

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, May 7, 2014
12:00 noon
PTRC Headquarters
1398 Carrolton 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, Moment of Silence, and Pledge of Allegiance

Molly Leight
Chair

B. Approval of Minutes

Request for approval of April 2, 2014 PTRC Executive Committee Minutes (handout)

Molly Leight
Chair

C. Action Items

1) Request to Adjust the Assignment of Classification to Grades

Matt Reece
Administration & Member Services Director

2) Request for authorization to amend the Section 8 Voucher Administration Plan

Michael Blair
Housing Director

D. Executive Director's Report

Matthew Dolge
Executive Director

E. Old Business

Molly Leight
Chair

F. New Business

Molly Leight
Chair

G. 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

H. Chairman's Remarks and Announcements

Molly Leight
Chair

1) PTRC Executive Committee Meeting

Wednesday, June 4, 2014, 11:45 a.m.

Piedmont Triad Regional Council

1398 Carrollton Crossing Drive

Kernersville, NC 27284

2) PTRC Board of Delegates Meeting

Wednesday, June 18, 2014, 11:45 a.m.

Piedmont Triad Regional Council

1398 Carrollton Crossing Drive

Kernersville, NC 27284

3) 2014 PTRC Meeting Dates *(attached)*

I. Adjournment

Molly Leight
Chair

ACTION ITEM #1

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

TO: Executive Committee, Piedmont Triad Regional Council
FROM: Matt Reece, PTRC Administration & Member Services Director
DATE: May 7, 2014
RE: Request to Adjust the Assignment of Classification 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 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.

We have experienced attrition in the Housing Department due to the retirement of two staffers this year. Housing has reassigned duties and worked to make roles more interchangeable. To reflect these changes Michael Blair, PTRC Housing Program Director, requests two new titles – Housing Specialist I & II to replace the Housing Specialist and Program Assistant formerly used. This is a title change only. No new positions are being requested.

See the table below:

Grade	Title	Minimum	Mid-Point	Maximum
14	Housing Program Specialist I	29,762	38,690	47,619
18	Housing Program Specialist II	36,175	47,028	57,881

The Executive Director concurs and recommends the adoption of this change to the PTRC pay plan. For your reference, the 2015 assignment of classifications to grades is enclosed with the proposed change incorporated. The 2015 salary table is unchanged from 2014.

Requested Action:

PTRC staff recommends the title position change from Program Assistant (within the Housing Department) to Housing Specialist I and Housing Specialist to Housing Specialist II, as well as the associated 2015 pay plan.

PTRC Salary Grades – May 7, 2014

(Annual salary based on 2,080 hours)

<u>Grade</u>	<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	Housing Program Specialist I 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 II
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

PTRC Salary Grades – May 7, 2014

(Annual salary based on 2,080 hours)

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<u>Grade</u>	<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
28	58,926	76,604	94,282	Finance Assistant Director
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

2014-2015 Salary Table

Presented to PTRC Executive Committee May 7, 2015

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	7.250	N/A	15.000	N/A
10	24,485.00	31,830.50	39,176.00	734.55	11.772	15.303	18.835	0.353
11	25,709.25	33,422.03	41,134.80	771.28	12.360	16.068	19.776	0.371
12	26,994.71	35,093.13	43,191.54	809.84	12.978	16.872	20.765	0.389
13	28,344.45	36,847.78	45,351.12	850.33	13.627	17.715	21.803	0.409
14	29,761.67	38,690.17	47,618.67	892.85	14.308	18.601	22.894	0.429
15	31,249.75	40,624.68	49,999.61	937.49	15.024	19.531	24.038	0.451
16	32,812.24	42,655.91	52,499.59	984.37	15.775	20.508	25.240	0.473
17	34,452.85	44,788.71	55,124.57	1,033.59	16.564	21.533	26.502	0.497
18	36,175.50	47,028.15	57,880.79	1,085.26	17.392	22.610	27.827	0.522
19	37,984.27	49,379.55	60,774.83	1,139.53	18.262	23.740	29.219	0.548
20	39,883.48	51,848.53	63,813.58	1,196.50	19.175	24.927	30.680	0.575
21	41,877.66	54,440.96	67,004.25	1,256.33	20.133	26.174	32.214	0.604
22	43,971.54	57,163.00	70,354.47	1,319.15	21.140	27.482	33.824	0.634
23	46,170.12	60,021.16	73,872.19	1,385.10	22.197	28.856	35.515	0.666
24	48,478.63	63,022.21	77,565.80	1,454.36	23.307	30.299	37.291	0.699
25	50,902.56	66,173.32	81,444.09	1,527.08	24.472	31.814	39.156	0.734
26	53,447.68	69,481.99	85,516.29	1,603.43	25.696	33.405	41.114	0.771
27	56,120.07	72,956.09	89,792.11	1,683.60	26.981	35.075	43.169	0.809
28	58,926.07	76,603.89	94,281.72	1,767.78	28.330	36.829	45.328	0.850
29	61,872.38	80,434.09	98,995.80	1,856.17	29.746	38.670	47.594	0.892

30	64,965.99	84,455.79	103,945.59	1,948.98	31.234	40.604	49.974	0.937
31	68,214.29	88,678.58	109,142.87	2,046.43	32.795	42.634	52.473	0.984
32	71,625.01	93,112.51	114,600.01	2,148.75	34.435	44.766	55.096	1.033
33	75,206.26	97,768.14	120,330.01	2,256.19	36.157	47.004	57.851	1.085

ACTION ITEM #2

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

TO: Executive Committee, Piedmont Triad Regional Council
FROM: Michael Blair, PTRC Housing Director
DATE: May 7, 2014
RE: Request for authorization to amend the Section 8 Voucher Administration Plan

The PTRC operates a Section 8 voucher program in Surry, Stokes, Yadkin and Davie, counties. It would be beneficial to allow the program to assign vouchers that are based in newly built or renovated rental properties in amenities rich areas to serve the predominantly elderly and disabled tenant population.

The PTRC must adopt a written policy for selection of units to which assistance will be attached and must publicly advertise that it will accept owner proposals for the project-based voucher program. New construction of rental units is also eligible as well as standard existing housing. Rental units assisted under certain other Federal housing programs (e.g., rental rehabilitation, public housing) cannot be assisted with project-based voucher assistance.

ACTION REQUESTED:

Staff recommends amending the Section 8 plan to allow project based vouchers in in Surry, Stokes, Yadkin and Davie, counties.

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