

## MEMBERS

### Counties

Alamance  
Caswell  
Davidson  
Davie  
Forsyth  
Guilford  
Montgomery  
Randolph  
Rockingham  
Stokes  
Surry  
Yadkin

### Municipalities

Archdale  
Asheboro  
Bermuda Run  
Bethania  
Biscoe  
Boonville  
Burlington  
Clemmons  
Coolemeec  
Danbury  
Denton  
Dobson  
East Bend  
Eden  
Elkin  
Elon  
Franklinville  
Gibsonville  
Graham  
Green Level  
Greensboro  
Haw River  
High Point  
Jamestown  
Jonesville  
Kernersville  
King  
Lewisville  
Lexington  
Liberty  
Madison  
Mayodan  
Mebane  
Midway  
Mocksville  
Mount Airy  
Mt. Gilead  
Oak Ridge  
Pilot Mountain  
Pleasant Garden  
Ramseur  
Randleman  
Reidsville  
Rural Hall  
Seagrove  
Staley  
Stokesdale  
Stoneville  
Summerfield  
Thomasville  
Tobaccoville  
Trinity  
Troy  
Village of Alamance  
Walkertown  
Walnut Cove  
Wentworth  
Whitsett  
Winston-Salem  
Yadkinville  
Yanceyville



# PIEDMONT TRIAD REGIONAL COUNCIL

## REVISED EXECUTIVE COMMITTEE

### A-G-E-N-D-A

**PAUL J. CIENER BOTANICAL GARDENS  
215 SOUTH MAIN STREET  
KERNERSVILLE, NC  
FEBRUARY 6, 2013  
11:45 AM - LUNCHEON  
12:00 NOON – MEETING**

Welcome by Chair Darrell Frye  
Invocation

1. Request for approval of December 5, 2012, PTRC Executive Committee Minutes
2. Request approval and notification of Mobile Unit Service Contract (MOU) to utilize the JobLink Mobile Unit for a variety of initiatives headed by United Way of Forsyth, by William Pass, Workforce Development Assistant Director (*attachment*)
3. Update on PTRC Housing Programs, Michael Blair, Housing Director (*attachment*)
4. Pending Agenda Item, by Cy Stober, Water Resources Manager (*attachment*)
5. Small Business and Entrepreneurial Assistance Program, by Matthew Dolge, PTRC Executive Director (*attachment*)
6. Request direction on revisions to by-laws, by Matthew Dolge
7. Building update, by Matthew Dolge
8. Old Business
9. New Business
10. Chairman's remarks and announcements
  - February PTRC Board of Delegates meeting –  
**Wednesday, February 20, 2013, 12:00 Noon**  
Paul J. Ciener Botanical Gardens, 215 South Main Street  
Kernersville, NC
  - 2013 PTRC Meeting Dates (*attached*)
11. Informational Item
12. Adjournment

## ITEM #2

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

TO: PTRC Executive Committee, Piedmont Triad Regional Council  
FROM: William Pass  
DATE: February 1, 2013  
RE: Request approval and notification of Mobile Unit Service Contract (MOU) to utilize the JobLink Mobile Unit for a variety of initiatives headed by United Way of Forsyth County.  
ITEM #: 2

In 2012, United Way received a three-year grant from Wells Fargo Bank to increase the financial capability of individuals living in economically challenged areas of Forsyth County. PTRC/WDB and United Way will collaborate to engage with the residents of those communities and increase their access to financial capacity building tools and programs through use of technology on the JobLink Mobile Unit. United Way has also partnered with the WSFC Council on Services to the Homeless and will be implementing a coordinated intake system using technology accessed on the JobLink Mobile Unit. Finally, the JobLink Mobile Unit will be onsite providing computer and internet services at Atkins, Carver, and Mt. Tabor High Schools during FAFSA application completion which will be in conjunction with VITA's tax assistance. The JobLink Mobile Unit will be staffed at all events by Experiment-in-Self Reliance VITA Staff and the WSFC Council on Services to the Homeless.

The Contractual Agreement extends for the period of January 22, 2013-April 8, 2013. A **Contingency** statement was included in the agreement acknowledging United Way understands that scheduling of the JobLink Mobile Unit is contingent upon availability and alignment with the Priority of Usage policy as set forth by the NW Piedmont Workforce Development Board (i.e. Natural disasters, State/Local Rapid Response for displaced workers, or other NC Dept. of Commerce Division of Workforce Solutions assignments).

Costs/Agreements related to this contractual agreement are as follows:

- United Way will pay \$500 per week during the period of Jan. 22-Apr. 8, 2013 for use of the JobLink Mobile Unit for three days each week.
  - For any usage beyond three days per week (during weekdays), a fee of \$150.00 will be invoiced for each additional weekday.
  - For any usage during the weekend, a fee of \$200.00 per day will be invoiced.
  - For usage of the JobLink Mobile Unit less than three weekdays each week, the cost will be pro-rated.
  - Payments will be distributed on/around Jan. 31, 2013, Feb. 28, 2013, March 29, 2013, and Apr. 30, 2013.
- JobLink Mobile Unit staff will agree to:
  - Coordinate scheduling of the JobLink Mobile unit upon notification of scheduled events by United Way staff.
  - Train key initiative staff on the use of the JobLink Mobile Unit's capability and resources.
  - Provide reports monthly on the number of individuals who visit the JobLink Mobile Unit and the types of services rendered.

