

MEMBERS

Counties

Alamance
Caswell
Davidson
Davie
Forsyth
Guilford
Montgomery
Randolph
Rockingham
Stokes
Surry
Yadkin

Municipalities

Archdale
Asheboro
Bermuda Run
Bethania
Biscoe
Boonville
Burlington
Candor
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



Piedmont Triad Regional Council Executive Committee

Agenda

Wednesday, May 4th 2016

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 Katie Mitchell at (336)904-0345 or by email at kmitchell@ptrc.org.

Katie Mitchell

Program Assistant

A. Call to Order, Welcome, Moment of Silence, and Pledge of Allegiance

Nathaniel Hall
Chair

B. Presentation: Indirect and Fringe Benefits Rates for 2016-2017 and the 2016-2017 Budget

Robin Shelton
Finance Director

C. Action Items

1) Request for approval of March 2, 2016 PTRC Executive Committee Minutes (handout)

Nathaniel Hall
Chair

2) Request to adjust the Assignment of Classifications to Grades (attachment)

Matt Reece
Assistant Director

3) Request for authorization of the FY 2015-2016 Budget Revision (handout)

Robin Shelton
Finance Director

D. Executive Director's Report

Matthew Dolge
Executive Director

E. Old Business

Nathaniel Hall
Chair

F. New Business

Nathaniel Hall
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.

Nathaniel Hall
Chair

H. Chairman's Remarks and Announcements

Nathaniel Hall
Chair

- 1) **PTRC Executive Committee Meeting**
Wednesday, June 1, 2016 11:45 a.m.
Piedmont Triad Regional Council
1398 Carrollton Crossing Drive
Kernersville, NC 27284
- 2) **PTRC Board of Delegates Meeting**
Wednesday, June 15, 2016 11:45 p.m.
Piedmont Triad Regional Council
1398 Carrollton Crossing Drive
Kernersville, NC 27284
- 3) **2016 PTRC Meeting Dates** *(attached)*

I. Informational Items

Matthew Dolge
Executive Director

PRESENTATION

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

TO: PTRC Executive Committee

FROM: Robin C. Shelton, Finance Director

DATE: May 4, 2016

RE: Request for Approval of the Indirect and Fringe Benefit Rates for 2016-2017 and the 2016-2017 Budget

The Finance Department requests approval of the Fringe and Indirect Plans and the Budget for the fiscal year of 2016-2017.

- The fringe rate for the period will be 35% a 4% increase from 15-16
- The indirect rate for the period will be 36.5% a .5% increase from 15-16.
- The total budget for 2016-2017 will be \$32,778,335 a decrease of \$1,857,371 from the 15-16 budget.

ACTION REQUESTED:

It is recommended that the board adopt these plans for the 2016-2017 fiscal year.

PRESENTATION

**PIEDMONT TRIAD REGIONAL COUNCIL
INDIRECT COST AND FRINGE BENEFIT PLAN**

**PROVISIONAL RATE METHOD
BASE METHOD: SALARIES PLUS FRINGE**

JULY 1, 2016 - JUNE 30, 2017

PRESENTATION

CERTIFICATION BY THE PIEDMONT TRIAD REGIONAL COUNCIL

INDIRECT COST PROPOSAL

I hereby certify as the responsible official of the Piedmont Triad Regional Council that the information contained in this indirect cost proposal for the fiscal year ending June 30, 2017, is correct and was prepared in accordance with the policies and procedures contained in the 2 CFR, Part 200, Uniform Administrative Requirements, Costs Principles, and Audit Requirements for Federal Awards. I further certify these procedures were utilized:

- (a) To prevent cost from being allocated to Federal Programs as indirect costs that have already been treated as direct program costs; and
- (b) To ensure that consistent treatment was accorded similar costs, for all programs in the Agency, regardless of source of funds; and
- (c) To ensure that costs have not been treated as indirect costs of Federal Programs inconsistent with statutory restrictions governing those programs.

