

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
Staley
Stokesdale
Stoneville
Summerfield
Thomasville
Tobaccoville
Trinity
Troy
Village of Alamance
Walkertown
Walnut Cove
Wentworth
Whitsett
Winston-Salem
Yadkinville
Yanceyville



Piedmont Triad Regional Council Board of Delegates Agenda

Wednesday, June 18, 2014
12:00 noon
PTRC Headquarters
1398 Carrollton Crossing Drive
Kernersville, NC 27284

Item**Official****Lunch**

Please note the 12:00 p.m. 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. Consent Agenda

Molly Leight
Chair

- 1) Request for approval of April 16, 2014 Board of Delegates minutes (*handout*)
- 2) Request to Adjust the Assignment of Classification to Grades

C. Action Items

- 1) Request for authorization to submit the State Fiscal Year 2015 Aging Funding Plan
- 2) Aging Budget Cuts
- 3) Resolution of Membership & Ratification of The Charter - Town of Wallburg
- 4) Request for Approval of PTRC's Final Budget Revision for FY 2013-2014
- 5) Request for Authorization to Approve the PTRC FY 2014-2015 Budget (*handout*)

Blair Barton-Percival
Area Agency on Aging
Director

Blair Barton-Percival
Area Agency on Aging
Director

Matthew Dolge
Executive Director

Jarrold Hand
Assistant Finance
Director

Matthew Dolge
Executive Director

D. Executive Director's Report

Matthew Dolge
Executive Director

E. Old Business

Molly Leight
Chair

F. New Business

**1) Reorganization of the Piedmont Triad
Development Corporation**

Matthew Dolge
Executive Director

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, 12:00 p.m.
Piedmont Triad Regional Council
1398 Carrollton Crossing Drive
Kernersville, NC 27284

2) PTRC Board of Delegates Meeting
Wednesday, August 20, 2014, 12:00 p.m.
Piedmont Triad Regional Council
1398 Carrollton Crossing Drive
Kernersville, NC 27284

3) 2014 PTRC Meeting Dates *(attached)*

I. Adjournment

Molly Leight
Chair

CONSENT ITEM #2

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

TO: Board of Delegates, Piedmont Triad Regional Council
FROM: Matt Reece, PTRC Administration & Member Services Director
DATE: June 18, 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.

CONSENT 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

CONSENT 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>		
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

CONSENT ITEM #2 CONT.

2014-2015 Salary Table:

Salary Grade	Minimum	Mid-Point	Maximum	Developmental Increase	Min Hourly	Mid Hourly	Max Hourly	D1 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 #1

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

TO: Board of Delegates, Piedmont Triad Regional Council
FROM: Blair Barton-Percival, Area Agency on Aging Director
DATE: June 18, 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

ACTION ITEM #1 CONT.

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.

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: Board of Delegates, Piedmont Triad Regional Council
FROM: Matthew Dolge, PTRC Executive Director
DATE: June 18, 2014
RE: Aging Budget Cuts

The Senate budget proposal for Fiscal 2014 – 15 includes a cut of almost \$1 million for the Home and Community Care Block Grant. This is funding for senior citizens which is programmed by our local boards each year. Important programs funded with this money include Meals-on-Wheels and In-home Aid. If this cut is maintained we will receive approximately \$170,000 less in funding for these programs. The cost of aging increases dramatically once elder adults have to be institutionalized. The programs funded by the block grant are inexpensive and allow seniors to live independently for a longer period of time – making them happier, healthier, and saving money.

The memo attached gives a summary of the impacts of these cuts.

ACTION REQUESTED:

I request that the Executive Committee authorize the chair to forward the attached memo to all the members of the Piedmont Triad legislative delegation for their immediate attention.

ACTION ITEM #2 CONT.



To: North Carolina General Assembly Representatives of the Piedmont Triad Region
From: Molly Leight, Chairman of the PTRC Board
Date: June 4, 2014
Subject: Budget Cuts to Services for Senior Adults

The North Carolina Senate passed their version of the state budget for fiscal year (FY) 2015 on May 31, 2014. It reduces funding for services to adults age 60+ by nearly \$1 million statewide, at a time when more than 16,000 seniors are wait listed. The services targeted for funding reduction are the very supports that enable seniors to age in their homes as long as possible, at a fraction of the cost of placement in long-term care facilities.

