

## 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

## EXECUTIVE COMMITTEE

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

PAUL J. CIENER BOTANICAL GARDENS  
215 SOUTH MAIN STREET  
KERNERSVILLE, NC

**AUGUST 1, 2012**

**11:45 AM - LUNCHEON**

**12:00 NOON – MEETING**

Welcome by Chair Darrell Frye  
Invocation

1. Approval of May 2, 2012, PTRC Executive Committee Minutes
2. Request for approval to amend the Memorandum of Understanding for Cooperative, Comprehensive and Continuing Transportation Planning and the Establishment of the Northwest Piedmont Rural Planning Organization, by Hanna Cockburn, PTRC Planning Program Manager (*attachment*)
3. Request to enter into contracts with Montgomery County for the NC Tomorrow project, by Hanna Cockburn (*attachment*)
4. Launch and demo new PTRC Web site, by Anne Edwards, PTRC Information & Data Services Manager
5. Request to adjust the PTRC Assignment of Classification and Grades, by Matt Reece, PTRC Administration and Member Services Director (*attachment*)
6. Request to accept weatherization grant from Department of Energy, by Reginald McCaskill, Workforce Program Manager (*attachment*)
7. Request to enter into contract with Surry County, Health and Nutrition Services, DBA Senior Services to provide the leadership of the Community Resource Connection (CDRC) in the amount of \$18,000 for the period July 1, 2012 thru December 31, 2012, by Kim Dawkins Berry, PTRC Area Agency on Aging Director (*attachment*)
8. Office Space Update, by Matthew Dolge, PTRC Executive Director
9. Old Business
10. New Business
11. Chairman's remarks and announcements
  - August PTRC Board of Delegates meeting –  
**Wednesday, August 15, 2012, 12:00 Noon**  
Paul J. Ciener Botanical Gardens, 215 South Main Street  
Kernersville, NC
  - September PTRC Executive Committee meeting –  
**Wednesday, September 5, 2012, 12:00 Noon**  
Paul J. Ciener Botanical Gardens, 215 South Main Street  
Kernersville, NC

12. Informational Items

13. Adjournment

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

TO: PTRC Executive Committee  
FROM: Hanna Cockburn, PTRC Planning Program Manager  
DATE: July 26, 2012  
RE: Request for approval to amend the Memorandum of Understanding for Cooperative, Comprehensive and Continuing Transportation Planning and the Establishment of the Northwest Piedmont Rural Planning Organization  
ITEM #: 2

The Piedmont Triad and Northwest Piedmont RPO programs operate under a Memorandum of Understanding (MOU) which is mutually adopted by the Counties, NCDOT and the Lead Planning Agency – Piedmont Triad Regional Council. The MOU provides the basis for membership in the organization, the structure of the technical and advisory committees and conduct of meetings. With the completion of local government approvals, the Northwest Piedmont RPO requests approval of the MOU. Once approved, the MOU will be forwarded to NCDOT for final approval by the state.

The PTRPO MOU was approved at the July 1, 2011 meeting of the Board of Delegates.

Staff is requesting approval to amend the Memorandum of Understanding for Cooperative, Comprehensive and Continuing Transportation Planning and the Establishment of the Northwest Piedmont Rural Planning Organization.











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

TO: PTRC Executive Committee  
FROM: Hanna Cockburn, PTRC Planning Program Manager  
DATE: July 26, 2012  
RE: Request to enter into contracts with Montgomery County for the NC Tomorrow project  
ITEM #: 3

Attached are the two contracts for the NC Tomorrow project that were executed with Montgomery County at their May 21<sup>st</sup> meeting of the Montgomery County Board of Commissioners.

The technical services contract for \$45,000 will cover the costs for producing the NC Tomorrow Comprehensive Economic Development Strategy (CEDS) by March 2014. The administrative services contract for \$5,000 will cover costs incurred by PTRC (\$3,000) and Montgomery County (\$2,000) to administer the two-year grant.

Staff is requesting authorization for Matthew Dolge, PTRC Executive Director, to enter into contract with Montgomery County as referenced above.



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

TO: PTRC Executive Committee  
FROM: Matt Reece, PTRC Administration and Member Services Director  
DATE: July 26, 2012  
RE: Request to adjust the Assignment of Classification and Grades  
ITEM #: 5

The executive director is responsible for the administration and maintenance of the position classification and pay plan adopted by board of delegates. Department directors are responsible for bringing to the attention of the executive director any material change in the nature of duties, responsibilities, working conditions and other factors affecting the classification of any position. Following the receipt of such information concerning any position, the executive director, or his designee, shall then study the position and determine if the classification of the position should be changed. Authority to reallocate positions to classes on the basis of kind and level of duties and responsibilities is vested in the board of delegates, based on a recommendation from the executive director.

