

Counties

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

Municipalities

Archdale
Asheboro
Bermuda Run
Bethania
Biscoe
Boonville
Burlington
Clemmons
Cooleemee
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. Gillead
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 Agenda

Wednesday, June 5, 2013

12:00 noon

Paul J. Ceiner Botanical Gardens
215 South Main Street Kernersville, NC

ItemOfficial**Lunch**

Please note the 11:45 a.m. start time and join us as you are able. RSVP to Cassidy Norris at (336) 761-2111 (ext. 4128) or by email at cnorris@ptrc.org. The Executive Committee RSVP telephone line may also be used at (336) 608-3580.

Cassidy Norris
Program Assistant

A. Call to Order, Welcome, and Moment of Silence

Darrell Frye
Chair

B. Approval of Minutes

Request for approval of May 1, 2013 PTRC Executive Committee Minutes (handout)

Darrell Frye
Chair

C. Action Items

- 1) Request for authorization to submit the Fiscal Year 2013-2014 Aging Funding Plan and to enter into contracts with the NCDAAS, county governments, and service providers for the grant period July 1, 2013 - June 30, 2014

Blair Barton-Percival
Area Agency on Aging
Director

- 2) Request authorization to enter into contract with Northwest Community Care Network for the period July 1, 2013 to June 30, 2016

Blair Barton-Percival
Area Agency on Aging
Director

- 3) Request for approval enter into a cooperative agreement with the US EPA for a \$600,000 EPA Brownfields Assessment Coalition Grant

Paul M. Kron
Regional Planning
Director

- 4) Request to adjust the Assignment of Classifications to Grades

Matt Reece
Administration &
Member Services
Director

- 5) Request for approval of PTRC Final Budget Revision for FY 2012-2013

Matthew Dolge
Executive Director
PTRC Executive Committee

June 5, 2013

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6) Request for authorization to approve the PTRC FY 2013-2014 Budget

Matthew Dolge
Executive Director

D. Executive Director's Report

Matthew Dolge
Executive Director

1) Legislation Update

Matthew Dolge
Executive Director

E. Old Business

Darrell Frye
Chair

F. New Business

Darrell Frye
Chair

G. Informational Items

Matthew Dolge
Executive Director

1) Building Update

H. 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.

Darrell Frye
Chair

I. Chairman's Remarks and Announcements

Darrell Frye
Chair

- 1) PTRC Executive Committee Meeting**
Wednesday, August 7, 2013, 11:45 a.m.
Paul J. Ceiner Botanical Gardens
- 2) PTRC Board of Delegates Meeting**
Wednesday, June 19, 2013, 11:45 a.m.
Paul J. Ceiner Botanical Gardens
- 3) 2014 PTRC Meeting Dates (attached)**
- 4) 2013 PTRC Meeting Dates (attached)**

J. Adjournment

Darrell Frye
Chair

ACTION ITEM #1

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

TO: Executive Committee, Piedmont Triad Regional Council
FROM: Blair Barton-Percival, Area Agency on Aging Director
DATE: June 5, 2013
RE: Request for authorization to submit the Fiscal Year 2013-2014 Aging Funding Plan and to enter into contracts with the North Carolina Division of Aging and Adult Services, county governments, and service providers for the grant period July 1, 2013 – June 30, 2014

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 and approval are funding allocations for the following programs:

- Home and Community Care Block Grant (HCCBG)
- Legal Services

These 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.

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

The North Carolina Division of Aging and Adult Services postponed reexamining 2010 census data to recalculate allocations for the Intrastate Funding Formula due to the impact of Sequestration.

Other funds administered by the PTRC AAA and allocated by county include:

- Older Americans Act Title IIIIE – Family Caregiver Support Program (FCSP)

The attached chart indicates Family Caregiver Support Program (FCSP) funds for fiscal year 2013-2014 to our 12 counties. Each county receives a base of \$5,000 and additional funds based on the population over age 70.

I am requesting authorization to submit the Fiscal Year 2013-2014 Aging Funding Plan and to enter into contracts with the North Carolina Division of Aging and Adult Services, county governments, and service providers for the grant period July 1, 2013 – June 30, 2014.

ACTION ITEM #1 CONT.

**HOME AND COMMUNITY CARE BLOCK GRANT
FISCAL YEAR 2013-2014
FEDERAL/STATE ALLOCATION**

(Nutrition Services Incentive Program (NSIP) entitlement funds provide 85 cents per meal and will be included in the PTRC budget)

County	FY 2012-2013 Allocation	FY 2013-2014 Allocation	Change
Alamance	\$ 851,537	842,978	(8,559)
Caswell	255,486	253,247	(2,239)
Davidson	955,755	946,038	(9,717)
Davie	308,271	305,475	(2,796)
Forsyth	1,785,492	1,767,709	(17,783)
Guilford	2,298,692	2,275,548	(23,144)
Montgomery	270,149	267,835	(2,314)
Randolph	766,158	758,391	(7,767)
Rockingham	673,104	665,896	(7,208)
Stokes	329,505	326,354	(3,151)
Surry	596,912	591,231	(5,681)
Yadkin	306,888	303,996	(2,892)
TOTAL HCCBG	\$9,397,949	9,304,698	(93,251)

LEGAL SERVICES

Agency	FY 2012-2013 Allocation	FY 2013-2014 Allocation	Change
Legal Aide of NC	\$ 68,905	60,698	(8,207)
Davie County (Sr. Svs. Dept.)	3,844	3,386	(458)
YVEDDI, Inc.	9,886	8,719	(1,177)
TOTAL LEGAL	\$82,635	72,793	(9,842)

ACTION ITEM #1 CONT.

TITLE III-E FAMILY CAREGIVER SUPPORT PROGRAM

County/Provider	FY2012-2013 Allocation	FY2013-2014 Allocation	Change
Alamance Eldercare, Inc.	\$ 34,825	34,825	-
Friendship Adult Day Services, Inc.	3,165	3,165	-
Caswell County	10,172	10,172	-
The Life Center of Davidson County	40,611	40,611	-
Davie County	15,135	15,135	-
Senior Services, Inc. (Forsyth)	79,857	79,857	-
Senior Resources of Guilford Adult Center for Enrichment, Inc.	53,697	53,697	-
Montgomery County Council on Aging, Inc.	43,494	43,494	-
Randolph County Senior Adults Assn., Inc.	11,675	11,675	-
Aging, Disability & Transit Services, Inc. (Rockingham)	33,657	33,657	-
Stokes County (DSS)	28,904	28,904	-
Stokes County (DSS)	15,030	15,030	-
Surry County (Sr. Svs.)	25,199	25,199	-
New Horizons Home Care, Inc. (Yadkin)	14,051	14,051	-
TOTAL	\$409,472	409,472	-

ACTION ITEM #2

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

TO: Executive Committee, Piedmont Triad Regional Council
FROM: Blair Barton-Percival, Area Agency on Aging Director
DATE: June 5, 2013
RE: Request authorization to enter into contract with Northwest Community Care Network for the period July 1, 2013 to June 30, 2016

The Northwest Community Care Network (NCCN), a part of the Community Care Network of North Carolina, is the lead entity for a Community Care Transitions Program grant in our region. The Area Agency on Aging is a partner in this initiative to help reduce readmissions to hospitals and have been working closely with the NCCN the past 30 months.

