

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. Gilead
Oak Ridge
Pilot Mountain
Pleasant Garden
Ramseur
Randleman
Reidsville
Rural Hall
Seagrove
Stokesdale
Stoneville
Summerfield
Thomasville
Tobaccoville
Trinity
Troy
Village of Alamance
Walkertown
Walnut Cove
Wentworth
Winston-Salem
Yadkinville
Yanceyville



Piedmont Triad Regional Council Executive Committee

Agenda

Wednesday, March 5, 2014

12:00 noon

PTRC Headquarters

1398 Carrollton Crossing Drive

Kernersville, NC 27284

Item

Official

Lunch

Please note the 11:45 a.m. lunch start time and join us as you are able. RSVP to Cassidy Pritchard at (336) 904-0345 or by email at cpritchard@ptrc.org.

Cassidy Pritchard
Program Assistant

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

Molly Leight
Chair

B. Approval of Minutes

Request for approval of February 5, 2014 PTRC Executive Committee Minutes (handout)

Molly Leight
Chair

C. Action Items

1) Request to Adjust the Assignment of Classifications to Grades

Matt Reece
Administration & Member Services Director

D. Discussion Items

1) Workforce Development Program RFP

Molly Leight
Chair

E. Executive Director's Report

Matthew Dolge
Executive Director

F. Old Business

Molly Leight
Chair

G. New Business

Molly Leight
Chair

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.

Molly Leight
Chair

I. Chairman's Remarks and Announcements

Molly Leight
Chair

- 1) **PTRC Executive Committee Meeting**
Wednesday, April 2, 2014, 11:45 a.m.
Piedmont Triad Regional Council
1398 Carrollton Crossing Drive
Kernersville, NC 27284

- 2) **PTRC Board of Delegates Meeting**
Wednesday, April 16, 2014, 11:45 a.m.
Piedmont Triad Regional Council
1398 Carrollton Crossing Drive
Kernersville, NC27284

- 3) **2014 PTRC Meeting Dates** *(attached)*

J. Adjournment

Molly Leight
Chair

Please note our new contact information:

1398 Carrollton Crossing Drive
Kernersville, NC 27284
(p) 336. 904.0300
(f) 336.904.0301

ACTION ITEM #1

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: March 5, 2014
RE: Request to Adjust the Assignment of Classification to Grade

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. Likewise, when a new position is requested by a department director or necessitated by receipt of funds, the Executive Director will arrange for the study of such positions.

The Piedmont Triad Regional Council receives funds to operate a five-county (Davidson, Forsyth, Guilford, Randolph, and Rockingham) Weatherization Program in the Piedmont Triad. Upon initial receipt of funding, the program was housed with Workforce Development Program and managed by the Workforce Development Program Manager also responsible for the Service Corps Program.

The program placement within the PTRC's other programs, as well as the management of the program, have been studied. The Weatherization Program is an individual program requiring grant planning/administration; program development; budgeting; and program compliance. There are currently seven (7) staff members working solely within Weatherization – Weatherization Program Assistants (3); Weatherization Inspector/Auditor (3); and Weatherization Program Coordinator (1). Given the scope of the program, program management, and staff supervision required, it is recommended that a new position, Weatherization Program Director, be created. Additionally, it is recommended, that the program be removed from under the guidance of the Workforce Development Program and made into a standalone program.

This classification has been studied and assigned to a grade based on an assessment of internal equity within PTRC as documented below.

Grade	Title	Minimum	Mid-Point	Maximum
31	Weatherization Program Director	\$68,214	\$88,679	\$109,143

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.

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

	<u>Minimum</u>	<u>Mid-Point</u>	<u>Maximum</u>	<u>Class Title</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

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 Weatherization Program Director Workforce Development Director
32	71,625	93,113	114,600	(Reserved for Future Use)
33	75,206	97,768	120,330	Assistant Director

Meeting Dates 2014
1398 Carrollton Crossing Drive
Kernersville, NC 27284
12:00 noon

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