

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  
Wallburg  
Walnut Cove  
Wentworth  
Winston-Salem  
Yadkinville  
Yanceyville

DATE



# Piedmont Triad Regional Council Executive Committee

## Agenda

Wednesday, November 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](mailto: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**

**Molly Leight**  
Chair

1. Request for approval of October 1, 2014 PTRC Executive Committee Minutes (handout)

#### **C. Action Items**

- 1) Request to adjust the Assignment of Classifications to Grades
- 2) Request for authorization to apply for FY 15-16 City of Winston-Salem/Community and Business Development renewal sub-grant funds
- 3) Budget Revision for FY 2014-2015

**Matt Reece**  
Assistant Executive Director

**Robin Howell**  
Criminal Justice Program Director

**Robin Shelton**  
Finance 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, December 3, 2014, 11:45 a.m.  
**Piedmont Triad Regional Council**  
**1398 Carrollton Crossing Drive**  
**Kernersville, NC 27284**
  
- 2) **PTRC Board of Delegates Meeting**  
Wednesday, December 17, 2014, 12:00 p.m.  
**Piedmont Triad Regional Council**  
**1398 Carrollton Crossing Drive**  
**Kernersville, NC 27284**
  
- 3) **2014 PTRC Meeting Dates** *(attached)*
  
- 4) **2015 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, Assistant Executive Director  
DATE: November 5, 2014  
RE: Request to adjust the Assignment of Classifications 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.

In the last two months we received notice of the expansion of the weatherization program into Alamance and Caswell Counties. This expanding workload must be managed and coordinated to ensure PTRC meets the targeted expectations of units completed. The Weatherization Department is requesting the creation of Lead Weatherization Inspector / Auditor. The Lead Weatherization Inspector / Auditor will provide technical, field leadership for operations. Examples of work include resolving technical problems, troubleshooting unusual circumstances and providing interpretation of procedures when standards are unclear.

The assignment of classifications to grades previously submitted for approval incorrectly stated Weatherization Inspector / Auditors at grade 16 when grade 18 was correct. The classification was originally assigned at grade 18 and all incumbents are currently at or above the minimum for grade 18.

Table 1. below details the adjustments to the pay plan for Weatherization:

Grade	Title	Minimum	Mid-Point	Maximum
18	Weatherization Inspector / Auditor	36,175	47,028	57,881
20	Lead Weatherization Inspector / Auditor	39,883	51,849	63,814
21	Weatherization Program Supervisor	41,878	54,441	67,004

Also, we are recommending changes in assignment of grades and titles in the Planning Department and Finance Department.

Recently, roles in the Planning Department have become more generalized. Opportunities for project and contractual work include current planning work, CDBG work, along with continued technical assistance in transportation and water resources. Previously, staff may have been primarily engaged in GIS, Stormwater or Water Resources. Now that work is often merged together. Therefore, we are recommending elimination of the following classifications; Stormwater Educator, GIS Planner, Senior GIS Planner, Stormwater Program Supervisor, and Water Resources Manager. The Planning Department recommends the use of the following classification series. Please see next page.

Table 2. below details the classifications to be used in the Planning Department:

Grade	Title	Minimum	Mid-Point	Maximum
20	Regional Planner I	39,883	51,849	63,814
22	Regional Planner II	43,972	57,163	70,354
25	Senior Regional Planner	50,903	66,173	81,444
27	Planning Assistant Director	56,120	72,956	89,792

The size of the Planning Department has been reduced by one position. The remaining staff would be assigned as follows:

- 2 positions would be assigned as Regional Planner I working with Stormwater SMART program, current planning and zoning technical support with a variety of member governments, and supporting other projects as needed.
- 1 position would be assigned as a Regional Planner II working with RPO and supporting other projects.
- 3 positions would be assigned as Senior Regional Planners working to lead functions in GIS, Water Resources, or RPO as well as supporting other projects.
- The Assistant Planning Director classification would remain vacant and available for future use and succession planning.

