

MINUTES
PTRC Executive Committee
May 6, 2015

Members Present:

Councilman Latimer Alexander, City of High Point
Mayor Dwight Atkins, Town of Pilot Mountain
Mayor Jimmy Blake, Town of Biscoe
Mayor Buddy Boggs, Town of Haw River
Councilman Alvin Foster, Town of Yanceyville
Commissioner Nathaniel Hall, Caswell County
Commissioner Ernest Lankford, Stokes County
Councilwoman Molly Leight, City of Winston-Salem
Mayor Pro Tem Will Marklin, Town of Mocksville
Chairman Jackie Morris, Montgomery County
Mayor Dan Pugh, Town of Lewisville
Commissioner Don Truell, Davidson County
Mayor Pro Tem Steve Yokeley, City of Mount Airy

Members Absent:

Councilwoman Marikay Abuzuaiter, City of Greensboro
Commissioner Kevin Austin, Yadkin County
Mayor Joe Bennett, City of Thomasville
Councilman Dillard Burnette, City of King
Commissioner Zane Cardwell, Rockingham County
Councilman Darryl Carter, City of Eden
Commissioner John Ferguson, Davie County
Chairman Darrell Frye, Randolph County
Commissioner Walter Marshall, Forsyth County
Commissioner Linda Massey, Alamance County
Commissioner Wayne Moore, Town of Jonesville
Vice Chairman Larry Phillips, Surry County
Mayor Bert Lance Stone, City of Archdale
Mayor Keith Volz, Town of Jamestown
Mayor Ronnie Wall, City of Burlington

Chairman Molly Leight welcomed the PTRC Executive Committee and called the meeting to order at 12:00 p.m. She requested a moment of silence and then led the Executive Committee in the Pledge of Allegiance.

1. Request for approval of April 2, 2015 PTRC Executive Committee minutes, Molly Leight, PTRC Chairman

- a. There being no questions, a motion was made by Mr. Steve Yokeley.
- b. The motion was seconded by Mr. Wayne Moore.
- c. The April 2, 2015 PTRC Executive Committee minutes were approved.

2. Housing Contract Approvals, Michael Blair, PTRC Housing Program Director

- a. Mr. Blair began by explaining that the PTRC has been awarded funding from the North Carolina Housing Finance Agency (NCFHA_ 2015 Single Family Rehabilitation Loan Pool (SFRLP15) funding in each of the following counties:
 - i. Alamance: \$170,000
 - ii. Rockingham: \$170,000
 - iii. Surry: \$170,000
- b. He added that three to four homes will be rehabilitated in each county, with a potential to add up to ten more units in the competitive pool. Rehab work includes repairs that will bring a house up to code, including roof repairs, HVAC repairs, electrical work, plumbing, accessibility improvements, and energy up-fits for income-eligible home owners.
- c. He then clarified that permission is sought to sign the three funding agreements between the PTRC and the NCFHA and a separate agreement with Advanced Energy for each grant. The PTRC has also been awarded a \$100,000 Urgent Repair 2015 grant for use in Surry and Stokes County, which also needs approval. This totals four separate funding agreements between the PTRC and the NCFHA/Advanced Energy.
- d. It was then asked how the rehabilitation program is advertised. Mr. Blair responded that the department lists news articles and takes any opportunity with media. Mr. Dolge added that the program is trying every avenue of advertising, including posting flyers. Mr. Latimer Alexander recommended posting these flyers at local permit offices.
- e. There being no other questions, a motion was made by Mr. Dan Pugh for approval of all contracts.
- f. The motion was seconded by Mr. Steve Yokeley.
- g. Request for approval of the Housing Contracts was approved.
- h. Lastly, Mr. Dolge briefed the Executive Committee about a concern that he had been watching. He stated that there has been a disproportionate amount of

CDBG funding going to Eastern North Carolina. In fact, no grants have been made in the Piedmont Triad in the last three cycles over a two year period. Each year, the CDBG receives about 30 million dollars to distribute. He added that he will continue to speak to Board members about this and he wanted the issue on their radars.

