

# MINUTES

## PTRC Executive Committee

### March 4, 2015

#### **Members Present:**

Councilwoman Marikay Abuzuaiter, City of Greensboro  
Commissioner Kevin Austin, Yadkin County  
Mayor Joe Bennett, City of Thomasville  
Mayor Jimmy Blake, Town of Biscoe  
Councilman Dillard Burnette, City of King  
Councilman Darryl Carter, City of Eden  
Commissioner John Ferguson, Davie County  
Councilman Alvin Foster, Town of Yanceyville  
Chairman Darrell Frye, Randolph County  
Commissioner Nathaniel Hall, Caswell County  
Commissioner Ernest Lankford, Stokes County  
Council Member 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  
Mayor Bert Lance Stone, City of Archdale  
Commissioner Don Truell, Davidson County  
Mayor Keith Volz, Town of Jamestown  
Mayor Pro Tem Steve Yokeley, City of Mount Airy

#### **Members Absent:**

Councilman Latimer Alexander, City of High Point  
Commissioner Zane Cardwell, Rockingham County  
Commissioner Buck Golding, Surry County  
Commissioner Walter Marshall, Forsyth County  
Commissioner Linda Massey, Alamance County  
Commissioner Wayne Moore, Town of Jonesville  
Vice Chairman Larry Phillips, Surry County  
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. She mentioned that Zane Cardwell from Rockingham County had another stroke this week, and to please keep him in their thoughts.**

**1. Presentation: PTRC Audit Update from Cannon & Company, Richard Tamer, Partner**

- a. Chairman Leight introduced Mr. Tamer. He reported that there were no major findings in the audit. He then stated that he appreciates the patience and that the audit has almost concluded.
- b. Mr. Darrell Frye asked Mr. Tamer exactly how late the audit would be getting to the Local Government Commission. He responded that it was due on February 5<sup>th</sup>, so as of today, it is about one month late. Mr. Frye then asked if we would receive any penalties due to the tardiness. In response, Mr. Tamer stated that there should not be any penalties.
- c. Mr. Kevin Austin asked if this would affect funding. Mr. Dolge replied that it would not, however PTRC would have to notify all appropriate parties of the tardiness regardless.
- d. There being no other questions. Mr. Tamer stated that he would be back to present the full

**2. Request for approval of December 3, 2014 PTRC Executive Committee minutes, Molly Leight, PTRC Chair**

- a. Chairman Leight pointed out a clerical error – The agenda should read “Request for approval of December 3, 2014 PTRC Executive Committee minutes”, rather than “Board of Delegates minutes”.
- b. There being no questions, a motion was made by Ernest Lankford.
- c. The motion was seconded by Keith Volz.
- d. Request for approval of December 3, 2014 PTRC Executive Committee minutes was approved.

**3. Piedmont Triad Development Corporation (PTDC) Board Members, Matthew Dolge, Executive Director**

- a. Mr. Dolge stated that the first meeting was held in January and it went well. There was ample participation and it was a positive meeting. He noted that included in the agenda packet is a letter from Pat McCrory, which was the last step in applying to become an EDD.
- b. He mentioned that there were two new Board members requiring approval, which were Commissioner John Ferguson from Davie County and Commissioner Don Martin from Forsyth County.
- c. There being no questions, a motion was made by Mr. Dan Pugh.

- d. The motion was seconded by Mr. Darrell Frye.
- e. The new PTDC members were approved.
- f. Mr. Dolge then asked the Executive Committee for recommendations for the 2 open At-Large seats. Mr. Will Marklin recommended Lee Rollins. Mr. Dolge recommended Sharon Conaway. The Executive Committee agreed to both recommendations.
- g. He concluded by mentioning that the next Development Corporation meeting would take place at the end of April.

**4. Request for authorization to enter into contract with MIPPA, Blair Barton-Percival, AAA Director**

- a. Mr. Barton-Percival began by explaining that Area Agencies on Aging across North Carolina are working with Senior Health Insurance Information Programs (SHIIP) to outreach to older adults and individuals who have mental or physical disabilities who are eligible for Low Income Subsidized Medicare benefits. The PTRC Area Agency on Aging has applied for \$61,566 to assist the NC SHIIP with this process.
- b. He stated that this allocation will allow the AAA to subcontract with CareNet Counseling, an affiliate of Wake Forest Baptist Health. The initiative will focus on identifying potential beneficiaries through their network and the aging network by providing training and coordinating events for volunteers to more effectively identify and target potential recipients in local communities.
- c. CareNet Counseling will utilize their connections across the region to reach out to a population not normally accessible to the Aging Network. CareNet will also leverage their affiliation with FaithHealthNC to reach potential eligible participants for this program. This partnership will expand our reach across the region and net an increased number of people.
- d. There being no questions, a motion was made by Mr. Keith Volz.
- e. The motion was seconded by Mr. Will Marklin.
- f. Request for authorization to enter into contract with the North Carolina Department of Insurance for Medicare Improvements for Patients and Providers Act 2008, (MIPPA) funding in the amount of \$61,566 for the period of September 30-2014 – September 2015 was approved.