One of the key programs impacted by the NC State Senate's version of the state budget is the Home and Community Care Block Grant (HCCBG), which stands to be slashed by \$969,549. The Block Grant funds key services that help older adults stay in their homes as long as possible, such as Meals on Wheels and in-home aide. This cut is occurring when there are already 16,000 seniors on waiting lists statewide, with more being added every day as the Baby Boomer population ages. North Carolina ranks 9th in the nation in age 65+ population and 10th in the nation in the most frail age 85+ population. Of those receiving services funded through the Home and Community Care Block Grant, 62% are age 75 or older.

This decrease in the Home and Community Care Block Grant is the equivalent of the loss of approximately 161,591 home-delivered meals statewide. In the Piedmont Triad area, this represents 27,470 meals. The Block Grant cut is cause for alarm because it puts a higher number of older adults at increased risk of poor health outcomes, resulting in nursing home placement that costs as much as twenty-five times more than services that promote aging in place.

Slashing services that support aging adults in their homes costs the state many times more once they are deprived of services, no longer able to stay at home, and must be placed in long-term care facilities. In state fiscal year 2013, agencies spent 2% of the \$555 million budget allocated to the Piedmont Triad region by the Department of Health and Human Services on services promoting aging in place, compared to 34% of the budget spent for nursing home residents.

On behalf of the 71 member governments of the Piedmont Triad Regional Council, I urge you NOT to impose budget cuts on services that enable our senior adults to choose the most cost effective way to age: in their homes, with their loved ones, for as long as possible.

ACTION ITEM #3

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

TO: Board of Delegates, Piedmont Triad Regional Council
FROM: Matthew Dolge, PTRC Executive Director
DATE: June 18, 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. Attached is a ratified membership resolution.

ACTION REQUESTED:

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

ACTION ITEM #3 CONT.



**RESOLUTION OF MEMBERSHIP AND RATIFYING THE CHARTER
OF
THE PIEDMONT TRIAD REGIONAL COUNCIL**

WHEREAS, NC General Statutes 160A-470 and 153A-445 authorize municipalities and counties to form and to join regional councils of governments; and


WHEREAS, the Town of Wallburg desires to join with other municipalities and counties which are members of the Piedmont Triad Regional Council; and

WHEREAS, the Town Council affirms the benefits of cooperation among local governments within a region and their elected and appointed officials;

NOW THEREFORE BE IT RESOLVED by the Town Council of the Town of Wallburg that the attached Charter of the Piedmont Triad Regional Council is hereby ratified and that membership in the Piedmont Triad Regional Council for the Town of Wallburg is hereby authorized, pending a majority vote of the member governments in the Piedmont Triad Regional Council.

This the 10 day of June, 2014.

Attest:


Clerk


Mayor

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

TOTAL APPROPRIATIONS 30,535,945

ACTION ITEM #4 CONT.

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
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: Board of Delegates, Piedmont Triad Regional Council
FROM: Matthew Dolge, PTRC Executive Director
DATE: June 18, 2014
RE: Request for Authorization to Approve the PTRC FY 2014-2015 Budget

*Please see the attached Budget Packet for reference.

NEW BUSINESS ITEM

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

TO: Board of Delegates, Piedmont Triad Regional Council
FROM: Matthew Dolge, PTRC Executive Director
DATE: June 18, 2014
RE: Reorganization of the Piedmont Triad Development Corporation

The Piedmont Triad Development Corporation (PTDC) is a tax exempt non-profit entity developed to encourage economic development activities in the region. It was reorganized in 2012 to serve the entire 12 county region encompassed by the Piedmont Triad Regional Council(PTRC). To this point its primary purpose has been the administration of the SBA 504 loan program. Due to slow economic conditions and very competitive interest rates this program has operated at a deficit for the past five years. The recent change in leadership for the loan program puts us in position to reverse the negative impact on the PTRC budget, and use new connections to increase the loan portfolio.

There are two other factors that are impacting the possible function and structure of the PTDC.

