

MINUTES
PTRC Board of Delegates
February 17, 2016

Present

Kevin Austin, Yadkin County
Jimmy Blake, Town of Biscoe
Buddy Boggs, Town of Haw River
Frank Bruno, Town of Stokesdale
Jeff Bullins, Town of Mayodan
Jim Butler, City of Burlington
Mary Cameron, Village of Clemmons
Darryl Carter, City of Eden
Sharon Conaway, Town of Walnut Cove
John Ferguson, Davie County
Alvin Foster, Town of Yanceyville
Darrell Frye, Randolph County
Nathaniel Hall, Caswell County
Archie Hicks, Town of East Bend
Ernest Lankford, Stokes County
Molly Leight, City of Winston-Salem
Peggy Leight, Town of Walkertown
Walter Marshall, Forsyth County
Rick McCraw, City of King
John McDermon, Town of Rural Hall
Joyce McGee, Town of Tobaccoville
Wayne Moore, Town of Jonesville
Jackie Morris, Montgomery County
John Peterson, Town of Elon
Larry Phillips, Surry County
Damon Prince, Town of Troy
Mark Richardson, Rockingham County
Chris Sapp, Town of Bethania
Tobin Shepherd, City of Lexington
David Smith, City of Asheboro
Ed Smith, Town of Lewisville
Bert Lance Stone, City of Archdale
Mike Stone, Town of Oak Ridge
Chris Thompson, Town of Kernersville
Brent Ward, Town of Mocksville
Larry Ward, Town of Denton
Lenny Williams, Town of Gibsonville
Steve Yokeley, City of Mount Airy
Raleigh York, City of Thomasville

Absent

Marikay Abuzuaiter, City of Greensboro
Latimer Alexander, City of High Point
Lori Armstrong, Town of Stoneville
Dwight Atkins, Town of Pilot Mountain
Wayne Atkins, Town of Dobson
William Baity, Town of Boonville
Layton Booker, Town of Candor
Mark Brown, Town of Summerfield
John Byrum, Town of Midway
Perry Conner, Town of Franklinville
James Festerman, City of Reidsville
Carissa Graves, Town of Green Level
Ed Hooks, City of Mebane
Lestine Hutchens, Town of Elkin
Michelle Leonard, Town of Bethania
Linda Massey, Alamance County
Dennis Paschal, Town of Wentworth
Brenda Platt, Town of Madison
Kenneth Rethmeier, Town of Bermuda Run
Naydine Sharpe, Village of Alamance
Danny Shaw, Town of Ramseur
Ron Surgeon, Town of Pleasant Garden
Don Truell, Davidson County
Chip Turner, City of Graham
Keith Volz, Town of Jamestown
Branson Webb, Town of Mount Gilead
Janet Whitt, Town of Danbury
Steve Yokeley, Town of Wallburg

Chairman Hall welcomed the PTRC Board of Delegates and called the meeting to order. He requested a moment of silence and then led the Board in the Pledge of Allegiance.

1. Presentation: Focus on Members, Jimmy Blake, Mayor, Town of Biscoe

- a. Mr. Blake presented about the small town of Biscoe in Montgomery County. Biscoe is the location of one of the town's industries and one of the largest employers in the county- Grede. Other industries in the area include Myrick Construction and RL Kellam Co. Biscoe is also home to Carolina Dairy which is the only plant in the US that produces Dannon Danimals yogurt. Mr. Blake shared samples of the delicious yogurt. The town has a wonderful town park complete with tennis courts and a pool. Biscoe is a small town but it has a lot to offer!

2. Presentation: Update on the NC Economic Development Efforts, Tracy Dellinger, Economic Development Partnership of NC

- a. Ms. Dellinger discussed the mission of EDPNC which is to advance NC's economic interests through job creation and capital investment driven by new business recruitment, existing business expansion, international trade, small business formation and tourism.
- b. They are "marketing" and "selling" NC as a location for corporate expansions and relocations, as a destination for tourism, convention, amateur sports, and film making, NC-made exports, and NC as a place to start a new business.
- c. The EDPNC's key priorities include ensuring geographic diversity in their efforts; expanding our reach into new markets; developing best-in-class tools for marketing, business development, and sales efforts; developing a sustainable base of private sector financial support to complement public funding; and commitment to "product development."
- d. They accomplish their mission with the team comprised of 8 regional offices, Business Link NC and International trade.
- e. Business Link NC is a free resource that assists businesses with one on one client consultations, customized licensing information and contacts and referrals to local, State and Federal Agencies and Occupational Licensing Boards.
- f. EDPNC's cooperative marketing goals include helping regional, local, and private-sector partners to compete for more business-recruitment opportunities; provide people with a platform to deliver your marketing message to different target audiences, including the advisory community; enable people to forge relationships with decision-makers and decision-influencers; and allow businesses to market advantages at a lower cost than going solo while leveraging the NC brand.
- g. Step grants are another great resource that provides companies with travel reimbursements for trade show or trade mission attendance. Grants can also be used for assisting a small business in entering new foreign markets.
- h. Ms. Dellinger added that the work she does is based on performance and results and EDPNC goes out with the purpose of helping and making positive

changes. The majority of the work they do is reactive to partner with companies to address a wide range of issues.

