

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, June 4, 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, Moment of Silence, and Pledge of Allegiance

Molly Leight
Chair

B. Approval of Minutes

Request for approval of May 7, 2014 PTRC Executive Committee Minutes (handout)

Molly Leight
Chair

C. Action Items

1) Request for authorization to submit the State Fiscal Year 2015 Aging Funding Plan

Blair Barton-Percival
Area Agency on Aging
Director

2) Request to Adjust the Assignment of Classification to Grades

Matt Reece
Administration &
Member Services
Director

3) Resolution of Membership & Ratification of The Charter - Town of Wallburg

Matthew Dolge
Executive Director

4) Request for Approval of PTRC's Final Budget Revision for FY 2013-2014

Jarrold Hand
Assistant Finance
Director

5) Request for Authorization to Approve the PTRC FY 2014-2015 Budget (attachment)

Matthew Dolge
Executive 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, August 6, 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: Blair Barton-Percival, Area Agency on Aging Director
DATE: June 4, 2014
RE: Request for authorization to submit the State Fiscal Year 2015 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, 2014 – June 30, 2015.

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)
- Family Caregiver Support Program (FCSP)
- Legal Services

The Home and Community Care Block Grant 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. Service Providers for HCCBG funds are recommended by County Planning Committees and contracts are with PTRC AAA and each county.

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

This year the North Carolina Division of Aging and Adult Services applied the 2010 census data to recalculate allocations for the Intrastate Funding Formula. This had an impact on the allocation for every county in our region.

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

- Family Caregiver Support Program (FCSP)

The attached chart indicates Family Caregiver Support Program (FCSP) funds for fiscal year 2015 to our 12 counties. Each county receives a base of \$5,000 and additional funds based on the population over age 70. Service Providers for FCSP funds are recommended by County Planning Committees.

Other funds administered by the PTRC AAA include:

- Legal Services

The attached chart indicates Legal Service funds for fiscal year 2015 to our region. Legal Services are required and mandated by the Older Americans Act and distributed as indicated in the following chart.

ACTION ITEM #1 CONT.

I am requesting authorization to submit the Fiscal Year 2015 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, 2014 – June 30, 2015.

HOME AND COMMUNITY CARE BLOCK GRANT FISCAL YEAR 2015 FEDERAL/STATE ALLOCATION

(Nutrition Services Incentive Program (NSIP) entitlement funds provide 75 cents per meal and will be included in the PTRC budget)

County	FY 2014 Allocation	FY 2015 Allocation	Change
Alamance	\$ 826,452	797,750	(28,702)
Caswell	248,928	250,646	+1,718
Davidson	927,280	915,911	(11,369)
Davie	300,075	285,564	(14,511)
Forsyth	1,733,380	1,646,711	(86,669)
Guilford	2,230,867	2,320,101	+89,234
Montgomery	263,370	266,275	+2,905
Randolph	743,396	771,441	+28,045
Rockingham	651,981	619,464	(32,517)
Stokes	320,270	333,893	+13,623
Surry	580,267	554,417	(25,850)
Yadkin	298,414	295,651	(2,763)
TOTAL HCCBG	\$9,124,680	9,057,824	(66,856)

*Continued on next page

ACTION ITEM #1 CONT.

TITLE III-E FAMILY CAREGIVER SUPPORT PROGRAM

Provider	FY 2014 Allocation	FY 2015 Allocation	Change
Alamance Eldercare, Inc.	\$ 27,839	28,149	+310
Friendship Adult Day Services, Inc.	2,557	2,866	+309
Caswell County	8,981	9,358	+377
The Life Center of Davidson County	32,414	32,279	(135)
Davie County	12,802	13,125	+323
Senior Services, Inc. (Forsyth)	62,626	59,289	(3,337)
Senior Resources of Guilford	42,025	42,980	+955
Adult Center for Enrichment, Inc.	33,944	34,899	+955
Montgomery County Council on Aging, Inc.	10,139	10,273	+134
Randolph County Senior Adults Assn., Inc.	27,060	28,163	+1,103
Aging, Disability & Transit Services, Inc. (Rockingham)	23,402	22,487	(915)
Stokes County (DSS)	12,721	13,690	+969
Surry County (Health & Nutrition)	20,549	19,205	(1,344)
New Horizons Home Care, Inc. (Yadkin)	11,967	12,264	+297
TOTAL	\$329,026	329,027	1

LEGAL SERVICES

Agency	FY 2014 Allocation	FY 2015 Allocation	Change
Legal Aide of NC	\$ 60,689	60,689	0
Davie County (Sr. Svs. Dept.)	3,386	3,386	0
YVEDDI, Inc.	8,719	8,719	0
TOTAL LEGAL	\$72,794	72,794	0

ACTION ITEM #2

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: June 4, 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 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 Weatherization Assistance Program was formally recognized as an independent department in April 2014. Mark Louris has been working to manage the daily operations including scheduling and deploying auditors and contractors to assess and install weatherization measures. He is the supervisor for the auditor/inspector staff and assesses their performance and training needs. Mark is also the point of contact for the resolution of program issues. He assists with the development procedures for implementing the weatherization program and monitors all weatherization program documentation and invoicing. He ensures and maintains compliance of all regulatory measures with a thorough knowledge of federal regulations protocol and Building Science. This work requires Mark have Building Performance Institute certification.