**5. Request for authorization to enter into contract with The Adaptables, Blair Barton-Percival, AAA Director**

- a. Mr. Barton-Percival stated that Area Agencies on Aging (AAA) across North Carolina work with funded partners to provide services to caregivers of older adults through the Family Caregiver Support Program (FCSP). The FCSP was an amendment to the Older Americans Act reauthorization in 2000 targeting caregiver of older adults, as well as, specific target groups such as, relatives as parents, caregivers of individuals with dementia, and caregivers of individuals with disabilities.

- b. He mentioned that this pilot program will leverage the network of organizations which serve individuals with disabilities across the six county area The Adaptables serve, which includes Forsyth, Davie, Davidson, Stokes, Surry, and Yadkin. The Aging Network is modelling this partnership across all levels beginning at the federal level with our federal focal point for the Administration for Community Living and continuing with our state unit on aging, the NC Division of Aging and Adult Services. With this local partnership we hope to successfully support caregivers of individuals with disabilities with respite care opportunities, as well as, one time supplemental services.
- c. There being no questions, a motion was made by Mr. Dan Pugh.
- d. The motion was seconded by Mr. Steve Yokeley.
- e. Request for authorization to enter into contract with The Adaptables was approved.

**6. Request for authorization to receive NC STEP Funding, William Pass, WIA Assistant Director**

- a. Mr. Pass began by explaining that the Town of Madison is the recipient of the State of North Carolina Department of Commerce's NC Small Towns Economic Prosperity (NC STEP) Transportation funding. The Town of Madison, NC is the recipient of the State of North Carolina Department of Commerce's NC Small Towns Economic Prosperity (NC STEP) Transportation funding. The Town of Madison, NC will reimburse Piedmont Triad Regional Council a maximum of \$5,000 to cover transportation services cost for students who reside in Western Rockingham County, NC who are attending classes at Rockingham Community College. The Town of Madison, NC is requesting to enter into an agreement with Piedmont Triad Regional Council's Workforce Development Board to provide transportation assistance for residents who:
  - i. Reside in Western Rockingham County, NC
  - ii. Who are enrolled and receiving employment/training related activities under the Workforce Innovation and Opportunity Act (WIOA)
  - iii. Attending Rockingham Community College.
- b. He mentioned that the NW Piedmont Workforce Development Board will utilize the funding by covering the cost of utilization of an approved transportation vendor, and purchasing fuel cards to assist eligible enrollees who have transportation but are in need of fuel assistance to commute to/from Rockingham Community College for classes.
- c. Lastly, he stated that invoices to the Town of Madison, NC for reimbursement will be itemized by student and by the service provider which will include, but not limited to, number of students, number of trips, transportation vendor, etc. The NC STEP grant funding must be expended by October 20, 2015.

- d. Mr. Lankford asked who would be handling the funding. Mr. Pass responded by stating that the PTRC Workforce Development staff would be handling the funds.
- e. There being no other questions, a motion was made by Mr. Darryl Carter.
- f. The motion was seconded by Mr. Darrell Frye.
- g. Request for authorization to receive a portion of the NC Small Towns Economic Prosperity (NC STEP) Transportation funding, through the Town of Madison, sponsored by the NC Department of Commerce was approved.