1. The recent completion and approval of a CEDS for the region put the PTRC in position to seek designation as an Economic Development District (EDD) through the Economic Development Administration(EDA). This designation allows for administrative and planning funds to flow through the EDD. These funds can be used to help members write grants and seek funding for projects which will spur economic development. The PTRC Board cannot be the EDD board, but the PTDC board can be formulated to meet EDA standards.
2. The dissolution of the regional development partnerships by the general assembly has caused some valuable efforts to be left in limbo. I have recently been contacted by the economic developers for the region, and a sub-group, the rural economic development directors, to see if we can facilitate further efforts they wish to undertake in the region. Our commitment will include some basic administrative support, meeting space, and a conduit for funds they are raising for their efforts on our member's behalf. The PTDC can provide a vehicle for their efforts.

The change in loan administration and servicing and the possible enhancements to our economic development activities can be accomplished with a restructuring of the PTDC. My recommendation is that the board be seated as described in the bylaws. The corporations activities will be designed to foster economic development across the 12 county region by functioning as an EDD, and overseeing such other activities as are approved by the board.

A sub-committee will be set up to work with the new staff to review and recommend new loans to the board from the SBA 504 program or other resources which may be developed later. This sub-committee will be composed of bankers and other board members who have expertise in packaging and closing construction projects and loans.

A second sub-committee will be seated which will consist of the economic developers from the twelve county region. They will develop strategies and approve expenditures for the funds they raise. They will also serve as an advisory committee for the full board for general economic efforts.

Other sub-committees can be set up as needed to meet the goals and programming of the PTDC as directed by the board.

ACTION REQUESTED: I request that the Executive Committee recommend the following changes to the PTDC to the full board for approval.

**Please see the PTDC Bylaws attached after page 21.

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

AMENDMENT OF BYLAWS OF
PIEDMONT TRIAD REGIONAL DEVELOPMENT CORPORATION
effective August 14, 2013

The following Section of the Bylaws of the Piedmont Triad Regional Development Corporation is amended as indicated herein:

Section 6.4: The following sentence shall be added at the end of this section: “Should a county have no membership when the annual meeting is held, or if a county’s membership is unable or unwilling to serve on the Board, then a Board representative shall be elected from the Corporation’s general membership to serve the one-year term instead.”

BYLAWS
OF
PIEDMONT TRIAD REGIONAL DEVELOPMENT CORPORATION
Adopted May 9, 2012

Section 1. Nonprofit Corporation

The Piedmont Triad Regional Development Corporation has been established as a nonprofit corporation under Chapter 55A of the General Statutes of North Carolina (Nonprofit Corporation Act). It is organized exclusively for charitable purposes as such term is defined in section 501(c)(3) of the Internal Revenue Code (or the corresponding provision of any future US tax law) and accompanying regulations.

Section 2. General and Specific Purposes

Section 2.1. General Purpose. The Corporation will undertake activities that further economic development and social welfare in Alamance, Caswell, Davidson, Davie, Forsyth, Guilford, Montgomery, Randolph, Rockingham, Stokes, Surry and Yadkin counties and their municipalities.

Section 2.2. Operation as a Certified Development Company. The corporation shall promote the economic health of the service area by assisting the growth and development of businesses including small businesses. In so doing, the corporation shall operate as a certified development company pursuant to Title V of the federal Small Business Investment Act. The corporation shall comply with all federal legislation and regulations applicable to certified development companies.

Section 3. Offices, Seal, Fiscal Year

Section 3.1. Principal Office. The corporation shall maintain an accessible principal place of business, which shall have a separately listed telephone number, and shall be open to the public during normal business hours. The principal office of the Corporation shall be located at 400 West Fourth Street, Suite 400, Winston-Salem, North Carolina 27101. The corporation may have such other offices as are deemed necessary and feasible for carrying out the purposes for which it is organized.

Section 3.2. Registered Office. The registered office of the Corporation required by law to be maintained in the State of North Carolina shall be located in Forsyth County, North Carolina, at 400 West Fourth Street, Suite 400, Winston-Salem, North Carolina 27101, and subsequently, at such address as selected by the Board of Directors.

Section 3.3. Seal. The seal of the Corporation shall contain the name of the corporation and the word "Seal". When obtained, said seal shall be impressed on the last page at the conclusion of these Bylaws.

Section 3.4. Fiscal Year. The fiscal year of the Corporation shall commence on July 1 of each year and end June 30 of the following year.

Section 4. Membership

Section 4.1. Number of Members. The Corporation shall have as its members a group of no less than twenty-five (25) and no more than fifty (50) persons to be known as "Members". The manner of selecting the members shall be in accordance with the procedure hereinafter set forth.

