Salaries	6,035,919	320,268	6,356,187
Total Salaries in Indirect Cost Pool	828,783	94,834	923,617
Total Salaries Base to Indirect Cost Pool	<hr/> 5,207,136	225,434	5,432,570

**PIEDMONT TRIAD REGIONAL COUNCIL
BUILDING OCCUPANCY COST PLAN
Fiscal Year 2024-2025**

Interest Expense	33,087.00
Depreciation Expense (Building & Improvements) Main	247,895.00
Depreciation Expense (Building & Improvements) Anne	77,600.00
Professional Services	27,500.00
Utilities Expense	57,500.00
Supplies and Materials	14,000.00
Lawn and Grounds Care Expenses	20,000.00
Misc Building Maintenance Expenses	27,500.00
Association Dues	5,000.00
Janitorial	29,500.00
	<hr/>
TOTAL ANNUAL OCCUPANCY COSTS	539,582.00
Monthly Occupancy Costs	44,965.17
Total Square Footage of the Facilities	30,000
Calculated Cost per Square Foot	18.01
24-25 Rate Charged per Square Foot (rounded to whole)	18.00



2024 Meeting Dates

1398 Carrollton Crossing Drive

Kernersville, NC 27284

12noon

PTRC Executive Committee 1st Wednesday	PTRC Board of Delegates 3rd Wednesday
January – none	January – none
February 7, 2024	February 21, 2024
March 6, 2024	March – none
April 3, 2024	April 17, 2024 – cancelled
May 1, 2024	May – none
June 5, 2024	June 19, 2024
July – none	July – none
August 7, 2024	August 21, 2024
September 4, 2024	September – none
October 2, 2024	October 16, 2024
November 6, 2024	November – none
December 4, 2024	December 18, 2024