

MINUTES
PTRC Executive Committee
June 5, 2013

Members Present

Kevin Austin, Yadkin County
Bill Bencini, Guilford County
James Blake, Town of Biscoe
Dillard Burnette, City of King
Alvin Foster, Town of Yadkinville
Darrell Frye, Randolph County
Nathaniel Hall, Caswell County
Paul Johnson, Surry County
Molly Leight, City of Winston-Salem
Will Marklin, Town of Mocksville
Walter Marshall, Forsyth County
Wayne Moore, Town of Jonesville
Jackie Morris, Montgomery County
Scotty Morris, Town of Denton
Patty Philipps, City of Mebane
Dan Pugh, Town of Lewisville
Bernita Sims, City of High Point
Don Truell, Davidson County
Steve Yokeley, City of Mount Airy

Members Absent

Zane Cardwell, Rockingham County
Sharon Conaway, Town of Walnut Cove
Daryl Carter, City of Eden
Yvonne Johnson, City of Greensboro
Ernest Lankford, Stokes County
Linda Massey, Alamance County
Terry Renegar, Davie County
Bert Lance Stone, City of Archdale
Keith Volz, Town of Jamestown
Ronnie K. Wall, City of Burlington

MINUTES
PTRC Executive Committee
June 5, 2013

Chair Darrell Frye welcomes the PTRC Executive Committee and requested a moment of silence. Chair Frye then led the Executive Committee in the Pledge of Allegiance.

The meeting was called to order at 12:07 PM.

- 1. Request for approval of May 1, 2013 PTRC Executive Committee Minutes, Darrell Frye, Chair**
 - a. Request for approval of April 3, 2013 PTRC Executive Committee Minutes was approved.

- 2. 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**
 - a. Mr. Blair Barton-Percival introduced this funding plan to the Committee. He explained that the allocations pending approval consist of the Home and Community Care Block Grant (HCCBG) and Legal Services.
 - b. 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. A chart was attached to show the Family Caregiver Support Program (FCSP) funds for fiscal year 2013-2014.
 - c. Motion was made by Ms. Molly Leight.
 - d. Motion was seconded by Ms. Patty Philipps.
 - e. 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 of July 1, 2013 – June 30, 2014 was approved.

- 3. Request authorization to enter into contract with Northwest Community Care Network for the period July 1, 2013 to June 30, 2016.**
 - a. Mr. Barton-Percival introduced the item and explained that this is an exciting initiative.
 - b. 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.
 - i. 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.
 - ii. 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.
 - c. Motion was made by Ms. Bernita Sims.
 - d. Motion was seconded by Mr. Walter Marshal.

MINUTES
PTRC Executive Committee
June 5, 2013

- e. Request for authorization to enter into contract with Northwest Community Care Network for the period of July 1, 2013 to June 30, 2016 was approved.

- 4. **Request for approval to enter into a cooperative agreement with the US EPA for a \$600,000 EPA Brownfields Assessment Coalition Grant, Paul M. Kron, PTRC Regional Planning Director**
 - a. Mr. Kron introduced this item by explaining that PTRC is in an area of 12 Mill Towns. This grant is an opportunity to get up to \$600,000 to do site assessments. PTRC has also set aside money in the budget for clean-up assessment.
 - b. Chairman Frye asked Mr. Kron how the Planning Department determines where and how much corrective action should occur in each area.
 - a. Mr. Kron explained that PTRC wants to use this opportunity to create a 12 county ongoing program. The specific initial locations will be decided by the elected committee.
 - c. Mr. Nate Hall then asked if this project will help the region access some EPA superfund money.
 - a. Mr. Kron replied that indirectly, this will help the region access EPA superfunds, however this grant deals more often with smaller sites.
 - d. Motion was made by Mr. Hall.
 - e. Motion was seconded.
 - f. Request for approval to enter into a cooperative agreement with the US EPA for a \$600,000 EPA Brownfields Assessment Coalition Grant was approved.