Section 4.2. Appointment of Members. Annually, the Piedmont Triad Regional Council Board of Delegates shall appoint no less than twenty-five (25) and no more than fifty (50) persons to serve as Members of the corporation. Nominees shall be proposed by Members from each county and provided to the Piedmont Triad Regional Council Board of Delegates by the Administrator on behalf of the Corporation. In the event the Piedmont Triad Regional Council shall cease to exist for any reason, the Board of Directors of the Corporation shall appoint the members from participating counties.

Section 4.3. Sectors Represented; Apportionment of Members Among Counties. Of the persons appointed, there shall be representation from local government, private lending institutions, business organizations, and community organizations. Membership shall be apportioned among counties using a tier system based on 2010 county population.

Tier 1 - Forsyth and Guilford	Up to 7 members each
Tier 2 - Alamance, Davidson, and Randolph	Up to 5 members each
Tier 3 - Rockingham and Surry	Up to 4 members each
Tier 4 - Davie, Stokes, and Yadkin	Up to 3 members each
Tier 5 - Caswell and Montgomery	Up to 2 members each

In the transition from a five to a twelve-county service area, the number of members from each of the initial five counties will, where necessary, be adjusted to achieve the pro rata membership distribution described above, provided that no current representatives will be displaced and that any over-representation from current member counties will be reduced over time through attrition.

Section 4.4. Terms of Members. Members shall be appointed for one-year terms.

Section 4.5. Powers of Members. Members shall have the powers conferred upon members by Chapter 55A of the North Carolina General Statutes as now or hereinafter amended. Specifically, their powers shall include but not be limited to election of the Board of Directors and approval of amendments to these Bylaws as provided for in Section 13.

Section 4.6. Compensation and Reimbursement. Members shall not be compensated for their services.

Section 5. Meetings of Members

Section 5.1. Regular Meetings. Members shall meet quarterly to conduct the business of the Corporation.

Section 5.2. Annual Meeting. One quarterly meeting shall be designated as the annual meeting at which time Members elect the Board of Directors and review the status and operation of the Corporation.

Section 5.3. Special Meetings. Special meetings of the Members may be called by the President, the Board of Directors, or any five (5) Members, provided that any such special meeting shall be held within one of the counties from which Members are appointed.

Section 5.4. Notice of Meetings. Regular meetings of the Members may be held after ten (10) days notice to the membership, and special meetings may be held after five (5) days notice. Meeting notice may be by electronic mail to the Member's e-mail address listed in the corporate database. Or notice may be in writing and deemed to have been given upon depositing the same in the US mail, postage prepaid, at the address of the Member listed in the corporate database. Notice of a regular meeting need not, but notice of a special meeting shall set forth the items to be considered.

Section 5.5. Waiver. Attendance by a Member at a meeting shall constitute a waiver of notice of such meeting unless the subject Member gives written statement at the meeting to the person presiding objecting to the transaction of any business because the meeting was not lawfully called.

Section 5.6. Quorum. One half of the Members then holding office shall constitute a quorum for the transaction of business at any meeting of the Members.

Section 5.7. Voting. At any meeting of Members the affirmative vote of one-half (1/2) of those present shall be necessary to decide any question brought before the meeting. Should less than a quorum be assembled at a meeting, action may nevertheless be taken if such action shall be supported by the same absolute number of votes as would be required for action at a meeting at which a quorum is assembled.

Section 5.8. Informal Action by Members. Action taken by the Members by telephone, electronic mail or facsimile without a meeting is nevertheless Member action if written consent of the action in question is signed by all the Members and filed with the minutes of the proceedings of the Members, whether done before or after the action so taken.

Section 6. Board of Directors

Section 6.1. General Powers. The Board of Directors, hereinafter referred to as "the Board," shall manage the business and affairs of the Corporation.

Section 6.2. Specific Duties. In addition to and not in limitation of the general powers described in Section 6.1 above, the Board shall elect the officers of the corporation, review and approve all loan applications in the absence of any loan committee(s), and approve all contracts including those for professional and non-professional services. Should the Board create one or more loan committees, it shall ratify the loan decisions of such committee(s).

