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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

Minutes

Wednesday, September 6, 2017

12:00 noon

PTRC Headquarters

1398 Carrollton Crossing Drive

Kernersville, NC 27284

Members Present:

Councilwoman Marikay Abuzuaiter, City of Greensboro

Mayor Dwight Atkins, Town of Pilot Mountain

Commissioner Kevin Austin, Yadkin County

Mayor Jimmy Blake, Town of Biscoe

Mayor Buddy Boggs, Town of Haw River

Commissioner Alan Branson, Guilford County

Alderswoman Renee Bryant, City of Randleman

Commissioner Sharon Conaway, Town of Walnut Cove

Commissioner John Ferguson, Davie County

Mayor Alvin Foster, Town of Yanceyville

Chairman Darrell Frye, Randolph County

Commissioner Ernest Lankford, Stokes County

Councilman John Larson, City of Winston-Salem

Commissioner Wayne Moore, Town of Jonesville

Chairman Jackie Morris, Montgomery County

Vice Chairman Larry Phillips, Surry County

Commissioner Mark Richardson, Rockingham County

Commissioner Don Truell, Davidson County

Mayor Keith Volz, Town of Jamestown

Commissioner Brent Ward, Town of Mocksville

Mayor Larry Ward, Town of Denton

Commissioner Steve Yokeley, City of Mount Airy

Members Absent

Councilman Latimer Alexander, City of High Point

Commissioner Eddie Boswell, Alamance County

Councilman Jim Butler, City of Burlington

Councilman Darryl Carter, City of Eden

Commissioner Fleming El-Amin, Forsyth County

Commissioner Nathaniel Hall, Caswell County

Councilwoman Peggy Leight, Town of Walkertown

Vice Chair Steve Yokeley welcomed the PTRC Executive Committee and called the meeting to order at 12:00 p.m. He requested a moment of silence and then led the Executive Committee in the Pledge of Allegiance.

- 1. Action Item: Request for approval of June 7, 2017 PTRC Executive Committee minutes, Steve Yokeley, PTRC Vice Chairman**
 - a. There being no questions, a motion was made by Mr. Keith Volz.
 - b. The motion was seconded by Mr. Alan Branson.
 - c. Request for approval of June 7, 2017 PTRC Executive Committee minutes was approved.

- 2. Action Item: Request for authorization to apply for \$50,000 in renewal funding from the Bob Barker Company Foundation, Matthew Dolge, Executive Director**
 - a. The Criminal Justice Department requests authorization to apply for \$50,000 in grant funds from the Bob Barker Company Foundation, the community outreach division of the NC-based detention supplies producer. Funds will be used to support staff salaries, travel and general operating costs of the "Project Reentry" program.
 - b. We have received these funds the past six years.
 - c. The application for Bob Barker Company Foundation funding is due for submission September 15, 2017.
 - d. There being no questions, a motion was made by Mr. Brent Ward.
 - e. The motion was seconded by Mr. Keith Volz.
 - f. Request for authorization to apply for \$50,000 in renewal funding from the Bob Barker Company Foundation was approved.

- 3. Action Item: Request for authorization to apply for \$150,000 in grant funds from the NC Department of Public Safety- Rehabilitation Programs and Services, Matthew Dolge, Executive Director**
 - a. The Criminal Justice Department requests authorization to apply for \$150,000 in grant funds from the NC Department of Public Safety-Rehabilitative Programs and Services to support implementation of a Local Reentry Council under the "Project Reentry" program in Forsyth County. The Local Reentry Council will develop a formal resource network/referral system, provide support services and build advocacy for programming for former offenders and their families.
 - b. The NC Department of Public Safety-Rehabilitative Programs and Services will announce awards in late September, 2017.
 - c. Mr. Dolge added that the Reentry program has been very successful in Forsyth County. Robin Howell does an exceptional job and our program is being replicated across the state.
 - d. There being no questions, a motion was made by Mr. Mark Richardson.
 - e. The motion was seconded by Ms. Marikay Abuzuaiter.
 - f. Request for authorization to apply for \$150,000 in grant funds from the NC Department of Public Safety- Rehabilitation Programs and Services was approved.