Due to the recognized expertise and experience of the Area Agency on Aging (AAA) with institutional and community based services within Long-Term Care, the Northwest Community Care Network requested the involvement of the AAA in a new initiative. The request is to target eligible Medicare and Medicaid recipients and help with successful transitions and coordinate with adult care homes, nursing homes, hospitals, and community based service providers. The goal is to reduce emergency department and hospital utilizations by residents in adult care homes and nursing homes located within a seven county network, including Davie, Davidson, Forsyth, Stokes, Surry, Wilkes, and Yadkin. We will develop a process which will be sustainable and ongoing. An award of \$210,000 will pay for a staff person for 2.5 - 3 years to develop a system to assist Medicare and Medicaid eligible people to reduce hospital readmissions.

I request authorization to enter into contract with Northwest Community Care Network for the period July 1, 2013 to June 30, 2016.

ACTION ITEM #3

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

TO: Executive Committee, Piedmont Triad Regional Council
FROM: Paul M. Kron, Regional Planning Director
DATE: June 5, 2013
RE: Request for approval to enter into a cooperative agreement with the US EPA for a \$600,000 EPA Brownfields Assessment Coalition Grant

The PTRC Planning Department requests approval to enter into a three-year cooperative agreement with the Federal Environmental Protection Agency (EPA) for a \$600,000 Brownfields Assessment Coalition Grant (see attached EPA Award Letter). Over the next few months the PTRC Planning Department will be working with EPA to draft and negotiate a project work plan to include details on a site selection and prioritization process. Funding may begin as soon as July 1, 2013 to cover "pre-award costs" such as selection of assessment contractors. Actual funding begins October 1, 2013 and runs through September 30, 2016.

This funding opportunity will cover Phase I and Phase II Environmental Site Assessments and some Corrective Action (Clean-Up) Plans for potential brownfield sites (e.g. old gas stations, dry cleaners and larger industrial sites). Initial priority will be given to sites in coalition communities within the Business 85 (US29/70) Corridor in Guilford, Randolph and Davidson Counties. However, PTRC will use this opportunity to establish a region-wide brownfield redevelopment program. The program will seek and accept assessment sites for consideration in communities throughout the region with a strong emphasis on the redevelopment of under-utilized buildings and sites and the creation of jobs, tax-base and more livable town centers region wide.



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
WASHINGTON, D.C. 20460

MAY 08 2013

OFFICE OF
SOLID WASTE AND
EMERGENCY RESPONSE

Mr. Matthew L. Dolge
Executive Director
Piedmont Triad Council of Governments
Wilmington Build, Suite 201
2216 West Meadowview Road
Greensboro, NC 27407-3480

Dear Mr. Dolge:

On behalf of the United States Environmental Protection Agency (EPA), I am pleased to congratulate you and confirm that the Piedmont Triad Regional Council was selected as one of the entities EPA will begin negotiations with to award a cooperative agreement for an assessment coalition grant. The Piedmont Triad Regional Council submitted an outstanding grant proposal, and we deeply appreciate the tremendous commitment of time and energy that went into its preparation.

Through the Small Business Liability Relief and Brownfields Revitalization Act of 2002, EPA is working to help states and communities around the country clean up and revitalize brownfield sites. We fully expect that these brownfield projects will provide benefits to the environment and economy of local communities. Phil Vorsatz, your Regional Brownfields Coordinator (404-562-8789), will work closely with the Piedmont Triad Regional Council to negotiate the cooperative agreement prior to the grant award.

We look forward to working with your staff on the Brownfields program in continued Federal, state, and local government cooperation.

Sincerely,

A handwritten signature in black ink that reads "David R. Lloyd".

David R. Lloyd, Director
Office of Brownfields and Land Revitalization

cc: Phil Vorsatz

ACTION ITEM #4

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

TO: Executive Committee, Piedmont Triad Regional Council
FROM: Matt Reece, Administration & Member Services Director
DATE: June 5, 2013
RE: Request to adjust the Assignment of Classifications to Grades

The Executive Director is responsible for the administration and maintenance of the position classification and pay plan. Department directors are responsible for bringing to the attention of the Executive Director any material change in the work of the staff for further review and study to determine if the classification of the position should be changed. The Executive Director will then bring requests to create new classifications to the Board of Delegates for approval.

The position of Finance Manager held by Jarrod Hand has been studied. In addition to the existing work, this position has been tasked with planning and directing the financial systems compliance for the weatherization program. This new addition to the scope of work has also increased the complexity of work and decision making. The organization also has a need to designate a Finance Assistant Director to support the Finance Director and provide necessary back-up as envisioned by the Local Government Finance Act (NCGS 159).

This classification has been studied and assigned to a grade based on the general level of salaries and wages paid in the prevailing labor market and with an assessment of internal equity within PTRC. See the table below:

Grade	Title	Minimum	Mid-Point	Maximum
28	Finance Assistant Director	\$58,926	\$76,604	\$94,282

The Executive Director concurs and recommends the adoption of this change to the PTRC pay plan. For your reference, the 2014 assignment of classifications to grades is enclosed with the proposed change incorporated.

ACTION ITEM #4 CONT.

	<u>Salary Grade (Annual salary based on 2,080 hours)</u>			<u>Class Title</u>
	<u>Minimum</u>	<u>Mid-Point</u>	<u>Maximum</u>	
9	15,080	N/A	31,200	General staff / Temporary Employee / Intern Weatherization Crew Member
10	24,485	31,831	39,176	Receptionist
11	25,709	33,422	41,135	(Reserved for Future Use)
12	26,995	35,093	43,192	Office Assistant
13	28,344	36,848	45,351	(Reserved for Future Use)
14	29,762	38,690	47,619	Program Assistant Weatherization Program Assistant
15	31,250	40,625	50,000	Accounting Technician I Aging MIS Specialist Volunteer Coordinator
16	32,812	42,656	52,500	Service Corp Crew Leader RSVP Coordinator Weatherization Inspector / Auditor
17	34,453	44,789	55,125	Accounting Technician II Executive Assistant Workforce Development Executive Assistant
18	36,175	47,028	57,881	Accountability Specialist Career Facilitator Housing Inspector Housing Program Specialist
19	37,984	49,380	60,775	District Resource Center Director Service Corps Coordinator Stormwater Educator
20	39,883	51,849	63,814	Aging Program Planner Family Caregiver Support Specialist GIS Planner Housing Coordinator Long-Term Care Ombudsman Management Analyst Pretrial Release Coordinator Regional Planner I Workforce Business Services Coordinator
21	41,878	54,441	67,004	Accountant Network Specialist

ACTION ITEM #4 CONT.