Matthew L. Dolge
Executive Director

Robin C. Shelton
Finance Director

PRESENTATION

PIEDMONT TRIAD REGIONAL COUNCIL

Indirect Costs to be Allocated

Cost Allocation Plan for Fiscal Year 2016 - 2017

SALARIES

PERSONNEL AS LISTED WILL BE CHARGED TO THE INDIRECT COST POOL.

FRINGE BENEFITS

FRINGE BENEFITS WILL BE CHARGED TO ALL PROJECTS AND THE INDIRECT COST POOL ON A PRE-DETERMINED FRINGE BENEFIT RATE.

RETIREMENT

RETIREMENT EXPENSES WILL BE CHARGED TO ALL PROJECTS AND THE INDIRECT COST POOL ON A PRE-DETERMINED RATE SET BY N. C. LOCAL GOVERNMENT EMPLOYEES' RETIREMENT SYSTEM BASED ON ACTUAL COST.

TEMPORARY PERSONNEL

TEMPORARY PERSONNEL EXPENSE WILL BE CHARGED TO THE INDIRECT COST POOL. TEMPORARY PERSONNEL EXPENSE FOR SPECIFIC PROGRAMS WILL BE CHARGED DIRECTLY TO THE PROGRAM.

PROFESSIONAL, LEGAL, AND ACCOUNTING SERVICES

SINGLE AUDIT FEES WILL BE CHARGED TO THE INDIRECT COST POOL. OTHER PROFESSIONAL SERVICES EXPENSE WILL BE CHARGED TO THE INDIRECT COST POOL (ATTORNEY, LRO LIASON, ETC.)

TELEPHONE & POSTAGE

ALL TELEPHONE, POSTAGE AND MISCELLANEOUS COMMUNICATION CHARGES ARE TO BE CHARGED TO THE INDIRECT COST POOL. TELEPHONE AND POSTAGE FOR SPECIFIC PROGRAMS WILL BE CHARGED TO THE PROGRAM.

TRAVEL & PARKING

TRAVEL WILL BE CHARGED DIRECTLY TO ALL PROJECTS AND THE INDIRECT COST POOL BASED ON ACTUAL COST. (THE TRAVEL LINE ITEM IN THE INDIRECT COST PLAN APPLIES ONLY TO THOSE EMPLOYEES LISTED IN THE INDIRECT COST PLAN.) PARKING EXPENSE FOR BOARD MEMBERS AND OTHER VISITORS WILL BE CHARGED TO THE INDIRECT COST POOL.

EQUIPMENT AND VEHICLE MAINTENANCE AND REPAIR

ALL EQUIPMENT MAINTENANCE AND REPAIR COST WILL BE CHARGED TO THE INDIRECT COST POOL. EQUIPMENT AND VEHICLES MAINTENANCE AND REPAIR COSTS FOR SPECIFIC PROGRAMS WILL BE CHARGED DIRECTLY TO THE PROGRAM.

OCCUPANCY EXPENSE

OCCUPANCY FOR COMMON AREAS WILL BE CHARGED TO THE INDIRECT COST POOL. OCCUPANCY FOR SPECIFIC PROGRAMS WILL BE CHARGED DIRECTLY TO THE PROGRAM BASED ON THE SQUARE FOOTAGE RATE MULTIPLIED BY THE SQUARE FOOTAGE OCCUPIED.

PRESENTATION

PIEDMONT TRIAD REGIONAL COUNCIL

Indirect Costs to be Allocated

Cost Allocation Plan for Fiscal Year 2016 – 2017

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EQUIPMENT RENTAL

ALL RENTED EQUIPMENT USED WILL BE CHARGED TO THE INDIRECT COST POOL. RENTAL EQUIPMENT USED FOR SPECIFIC PROGRAMS WILL BE CHARGED DIRECTLY TO THE PROGRAM.

ADVERTISING

ALL ADVERTISING EXPENSES ARE TO BE CHARGED TO THE INDIRECT COST POOL. ADVERTISING EXPENSES FOR SPECIFIC PROGRAMS WILL BE CHARGED DIRECTLY TO THE PROGRAM.