4. Action Item: Request to establish a compensation guide for the position of Executive Director, Matt Reece, Assistant Director

- a. The Officers, including Chairman Nate Hall, Vice-Chairman Steve Yokeley, Treasurer Kevin Austin, and Secretary Jimmy Blake met on August 2, 2017. Immediate Past Chairman, Darrell Frye, had notified the Officers of a scheduling conflict in advance. Chairman Hall called the meeting to order shortly after noon and informed the Officers that a discussion of compensation for the position of Executive Director was needed. Nate Hall asked Matt Reece to present information related to compensation. Matt Reece presented the Executive Director Salary Review, see enclosed. The Officers discussed the information presented. The Officers directed Reece to prepare the following memorandum, a request to establish a compensation guide for the position of Executive Director. Having no further business, the Officers adjourned the meeting around 1:00pm.
- b. The Board of Delegates approved a compensation plan and assignment of classes to grades that applies to all employees appointed by the Executive Director. A similar structure to provide guidance to the Board for making compensation decisions for the position of Executive Director is the recommendation. In the six years since merger the Executive Director’s salary has only twice been adjusted and the salary is below the market average of the peer group.
- c. The following structure and administration is recommended. This is a similar structure to that which applies to all other employees.

Minimum	Progression to Pay Target Developmental Increase	Pay Target
\$129,812	\$5,776	\$158,695
35 th Percentile of member government executive market and comparison regional councils	Developmental increase value, established by five increments from minimum to pay target. Developmental increases are contingent upon individual contributions and performance. Developmental increases are applied as flat dollar amount and the value of that amount ranges from 4.45% at minimum, to 3.78% at pay target, and averages 4.10% over the calculated five increments.	Compensation goal with contingent upon performance. 85 th percentile of data set. Employee may be eligible for additional increases or lump sum payments may be awarded. Base salary increases beyond pay target are awarded when performance is deemed exceptional and exceeds established criteria.

- d. Annually, the Officers of Board, will confer and using this guideline prepare a specific recommendation for further consideration to adjust the salary of the Executive Director.
- e. The Officers met on August 2, 2017, and recommend increasing the Executive Director’s salary to \$142,930, an increase of 8.79%. Since the salary has not been adjusted since June 20, 2015, the equivalent of two developmental increases is recommended.
- f. The Executive Director concurs and recommends the accepting the report from the Officers meeting of August 2, 2017 and adopting the compensation guide for the position.
- g. Mr. Ernest Lankford asked if the 8.79% was the equivalent for 2 years. Mr. Reece answered yes.
- h. There being no more questions, a motion was made by Ms. Marikay Abuzuaiter.

- i. The motion was seconded by Mr. Jimmy Blake.
- j. Request to establish a compensation guide for the position of Executive Director was approved.

5. Action Item: Request to provide tuition assistance as an employee benefit, Matt Reece, Assistant Director

- a. PTRC is fortunate to have employees that are interested and engaged to improve themselves by furthering their education and developing skills. PTRC would prefer to be in a similar position as many of our member governments and offer our employees some level of tuition assistance. Some of the funding we receive from Federal and State sources allow for this expense. Therefore, the following policy regarding tuition assistance is being presented:
- b. A full-time, regular employee rated as an independent operator within PTRC's performance appraisal system may apply for tuition reimbursement to complete formal education taken during non-work time which is expected to improve job skills.
- c. Requests for tuition assistance shall be submitted to the department head and presented for approval to the Executive Director prior to class registration. An employee may be reimbursed for eligible expenses, including tuition and books, for up to one class per academic semester or quarter. Fees are not eligible for reimbursement due to OMB regulations. Requests must be made for each class, session or semester where expense reimbursement is desired. Approval is subject to the availability of departmental funds. Satisfactory completion (achieving a grade of at least "C" or its equivalent) of the class is required for reimbursement, and the employee must commit to remain in the employment of the PTRC for a period of six months following the end of the class. Should an employee leave employment before fulfilling that commitment, he or she must reimburse the PTRC for the cost of any tuition assistance paid, including tuition and books. The employee must present satisfactory documentation of expenses and grade achievement to receive reimbursement. Prior authorization may be obtained through email documentation with an estimate of expenses presented. Approval is contingent on availability of specifically designed budget funds as allowable by programs and grants and financial practice.
- d. The Executive Director concurs with this presented policy and recommends it for consideration of approval.
- e. Mr. Darrell Frye asked if this would be available to all staff. Mr. Reece answered that it will dependent on program funds.
- f. Mr. Buddy Boggs asked if this will be audited. Mr. Reece answered yes we are audited and have strict guidelines we must follow.
- g. Mr. John Larson asked why 6 months for time of commitment? Mr. Reece answered that we have seen that time frame when we looked at other examples of these policies. There is a problem with enforcement after 6 months.
- h. Mr. John Ferguson asked what will be the amount of money. Mr. Dolge answered that it will generally not be more than \$1000.

