



PIEDMONT TRIAD REGIONAL COUNCIL

400 WEST FOURTH STREET, SUITE 400
WINSTON-SALEM, NC 27101
(336) 761-2111

2216 WEST MEADOWVIEW ROAD, SUITE 201
GREENSBORO, NC 27407
(336) 294-4950

MATTHEW L. DOLGE • EXECUTIVE DIRECTOR

MINUTES PTRC Executive Committee August 7, 2013

Members Present

Commissioner Kevin Austin, Yadkin County
Commissioner James Blake, Town of Biscoe
Councilman Dillard Burnette, City of King
Councilman Darryl Carter, City of Eden
Councilman Alvin Foster, Town of Yadkinville
Vice Chairman Darrell Frye, Randolph County
Chairman Nathaniel Hall, Caswell County
Commissioner Paul Johnson, Surry County
Commissioner Ernest Lankford, Stokes County
Commissioner Walter Marshall, Forsyth County
Commissioner Linda Massey, Alamance County
Commissioner Wayne Moore, Town of Jonesville
Chairman Jackie Morris, Montgomery County
Mayor Pro Tem Patty Philipps, City of Mebane
Mayor Dan Pugh, Town of Lewisville
Commissioner Don Truell, Davidson County
Mayor Keith Volz, Town of Jamestown
Commissioner Steve Yokeley, City of Mount Airy

Members Absent

Commissioner Bill Bencini, Guilford County
Commissioner Zane Cardwell, Rockingham County
Commissioner Sharon Conaway, Town of Walnut Cove
Mayor Pro Tem Yvonne Johnson, City of Greensboro
Councilwoman Molly Leight, City of Winston-Salem
Commissioner Will Marklin, Town of Mocksville
Mayor Scotty Morris, Town of Denton
Commissioner Terry Renegar, Davie County
Mayor Bernita Sims, City of High Point
Mayor Bert Lance Stone, City of Archdale
Mayor Ronnie Wall, City of Burlington

Chairman Darrell Frye welcomed the PTRC Executive Committee and called the meeting to order. He requested a moment of silence and then led the Executive Committee in the Pledge of Allegiance.

- 1. Request for approval of June 5, 2013 PTRC Executive Committee Minutes, Darrell Frye, PTRC Chairman**
 - a. Mr. Don Truell made a motion.
 - b. The motion was seconded.
 - c. The June 5, 2013 PTRC Executive Committee Minutes were approved.

- 2. Request for authorization to apply for \$30,000 in grant funds from the Winston-Salem Foundation's Women's Fund, Matthew Dolge, PTRC Executive Director**
 - a. Mr. Dolge introduced this item on behalf of PTRC Criminal Justice Director, Robin Howell.
 - b. He explained that the Criminal Justice Department was requesting the funds in order to research, design and implement a pilot pre-trial release curriculum that will address the unique re-entry issues of female prisoners who are mothers.
 - c. The pilot will be a supplemental curriculum to the existing "Project Reentry" program within the NC Department of Public Safety prison system. Mr. Dolge noted that the application for this grant is due on August 8.
 - d. There being no questions, Mr. Dan Pugh made a motion to approve.
 - e. Mr. Steve Yokeley seconded the motion.
 - f. Request for authorization to apply for \$30,000 in grant funds from the Winston-Salem Foundation's Women's Fund was approved.

- 3. Request for authorization to apply for \$90,000 and if awarded, enter into contract with the North Carolina Division of Aging and Adult Services for Local Contact Agency Funding for the period of July 1, 2013, to June 30, 2014, Matthew Dolge, PTRC Executive Director**
 - a. Mr. Dolge introduced this item by giving a brief overview of the grant. He stated that if granted authorization, the PTRC Area Agency on Aging (AAA) will hire one FTE to coordinate local contact agency efforts in Region G. Specifically, this new position would be designed to help people in long-term care facilities who would like to go back into the community, by connecting patients with community agencies and other resources to allow for a seamless transition from an institutional setting to home.
 - b. Mr. Dolge added that this grant request includes reimbursing current providers functioning in the role of a local contact agency (\$100 per referral) as they continue to respond to inquiries and offer counseling services.
 - c. He concluded by mentioning that this service will be available in all 12 of our counties and that this contract would only last for one year.
 - d. Mr. Paul Johnson made a motion to approve.
 - e. Mr. Walter Marshall seconded the motion.
 - f. Request for authorization to apply for \$30,000 and if awarded, enter into contract with the NCDAA for Local Contact Agency funding for the period of July 1, 2013, to June 30, 2014 was approved.

4. Request for authorization to apply for \$46,215 and if awarded, enter into contract with the North Carolina Department of Insurance for Medicare Improvements for Patients and Providers Act 2008, (MIPPA) funding for the period of October 1, 2013, to September 20, 2014, Matthew Dolge, PTRC Executive Director

- a. Mr. Dolge began by explaining that PTRC AAA has been operating under this program for many years. This grant would extend the same assistance to adults and/or individuals who have mental or physical disabilities who are eligible for low income subsidized Medicare benefits. No new staff would be hired to assist in administering these programs.
- b. This allocation would allow AAA staff the resources to identify potential beneficiaries through PTRC's aging network by providing training and coordinating events for volunteers to more effectively identify and target potential recipients in local communities.
- c. A motion was made by Mr. Don Truell to approve.
- d. Motion was seconded by Ms. Patty Philipps.
- e. Request for authorization to apply for \$46,215 and if awarded, enter into contract with the North Carolina Department of Insurance for Medicare Improvements for Patients and Providers Act 2008 was approved.