The Finance Department has received notice that our current Finance Manager Dura Jeffers has plans to retire. Ms. Jeffers has served in a crucial role and her retirement has been anticipated. It does mean that roles within the department need to shift and the associated structure of the pay plan also adjust. We are recommending the elimination of the Finance Manager classification at grade 27 and the creation of Senior Accountant at grade 23.

Table 3. below details the classifications reporting to the Finance Director:

Grade	Title	Minimum	Mid-Point	Maximum
21	Accountant	41,878	54,441	67,004
23	Senior Accountant	46,170	60,021	73,872
28	Finance Assistant Director	58,926	76,604	94,281

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 changes incorporated. This 2015 salary table is unchanged from its previous adoption.

(Continued next page)

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	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
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 Weatherization Inspector / Auditor
19	37,984	49,380	60,775	District Resource Center Director Service Corps Coordinator
20	39,883	51,849	63,814	Aging Program Planner Family Caregiver Support Specialist Housing Coordinator Long-Term Care Ombudsman Management Analyst Pretrial Release Coordinator Regional Planner I Weatherization Inspector / Auditor, Lead Workforce Business Services Coordinator
21	41,878	54,441	67,004	Accountant Network Specialist Weatherization Program Supervisor

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 Long-Term Care Ombudsman
23	46,170	60,021	73,872	Accountant, Senior
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 Information & Data Services Manager Regional Planner, Senior 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 IT Manager Planning Assistant Director 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:

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: Robin Howell, Criminal Justice Program Director  
DATE: November 5, 2014  
RE: Request for authorization to apply for FY 15-16 City of Winston-Salem/Community and Business Development renewal sub-grant funds

The Criminal Justice Department requests approval to apply for \$21,800 in FY 14-15 renewal sub-grant funds from the City of Winston-Salem's Community and Business Development Department. Funds will be used for partial grant match/operating support for the "Project Reentry" program.

Submission deadline for FY 15-16 is November 21, 2014.

The Criminal Justice Department looks forward to continued partnership with the City of Winston-Salem in providing this important program.



## **ACTION ITEM #3**

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

TO: Executive Committee, Piedmont Triad Regional Council  
FROM: Robin C. Shelton, Finance Director  
DATE: November 5, 2014  
RE: Request for Approval of First Budget Revision for FY 2014-15

The Finance Department requests approval of a revision to the 2014-2015 budget of the Piedmont Triad Regional Council. This revision shows an increase, from the original budget, of \$1,923,199. The following pages include the revised Budget Ordinance and an summary of the changes by area.

It is recommended that the board adopt this budget revision to recognize a net increase of \$1,923,199 in the 2014-2015 budget.

## ACTION ITEM #3

**PIEDMONT TRIAD REGIONAL COUNCIL**  
**BUDGET ORDINANCE 2014 - 2015**  
**1st Revision 11/5/14**

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, 2014 and ending June 30, 2015 in accordance with the Chart of Accounts heretofore established for PTRC:

General / Council	\$ 312,660
<b>TOTAL GENERAL FUND APPROPRIATION</b>	<b>\$ 312,660</b>

Section 2. It is estimated that the following revenues will be available in the General Fund for the fiscal year beginning July 1, 2014 and ending June 30, 2015:

Fund Balance	\$ 250,000
COG Dues	62,560
Interest	100
<b>TOTAL GENERAL FUND ESTIMATED REVENUES</b>	<b>\$ 312,660</b>

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, 2014 and ending June 30, 2015 in accordance with the Chart of Accounts heretofore established for PTRC:

Administration	\$ 278,333
Crime Control and Public Safety	1,361,608
Environmental Protection	378,431
Health and Human Services (Aging)	12,566,723
Housing	4,845,476
Planning	71,680
Transportation	241,631
Workforce Development	7,033,797
Weatherization	2,782,332
<b>TOTAL GRANT PROJECT APPROPRIATION</b>	<b>\$29,560,011</b>