SUPPLIES AND SPECIAL MATERIALS

ALL OFFICE AND GENERAL USE SUPPLIES ARE TO BE CHARGED TO THE INDIRECT COST POOL. SPECIAL SUPPLIES AND MATERIALS FOR SPECIFIC PROGRAMS WILL BE CHARGED DIRECTLY TO THE PROGRAM.

PRINTING COSTS

ALL PRINTING COSTS ARE TO BE CHARGED TO THE INDIRECT COST POOL. SPECIAL PRINTING COSTS FOR SPECIFIC PROGRAMS WILL BE CHARGED DIRECTLY TO THE PROGRAM.

COMPUTER SERVICES, LICENSING & FEES

ALL COMPUTER SERVICES SUCH AS PAYROLL PROCESSING EXPENSES WILL BE CHARGED TO THE INDIRECT COST POOL. PAYROLL PROCESSING CHARGES FOR SPECIFIC PROGRAMS WILL BE CHARGED DIRECTLY TO THE PROGRAM.

TRASH DISPOSAL/RECYCLING

ALL TRASH DISPOSAL AND RECYCLING EXPENSES WILL BE CHARGED TO THE INDIRECT COST POOL. SPECIAL TRASH DISPOSAL EXPENSES FOR SPECIFIC PROGRAMS WILL BE CHARGED TO THE PROGRAM.

DUES, SUBSCRIPTIONS, PUBLICATIONS, NEWSPAPERS & MISCELLANEOUS

ALL DUES, SUBSCRIPTIONS, PUBLICATIONS, NEWSPAPERS AND MISCELLANEOUS COSTS WILL BE CHARGED TO THE INDIRECT COST POOL.

BONDING, FIRE INSURANCE & PUBLIC EMPLOYEE LIABILITY

ALL BONDING, FIRE INSURANCE AND PUBLIC EMPLOYEE LIABILITY INSURANCE WILL BE CHARGED TO THE INDIRECT COST POOL.

PRESENTATION

PIEDMONT TRIAD REGIONAL COUNCIL

Occupancy Costs to be Allocated

Cost Allocation Plan for Fiscal Year 2016 - 2017

PAGE 3

INTEREST EXPENSE

INTEREST EXPENSES DIRECTLY RELATED TO THE FINANCING OF THE PIEDMONT TRIAD REGIONAL COUNCIL'S MAIN OFFICE FACILITY AS PER THE FINANCING AGREEMENT ENTERED INTO IN APRIL OF 2013.

DEPRECIATION EXPENSES

DEPRECIATION EXPENSES RELATED TO THE BUILDING AND LAND IMPROVEMENTS FOR THE OFFICE FACILITY, STRAIGHT-LINE METHOD OVER 15 YEARS.

UTILITIES EXPENSES

ALL ELECTRICAL, WATER AND SEWER EXPENSES FOR THE OFFICE FACILITY.

LAWN AND GROUNDS CARE EXPENSES

ALL COSTS RELATED TO MAINTAINING THE GROUNDS FOR THE OFFICE FACILITY, INCLUDING, BUT NOT LIMITED TO, MOWING, LANDSCAPING AND SNOW REMOVAL.

GENERAL BUILDING MAINTENANCE EXPENSES

ALL COSTS RELATED TO MAINTAINING THE OFFICE FACILITY, INCLUDING, BUT NOT LIMITED TO, PROPERTY ASSOCIATION DUES, MISCELLANEOUS BUILDING MAINTENANCE AND JANITORIAL SERVICES.