The following classifications have been studied. The pay ranges assigned to the classifications are based on the general level of salaries and wages paid in prevailing labor markets for each classification and assessment of internal equity with other classes of work within PTRC.

Grade	Title	Minimum	Mid-Point	Maximum
18	Accountability Specialist	36,629.00	47,617.00	58,605.00
19	Stormwater Educator	38,460.00	49,998.00	61,535.00
20	Management Analyst	40,383.00	52,498.00	64,612.00
22	Stormwater Program Supervisor	42,402.00	55,123.00	67,843.00

I recommend the adoption of these classifications into the PTRC pay plan. For your reference, the 2013 assignment of classifications to grades is enclosed with the proposed classifications incorporated.

At the time this memorandum was prepared PTRC had received notice of award of a weatherization grant from the Department of Energy. Providing the services of this grant will likely require hiring additional staff in unique classifications that would need to be added to the assignment of classes to grades. PTRC is meeting with the Department of Energy on Tuesday, July 31<sup>st</sup>. The results of this meeting may further impact the recommendations of this memorandum by the time of the Executive Committee meeting.

*Assignment of Classes to Grades for FY 2013*

Salary Grade	Class Title	Minimum	Mid-Point	Maximum
9	General Staff / Temporary Employee / Intern	15,080.00	N/A	31,200.00
10	Receptionist	24,791.00	32,229.00	39,666.00
11	(Reserved for Future Use)	26,031.00	33,840.00	41,649.00
12	Office Assistant	27,333.00	35,532.00	43,731.00
13	(Reserved for Future Use)	28,700.00	37,309.00	45,918.00
14	Program Assistant	30,135.00	39,175.00	48,214.00
15	Aging MIS Specialist	31,642.00	41,134.00	50,625.00
15	Volunteer Coordinator	31,642.00	41,134.00	50,625.00
15	Accounting Technician I	31,642.00	41,134.00	50,625.00
16	Service Corp Crew Leader	33,224.00	43,190.00	53,156.00
16	RSVP Coordinator	33,224.00	43,190.00	53,156.00
17	Workforce Development Executive Assistant	34,885.00	45,350.00	55,814.00
17	Accounting Technician II	34,885.00	45,350.00	55,814.00
17	Executive Assistant	34,885.00	45,350.00	55,814.00
18	Accountability Specialist	36,629.00	47,617.00	58,605.00
18	Housing Program Specialist	36,629.00	47,617.00	58,605.00
18	Housing Inspector	36,629.00	47,617.00	58,605.00
18	Career Facilitator	36,629.00	47,617.00	58,605.00
19	Service Corps Coordinator	38,460.00	49,998.00	61,535.00

Salary Grade	Class Title	Minimum	Mid-Point	Maximum
19	District Resource Center Director	38,460.00	49,998.00	61,535.00
19	Stormwater Educator	38,460.00	49,998.00	61,535.00
20	Long-Term Care Ombudsman	40,383.00	52,498.00	64,612.00
20	Management Analyst	40,383.00	52,498.00	64,612.00
20	Workforce Business Services Coordinator	40,383.00	52,498.00	64,612.00
20	Pretrial Release Coordinator	40,383.00	52,498.00	64,612.00
20	Housing Coordinator	40,383.00	52,498.00	64,612.00
20	GIS Planner	40,383.00	52,498.00	64,612.00
20	Family Caregiver Support Specialist	40,383.00	52,498.00	64,612.00
20	Aging Program Planner	40,383.00	52,498.00	64,612.00
20	Regional Planner I	40,383.00	52,498.00	64,612.00
21	Accountant	42,402.00	55,123.00	67,843.00
21	Network Specialist	42,402.00	55,123.00	67,843.00
22	Senior Long-Term Care Ombudsman	44,522.00	57,879.00	71,235.00
22	Regional Planner II	44,522.00	57,879.00	71,235.00
22	Criminal Justice Project Reentry Coordinator	44,522.00	57,879.00	71,235.00
22	Senior GIS Planner	44,522.00	57,879.00	71,235.00
22	Stormwater Program Supervisor	42,402.00	55,123.00	67,843.00
23	(Reserved for Future Use)	46,748.00	60,773.00	74,797.00
24	Aging Community Based Programs Manager	49,085.00	63,811.00	78,537.00