- i. Mr. Dolge encouraged delegates to keep EDPNC in mind as it is a great resource that works to improve and expand existing businesses.

3. Consent Items, Nathaniel Hall, PTRC Chair

- a. Request for approval of December 16, 2015 PTRC Board of Delegates Minutes, Nathaniel Hall, PTRC Chair
- b. Request for authorization to amend the contract with our 16 funded Family Caregiver Support Program (FCSP) and award an additional \$48,000 for direct service to be utilized March 1, 2016- May 31, 2016, Adrienne Calhoun, Area Agency on Aging Assistant Director
- c. 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 \$54,753 for the period of October 1, 2015 to September 30, 2016, Adrienne Calhoun, Area Agency on Aging Assistant Director
- d. Request for authorization to amend the State Fiscal Year 2016 Aging contract with the North Carolina Division of Aging and Adult Services and enter into contract with local funded partners for Local Contact Agency (LCA activities) in the amount of \$23,853.00 for the contract period of February 1, 2016 – June 30, 2016, Adrienne Calhoun, Area Agency on Aging Assistant Director
- e. Request for authorization to enter into contract with the Blue Ridge Trail Works, Inc. for professional planning services, Jesse Day, Regional Planning Director Interim
- f. Request for authorization to amend Davie, Stokes, Surry and Yadkin Section 8 Administrative plan, Michael Blair, Housing Director
- g. There being no questions, a motion was made by Mr. Darrell Frye.
- h. The motion was seconded by Ms. Molly Leight.
- i. The Consent Items were approved.

4. Action Item: Request for approval to enter into contract with Foothills Planning and Design for professional planning services for a total of \$59,500; with \$28,000 in FY 2015-1016; \$25,500 in FY 2016-2017; and \$6,000 in FY 2017-2018, Jesse Day, Regional Planning Director Interim

- a. Mr. Jesse Day stated that the planning department requests to enter into contract with Foothills Planning and Design, PLLC to support the PTRC Brownfields Program, Development Corporation, Randolph County Strategic Plan and Waughtown Strategic Plan Implementation. Paul Kron is the principal of the firm. These projects were in process when Mr. Kron retired from the planning department and the contracts will allow Paul to continue to support these planning efforts. The contracts are broken down as followed below:
 1. PTRC Brownfields Program: \$12,000; Services:
 - i. Solicit for and investigate potential new assessment sites;
 - ii. Conduct stakeholder outreach and engagement activities;

- iii. Assist PTRC staff in updating the project website and on-line mapping application;
 - iv. Review and approve all EPA and DENR BF Applications, QAPPs, SSQAPPs, Phase I & II site assessments, and Brownfield agreements with the NC DEQ Brownfields Program;
 - v. Monitor and manage assessment and clean-up planning work conducted under contracts with PTRC's two environmental consultants;
 - vi. Monitor and manage work conducted by one of PTRC's environmental consultants to gather and submit site specific data via the online EPA ACRES database;
 - vii. Monitor and report on all grant expenditures by site for all program assessment projects;
 - viii. Assist PTRC staff in completing and submitting all quarterly, annual and final (close-out) project reports to EPA and NC DEQ.
2. Development Corporation: \$16,500; Services
- ix. Assist PTRC staff to conduct research and engage with governmental and business representatives; and
 - x. Assist PTRC staff to design and facilitate and/or negotiate the formation of new economic and community development programs and initiatives as directed by the PTRC Executive Director.
3. Randolph Strategic Plan: \$7,500; Services:
- i. Design and facilitate Steering Committee Meetings;
 - ii. Design and facilitate Task Force Meetings;
 - iii. Assist with public outreach and engagement activities;
 - iv. Coordinate among Task Force facilitators and members and County staff;
 - v. Write one of three Task Force Reports;
 - vi. Assist with the integrating of Task Force Reports and writing of the final report;
 - vii. Assist with development of a final power point presentation;
 - viii. Assist with presentation of the final report to the Board of County Commissioners.
4. Waightown Strategic Plan: \$23,000; Services:
- ix. Write one of three Task Force Reports;
 - x. Assist with the integration of Task Force Reports and writing of the final report;
 - xi. Assist with development of a final power point presentation;
 - xii. Assist with presentation of the final report to the City of Winston-Salem;
 - xiii. Design and facilitate Project Implementation Committee and Sub-Committee Meetings;
 - xiv. Attend meetings, conferences, summits and training sessions in support of, and as requested by, the S.G. Atkins CDC staff and/or Board;
 - xv. Assist with public outreach and engagement activities;