**7. NC Appalachian Regional Commission (ARC) Emerging Opportunities Grant Program, Matthew Dolge, Executive Director**

- a. Mr. Dolge briefly explained that the NC Appalachian Regional Commission (ARC) Emerging Opportunities Grant Program is to create an Appalachian region in North Carolina with the following qualities:
  - i. An economy where employment in the manufacturing sector is growing;
  - ii. A region with vibrant main streets and robust retail activity centers;
  - iii. Communities that use technology to break down barriers or geographic isolation and enable rural communities to market locally-produced goods and services around the world;
  - iv. An economy that respects the importance of heritage, history and place, and recognizes that an asset-based approach to economic development integrates these features at every opportunity;
  - v. Development of a skilled workforce where improving levels of education and training result in increased opportunity for all residents.
- b. He explained that for the past few years, he has been pushing for more flexibility to deal with smaller issues. The ARC has now set aside funding for these smaller projects (12-18 month completion times). They will assist local governments and organizations in developing projects that will provide significant community and economic development opportunities for communities and the region. Each LDD will be responsible for soliciting, vetting, and recommending projects from their region. Funding for projects will be reserved from NC's annual ARC allocation. Annually, each LDD will be responsible for submitting at least \$100,000 in project requests annually. (Funding is at the Governor's discretion and could be spent on other priorities during the year).
- c. He added that the program will provide grants ranging in size from \$10,000 to \$50,000. Projects should be completed within a 12-18 month timeframe, from award date. Each applicant will be required to provide the appropriate

match according to match guidance as outline by ARC economic indicators (Distressed, At-Risk, Transitional, Competitive and Attainment). Construction projects will not be eligible for consideration.

- d. Mr. Dolge asked the Executive Committee if they would like elected officials to sit on the group or if they would be okay with managers or other appointed official. He mentioned that the goal is to have enough projects in order to reach the full amount.
- e. Ms. Marikay Abuzuaiter mentioned that this might create competition between counties. She recommended for unbiased persons to sit on the committee.
- f. Chairman Leight stated that she thinks the managers in the region “have the big picture, and eventually their decisions would have to come through the elected officials. Mr. John Ferguson and Mr. Ernest Lankford agreed.
- g. After a general positive response, Mr. Dolge stated that he would move forward with the process and thanked the Executive Committee for their input. He noted that if projects or ideas surfaced, to let their managers know.
- h. Mr. John Ferguson asked if the managers would be notified about this program. Mr. Dolge responded that they would be.

**8. Request for approval of second budget revision for FY 2014-2015, Robin Shelton, Finance Director**

- a. Ms. Shelton stated that 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 \$1,364,463. The following pages include the revised Budget Ordinance and a summary of the changes by area. She added that the bulk of the increase is in Weatherization Assistance Program due to acquiring new counties and the Duke Energy grant. *See attached budget amendment on page \_\_\_.*
- b. There being no questions, a motion was made by Mr. Jimmy Blake.
- c. The motion was seconded by Mr. Joe Bennett.
- d. Request for approval of second budget revision for FY 2014-2015 was approved.

**9. Request to adjust the assignment of Classifications to Grades, Matt Reece, Assistant Director**

- a. Mr. Reece stated that the Workforce Development Department is requesting the position of Lead Career Facilitator to be added to the PTRC position classification and pay plan. This position is being requested to facilitate activities between Career Facilitators and the Workforce Development Program Manager. The position will be responsible for training co-workers in WIA systems and processes and assisting with the improvement of system

competencies, work tools/products, and delivery of client assistance. The employee will also assist management with assessment of operations and personnel and resolve technical and operational questions presented by other staff. The Lead Career Facilitator position is being requested to be added to the position classification and pay plan at Grade 19.

Grade	Title	Minimum	Mid-Point	Maximum
19	Career Facilitator, Lead	37,984	49,380	60,775

- b. He noted that adding this classification would help manage all of the new work as a result of the successful bid process.
- c. There being no questions, a motion was made by Mr. Darrell Frye.
- d. The motion was seconded by Mr. Jimmy Blake.
- e. Request to adjust the Assignment of Classifications to Grades was approved.

**10. Executive Director’s Report, Matthew Dolge, PTRC Executive Director**

- a. Mr. Dolge reminded the Executive Committee that according to Article III Section 2 or the bylaws, regarding the composition of the Executive Committee, it is necessary for caucuses (for municipalities under fifty-thousand in population) to be held for the purpose of selecting a delegate to represent each county. In order to be on the Executive Committee, members need to be available to meet up to sixteen times per year, which will be six board meetings and ten executive committee luncheon meetings.
- b. He stated that they were more than welcome to discuss within their counties and PTRC know. He mentioned that if we did not receive a response, we would reach out to confirm.
- c. He then mentioned the NC Tomorrow Summit. The purpose of the summit is to host skill-building workshops for elected officials, community and business leaders, local and regional planners, local and regional economic developers, and city and county managers. He noted that everyone has received information about this via email already, and that both urban and rural communities would benefit. He said that PTRC will cover the registration fee for up to 10 Board members to attend, and to let himself or Cassidy Pritchard know if they would like to attend.
- d. Next, he mentioned that he recently had a meeting with Chris Chung from the Economic Development Partnership. Mr. Dolge mentioned that he will be at our April Board meeting and he is very intrigued to hear what Mr. Chung has to say.