Salary Grade (Annual salary based on 2,080 hours)

	<u>Minimum</u>	<u>Mid-Point</u>	<u>Maximum</u>	<u>Class Title</u>
22	43,972	57,163	70,354	Criminal Justice Project Reentry Coordinator Regional Planner II Senior GIS Planner Senior Long-Term Care Ombudsman Stormwater Program Supervisor
23	46,170	60,021	73,872	(Reserved for Future Use)
24	48,479	63,022	77,566	Aging Community Based Programs Manager Long-Term Care Program Manager Special Projects Manager
25	50,903	66,173	81,444	Economic Development Program Administrator GIS Manager Information & Data Services Manager Senior Regional Planner Workforce Development Program Manager Workforce Development Projects Manager
26	53,448	69,482	85,516	(Reserved for Future Use)
27	56,120	72,956	89,792	Area Agency on Aging Assistant Director Finance Manager IT Manager Regional Planning Programs Manager Water Resources Manager Workforce Development Assistant Director Finance Assistant Director
28	58,926	76,604	94,282	
29	61,872	80,434	98,996	(Reserved for Future Use)
30	64,966	84,456	103,946	(Reserved for Future Use)
31	68,214	88,679	109,143	Administration and Member Services Director Area Agency on Aging Director Criminal Justice Program Director Finance Director Housing Program Director Regional Planning Director Workforce Development Director
32	71,625	93,113	114,600	(Reserved for Future Use)
33	75,206	97,768	120,330	Assistant Director

ACTION ITEM #4 CONT.

2013-2014 Salary Table:

Salary Grade	Minimum	Mid-Point	Maximum	Developmental Increase	Min Hourly	Mid Hourly	Max Hourly	DI Hourly
9	15,080.00	N/A	31,200.00	N/A	7.25	N/A	15.00	N/A
10	24,791.00	32,229.00	39,666.00	743.80	11.92	15.49	19.07	0.358
11	26,031.00	33,840.00	41,649.00	780.90	12.51	16.27	20.02	0.375
12	27,333.00	35,532.00	43,731.00	819.90	13.14	17.08	21.02	0.394
13	28,700.00	37,309.00	45,918.00	860.90	13.80	17.94	22.08	0.414
14	30,135.00	39,175.00	48,214.00	904.00	14.49	18.83	23.18	0.435
15	31,642.00	41,134.00	50,625.00	949.20	15.21	19.78	24.34	0.456
16	33,224.00	43,190.00	53,156.00	996.60	15.97	20.76	25.56	0.479
17	34,885.00	45,350.00	55,814.00	1,046.50	16.77	21.80	26.83	0.503
18	36,629.00	47,617.00	58,605.00	1,098.80	17.61	22.89	28.18	0.528
19	38,460.00	49,998.00	61,535.00	1,153.80	18.49	24.04	29.58	0.555
20	40,383.00	52,498.00	64,612.00	1,211.50	19.41	25.24	31.06	0.582
21	42,402.00	55,123.00	67,843.00	1,272.10	20.39	26.50	32.62	0.612
22	44,522.00	57,879.00	71,235.00	1,335.70	21.40	27.83	34.25	0.642
23	46,748.00	60,773.00	74,797.00	1,402.50	22.48	29.22	35.96	0.674
24	49,085.00	63,811.00	78,537.00	1,472.60	23.60	30.68	37.76	0.708
25	51,539.00	67,002.00	82,464.00	1,546.30	24.78	32.21	39.65	0.743
26	54,116.00	70,352.00	86,587.00	1,623.60	26.02	33.82	41.63	0.781
27	56,822.00	73,869.00	90,916.00	1,704.70	27.32	35.51	43.71	0.820
28	59,663.00	77,563.00	95,462.00	1,790.00	28.68	37.29	45.90	0.861
29	62,646.00	81,441.00	100,235.00	1,879.50	30.12	39.15	48.19	0.904

ACTION ITEM #4 CONT.

30	65,778.00	85,513.00	105,247.00	1,973.50	31.62	41.11	50.60	0.949
31	69,067.00	89,788.00	110,509.00	2,072.10	33.21	43.17	53.13	0.996
32	72,520.00	94,277.00	116,034.00	2,175.70	34.87	45.33	55.79	1.046
33	76,146.00	98,991.00	121,836.00	2,284.50	36.61	47.59	58.58	1.098

ACTION ITEM #5

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

TO: Executive Committee, Piedmont Triad Regional Council
FROM: Matthew Dolge, PTRC Executive Director
DATE: June 5, 2013
RE: Request for approval of PTRC Final Budget Revision for FY 2012-2013

Following is the proposed final revision to the 2012-2013 budget of the Piedmont Triad Regional Council. The following pages show the revised Total Budget, the revised Budget Ordinance, and an Analysis of the Changes.

It is recommended that the board adopt this budget revision.

ACTION ITEM #5 CONT.

**PIEDMONT TRIAD REGIONAL COUNCIL
BUDGET ORDINANCE 2012-2013
May 29, 2013**

Be it ordained by the Piedmont Triad Regional Council (PTRC):

Section 1. The following amounts are hereby appropriated in the General Fund for the operation of PTRC and its activities for the fiscal year beginning July 1, 2012 and ending June 30, 2013 in accordance with the Chart of Accounts heretofore established for PTRC:

General / Council and Kernersville Building Project	\$	470,053
TOTAL GENERAL FUND APPROPRIATION	\$	470,053

Section 2. It is estimated that the following revenues will be available in the General Fund for the fiscal year beginning July 1, 2012 and ending June 30, 2013:

Fund Balance	\$	300,000
COG Dues	\$	165,053
Interest	\$	5,000
TOTAL GENERAL FUND ESTIMATED REVENUES	\$	470,053

Section 3. The following amounts are hereby appropriated in the Special Revenue Fund - Grant Project Fund for the operation of PTRC and its activities for the fiscal year beginning July 1, 2012 and ending June 30, 2013 in accordance with the Chart of Accounts heretofore established for PTRC:

Appalachian Regional Commission 302(a)	\$	200,818
NC Dept of Adm./State Eco. Dev. Funds	\$	28,544
Aging & Home & Community Care Block Grant	\$	12,900,773
Section 8 Housing Assistance Programs	\$	3,951,484
NC Dept of Commerce/ ARC Hous, Water, Tech TA, Weatherization, CDBG	\$	1,698,707
HOME, SFR, Urgent Repair	\$	133,362
NC Dept of Transportation/ Rural Transportation Planning	\$	407,070
Corporation for National Service (RSVP) and New Freedom	\$	115,916
Crime Control / Pre-Trial Projects / Re-entry Projects	\$	1,035,132
NC Dept of Environment and Natural Resources / Water Projects	\$	193,674
HUD-PART Sustainability and PATH	\$	641,708
Workforce Investment Act / Service Corp/Economic Stimulus	\$	6,417,913

ACTION ITEM #5 CONT.