**ITEM #3**

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

o

TO: PTRC Executive Committee, Piedmont Triad Regional Council  
FROM: Michael Blair  
DATE: February 1, 2013  
RE: Update on PTRC Housing Programs  
ITEM #: 3

**Update:**

On November 29, 2012 the PTRC Executive Committee approved staff to directly apply (as the recipient entity) for NC Housing Finance Agency (NCHFA) funding in counties where that service was requested.

In addition the PTRC has historically administered (managed the construction and grant reporting) various housing rehabilitation grants when a county has requested those services.

Currently in Surry County PTRC Housing staff is managing the 2012 NCHFA Single Family Rehabilitation grant (comprehensive rehabilitation of four houses) as well as gearing up a 2012 Department of Commerce DCA (DCA) Scattered Site Rehabilitation grant which involves comprehensive rehabilitation of 9 homes owned by low income owners.

Going forward PTRC staff has applied for 2013 NCHFA SFR funding in both Stokes and Randolph counties. Randolph County has also requested PTRC staff to administer their 2012 DCA Scattered Site (comprehensive rehabilitation of 4-5 houses) grant.

Adding to the above expansion of housing services Alamance County has recently requested that the PTRC manage its 2012 SFR grant (comprehensive rehabilitation of 3-4 houses) and its 2012 Urgent Repair Program grant (minor repair of approximately 10 houses).

**ITEM #4**

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

TO: PTRC Executive Committee, Piedmont Triad Regional Council  
FROM: Cy Stober, Water Resources Manager  
DATE: February 1, 2013  
RE: Pending Item  
ITEM #: 4

## ITEM #5

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

TO: PTRC Executive Committee, Piedmont Triad Regional Council  
FROM: Matthew Dolge, PTRC Executive Director  
RE: Small Business and Entrepreneurial Assistance Program  
DATE: February 1, 2013  
ITEM #: 5

The Piedmont Triad Regional Council is joining with the other regional governments to provide assistance to small businesses planning to expand. The Small Business and Entrepreneurial Assistance (SBEA) grant program, sponsored by Community Investment and Assistance Division of the North Carolina Department of Commerce (CI) is designed to assist local governments that are already in the process of developing a coordinated effort to support and grow their community's existing, small businesses. These grants are expected to help create jobs within our state's most distressed communities. The purposes of SBEA grants are to provide funding to local governments to jumpstart growth of existing businesses, create new jobs and to develop plans for creating an entrepreneurial environment in the community.

The Director of CI has asked the local regional councils to re-write the current assistance regulation so that the State CDBG funds can be allocated and spent in 18-months. It appears that there will be approximately \$9 million allocated in \$3 million increments to each of three COG's: PTRC in the central region; Western Piedmont COG in the west; and pending decision the Upper Coastal Plain COG in the east.

PTRC staff members are coordinating with other COG staff members and have drafted the SBEA guidance for consideration by the state.

The draft guidance provides grants to small businesses (1-99 employees) from \$25,000 to \$250,000 with the proviso that for every grant of \$25,000 the small business must hire one low to moderate income person. The grant will fund capital equipment and assist in the purchase of existing buildings. Small business applicants will be required to write a business plan with the assistance of the small business centers located in each of our 12-counties. County Economic Development Directors will be the catalysis of the program and will assist small businesses in the application process. PTRC Web Site will have all fill in the blanks application forms and will provide assistance, at no charge, for any mapping requirements required by the state (flood, LMI map). Applications will be examined by the PTRC 504 Loan Committee and recommendations for approval will be forwarded to our lead county for approval. We have recommended to the state that we approve all grants at local level so as to expedite the process and spend the money in our region.

## ITEM #6

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

TO: PTRC Executive Committee, Piedmont Triad Regional Council  
FROM: Matthew Dolge, PTRC Executive Director  
RE: Request direction on revisions to bylaws  
DATE: February 1, 2013  
ITEM #: 6

On April 28, 2012, the Board of Delegates approved changes to our bylaws. Those changes included adding the Immediate Past Chair to serve on the nominating committee and adding the position of Secretary as an officer.

The by-laws also call for municipal caucuses to be held annually to determine one delegate from a member municipality within each county to represent municipalities without a seat on the Executive Committee.

During the municipal caucuses held on January 30<sup>th</sup> issues with the process of seating officers and the composition of the executive committee were questioned and conflicting direction within the bylaws were noted.

Staff recommends that these conflicts be resolved by revising the bylaws for greater clarity but we need direction on how to proceed.

The first conflict regards the criteria for officers. It is different in Article II from Article III.

Article II. Officers, Section 1. Officer Positions: The officers of the Piedmont Triad Regional Council shall consist of a Chair, Vice-Chair, Treasurer, and Secretary, all of whom are to be selected from among the Council members. Appointment of Immediate Past Chair to serve as an ex-officio of the nominating committee.