5. Request for approval of Landscape Contract with Larmore Landscape, Matthew Dolge, PTRC Executive Director

**Note: Chairman Frye suggested to the Board that the next three agenda items be approved together due to being related to the new building. The Board agreed. No approval was made until after the presentation of Action Item #6.*

- a. Mr. Dolge proceeded with the Landscape Contract. He explained that Landscape and irrigation is outside of the general contract with Arden for the new building. An RFP was advertised (in local newspapers) and a pre-proposal site visit was conducted on May 23, 2013. Four vendors were at the site, however only two proposals were received. The following companies submitted bids, both of which were in correct format and submitted on time:
 - i. Larmore Landscape Associates: \$78,839
 - ii. Piedmont Carolina Nursery: \$140,653
- b. Mr. Dolge concluded by stating that in order to reduce costs, Service Corps may be used for some services, including upkeep. Both of the bids that PTRC received were negotiated to reach the lowest amount.
- c. No questions were asked. The Board moved on to the second of the three items for approval.

6. Request for approval of Moving Contract with Facility Services, Matthew Dolge, PTRC Executive Director

- a. Mr. Dolge stated that all items needing to be moved from PTRC's current Greensboro and Winston-Salem offices have been accounted for. An RFP was advertised for bids for moving furniture, computers, and the assembly of items stored at the Storr Warehouse in Greensboro for the new building.

- b. Each bidder was personally escorted to PTRC's current office sites to conduct an on-site inventory and estimate. The following companies submitted bids:
 - i. All American: \$14,830
 - ii. Office Movers: \$12,863 (Cannot move computers)
 - iii. All Pro Movers: \$7,200 (Cannot assemble furniture)
 - iv. Facility Services: \$13,461
- c. Based on interviews, cost and services provided Facility Services of North Carolina was selected as the most cost-effective bid. Facility Services has agreed to pick up items stored at Storr and store in their warehouse at no charge for 6 months. Mr. Dolge pointed out that PTRC is currently paying about \$700 per month to store items for the new building, allowing for an additional savings of \$3,200.
- d. Mr. Dolge concluded by mentioning that in addition to using Service Corps for Landscaping, PTRC will be using Service Corps to move boxes to save money.

7. Request for approval of Low Voltage Contract with AV Solutions, Matthew Dolge, PTRC Executive Director

- a. Mr. Dolge stated that an RFP was properly advertised for bids on the installation of a low voltage system in the new building for the PTRC. This RFP included installation of equipment to support a security system, CCTV, building card access, Board room AV equipment and structured wiring.
- b. A pre-proposal site visit was conducted at 10:00 a.m. on June 4, 2013. Four vendors were at the site. Proposals were received by PTRC on Tuesday June 18, 2013. No proposals were accepted after the specific time. The following companies submitted bids (all were in correct format and submitted on time):
 - i. AVI-SPL: \$397,342
 - ii. Audio Visual Solutions: \$282,330
 - iii. Caudill's: \$326,378
 - iv. SouthPaw, Atlanta, GA.: \$270,643 (No local representative and no provision for local service)
- c. Mr. Dolge noted that PTRC's new building will have security systems in the parking lot and inside the building.
- d. Chairman Frye entertained a motion to approve the last three items.
- e. Motion was made.
- f. Motion was seconded by Ms. Molly Leight.
- g. Request for approval of Landscape Contract with Larmore Landscape, Moving Contract with Facility Services, and Low Voltage Contract with Facility Services were all approved.

8. Incentive Bonus for early completion of PTRC Office, Matthew Dolge, PTRC Executive Director

- a. Mr. Dolge announced to the Board that the current completion date for PTRC's new building is in January. PTRC has been aggressive with contractors to stay on schedule.
- b. Between the Greensboro and Winston-Salem PTRC offices, PTRC is paying \$30,000 per month on rent. Due to these costs, a list of reasonable incentives for early completion has been compiled.

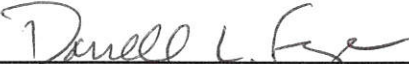
For completion by 12/15/13 (One month early – notification must be received by 10/9/13)	\$10,000
For completion by 11/15/13 (Two months early – notification must be received by 9/11/13)	\$25,000
For completion by 10/25/13 (Three months early – notification must be received by 8/23/13)	\$45,000

- c. The Greensboro office is required to give a 60-day notice prior to leaving the building. PTRC would like early completion of the building in order to save on monthly rent costs for two buildings. The idea is to pass on some of the savings to the contractor.
- d. Mr. Dolge added that “completion” would require a certificate of occupancy. Any other vendors that PTRC is working with (i.e., Larmore Landscape, Facility Services, and AV Solutions) could all meet these new potential deadlines. Mr. Dolge also pointed out that no approval is needed from the Local Government Commission since PTRC is not borrowing money.
- e. The general consensus of the Board was to remove the potential October completion date.
- f. Mr. Kevin Austin made a motion. PTRC will only offer incentives for November or December completion.
- g. His motion was seconded.
- h. Incentive Bonus for early completion of PTRC Office was approved, with the subtraction of the October completion date. *(This item was revised reflecting the new potential dates and given to the Board of Delegates at the August 21, 2013 meeting)*

9. Executive Director’s report

- a. Mr. Dolge announced that a tour of the new building would be given immediately following the meeting for any Executive Committee members interested.

The meeting was adjourned at 12:44pm.


 Darrell L. Frye, PTRC Chairman


 Matthew L. Dolge, PTRC Executive Director