OPRIATION

\$ 27,725,101

Section 4. It is estimated that the following revenues will be available in the Special Projects Fund - Grant Project Fund for the fiscal year beginning July 1, 2012 and ending June 30, 2013:

Federal Grants	\$ 20,164,890
State Grants	\$ 6,932,431
Appropriated Fund Balance	\$ 156,671
Dues	\$ 411,666
Interest	\$ 1,000
Local Projects & Fees	\$ 58,443
TOTAL GRANT PROJECT ESTIMATED REVENUES	\$ 27,725,101

Section 5. The following amounts are hereby appropriated in the Special Revenue Fund- Local Projects Fund for the operation of PTRC and its activities for the fiscal year beginning July 1, 2012 and ending June 30, 2013 in accordance with the Chart of Accounts heretofore established for PTRC:

Northwest Piedmont Development Corp	\$ 140,000
Upper Cape Fear	\$ 125,000
Misc. Criminal Justice Programs	\$ 607,563
Aging Local Projects	\$ 129,500
GIS / Water Local Projects	\$ 105,710
WFD Local Projects	\$ 358,890
Local Technical Assistance Projects -	\$ 185,626
Local Technical Assistance Projects - Planning	\$ 233,398
Housing Local Projects	\$ 8,000
Misc. Local Projects	\$ 284,740
TOTAL LOCAL PROJECTS APPROPRIATION	\$ 2,178,427

Section 6. It is estimated that the following revenues will be available in the Special Revenue Fund - Local Projects Fund for the fiscal year beginning July 1, 2012 and ending June 30, 2013:

APPROPRIATED FUND BALANCE	\$ -
COG DUES and INTEREST	\$ 119,986
LOCAL PROJECT FUND FEES	\$ 2,058,441
TOTAL LOCAL PROJECT ESTIMATED REVENUES	\$ 2,178,427

ACTION ITEM #5 CONT.

TOTAL APPROPRIATIONS \$ 30,373,581

Section 7: The Executive Director is hereby authorized to transfer appropriations as contained herein under the following conditions:

- a. He may transfer amounts between line item expenditures within a grant without limitation and without a report being required.

Section 8. The following amounts are hereby appropriated in the Capital Projects Fund

Kernersville Building for the operation of PTRC and its activities for the fiscal year beginning July 1, 2012 and ending June 30, 2013 in accordance with the Chart of Accounts heretofore established for PTRC:

Land and Building \$ 3,690,000

Section 9. It is estimated that the following revenues will be available in the Capital Projects Fund Kernersville Building for the fiscal year beginning July 1, 2012 and ending June 30, 2013:

Loan Proceeds \$ 3,690,000

ACTION ITEM #5 CONT.

ANALYSIS OF PTRC 6/30/2013 BUDGET

	7/1/12 to 6/30/13 Revised Budget As of 12/05/12	Increase / (Decrease)	7/1/12 to 6/30/13 Revised Budget As of 05/29/13
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FUND 001

Appalachian Regional Commission 302(a)	200,818	-	200,818
NC Dept of Adm./State Eco. Dev. Funds	28,544	-	28,544
Aging & Home & Community Care Block Grant	12,635,560	265,213	12,900,773
Section 8 Housing Assistance Programs NC Dept of Commerce/ ARC Hous, Water, Tech TA, Weatherization, CDBG	4,254,484	(303,000)	3,951,484
HOME, SFR, Urgent Repair	64,362	69,000	133,362
NC Dept of Transportation/ Rural Transportation Planning	407,070	-	407,070
Corporation for National Service (RSVP) and New Freedom	148,051	(32,135)	115,916
Crime Control / Pre-Trial Projects / Re-entry Projects	1,030,730	4,402	1,035,132
NC Dept of Environment and Natural Resources / Water Projects	173,492	20,182	193,674
HUD-PART Sustainability and PATH	641,708	-	641,708
Workforce Investment Act / Service Corp/Economic Stimulus	6,308,913	109,000	6,417,913

Funds 002, 003, 005 continued on next page.

ACTION ITEM #5 CONT.**FUND 002**

Northwest Piedmont Development Corp	140,000	-	140,000
Upper Cape Fear	118,600	6,400	125,000
Misc. Criminal Justice Programs	599,397	8,166	607,563
Aging Local Projects	127,500	2,000	129,500
GIS / Water Local Projects	105,710	-	105,710
WFD Local Projects	358,494	396	358,890
Local Technical Assistance Projects - Local Technical Assistance Projects - Planning	140,426 221,251	45,200 12,147	185,626 233,398
Housing Local Projects	8,000	-	8,000
Misc. Local Projects	121,740	163,000	284,740

FUND 003

General / Council	\$613,157	(\$143,104)	\$470,053
TOTALS for Fund 001, 002, and 003	30,035,089	338,492	30,373,581

FUND 005

Capital Projects -Kernersville Building	0	\$3,690,000	3,690,000
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ACTION ITEM #6

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

TO: Executive Committee, Piedmont Triad Regional Council
FROM: Matthew Dolge, Executive Director
DATE: June 5, 2013
RE: Request for authorization to approve the PTRC FY 2013-2014 Budget

The Piedmont Triad Council of Governments continued its growth and maturation through the current fiscal year. Our second year of operation has seen an increase in revenues and the emergence of our organization as a sought-after resource for new programs and projects. Simultaneously we have dealt with the complications brought on by fiscal deterioration at the federal level that resulted in sequestration and directly impacted service levels in some of our programs. The consolidation of our staff into one primary office will be accomplished through the facility project approved by our board this year and scheduled to be completed by January 15, 2014. Several staff changes have taken place this year and staffing requirements are continually evaluated with an eye towards quality service and efficiency. With all of these factors in mind, it is my privilege to offer my budget recommendations for Fiscal Year 2013 – 2014 for your consideration.