PRESENTATION

PIEDMONT TRIAD REGIONAL COUNCIL

Calculation of Indirect Cost Rate

Fiscal Year 2016 - 2017

TOTAL INDIRECT SALARIES			623,674
Fringe Benefits	35.00%		205,245
Fringe Benefits Indirect Part-Time			2,849
Bonding, Fire Insurance & Public Officials Liability Insurance			13,000
Professional Services			10,800
Accounting Services - Audit			36,000
Advertising			2,000
Computer Services, Licensing, Fees & Payroll Processing			99,000
Equipment Rental			50,000
Telephone			28,000
Postage			23,200
Dues, Subscriptions, Memberships, Misc.			16,000
Office Supplies			60,000
Equipment and Vehicles Maintenance and Repair			3,000
Travel & Parking			13,000
Occupancy Costs - Admin Offices			56,760
Occupancy Costs - Common Areas			170,712
TOTAL INDIRECT COST			1,413,239
Indirect Cost Rate:	<u>Total Indirect Costs</u>	1,413,239	36.50% **
	Total Direct Salaries & Fringe	3,872,366	
	Salaries	Fringe Benefits	Total
Total Direct Salaries & Fringe Be (Total Salaries less Grant 400 Salaries)	4,372,232	1,530,219	5,902,451
Minus Salaries not Subject to Ind.	(1,503,783)	(526,303)	(2,030,086)
	<u>2,868,449</u>	<u>1,003,917</u>	<u>3,872,366</u>
Total Salaries	4,995,906		
Salaries not Subject to Indirect	<u>1,503,783</u>		
	3,492,123		

* Yadkin, Surry, Davie, Rockingham and Forsyth WFD positions are not housed in PTRC offices.
 Davie, Surry and Yadkin Criminal Justice positions are not housed in PTRC offices.
 Service Corps is direct charged.

PRESENTATION

PIEDMONT TRIAD REGIONAL COUNCIL Calculation of Fringe Benefits Rate Fiscal Year 2016 - 2017

Total Salaries	4,995,906		
Salaries over SS Max	(22,624)		
Cafeteria Plan Deductions	(131,508)		
Plus Employee Compensation	<u>14,880</u>		
Social Security 6.2%	4,856,654	6.20%	301,113
Medicare 1.45%	4,879,278	1.45%	70,750
Group Health, Life, Vision and Dental Insurance			662,908
EAP/Wellness			38,650
Worker's Compensation Insurance			26,000
Unemployment - NC ESC			20,000
Accrued Vacation Leave			47,250
Health Reimbursement Arrangement			66,000
Employer Contribution to Retirement S	4,847,573	7.07%	342,723
Employer Contribution to 401K	4,847,573	2.50%	121,189
Total Fringe Benefits			<u>1,696,582</u>
Fringe Benefits Rate:	<u>Total Fringe Benefits</u>	1,696,582	35.00%
	Total Salaries	4,847,573	

PRESENTATION

PIEDMONT TRIAD REGIONAL COUNCIL
TOTAL BUDGET (FUNDS 001, 002 & 003)
7/1/16 to 6/30/17

EXPENDITURES

Salaries	4,273,520
Part Time Salaries - No Benefits	98,713
Fringe Benefits (31%)	1,495,735
Insurance & Bonds	2,846
Professional/Legal/Accounting Services	977,876
Consultants (sub & youth contractors)	13,469,914
Advertising	32,831
Printing & Binding	4,250
Computer Services & Licensing	117,535
Building Rent	0
Equipment Rent	17,637
Utilities	47,000
Trash Disposal/Recycling	24,000
Telephone & Internet	31,811
Postage	528
Publications & Newspapers	1,480
Dues & Memberships	13,290
Supplies	102,001
Special Materials	229,636
Capital Equipment	34,550
Repair & Maintenance	28,195
Travel/Conferences/Training (including participants)	703,003
Outreach and Promotion	6,500
Fringe Benefits Part-Time (7.65%)	7,553
Occupancy Costs	161,750
Notes Payable & Interest exp	345,264
Indirect Cost (36%)	1,413,248
Participant and Work Experience Costs	1,432,332
Program Support Allocation	413,595
Housing Asst Payments	3,546,072
Weatherization Services	3,747,670
TOTAL EXPENDITURES:	32,780,335