### **ACTION ITEM #3 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, 2014 and ending June 30, 2015:

Federal Grants	22,019,889
State Grants	6,884,978
Appropriated Fund Balance	-
Dues	544,240
Interest	-
Local Projects & Fees	110,904
<b>TOTAL GRANT PROJECT ESTIMATED REVENUES</b>	<b>29,560,011</b>

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, 2014 and

ending June 30, 2015 in accordance with the Chart of Accounts heretofore established for PTRC:

Administrative Services	418,039
Crime Control and Public Safety	589,929
Environmental Protection	110,100
Health and Human Services (Aging)	141,500
Housing	9,332
Misc. Local Projects	642,752
Planning	351,369
Workforce Development	162,812
<b>TOTAL LOCAL PROJECTS APPROPRIATION</b>	<b>2,425,833</b>

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, 2014 and ending June 30, 2015:

APPROPRIATED FUND BALANCE	-
COG DUES and INTEREST	325,853
LOCAL PROJECT FUND FEES	2,099,980

### **ACTION ITEM #3 CONT.**

TOTAL LOCAL PROJECT ESTIMATED REVENUES	2,425,833
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TOTAL APPROPRIATIONS	32,298,504
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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.

# ACTION ITEM #3 CONT.

## PIEDMONT TRIAD REGIONAL COUNCIL BUDGET BY AREA 7/1/14 to 6/30/15

**REVISED 11/5/14**

	Fund 001	Fund 002 & 003	1st Revised Budget Total	Original Budget	Difference
Administration	278,333		278,333	182,992	95,341
Administrative Services		418,039	418,039	147,025	271,014
Crime Control and Public Safety	1,361,608	589,929	1,951,537	1,892,864	58,673
Environmental Protection	378,431	110,100	488,531	491,733	(3,202)
General Fund / Dues		312,660	312,660	312,660	-
Health and Human Services (Aging)	12,566,723	141,500	12,708,223	12,335,714	372,509
Housing	4,845,476	9,332	4,854,808	4,773,205	81,603
Misc. Local Projects		642,752	642,752	642,271	481
Planning	71,680	351,369	423,049	413,432	9,617
Transportation	241,631		241,631	240,938	693
Workforce Development	7,033,797	162,812	7,196,609	6,773,241	423,368
Weatherization	2,782,332		2,782,332	2,169,230	613,102
<b>Totals</b>	<b>29,560,011</b>	<b>2,738,493</b>	<b>32,298,504</b>	<b>30,375,305</b>	<b>1,923,199</b>
	29,560,011	2,738,493	32,298,504	30,375,305	1,923,199
	-	-		-	0

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

PTRC Executive Committee 1 <sup>st</sup> Wednesday	PTRC Board of Delegates 3 <sup>rd</sup> 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

**Meeting Dates 2015**  
**1398 Carrollton Crossing Drive**  
**Kernersville, NC 27284**  
**12:00 noon**

<b>PTRC Executive Committee 1<sup>st</sup> Wednesday</b>	<b>PTRC Board of Delegates 3<sup>rd</sup> Wednesday</b>
<b>January - none</b>	<b>January - none</b>
<b>February 4, 2015</b>	<b>February 18, 2015</b>
<b>March 4, 2015</b>	<b>March - none</b>
<b>April 1, 2015</b>	<b>April 15, 2015</b>
<b>May 6, 2015</b>	<b>May - none</b>
<b>June 3, 2015</b>	<b>June 17, 2015</b>
<b>July - none</b>	<b>July - none</b>
<b>August 5, 2015</b>	<b>August 19, 2015</b>
<b>September 2, 2015</b>	<b>September - none</b>
<b>October 1, 2015</b>	<b>October 21, 2015</b>
<b>November 4, 2015</b>	<b>November - none</b>
<b>December 2, 2015</b>	<b>December 16, 2015</b>