Revenues

Revenues have remained strong through our second year of operations, and many of the expected benefits of merger are continuing to be realized. The diligent work of your staff has brought forth new opportunities for several of our programs. Some of these are new this year and will continue forward, while others will begin in the next budget. Our member governments have benefited from the combination of our programs and that has produced a significant increase in some of our contracted service revenues. Highlights of our revenue increases include;

- ❖ Weatherization began this year and will produce over \$1 million in benefits to the region in fiscal 2013 – 14
- ❖ Housing has contracted with our members for over a half dozen new rehabilitation programs including CDBG, Urgent Repair, and Single Family Rehabilitation

- ❖ Member Services has signed contracts (many of which are recurring) for pay and classification work with seven member governments and is also providing additional human resource support to several other members
- ❖ Criminal Justice has continued its pre-trial release and post detention services and also added several counties under the new TECS program instituted by the state
- ❖ Planning is continuing the Piedmont Together and North Carolina Tomorrow projects and has added a brownfields program which will access over \$600,000 to assist our members as they bring discarded commercial and industrial sites back to life
- ❖ Aging is entering into a \$200,000 contract to strengthen the Community Care Network's contacts with local service providers and reduce hospital readmissions
- ❖ Workforce has continued to see revenue growth and will see an additional \$500,000 in revenue to begin the new budget year.

These new revenue streams are helping us offset the impacts of budget cuts to our federal programs. Sequestration impacted our current year in aging services and will trim \$400,000 from the block grant program next year. Though sequestration did not impact housing in the current budget, it will decrease our allocations in the Section 8 and the HOME programs in the coming year.

Dues

Dues paid by member governments provide necessary match for aging programs and planning initiatives as well as general operation and support for the Board of Delegates. Our current dues rate is \$.22 per capita with a minimum rate of \$550 to cover the basic costs of membership. Our match needs have not increased and our requested dues structure for the coming fiscal year is unchanged. A chart outlining projected revenues by source and program is attached.

Expenditures

The transition from two organizations to a merged unit has been ongoing. Staffing and benefits have normalized though, as in any year, changes to benefits and staffing will impact long term expenditures. The construction of consolidated offices will involve one-time costs and future cost savings through reduced duplication of equipment and personnel. The management staff's hope is that through the streamlining of processes and greater efficiencies, overhead costs can be contained and then reduced. Three major areas of spending impact our ability to manipulate our bottom line. These are personnel costs, fringe benefits, and facilities costs.

Personnel Costs and Fringe Benefits

Health Insurance:

The Healthcare Reimbursement Account (HRA) system continues to pay dividends for the organization and its employees. By raising our deductibles we lower our costs to our primary provider, Blue Cross and Blue Shield of North Carolina (BCBSNC). We use the HRA to continue a high level of benefits to our employees. The combination of the two allows the PTRC to control costs and exposure while employees have very limited out of pocket expenses. Our initial rate with BCBSNC was based on limited data since no organizational history was available. An increase was anticipated for this year. Our provider's rate quote this year includes a 7% increase. This increase was small enough that the staff decided not to request bids from other insurers this year. **Even with the increase we are still paying less now than we paid for insurance prior to the merger with an increased level of coverage.**

The chart attached below summarizes our employee health plan costs. We currently pay 100% of the cost to cover our employees. They pay the cost of covering dependents. It is my recommendation that we continue this arrangement unchanged for the coming fiscal year.

Coverage Level	Current Employee Monthly Costs (Through 6/30/13)	7/1/13 Employee Monthly Cost
Employee Only	\$344.32	\$368.35
Employee + Spouse	\$463.43	\$495.76
Employee +Child(ren)	\$327.10	\$349.92
Family	\$787.79	\$842.75

The retiree health plan also saw an 7% increase in premiums this year. With the increase retirees will pay a \$755.35 monthly premium. Retirees with the requisite years of service to the PTRC can receive a cost reduction of up to \$200 on their premium based on a formula approved by the board. This is a fixed allowance and is not impacted by the increased premium. We

have two retirees who are currently enrolled on our plan and the total cost to PTRC for retiree coverage is \$4,800.

Other Benefits:

No other major changes to benefits are projected in this year's budget. Some minor adjustments in carriers or services may be proposed, but none are projected to impact the budget in a material way. Based on our total benefit offering our fringe benefit rate is increasing slightly this year from 29% to 29.25%. This is still a substantially lower rate than pre-merger levels.

Personnel:

Personnel costs also are slightly lower than projected. This can be attributed to conservative projections and staff turnover during the year. We have been able to absorb some funding cuts by leaving vacant positions open, eliminating positions, and re-evaluating our personnel needs on a regular basis. Our budgeted personnel costs are \$213,077 below the current fiscal years. Several highlights of my personnel proposal are;

- ❖ All employees are now within the starting levels for their positions in the pay and classification system adopted by the board at the time of the merger. Compression at the bottom of pay grades is still an issue, but the recommended budget moves employees toward their pay rate over a ten year period with satisfactory performance.
- ❖ An assistant director's position is currently unfilled and is included in the budget.
- ❖ Reorganization and succession implementation in the aging services function is largely complete. We are moving forward with one assistant director. There may be a need to add an additional planner during the fiscal year. Board approval will be solicited if this becomes necessary.
- ❖ Succession planning in the workforce program is ongoing. One additional assistant director is included in this budget.
- ❖ The housing program does not include any new staff at this time. The proliferation of new contracts may require additional staffing in the housing rehabilitation area.
- ❖ A one-time merit payment not to exceed 3% and not as an increase to salary.

Facilities and Overhead

The groundbreaking for our new facility was an exciting day for staff. These two years in separate offices has placed a significant strain on our entire staff. Core functions such as finance, human resources, and administration have been tested by our circumstances. Communications, even with a high level of technological support, have been less than desirable.

Having first class space with everyone collaborating under one roof will allow us to take the next step to becoming the premier region in North Carolina. The capital budget includes the proceeds of our loan with BB&T. We will terminate our leases in Winston-Salem and Greensboro and transfer those savings to the retirement of our debt.

Indirect costs are the general overhead expenses for the regional council. Consolidation of office space and the requisite support structures to run an office will generate savings in the coming year and beyond. Many of the costs associated with the office consolidation, like moving, furnishing, and wiring the new offices are included in the indirect rate for this year. These are one-time expenses. Other costs will decrease as leases and maintenance contracts for office equipment lapse and are not renewed. This budget reflects no increase in the indirect rate of 40.5%.

Conclusion

The second year of operations for the Piedmont Triad Regional Council has been solid from both a revenue and budgetary standpoint. Based on this experience the major changes to this year's budget are;

- ❖ No increase in our dues rate
- ❖ A slight increase in our fringe benefit rate from 29% to 29.25% due to healthcare costs
- ❖ A decrease in personnel costs of 4% due to restructuring with a provision of one time merit payments and a modified step in the pay scale.
- ❖ No increase in the indirect rate

I am proud of the work your staff has done to make our organization successful. This budget reflects the concrete and positive ramifications of the merger on our operation. We continue to provide an ever expanding range of high quality services in an efficient manner. The staff of the Piedmont Triad Regional Council has come to work each day with one mission in mind, provide great service through our programs and provide value to our members.