Salary Grade	Class Title	Minimum	Mid-Point	Maximum
24	Long-Term Care Program Manager	49,085.00	63,811.00	78,537.00
24	Special Projects Manager	49,085.00	63,811.00	78,537.00
25	GIS Manager	51,539.00	67,002.00	82,464.00
25	Senior Regional Planner	51,539.00	67,002.00	82,464.00
25	Economic Development Program Administrator	51,539.00	67,002.00	82,464.00
25	Information and Data Services Manager	51,539.00	67,002.00	82,464.00
25	Workforce Development Projects Manager	51,539.00	67,002.00	82,464.00
25	Workforce Development Program Manager	51,539.00	67,002.00	82,464.00
26	(Reserved for Future Use)	54,116.00	70,352.00	86,587.00
27	Finance Manager	56,822.00	73,869.00	90,916.00
27	Regional Planning Programs Manager	56,822.00	73,869.00	90,916.00
27	Area Agency on Aging Assistant Director	56,822.00	73,869.00	90,916.00
27	IT Manager	56,822.00	73,869.00	90,916.00
27	Workforce Development Assistant Director	56,822.00	73,869.00	90,916.00
27	Water Resources Manager	56,822.00	73,869.00	90,916.00
28	(Reserved for Future Use)	59,663.00	77,563.00	95,462.00
29	(Reserved for Future Use)	62,646.00	81,441.00	100,235.00
30	(Reserved for Future Use)	65,778.00	85,513.00	105,247.00
31	Criminal Justice Program Director	69,067.00	89,788.00	110,509.00
31	Housing Program Director	69,067.00	89,788.00	110,509.00

Salary Grade	Class Title	Minimum	Mid-Point	Maximum
31	Administration and Member Services Director	69,067.00	89,788.00	110,509.00
31	Area Agency on Aging Director	69,067.00	89,788.00	110,509.00
31	Finance Director	69,067.00	89,788.00	110,509.00
31	Regional Planning Director	69,067.00	89,788.00	110,509.00
31	Workforce Development Director	69,067.00	89,788.00	110,509.00
32	(Reserved for Future Use)	72,520.00	94,277.00	116,034.00
33	Assistant Director	76,146.00	98,991.00	121,836.00

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

TO: PTRC Executive Committee

FROM: Reginald D. McCaskill, Program Director, Northwest Piedmont Service Corps

DATE: August 1, 2012

RE: Request for acceptance of Weatherization Grant from the Energy of Office in the Department of Commerce.

ITEM #: 6

On Friday, July 20, 2012, we were informed that we were awarded a grant from the US Department of Energy in the amount of \$1,440,813.00. The grant will provide weatherization assistance to low income families the following counties: Davidson, Guilford, Forsyth, Randolph and Rockingham. The primary objective of this grant is to help North Carolinians save energy and reduce utility bills. This is a one year grant with potential of renewal.

The grant does require the PTRC to hire seven positions to deliver specialized work in the area of weatherization. This work requires unique certification and expertise. The employees devoted to the weatherization program will augment work to be performed by other PTRC employees, Service Corp participants, and contracted workers.

Positions to be hired include:

- Weatherization Crew Leader (5 full time positions) – supervises a crew completing up fit and construction work to improve a property to meet code and energy efficacy standards.
- Weatherization Energy Inspector / Auditor (1 full time position) – analyzes utility bills including utility rates, calculates potential energy savings and educates clients on energy efficiency. Work also includes conducting energy education session and final inspections. Performs a variety of tasks associated with advanced technical building inspection and preliminary plans examination work to advise on electrical and energy building codes.
- Weatherization Field Coordinator (1 full time position) – this position will monitor and oversee the quality assurance process at the weatherization sites and otherwise manage and direct the field work between clients and crews completing that work. Often this work will include coordination with contracted workers and partners.

I recommend the approving the receipt of the weatherization grant and its associated activities.

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

TO: PTRC Executive Committee

FROM: Kimberly Dawkins Berry, Director, PTRC Area Agency on Aging

DATE: July 26, 2012

RE: Request to enter into contract with Surry County, Health and Nutrition Services, DBA Senior Services to provide the leadership of the Community Resource Connection (CDRC) in the amount of \$18,000 for the period August 1, 2012 thru December 31, 2012

ITEM #: 7

This program involves collaboration with all critical aging and disability agencies and service organizations such as Social Services, Vocational Rehabilitation, Social Security and Hugh Chatham Memorial Hospital. An important activity included will be working with the transition of persons 65+ from the point of hospital discharge to the community services programs to avoid readmission.

The PTRC Area Agency on Aging has previously administered a contract with an individual to provide activities associated with the Community Resource Connection. The County of Surry has now taken over that particular service and hired this individual on a full time basis.

I am requesting approval to enter into contract with Surry County, Health and Nutrition Services, DBA Senior Services in the amount of \$18,000 for the period August 1, 2012 thru December 31, 2012 to perform the necessary activities, associated with administration of the Community Resource Connection, (CRC).