Section 6.3. Loan Committees. The Board may establish one or more loan committees of non-Board members. At least one member of any loan committee shall have substantial commercial lending experience. Any loan committee established shall have nine (9) members and five (5) members of such committee shall constitute a quorum.

Section 6.4. Number, Selection, Term and Qualifications. The Board shall consist of fourteen members: two (2) members from Forsyth County, two (2) members from Guilford County, and one (1) member each from Alamance, Caswell, Davidson, Davie, Montgomery, Randolph, Rockingham, Stokes, Surry and Yadkin counties. A minimum of three directors shall be drawn from three of the four membership groups: local government, private lending institutions, business organizations, and community organizations. Board members shall to be elected from the membership at the annual meeting and shall serve for a one-year term. Members from each county will caucus and select the appropriate number of Board representatives for their county. Persons selected as described above shall be declared elected to the Board. During the Corporation's transition to a twelve-county service area, the Board as constituted shall be fully empowered to act as the Board of Directors for the Corporation until the Board membership as described herein is achieved.

Section 6.5. Vacancies. Whenever a vacancy occurs on the Board, other than by expiration of the term of appointment, such vacancy is to be filled by the Members from the county of the Member who has caused the vacancy. In filling a vacancy, the Board shall adhere to the representation as described in Section 6.4. The term of office of a Board Member selected to fill a vacancy shall be the unexpired portion of the term of his immediate predecessor.

Section 6.6. Chair and Vice Chair. The Chair and Vice Chair of the Board shall be the President and Vice President of the corporation elected as provided in Section 8.2. The Chair shall preside at all meetings of the Board and perform such other duties as may be directed by the Board. The Vice Chair shall preside in the absence of the Chair.

Section 6.7. Compensation and Reimbursement. Board members shall not be compensated for their services.

Section 7. Meetings of the Board of Directors

Section 7.1. Regular Meetings. There shall be quarterly meetings of the Board of Directors at which the Board shall review and approve loans in the absence of any loan committee(s) and conduct other business of the Corporation. Should the Board create one or more loan committees, it shall ratify the loan decisions of such committee(s) at its meetings. Meetings of the Board will coincide with quarterly meetings of the Members.

Section 7.2. Special Meetings. Special meetings of the Board may be called by or at the request of the President or any three Board members, provided that any such special meeting shall be held within one of the represented counties.

Section 7.3. Notice of Meetings. Meetings of the Board are held at the same time and place as meetings of Members. Therefore notice of meetings, as provided in Section 5.4, shall jointly notify Members and the Board of Directors.

Section 7.4. Waiver. Attendance by a Board member at a meeting shall constitute a waiver of notice of such meeting unless the subject Board member gives written statement at the meeting to the person presiding objecting to the transaction of any business because the meeting is not lawfully called.

Section 7.5. Quorum. One half of the Board of Directors then holding office shall constitute a quorum for the transaction of business at any meeting of the Board.

Section 7.6. Voting. At any meeting of the Board the affirmative vote of one-half (1/2) of those present shall be necessary to decide any question brought before the meeting. Should less than a quorum be assembled at a meeting, action may nevertheless be taken if such action shall be supported by the same absolute number of votes as would be required for action at a meeting at which a quorum is assembled.

Section 7.7. Absentee and Proxy Voting. Absentee voting and voting by proxy are permitted. Votes cast in either manner shall be noted in the minutes. An absentee ballot for Board members shall be attached to the notice of the meeting. A Board member who wishes to vote in this manner shall return the ballot by electronic mail or facsimile at least one day before the meeting. A Board member who wishes to give his proxy to another Board member shall submit a statement to that effect by electronic mail or facsimile at least one day before the meeting. Absentee votes or proxy authorizations submitted later than one day before a meeting shall be invalid.

Section 7.8. Informal Action by Members of the Board. Action taken by the Board by telephone, facsimile or electronic mail without a meeting is nevertheless Board action if written consent of the action in question is signed by all the Board members and filed with the minutes of the proceedings of the Board, whether done before or after the action so taken.

Section 8. Officers of the Corporation

Section 8.1. Number. The officers of the corporation shall consist of a President, a Vice President, a Secretary, a Treasurer, and an Assistant Secretary/Treasurer.

Section 8.2. Election and Term. The officers of the corporation shall be elected for a term of one year by the Directors at the annual meeting. All officers are required to be members of the Board of Directors.