The work of the finance staff has been exemplary this year. This proposed budget is largely due to the combined efforts of that staff. It is a gift to have the services of such a highly skilled group of professionals at my disposal, and I thank them.

Finally I want to thank each board member for the faith they put in me and this staff to serve the citizens of this region. It is a privilege to work with a group of individuals who put their communities first, and understand that as the region prospers so do its members. We understand the gravity of the decisions you have to make, and appreciate the leadership you provide.

This budget is hereby conveyed for your consideration, this the fifth day of June, 2012.

ACTION ITEM #6 CONT.

PIEDMONT TRIAD REGIONAL COUNCIL
TOTAL BUDGET (FUNDS 001, 002 & 003)
7/1/13 to 6/30/14

EXPENDITURES	
Salaries	4,161,481
Part Time Salaries - No Benefits	124,046
Participant Salaries	422,567
Fringe Benefits (29%)	1,217,236
Participant Fringe Benefits (7.65%)	32,326
Insurance & Bonds	7,700
Professional/Legal/Accounting Services	929,780
Consultants (sub & youth contractors)	12,223,278
Advertising	3,734
Printing & Binding	7,400
Computer Services & Licensing	57,875
Building Rent	75,905
Equipment Rent	24,611
Telephone & Internet	31,734
Publications & Newspapers	1,500
Dues & Memberships	5,750
Supplies	72,755
Special Materials	713,826
Capital Equipment	530,870
Repair & Maintenance	3,550
Travel/Conferences/Training (including participants)	833,823
Fringe Benefits Part-Time	9,497
Participant Costs	2,628,326
Indirect Cost (40.5%)	1,297,062
Program Support Allocation	774,465
Housing Asst Payments	3,703,697
TOTAL EXPENDITURES:	29,894,796
REVENUES	
Federal	20,743,251
State	6,376,525
Appropriated Fund Balance	440,000
Dues and Interest	708,110
Local Project Fees and Local Grants	1,626,910
TOTAL REVENUES:	29,894,796

ACTION ITEM #6 CONT.

**PIEDMONT TRIAD REGIONAL COUNCIL
BUDGET ORDINANCE 2013 – 2014
June 19, 2013**

Be it ordained by the Piedmont Triad Regional Council (PTRC):

Section 1. The following amounts are hereby appropriated in the General Fund for the operation of PTRC and its activities for the fiscal year beginning July 1, 2013 and ending June 30, 2014 in accordance with the Chart of Accounts heretofore established for PTRC:

General / Council	\$	602,457
TOTAL GENERAL FUND APPROPRIATION	\$	602,457

Section 2. It is estimated that the following revenues will be available in the General Fund for the fiscal year beginning July 1, 2013 and ending June 30, 2014:

Fund Balance	\$	440,000
COG Dues	\$	157,457
Interest	\$	5,000
TOTAL GENERAL FUND ESTIMATED REVENUES	\$	602,457

ACTION ITEM #6 CONT.

Section 3. The following amounts are hereby appropriated in the Special Revenue Fund - Grant Project Fund for the operation of PTRC and its activities for the fiscal year beginning July 1, 2013 and ending June 30, 2014 in accordance with the Chart of Accounts heretofore established for PTRC:

Appalachian Regional Commission 302(a)	\$ 165,788
NC Dept of Adm./State Eco. Dev. Funds	\$ 28,544
Aging & Home & Community Care Block Grant	\$ 11,924,020
Section 8 Housing Assistance Programs	\$ 4,191,395
NC Dept of Commerce/ ARC Hous, Water, Tech TA, Weatherization, CDBG HOME & SFR	\$ 2,097,456
NC Dept of Transportation/ Rural Transportation Planning	\$ 334,000
Crime Control / Pre-Trial Projects / Re-entry Projects	\$ 263,608
NC Dept of Environment and Natural Resources / Water Projects	\$ 1,160,678
HUD-PART Sustainability and PATH	\$ 140,720
Workforce Investment Act / Service Corp/Economic Stimulus	\$ 498,591
	\$ 6,793,137
TOTAL GRANT PROJECT APPROPRIATION	\$ 27,597,937

ACTION ITEM #6 CONT.

Section 4. It is estimated that the following revenues will be available in the Special Projects Fund - Grant Project Fund for the fiscal year beginning July 1, 2013 and ending June 30, 2014:

Federal Grants	\$ 20,743,251
State Grants	\$ 6,376,525
Appropriated Fund Balance	\$ -
Dues	\$ 337,159
Interest	\$ -
Local Projects & Fees	\$ 141,002
 TOTAL GRANT PROJECT ESTIMATED REVENUES	 \$ 27,597,937

Section 5. The following amounts are hereby appropriated in the Special Revenue Fund- Local Projects Fund for the operation of PTRC and its activities for the fiscal year beginning July 1, 2013 and ending June 30, 2014 in accordance with the Chart of Accounts heretofore established for PTRC:

Northwest Piedmont Development Corp	\$ 140,000
Upper Cape Fear	\$ 118,600
Misc. Criminal Justice Programs	\$ 524,850
Aging Local Projects	\$ 120,500
GIS / Water Local Projects	\$ 101,210
WFD Local Projects	\$ 169,755
Local Technical Assistance Projects - Admin Services	\$ 132,675
Local Technical Assistance Projects - Planning	\$ 235,255
Housing Local Projects	\$ -
Misc. Local Projects	\$ 151,557
 TOTAL LOCAL PROJECTS APPROPRIATION	 \$ 1,694,402

Section 6. It is estimated that the following revenues will be available in the Special Revenue Fund - Local Projects Fund for the fiscal year beginning July 1, 2013 and ending June 30, 2014:

APPROPRIATED FUND BALANCE	\$ -
COG DUES and INTEREST	\$ 370,951
LOCAL PROJECT FUND FEES	\$ 1,323,451
 TOTAL LOCAL PROJECT ESTIMATED REVENUES	 \$ 1,694,402
 TOTAL APPROPRIATIONS	 \$ 29,894,796

Section 7: The Executive Director is hereby authorized to transfer appropriations as contained herein under the following conditions:

- a. He may transfer amounts between line item expenditures within a grant without limitation and without a report being required.

Section 8. The following amounts are hereby appropriated in the Capital Projects Fund Kernersville Building for the operation of PTRC and its activities for the fiscal year beginning July 1, 2013 and ending June 30, 2014 in accordance with the Chart of Accounts heretofore established for PTRC:

Land and Building	\$ 3,690,000
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Section 9. It is estimated that the following revenues will be available in the Capital Projects Fund Kernersville Building for the fiscal year beginning July 1, 2012 and ending June 30, 2013:

Loan Proceeds	\$ 3,690,000
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ACTION ITEM #6 CONT.