- xvi. Assist with identifying and writing applications for appropriate implementation grants; and
- xvii. Coordinate among Implementation Committee & Sub-Committee members, S.G. Atkins CDC staff & Board members, WSSU faculty, City of Winston-Salem staff and Elected Officials, and other community leaders, volunteers and members.

- b. There being no questions, a motion was made by Mr. Jimmy Blake.
- c. The motion was seconded by Mr. Walter Marshall.
- d. Request to approval to enter into contract with Foothills Planning and Design for professional planning services for a total of \$59,500; with \$28,000 in FY 2015-1016; \$25,500 in FY 2016-2017; and \$6,000 in FY 2017-2018 was approved.

5. Action Item: Request for approval for 2015-2016 audit contract with Canon & Company, LLP, Robin Shelton, Finance Director

- a. Ms. Shelton stated the total on the contract for the 14-15 year was \$31,750; the contract for this fiscal year is \$32,600. Both of these amounts are in accordance with the three year bid submitted prior to the 13-14 audit. In addition to the PTRC contract, there is a supplemental page for the audit of the Piedmont Triad Regional Development Corporation, a Discretely Presented Component Unit. The amount on the PTRDC contract remains consistent at \$3,100 for both last year and this year. As with all contracts, if the scope expands beyond the original bid, the amounts could change accordingly.
- b. Mr. Darrell Frye asked if this was the last year that we are in contract with Canon & Company, LLP. Ms. Shelton responded that yes it is the last year.
- c. There being no questions, a motion was made by Mr. Kevin Austin.
- d. The motion was seconded by Mr. Ernest Lankford.
- e. Request to approval for 2015-2016 audit contract with Canon & Company, LLP was approved.

6. Informational Item: Acceptance letter of our 2015 Audit by LGC (See below)

We have completed our review of the June 30, 2015 financial statements of the Piedmont Triad Regional Council and did not identify any additional financial statement presentation items that require attention. The information in your audit report will now be analyzed and if we note any fiscal or internal control issues a separate communication will be sent asking for additional information or discussing any concerns. If you have not already done so, please submit final invoices to <http://nctreasurer.slgfd.leapfile.net>

Preeta Nayak, CPA
Senior Accounting and Financial Management Advisor
State and Local Government Finance Division
Phone: (919) 814-4291
Fax: (919) 855-5812
www.nctreasurer.com
Find us on Facebook 

7. Informational Item: Community Development Funding Initiative, Matthew Dolge, Executive Director

- a. Mr. Matthew Dolge explained that at the last PTRDC meeting it was decided that Piedmont Together would be a subcommittee of PTRDC. This *Investment Fund* will address job creation, small business and entrepreneurial support, redevelopment, housing and community infrastructure. This program will be a catalyst to leverage public and private investment resources, including allowing local regional and national banks to pool their CRA funding, to increase the number and magnitude of high impact community development projects in all 12 counties. *For more information see page 20 and 21 of agenda.*

8. Executive Director's Report, Matthew Dolge, Executive Director

- a. Mr. Matthew Dolge wanted to pass along sentiments from Cassidy Pritchard. She is in her new position in Raleigh but wanted to tell the Board how much she enjoyed working with them.

9. Chairman's Announcements, Nathaniel Hall, Chairman

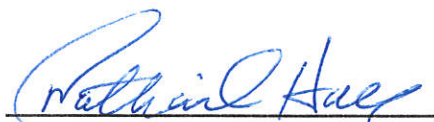
- a. Mr. Nathaniel Hall asked all Executive Committee members present to stay for a closed session meeting immediately following the Board of Delegates adjournment.

There being no other business, the Board of Delegates regular meeting was adjourned.

10. Closed Session

- a. Mr. Jackie Morris made a motion to enter into closed session.
- b. The motion was seconded by Mr. Alvin Foster.
- c. The closed session addressed a personnel matter.
- d. No action was taken.
- e. There being no further discussion a motion to adjourn the closed session was made by Ms. Bert Lance Stone.
- f. The motion was seconded by Buddy Boggs.

There being no other business, the Closed Session meeting was adjourned.


Nathaniel Hall, PTRC Chair


Katie Mitchell, Acting Clerk