Article III. Committees, Section 2. Composition of Executive Committee: The Executive Committee shall be comprised of the following: the Chair, Vice-Chair, and Treasurer who shall be chosen from among the above-listed Delegates (inferring the executive committee).

***Is it the intention of the Board of Delegates to have officers elected from among the Council members or exclusively from those who are serving on the Executive Committee?***

The second conflict regards the omission of Secretary from the list of officers in Article III, Section 2.

***Staff recommends adding Secretary to the list of officers in this section.***

(Continued next page)

The third conflict regards the omission of Immediate Past Chair from the specific list of committee members for the nominations committee in Article II, Section 2.

***Staff recommends adding Immediate Past Chair to the prescribed list of nominations committee members and removing the Immediate Past Chair from Article II, Section 1. Officer positions. This will assist with clarifying the composition of the Executive Committee. Please see next conflict for further details.***

The third conflict regards the interpretation of the composition of the Executive Committee.

Article III. Committees, Section 2. Composition of Executive Committee:

The Executive Committee shall be comprised of the following:

- the Delegate from each board of county commissioners of a member county;
- the Delegate from each city council of a member municipality over fifty-thousand (50,000) in population;
- one Delegate from a member municipality within each county, the municipality to be determined annually by a caucus of municipalities in the county; and
- the Chair, Vice-Chair, and Treasurer who shall be chosen from among the above-listed Delegates

Current method of determining Executive Committee 2012 has been:

- 12 County seats
- 4 City seats Greensboro, Winston-Salem, High Point, Burlington
- 12 Municipal caucus seats
- 28 Total seats

***Is it the intention of the Board of Delegates, that when an officer is from membership in the municipality caucus, that the officer should also serve as the municipal caucus delegate and thereby negating the decision making of that county's members? This would result in the election of an officer determining the municipal caucus delegate for potentially multiple years. E.g. Steve Yokeley has been Surry County's municipal caucus delegate to the Executive Committee. Mr. Yokeley has now been elected to the office of Secretary. Should Mr. Yokeley serve in a dual capacity?***

***Conversely, if a municipal caucus delegate is appointed, in addition to a voting officer serving from the same caucus, does the total number of seats on the Executive Committee expand? E.g. -***

- 12 County seats
- 4 City seats Greensboro, Winston-Salem, High Point, Burlington
- 12 Municipal caucus seats
- Up to 3 Seats for officers serving from the same caucus
- 28 to 31 Total seats

If you are comfortable providing direction on February 6<sup>th</sup> then staff will present a recommendation of revised bylaws at the February 20<sup>th</sup> Board of Delegates meeting. The revised bylaws would subsequently be ready for consideration at the April 17<sup>th</sup> Board of Delegates meeting, per Article VII. Amendments to Bylaws. A copy of the bylaws is included for your reference.



INSERT BYLAWS

**ITEM #7**

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

TO: PTRC Executive Committee, Piedmont Triad Regional Council  
FROM: Matthew Dolge, PTRC Executive Director  
RE: Building Update  
DATE: February 1, 2013  
ITEM #: 7

We are continuing to move forward with our financing application to the Local Government Commission. The approval we received at the electronic meeting in January approved all the items we needed in place for our final review by our attorney. His opinion as well as the financial agreements and construction contract will be provided to you at the February 6, 2013 meeting for your information.

I will review all the final financing and construction items and timelines at the February 6, 2013 meeting. We plan to have the full packet to the Local Government Commission by February 12, 2013.

See enclosed to this memorandum the report of the January 28 special meeting.

<b>ITEM #8</b> <b>PTRC Board of Delegates and</b> <b>PTRC Executive Committee Meeting Dates</b> <b>2013</b> <b>Paul J. Ciener Botanical Gardens</b> <b>215 South Main Street</b> <b>Kernersville, NC</b> <b>12:00 Noon</b>	
<b>PTRC Executive Committee</b> <b>1<sup>st</sup> Wednesday</b>	<b>PTRC Board of Delegates</b> <b>3<sup>rd</sup> Wednesday</b>
January – None	January – None
February – Wednesday, February 6, 2013	February, Wednesday, February 20, 2013
March – Wednesday, March 6, 2013	March – None
April – Wednesday, April 3, 2013	April - Wednesday, April 17, 2013

**ITEM #8****PTRC Board of Delegates and  
PTRC Executive Committee Meeting Dates  
2013****Paul J. Ciener Botanical Gardens  
215 South Main Street  
Kernersville, NC  
12:00 Noon**

May – Wednesday, May 1, 2013	May – None
June – Wednesday, June 5, 2013	June - Wednesday, June 19, 2013
July – None	July – None
August – Wednesday, August 7, 2013	August - Wednesday, August 21, 2013
September - Wednesday, September 4, 2013	September – None
October - Wednesday, October 2, 2013	October - Wednesday, October 16, 2013
November - Wednesday, November 6, 2013	November – None
December - Wednesday, December 4, 2013	December - Wednesday, December 18, 2013