**PIEDMONT TRIAD REGIONAL COUNCIL
BUDGET BY AREA
Comparison of 12-13 and 13-14**

	Original Budget Fiscal Year 12-13	% of Budget	Final Budget Fiscal Year 12-13	% of Budget	Original Budget Fiscal Year 13-14	% of Budget
Aging	12,406,066	47.28%	13,146,189	43.28%	12,044,520	40.29%
WIA	6,739,690	25.69%	6,776,803	22.31%	7,202,892	24.09%
Section 8/Housing	4,383,054	16.70%	4,213,971	13.87%	4,612,520	15.43%
Planning Administrative Services	1,200,670 58,050	4.58% 0.22%	1,581,560 185,626	5.21% 0.61%	999,384 132,675	3.34% 0.44%
Criminal Justice	798,800	3.04%	1,642,695	5.41%	1,685,528	5.64%
Weatherization		0.00%	1,550,082	5.10%	1,982,831	6.63%
Other	652,632	2.49%	1,276,655	4.20%	1,234,446	4.13%
Totals	26,238,962		30,373,581		29,894,796	

ACTION ITEM #6 CONT.

Local Government	2011 Population Estimate	FY 2012-2013 Dues (\$)	Proposed FY 2013-2014 Dues .21 per capita (\$)	Difference (\$)	RPO Dues (\$)	Storm-water Dues (\$)	Total (\$)
		-	-				
Village of Alamance	975	550	550	-	-	-	550
Alamance County	152,531	31,738	32,032	294	-	-	32,032
City of Archdale	11,576	2,397	2,431	34	-	3,997	6,428
City of Asheboro	25,371	5,253	5,328	75	-	4,419	9,747
Village of Bermuda Run	1,736	550	550	-	-	-	550
Town of Bethania	329	550	550	-	-	-	550
Town of Biscoe	1,716	550	550	-	-	-	550
Town of Boonville	1,224	550	550	-	152	-	702
City of Burlington	50,587	10,509	10,623	114	-	5,194	15,817
Caswell County	23,654	4,981	4,967	(14)	2,440	-	7,407
Village of Clemmons	18,829	3,912	3,954	42	-	-	3,954
Town of Cooleemee	964	550	550	-	120	-	670
Town of Danbury	192	550	550	-	100	-	650
Davidson County	163,364	34,204	34,306	102	-	6,992	41,298
Davie County	41,560	8,660	8,728	67	3,034	-	11,762
Town of Denton	1,627	550	550	-	-	-	550

ACTION ITEM #6 CONT.

Town of Dobson	1,592	550	550	-	197	-	747
Town of East Bend	611	550	550	-	100	-	650
City of Eden	15,468	3,261	3,248	(12)	-	-	3,248
Town of Elkin	3,993	840	839	(2)	486	-	1,325
Town of Elon	9,703	1,976	2,038	62	-	3,935	5,973
Forsyth County	354,878	73,641	74,524	884	-	-	74,524
Town of Franklinville	1,171	550	550	-	-	-	550
Town of Gibsonville	6,471	1,346	1,359	13	-	3,841	5,200
City of Graham	14,229	2,972	2,988	16	-	4,082	7,070
Town of Green Level	2,102	550	550	-	-	3,707	4,257
City of Greensboro	272,190	56,630	57,160	530	-	-	57,160
Guilford County	495,231	102,565	103,999	1,433	-	-	103,999
Town of Haw River	2,307	550	550	-	-	3,713	4,263
City of High Point	105,493	21,918	22,154	236	-	-	22,154
Town of Jamestown	3,504	710	736	26	-	-	736
Town of Jonesville	2,282	550	550	-	283	-	833
Town of Kernersville	23,782	4,856	4,994	138	-	-	4,994
City of King	6,937	1,450	1,457	7	-	-	1,457
Town of Lewisville	12,774	2,654	2,683	28	-	-	2,683
City of Lexington	18,808	3,976	3,950	(26)	-	4,230	8,180
Town of Liberty	2,674	558	562	4	-	-	562

ACTION ITEM #6 CONT.

Town of Madison	2,242	550	550	-	-	-	550
Town of Mayodan	2,483	550	550	-	-	-	550
City of Mebane	11,688	2,393	2,454	62	-	3,996	6,450
Town of Midway	4,692	983	985	3	-	-	985
Town of Mocksville	5,108	1,061	1,073	12	633	-	1,706
Montgomery County	27,864	5,838	5,851	14	2,875	-	8,726
City of Mount Airy	10,414	2,181	2,187	5	1,291	-	3,478
Town of Mount Gilead	1,175	550	550	-	-	-	550
Town of Oak Ridge	6,476	1,299	1,360	61	-	3,834	5,194
Town of Pilot Mountain	1,482	550	550	-	184	-	734
Tow of Pleasant Garden	4,529	943	951	8	-	-	951
Town of Ramseur	1,702	550	550	-	-	-	550
City of Randleman	4,139	864	869	5	-	3,770	4,639
Randolph County	142,901	29,768	30,009	241	11,189	6,391	47,589
City of Reidsville	14,487	3,049	3,042	(7)	-	4,093	7,135
Rockingham County	93,558	19,665	19,647	(18)	9,652	5,351	34,650
Town of Rural Hall	2,976	617	625	8	-	-	625
Town of Seagrove	228	550	550	-	-	-	550
Town of Staley	398	550	550	-	-	-	550
Stokes County	47,551	9,954	9,986	32	3,670	-	13,656
Town of Stokesdale	5,176	1,060	1,087	27	-	-	1,087
Town of Stoneville	1,056	550	550	-	-	-	550
Town of Summerfield	10,487	2,149	2,202	54	-	3,960	6,162

ACTION ITEM #6 CONT.

Surry County	73,575	15,471	15,451	(21)	6,966	-	22,417
City of Thomasville	26,800	5,619	5,628	9	-	4,473	10,101
Town of Tobaccoville	2,462	550	550	-	-	-	550
City of Trinity	6,652	1,389	1,397	8	-	3,847	5,244
Town of Troy	3,386	738	711	(27)	-	-	711
Town of Walkertown	4,703	982	988	6	-	-	988
Town of Walnut Cove	1,427	550	550	-	177	-	727
Town Wentworth	2,805	589	589	(0)	-	-	589
Town of Whitsett	599	550	550	-	-	-	550
City of Winston-Salem	232,143	48,220	48,750	530	-	-	48,750
Yadkin County	38,442	8,065	8,073	8	3,888	-	11,961
Town of Yadkinville	2,973	621	624	3	369	-	993
Town of Yanceyville	2,027	550	550	-	-	-	550
Member Govts		558,822	563,898		47,806	83,825	695,529

NOTES:

1. Minimum membership dues for the proposed structure are \$550.
2. Population figures are obtained from the NC Office of Budget & Management and are the 2011 Certified Population Estimates produced by the NC State Demographer.