Section 8.3. Removal. Any officer or agent elected or appointed by the Board of Directors may be removed by the Board whenever in its judgment the best interest of the corporation will be served thereby; but such removal shall be without prejudice to the contract rights, if any, of any party.

Section 8.4. Compensation and Reimbursement. The officers of the corporation shall not be compensated for their services.

Section 8.5. President. The President shall preside at all meetings of the Members and the Board of Directors. He shall perform all the duties incident to the office and which are required by law.

Section 8.6. Vice President. During the absence or incapacity of the President, the Vice President shall perform the duties of the President and when so acting shall have all the powers and be subject to all the responsibilities of the office of President and shall perform such duties and functions as the Board of Directors may prescribe.

Section 8.7. Secretary. As required by the Small Business Administration (hereinafter SBA), the Secretary shall attest the signatures of the President and Vice President on official documents and shall certify the annual report to the SBA. Other duties incident to the position of secretary are provided for by the annual contract for professional services.

Section 8.8. Treasurer. The Treasurer shall co-sign checks with the authorized person from the Piedmont Triad Regional Council, the authorized contractor for professional services. Other duties incident the position of Treasurer are provided for by the annual contract for professional services.

Section 8.9. Assistant Secretary/Treasurer. The Assistant Secretary/Treasurer shall attest signatures and certify reports in the absence of the Secretary and shall co-sign checks in the absence of the Treasurer.

Section 9. Administrator

Section 9.1. Responsibilities of Administrator. The Administrator manages the daily affairs of the corporation and executes the policy decisions of the Board of Directors. In particular, the Administrator shall solicit applications for loans; package, close and service loans; prepare, execute, and satisfy loan documents and liens of record for paid-in-full loans in accordance with limited powers-of-attorney granted by the SBA. The Administrator is an employee of the Piedmont Triad Regional Council, the authorized contractor for professional services. As the authorized provider of professional services, the Piedmont Triad Regional Council shall hire and fix the compensation of the Administrator and any additional personnel needed and shall provide for legal and accounting services for the Corporation.

Section 10. Loans to Members, Officers and Employees Prohibited

Section 10.1. Prohibited Loans. No loans shall be made by the corporation to members, directors, officers, or employees of any contracting agency.

Section 11. Contracts, Loans, Deposits, Expenditures

Section 11.1. Contracts. The Board may authorize any officer or officers or professional services contractor, to enter into any contract or execute and deliver an instrument on behalf of the corporation, and such authority may be general or confined to specific instances.

Section 11.2. Loans. No loans shall be contracted on behalf of the corporation and no evidences of indebtedness shall be issued in its name unless authorized by a resolution of the Board. Such authority may be general or confined on specific instances.

Section 11.3. Checks and Drafts. All checks, drafts or other orders for the payment of money issued in the name of the corporation shall be signed by such officer or officers, agents of the corporation, and in such manner as shall from time to time be determined by resolution of the Board.

Section 11.4. Deposits. All funds of the corporation not otherwise employed shall be deposited from time to time to the credit of the corporation in such depositories as the Board shall direct or in the authorized depositories arranged by the contractor for professional services.

Section 12. Professional Staff

Section 12.1. Professional Staff. The corporation shall maintain either as employees or through service contracts a professional staff with the capacity to package, process, close, and service its loans. Initially, such staff shall consist of an Administrator and support personnel whose services will be contracted for with the Piedmont Triad Regional Council. The staff will be expanded to the extent necessary to efficiently service the loans of the corporation. The contract for professional services shall include accounting and legal services provided by qualified firms or individuals who will be available to the corporation when their services are required. The Board of Directors shall approve a contract for professional services annually.

Section 13. Amendments

Section 13.1. Amendments. The affirmative vote of a majority of the membership shall be required to adopt these Bylaws as well as any future amendments.

Section 14. North Carolina Law

Section 14.1. State Law. All controversies pertaining to the interpretation and execution of these Bylaws shall be interpreted under the then applicable provisions of the Nonprofit Corporation Act of North Carolina and other applicable law of the State of North Carolina germane thereto.

Section 15. Effective Date - Adoption

Section 15.1. Effective Date. The effective date of these Bylaws shall be the day set forth below.

This the ninth day of May, 2012.