3. Discussion: FY 2015-2016 PTRC Budget, Robin Shelton, PTRC Finance Director

- a. Mr. Dolge began presenting on preliminary budget information for FY 2015-2016. The information can be found below.
- b. Revenue
 - i. No increase in dues or fees for 2015-2016
 - ii. State and Federal revenues look solid
 - iii. Some uncertainty in Workforce due to system changes
 - iv. Criminal Justice awaiting notification on grant awards
 - v. Continued strength in contracted services
 - vi. Growth in Planning and Housing
 - 1. He added that the Housing program is completing work in counties that do not have their own Housing Authority, and that he appreciates the counties using PTRC for services.
 - 2. Planning has been very stretched over the past few months to meet demands, including working directly for local governments (currently this includes Guilford County, Yanceyville, and Jonesville), where PTRC staff serve as a basic Planning department.
- c. Primary Expenditures
 - i. Personnel
 - ii. Fringe Benefits
 - iii. Primary Facility
 - iv. Indirect Costs
- d. Personnel
 - i. Proposed salary total of \$5,295,014
 - ii. \$775,000 increase from current year
 - iii. Addition of over 20 positions from 2014-2015 to 2015-2016
 - iv. Total benefited staff of 103, total staff of 119
 - v. Continue to implement pay and classification plan with one step increase
 - vi. Possible one time merit payment of up to 3%
- e. Fringe Benefits
 - i. Proposed fringe benefit rate of 31%

- ii. Current rate is 30%
 - iii. 15% increase in health insurance rates
 - 1. Mr. Dolge added that PTRC has had a bad health year due to heart attacks, strokes, and various accidents. Due to the new healthcare plan this year, deductibles are similar, but processes are different.
 - 2. Mr. Reece added that PTRC has been pushing the Wellness piece pretty strong. As part of the Wellness Program this year, there was an incentive to either take part of the program or pay \$50 per month out of pocket. There seemed to be a high number of smokers, so PTRC wanted to give staff an option.
 - iv. Need for added cushion in HRA
 - v. Change to contracted brokerage services
 - vi. Other benefit rates are basically flat
- f. Primary Facility
- i. Debt retirement of \$332,026
 - ii. Third payment of fifteen
 - iii. Decrease of roughly \$6,600 per year
 - iv. Warranty period on building has elapsed
 - v. Maintenance funds set aside in reserve account
- g. Indirect Cost Plan
- i. Proposed indirect cost rate of 33%
 - ii. Current indirect cost rate of 38.75%
 - iii. Centralized facility realized savings
 - iv. Consolidation and restructuring of staff
 - v. Larger staff spreads cost over more programs
 - vi. May get better with new federal guidelines
- h. He added that final revenue projections will be prepared for the June 3rd Executive Committee meeting and final action on the budget will take place after the public hearing on June 17, 2015.
- i. He then asked if there were any questions and if the Executive Committee members were comfortable with the information presented.
- j. Mr. Latimer Alexander stated that at merger, there were personnel issues. He asked if this had evened out. Mr. Dolge responded that all staff are now within their pay range. He noted that there have been some issues and questions with staff due to the change from an 8-year plan to a 10-year plan because that is a long time to reach the mid-range. He said that he will probably be asking the Board to consider going back to an 8-year cycle to remain competitive.

- k. Mr. Alexander asked Mr. Dolge what the turnover rate is for staff, as this is a good way to gauge if salaries are too low. Mr. Dolge responded that there are different rates for each program; however he could get a general percentage. Mr. Matt Reece added that there was a time period of high turnover due to changes in the merger, however currently PTRC is probably at 8%.

4. Executive Director's Report, Matthew Dolge, PTRC Executive Director

- a. NC Tomorrow Update: Mr. Dolge then spoke about the recent NC Tomorrow Summit, which took place at the end of April. He stated that this conference held workshops for local and regional planners, economic developers, managers, elected officials, and community and business leaders. He asked if there were any comments from attendees.
 - i. Mr. Jimmy Blake stated that he appreciated the PTRC paying for his conference registration. He said his experience was "above and beyond".
 - ii. Mr. Nate Hall added that the programs were very good because they included a wide span of subjects.
 - iii. Mr. Yokeley said that his favorite presentation was the one on attracting millennials to towns. He added that he hopes he can get him to present locally for a seminar because he was extremely informed about how to look at the future.
- b. Mr. Dolge then mentioned the storage building in the works. He stated that there is not a lot of storage space in the building, due to wanting staff to keep storage low. Though there is a big closet in the Board room, there has still been an issue with storing tables and chairs. There is money in the budget (so there is no need for an increase), so PTRC would like to build a small storage building to mimic the style of the main building. Currently, the budget for this project is \$30,000 and should be completed by June 30th.
- c. Chairman Leight asked Mr. Dolge if this would be a standalone building, to which Mr. Dolge replied yes.

5. New Business

- a. Mr. Wayne Moore stated that the Yadkin Valley Wine Festival is coming up on Saturday, May 16th in Elkin. Please visit www.pvwf.com for more information.
- b. Mr. Dolge announced that the Service Corps golf tournament was approaching and he'd love to see some Board members participate. He asked that the Executive Committee members contact him if they were interested.

There being no other business, the meeting was adjourned at 12:58 p.m.