ACTION ITEM #6 CONT.

**PIEDMONT TRIAD REGIONAL COUNCIL
INDIRECT COST AND FRINGE BENEFIT PLAN
PROVISIONAL RATE METHOD
BASE METHOD: SALARIES PLUS FRINGE
JULY 1, 2013 - JUNE 30, 2014**

ACTION ITEM #6 CONT.

**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, 2014, is correct and was prepared in accordance with the policies and procedures contained in the OMB Circular A-87. 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

Robin C. Shelton
Finance Director

ACTION ITEM #6 CONT.

PIEDMONT TRIAD REGIONAL COUNCIL

Indirect Costs to be Allocated

Cost Allocation Plan for Fiscal Year 2013 – 2014

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.

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 SERVICES

SINGLE 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, ETC.)

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.) PARKING EXPENSE FOR BOARD MEMBERS AND OTHER VISITORS WILL BE CHARGED TO THE INDIRECT COST POOL.

EQUIPMENT MAINTENANCE-REPAIR

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

RENT OF SPACE

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

ACTION ITEM #6 CONT.

PIEDMONT TRIAD REGIONAL COUNCIL

Indirect Costs to be Allocated

Cost Allocation Plan for Fiscal Year 2013 - 2014

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

ALL OFFICE AND GENERAL USE SUPPLIES ARE TO BE CHARGED TO THE INDIRECT COST POOL. SPECIAL SUPPLIES 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

ALL COMPUTER SERVICES SUCH AS PAYROLL PROCESSING EXPENSES WILL BE CHARGED TO THE INDIRECT COST POOL. PAYROLL PROCESSING CHARGES FOR SPECIFIC PROGRAMS WILL BE CHARGED DIRECTLY TO THE PROGRAM.

TRASH DISPOSAL

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

DUES, SUBSCRIPTIONS & MISCELLANEOUS

ALL DUES, SUBSCRIPTIONS 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.

ACTION ITEM #6 CONT.

**PIEDMONT TRIAD REGIONAL COUNCIL
Calculation of Fringe Benefits Rate
Fiscal Year 2013-2014**

Total Salaries	4,849,822		
Salaries over SS Max	(23,418)		
Cafeteria Plan Deductions	(108,084)		
Plus Employee Compensation	<u>15,948</u>		
Social Security 6.2%	4,734,268	6.20%	293,525
Medicare 1.45%	4,757,686	1.45%	68,986
Group Health, Life and Dental Insurance			446,561
Worker's Compensation Insurance			19,500
Employee Healthcare Advocacy			5,000
Unemployment - Direct Pay			12,000
Employee Assistance Plan			3,000
Employee Wellness			3,000
Accrued Vacation Leave			53,000
Employer Contribution to Retirement System	4,634,247	6.74%	312,348
Employer Contribution to 401K	4,634,247	2.50%	115,856
Health Reimbursement Arrangement			22,800
Total Fringe Benefits			1,355,576
Fringe Benefits Rate:	<u>Total Fringe Benefits</u>	1,355,576	29.25%
	Salaries Subject to 401k & Retirement	4,634,247	

ACTION ITEM #6 CONT.

**PIEDMONT TRIAD REGIONAL COUNCIL
Calculation of Indirect Cost Rate
Fiscal Year 2013-2014**

Executive Director			63,476
Associate Director			40,000
Director of Management Services			82,072
Finance Director			84,513
Special Projects			77,798
Information Technology Manager			54,041
Information Technology Manager			46,136
Accounting Technician			16,933
Accountant			24,849
Accounting Technician - Part Time			7,635
Executive Assistant			52,277
Executive Assistant			34,435
Part-Time Assistant			20,950
Receptionist			29,332
Miscellaneous Others (Planning)			4,000
TOTAL SALARIES			638,447
Fringe Benefits	(see Indirect TB)	29.25%	168,312
Fringe Benefits Indirect Part-Time			4,821
Bonding, Fire Insurance & Public Officials Liability Insurance			23,863
Temporary Personnel			3,599
Professional Services			38,686
Attorney's Fees			3,250
Advertising			4,933
Printing Costs			22,885
Computer Services & Payroll Processing			18,263
Rent for Office Space (Common Areas)			219,401
Equipment Rental			39,454
Trash Disposal			344
Telephone			40,468
Postage			28,315
Dues, Subscriptions, Memberships, Misc.			14,543
Office Supplies			30,032
Equipment Maintenance and Repair			5,155
Travel & Parking			24,292
TOTAL INDIRECT COST			1,329,063

ACTION ITEM #6 CONT.

Indirect Cost Rate:	Total Indirect Costs	1,329,063	40.50%
	Total Direct Salaries & Fringe	3,281,400	
		Fringe	
	Salaries	Benefits	Total
Total Direct Salaries & Fringe Benefits (Total Salaries less Grant 400 Salaries)	4,211,375	1,231,881	5,443,256
Minus Salaries not Subject to Indirect***	(1,672,599)	(489,256)	(2,161,855)
	2,538,776	742,624	3,281,400

* Yadkin, Surry, Davie, Rockingham and Forsyth WFD positions are not housed in PTRC offices.
 Davie, Surry and Yadkin Criminal Justice positions are not housed in PTRC offices.
 Service Corps is direct charged.

ACTION ITEM #6 CONT.

**PIEDMONT TRIAD REGIONAL COUNCIL
SATELLITE OFFICES
Calculation of Indirect Cost Rate
Fiscal Year 2013-14**

Budgeted Bonding, Fire, and Public Officials Liability Insurance	\$ 6,000
Divided by: Total Budgeted Salaries	\$ 4,849,822
Multiplied by Salaries not subject to indirect	<u>\$ 1,672,559</u>
Indirect Cost for Satellite Offices	\$ 2,069

ANNOUNCEMENT ITEM #3

**PTRC Board of Delegates and
PTRC Executive Committee Meeting Dates 2014
Location TBA
12:00 noon
Kernersville, NC**

PTRC Executive Committee 1st Wednesday	PTRC Board of Delegates 3rd Wednesday
January - none	January - none
February 5, 2014	February 19, 2014
March 5, 2014	March - none
April 2, 2014	April 16, 2014
May 7, 2014	May 21 - none
June 4, 2014	June 18, 2014
July - none	July - none
August 6, 2014	August 20, 2014
September 3, 2014	September - none
October 1, 2014	October 15, 2014
November 5, 2014	November - none
December 3, 2014	December 17, 2014

ANNOUNCEMENT ITEM #4

**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**

PTRC Executive Committee 1st Wednesday	PTRC Board of Delegates 3rd Wednesday
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
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