5. Request to adjust the Assignment of Classifications to Grades.

- a. Mr. Matt Reece, PTRC Administration and Member Services Director, explained that the position of Finance Manager is currently held by Jarrod Hand. Mr. Hand has been tasked with additional work, creating an increased complexity of work and decision making.
- b. 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).
- c. The following 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:

Grade	Title	Minimum	Mid-Point	Maximum
28	Finance Assistant Director	\$58,926	\$726,604	\$94,282

- d. Motion was made.

MINUTES
PTRC Executive Committee
June 5, 2013

- e. Motion was seconded by Mr. Dan Pugh.
- f. Request to adjust the Assignment of Classifications to Grades was approved.

6. PTRC Appointments to the Uwharrie Regional Resources Commission, Matthew Dolge, PTRC Executive Director

- a. The PTRC Staff requests direction in making a change in appointments on the Uwharrie Regional Resources Commission.
- b. The Commission's functions include:
 - i. Identifying and evaluating issues affecting resources of the region,
 - ii. Recommending policies and programs to address these issues, and
 - iii. Coordination with local and regional efforts and "*work undertaken by councils of governments*" to address threats to regional resources.
- c. In November 2010 PTCOG appointed two members of the URC: Jason Walsler, Executive Director of the Land Trust of Central NC, and Zoe Gamble Hanes, an attorney with BlancoTackabery in Winston-Salem. Two members were also appointed by the Centralina Council of Governments.
- d. Ms. Zoe Gamble Hanes is resigning her membership on the URC.
- e. Keith Crisco has expressed his interest and availability in serving on the Commission in Ms. Hanes' place. As former Secretary of Commerce, Mr. Crisco served as an ex officio member of the Commission.

***See page 8 under Old Business for further information on the appointment of Mr. Crisco.*

7. Request for approval of PTRC Final Budget Revision for FY 2012-2013, Matthew Dolge, PTRC Executive Director

- a. Mr. Dolge brought the final revision of the FY 2012-2013 Budget to the Committee.
- b. This attachment showed the revised Total Budget, the revised Budget Ordinance, and an Analysis of the Changes.
- c. Motion was made by Ms. Molly Leight.
- d. Motion was seconded by Mr. Nate Hall.
- e. Request for approval of PTRC Final Budget Revision for FY 2012-2013 was approved.

8. Request for authorization to approve the PTRC FY 2013-2014 Budget, Matthew Dolge, PTRC Executive Director

- a. Revenues
 - i. Budgeted Revenues will increase significantly for 2013-2014. Post-merger opportunities continue. 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

MINUTES

PTRC Executive Committee

June 5, 2013

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.

- b. Revenue Sources: Growth across the board in most programs.
 - ii. The Area Agency on Aging Department
 - 1. Facing contraction.
 - 2. Entering into a \$200,000 contract to strengthen the Community Care Network's contacts with local service providers and reduce hospital readmissions.
 - 3. The Senate budget will impact the Community Care Block Grant.
 - iii. The Housing Department
 - 1. Adding multiple contracts with our members for over a half dozen new rehabilitation programs
 - 2. Single family rehab, emergency repair, and CDBG.
 - 3. Possible contracts with Greensboro and High Point.
 - iv. The Criminal Justice Department
 - 1. Continuing pre-trial release and post detention services.
 - 2. Added several counties under the new TECS program instituted by the state.
 - v. Weatherization
 - 1. Program began this year and will produce over \$1 million in benefits to the region in fiscal year 2013-2014.
 - vi. Planning Department
 - 1. Continuing the Piedmont Together and North Carolina Tomorrow projects
 - 2. Added a brownfields program, which will access over \$60,000 to assist our members as they bring discarded commercial and industrial sites back to life.
 - vii. Workforce Development
 - 1. Continued to see revenue growth.
 - 2. Will see an additional \$500,000 in revenue to begin the new budget year.
- c. Expenditures
 - i. Programming continues to evolve under combined organization: Expenditures follow several new programs.
 - 1. TECS Program is reimbursed per participant.
 - 2. Weatherization increases to over 300 units.
 - 3. Housing continues to expand into the Eastern Triad.
 - 4. Workforce will have additional duties under new state design.