When the Weatherization Program was a component of Workforce Development Program, Mark was assigned to the classification of Service Corp Coordinator grade 19. His role at that time was to assist the director with overall program implementation. Given the increased supervisory responsibilities and the specialization of work, it is recommended that the classification of Weatherization Program Supervisor be established.

See the table below:

Grade	Title	Minimum	Mid-Point	Maximum
20	Weatherization Program Supervisor	39,883	51,849	63,814

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.

Staff recommends the adoption of these changes and the associated 2015 pay plan.

ACTION ITEM #2 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	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 Weatherization Program Supervisor Workforce Business Services Coordinator
21	41,878	54,441	67,004	Accountant Network Specialist

ACTION ITEM #2 CONT.

<u>Salary Grade (Annual salary based on 2,080 hours)</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

ACTION ITEM #2 CONT.

2014-2015 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	7.250	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 #3

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 4, 2014
RE: Resolution of Membership & Ratification of the Charter – Town of Wallburg

The Town of Wallburg has recently expressed interest in joining the Regional Council. We anticipate the return of the ratified membership resolution by June 12th.

Upon receiving an executed copy of the resolution, this action item will be brought to the Board for consideration.

ACTION REQUESTED:

The PTRC staff recommends approving the Town of Wallburg's membership.

ACTION ITEM #4

**PIEDMONT TRIAD REGIONAL COUNCIL
BUDGET ORDINANCE 2013 - 2014**

REVISED 6/04/14

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	\$	722,358
TOTAL GENERAL FUND APPROPRIATION	\$	722,358

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	\$	500,000
Dues		219,872
Interest		100
Misc Income		2,386
TOTAL GENERAL FUND ESTIMATED REVENUES	\$	722,358

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:

Administration	\$	263,722
Crime Control and Public Safety		1,072,812
Environmental Protection		203,515
Health and Human Services (Aging)		12,283,978
Housing		4,263,013
Planning		296,821
Transportation		301,254
Workforce Development		6,762,229
Weatherization		1,987,087
TOTAL GRANT PROJECT APPROPRIATION	\$	27,434,431

ACTION ITEM #4 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	20,049,748
State Grants	6,948,092
Appropriated Fund Balance	-
Dues	357,481
Interest	-
Local Projects & Fees	79,110
TOTAL GRANT PROJECT ESTIMATED REVENUES	27,434,431

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:

Administrative Services	432,513
Crime Control and Public Safety	552,972
Environmental Protection	106,425
Health and Human Services (Aging)	131,000
Housing	26,000
Misc. Local Projects	686,476
Planning	225,781
Workforce Development	217,989
TOTAL LOCAL PROJECTS APPROPRIATION	2,379,156

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	334,920
LOCAL PROJECT FUND FEES	2,044,236
TOTAL LOCAL PROJECT ESTIMATED REVENUES	2,379,156

ACTION ITEM #4 CONT.

TOTAL APPROPRIATIONS 30,535,945

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

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 #4 CONT.

**PIEDMONT TRIAD REGIONAL COUNCIL
BUDGET BY AREA
7/1/13 to 6/30/14**

REVISED 6/18/14				
	Revision 2 Budget	Revision 1 Budget	Original Budget	Difference Rev 1 and Rev 2
Total				
Administration	263,722	268,870	221,832	(5,148)
Administrative Services	432,513	380,813	132,675	51,700
Crime Control and Public Safety	1,625,784	1,618,782	1,685,528	7,002
Environmental Protection	309,940	405,034	353,291	(95,094)
General Fund / Dues	722,358	608,372	602,457	113,986
Health and Human Services (Aging)	12,414,978	12,401,978	12,044,520	13,000
Housing	4,289,013	4,608,475	4,612,520	(319,462)
Misc. Local Projects	686,476	280,817	291,557	405,659
Planning	522,602	556,725	541,096	(34,123)
Transportation	301,254	280,913	223,597	20,341
Workforce Development	6,980,218	6,978,418	7,202,892	1,800
Weatherization	1,987,087	1,982,831	1,982,831	4,256
<hr/>				
Totals	30,535,945	30,372,028	29,894,796	163,917
	30,535,945	30,372,028	29,894,796	163,917
			-	163,917

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 4, 2014
RE: Request for Authorization to Approve the PTRC FY 2014-2015 Budget

*Please see the attached Budget Packet for reference.

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