- i. Ms. Sharon Conaway asked if there will be limitations. Mr. Dolge answered that this assistance will be consistent across the board and reasonable.
- j. Mr. Darrell Frye asked how it will be decided if multiple people ask for assistance. Mr. Dolge answered that the limited amount of money will be split equally.
- k. Mr. John Larson asked if PTRC has a professional development fund. Mr. Dolge answered that programs do but we do not have a general fund. Departments set aside annual training budgets.
- l. There being no more questions, a motion was made by Mr. Mark Richardson.
- m. The motion was seconded by Mr. Kevin Austin.
- n. Request to provide tuition assistance as an employee benefit was approved.

6. Action Item: Request for authorization to apply for NC Division of Water Resources' 205(j) water quality planning grant, Cameron Colvin, Reginal Planner

- a. Jesse intro Cameron who has been here for 3 months. Grad of Clemson and grew up in charlotte. He has hit the ground running and we are happy to have him.
- b. The PTRC Planning Department has utilized NCDWR 205(j) grants as a critical component of its annual budgets to support local, regional, and superregional water quality planning, restoration, and outreach work. The 205(j) grant proposals for this upcoming year must be received by September 8th, 2017. The PTRC Planning Department is currently engaged in conversations to be an applicant for two (2) projects valued at up to a total of \$100,000 for this coming grant cycle. The two (2) proposed project would directly serve the communities of the Towns of Madison and Mayodan, as well as the entire Upper Yadkin River Basin, which includes the Counties of Surry, Stokes, Yadkin, Forsyth, Davie, Davidson, Randolph, and Montgomery.
- c. 205(j) grants do not require any cost share for the agreement, however, in-kind match will be provided by project partners. Public Works staffs from the Towns of Madison and Mayodan will accompany PTRC staff and assist in the collection of stormwater infrastructure data collection. Additional included match will be provided by the Yadkin Riverkeeper as part of a grant from the National Fish & Wildlife Foundation in order to assemble a stakeholder group and assess nonpoint source pollutants for the High Rock Lake watershed.
- d. There being no more questions, a motion was made by Mr. Don Truell.
- e. The motion was seconded by Mr. Alvin Foster.
- f. Request for authorization staff to apply for two (2) 205 (j) planning grants from the NC Division of Water Resources totaling up to \$100,000 was approved.

7. Action Item: Request for approval to enter into contract and associated match/cost share commitment with TJCOG as a sub-awardee of the CMAQ grant for \$49,690, Jesse Day, Planning Director

- a. The Planning Department requests to enter into a local project agreement with Triangle J Council of Governments, Centralina Council of Governments for FFY 2018 and 2019 for a Regional Passenger Rail Promotion CMAQ project. Triangle J COG is the recipient of the funds and will manage the project

- b. The Project Purpose is: "Regional Emissions Reductions with Passenger Rail Promotion" for Regional Congestion Mitigation Air Quality funding. Given the extensive work being done by NCDOT to improve the passenger rail infrastructure throughout the State of North Carolina, CMAQ funding will be used in the Triangle, Triad and Greater Charlotte regions of the state working collaboratively to develop and implement a program to encourage passenger rail use along the corridor linking these regions.
- c. Scope elements include: collaboration and partnerships, identify target audiences, develop marketing campaign, public education and training, mass media and outreach; and walkability/bikeability audits and training.
- d. Mr. Day added that the Piedmont Triad Regional Council Sub-Award is \$39,752 and a PTRC cost share of \$9,938 totaling \$49,690.
- e. There being no more questions, a motion was made by Mr. Buddy Boggs.
- f. The motion was seconded by Mr. Alvin Foster.
- g. Request for approval to enter into contract and associated match/cost share commitment with TJCOG as a sub-awardee of the CMAQ grant for \$49,690 was approved.