MINUTES
PTRC Executive Committee
June 5, 2013

5. Brownfields program Building from Triad Together and Focused on Reinvestment in Closed Sites.
- d. Items of Interest
 - i. Small Business Loan Program continues to operate at a deficit.
 - ii. Continued additions to programming will require additional finance staff.
 - iii. Succession planning in Workforce Development.
 - iv. Planning initiatives in Water Resources.
 - v. There will be additional costs for the new building that will be addressed as the year progress.
 - vi. The cash injection in the building will come out of fund balance during 2013-2014.
 - e. Dues Rate
 - a. 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 \$.21 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.
 - f. Personnel Costs
 - i. Personnel costs are slightly lower than projected due to conservative projections and staff turnover during the year. Some funding cuts have been absorbed 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.
 - a. 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 all employees toward their pay rate over a ten year period with satisfactory performance.
 - b. Succession planning in the workforce program is ongoing. One additional assistant director is included in this budget.
 - c. A one-time merit payment not to exceed 3% and not as an increase to salary.
 - g. Indirect and Fringe Benefit Rates
 - i. HRA system continues to pay dividends for the organization and its employees. By raising our deductibles we lower our costs to our primary provider (BCBSNC).
 - ii. An increase was anticipated 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

MINUTES

PTRC Executive Committee

June 5, 2013

- are still paying less now than we paid for insurance prior to the merge with an increased level of coverage.
- iii. Based on our total benefit offering our fringe benefit rate is increasing slightly this year from 29% to 29.5%. This is still a substantially lower rate than pre-merger levels.
 - iv. The indirect rate is remaining steady at 40.5%.
 - v. 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.
 - h. Motion was made by Ms. Molly Leight.
 - i. Motion was seconded.
 - j. Request for authorization to approve the PTRC FY 2013-2014 Budget was approved.

9. Executive Director's Report

- a. Legislative Issues
 - i. Senate Bill 127
 - 1. What will this bill do?
 - a. Develop prosperity zones
 - b. Reassign and replace economic development regions
 - c. Transportation, environment and natural resources will be affected.
 - 2. What PTRC can do?
 - a. Ask house members to propose a different map or remove the counties altogether and ask for a study committee to set boundaries.
 - ii. Senate Budget:
 - 1. Moves CDGB to DENR and further restricts the use of these funds.
 - a. What PTRC can do?
 - i. Ask the House to leave the CDBG program in Commerce and give local governments more flexibility and regional decision making.
 - 2. Takes \$2.9 million from HCCBG and transfers it to Caregiver Support for Alzheimer's Patients.
 - a. What PTRC can do?
 - i. Support new funding for caregivers but stress that you do not want this funding change to negatively impact the HCCBG.

MINUTES
PTRC Executive Committee
June 5, 2013

10. Old Business

- a. Mr. Matthew Dolge explained that in 2010 the General Assembly set up a Uwharrie Regional Resources Commission. Region G sent appointments to that commission. Davidson, Davie, Randolph, Rowan, Stanley and Montgomery Counties were all part of Region G.
- b. Ms. Zoe Gamble Hanes (One of PTCOG's appointees) has submitted her resignation, now leaving a vacant spot.
- c. The Board of Delegates has suggested that we consider appointing Mr. Keith Crisco to this vacant position.
- d. Mr. Kevin Austin commented that he preferred to wait until Ms. Hanes' resignation goes to full Board before appointing someone else.
- e. Chairman Frye summarized his topic by putting it on hold until the Board of Delegates meeting in June.

11. Adjournment.

- a. The meeting was adjourned by Chairman Frye at 1:27pm.


Chair


Executive Director