REVENUES

Federal	21,499,216
State	6,367,773
Appropriated Fund Balance	0
Dues and Interest	643,720
Local Project Fees and Local Grants	4,269,626
TOTAL REVENUES:	32,780,335

Difference (0)

PRESENTATION

PIEDMONT TRIAD REGIONAL COUNCIL BUDGET BY AREA

7/1/16 to 6/30/17

Original 4/20/16

	Fund 001	Fund 002 & 003	Total	% of Total Budget
Administration	287,992		287,992	0.9%
Administrative Services		165,100	165,100	0.5%
Crime Control and Public Safety	820,821	657,967	1,478,788	4.5%
Environmental Protection	85,431	136,100	221,531	0.7%
General Fund / Dues		70,110	70,110	0.2%
Health and Human Services (Aging)	12,592,505	150,000	12,742,505	38.9%
Housing	6,218,543	-	6,218,543	19.0%
Misc. Local Projects		707,249	707,249	2.2%
Planning	123,019	164,300	287,319	0.9%
Transportation	241,631		241,631	0.7%
Workforce Development	5,283,644	210,581	5,494,225	16.8%
Weatherization	2,769,525	2,095,817	4,865,342	14.8%
Totals	28,423,111	4,357,224	32,780,335	
	28,423,111	4,357,224	32,780,335	

PRESENTATION

**PIEDMONT TRIAD REGIONAL COUNCIL
BUDGET ORDINANCE 2016 - 2017**

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, 2016 and ending June 30, 2017 in accordance with the Chart of Accounts heretofore established for PTRC:

General / Council	\$	70,110
TOTAL GENERAL FUND APPROPRIATION	\$	70,110

Section 2. It is estimated that the following revenues will be available in the General Fund for the fiscal year beginning July 1, 2016 and ending June 30, 2017:

Fund Balance	\$	-
COG Dues		68,110
Interest		2,000
TOTAL GENERAL FUND ESTIMATED REVENUES	\$	70,110

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, 2016 and ending June 30, 2017 in accordance with the Chart of Accounts heretofore established for PTRC:

Administration	\$	287,992
Crime Control and Public Safety		820,821
Environmental Protection		85,431
Health and Human Services (Aging)		12,592,505
Housing		6,218,543
Planning		123,019
Transportation		241,631
Workforce Development		5,283,644
Weatherization		2,769,525
TOTAL GRANT PROJECT APPROPRIATION	\$	28,423,111

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, 2016 and ending June 30, 2017:

Federal Grants		21,499,216
State Grants		6,367,773
Appropriated Fund Balance		-
Dues		435,110
Interest		-
Local Projects & Fees		121,012
TOTAL GRANT PROJECT ESTIMATED REVENUES		28,423,111

PRESENTATION

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, 2016 and ending June 30, 2017 in accordance with the Chart of Accounts heretofore established for PTRC:

Administrative Services	165,100
Crime Control and Public Safety	657,967
Environmental Protection	136,100
Health and Human Services (Aging)	150,000
Housing	-
Misc. Local Projects	707,249
Planning	164,300
Workforce Development	210,581
Weatherization	2,095,817
TOTAL LOCAL PROJECTS APPROPRIATION	4,287,114

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, 2016 and ending June 30, 2017:

APPROPRIATED FUND BALANCE	-
COG DUES and INTEREST	208,610
LOCAL PROJECT FUND FEES	4,078,504
TOTAL LOCAL PROJECT ESTIMATED REVENUES	4,287,114

TOTAL APPROPRIATIONS	32,780,335
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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.

Meeting Dates 2016

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 3, 2016	February 17, 2016
March 2, 2016	March - none
April 6, 2016 - cancelled	April 20, 2016
May 4, 2016	May - none
June 1, 2016	June 15, 2016
July - none	July - none
August 3, 2016	August 17, 2016
September 7, 2016	September - none
October 5, 2016	October 19, 2016
November 2, 2016	November - none
December 7, 2016	December 21, 2016