**11. New Business: Request for approval of Budget Revision for FY 2013-2014, Robin Shelton, Finance Director**

- a. Mr. Dolge mentioned a couple of audit issues. He stated that PTRC had a technology addition to the building midway through the process and sought proper approval from the Board, however PTRC did not record it appropriately in financial statements.
  - i. There being no questions, a motion was made by Mr. Nate Hall.
  - ii. The motion was seconded by Mr. Jimmy Blake.
- b. He apologized for the issues.

**12. New Business: Request for Board action to close the Capital Project, Robin Shelton, Finance Director**

- a. Mr. Dolge stated that the Capital Project needed to be closed.
  - i. There being no questions, a motion was made by Mr. Kevin Austin.
  - ii. The motion was seconded by Mr. Darrell Frye.
  - iii. Request to close the Capital Project was approved.

**There being no other business, the meeting was adjourned at 12:50pm.**



<b>PIEDMONT TRIAD REGIONAL COUNCIL</b>					
<b>BUDGET BY AREA</b>					
<b>7/1/14 to 6/30/15</b>					
<b>REVISED 2/18/15</b>					
	Fund		Fund	Total	% of Total
	001		002 & 003		Budget
Administration	278,333			278,333	0.8%
Administrative Services			471,377	471,377	1.4%
Crime Control and Public Safety	1,361,608		589,929	1,951,537	5.8%
Environmental Protection	401,066		110,100	511,166	1.5%
General Fund / Dues			312,660	312,660	0.9%
Health and Human Services (Aging)	12,601,454		141,500	12,742,954	37.9%
Housing	4,845,476		9,332	4,854,808	14.4%
Misc. Local Projects			642,752	642,752	1.9%
Planning	123,080		297,911	420,991	1.3%
Transportation	241,631			241,631	0.7%
Workforce Development	7,033,797		162,812	7,196,609	21.4%
Weatherization	4,038,149			4,038,149	12.0%
Totals	30,924,594		2,738,373	33,662,967	
	30,924,594		2,738,373	33,662,967	
	-		-		

<b>PIEDMONT TRIAD REGIONAL COUNCIL</b>					
<b>BUDGET BY AREA</b>					
<b>7/1/14 to 6/30/15</b>					
<b>REVISED 2/18/15</b>					
	Fund	Fund	Total after	Total after	Difference
	001	002 & 003	2nd Revision	1st Revision	between 1st &
			Budget	Budget	2nd Revision
			Total		
Administration	278,333		278,333	278,333	-
Administrative Services		471,377	471,377	418,039	53,338
Crime Control and Public Safety	1,361,608	589,929	1,951,537	1,951,537	-
Environmental Protection	401,066	110,100	511,166	488,531	22,635
General Fund / Dues		312,660	312,660	312,660	-
Health and Human Services (Aging)	12,601,454	141,500	12,742,954	12,708,223	34,731
Housing	4,845,476	9,332	4,854,808	4,854,808	-
Misc. Local Projects		642,752	642,752	642,752	-
Planning	123,080	297,911	420,991	423,049	(2,058)
Transportation	241,631		241,631	241,631	-
Workforce Development	7,033,797	162,812	7,196,609	7,196,609	-
Weatherization	4,038,149		4,038,149	2,782,332	1,255,817
Totals	30,924,594	2,738,373	33,662,967	32,298,504	1,364,463
	30,924,594	2,738,373	33,662,967	32,298,504	1,364,463
	-	-	-	-	-



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						23,318,585
	State Grants						6,936,378
	Appropriated Fund Balance						-
	Dues						550,562
	Interest						-
	Local Projects & Fees						119,069
	<b>TOTAL GRANT PROJECT ESTIMATED REVENUES</b>						<b>30,924,594</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						471,377
	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						297,911
	Workforce Development						162,812
	<b>TOTAL LOCAL PROJECTS APPROPRIATION</b>						<b>2,425,713</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						237,045
	LOCAL PROJECT FUND FEES						2,188,668
	<b>TOTAL LOCAL PROJECT ESTIMATED REVENUES</b>						<b>2,425,713</b>
	<b>TOTAL APPROPRIATIONS</b>						<b>33,662,967</b>

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. |  |  |  |  |  |  |
|  |    |   |  |  |  |  |  |  |