8. Action Item: Request for approval to enter into contract with the City of Asheboro up to \$23,700 in the current fiscal year, Jesse Day, Planning Director

- a. The Planning Department requests to enter into contract with the City of Asheboro to support grant applications, administration, procurement and compliance for a CDBG Economic Development Project in Asheboro for the Fibertex company. The work will begin immediately, with the multiple grants expected to close in September 2021. Primary outcomes will involve seeking and administering multiple funding sources (e.g. CDBG, NCRR and NCDOT) to construct rail infrastructure to the project site.
- b. The project scope is as follows:
 - PTRC Grant Administration Services: \$1,800/mth x 9 months
 - Environmental Services and Documentation: \$7,500
 - Not to Exceed Current Fiscal Year: \$23,700
- c. The actual contract amount may vary and the actual amount will be reconciled quarterly to reflect actual costs and actual time spent. Additional work will be completed in future fiscal years and will be considered at a future meeting.
- d. Mr. Dolge added that Asheboro came to us with this big project and asked for our help. We will be serving as grant administrator.
- e. *For full contract package please see agenda pages 12-15.*
- f. Ms. Marikay Abuzuaiter stated that we would essentially be doing the marketing for the railway. Mr Mark Richardson asked if there are any competing rails in the area to which Mr. Day answered no.
- g. Mr. Darrell Frye asked what the specific benefit to our area is. Mr. Day answered that we will reduce air emissions by encouraging rail way use.
- h. Mr. Darrell Frye asked if this has anything to do with the stream litigation. Mr. Day answered that yes some of these funds will be used to clear up some of these problems.

- i. There being no more question, a motion was made by Mr. Mark Richardson.
- j. The motion was seconded by Mr. Kevin Austin

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

- a. You all have received the Save the Date to our NC Tomorrow Summit. PTRDC is hosting this event on November 8th. This will be a daylong session with key note speaker, Roger Brooks. He will also be available for one on one sessions to give direct guidance and recommendations. There will also be sessions on broadband, workforce development, downtown development and food networks. To encourage participation we may cancel our November 1st Executive Committee if that agrees with the board.
- b. We want to let you all know of some internal staff changes that will be taking place towards the end of the year. Mr. McCaskill has made our Weatherization Assistance Program the best in the state and will be retiring in December. Our plan is to merge the WAP with our Housing department. These programs go hand in hand and we hope this will provide great opportunities for growth and cross training. We will be able to coordinate expenditures to stretch dollars and save money. Mr. Michael Blair will be the head of both of these departments. We hope to make the transition seamless.
- c. We are moving right along with our audit. The auditors will be on Monday. Finance staff has done a great job.
- d. Our WFD is moving forward with Dream It. Do It. We had an ambassadors training in August. Mr. Kevin Austin who attended stated that the participation was extremely encouraging with about 35 people there. Every county in our region was represented. Mr. Dolge reminded everyone that Manufacturing Day is October 6th and our goal is to have the public rollout of DIDI by then. This is a 12 county initiative and we want everyone engaged. Ms. Wendy Walker-Fox added that the level of engagement is encouraging. For every 10 people that leave the manufacturing field only 1 is replaced. This startling statistics shows that we really have to change the perception of millennials and of employers. This is the future of manufacturing.
- e. Mr. Dolge reminded everyone to make their nominations for the Grady Hunter and Randall Billings awards. Nominations are due by September 27th and will be presented at our October 18th Board of Delegates meeting at Triad Park.

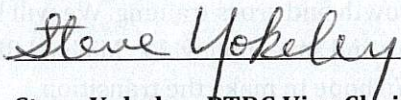
10. New Business

- a. To encourage participation at the November 8th NC Tomorrow Summit it was suggested that we cancel the Executive Committee meeting that month.
- b. A motion was made by Mr. John Larson.
- c. The motion was seconded Mr. Darrell Frye.
- d. Request to cancel the November Executive Committee meeting was approved.

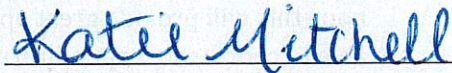
11. Around the Region, Steve Yokeley, PTRC Vice Chairman

- a. Ms. Marikay Abuzuaiter announced that the Greensboro Folk Festival will be all weekend. It's a free event and it is a great time!
- b. Mr. Keith Volz shared that Jamestown has added a new oyster bar that is doing great and within the next week a new Thai restaurant will be opening. The golf course renovations are done with makes Jamestown a great place to spend some time!
- c. Mr. Ernest Lankford shared that the 40th Annual Stokes Stomp will be held this Saturday and Sunday on the Dan River.
- d. Mr. Steve Yokeley shared some great events coming up in Mt. Airy. Mayberry Days will be held on September 22nd-24th. The Autumn Leaf Festival will be held in October and it has become one of the biggest festivals around.

There being no other business, a motion to adjourn was made by Ms. Sharon Conaway and seconded by Ms. Marikay Abuzuaiter. The meeting was adjourned at 1:05 p.m.



Steve Yokeley, PTRC Vice Chairman



Katie Mitchell, Clerk to the Board